

# APPLICATION INFORMATION PACKET

## 2013 CALL FOR PROJECTS

FEDERAL TRANSIT ADMINISTRATION (FTA) FUNDING  
AVAILABLE FOR:

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**§5310** - ENHANCED MOBILITY OF SENIORS AND  
INDIVIDUALS WITH DISABILITIES PROGRAM

**§5316** - JOB ACCESS/REVERSE COMMUTE  
PROGRAM

**§5317** - NEW FREEDOM PROGRAM

APPLICATIONS DUE: NOVEMBER 15, 2013

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IMPORTANT: Federal Transit Administration (FTA) funds require a high degree of dedication to detail and reporting, along with very specific requirements. If you are unfamiliar with FTA regulations and grant management requirements or have not received FTA funds in the past, please review the documents associated with this Call for Projects to determine if your agency is willing, and has the institutional capacity, to comply with the required terms and conditions.



North Central Texas  
Council of Governments

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## ABOUT THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

The North Central Texas Council of Governments is a voluntary association of cities, counties, school districts, and special districts which was established in January 1966 to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. It serves a 16-county metropolitan region centered around the two urban centers of Dallas and Fort Worth. Currently the Council has 237 members, including 16 counties, 169 cities, 21 independent school districts, and 31 special districts. The area of the region is approximately 12,800 square miles, which is larger than nine states, and the population of the region is over 6.5 million, which is larger than 38 states. NCTCOG's structure is relatively simple; each member government appoints a voting representative from the governing body. These voting representatives make up the General Assembly which annually elects a 15-member Executive Board. The Executive Board is supported by policy development, technical advisory, and study committees, as well as a professional staff of 306.

### DEPARTMENT OF TRANSPORTATION

Since 1974 NCTCOG has served as the Metropolitan Planning Organization (MPO) for transportation for the Dallas-Fort Worth area. NCTCOG's Department of Transportation is responsible for the regional planning process for all modes of transportation. The department provides technical support and staff assistance to the Regional Transportation Council and its technical committees, which compose the MPO policy-making structure. In addition, the department provides technical assistance to the local governments of North Central Texas in planning, coordinating, and implementing transportation decisions.

NCTCOG's offices are located in Arlington in the Centerpoint Two Building at 616 Six Flags Drive (approximately one-half mile south of the main entrance to Six Flags Over Texas).

North Central Texas Council of Governments  
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## FUNDING AVAILABLE

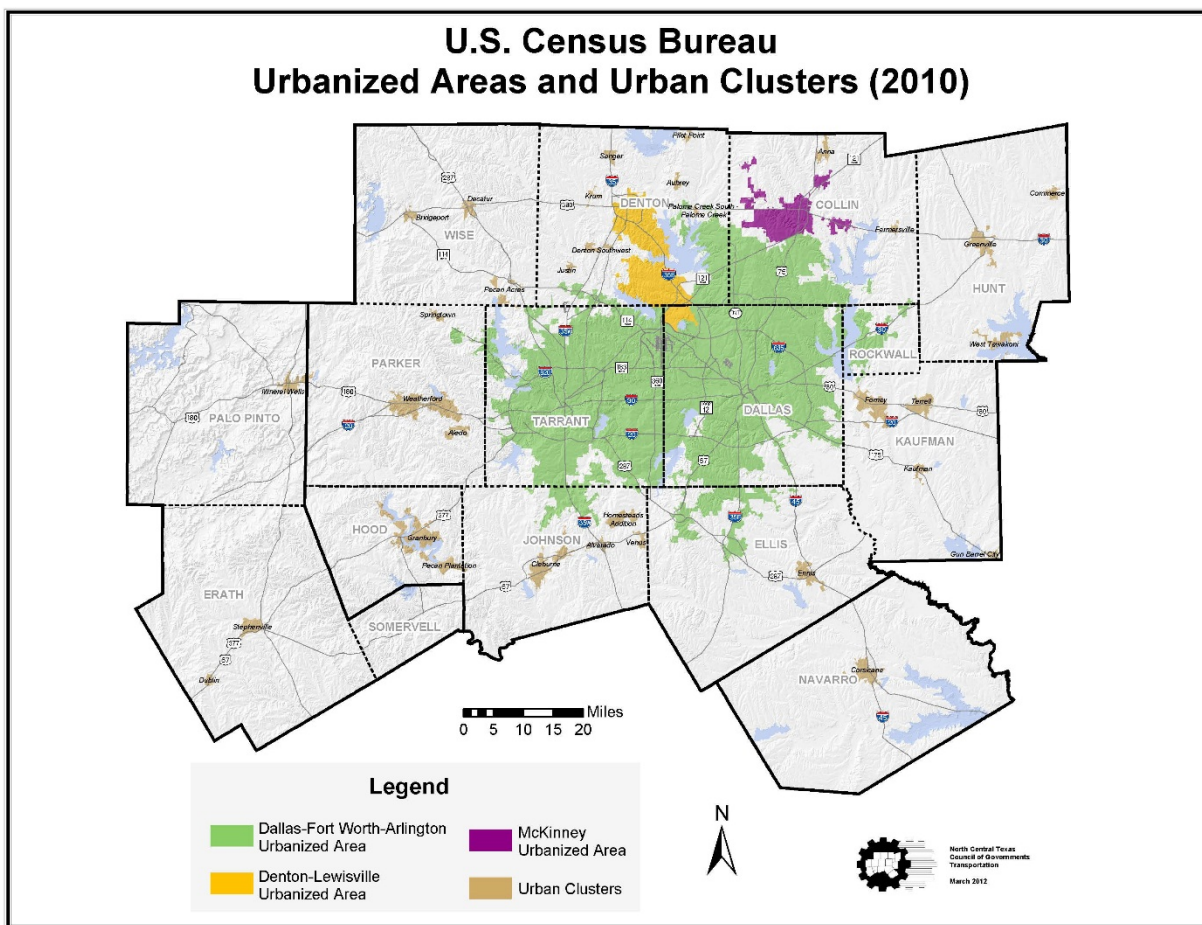
The North Central Texas Council of Governments (NCTCOG) is conducting a competitive Call for Projects to award Federal Transit Administration (FTA) funds for three programs:

Enhanced Mobility of Seniors and Individuals with Disabilities (49 U.S.C. §5310)

Job Access/Reverse Commute (49 U.S.C. §5316)

New Freedom (49 U.S.C. §5317)

Funds are available for eligible projects that focus on the Dallas-Fort Worth-Arlington or Denton-Lewisville urbanized areas. A map is provided below for reference.



Funds available to non-urbanized areas and the McKinney Urbanized Area are administered by the Texas Department of Transportation (TxDOT). TxDOT's Public Transportation Division (PTN) makes funds available regularly. For additional information, please visit <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>.

The table below provides a summary of approximate funding available through each program.

Program	Fiscal Year Funding	Dallas-Fort Worth-Arlington UZA	Denton-Lewisville UZA	Eligible Expenses
Enhanced Mobility of Seniors and Individuals with Disabilities (49 U.S.C. §5310)	2013	\$964,523	\$110,661	Capital
Job Access/Reverse Commute (49 U.S.C. §5316)	2012		\$107,611	Operating Planning Capital
New Freedom (49 U.S.C. §5317)	2012	\$1,093,698	\$64,831	Operating Capital
	Returned		\$76,596	Operating

## MINIMUM PROJECT REQUIREMENTS

Program	Minimum Project Requirements*							
	Service is non-duplicative (existing services are unavailable, insufficient or inappropriate)	Serving employment sites that have low-income jobs	Service is targeted to low-income workers	Serving local residents/ neighborhoods (connections)	Service gets workers to suburban employment	Service was not operational before 2005	Service is targeted towards people with disabilities (beyond the American's with Disabilities Act requirements)	Service meets the special needs of seniors and people with disabilities
Job Access	✓	✓	✓	✓				
Reverse Commute	✓				✓			
New Freedom	✓					✓	✓	
Enhanced Mobility of Seniors and Individuals with Disabilities	✓							✓

\*A project could be funded under more than one federal program, provided it meets the minimum requirements for each

## ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM (§5310)

### BACKGROUND

Under the current transportation law, Moving Ahead for Progress in the 21<sup>st</sup> Century, commonly referred to as MAP-21, the Federal Transit Administration (FTA) repealed the New Freedom Program (Section 5317) previously authorized through SAFETEA-LU and consolidated it with the Elderly Individuals and Individuals with Disabilities Program (Section 5310), now renamed the Enhanced Mobility of Seniors and Individuals with Disabilities Program. The modified Section 5310 Program continues to serve the function of providing funding to improve mobility for seniors and individuals with disabilities. The law became effective on October 1, 2012 and will remain in effect until September 30, 2014.

NCTCOG staff will use the Proposed Circular ([FTA C 9070.1G](#)) as interim guidance to award funding for the Enhanced Mobility of Seniors and Individuals with Disabilities Program.

### WHAT IS THE ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM?

The Enhanced Mobility of Seniors and Individuals with Disabilities Program is intended to enhance mobility for seniors and persons with disabilities by providing funds to projects that serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

- Traditional Section 5310 Projects: At least 55% of program funds must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate.
- Other Section 5310 Projects<sup>1</sup>: Up to 45% of program funds may be utilized for additional public transportation projects that:
  - are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate (capital and operating);
  - exceed the ADA minimum requirements;
  - improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service; or
  - provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

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<sup>1</sup> For FY2013, Other Section 5310 funds have all been awarded.

ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM FUNDING  
AVAILABLE – 2013 CALL FOR PROJECTS

The table below provides a summary of approximate funding available.

Program	Fiscal Year Funding	Dallas-Fort Worth-Arlington UZA	Denton-Lewisville UZA	Eligible Expenses
Enhanced Mobility of Seniors and Individuals with Disabilities (49 U.S.C. §5310)	2013	\$964,523	\$110,661	Capital only

The Enhanced Mobility of Seniors and Individuals with Disabilities Program funding is available for competitive award in the Dallas-Fort Worth-Arlington UZA and the Denton-Lewisville UZA. **FY2013 funds for Other 5310 projects have all been awarded. Remaining FY2013 funds may be used for eligible Traditional Section 5310 projects.**

Transportation Development Credits (TDCs) may be requested for the required local match for Capital expenses for FY2013 funding. Additional Information on TDCs can be found in Appendix B.

LOCAL MATCH REQUIREMENTS

Match requirements are determined according to the type of expenditure:

- The Federal share of eligible capital costs may not exceed 80 percent of the net cost of the activity; and the local share of eligible capital costs shall be no less than 20 percent of the net cost of the activity.
  - The Federal share of eligible vehicle costs may not exceed 85 percent of the net cost of the vehicle; and the local share of eligible vehicle costs shall be no less than 15% of the net cost of the vehicle
- The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity; and the local share for eligible operating costs shall be no less than 50 percent of the net operating costs. **Please note that there are no operating funds available for this program in the 2013 Call for Projects.**

All of the local match share must be provided from sources other than federal Department of Transportation (DOT) funds. Some examples of potential sources of local match which may be used for any or all of the local share include: Transportation Development Credits (TDCs), State or local apportionments; other non-DOT federal funds; dedicated tax revenues; private donations; revenue from human service contracts; and net income generated from advertising and concessions.

Other federal, non-DOT funds may be used for local match when transportation is an allowable expense under the given program. Examples of types of programs that are potential sources of local match include: employment training, aging, community services, and vocational



rehabilitation services. To be eligible as match to FTA funds, the other federal funds must be used for activities included in the total net project costs of the FTA grant. Expenditures of other federal funds for transportation outside of the scope of the project cannot be applied as a credit for local match in the FTA grant.

## ELIGIBLE RECIPIENTS

Eligible recipients for Traditional Section 5310 projects include:

- Current designated recipients
- Private non-profit organizations;
- State or local governmental authority that:
  - is approved by a State to coordinate services for seniors and individuals with disabilities; or
  - certifies that there is no non-profit organizations readily available in the area to provide the service

Eligible recipients for Other Section 5310 projects<sup>2</sup> include:

- Private non-profit organizations;
- State or local governmental authorities; and
- Operators of public transportation services, including private operators of public transportation services.

Applicants may include local government agencies, social service agencies, tribal governments, public transit operators, non-profit organizations, and regional transportation planning agencies.

A non-profit organization is a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. §501(c) which is exempt from taxation under 26 U.S.C. §501(a) or one which has been determined under State law to be non-profit. Documentation certifying the status of the non-profit organization must be submitted as part of the application process.

## ELIGIBLE ACTIVITIES

Enhanced Mobility of Seniors and Individuals with Disabilities Program funds may be applied to the capital and operating expenses that support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities. **Since FY2013 funds for Other Section 5310 funds have all been awarded, eligible activities for projects in this category are not discussed below.**

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<sup>2</sup> For FY2013, Other Section 5310 funds have all been awarded.

#### **TRADITIONAL SECTION 5310 PROJECTS INCLUDE:**

- Public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate.

#### **EXAMPLES OF ELIGIBLE TRADITIONAL SECTION 5310 PROJECTS INCLUDE:**

##### **Rolling Stock and Related Activities**

- Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
- Vehicle rehabilitation or overhaul;
- Preventive maintenance, as defined in the National Transit Database (NTD);
- Radios and communication equipment; and
- Vehicle wheelchair lifts, ramps, and securement devices

##### **Passenger Facilities**

- Purchase and installation of benches, shelters and other passenger amenities

##### **Support Facilities and Equipment**

- Extended warranties that do not exceed the industry standard;
- Computer hardware and software;
- Transit related intelligent transportation systems (ITS);
- Dispatch systems; and
- Fare collection systems

##### **Lease of equipment (when leasing is more cost effective than purchasing)**

**Acquisition of transportation services under a contract, lease, or other arrangement (both capital and operating costs associated with contracted service are eligible capital expenses)**

**Support for mobility management and coordination programs among transportation providers and other human service agencies providing transportation, including:**

- The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low income individuals;
- Support for short term management activities to plan and implement coordinated services;
- The support of State and local coordination policy bodies and councils;
- The operation of transportation brokerages to coordinate providers, funding agencies and customers;
- The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

- The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems. (Acquisition of technology is also eligible as a stand- alone capital expense).

Refer to the [Proposed Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance](#) available from the FTA for a more comprehensive list of eligible projects.

### PERFORMANCE MEASURES

Quantitative and qualitative information available on the following measures will be requested regularly from projects selected for funding through the Enhanced Mobility of Seniors and Individuals with Disabilities Program.

- **Gaps in Service Filled:** Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities; measured in number of seniors and individuals with disabilities afforded mobility they would not have without program support
- **Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310 supported vehicles and services
- **Physical Improvements:** Additions or changes to environmental infrastructure (e.g. transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services as a result of project being implemented

### PLANNING REQUIREMENT

Projects selected for funding under the Enhanced Mobility of Seniors and Individuals with Disabilities Program must be included in a locally developed, coordinated public transit-human services transportation plan. The regional coordination plan, Access North Texas, identifies region-wide and county-wide strategies to address transportation needs.

- Region-wide strategies can be reviewed in Chapter 3 of the Access North Texas Plan document.
- County-wide strategies can be reviewed in Chapters 4-18 of the Access North Texas Plan document.

**Project submittals must be consistent with strategies identified through the Access North Texas Plan.**

The complete regional coordination plan, Access North Texas, is available for download at [www.accessnorthtexas.org](http://www.accessnorthtexas.org).

## OTHER REQUIREMENTS

The basic grant management requirements for States and local governments are contained in the U.S. Department of Transportation (DOT) regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” [49 CFR Part 18](#). The comparable DOT rule for private non-profit organizations is “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations,” [49 CFR Part 19](#).

Other federal requirements, such as those related to Civil Rights, Disadvantaged Business Enterprise (DBE), Buy America, School Transportation, Lobbying, and Drug and Alcohol Testing apply to §5310 funded projects. This includes Labor protections required under Title 49 U.S.C. 5333(b).

## JOB ACCESS/REVERSE COMMUTE (JA/RC) PROGRAM (§5316)

### BACKGROUND

Under the previous transportation law, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users*, commonly referred to as SAFETEA-LU, the Federal Transit Administration (FTA) authorized the Job Access/Reverse Commute Program to provide funding to support enhanced public transportation services. While the law expired on September 30, 2012, SAFETEA-LU provisions still apply to JA/RC funds available from FY2012 and prior fiscal years.

### WHAT IS THE JA/RC PROGRAM?

The Job Access/Reverse Commute Program has two components. The Job Access portion of the program funds projects that help limited income individuals gain or maintain employment by providing transportation to work and work-related activities. The Reverse Commute portion of the program does not have an income requirement and funds are available to projects that close gaps in transportation by improving access to suburban employment opportunities.

### JA/RC PROGRAM FUNDING AVAILABLE – 2013 CALL FOR PROJECTS

The table below provides a summary of approximate funding available.

Program	Fiscal Year Funding	Dallas-Fort Worth-Arlington UZA	Denton-Lewisville UZA	Eligible Expenses
Job Access/Reverse Commute (49 U.S.C. §5316)	2012		\$107,611	Operating Planning Capital

JA/RC Program funding is available for competitive award only in the Denton-Lewisville UZA. FY2012 funds may be used for eligible operating, planning or capital expenses.

Transportation Development Credits (TDCs) may be requested for the required local match for Planning and Capital expenses for FY2012 funding. Additional Information on TDCs can be found in Appendix B.

### LOCAL MATCH REQUIREMENTS

Match requirements are determined according to the type of expenditure:

- The Federal share of eligible capital and planning costs may not exceed 80 percent of the net cost of the activity; and the local share of eligible capital and planning costs shall be no less than 20 percent of the net cost of the activity.
  - The Federal share of eligible vehicle costs may not exceed 83 percent of the net cost of the vehicle; and the local share of eligible vehicle costs shall be no less than 17 percent of the net cost of the vehicle

- The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity; and the local share for eligible operating costs shall be no less than 50 percent of the net operating costs.

All of the local match share must be provided from sources other than federal Department of Transportation (DOT) funds. Some examples of potential sources of local match which may be used for any or all of the local share include: Transportation Development Credits (TDCs), State or local apportionments; other non-DOT federal funds; dedicated tax revenues; private donations; revenue from human service contracts; and net income generated from advertising and concessions.

Other federal, non-DOT funds may be used for local match when transportation is an allowable expense under the given program. Examples of types of programs that are potential sources of local match include: employment training, aging, community services, and vocational rehabilitation services. To be eligible as match to FTA funds, the other federal funds must be used for activities included in the total net project costs of the FTA grant. Expenditures of other federal funds for transportation outside of the scope of the project cannot be applied as a credit for local match in the FTA grant.

#### ELIGIBLE RECIPIENTS

Eligible recipients of JA/RC funding include:

- Private non-profit organizations;
- State or local governmental authorities; and
- Operators of public transportation services, including private operators of public transportation services.

Applicants may include local government agencies, social service agencies, tribal governments, public transit operators, non-profit organizations, and regional transportation planning agencies.

A non-profit organization is a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. §501(c) which is exempt from taxation under 26 U.S.C. §501(a) or one which has been determined under State law to be non-profit. Documentation certifying the status of the non-profit organization must be submitted as part of the application process.

#### ELIGIBLE ACTIVITIES

Job Access/Reverse Commute funds may be applied to the capital, planning, and operating expenses that support the development and maintenance of Job Access and/or Reverse Commute transportation services.

- A **Job Access** project provides services that transport *low-income individuals* – including economically disadvantaged persons with disabilities – to and from employment and employment related activities.

- A **Reverse Commute** project facilitates the provision of transportation services for the *general public* from urban, suburban, and rural areas to suburban employment.

**EXAMPLES OF ELIGIBLE PROJECTS MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- Late-night and weekend service;
- Guaranteed ride home service;
- Expanding fixed-route public transit routes;
- Demand-responsive van service;
- Ridesharing and carpooling activities;
- Supporting the administration and expenses related to voucher programs;
- Acquiring Geographical Information System (GIS) tools;
- Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;
- Integrating automated regional public transit and human service transportation information, scheduling, and dispatch functions;
- Deploying vehicle position-monitoring systems;
- Subsidizing the costs associated with adding reverse commute bus service, train, carpool, van routes, or service from urbanized areas to suburban workplaces;
- Subsidizing the purchase or lease by a nonprofit organization or public agency of a van or bus dedicated to shuttling employees from their residences to suburban workplaces;
- Otherwise facilitating the provision of public transportation services to suburban employment opportunities; and
- Supporting new mobility management and coordination programs among public transportation providers and other human services agencies providing transportation.

Refer to the [Job Access/Reverse Commute Program Guidance](#) available from the FTA for a more comprehensive list of eligible projects.

### PLANNING REQUIREMENT

Projects selected for funding under the Job Access/Reverse Commute Program must be derived from a locally developed, coordinated public transit-human services transportation plan. The regional coordination plan, Access North Texas, identifies region-wide and county-wide strategies to address transportation needs.

- Region-wide strategies can be reviewed in Chapter 3 of the Access North Texas Plan document.
- County-wide strategies can be reviewed in Chapters 4-18 of the Access North Texas Plan document.

**Project submittals must be consistent with strategies identified through the Access North Texas Plan.**

The complete regional coordination plan, Access North Texas, is available for download at [www.accessnorthtexas.org](http://www.accessnorthtexas.org).

## PERFORMANCE MEASURES

Quantitative and qualitative information available on the following measures will be requested regularly from projects selected for funding through the JA/RC Program.

- Actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage from the JA/RC project being implemented
- Actual or estimated number of rides (as measured by one-way trips) provided as a result of the JARC project being implemented

## OTHER REQUIREMENTS

The basic grant management requirements for States and local governments are contained in the U.S. Department of Transportation (DOT) regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” [49 CFR Part 18](#). The comparable DOT rule for private non-profit organizations is “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations,” [49 CFR Part 19](#).

Other federal requirements, such as those related to Civil Rights, Disadvantaged Business Enterprise (DBE), Buy America, School Transportation, Lobbying, and Drug and Alcohol Testing apply to §5316 funded projects. This includes Labor protections required under Title 49 U.S.C. 5333(b).



## NEW FREEDOM PROGRAM (§5317)

### BACKGROUND

Under the previous transportation law, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users*, commonly referred to as SAFETEA-LU, the Federal Transit Administration (FTA) authorized the New Freedom Program to provide funding to support enhanced public transportation services. While the law expired on September 30, 2012, SAFETEA-LU provisions still apply to New Freedom funds available from FY2012 and prior fiscal years.

### WHAT IS THE NEW FREEDOM PROGRAM?

The New Freedom Program supports projects that reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the Americans with Disabilities Act (ADA) of 1990.

### NEW FREEDOM PROGRAM FUNDING AVAILABLE – 2013 CALL FOR PROJECTS

The table below provides a summary of approximate funding available.

Program	Fiscal Year Funding	Dallas-Fort Worth-Arlington UZA	Denton-Lewisville UZA	Eligible Expenses
New Freedom (49 U.S.C. §5317)	2012	\$1,093,698	\$64,831	Operating Capital
	Reprogrammed		\$76,596	Operating

New Freedom Program funding is available for competitive award in the Dallas-Fort Worth Arlington UZA and the Denton-Lewisville UZA. FY2012 funds may be used for eligible operating or capital expenses. Reprogrammed funds may be used for eligible operating expenses only.

Transportation Development Credits (TDCs) may be requested for the required local match for only capital expenses for FY2012 funding. **TDCs may not be requested for the required local match for reprogrammed funds.** Additional Information on TDCs can be found in Appendix B.

### MATCH REQUIREMENTS

Match requirements are determined according to the type of expenditure:

- The Federal share of eligible capital costs may not exceed 80 percent of the net cost of the activity; and the local share of eligible capital costs shall be no less than 20 percent of the net cost of the activity.
  - The Federal share of eligible vehicle costs may not exceed 83 percent of the net cost of the vehicle; and the local share of eligible vehicle costs shall be no less than 17 percent of the net cost of the vehicle

- The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity; and the local share for eligible operating costs shall be no less than 50 percent of the net operating costs.

All of the local match share must be provided from sources other than federal Department of Transportation (DOT) funds. Some examples of potential sources of local match which may be used for any or all of the local share include: Transportation Development Credits (TDCs), State or local apportionments; other non-DOT federal funds; dedicated tax revenues; private donations; revenue from human service contracts; and net income generated from advertising and concessions.

Other federal, non-DOT funds may be used for local match when transportation is an allowable expense under the given program. Examples of types of programs that are potential sources of local match include: employment training, aging, community services, and vocational rehabilitation services. To be eligible as match to FTA funds, the other federal funds must be used for activities included in the total net project costs of the FTA grant. Expenditures of other federal funds for transportation outside of the scope of the project cannot be applied as a credit for local match in the FTA grant.

#### ELIGIBLE RECIPIENTS

Eligible recipients of New Freedom funding include:

- Private non-profit organizations;
- State or local governmental authorities; and
- Operators of public transportation services, including private operators of public transportation services.

Applicants may include local government agencies, social service agencies, tribal governments, public transit operators, non-profit organizations, and regional transportation planning agencies.

A non-profit organization is a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. §501(c) which is exempt from taxation under 26 U.S.C. §501(a) or one which has been determined under State law to be non-profit. Documentation certifying the status of the non-profit organization must be submitted as part of the application process.

#### ELIGIBLE ACTIVITIES

New Freedom funds may be applied to the capital and operating expenses that support new public transportation services and new public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services.

- “New” services is any service or activity that was not operational as of August 10, 2005, and did not have an identified funding source as of August 10, 2005

- Both new public transportation services and new public transportation alternatives are required to go beyond the requirements of the ADA and must:
  - ✓ be targeted toward individuals with disabilities; and
  - ✓ meet the intent of the program by removing barriers to transportation and assisting persons with disabilities with transportation, including transportation to and from jobs and employment services.

#### EXAMPLES OF ELIGIBLE PROJECTS MAY INCLUDE, BUT ARE NOT LIMITED TO:

##### Paratransit Enhancements

- Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
- Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
- Incremental cost of providing same day service;
- Incremental cost of making door-to-door service available to all eligible ADA paratransit riders (but not as a reasonable modification for individual riders in an otherwise curb-to-curb system);
- Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
- Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with over-sized wheelchairs; and
- Installation of additional securement locations in public buses beyond what is required by ADA.

##### New Public Transportation Services Beyond the ADA

- Feeder Services - New “feeder” service to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit services is not required under the ADA.
- Accessibility Improvements - Improvements to transit and intermodal stations not designated as key stations and not required as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail.
- Travel Training - New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

## New Public Transportation Alternatives Beyond the ADA

- Accessible Vehicles - Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs.
- New Voucher Programs - Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers.
- Volunteer Driver Programs - Supporting volunteer driver and aide programs that meet the requirements of both “new” and “beyond the ADA”.
- Mobility Management - Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation.

Refer to the [New Freedom Program Guidance](#) available from the FTA for a more comprehensive list of eligible projects.

### PLANNING REQUIREMENT

Projects selected for funding under the New Freedom Program must be derived from a locally developed, coordinated public transit-human services transportation plan. The regional coordination plan, Access North Texas, identifies region-wide and county-wide strategies to address transportation needs.

- Region-wide strategies can be reviewed in Chapter 3 of the Access North Texas Plan document.
- County-wide strategies can be reviewed in Chapters 4-18 of the Access North Texas Plan document.

**Project submittals must be consistent with strategies identified through the Access North Texas Plan.**

The complete regional coordination plan, Access North Texas, is available for download at [www.accessnorthtexas.org](http://www.accessnorthtexas.org).

### PERFORMANCE MEASURES

Quantitative and qualitative information available on the following measures will be requested regularly from projects selected for funding through the New Freedom Program.

- Increases or enhancements related to geographic coverage, service quality and/or service times that impact availability of transportation services for individuals with disabilities as a result of the New Freedom project being implemented
- Additions or changes to environmental infrastructure (e.g., transportation facilities, side walks, etc.), technology, and vehicles that impact availability of transportation services as a result of the New Freedom project being implemented
- Actual or estimated number of rides (as measured by one-way trips) provided for individuals with disabilities as a result of the New Freedom being implemented

## OTHER REQUIREMENTS

The basic grant management requirements for States and local governments are contained in the U.S. Department of Transportation (DOT) regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” [49 CFR Part 18](#). The comparable DOT rule for private non-profit organizations is “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations,” [49 CFR Part 19](#).

Other federal requirements, such as those related to Civil Rights, Disadvantaged Business Enterprise (DBE), Buy America, School Transportation, Lobbying, and Drug and Alcohol Testing apply to §5317 funded projects. This includes Labor protections required under Title 49 U.S.C. 5333(b).

## EVALUATION CRITERIA

Projects will be awarded through a competitive selection process. Each project proposal will be screened for completeness and timeliness. Proposals that are deemed incomplete or arrive after the deadline will not be reviewed. Complete proposals will undergo a two-step screening and evaluation process.

The initial screening process will seek to confirm basic requirements such as agency, program, and project eligibility, as well as consistency with the Access North Texas Plan. Projects that meet these basic eligibility requirements will then be evaluated based on the following scoring matrix:

Needs Assessment	25 points
Implementation, Operations and Sustainability	40 points
Coordination, Collaboration and Partnership	20 points
Overall Strategic Value	<u>15 points</u>
<b>TOTAL</b>	<b>100 points</b>

Applications will be evaluated based on responses to brief questions relating to the criteria above. Projects recommended for funding will be brought to the Surface Transportation Technical Committee (STTC) and the Regional Transportation Council (RTC) for final approval. Applicants will be notified of the final awards after the Executive Board takes action on recommended project selections.

NCTCOG is not obligated to fund a proposal from a project sponsor that has demonstrated marginal or unsatisfactory performance on previous grants and/or contracts with NCTCOG or other state agencies. NCTCOG is not obligated to fund a proposal from a project sponsor based on a determination of the risks associated with the project sponsor, including the financial condition or organizational capacity of the project sponsor, as well as other risk factors as may be determined by NCTCOG.

NCTCOG may base funding decisions on factors associated with best achieving the goals of the program, and NCTCOG is not obligated to select a project for funding. Additionally, NCTCOG may select parts of a proposal for funding and may offer to fund less than the dollar amount requested in a proposal. NCTCOG reserves the right to not fund every project and reprogram remaining funds for a later call.

NCTCOG values projects that demonstrate a new or innovative idea that leverages funding and other resources, encourages coordination among public and private sector partners, and can be replicated throughout the region. As projects are developed, applicants should consider long-term sustainability and identify potential funding sources for continuing the project beyond the grant period.

## APPLICATION PROCESS

### PROJECT MATERIALS

The Project Submittal Form, Budget Workbook, as well as other materials related to the 2013 Call for Projects may be obtained online at [www.nctcog.org/ftafunding](http://www.nctcog.org/ftafunding).

### PROJECT SUBMISSION

Project proposals must consist of one (1) original signed hard copy and one (1) copy in electronic format to be provided on CD or disk in portable document format (PDF). Graphics, such as maps or photographs, should also be submitted as PDF files.

**Please utilize the Project Submittal Checklist on Page 17 of your Project Submittal Form to ensure all required documents are included in your proposal.**

Project proposals may be submitted by mail or hand delivered to the North Central Texas Council of Governments offices.

Projects can be mailed to: North Central Texas Council of Governments  
Transportation Department  
Attn: Jamie Patel  
P.O. Box 5888  
Arlington, Texas 76005-5888

Projects hand delivered: North Central Texas Council of Governments  
Transportation Department  
Attn: Jamie Patel  
616 Six Flags Drive  
Centerpoint Two  
Arlington, Texas 76011

### PROJECT DEADLINE

To be considered for funding under the Job Access/Reverse Commute Program, New Freedom Program, and/or the Enhanced Mobility of Seniors and Individuals with Disabilities Program, **project proposals must be received “in hand” by 5 pm, Central Standard Time, on Friday, November 15, 2013.**

In accordance with the Call for Projects Procedures established by the Regional Transportation Council Bylaws, NCTCOG must have the submitted project proposals “in hand” at the NCTCOG offices by the submission deadline. Proposals that are postmarked, but not received, by the deadline do not constitute an on time submission. In addition, supplemental information will not be accepted after the submission deadline. Project sponsors are encouraged to submit their proposals far enough in advance of the submission deadline to allow NCTCOG staff to review proposals for completeness.

## GRANT ADMINISTRATION AND REPORTING REQUIREMENTS

Successful applicants will be notified in writing of their selection and the amount of grant funds awarded. Entities selected to receive grant funding will be required to enter into a contract with the North Central Texas Council of Governments<sup>3</sup>. Entities are obligated to fulfill the requirements of the contract, including complying with all Federal Transit Administration requirements, which include, but are not limited to civil rights, procurement, and drug and alcohol testing. In addition, all services or work carried out under a contract awarded as a result of this Call for Projects must be completed within the scope, time frames, and funding limitations specified by the contract. Upon signature and execution of the contract by NCTCOG, a copy of the executed contract will be returned to the applicant.

Grant recipients will be required to submit monthly and/or quarterly information as determined by NCTCOG. Upon execution of the contract, successful applicants will be required to submit Monthly Status Reports to NCTCOG by the 15<sup>th</sup> of the subsequent month. Reporting may be done by traditional mail or email, as appropriate. Monthly Status Reports shall include: work accomplished and the current status for each project task; work activities anticipated for the following month by task; existing or anticipated problems that may affect the project schedule and proposed solutions; updated project schedule with milestones and deliverables; and project performance measures. Forms will be provided to successful applicants as part of their contract.

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<sup>3</sup> Existing designated recipients under the Urbanized Area Formula Program (Section 5307) will submit their Job Access/Reverse Commute and/or New Freedom grant application(s) directly to the Federal Transit Administration following project selection through NCTCOG's competitive process. Existing designated recipients under the Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310) will submit their grant application(s) directly to the Federal Transit Administration following project selection through NCTCOG's competitive process.



## SCHEDULE

Call for Projects Opens	October 4, 2013
Pre-Proposal Workshop Denton Public Library – North Branch	October 21, 2013 1:00 pm – 2:30 pm
Pre-Proposal Workshop Center for Community Cooperation	October 22, 2013 10:00 am – 11:30 am
Pre-Proposal Workshop NCTCOG Offices, Centerpoint II	October 23, 2013 3:30 pm – 5:00 pm
Last Day to Submit Questions	October 30, 2013
Responses to Questions Posted to Website	November 6, 2013
Call for Projects Closes	November 15, 2013
Submittal Review and Evaluation	November 2013 – January 2014
Public Meetings	February/March 2014
NCTCOG Committee Actions	March/April 2014
Project Awards Announced	April 2014
Anticipated FTA Approval of Grant Applications	May/June 2014
Anticipated Execution of Agreements with Successful Applicants	July 2014

## PRE-PROPOSAL WORKSHOPS

The North Central Texas Council of Governments will hold three pre-proposal workshops for prospective project sponsors to learn more about the Call for Projects and to ask questions about the programs or prospective projects. Project sponsors are strongly encouraged to attend at least one of the pre-proposal workshops. The workshops will cover the same information so it is only necessary to attend one. Please RSVP by October 18, 2013 to Therese Bergeon at [tbergeon@nctcog.org](mailto:tbergeon@nctcog.org) or (817) 695-9267 for the workshop you plan to attend.

DATE	October 21, 2013	October 22, 2013	October 23, 2013
TIME	1:00 pm to 2:30 pm	10:00 am to 11:30 am	3:30 pm to 5:00 pm
LOCATION	Denton Public Library North Branch	Center for Community Cooperation – Trinity Room	NCTCOG Offices, Centerpoint II – Transportation Council Room
ADDRESS	3020 North Locust St Denton, TX 76209	2900 Live Oak St Dallas, TX 75204	616 Six Flags Drive Arlington, TX 76011

Questions will be taken at the workshops or through email to Jamie Patel at [jpatel@nctcog.org](mailto:jpatel@nctcog.org), or via fax at (817) 640-3028 until Wednesday, October 30, 2013. Responses to all questions will be posted on the NCTCOG website at [www.nctcog.org/ftafunding](http://www.nctcog.org/ftafunding) no later than Wednesday, November 6, 2013.

## APPENDIX A. BUDGET DEVELOPMENT GUIDE

Complete the “Project Budget Workbook” (in Microsoft Office Excel format) for the program(s) from which you are requesting funding. If applying for funding from more than one program and/or more than one Urbanized Area (UZA), please complete a separate Project Budget for each.

Project Budget Workbooks can be downloaded at [www.nctcog.org/ftafunding](http://www.nctcog.org/ftafunding).

Applicants must complete the worksheets (**Year 1, Year 2, Year 3**) corresponding to the number of years funds are being requested for. Each worksheet will calculate the appropriate Federal and Local funding ratio once the total amount is entered.

**Local match** should be identified for the worksheets (Year 1, Year 2, Year 3) corresponding to the number of years funds are being requested for. Please indicate the “Type” of local match by clicking an option on the drop-down menu, and indicate whether the identified local match has been secured. Last, enter the amount of local match.

The **Budget Summary** worksheet should not be completed by the applicant. This worksheet will auto calculate the values in the table based on the expenses and local match identified in the Year 1, Year 2, and Year 3 worksheets.

The following circulars may be referenced when determining eligible expenses and activities for the proposed project:

- [Proposed Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance](#)
- [Job Access/Reverse Commute Program Guidance](#)
- [New Freedom Program Guidance](#)

## APPENDIX B. TRANSPORTATION DEVELOPMENT CREDITS (TDCs)

Transportation Development Credits are credits earned by a region based on the value of transportation projects built with tolls. TDCs are not cash, but may be used to meet local match requirements on many federal transportation projects.

NCTCOG has five primary methods of awarding TDCs within the 16-county region:

1. TDCs are strategically awarded to small transit providers
2. **The Regional Transportation Council (RTC) conducts a Call for Projects – the RTC has revenues that may be matched with TDCs**
3. The Regional Transportation Council (RTC) conducts a Call for Projects – local agencies have revenues that may be exchanged for TDCs
4. TDCs may be sold to other Metropolitan Planning Organizations or the to the Texas Transportation Commission
5. TDCs may be used for the MPOs regional programs/management and operations

In the 2013 Call for Projects, TDCs may be requested for **capital and planning expenses only**.

Applicants can request TDCs by completing the “Sources of Local Match” section in the Year 1, Year 2, Year 3 worksheets of the Project Budget Workbook.

In addition, applicants should identify the capital and/or planning expense line items for which TDCs are being requested in the Budget section of the Project Submittal Form.

Notice of TDCs awarded to projects will be made when project awards are announced.

## APPENDIX C. VEHICLE REQUESTS

The Federal Transit Administration (FTA) has extensive procurement requirements for projects requesting funding for capital. Requirements apply to purchases, including vehicle(s), requested through the Enhanced Mobility of Seniors and Individuals with Disabilities Program, Job Access/Reverse Commute Program, and the New Freedom Program. In an effort to streamline procurement efforts and ensure compliance with FTA rules and regulations, NCTCOG will competitively procure vehicles on behalf of agencies awarded such funds. Agencies that have an approved procurement policy with NCTCOG and/or have experience with FTA requirements on procurements may procure their own vehicles.

Please use this information below to help select and determine the budget for vehicles. NCTCOG will conduct a vehicle procurement in 2014 for the following vehicle types:

<b>Minivan</b>
<ul style="list-style-type: none"> <li>▪ Length: 16-28 ft.</li> <li>▪ Seating: 3-5 passengers plus 1-2 wheelchair positions</li> <li>▪ Gross Vehicle Weight: 6,000 – 14,000 lbs.</li> <li>▪ Modified low-floor with ADA ramp</li> <li>▪ Fuel: Gasoline</li> <li>▪ Approximate cost: \$45,000</li> </ul>
<b>Light Duty Transit Bus</b>
<ul style="list-style-type: none"> <li>▪ Length: 25-35 ft.</li> <li>▪ Seating: 10-14 passengers plus 2 wheelchair positions</li> <li>▪ Gross Vehicle Weight: 14,000 – 16,000 lbs.</li> <li>▪ ADA power lift (rear or front installation)</li> <li>▪ Fuel: Gasoline</li> <li>▪ Approximate cost: \$65,000</li> </ul>
<b>Medium Duty Transit Bus</b>
<ul style="list-style-type: none"> <li>▪ Length: 30-35 ft.</li> <li>▪ Seating: 20-30 passengers plus 2 wheelchair positions</li> <li>▪ Gross Vehicle Weight: 16,000 – 26,000 lbs.</li> <li>▪ ADA power lift (rear or front installation)</li> <li>▪ Fuel: Gasoline</li> <li>▪ Approximate cost: \$85,000</li> </ul>

## CONTACT INFORMATION

WEBSITE:

[www.nctcog.org/ftafunding](http://www.nctcog.org/ftafunding)

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