

# Job Access/Reverse Commute and New Freedom Programs

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2012 Call for Projects

**Application Information Packet**

**Applications Due: October 5, 2012**

**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.

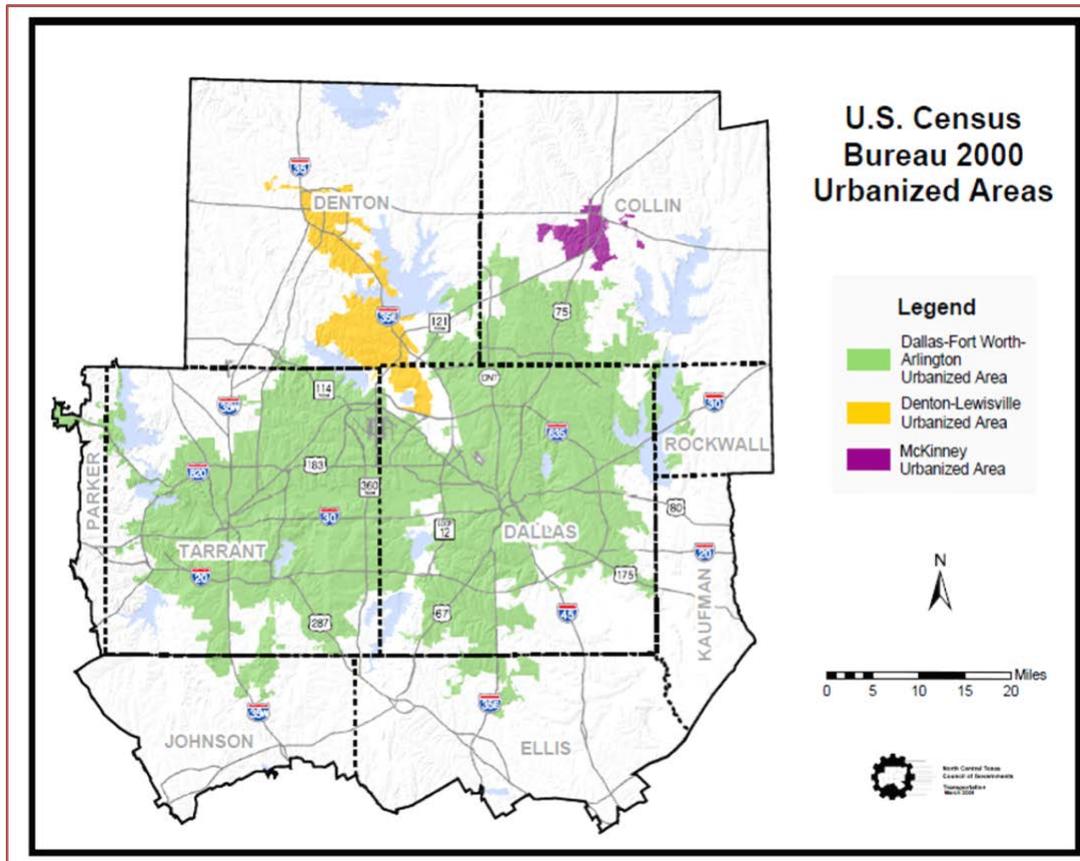
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## INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is conducting a competitive Call for Projects to award Federal Transit Administration Job Access/Reverse Commute (49 U.S.C. §5316) and New Freedom (49 U.S.C. §5317) funding. Over \$2.6 million in Job Access/Reverse Commute Program and \$2.9 million in New Freedom Program funding is available for award.

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.



## BACKGROUND

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (Pub. L. 109-59), commonly referred to as SAFETEA-LU, authorized two innovative federal programs to be administered by the Federal Transit Administration (FTA) that provide funding to support enhanced public transportation services:

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.

The **New Freedom Program** supports new transit services and new alternatives to transit services that address the transportation needs of individuals with disabilities and go beyond those required by the Americans with Disabilities Act.

**FUNDING AVAILABILITY**

This Call for Projects is to award Job Access/Reverse Commute and New Freedom funds apportioned to the Dallas-Fort Worth-Arlington and Denton-Lewisville urbanized areas. The total funding available includes: carryover funding from FY 2011, apportionments from FY 2012, and any funds that have been returned to NCTCOG in recent years.

In the Dallas-Fort Worth-Arlington (DFWA) Urbanized Area, approximately \$2.5 million in Job Access/Reverse Commute and \$2.8 million in New Freedom funds are available for award. Approximately \$107,600 in JA/RC and \$138,400 in New Freedom funds are available for award in the Denton-Lewisville (DL) Urbanized Area. The table below provides a summary of funding available by Urbanized Area.

| FY                    | Job Access/Reverse Commute  |                   | New Freedom                 |                   |
|-----------------------|-----------------------------|-------------------|-----------------------------|-------------------|
|                       | Dallas-Fort Worth-Arlington | Denton-Lewisville | Dallas-Fort Worth-Arlington | Denton-Lewisville |
| 2011                  |                             |                   | \$1,392,823                 |                   |
| 2012                  | \$2,567,477                 | \$107,611         | \$1,409,014                 | \$64,831          |
| Returned <sup>1</sup> |                             |                   | \$32,000                    | \$73,596          |
| Total                 | \$2,567,477                 | \$107,611         | \$2,833,837                 | \$138,427         |

Funds available to non-urbanized areas are administered by the Texas Department of Transportation (TxDOT). TxDOT conducts its Coordinated Call for Projects to award these funds on an annual basis. Additional information may be obtained on TxDOT’s website at [http://www.txdot.gov/business/governments/grants/public\\_transportation.htm](http://www.txdot.gov/business/governments/grants/public_transportation.htm).

**ELIGIBLE RECIPIENTS**

The Job Access/Reverse Commute and New Freedom Programs are competitive grant programs. The three (3) categories of eligible recipients include:

1. Private non-profit organizations;
2. State or local governmental authorities; and
3. 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.

<sup>1</sup> Returned amounts may only be used toward projects seeking operating funds.

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

NCTCOG encourages 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. Applicants should consider long-term sustainability and identify potential funding sources for continuing the project beyond the grant period.

To be eligible for funding, project activities must meet the Job Access/Reverse Commute Program or New Freedom Program goals and also address the goals, policies, or strategies identified in the North Central Texas Regional Public Transportation Coordination Plan. Please reference the appendices listed below for detailed information and guidance.

- **Appendix A** contains a comprehensive summary of the Job Access/Reverse Commute Program, including program goals, statutory authority, and eligible activities.
- **Appendix B** contains a comprehensive summary of the New Freedom Program, including program goal, statutory authority, and eligible activities.
- **Appendix C** contains a summary of the goals, policies, and strategies identified in the North Central Texas Regional Public Transportation Coordination Plan. A complete copy of the Plan can be found on NCTCOG's website at [www.nctcog.org/jarc](http://www.nctcog.org/jarc).

## MATCHING REQUIREMENTS

Job Access/Reverse Commute funds may be used to finance capital, planning, and operating expenses. New Freedom funds may be used to finance capital and operating expenses.

Federal match requirements are determined according to the type of expenditure funded. **The federal share of eligible capital and planning costs may not exceed 80 percent of the net cost of the activity. The federal share of eligible operating costs may not exceed 50 percent of the net cost of the activity. 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: 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.

- **Appendix D** contains information on reimbursement rates determined by whether funds are utilized for operating, capital or planning.
- **Appendix E** provides information to assist agencies in selecting and determining a budget for vehicle purchases. Please note, however, that vehicle purchases are viewed as a last resort and proposers should coordinate with and utilize existing providers and/or resources to the maximum extent possible.

## 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 received prior to the deadline 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 North Central Texas Regional Public Transportation Coordination Plan. Projects that meet these basic eligibility requirements will 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, scheduled for February 2013.

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.

**Interested applicants are urged to develop projects that involve multiple jurisdictions and/or agencies partnering to provide service over a greater area and to serve a higher number of individuals. This in turn can broaden the impacts of a project and enable a greater number of people to be served more cost effectively than several small projects. Additionally, local matching share of a regional project can be distributed among several partners, allowing agencies to leverage limited capital resources and realize the highest impact.**

## PRE-PROPOSAL WORKSHOPS

The North Central Texas Council of Governments will hold two 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 to Therese Bergeon at [tbergeon@nctcog.org](mailto:tbergeon@nctcog.org) or (817) 695-9267 for the workshop you plan to attend.

|                 |   |   |
|-----------------|---|---|
| <b>DATE</b>     | September 10, 2012  | September 12, 2012  |
| <b>TIME</b>     | 1:30 pm to 3:00 pm  | 10:00 am to 11:30 am  |
| <b>LOCATION</b> | Denton Public Library- North Branch<br>3020 N. Locust Street<br>Denton, Texas 76209 | NCTCOG<br>Transportation Council Room<br>616 Six Flags Drive, Centerpoint Two<br>Arlington, Texas 76011 |

If you are unable to attend in person, the September 12 workshop will be broadcast via webinar. To participate in the webinar, please RSVP to Therese Bergeon by Friday, September 7, 2012.

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 Friday, September 21, 2012. Responses to all questions will be posted on the NCTCOG website at [www.nctcog.org/jarc](http://www.nctcog.org/jarc) no later than Wednesday, September 26, 2012.

## APPLICATION PROCESS

The Project Submittal Form, Budget Workbook, as well as other materials related to the Job Access/Reverse Commute and New Freedom Programs Call for Projects may be obtained online at [www.nctcog.org/jarc](http://www.nctcog.org/jarc).

To be considered for funding under the Job Access/Reverse Commute and New Freedom Programs Call for Projects, project sponsors must complete and submit project proposals to the NCTCOG offices by the submission deadline. 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 should be submitted to:

Mail:  
 North Central Texas Council of Governments  
 Transportation Department  
 Attn: Jamie Patel  
 P.O. Box 5888  
 Arlington, Texas 76005-5888

OR

Physical location:

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

**Project proposals must be received by 5 pm, Central Daylight Time, on Friday, October 5, 2012.** 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>2</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>2</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.

## SCHEDULE

|   |  |
|---|--|
| Call for Projects Opens   | Friday, August 31, 2012                              |
| Pre-Proposal Workshop<br>Denton Public Library – North Branch         | Monday, September 10, 2012<br>1:30 pm – 3:00 pm      |
| Pre-Proposal Workshop<br>NCTCOG Offices – Transportation Council Room | Wednesday, September 12, 2012<br>10:00 am – 11:30 am |
| Last Day to Submit Questions  | Friday, September 21, 2012                           |
| Response to Questions Posted to Website                               | Wednesday, September 26, 2012                        |
| Call for Projects Closes  | Friday, October 5, 2012                              |
| Submittal Review and Evaluation                                       | October 2012 – November 2012                         |
| Public Meetings   | January 2013   |
| Anticipated Surface Transportation Technical Committee Action         | Friday, January 25, 2013                             |
| Anticipated Regional Transportation Council Action                    | Thursday, February 14, 2013                          |
| Anticipated NCTCOG Executive Board Approval                           | Thursday, February 28, 2013                          |
| Project Awards Announced  | Early March 2013                                     |
| NCTCOG Submits FTA Grant Application                                  | April 2013   |
| Anticipated FTA Approval of NCTCOG Grant Application                  | July 2013  |
| Anticipated Execution of Agreements with Successful Applicants        | August 2013  |

## CONTACT INFORMATION

**Website:**

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

**NCTCOG Project Staff:**

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Transportation Planner  
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(817) 608-2377

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Transportation Planner  
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(817) 695-9247

## APPENDIX A.

# JOB ACCESS/REVERSE COMMUTE PROGRAM

## Program Summary

### Program Goals

The Job Access/Reverse Commute (JA/RC) Program supports the development and maintenance of services designed to transport low-income individuals to and from jobs and activities related to their employment. The Reverse Commute component supports transportation to suburban employment opportunities for any economic group.

### Statutory Authority

49 U.S.C. Section 5316

### Eligible Recipients

The Job Access/Reverse Commute Program is a competitive grant program. There are three (3) categories of eligible recipients:

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

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

### 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.

### Matching Requirements

Job Access/Reverse Commute funds may be used to finance capital, planning, and operating expenses. Federal match requirements are determined according to the type of expenditure funded:

- For capital and planning expenses, federal funds may provide up to 80 percent of the cost of the project.
- For operating expenses, federal funds may provide up to 50 percent of the project's net operating cost.

The local share must be provided from sources other than federal Department of Transportation (DOT) funds. Some examples of sources of local match which may be used for any or all of the local share required include, but are not limited to State or local appropriations; other non-DOT federal funds; dedicated tax revenues; private donations; revenue from human service contracts; and net income generated from advertising and concessions.

Local match may also be derived from other federal programs that are eligible to be expended for transportation, other than funds from DOT programs. Examples of types of programs that are potential sources of local match include, but are not limited to employment training, aging, community service, and vocational rehabilitation services. To be eligible for local match for FTA funds, the other non-DOT 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.

### 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. To be considered derived from the regional coordination plan, projects must be consistent with the goals, policies, and/or strategies contained in the North Central Texas Regional Public Transportation Coordination Plan. A summary is provided in Appendix C, with the complete Plan available on NCTCOG's website at [www.nctcog.org/jarc](http://www.nctcog.org/jarc).

### 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 JA/RC funded projects. This includes Labor protections required under Title 49 U.S.C. 5333(b).

#### **Resource**

Federal Transit Administration, Circular 9050.1: The Job Access and Reverse Commute (JARC) Program Guidance and Application Instructions, 05/01/07.

[http://www.fta.dot.gov/documents/FTA\\_C\\_9050.1\\_JARC.pdf](http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC.pdf)

## **APPENDIX B.**

### **NEW FREEDOM PROGRAM Program Summary**

#### **Program Goals**

The New Freedom Program supports new transit services and new alternatives to transit services that address the transportation needs of individuals with disabilities and go beyond those required by the Americans with Disabilities Act.

#### **Statutory Authority**

49 U.S.C. Section 5317

#### **Eligible Recipients**

The New Freedom Program is a competitive grant program. There are three (3) categories of eligible recipients:

1. Private non-profit organizations;
2. State or local governmental authority; and
3. Operators of public transportation services including private operators of public transportation services.

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

#### **Eligible Activities**

New Freedom funds are available for 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.

For the purposes of the New Freedom Program, “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, as evidenced by inclusion in the Transportation Improvement Program (TIP) or Statewide Transportation Improvement Program (STIP). In other words, if not for the New Freedom Program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities.

Both new public transportation services and new public transportation alternatives are required to go beyond the requirements of the ADA and must:

1. be targeted toward individuals with disabilities; and
2. 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.

Applicants are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in their communities. Detailed information is provided below:

#### **Paratransit Enhancements**

ADA complementary paratransit services can be eligible under the New Freedom Program in several ways, as long as the services provided meet the definition of “new.” Examples of eligible projects may include, but are not limited to:

- 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**

The following activities are examples of eligible projects meeting the definition of new public transportation:

- 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**

The following activities are examples of projects that are eligible as new public transportation alternatives beyond the ADA under the New Freedom Program:

- 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.

### **Matching Requirements**

New Freedom funds may be used to finance capital and operating expenses. Federal match requirements are determined according to the type of expenditure funded.

- The federal share of eligible capital costs may not exceed 80 percent of the net cost of the activity.
- The federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity.

All of the local share must be provided from sources other than federal Department of Transportation (DOT) funds. Some examples of sources of local match which may be used for any or all of the local share include, but are not limited to State or local appropriations; other non-DOT federal funds; dedicated tax revenues; private donations; revenue from human service contracts; and net income generated from advertising and concessions.

Local match may also be derived from other federal programs that are eligible to be expended for transportation, other than funds from DOT programs. Examples of types of programs that are potential sources of local match include, but are not limited to employment training, aging, community service, and vocational rehabilitation services. To be eligible for local match for FTA funds, the other non-DOT 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.

### **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. To be considered derived from the regional coordination plan, projects must be consistent with the goals, policies, and/or strategies contained in the North Central Texas Regional Public Transportation Coordination Plan. A summary is provided in Appendix C, with the complete Plan available on NCTCOG's website at [www.nctcog.org/jarc](http://www.nctcog.org/jarc).

### **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 New Freedom funded projects. Labor protections, required under Title 49 U.S.C. 5333(b), do not apply to grants/recipients under the New Freedom Program.

### **Resource**

Federal Transit Administration, Circular 9045.1: New Freedom Program Guidance and Application Instructions. 05/01/07.  
[http://www.fta.dot.gov/documents/FTA\\_C\\_9045.1\\_New\\_Freedom.pdf](http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom.pdf)

## APPENDIX C.

# NORTH CENTRAL TEXAS REGIONAL PUBLIC TRANSPORTATION COORDINATION PLAN Plan Summary

A complete copy of the North Central Texas Regional Public Transportation Coordination Plan can be found on the NCTCOG website at [www.nctcog.org/jarc](http://www.nctcog.org/jarc).

### Vision

To have coordinated, efficient, and accessible transportation services in North Central Texas that eliminate waste, promote use by the general public, and are environmentally friendly.

### Mission

To develop a regional public transportation plan for North Central Texas that includes short and long-term implementation strategies to move the region towards coordinated, accessible, and efficient public transportation services.

### Regional Coordination Goals

- Customer First
- Seamless Services
- Enhanced Communication between Agencies, Providers, and Users
- Education for Agencies, Providers, and Users
- Efficient use of Resources

## REGIONAL COORDINATION POLICIES

### Communication/Education

- Educate the public regarding available programs and services.
- Improve communication among providers and agencies.
- Improve the flow and consistency of information provided between funding agencies and providers.

### Resources

- Maximize the efficient use of transportation resources available in North Central Texas.
- Facilitate the development of common procurement practices throughout the region.
- Leverage traditional and non-traditional transportation funding to expand services across the region.
- Streamline reporting requirements and reduce duplication in grant administration activities.

### Seamless Transportation Services

- Work to minimize the impact of boundaries on the delivery of seamless transportation services.
- Encourage uniform definitions and procedures across services and providers to improve mobility.
- Establish policies and procedures that encourage and reward coordination.
- Encourage common technology use among providers.
- Promote innovative projects that utilize multiple funding streams.

| <b>IMPLEMENTATION STRATEGIES</b>   |
|--|
| <b>Short - Term Implementation Strategies</b>  |
| Develop a linked system of common transfer points between transit providers.   |
| Develop regionally accepted certification for clients eligible under the Americans with Disabilities Act (e.g., Regional ADA Pass, Regional ADA Certified Database, etc).    |
| Update Existing Transportation Provider Inventory (TPI) and make more visible on NCTCOG website and link from other transit agency websites.                                 |
| Create Transportation Provider Inventory (TPI) based "pamphlet" to distribute throughout the region in libraries, community centers, senior centers, workforce centers, etc. |
| Establish a standing Regional Transit Operations Work Group with smaller subgroups of those "that touch you."  |
| Develop standardized eligibility standards (e.g., definitions of elderly and disabled).  |
| Eliminate idle wait times for providers crossing jurisdictional boundaries by coordinating with other providers (e.g., trips to DFW).  |
| Encourage cost-sharing agreements between providers to transport clients to/from other jurisdictions.  |
| Identify underutilized vehicles that can be shared to increase overall efficiencies.   |
| Encourage regional, rather than local taxi cab certification/registration.   |
| Coordinate rate and fares for similar services.  |
| <b>Medium - Term Implementation Strategies</b>   |
| Develop regional policies to support integrated services across jurisdictional boundaries.   |
| Develop common application/certification process among ADA providers.  |
| Create a GIS-based website to map routes throughout the region and across jurisdictional boundaries.   |
| Eliminate service gaps both within and between service areas.  |
| Provide service where no service exists or is limited (e.g., expand Job Access).   |
| Coordinate long-term funding to expand service provision (e.g., Medicaid, etc.).   |
| Coordinate alternative fuel requirements for new vehicles (e.g., move to emission-based standards).  |
| Eliminate overlap between service areas.   |
| Develop a common ID card for users.  |
| Establish a coordinated capital asset management plan to centralize vehicle disposition and replacement.   |
| Develop standardized vehicle specifications for suggested use classifications.   |
| Develop a regional customer education program to address how to read schedules, identify the bus, pay the fare, etc.   |
| Develop recommendations for common reservation, scheduling, and dispatch practices throughout the region.  |
| <b>Long - Term Implementation Strategies</b>   |
| Establish a regional point of contact to access transportation services.   |
| Coordinate payment collection, such as by a Universal fare card.   |

## APPENDIX D.

### BUDGET DEVELOPMENT GUIDE

The Job Access/Reverse Commute (JA/RC) and New Freedom Programs provide several reimbursement rates determined by the category of the expense. The three funding categories are operating, capital and planning. Please keep this in mind when developing your budget.

| <b>FUNDING CATEGORIES AND TYPICAL USES</b>   |
|--|
| <b>Operating (50% Federal / 50% Local Match*)</b>  |
| <ul style="list-style-type: none"><li>• Salaries and wages (for employees working directly on the project)</li><li>• Driver Training</li><li>• Commercial driver's license fees (if applicable)</li><li>• Fuel</li><li>• Vehicle inspection and registration fees</li><li>• Insurance</li><li>• Office supplies, computer and office equipment (under \$5,000)</li><li>• Information materials</li><li>• Drug and alcohol testing (if applicable)</li><li>• Purchased transportation (contracting for service)</li></ul> <p><u>Note:</u> Operating costs are reduced by fares or other revenue collected by the project.</p> |
| <b>Capital (80% Federal / 20% Local Match*)</b>  |
| <ul style="list-style-type: none"><li>• Vehicles</li><li>• Communication equipment</li><li>• Preventive maintenance (fluid changes, replacement filters, tire rotation, ADA equipment inspection, etc.)</li><li>• Mobility management activities</li></ul>   |
| <b>Planning (JA/RC only – 80% Federal / 20% Local Match*)</b>  |
| <ul style="list-style-type: none"><li>• Planning directly related to the provision of JA/RC services</li></ul>   |

\* Sources for local matching funds may include, but are not limited to:

1. Cash
2. State Grant
3. Federal Grant (non-Department of Transportation)
4. Contract Revenue
5. In-kind

**For additional guidance on local matching funds, please reference:**

Page III-11 of the Federal Transit Administration JA/RC Program Circular 9050.1:

[http://www.fta.dot.gov/documents/FTA\\_C\\_9050.1\\_JARC.pdf](http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC.pdf)

Page III-12 of the New Freedom Program Circular 9045.1:

[http://www.fta.dot.gov/documents/FTA\\_C\\_9045.1\\_New\\_Freedom.pdf](http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom.pdf)

## APPENDIX E.

### VEHICLE PURCHASES

The Federal Transit Administration (FTA) has extensive competitive procurement requirements. These requirements apply to purchases, including vehicle(s), requested through the Job Access/Reverse Commute and New Freedom Programs. 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.

**Please note that NCTCOG is tentatively planning to conduct vehicle procurement in Summer 2013. Vehicles requested and approved for funding will arrive one year thereafter.**

The following information is provided to assist agencies in selecting and determining a budget for vehicle purchases. Please contact Jamie Patel for other available options if needed.

|   |
|---|
| Minivan   |
| <ul style="list-style-type: none"><li>• Seating: 3-5 passengers plus 1-2 wheelchairs</li><li>• Modified low floor with ADA ramp</li><li>• Fuel: Gasoline</li><li>• \$45,000</li></ul>   |
| Wide Body Bus (center aisle with 2 seats on either side)  |
| <ul style="list-style-type: none"><li>• Seating:<ul style="list-style-type: none"><li>○ Vehicle length less than 22 feet: 8-10 passengers plus 1 wheelchair</li><li>○ Vehicle length greater than 22 feet: 10-16 passengers plus 2 wheelchairs</li></ul></li><li>• Built on a cutaway chassis with ADA power lift (front or rear installation)</li><li>• 14,050 lb. Gross Vehicle Weight Rating; 158" – 176" wheelbase</li><li>• Fuel: Gasoline or Diesel</li><li>• \$60,000-\$70,000</li></ul> |