



FFY 08 Combined Grant Application

- 1. FTA Section 5316 Job Access & Reverse Commute Program [JARC]**
- 2. FTA Section 5317 New Freedom Program [NF]**
- 3. Western Riverside Specialized Transportation Program [Measure A]**

For Use by Agencies and Organizations
in the Urbanized Areas of Riverside County

Agency (Applicant) Name		
Address		
City	County	Zip
Contact Person		
Phone	FAX	E-Mail Address
Other Partner Agencies on This Grant Proposal		

Available in alternate formats by request:

Attn: Ms. Fina Clemente
Riverside County Transportation Commission
4080 Lemon Street, 3rd Floor
Riverside, CA 92502-2208

DUE TO RCTC Monday, June 16th, 2008. Must be received no later than 2:00 p.m.

Riverside County Transportation Commission

FFY 08 Combined Grant Application

For Grant Programs for:

JARC, New Freedom, Western Riverside Measure A

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PROGRAM OVERVIEW

This offering invites proposals for funding available through two Federal SAFETEA-LU programs and through Measure “A” local sales tax revenue for Western Riverside County. These programs are each summarized briefly below.

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users

On August 10, 2005, the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU continues a strong fundamental core formula program emphasis coupled with targeted investment, featuring Safety, Equity, Innovative Finance, Congestion Relief, Mobility and Productivity, Efficiency, Environmental Stewardship, and Environmental Streamlining.

The Job Access & Reverse Commute (JARC) and New Freedom (NF) Programs are authorized under the provisions set forth in SAFETEA-LU. These provisions authorize the U.S. Secretary of Transportation to apportion funds to each state for grants to these programs. SAFETEA-LU also includes new planning requirements for the JARC and NF Programs, requiring that projects funded through these programs “must be derived from a locally developed, coordinated public transit-human services transportation plan.”

The Governor of California has designated the California Department of Transportation (Caltrans) Division of Mass Transportation (DMT) as the recipient of all Federal Transit Administration (FTA) Section 5316 JARC and 5317 NF grants for the purpose of administering those funds in accordance with state and federal laws, statutes, and regulations. Caltrans DMT only administers Section 5316 JARC and Section 5317 NF funds allocated to small urbanized areas (50,000 – 200,000 population) and non-urbanized areas (<50,000 population). Large urban area (> 200,000 population) JARC/NF funds are administered by other agencies. (See <http://www.dot.ca.gov/hq/MassTrans/5316.html> and <http://www.dot.ca.gov/hq/MassTrans/5317.html> for additional information on the large urban JARC/NF grant programs.) Riverside County Transportation Commission is responsible for administering the JARC and NF funding for the urbanized areas of Riverside County. Please see the map on page 5 to identify the county’s apportionment areas, which include the large urbanized areas of Western Riverside, the Coachella Valley, the small urbanized area of Hemet/ San Jacinto, and the rural area of Palo Verde Valley.

FTA SECTION 5316 JARC PROGRAM GOALS

The JARC program goal is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals in all areas. Another goal is to implement coordination of federally assisted programs and services in order to make the most efficient use of federal resources.

FTA SECTION 5317 NF PROGRAM GOALS

The NF program goal is to provide new public transportation services to overcome existing barriers facing Americans with disabilities seeking integration into the workforce and full participation into society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. NF also seeks to expand the transportation mobility options available to persons with disabilities beyond requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.). The definition of “new service” is any service or activity that was not implemented or operational before August 10, 2005.

FTA SECTION 5310 CAPITAL PROGRAM GOALS

The goal of the Section 5310 Elderly and Disabled Specialized Transit Program is to provide capital grants to assist private non-profit corporations, and under certain conditions, public agencies to provide safe, efficient and coordinated transportation services for elderly individuals and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient or inappropriate.

NOTE: AGENCIES WISHING TO APPLY FOR SECTION 5310 FUNDING MUST APPLY TO CALTRANS USING THEIR APPLICATION FORM, HOWEVER, PLEASE SUBMIT YOUR DRAFT TO RCTC BY JUNE 16TH AT 2:00PM. ONCE REVIEWED, WITH COMMENTS FOR IMPROVEMENT OFFERED, AGENCIES MUST SUBMIT THEIR FINAL SECTION 5310 APPLICATIONS TO CALTRANS BY AUGUST 29TH. PLEASE SEE CALTRANS WEBSITE FOR CALTRANS APPLICATION FORMS:

<http://www.dot.ca.gov/hq/MassTrans/5310.html>

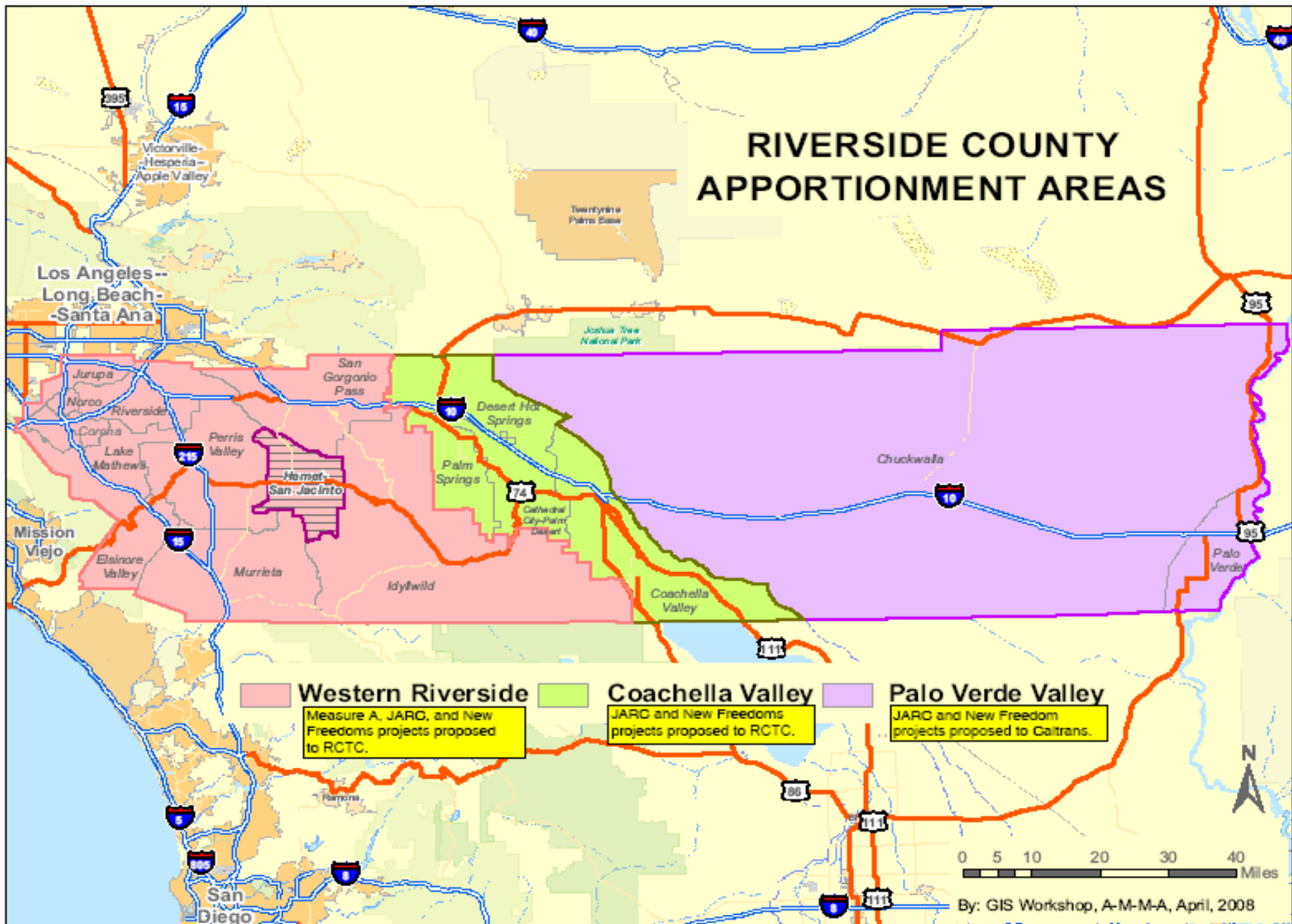
LOCAL MATCH FUNDING FOR SECTION 5310 MAY BE REQUESTED OF RCTC FOR AGENCIES SERVING WESTERN RIVERSIDE COUNTY RESIDENTS. SUBMIT A LETTER OF REQUEST TO RCTC WITH YOUR DRAFT CALTRANS APPLICATION ON JUNE 16th, 2008.

LOCAL SALES TAX REVENUE PROGRAM **WESTERN RIVERSIDE MEASURE A SPECIALIZED TRANSPORTATION GOALS**

This funding is available only in Western Riverside County, from the Cabazon/Banning/ Beaumont areas west to the San Bernardino County border and southwest to the San Diego County border. A portion of a half-cent sales tax measure provided for by the voters supports specialized transportation services directed to three target groups: seniors, persons who are disabled, and/or individuals who are truly needy. Measure A does not define the “truly needy” population. The Measure A ordinance requires that these funds shall not supplant any other type of funding already in use for the proposed purpose.

Goals of Measure A funds include support of directly operated services that expand or extend existing services or fill gaps that would otherwise exist without these services. Measure A funds may be used for operating or capital purposes related to provision of specialized transportation services. Priority will be given to projects that provide services and/or enhance services to ADA eligible individuals in a cost-effective manner and to projects that serve the non-emergency medical transportation needs of Western Riverside County residents.

Please note: Priority scoring and ranking will go to proposed Measure A projects also seeking Federal JARC or New Freedom program match funding.



GRANT APPLICATION PROCEDURES

A. Eligible Applicants:

Applicants may include state or local governmental bodies, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), social services agencies, tribal governments, private and public transportation operators, and non-profit organizations.

B. Eligible Use of Program Funds:

SAFETEA-LU requires that all JARC and NF projects selected for funding must be derived from a locally developed Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan). The Coordinated Plan for Riverside County, is available online at:

<http://www.rctc.org/library.asp?id=125>

The Riverside County Public Transit-Human Services Coordinated Plan identifies existing services, needs, strategies and priorities for **low-income individuals, individuals with disabilities and older adults**. (Please see Page 7 of this Application.)

C. Eligible Activities for JARC and NF Projects:

Eligible JARC/NF projects may request up to two years of funding per project. Projects approved for multi-year funding will require quarterly application updates to ensure compliance with the original approved project scope. Funding commitments in the second and third year are not guaranteed, but will be granted at the discretion of RCTC. Eligible JARC projects include, but are not limited to:

JARC Operating Activities

- Late night and weekend service
- Guaranteed ride home service
- Shuttle service
- Expanded fixed-route public transit routes
- Demand-responsive service
- Ridesharing and carpooling activities
- Voucher programs

JARC Capital Activities

- Intelligent Transportation Systems (ITS)
- Promotion of operating activities
- Vehicles
- Mobility management activities

NF funds are available for capital and operating expenses that support new public transportation services beyond those required by the Americans with Disabilities Act of 1990 (ADA) 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. The definition of “new service” is any service or activity that was not implemented or operational before August 10, 2005. Eligible activities include, but are not limited to:

NF Operating Activities

- Expansion of paratransit service beyond the minimum requirements of ADA
- Expansion of hours for paratransit service
- Enhancement of services
- Voucher programs
- Volunteer driver programs

NF Capital Activities

- Acquisition of accessibility equipment beyond ADA requirements
- Purchasing accessible vehicles to support taxi, vanpooling, and/or ridesharing programs*
- Mobility management activities

*Due to limited NF funding, vehicle purchases should refer to the Elderly & Disabled Specialized Transit Program (FTA Section 5310) and/or Large Urban NF Programs.

GRANT APPLICATION PROCEDURES, continued

SAFETEA-LU allows projects considered as “mobility management” eligible as a capital expense under the JARC and New Freedom Programs. “Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation” is specifically referenced as an eligible project in the FTA guidance. Additional eligible JARC and NF information can be found at: http://www.fta.dot.gov/funding/grants_financing_263.html

Eligible Projects and Activities for Western Riverside County’s Measure A Specialized Transportation Program

Western Riverside Measure A funding available in Western Riverside County only. Measure A funding is intended to supplement and extend existing projects and activities and NOT supplant dollars that would otherwise support specialized transportation initiatives.

Measure A Directly-Operated Activities

- Senior transportation shuttles
- Non-emergency medical transportation services
- Specialized, targeted population shuttles
- Demand response services
- Volunteer driver programs

Measure A Capital Activities

- Lift-equipped vehicles
- Vehicle-related equipment for maintenance
- Communications and dispatch equipment
- Software to facilitate dispatch
- Other special equipment to facilitate transportation to the target population groups
- Mobility Manager activities

Measure A – Voucher/ Mileage Reimbursement/ Travel Training Programs

- Voucher/ bus pass purchase programs for fixed-route or demand response services
- Mileage reimbursement programs
- Travel training programs

Please note: Priority scoring and ranking will go to proposed Measure A projects also seeking Federal JARC or New Freedom program match funding.

GRANT APPLICATION PROCEDURES, continued

E. Performance Measures & Monitoring

The following indicators will be used, at a minimum, to measure project effectiveness. Applicant agencies are encouraged to propose additional measures by which to monitor and report project effectiveness.

1. JARC Program

- ❑ Actual or estimated number of jobs that can be accessed as a result of geographic coverage of JARC projects implemented on the current reported year
- ❑ Actual or estimated number of rides (as measured by one-way trips) provided as a result of the JARC projects implemented in the current reporting year.

2. NF Program

- ❑ Increase 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 projects implemented in the current reporting year.
- ❑ 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 projects implemented in the current reporting year.
- ❑ Actual or estimated number of rides (measured by one-way trips) provided for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year.

3. Western Riverside Measure A

- ❑ Recipients will be required to submit operating and cost data for the “Measure A Specialized Transit Quarterly Reports” to monitor selected performance measures such as Subsidy per Passenger, Subsidy per Vehicle Hour, Subsidy per Vehicle Mile, Passengers per Vehicle Hour, Passengers per Vehicle Mile, and Miles per Passenger.

4. Semi-annual Meetings

On at least a semi-annual basis, recipients of funding under these programs will be required to participate in grantee meetings to be arranged by the RCTC. These meetings will be distributed appropriately around the county and conducted for the purposes of encouraging and facilitating coordination between transportation programs, improving the efficiency and effectiveness of services being operated, and identifying continuing gaps between services and needs for additional services.

F. Maximum/Minimum Grant Award Amounts Per Project/Per Year:

RCTC is not specifying minimum or maximum grant amounts that it will consider under this application cycle for JARC, NF or Measure A. Applicants are encouraged to review the table of annual estimated dollars available, on page 9. The amounts requested must be appropriate to the nature of the proposed project and the benefits to be achieved. RCTC reserves the right to identify and make available alternative funding as appropriate or to negotiate final funding levels.

Table 1 following shows the total two-year funds available, based upon current Federal apportionment information. Table 2 following presents the estimated annual funding levels, by fund source, to assist applicants in developing a scale to their project appropriate to the level of funding available.

Table 1

**Estimated TWO-YEAR Funding For JARC/ NF/ Measure A
FFY 2007 and 2008 Call for Projects**

Urbanized Area of Riverside County	JARC	New Freedom	Western Riverside Measure A	Total
Indio-Cathedral City-Palm Springs	357,169	180,350	n/a	\$537,519
Riverside-San Bernardino and Temecula-Murrieta	1,316,009	547,592	6,000,000	\$7,863,601
Two-Year Totals by Fund Source	\$ 1,673,177	\$ 727,943	\$ 6,000,000	\$ 8,401,120

**Table 2
Estimated Annual Dollars Available by Fund Source**

Urbanized Area of Riverside County	JARC	New Freedom	Western Riverside Measure A	Estimated One-Year Total
Coachella Valley	\$178,600	\$90,000	n/a	\$268,600
Western Riverside	\$658,000	\$274,000	\$3,000,000	\$3,932,000
One-Year Estimate by Fund Source	\$836,600	\$364,000	\$3,000,000	\$4,200,600

G. Cost Sharing/Match Requirement:

Local funding requirements for these grants follows with tables summarizing key information.

- 1. Job Access and Reverse Commute (JARC) Projects, Section 5316.** funds can be used to support up to 80 percent of capital projects, and not more than 50 percent (50/50 match) of projects for operating assistance.
- 2. New Freedom (NF) Projects, Section 5317** funds can be used to support up to 80 percent of capital projects, including mobility management and not more than 50 percent (50/50 match) of projects for operating assistance.

The U.S. Department of Transportation (USDOT) program funds cannot be used as a source of local match for other FTA programs, even when used to contract for service. However, some examples of allowable sources for local match monies for JARC and/or NF Programs operating assistance are dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions. Matching share requirements are flexible to encourage coordination with other federal programs that may provide transportation, such as Health and Human Services or Agriculture. Volunteer services or other in-kind contributions are examples of non-cash share. These contributions are eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost that would otherwise be eligible under the program, and is included in the net project cost in the project budget. In either case, the cost of providing the contract service is included in the total project cost. Table 3 following summarizes these match requirements.

Table 3, JARC and New Freedom Program Local Match Requirements

	Federal JARC or NF Share Of Total Project	Local Match Share of Total Project
<u>Operations Projects</u> Directly-operated projects, including van pool, rideshare or voucher, mileage reimbursement and volunteer projects	50%	50%
<u>Capital Projects</u> Vehicles, vehicle-related and technology projects	80%	20%
<u>Capital/ Planning Projects</u> Mobility manager projects	80%	20%

3. For Western Riverside Measure A projects the local funding requests can be made as follows:

- Up to 30% of the total request for JARC/NF operations projects.
- The full 20% match for capital or mobility manager projects pursuing JARC/NF funds, requiring no local agency share.
- Up to 50% of the total request for a capital equipment project that is NOT pursuing JARC/NF capital dollars, requiring 50% local agency match.
- Up to 66% of the total request for an operating project that is NOT pursuing JARC/NF operations dollars, requiring a 33% local agency share.
- Up to 75% of the total request for a voucher/ bus pass program, mileage reimbursement, or travel training or a mobility manager project that is NOT pursuing JARC/NF operations dollars, requiring a 25% local agency share.

Please note: Priority scoring and ranking will go to proposed Measure A projects also seeking Federal JARC or New Freedom program match funding.

Table 4, Measure A - Local Share Funding Proportions by Project Type

Project Types	Measure A as Match For JARC/NF Project	Local Share with Measure A as Match for JARC/NF Project	Measure A Share Without JARC/NF Request	Local Share Without JARC/NF Request
	Assuming JARC/NF proposals requesting 50% of operations, and 80% of capital.		Measure A only proposals with local match	
<u>Operations Projects</u> Directly-operated projects involving vehicle operations	30%	20%	66%	33%
<u>Voucher and Other Special Projects</u> Including mileage reimbursement and travel training	30%	20%	75%	25%
<u>Capital Projects</u> Vehicles, vehicle-related and technology projects	20%	0%	50%	50%
<u>Capital/ Planning Projects</u> Mobility manager projects	20%	0%	75%	25%

GRANT APPLICATION PROCEDURES, continued

H. Submission of Applications

ALL APPLICATIONS DUE to RCTC: Monday, June 16th, 2008

Must be received by 2:00 pm.

NINE (9) copies of each application must be submitted, including one electronic version in MS Word, one original and seven (7) copies. These must be submitted to and received by RCTC no later than 2 p.m. June 16th, 2008. Faxes will not be accepted. The electronic version can be emailed to jclemente@rctc.org, but if the accompanying paper documents are not received by the date and time identified below, this email submittal alone will not constitute on-time submittal.

Applications must be submitted to the following address:

Riverside County Transportation Commission
4080 Lemon Street, 3rd Floor
Riverside, CA 92502-2208
ATTN: Ms. Fina Clemente

The information in submitted applications will become a matter of public record following completion of the evaluation and award process. Therefore, any information contained in an application that is deemed as proprietary, privileged or confidential by the applicant agency or organization must be clearly marked "Confidential."

I. Project Scoring Criteria

Proposals will be evaluated against the following criteria set forth in **Riverside County's Public Transit-Human Services Transportation Coordination Plan**:

- Adequately address the unmet/underserved and individualized transportation needs of the targeted populations.
- Demonstrate coordination efforts between public transit and human services agencies.
- Maintain consistency with current Federal and State funding regulations and requirements.
- Be financially sustainable
- Include measurable goals and objectives.
- Build or increase the system's capacity or service quality in addressing mobility needs of the target populations.
- Leverage existing or maximize existing transportation funding from an array of sources.

These components will be considered in relation to the following:

A. *Does the project address the target population(s) transportation needs, and specifically in relation to JARC, New Freedom and/or Western Riverside Measure A Program Goals and Objectives if these funds are sought?*
(Maximum 20 points)

1. An applicant for JARC or New Freedom funding must demonstrate consistency with program goals and objectives, as listed in the program goals on pages 3 and 4 of this application.

2. An applicant for Western Riverside Measure A funding must demonstrate consistency with its program goals and objectives as identified on page 4 of this application.
3. Applicant demonstrates how project activities directly address transportation gaps and/or barriers identified through the Riverside County Public Transit-Human Services Coordination Plan. (Applicant indicates the section/page number in the Coordinated Plan)

B. Coordination Activities (Maximum 10 points)

1. Consistent with the direction of the Coordinated Plan Vision, and goal statements for Riverside County, the applicant must demonstrate sufficient and appropriate coordination among and between public transit and human services agencies and organizations.
2. Applicant should include letters of support/intent from the relevant public transit and/or human service agency/organization regarding the level of coordination.

C. Operational/Implementation Plan (Maximum 30 points)

1. For Operations projects, the applicant must provide a well-defined operations plan that may include definition of services, or with defined routes, schedules, current/projected ridership, key personnel, and marketing strategies with supporting documentation for carrying out the project. Are coordination activities identified and existing or planned partnerships described? Address how service capacity and/or service quality issues may be addressed through this project.
2. For Voucher programs/ mileage reimbursement or travel training programs, the applicant must provide an implementation plan identifying target populations, project tasks, timeframes, benchmarks, key milestones, key personnel and deliverables.
3. For Capital projects and for Mobility Management projects, the applicant must provide an implementation plan that includes project tasks, timeframes, benchmarks, key milestones, key personnel, deliverables and estimated completion date with supporting documentation. Are coordination activities identified and existing or planned partnerships described? Identify the Mobility Manager's goals and purposes, the particular constituencies with whom the Mobility Manager will interact, including how the Mobility Manager will stay current with available public transit services.
4. All implementation plans must identify key personnel assigned to this project and their qualifications, including resumes and certifications as supporting documentation. Applicants must demonstrate their institutional capability to carry out the service delivery aspect of the project. Please submit a copy of the most recently completed agency/organization financial audit.

D. Describe the Program Management Activities: (Maximum 30 points)

1. Applicant identifies clear measurable outcome-based performance measures and indicators to track the effectiveness of the project as described in page 4 of the application. Applicant states the number of persons to be served, trip purpose(s), and the number of trips. Additional measurable units of service can also be used. Applicant must describe the outcome (impact) that the project will have on low-income (JARC), individuals with disabilities (New Freedom), and/or Seniors.
2. Applicant describes a process that details the ongoing monitoring and evaluation of the project or service, including methodologies and desired outcomes based upon the performance objectives identified above in Question 4.
3. Efforts towards sustainability shall be described, anticipating that the JARC/ New Freedom funding is time-limited.

E. Proposed Budget (Maximum 10 points)

1. Please provide your budget information on the form(s) supplied following. Applicants must submit a clearly defined project budget for the two-year program period, indicating anticipated project expenditures and revenues, and including documentation of matching funds.
2. Applicants should provide any additional detail related to the project budget that helps reviewers understand the nature of the match, fund sources utilized in making the match, and/or in-kind match that may be identified in the budget.
3. Applicants may provide any additional information related to the budget that helps to identify how annual expense figures were derived.

Please note: Priority scoring and ranking will go to proposed Measure A projects also seeking Federal JARC or New Freedom program match funding.

APPLICATION CHECKLIST

Applicants should use this checklist to ensure that all applicable parts of the application and attachments are completed and submitted. Incomplete applications may be disqualified from further consideration.

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PART I.

TRANSMITTAL LETTER – PROJECT SUMMARY

A. Applicant/ Lead Agency Information:		
Legal Name:		
Address:		
City/State/Zip:		
Contact Person:		
E-mail:		
Phone:		Fax:
B. Project Title:		
C. Project Area To Be Served:		
<input type="checkbox"/> Western Riverside <input type="checkbox"/> Coachella Valley <input type="checkbox"/> Palo Verde Valley		
D. Project Type (check ALL that apply to THIS project, noting that Mobility Manager Projects must be submitted as their own, separate project proposals)		
<input type="checkbox"/> Capital <input type="checkbox"/> Mobility Management		
<input type="checkbox"/> Operating <input type="checkbox"/> Other		
E. Target Population Project Information (unique persons; count each individual only once and represent the number of individuals your program is likely to serve annually - in Year 1)		
Number of JARC welfare recipients:		
Number of eligible JARC low-income persons:		
Number of persons with disabilities:		
Number of seniors:		
Number of other persons, not included above Description: _____		
F. Funding Request:	Year 1	Year 2
Total JARC Grant Operations Request	\$	\$
Total JARC Grant Capital Request	\$	\$
NF Operations Request:	\$	\$
NF Capital Request:	\$	\$
Total Measure A Direct Operation Request	\$	\$
Total Measure A Capital Request	\$	\$
Total Measure A Other Request	\$	\$
Total Local Match for Project (funding that is not JARC, not New Freedom, or not Measure A)	\$	\$
PROJECT TOTAL (must match pp. 19, 20, 21)	\$	\$

PART I: AGENCY PROFILE

Briefly describe your agency's purpose and services. Supporting documentation must be attached (e.g., agency brochure and any other explanatory information considered important by the applicant).

PART II: PROJECT SUMMARY

Briefly provide a project summary description. Include begin and end dates. To tie your application to the Riverside Coordinated Plan, we suggest you read at least the *Executive Summary* and *Chapter 7, Overview of Needs and Gaps* and *Chapter 8, Recommendations*. For grant application requests, you can reference the relevant goal, objective and/or strategy from the matrix beginning on page 122 to identify the plan element from which your project is derived.

Briefly describe the current population and geographic area(s) that is served and the population and geographic area(s) that will be served by this project. Supporting documentation and an 8-1/2 x 11 map of the service area must be attached.

PROJECT NARRATIVE

C. Operational/Implementation Plan (Maximum 30 points)

3. For Operating projects, describe your operational plan that includes defined routes, schedules, current/projected ridership, key personnel, and marketing strategies; **and/or** for Capital and Mobility Management projects, describe your implementation plan that includes project tasks, timeframes, benchmarks, key milestones, key personnel, deliverables and estimated completion date. Attach supporting documentation to substantiate your plan(s).

D. Program Management Activities (30 points maximum)

4. Identify the performance measures and indicators to track the effectiveness of your proposed project and include the number of persons you anticipate to be served and the number and purpose of trips (and other measurable units of service) the project will provide. Include the desired outcome (impact) that the project will have on low-income individuals (JARC) or individuals with disabilities or seniors. (See Page 8 for performance measures.)

PROJECT NARRATIVE

5. Based upon the performance objectives and outcomes identified in Question 4 above, describe your methodologies and procedures for ongoing monitoring and evaluation of the project or service.

6. List all stakeholders involved in the project at its outset. Identify potential future partners and methods of obtaining their participation in the project. List may include, but not be limited to, Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and members of the public representing low-income (JARC) and individuals with disabilities (New Freedom) and from public transit agencies. Attach letters of support from stakeholders appropriate to this grant application.

7. Describe how you will promote public awareness of the project and how you will keep stakeholders involved and informed throughout the project.

PART IV. PROPOSED BUDGET

The budget to be submitted is for the project being proposed for funding through this application, not the entire budget for your agency or organization. There are two forms to be completed – one for the Proposed Project Budget and a second detailing the Proposed Project Funding. Applicants are requested to provide additional detail where appropriate to facilitate the understanding and review of your application. **(Maximum 10 points)**

Local Match:

The local share may be derived from other federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT’s Federal Lands Highway Program. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of Federal funding is available at www.unitedweride.gov

PROPOSED PROJECT BUDGET	
Operating Expenses:	Year 1 Detail
a. Wages, Salaries and Benefits (non-maintenance personnel)	\$
b. Maintenance & Repair (include maintenance salaries)	\$
c. Fuels	\$
d. Casualty & Liability Insurance	\$
e. Administrative & General Expense	\$
f. Other Expenses (e.g., materials & supplies, taxes)	\$
g. Contract Services (specify)_____	\$
Total Operating Expense	\$
Capital Expenses:	\$
_____	\$
_____	\$
_____	\$
_____	\$
Total Capital Expense	\$

PROPOSED PROJECT FUNDING

REQUESTED GRANT FUNDING & MATCH BY PROGRAM

SECTION 5316: JOB ACCESS REVERSE COMMUTE [JARC]	<u>AMOUNTS</u>	
	Proposed Year 1 (2008-2009)	Proposed Year 2 (2009-2010)
REQUESTED FUNDING	\$	\$
MATCH REQUIRED = Up to 50% for Operating, 80% for Capital		
IDENTIFY MATCH SOURCES AND AMOUNTS		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL BY YEAR	\$	\$
TOTAL FUNDS		\$

SECTION 5317: NEW FREEDOM	<u>AMOUNTS</u>	
	Proposed Year 1 (2008-2009)	Proposed Year 2 (2009-2010)
REQUESTED FUNDING	\$	\$
MATCH REQUIRED = Up to 50% for Operating, 80% for Capital		
IDENTIFY MATCH SOURCES AND AMOUNTS		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL BY YEAR	\$	\$
TOTAL FUNDS		\$

MEASURE A, WESTERN RIVERSIDE COUNTY	<u>AMOUNTS</u>	
	Proposed Year 1 (2008-2009)	Proposed Year 2 (2009-2010)
REQUESTED FUNDING	\$	\$
MATCH REQUIRED = See Below IDENTIFY MATCH SOURCES AND AMOUNTS		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL	\$	\$
TOTAL FUNDS		\$

For Measure A, match for local contribution is as follows:

- Up to 30% of the total request for JARC/ NF operations projects.
- Up to 50% of the total request for capital equipment.
- Up to 66% of the total request for an operating project that is NOT pursuing JARC/ NF operations dollars.
- Up to 75% of the total request for a voucher/ bus pass program, mileage reimbursement, or travel training project that is NOT pursuing JARC/ NF operations dollars.

Please note: Priority scoring and ranking will go to proposed Measure A projects also seeking Federal JARC or New Freedom program match funding.

APPLICANT ELIGIBILITY

Private Nonprofit Agency Status Inquiry and Certification

NOTE: REQUIRED ONLY FOR APPLICATIONS REQUESTING JARC/ NEW FREEDOM FUNDING

If you are claiming eligibility as an FTA Sections 5316 or 5317 applicant based on your status as a private nonprofit organization, you must obtain verification of your incorporation number and current legal standing from the California Secretary of State Information Retrieval /Certification & Records Unit (IRC Unit). The “Status Inquiry” document must be attached as an appendix to the application. To assist you in obtaining this information, use one of these two methods:

1. To obtain Corporate Records Information over the Internet, go to:
<http://kepler.ss.ca.gov/list.html> and enter your agency name. If you are active, print the page and use that as proof. If you are not active, go to page 2 and follow the directions. If the verification of your status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be forwarded to the Sections 5316 JARC and 5317 New Freedom Programs.
2. If you are unable to locate the information on line, you can obtain the “Status Inquiry” document by making a written request to:

**Secretary of State
Information Retrieval/Certification Unit (IRC)
1500 11th Street, 3rd Floor, Sacramento, CA 95814.**

Do not submit articles of incorporation, by laws or tax status documentation.

Private Non-profits
Name of Non-profit Applicant:
State of California Articles of Incorporation No.:
Date of Incorporation:

APPLICANT ELIGIBILITY

General Certifications and Assurances

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The original of the “General Certifications and Assurances” should be signed and dated in blue ink. Use the legal name of your agency exactly as it appears on your Status Inquiry form. If you are a public entity, attach an authorizing resolution, designating a person authorized to sign on behalf of the agency, as an Appendix to the application.

Name of Applicant:		
Address:		
Contact Person:	Work Phone	Work Fax

- a. The applicant assures that no person, on the grounds of race, color, creed, national origin, sex, age, or disability shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the applicant receives Federal assistance funded by the Federal Transit Administration (FTA).
- b. The applicant assures that it shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability and that it shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age.
- c. The applicant certifies that it will conduct any program or operate any facility that receives or benefits from Federal financial assistance administered by FTA in compliance with all applicable requirements imposed by or pursuant to 49 CFR Part 27, “Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance” and the Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27, 37, & 38.
- d. The applicant assures that it will comply with the Federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements that is provided as references in FTA Circular 9070.1F - “Elderly Individuals and Individuals with Disabilities Program Guidance and Application Instructions, dated May 1, 2007.”
- e. The applicant certifies that the contracting and procurement procedures that are in effect and will be used by the applicant for Section 5310 equipment are in accordance and comply with the significant aspects of FTA Circular 4220.1E, "Third Party Contracting Guidelines."
- f. The applicant certifies that any proposed project for the acquisition of or investment in rolling stock is in conformance with FTA rolling stock guidelines.
- g. The applicant certifies that it will comply with applicable provisions of 49 CFR Part 605 pertaining to school transportation operations which prohibits federally-funded equipment or facilities from being used to provide exclusive school bus service.
- h. The applicant certifies that it will comply with Government Code 41 U.S.C.701 et seq, and 49CFR, Part 32 in matters relating to providing a drug-free workplace.
- i. To the best of my knowledge and belief, the data in this application are true and correct, and I am authorized to sign these assurances and to file this application on behalf of the applicant.

Certifying Representative

Name (print):	
Title (print)	
Signature:	Date

APPLICANT ELIGIBILITY

LABOR UNION INFORMATION

NOTE: REQUIRED ONLY FOR APPLICATIONS REQUESTING JARC/NEW FREEDOM FUNDING

Name of Applicant: _____

Project Description: _____

Union Representation of Applicant's Employees

Organization Name: _____

Contact Person: _____

Address: _____

Telephone: _____

(required) Email : _____

Other Surface Public Transportation Providers	<u>Union Representation of Employee If Any</u>
	Organization: Contact Person: Address: Telephone: (required) Email:
	Organization: Contact Person: Address: Telephone: (required) Email:
	Organization: Contact Person: Address: Telephone: (required) Email:

CIVIL RIGHTS

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Describe any lawsuits or complaints that have been received or acted on in the last year based on Title VI of the Civil Rights Act or other relevant civil rights requirements; and sub recipient must provide a status of lawsuits or an explanation of how complaints were resolved including corrective actions taken.

If **NO** lawsuits or complaints were received or acted on – sub recipient must provide the following statement:

THERE WERE NO LAWSUITS OR COMPLAINTS RECEIVED OR ACTED ON IN THE LAST YEAR RELATING TO TITLE VI OR OTHER RELEVANT CIVIL RIGHTS REQUIREMENTS.

DISADVANTAGED BUSINESS ENTERPRISE

NOTE: FOR INFORMATION ONLY
FOR APPLICANTS REQUESTING JARC/ NEW FREEDOM FUNDING

Disadvantaged Business Enterprise (DBE) Requirements

All successful applicants of the JARC/NF funds for Other Equipment (non-vehicle) projects must adhere to the *California State Disadvantaged Business Enterprise Program Plan* as it applies to local agencies (see http://www.dot.ca.gov/hq/bep/documents/dbe/dbe_program_plan_final.pdf).

Additionally, successful applicants must submit a completed *Disadvantaged Business Enterprise Race-Neutral Implementation Agreement For Federal Transit Administration Subrecipients* with their signed Standard Agreement contract (see <http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/FTA-Db-Implement-Agr.doc>).