



**2009 Rural (Non-Urbanized) Area
Grant Application**

**FTA Section 5316 Job Access & Reverse
Commute (JARC)
&
FTA Section 5317 New Freedom (NF)**

State of Hawaii
Department of Transportation
(April 2009)

Statewide Transportation Planning Office
869 Punchbowl Street, Room 404
Honolulu, Hawaii 96813

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2009 Rural (Non-Urbanized) Area Grant Application *

FTA Section 5316 Job Access &
Reverse Commute (JARC)
&
FTA Section 5317 New Freedom (NF)

Agency (Applicant) Name

Address

City

County

Zip

Contact Person

Phone

FAX

E-Mail Address

Applicant Name (print):

Title (print)

Signature:

Date:

Hawaii Department of Transportation
Statewide Transportation Planning Office
869 Punchbowl Street, Room 404
Honolulu, Hawaii 96813

* Individual applications must be submitted for JARC capital, JARC operating, NF capital and NF operating.

I. PROGRAM OVERVIEW

A. SAFE, ACCOUNTABLE, FLEXIBLE, EFFICIENT TRANSPORTATION EQUITY ACT: A LEGACY FOR USERS

On August 10, 2005, President George W. Bush signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). 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 as U.S. Department of Transportation Federal Transit Administration (FTA) grants. SAFETEA-LU also includes new planning requirements for the JARC and New Freedom Programs. Projects funded through these programs “must be derived from a locally developed, coordinated public transit-human services transportation plan”.

The Governor of Hawaii designates the Hawaii Department of Transportation (HDOT) as the recipient of Federal Transit Administration (FTA) Section 5316 JARC and 5317 New Freedom grants for the purpose of administering those funds in accordance with State and federal laws, rules and regulations. HDOT administers the Section 5316 JARC and Section 5317 New Freedom 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/New Freedom funds are administered by the City and County of Honolulu, Department of Transportation Services (DTS).

B. 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.

JARC information at: http://www.fta.dot.gov/funding/grants/grants_financing_3550.html

C. FTA SECTION 5317 NEW FREEDOM PROGRAM GOALS

The New Freedom 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. New Freedom 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.

**New Freedom information at:
http://www.fta.dot.gov/funding/grants/grants_financing_7185.html**

II. GRANT APPLICATION INFORMATION

A. Eligible Applicants

Applicants include state or local governmental bodies, social services agencies, private and public transportation operators, and non-profit organizations.

B. Eligible Use of Program Funds

SAFETEA-LU requires that all JARC and New Freedom projects selected for funding must be derived from a locally developed Coordinated Public Transit-Human Services Transportation Plan (Coordinated Services Plan). The Coordinated Services Plan identifies existing services, needs, strategies and priorities for low-income individuals, individuals with disabilities and older adults. (Please see Page 9 Coordinated Services Plan Certification.)

C. Eligible Activities for JARC and NEW FREEDOM Projects

JARC/New Freedom capital and operating expenses are funded for the current year per project. Projects approved for multi-year funding require yearly application updates to ensure compliance with the original approved project scope. Multi-year funding may be granted to continue the advancement or expansion of the intended purpose of an approved grant. Funding commitments in the second and third year are not guaranteed, but will be granted pending the level of federal appropriations to the State of Hawaii. 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
- Implementing automated regional public transit and human services transportation information, scheduling and dispatch functions
- Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and nonurbanized areas to suburban work areas
- Development and operation of “One-Stop” transportation call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs

JARC Capital Activities

- Intelligent Transportation Systems (ITS)
- Acquisition of coordinated vehicle scheduling, dispatching and monitoring technologies
- Acquisition of Vehicles
- Development of Mobility Management Centers or facilities
- Acquisition of Geographic Information System (GIS) tools
- Acquisition of Global Positioning System (GPS) tools

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

NEW FREEDOM Operating Activities

- Expansion of complementary paratransit service beyond the ¾ mile minimum requirements of ADA and defined as a “new” service
- Expansion of current hours of operations for ADA paratransit service beyond those provided on the fixed-route services; and defined as a “new” service
- Expansion of transit operations including driver pool to meet the demand of increased client and ridership
- Enhancement of the level of service by providing escorts or assisting riders through the door of their destinations
- Supporting the administration and expenses related to a new Voucher program for transportation services offered by human services providers
- Supporting new Volunteer driver and aide programs
- Supporting new mobility management and coordination programs among public transportation providers and other human services agencies providing transportation.

NEW FREEDOM Capital Activities

- Acquisition of accessibility equipment (e.g. larger capacity lifts) designed to accommodate mobility aids that exceed 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
- Installation of additional securement locations in public buses beyond what is required by ADA
- Purchasing accessible vehicles to support taxi, vanpooling, and/or ridesharing programs
- Building accessible path to a bus stop that is currently inaccessible
- Adding an elevator or ramp, detectable warnings or other accessibility improvements to a non-key station that are not otherwise required under the ADA
- Improving signage, or way-finding technology
- Implementation of other technologies that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).
- Mobility management activities

II. GRANT APPLICATION INFORMATION (cont.)

D. **JARC/NF Performance Measures**

Upon approval and receipt of FTA JARC and NF funds, applicants become responsible for satisfying program performance measures. HDOT reviews the applicant's performance measures to validate the effectiveness of projects funded under FTA 5316 (JARC) and 5317 (New Freedom). The following performance measures are required to be submitted to HDOT on an annual basis.

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
- Estimated number of persons served by this project
- Have FTA funds been used appropriately and in accordance with the applicant's grant application? If not, why?

2. **NEW FREEDOM 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 availabilities 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
- Number of calls requesting information about the program
- Number of service complaints or responses
- Estimated number of persons served by this project
- Have FTA funds been used appropriately and in accordance with the applicant's grant application? If not, why?

E. **Buy America (Applicable to 5316 and 5317)**

Buy America. 49 U.S.C. 5323(j) provides that, with exceptions, Federal funds may not be obligated for public transportation projects unless steel, iron, and manufactured products used in such projects are produced in the United States. JARC designated recipients and sub-recipients must conform with FTA regulations, 49 CFR part 661, and any amendments thereto. Buy America requirements apply to all purchases, including materials or supplies funded as operating costs, if the purchase exceeds the threshold for small purchases (currently \$100,000). A manufacturer or supplier of steel, iron, or manufactured goods may be permitted to correct, after bid opening, an incomplete certification or a certification of noncompliance under certain circumstances if submission of the incorrect certification was the result of an inadvertent or clerical error. In addition, 49 U.S.C. 5323(j)(9) now allows a party adversely affected by an FTA action the right to seek review.

F. Multiple Grant Year Award For Rural (Non-Urbanized) Area:

This 5316/5317 grant application combines multiple Federal Fiscal Year (FFY) funding into one application.

FY 2006:		
New Freedom:	\$ 60,661	
FY 2007:		
Job Access Reverse Commute:		\$103,131
New Freedom:	\$ 58,225	
FY 2008:		
Job Access Reverse Commute:		\$111,725
New Freedom:	\$ 62,898	
Total Funds Available:	\$181,784	\$214,856

G. Cost Sharing/Match Requirement:

Funds can be used to support up to a maximum of 80% of capital project costs, and a maximum of 50% of project costs for operating assistance. HDOT is permitted to use and may retain 10% of the apportionment for administrative program costs, which includes planning and technical assistance.

The U.S. Department of Transportation (USDOT) program funds cannot be used as a source of local match for other FTA programs. Allowable sources for local match monies for JARC and/or New Freedom Programs operating assistance include 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 with transportation-related functions, such as Health and Human Services and Agriculture.

H. Statewide Project Selection Process:

Rural (Non-Urbanized area population < 50,000) area projects will be awarded through a statewide competitive selection process. Project applications will be evaluated for all JARC and New Freedom project requirements in accordance with the scoring criteria to determine the extent to which the proposed project meets the overall program goals and objectives of the programs.

HDOT will establish an application review committee, which will be comprised of staff from non-applicant agencies, such as health and human services agencies, transit agencies and social services agencies, to review, score and rank the project applications.

HDOT manages the JARC/New Freedom competitive selection process for Hawaii's rural (non-urban) areas.

I. Application Timeline:

<i>Date</i>	<i>Activity</i>
April 9, 2009	• Call for Projects
May 29, 2009	• Applications Due to Hawaii DOT
June 19, 2009	• State Review, Evaluation and Program of Projects Selection
June 29, 2009	• Submission to FTA for Approval

III. APPLICATION CHECKLIST

DEADLINE TO SUBMIT APPLICATION IS: MAY 29, 2009

INSTRUCTIONS: Applicants should use this checklist to ensure that **all applicable** parts of the application and attachments are completed and submitted.

A. PROGRAM COMPLIANCE

		<i>Check if completed</i>
PART 1.	COORDINATED PLAN CERTIFICATION	<input type="checkbox"/>
PART 2.	PRIVATE NON-PROFIT AGENCY INQUIRY & CERTIFICATION	<input type="checkbox"/>
PART 3.	GENERAL CERTIFICATIONS AND ASSURANCES	<input type="checkbox"/>
PART 4.	LABOR UNION INFORMATION	<input type="checkbox"/>
PART 5.	CIVIL RIGHTS	<input type="checkbox"/>
PART 6.	AGENCY PROFILE AND PROJECT DESCRIPTION	<input type="checkbox"/>
PART 7.	APPLICANT'S ANNUAL BUDGET	<input type="checkbox"/>

B. PROGRAM INFORMATION

		<i>Check if completed</i>
PART 1.	JARC / NEW FREEDOM PROJECT SUMMARY	<input type="checkbox"/>
PART 2.	APPLICATION DEADLINE	<input type="checkbox"/>
PART 3.	PROJECT SCORING CRITERIA	<input type="checkbox"/>
PART 4.	PROJECT NARRATIVE	<input type="checkbox"/>
PART 5.	PROPOSED OPERATING BUDGET: 5316 JARC / 5317 NEW FREEDOM	<input type="checkbox"/>
PART 6.	PROPOSED CAPITAL BUDGET: 5316 JARC / 5317 NEW FREEDOM	<input type="checkbox"/>
PART 7.	OTHER TYPE OF CAPITAL ACQUISITIONS	<input type="checkbox"/>
PART 8.	MAINTENANCE PLAN (FOR VEHICLES, EQUIPMENT AND/OR FACILITY)	<input type="checkbox"/>

A. PROGRAM COMPLIANCE

1. Coordinated Services Plan Certification

Reference: FTA C 9070.1F (JARC) Chapter V and FTA C 9045.1 (New Freedom) Chapter V pertaining to the requirements of a Coordinated Public Transit Human – Services Transportation Plan (Coordinated Services Plan) required of FTA 5310, 5316 and 5317 programs.

By completing and submitting this application for consideration for funding, the applicant understands and agrees that the projects selected for funding under FTA Section 5316 (JARC) and 5317 (New Freedom) program must be “derived from a locally developed, coordinated public transit Human – Services transportation Plan” that was “developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by member of the public.”

The Coordinated Public Transit Human – Services Plan is located on the HDOT website at:

<http://hawaii.gov/dot/administration/stp/fta-grant/CSP-July-3-2008.pdf>

Required Elements: Projects shall be derived from a coordinated services plan that minimally includes four elements and a level consistent with available resources and the complexity of the local institutional environment.

1. An assessment of available services that identifies current transportation providers (public, private, non-profit)
2. An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes. This assessment can be based on the experience and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps, overlaps and/or barriers in service. (Exception: a community is not required to include an assessment of the targeted population in its coordinated plan if, it does not intend to seek funding under FTA 5310 Elderly and Disabled, 5316 JARC or 5317 New Freedom programs).
3. Strategies, activities and/or projects to address the identified gaps, overlaps and/or barriers between current services and needs, as well as opportunities to improve efficiencies in service delivery; and
4. Priorities for implementation based on resources (from multiple program sources), time and feasibility for implementing specific strategies and/or activities identified.

Adoption of a Plan: As part of the local coordinated planning process, the HDOT met in consultation with its neighbor island transit providers, State and local agencies, including non-profit organizations. The HDOT Coordinated Public Transit Human – Services Plan is intended to be an evolving plan that continues to identify, address and resolve service and transportation problems, gaps, overlaps and/or barriers under the FTA 5310 Elderly and Disabled, 5316 JARC, and 5317 New Freedom programs. However, if your agency has its own coordinated services plan, attach it with this application, and complete the following section:

Coordinated Services Plan Lead Agency (Agency preparing the Coordinated Services Plan)

Agency	
Title of Coordinated Services Plan	Date Plan Adopted (attach documentation)
	Date of Draft Plan
Agency Representative Name (Print)	Title
Signature	Date

Grant Applicant

Agency	
Agency Representative (Print)	Title
Signature	Date

2. Private Nonprofit Agency Status Inquiry and Certification

If you are claiming eligibility as an applicant for FTA Section 5316 or 5317 funding based on your status as a private non-profit organization, you must provide official documentation verifying your organizations private non-profit status (e.g. State of Hawaii Department of Commerce and Consumer Affairs (DCCA) Certificate of Good Standing or Annual Report, or US Internal Revenue Service Tax Exemption).

Do not submit Articles of Incorporation, By-Laws or Tax status documentation.

Private Non-profits
Name of Non-profit Applicant:
State of Hawaii Articles of Incorporation No.:
Date of Incorporation:
Signature of applicant Certifying Active Status:

A. PROGRAM COMPLIANCE (cont.)

3. General Certifications and Assurances

The original of the “General Certifications and Assurances” should be signed and dated in black or 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 Agency:		
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 9045.1 - “New Freedom 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 5316 and 5317 equipment are in accordance and comply with the significant aspects of FTA Circular 4220.1, "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

A. PROGRAM COMPLIANCE (cont.)

4. LABOR UNION INFORMATION

The following information is required by FTA to ensure fair and equitable labor practices.

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</u> If Any
	Organization: Contact Person: Address: Telephone: <i>(required)</i> Email:
	Organization: Contact Person: Address: Telephone: <i>(required)</i> Email:
	Organization: Contact Person: Address: Telephone: <i>(required)</i> Email:

A. PROGRAM COMPLIANCE (cont.)

5. CIVIL RIGHTS COMPLIANCE

If you or your agency has 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 describe here. Provide the status of lawsuits or an explanation of how complaints were resolved, including corrective actions taken.

(OR)

If **NO** lawsuits or complaints were received or acted on – certify below that, as a subrecipient of FTA funds, you agree and attest to 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.

Certifying Representative

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

A. PROGRAM COMPLIANCE (cont.)

6. APPLICANT PROFILE AND PROJECT DESCRIPTION

Briefly describe your agency's purpose and the services it provides. Attached Supporting Documents (e.g., agency brochure).

Briefly provide a project summary description. Include Start and End dates.

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.

A. PROGRAM COMPLIANCE (cont.)

7. APPLICANT'S ANNUAL BUDGET

1. Transportation Program Annual Budget:

Estimated Income:		
a. Passenger Revenue		\$
b. Other Revenues		\$
c. Total grants*, donations, subsidy from other agency funds		\$
TOTAL INCOME		\$
*Not including this grant request.		
Estimated Expenses:		
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 EXPENSES		\$

2. Fund Source(s):

SOURCE(S):	<u>AMOUNTS</u>			
	Prior Year (2008)	Current Year (2009)	Budget Year (2010)	Budget Year (2011)
a.	\$	\$	\$	\$
b.	\$	\$	\$	\$
c.	\$	\$	\$	\$
d.	\$	\$	\$	\$
		<u>TOTAL</u>	\$	\$

3. 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. See Project Summary on Page 17 for %.

Identify Source(s) of Local Match:	AMOUNTS
	\$
	\$
	\$
TOTAL LOCAL MATCH -	\$

B. PROGRAM INFORMATION

1. JARC/NEW FREEDOM PROJECT SUMMARY

A. Applicant Information:		
Legal Name:		
Address:		
City/State/Zip:		
Contact Person:		
E-mail:		
Phone:	Fax:	
<input type="checkbox"/> Current 5316 Recipient <input type="checkbox"/> Current 5317 Recipient <input type="checkbox"/> Applying for other federal funds this year. Source(s): _____		
B. Type of Project (check one): (Submit separate capital & operating applications.)		
<input type="checkbox"/> Capital Only (80% Fed/20% Local)		
<input type="checkbox"/> Operating Only (50% Fed/50% Local)		
C. Program (check one): * Due to limited New Freedom funding, vehicle purchases with these funds are discouraged. Refer to the Elderly & Disabled Specialized Transit Program (FTA Section 5310).		
<input type="checkbox"/> Non-Urban (Rural) JARC Project - FTA Section 5316		
<input type="checkbox"/> Non-Urban (Rural) NF Project – FTA Section 5317*		
D. JARC/New Freedom Project Information:		
Number of JARC welfare recipients:		
Number of eligible JARC low-income persons:		
Number of persons with disabilities:		
Project Title/Summary:		
E. Funding Request: (See Type of Project in Block “B” in computing Federal/Local Share)	Capital	Operating
JARC Non-Urban Request:	\$	\$
NF Non-Urban Request:	\$	\$
Total Match Funds: <i>(Non-DOT federal, state, local or private)</i>	\$	\$
Total Cost of Project:	\$	\$

B. PROGRAM INFORMATION (cont.)

2. APPLICATION DEADLINE

ALL APPLICATIONS DUE TO HDOT: MAY 29, 2009

Five applications (a signed original plus four copies) must be submitted to HDOT no later than May 29, 2009. Faxed or electronic applications will not be accepted.

HDOT reserves the right to review the project applications, scores and comments in making final recommendations based on established criteria.

Applications must be submitted by 2:00 p.m. on May 29, 2009:

**Hawaii Department of Transportation (HDOT)
Contracts Office, Room 105
869 Punchbowl Street
Honolulu, Hawaii 96813**

For information call: Statewide Transportation Planning Office, (808) 587-1845

The information in this application is deemed a public record. Therefore, applicants should not include any information regarded confidential.

By submitting and signing the application you (the applicant) acknowledge that to the best of your knowledge and belief, all data in this application is true and correct, and that you understand and agree to comply with the necessary FTA Certifications and Assurances if assistance is awarded.

B. PROGRAM INFORMATION (cont.)

3. PROJECT SCORING CRITERIA

The Project Narrative (pages 21-23) will be ranked in accordance with the following Project Scoring Criteria. Scores will be calculated within a 0 – 10-point range per item, excluding items 3 and 8 of the Project Narrative, which carry a maximum value of 20 points. To receive the maximum points, each response must be complete and contain the required supporting documentation. Incomplete responses and/or a lack of supporting documentation will result in reduced scores.

A. JARC or New Freedom Program Goals and Objectives

Item 1. The applicant must be consistent in meeting the overall JARC or New Freedom Program Goals and objectives (see page 2 of this application). (10 point maximum).

Item 2. The applicant demonstrates how project activities directly address transportation gaps, overlaps, and/or barriers in service identified through the locally developed human services transportation planning process within their communities. (Applicant indicates the section/page number in the Coordinated Plan addressing the gaps and/or barriers). (10 point maximum.)

B. Operational/Implementation Plan

Item 3. The applicant provides a well-defined operations plan with defined routes, schedules, current/projected ridership, key personnel, and marketing strategies with supporting documentation for carrying out the project. For Capital and Mobility Management projects, the applicant provides an implementation plan that includes project tasks, timeframes, benchmarks, key milestones, key personnel, deliverables and estimated completion date with supporting documentation. Both the operations and implementation plans must identify key personnel assigned to this project and their qualifications, including resumes and certifications as supporting documentation. The applicant demonstrates their institutional capability to carry out the service delivery aspect of the project. (20 point maximum.)

C. Program Effectiveness and Performance Indicators

Item 4. The applicant identifies clear measurable outcome-based performance measures and indicators to track the effectiveness of the project (see page 5 JARC/New Freedom Performance Goals of the application). The 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. The applicant describes the outcome (impact) that the project will have on low-income (JARC) or individuals with disabilities (New Freedom). (10 point maximum.)

Item 5. The 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 in Question 4. (10 point maximum.)

D. Communication and Outreach

Item 6. Any Stakeholder list (list of any group or individual who is affected by or can affect the achievement of your organization's objectives) should 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). The applicant is evaluated based on their ability to coordinate with other community transportation and/or social service resources. (10 point maximum.)

Item 7. The applicant must keep stakeholders (any group or individual who is affected by or can affect the achievement of your organization's objectives) involved and informed of project activities throughout the project timeline. The applicant must describe how they would promote public awareness of the project. Three (3) letters of support from stakeholders must be attached to the grant application. (One of the three support letters may come from a client of the proposed project.) (10 point maximum.)

E. Project Budget

The applicant must provide budget information as described on the form(s) supplied in the next Section. A complete listing of budgetary information will be necessary to receive the full 20-point value. *Failure to provide all of the required information will result in 0 points for this question. The applicant must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. (20 point maximum.)*

B. Operational/Implementation Plan

3. For Operating projects, describe your operational plan that includes defined routes (may include a map of areas being served), schedules, current/projected ridership, key personnel, and marketing strategies. For Capital and Mobility Management projects, describe your implementation plan that includes project tasks, timeframes, benchmarks, key milestones, key personnel, deliverables and estimated start and completion date. Attach supporting documentation to substantiate this plan(s). (20 point maximum.)

C. Program Effectiveness and Performance Indicators

4. Identify the performance measures and indicators (See page 5 for JARC/New Freedom Performance Measures) to track the effectiveness of your proposed JARC/New Freedom project and provide: (10 point maximum)
 - A. The current (baseline) information.
 - B. The type of and number of persons you anticipate to be served
 - C. The number and purpose of trips (and other measurable units of service) the project will provide.
 - D. Include the desired outcome (impact) that the project will have on low-income (JARC) or individuals with disabilities

5. Based upon the performance objectives and outcomes identified in Item 4 above, describe your methodologies and procedures for ongoing monitoring and evaluation of the project or service. (10 point maximum.)

B. PROGRAM INFORMATION (cont.)

5. PROPOSED OPERATING BUDGET 5316 JARC or 5317 NEW FREEDOM

Applicant: _____
Contractor (if applicable): _____
Project Period: _____ to _____
Program Type: JARC New Freedom

(1) Total Operating Expenses (Itemize)		\$		
	_____	\$		
	_____	\$		
	_____	\$		
	_____	\$		
	TOTAL OPERATING EXPENSES	\$	\$	(1)
(2) Less Fare box and Other Revenue (For Public Operators Only)		\$		
	_____	\$		
	_____	\$		
	_____	\$		
	_____	\$		
	TOTAL FAREBOX AND OTHER REVENUE APPLIED AGAINST ELIGIBLE EXPENSES	\$	\$	(2)
(3) Less Ineligible Expenses (within operating expense) **		\$		
	_____	\$		
	_____	\$		
	_____	\$		
	_____	\$		
	TOTAL INELIGIBLE EXPENSES	\$	\$	(3)
(4) NET PROJECT COST (Line 1 – Line 2 – Line 3)			\$	(4)
(5) Local Share (Itemized by Source Type & Amount)		\$		
	_____	\$		
	_____	\$		
	_____	\$		
	TOTAL LOCAL SHARE	\$	\$	(5)
(6) FEDERAL SHARE*			\$	(6)
(7) BUDGET SUMMARY: Local Share + Federal Share = Net Project Cost				
	LOCAL SHARE: (50%)		\$	(5)
	FEDERAL SHARE: (50%)		+ \$	(6)
	NET PROJECT COST:		= \$	(7)

** Examples of ineligible expense may include lobbying, depreciation, contributions, inter-department salary, etc.

B. PROGRAM INFORMATION (cont.)

**6. PROPOSED CAPITAL BUDGET
5316 JARC or 5317 NEW FREEDOM**

Applicant: _____

Project Description: _____

Program Type: JARC New Freedom

ITEM DESCRIPTION	COST
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

NET PROJECT COST: \$ _____

LOCAL SHARE (Itemize by Source Type & Amount)	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL LOCAL SHARE = Allowable Percentage (20%) \$ _____

TOTAL FEDERAL SHARE= Allowable Percentage (80%) \$ _____

FUNDING PROGRAM	LOCAL SHARE	FEDERAL SHARE
FTA Section 5316 and 5317 – Capital Projects	20%	80%

B. PROGRAM INFORMATION (cont.)

7. OTHER TYPE OF CAPITAL ACQUISITIONS

Other type of “Capital Acquisitions” include equipment considered for and in support of a transit program or operation and may, for example, be transit related communication equipment (two-way radios, GPS, GIS), computer equipment including hardware and/or related software or any other auxiliary equipment (vehicle cameras). These purchase acquisitions typically will be used to support your transportation operation in proportion to the number of vehicles you operate in your transportation program. For procurement purposes, the applicant must obtain and submit three (3) estimates of equipment with this application. If equipment is to be sole sourced, written justification must be attached.

Describe the type of equipment you are interested in purchasing including the Make, Model and Year of the equipment and a cost estimate for each item.

Discuss how the requested equipment will be used to support the transit and transportation program, any expected improvements in service delivery or coordination, and any foreseeable reduction in the cost of providing service by using the equipment. If computer equipment is being requested for collecting and fleet tracking purposes, describe current method of collecting and tracking information.

B. PROGRAM INFORMATION (cont.)

8. MAINTENANCE PLAN

Enclose a copy of your maintenance plan for your vehicle(s), equipment and/or facilities to show evidence of your ability and commitment to maintain FTA-funded vehicles, equipment and facilities.

The maintenance plan may include a manufacturer's warranty, manufacturer's maintenance schedule, and/or may be plans developed and performed by personnel employed by the agency, or performed by any authorized service dealer that your agency utilizes.

The maintenance plan should contain at minimum: maintenance procedures or checklist, maintenance schedule, a list of the name, address and telephone number of any authorized service dealer(s) your agency utilizes.

Maintenance/repair records shall be retained and available for on-site inspection and other HDOT oversight.