



**Miami Urbanized Area (Broward, Miami-Dade, and Palm
Beach Counties)**

**Job Access & Reverse Commute (JARC) and New
Freedom
Application Package**

Fiscal Years 2008 and 2009

**Completed applications are due by
12 noon, February 19, 2010**

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Notice of Federal Grant Requirements

Potential applicants should review the FTA's regulations at http://www.fta.dot.gov/laws/leg_reg_808.html and required Certifications and Assurances at http://www.fta.dot.gov/funding/grants_financing_93.html prior to applying. Selected recipients will be required to comply with all applicable FTA regulations and agree to applicable Certifications and Assurances in order to be eligible for a grant award.

I. Background

The **Job Access and Reverse Commute (JARC)** program is intended to provide funding for local programs that offer job access and reverse commute services which provide transportation for low income individuals who may live in the city core and work in suburban locations. The program also is intended to improve access to transportation services to employment, job training and support activities for welfare recipients and eligible low-income individuals.

The **New Freedom Program** is intended to encourage services and facility improvements to address the transportation needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act (ADA).

Both the JARC and New Freedom programs require coordination of federally assisted programs and services in order to make the most efficient use of federal resources. Additionally, applicants are expected to coordinate with other private, public, and nonprofit and human services transportation providers.

II. Available Funds

Projects in the Miami Urbanized Area (i.e., Broward, Miami-Dade, and Palm Beach Counties) will be selected for funding through a competitive process. Recipients of these funds should consider long-term efforts and identify potential funding sources for sustaining the project beyond the grant period. Funds should be available by October 2010, and expended by December 31, 2013. Indicated below are the JARC and New Freedom funds available to the Miami Urbanized Area for fiscal years 2008 and 2009.

Program	FY 2008	FY 2009	Total
JARC	\$3,195,924	\$3,751,178	\$6,947,102
New Freedom	\$1,812,295	\$2,088,998	\$3,901,293
Total	\$5,008,219	\$5,840,176	\$10,848,395

III. Eligible Applicants

The following organizations are eligible to submit applications for JARC/New Freedom funding:

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

Only organizations whose proposed public transportation projects serve the Miami Urbanized Area are eligible to apply.

IV. Eligible Projects

Funding under the JARC and New Freedom programs is limited. To be eligible for funding, projects must be consistent with and derived from a locally developed, coordinated public transit-human services transportation plan (“Coordinated Plan”). Broward, Miami-Dade, Palm Beach Counties have developed Transportation Disadvantaged Service Plans (TDSPs) that are considered as Coordinated Plans. Applicants are encouraged to familiarize themselves with the local TDSP.

The Coordinated Plans of Broward, Miami-Dade, and Palm Beach Counties are available online at the South Florida Regional Transportation Authority (SFRTA) website www.sfrta.fl.gov.

Examples of eligible JARC activities include, but are not limited to:

- Late-night and weekend service
- Guaranteed ride home service
- Shuttle service
- Expansion of fixed-route public transit routes
- Demand-responsive van service
- Ridesharing and carpooling activities
- Transit-related aspects of bicycling
- Local car loan programs
- Promotion, through marketing efforts, of transit for low-income workers and workers with nontraditional schedules
- Development of employer-provided transportation
- Use of transit pass programs and benefits
- Support of administration and expense related to voucher programs
- Acquisition of GIS (Geographic Information System) tools
- Implementation of Intelligent Transportation Systems (ITS)

- Integration of automated regional public transit and human service transportation information
- Deployment of vehicle monitoring systems
- Subsidies for costs associated with adding reverse commute transportation
- Subsidies for the purchase or lease by non-profit or public agencies of employment-based transportation
- Facilitating the provision of public transportation services to suburban employment opportunities
- Support of new mobility management and coordination programs

Examples of eligible New Freedom activities include, but are not limited to:

- New public transportation services beyond minimum requirements of the ADA
- Enhanced paratransit services beyond minimum requirements of the ADA
- Feeder services
- Accessibility improvements to transit and intermodal stations
- Travel training
- New public transportation alternatives beyond the ADA
- Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs
- Supporting administration and expenses related to new voucher programs for transportation services offered by human service providers
- Supporting new volunteer driver and aide programs
- Supporting new mobility management and coordination programs

V. Federal/Local Match Requirements

JARC and New Freedom funds may be used to finance capital, planning and operating expenses. The federal share of eligible capital expenses may not exceed 80 percent of project costs. The federal share of eligible operating expenses may not exceed 50 percent of project costs.

Match Requirements		
<i>Type of Funding</i>	<i>Federal Share</i>	<i>Local Share</i>
Capital	80%	20%
Operating	50%	50%

Consistent with FTA (Federal Transit Administration) guidance, the local share must be provided from sources other than U.S. Department of Transportation (USDOT) funds. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. Matching funds can consist of non-USDOT federal dollars, including but not limited to Temporary Assistance for Needy Families (TANF), Medicaid, Workforce Investment Act, or any combination of these and other local supporting funds. Private funds and donations may also be used.

Examples of Matching Requirements

If the project being submitted is for an operating service and the project’s total cost is \$250,000, then the required match is \$125,000. If the project is for capital costs and the project’s total cost is \$100,000, then the required match is \$20,000.

Type of Project	Match Requirement	Example of Project	Total Project Cost	Minimum Local Match Required	Maximum Federal Funds
Capital	80/20	Purchase wheelchair accessible vehicles	\$100,000	\$20,000	\$80,000
Operating	50/50	Operate vanpools to employment sites	\$250,000	\$125,000	\$125,000

VI. Competitive Selection Process

The South Florida Regional Transportation Authority (SFRTA) in association with Broward, Miami-Dade, and Palm Beach Metropolitan Planning Organizations (MPOs) are conducting this call for projects as part of a competitive selection process. After initial screening by SFRTA staff to determine eligibility, the SFRTA’s Planning Technical Advisory Committee (PTAC), which consists of representatives from the state DOT, as well as local transit operators, Regional Planning Councils, and MPOs will evaluate and score the applications. The ranked program of projects will then be submitted to the SFRTA Governing Board for approval at its regularly scheduled meeting in April 2010. Once approved, the ranked list will be submitted to FTA for final determination of funding.

VII. Financial Management

Applicants whose projects are selected for JARC and/or New Freedom Program funds will be required to comply with all FTA requirements and are subject to audits and monitoring reviews from local, state, and federal officials who represent FTA.

VIII. Application Deadline

The application deadline is **12 noon, February 19, 2010**. Applications must be received by SFRTA by this time to be eligible for consideration. **Applications found to be incomplete or received after the deadline will not be considered for funding.**

IX. Application Submittal

Completed applications must be submitted to the South Florida Regional Transportation Authority, 800 NW 33rd Street, Pompano Beach, FL 33064.

X. Additional Information/Questions

Please direct any questions to Natalie Yesbeck, SFRTA Transportation Planner at (954) 788-7957 (e-mail JARC-NF@sfrta.fl.gov). Applicants are encouraged to visit SFRTA web site at www.sfrta.fl.gov for additional information on JARC and New Freedom programs.

XII. Grant Application Package

Grant Application

Form 1: Application Overview

Form 2: Project Narrative

Form 3: Proposed Capital Budget

Form 4: Proposed Operating Budget

Exhibits

Exhibit A: Certification of Availability of Matching Funds

Exhibit B: Public Hearing

Exhibit C: Single Audit Act

Exhibit C-1: Certification of Exemption

Exhibit D: Federal Certification and Assurances

Exhibit E: Disadvantaged Business Enterprise Program

Application Checklist

The following information must be included in the final JARC or New Freedom application packet to be considered complete. Incomplete applications will be disqualified after the application deadline has passed. All materials must be submitted on 8 ½ x 11 inch paper and bounded with a paper clip or black binder clip **and** in electronic format on a CD. Failure to provide either will disqualify project from consideration.

ALL PROJECT APPLICATIONS MUST BE RECEIVED AT THE SOUTH FLORIDA REGIONAL TRANSPORTATION OFFICE BY FEBRUARY 19, 2010 AT 12:00 NOON.

- Signed application checklist
- Form 1: Applicant Overview
- Form 2: Project Narrative
- Form 3: Proposed Capital Budget
- Form 4: Proposed Operating Budget
- Exhibit A: Certification of Availability of Matching Funds
- Exhibit B: Public Hearing
- Exhibit C: Single Audit Act
- Exhibit C-1: Certification of Exemption
- Exhibit D: Federal Certification and Assurances
- Exhibit E: Disadvantaged Business Enterprise Program

Name: _____
(Individual authorized to execute contracts with South Florida Regional
Transportation Authority)

Signature: _____

Date: _____

FORM 1: APPLICANT OVERVIEW
FTA 5316 Job Access/Reverse Commute (JARC) and
5317 New Freedom (NF) Project Application

A. Applicant Information:

Legal Name:	
Address:	
City/State/Zip:	
Contact Person:	
Email:	
Phone:	
Employer Identification Number (EIN):	

B. Organization Type: Place an X in the appropriate box

Private, non-profit organization (attach proof of non-profit status)	
State or local authority	
Operator of public transportation service (including private operators of public transportation service)	

C. Program (check one):

Job Access & Reverse Commute Project – Section 5316	
New Freedom Project – Section 5317	

D. Project Type: Place an X in the appropriate box(s). Please note: *If you are proposing additional projects, a separate application is required for each project.*

Capital Only	
Operating Only	
Capital & Operating	
Mobility Management/Coordinated Planning	

E. Project Information:

Project	
Service Area	
Planned Project Start Date (New projects only)	
Total Cost of Project	
Amount of JARC/New Freedom Funding Requested	
Total Match Funds Available (Non-DOT Federal, local, or private)	

IMPORTANT: Cost information provided in the above table will be used when the projects are evaluated and funding is requested for successful projects from FTA.

F. To the best of my knowledge and belief, all information in this application is true and accurate. The document has been duly authorized by the governing body of the applicant and the applicant will comply with any certifications and assurances if the assistance is awarded.

Signature of Authorized Representative	
Printed Name of Authorized Representative	
Date	

5. Will the project also help meet transportation needs outside the targeted population? If so, explain how.

6. Estimate the number and percentage of individuals within the targeted population the project will serve and briefly describe the rationale for the projection. Include an estimate of the total number of individuals to be served and average number of one-way trips provided (if applicable) per month. If this is building upon an existing service, provide the current number of passenger trips served.

C. Coordination/Program Outreach:

1. Coordination among agencies is very important. Describe how the project will be coordinated with other social service agencies and/or public transportation providers. This could include the sharing of vehicles, dispatching, scheduling, staffing, training, maintenance costs and the coordination of client trips.

2. Identify partners/stakeholders and indicate any private sector involvement. (Attach letter of support from each stakeholder.)

3. Indicate how stakeholders will be involved throughout the project on a consistent basis.

4. Describe how the agency will market the project to the targeted population, solicit public input, and promote public awareness of the program.

D) Project Implementation

1. Provide an operational plan for providing service. (Include time table, key personnel, route map and/or service map, if applicable.)

2. Describe how the agency intends to implement the project.

3. Explain how the project relates to other services or programs provided by the agency.

4. Demonstrate how the project can be achieved within the agency's technical ability.

5. Provide a timeline for project implementation (including estimated project commencement and completion dates).

E. Management Capability

1. Describe key personnel assigned to the project. Will the agency need to hire additional personnel or support the project?

2. Provide an overview of the organization including its mission, organizational structure, type of operation, number of employees, etc.

PART III. PROPOSED CAPITAL BUDGET

ESTIMATED REVENUES:	Amount
a. Passenger fares	_____
b. Advertising, concessions, donations, other)	_____
c. State funds or grants	_____
d. Federal non-USDOT grants	_____
e. Amount being requested with this application	_____
TOTAL ESTIMATED REVENUES	\$ -
ESTIMATED EXPENSES:	
a. General and Administration	
1. Wages, salaries, fringe benefits	_____
2. Equipment and supplies	_____
3. Other (explain)	_____
_____	_____
Sub-total General and Administration	\$ -
b. Equipment	
1. Vehicles (type, fuel, passenger capacity)	_____
_____	_____
2. Other Equipment (describe)	_____
_____	_____
Sub-total Equipment	\$ -
TOTAL ESTIMATED EXPENSES	\$ -

PART III. PROPOSED OPERATING BUDGET

ESTIMATED REVENUES:	Amount
a. Passenger fares	_____
b. Advertising, concessions, donations, other	_____
c. State funds or grants	_____
d. Federal non-USDOT grants	_____
e. Amount being requested with this application	_____
TOTAL ESTIMATED REVENUES	\$ -
ESTIMATED EXPENSES:	
a. General and Administration	
1. Wages, salaries, fringe benefits	_____
2. Equipment and supplies	_____
3. Other (explain)	_____
Sub-total General and Administration	\$ -
b. Operations & Maintenance	
1. Wages, salaries, fringe benefits	_____
2. Equipment	_____
3. Vehicle maintenance and repair	_____
4. Fuel	_____
5. Casualty and Liability Insurance	_____
6. Contract services (specify)	_____
7. Marketing	_____
8. Other (specify)	_____
Sub-total Operations and Maintenance	\$ -
TOTAL ESTIMATED EXPENSES	\$ -

EXHIBIT A

Certification of Availability of Matching Funds

CERTIFICATION

The undersigned hereby certifies that _____ is authorized to enter _____ into _____ an _____ Agreement (applicant)

with the South Florida Regional Transportation Authority to receive a Section 5316 (Job Access and Reverse Commute) and/or a Section 5317 (New Freedom) grant for programs and services designed to improve access to transportation for people with disabilities or individuals with lower incomes as noted herein.

The undersigned also certifies that _____ agrees to provide the requisite _____ local _____ share (applicant)

of twenty percent (20%) of net capital costs or fifty percent (50%) of net operating costs for JARC or New Freedom projects, whichever is applicable.

Name

Title

Organization

Notary

Exhibit B –PUBLIC MEETING

An opportunity for a public hearing is required ONLY for Public Agencies requesting capital grants under Sections 5316 and 5317. An application for Section 5316 and/or Section 5317 submitted by a public agency should contain a copy of the notice of public hearing (identified as Exhibit B) and an affidavit of publication. If Exhibit B is not applicable, this should be stated in the application.

A public notice should contain all pertinent information relating to the project (such as number and types of vehicles as well as the estimated cost of the vehicles) and should be published at least one time in a newspaper of general circulation in the applicant's service area, no less than 15 or more than 30 days prior to the submission of an application. The notice should state that persons requesting a hearing must notify the applicant of the request, in writing, and send a copy of the request for a hearing to the SFRTA.

The deadline for hearing requests **must** be prior to the date applications are due at the SFRTA. If a hearing is requested:

1. A hearing must be conducted;
2. The SFRTA must be notified of the date, time, and location of the hearing; and
3. A copy of the minutes of the hearing (to include a discussion of issues raised and resolution of issues) must be submitted to SFRTA, before a Section 5316 and/or 5317 award can be made.

**Exhibit C –SINGLE ACT Audit
(as described in OMB Circular A-133)**

1. If the applicant receives \$500,000 or more for the current fiscal year from all Federal sources:

A. It is subject to the Single Audit Act. If this requirement applies:

- a. A copy of the applicant’s most recent audit report must be submitted with the application if this was not done previously. The report should be marked “Exhibit C.”
- b. If the most recent audit report was previously sent to the SFRTA, the date submitted should be shown in “Exhibit C” in the application.
- c. Applicants that received a Section 5316 and/or a Section 5317 award in the last fiscal year should include a copy of the pages from the annual audit that indicates the auditor specifically tested for Section 5316 and/or Section 5317 requirements and certifies compliance.

2. If the applicant does not receive \$500,000 or more in Federal funds for the current fiscal year from all Federal sources combined,

AND / OR

3. If the applicant receives ONLY Section 5316 and/or Section 5317-funded vehicles/equipment,

- a. It is exempt from the Single Audit Act.
- b. Exhibit E, Attachment 1 (below) must be submitted with the Application.

EXHIBIT C-1 - Certification of Exemption from Single Audit Act

IT IS HEREBY CERTIFIED THAT the applicant:

- 1. Will not receive \$500,000 or more for the current Fiscal Year from all federal sources combined, and is, therefore, exempt from the Single Audit Act as described in OMB A-133; and
- 2. In the event the applicant does receive \$500,000 or more in total from all federal sources during the current fiscal year, the applicant will comply with the Single Audit Act and submit to the SFRTA a copy of its most recent audit conducted in compliance with the Act.

(Typed name and title of authorized individual)

(Signature of authorized individual)

(Date)

EXHIBIT D - Federal Certifications and Assurances

The **last** page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a single signature page on which an applicant and its attorney must certify compliance with the requirements of the various Federal Transit Administration grants or cooperative agreements. The Federal Register Notice is revised annually and is usually available around January 1 of each year.

Applicants may obtain a copy of the current year document through the internet at http://www.fta.dot.gov/funding/grants_financing_93.html (then, follow instructions on where to proceed.) If unable to access the form, applicants may contact their FDOT District Office for assistance. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the South Florida Regional Transportation Authority.

The signature page for Federal Certifications and Assurances should be signed by an individual authorized by the applicant's governing board to sign and submit applications, and its attorney. Blue ink is suggested as it distinguishes an original signature from a photocopied signature.

Federal Certifications and Assurances Required of Each Applicant:

- Authority of applicant and its representative
- Standard Assurances
- Debarment, Suspension, and other Responsibility Matters
- Drug Free Workplace Certification
- Intergovernmental Review Assurance
- Federal Transit Administration Master Agreement
- Nondiscrimination Assurance
- Assurance of Nondiscrimination on the Basis of Disability Procurement Compliance.

A. Applicants for Federal Assistance may signify compliance with the above certifications and assurances by placing an “X” at the top of Appendix A next to the statement that reads: “The Applicant agrees to comply with applicable requirements of Categories I-XV”. If an applicant chooses to do this, no additional notation is necessary, except for the signature on the reverse.

OR

B. The applicant may signify compliance with certifications and assurances applicable only to the Section 5316 and 5317 programs, specifically, Category XIII, by placing an “X” in Category I, “Certifications and Assurances required of each applicant” (to cover the above-noted items), as well as an “X” in Category XIII.

A description of the certifications required by the Section 5316 and/or Section 5317 Program is provided in the annual Federal Register Notice.

Exhibit E: Disadvantaged Business Enterprise (DBE) Program

It is the policy of the South Florida Regional Transportation Authority (SFRTA) that Disadvantaged Business Enterprises, as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts. SFRTA will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

Contractors are encouraged to take all necessary and reasonable steps to ensure that DBE's have the maximum opportunity to compete for and perform services on contracts, including participation in any subsequent supplemental contracts. If the Contractors intend to subcontract a portion of the services on the project, Contractor are encouraged to seek out and consider DBE's as potential subcontractors, by soliciting their interest, capability, and qualifications.