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. Six (6) copies of the application 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 AUTHORITY OFFICE BY **DECEMBER 21, 2012 AT 12:00**

- ☒ Signed Application Checklist
- ☒ Section 1: Summary of Application
- ☒ Section 2: Applicant, Existing Services, and Service Area
- ☒ Section 3: Project Information
- ☒ Section 4: Coordination
- ☒ Section 5: Implementation and Scalability
- ☒ Section 6: Project Management and Reporting
- ☒ Section 7: Additional Information - Operating Projects Only
- ☐ Section 8: Additional Information - Capital/Mobility Management Projects Only
- ☒ Section 9: Summary of Project Cost
- ☒ Section 10: Letters of Support
- ☒ Exhibit A1: Resolution by Applicants with a Governing Board
- ☐ Exhibit A2: Certification by Applicants without a Governing Board
- ☐ Exhibit B: Public Hearing NOT APPLICABLE
- ☒ Exhibit C: Single Audit Act
- ☒ Exhibit D: Federal Certifications and Assurances

☒ Exhibit E: Civil Rights Requirements

☒ Exhibit F: Procurement

☒ Exhibit G: Restrictions on Lobbying

☒ Exhibit H: Milestone Information

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

Signature:_____

Date: January 28, 2013

SECTION 1: SUMMARY OF APPLICATION

Application Type

Please indicate whether this is a JARC or New Freedom Application. CHECK ONLY ONE PROGRAM. If both Program boxes below are checked, the application may be deemed ineligible.

☒ **Section 5316 – Job Access and Reverse Commute (JARC)**
☐ **Section 5317 – New Freedom**

Applicant Name and Contact Information

Name of Applicant	Pearl Transit Corp
Contact Person	Jael Watts, J.D.
Address	309 Fellowship Road, 2nd Floor, Mount Laurel, NJ 08054
Email	jael.watts@pearltransit.org
Phone Number	1-888-976-9944, ext 122

Organization Type

☐ **Local Government Authority**
☒ **Private Non-Profit Organization** *(please attach IRS 501(c)(3) documentation of non-profit status)*
☐ **Public Operator of Public Transportation Services**
☐ **Private Operator of Public Transportation Services**

Partnering Organization and Contact Information (Indicate N/A if not applicable)

Partnering Organization	Various (please see attached letters of support)
Contact Person	
Address	
Email	
Phone Number	

Project Type (Place an X in the appropriate box). For a detailed list of eligible projects, please refer to Appendix B: JARC and NF Eligible Projects.

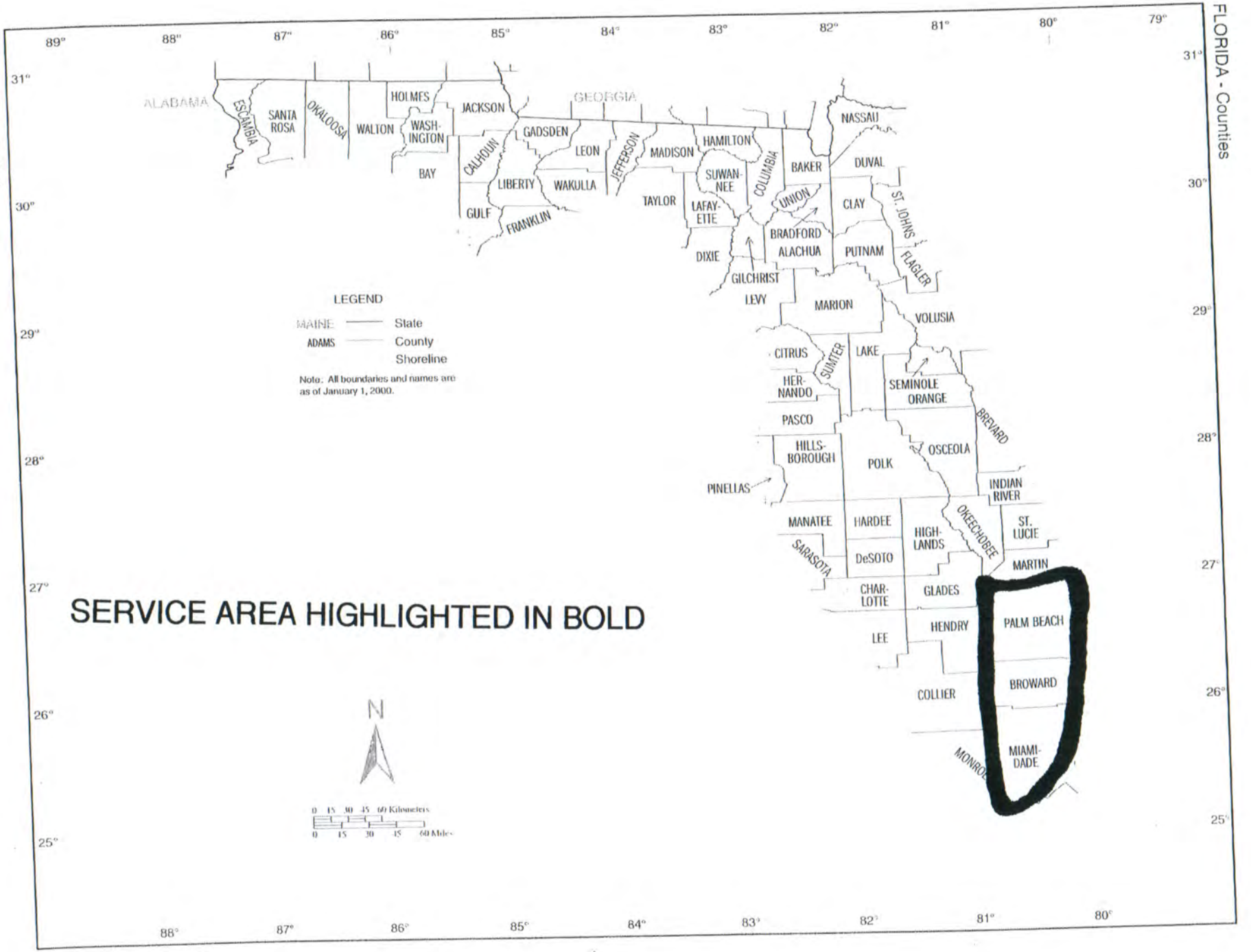
Capital Only	
Operating Only	X
Capital & Operating	
Mobility Management/Coordinated Planning	

Project Information

Project Name	Way2Work
Service Area	Broward, Miami-Dade and Palm Beach Counties
Start Date	6/3/2013 (or as specified by SFRTA)
Total Project Cost	**$862,871.00**
JARC/NF Funding Requested	**$431,435.00**
Number of Years for Which Funding Requested	**2**
Total Local Match	**$431,436.00**

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.**

FLORIDA - Counties



U.S. Census Bureau, Census 2000

Rather than operating along a fixed route, Pearl Transit responds directly to consumer demand by operating at the times, and in the areas, where people need help. Service begins with the development of a comprehensive, individualized Transportation Plan for each rider. The Plan details the portions of the rider's travel that can be completed utilizing outside services, as well as the portions that cannot. Each rider is provided with trip planning assistance and is transported only to the extent needed to fill geographic and temporal gaps in his or her transportation plan.

3) **Provide a brief description of the existing service area (provide demographic, economic, and geographic information).**

Way2Work currently serves people with disabilities, people from low income households, seniors, parents, students, ambulatory, and non-ambulatory residents of Southern New Jersey, as well as the Atlanta metropolitan area.

SECTION 3: PROJECT INFORMATION

4) **Project Title:** Way2Work

5) **Specify the type of project.**
- ☐ **Continuation of an Existing JARC/NF Project**
- ☐ **Expansion of an Existing Project not previously funded through JARC/NF**
- ☐ **Existing fixed route service not previously funded through JARC**
- ☒ **New Project**

6) **Provide a description of the project.** For projects seeking operating assistance, provide details of proposed routes, schedules, and trip coordination strategies. For capital projects, explain the quantity and type of assets to be procured, use, useful life, and whether assets are expansion or replacement assets. If the project has multiple elements (i.e., operating, mobility management, capital), please include a description of how these elements relate to each other.

Pearl Transit proposes to implement a 24 hour, seven day per week transport service called Way2Work. Rather than operating along a fixed route, Way2Work will respond to rider requests by providing trip planning assistance and either door-to-door or door-to-bus stop transportation.

Way2Work will provide low income residents with free transportation to and from points anywhere within Broward, Miami-Dade and Palm Beach counties. Riders will be able to go to any work, job seeking, training, or child care location that cannot be accessed through use of another existing transport resource. The following are examples of the types of locations that Way2Work will help riders access:

- Retail establishments, such as Gap, Old Navy, and Publix located along 107th Avenue in Doral;
- Eating and retail establishments located NW 12th Street in Miami, such as Ross, PF Chang, American Eagle and Cheesecake Factory;
- Warehousing and manufacturing employers, such as Filled Bagel Industries, US Cold Storage, and Pacific Scientific Co., located along 102nd Road in Medley;

Goals and Objectives
Pearl Transit's Way2Work program will seek to improve transportation options for low-income residents of the service area through providing individualized transportation planning and demand responsive transport services.

Way2Work's specific objectives are:

1. To increase involvement and contribution of low-income people in the culture of their communities.

2. To significantly decrease unemployment rates among people of low income residing in Broward, Miami-Dade and Palm Beach Counties.

3. To increase the satisfaction levels of members of the targeted populations with their employment.

4. To decrease employee turnover or tardiness rates among participating employers.

5. To improve access to quality child care and work related training programs for members of the targeted groups residing in Broward, Miami-Dade and Palm Beach Counties.

6. To increase the average length of employment retention among members of the targeted groups residing in Broward, Miami-Dade and Palm Beach Counties.

7. To increase utilization of existing transportation alternatives by members of the targeted groups residing in Broward, Miami-Dade and Palm Beach Counties.

The objectives enumerated above will be achieved through a process of client registration, individualized transportation planning, and demand response transport service.

Registration
To receive services, clients will be required to register, by completing an application and providing proof of income and residency.

In particular, clients will have to provide verification through a recent bill or state-issued identification that they reside within the service area. Clients must also demonstrate, through recent pay stubs or other documentation, that they receive welfare benefits or have an annual household income equal to or less than 80% of the regional median household income. Finally, individuals must provide the full address of the location where they wish to travel, as well as the purpose of the trip.

After completing the registration process, riders will receive trip planning assistance and transport either in advance, or the same day that service is needed, by contacting a toll-free trip scheduling hotline.

Transportation Planning
Way2Work Transportation Coordinators will receive trip requests and convert each rider's request into a step-by-step plan, which will detail the parts of the trip that Way2Work will accommodate, as well as those that can be accomplished through using alternate services. The Transportation Coordinators will personally review the plan with each rider and assist the rider in connecting with outside services if they are available.

Demand Response Service
Where the client's transportation plan indicates that there are temporal and/or geographic gaps which must be bridged for the trip to be made, clients will next be assigned a scheduling priority.

Clients needing to access the following will be assigned the highest priority: work; pre-scheduled interview; or, pre-arranged child care that is necessary for the client to attend work or a scheduled interview. Clients needing to access potential work locations to complete employment applications or drop off materials will be assigned intermediate or low priority depending on the specific circumstances attending the transportation request. Clients needing to access training will be assigned low priority.

Client trips assigned top scheduling preference will be added to the schedule on a first come, first served basis. After all top priority trips have been added, trips assigned intermediate and low priority will next be scheduled in the order requests were received until the daily scheduling capacity is reached.

When a rider's trip can be completed in part through using another service, Way2Work drivers will transport the rider to the bus stop or other location where the rider can connect with the outside service. If the rider's trip cannot be completed in any part through another provider, Way2Work will provide door-to-door, wheelchair accessible service.

7) **Identify target population(s) of the project.** Cite any studies conducted and the corresponding recommendations that contributed to the development of the project. Explain how the project will be marketed to those populations. If the project will serve others in addition to the target population, specify how you will assure that the target population will be given priority on all project activities and how the availability of service to the target population will not be compromised by the provision of services to those other than the target population.

According to each County's most recent Transportation Plan, in Broward, Palm Beach, and Miami Dade Counties, low income people make up 45% (page 5), 10.2% (page 13), and 18% (page 17) of the population respectively.

These groups may be underserved by the fee-based, fixed route, and paratransit service that is available, since thes services may exclude riders that do not have a disability, those who do not reside within 3/4 mile of a route, as well as those that cannot afford to pay a fare.

As demonstrated by the enclosed letters of support, Way2Work is already known to some community stakeholders serving low-income people within the service area. However, marketing and public outreach will form a permanent and ongoing part of Pearl Transit's implementation plan.

The following are examples of mediums and efforts that will be utilized throughout the award period to reach low income residents of the service area:
- Regular phone contact, as well as postal and electronic mail will be utilized on at least a quarterly basis, to circulate program information to human service professionals, such as those employed by welfare and TANF, local social service agencies, and one-stop career centers.
- Community stakeholders will also be contacted regularly for their feedback on the efficacy of the services provided, as well as their suggestions for improvement.
- Stakeholders, consumers, and family members will be sent a written quarterly newsletter documenting program achievements, rider success stories, and plans for modification, expansion, or other changes to the service.
- Pearl Transit will continue to maintain and update its web page, which includes a service list and description, online application, and information request resources.
- Way2Work contact information will be included in print and online service provider directories.
- Service information will also be distributed through billboard, radio, and newspaper advertisements.

8) Please specify the unmet needs this project is designed to meet and how those unmet needs were identified.

The Transportation Plans for Broward, Palm Beach, and Miami Dade Counties identify several unmet service needs.

For example, according to the Palm Beach Plan, transport services are needed to:

- connect "...large segments of the senior population...[,]" (p.14), "...parts of the county where the fixed route system does not exist[,]" and "gated and western communities" (p.100) to mass transit, fixed route, and rail services.
- Help riders cross the "county line[s]" (p.103) and access jobs located in suburban areas where "... providing [fixed route] transit services [is] difficult because of low densities" (p.13)
- Provide "24 hour/7 day service for work force clients [,]" "late night and weekends" transport (p.101), and "cost-effective door-to-door services for [those] ... who are unable to access the fixed route transit system." (p.16)

In Broward County, there is existing paratransit service for people with disabilities, and there is fixed route service for those able to access a bus stop. However, fixed route services may exclude riders that cannot afford the fare, those that do not have disabilities, and those whose travel would

require excessive connections from one route to another. The Broward County Plan indicates that a need remains for "... direct connections to where the jobs are" (p.5)

Likewise, in Miami-Dade County, the Transportation Plan indicates that the goal of providing "transportation for individuals working unconventional shifts at locations previously not served by conventional transportation ..." remains unrealized. (p.24)

Way2Work proposes to address the needs identified in the County Plans by: (1) bridging geographic and time transport gaps that prevent work related travel, (2) directly connecting isolated rural locations to job rich suburban areas through responding to rider demand, and (3) providing free service that accommodates the same day travel needs of on-call workers, as well as those with non-conventional schedules.

9) Does the project address at least one (1) strategy identified in the local Coordinated Plan? (The Coordinated Plans of Broward, Miami-Dade, and Palm Beach Counties can be found on the SFRTA website at www.sfrta.fl.gov/grants**)**

☒ **Yes**
☐ **No**

If YES, list the strategies in the local Coordinated Plan that your project conforms with. List the name of the Coordinated Plan, conforming goal, and page number.

Way2Work's proposed trip planning and demand response transportation services will help riders access work related locations when bus service may be limited, including early mornings, late nights, weekends, and holidays. The proposed service will also help advance the goals enumerated in the Broward, Miami Dade, and Palm Beach Transportation Plans.

Among the Broward County Plan's enumerated goals is the aim to "[e]nsure [that] the Transportation Disadvantaged Program is delivered in the most effective and efficient manner" through "cost effective service delivery" (page 14). Broward County also endeavors to "[e]nsure that safe and quality service is provided" through "promot[ing] service that minimizes rider travel and wait times" (page 16)

By operating in response to consumer demand, and only to the extent that is needed to fill a temporal or geographic gap in the rider's Transportation Plan, Way2Work will make the most efficient use of every transportation dollar. Way2Work's door-to-door and door-to-bus stop service will deliver riders directly to the destinations and connection points where they want to go without excessive wait or travel time.

Similarly, the Miami Dade Transportation Plan aimed to: (1) "[d]esign and implement cost-efficient coordinated transportation for 'Welfare to Work' and Welfare Transition participants[,]" and (2) "[d]esign and implement cost-efficient transportation for individuals working unconventional shifts at locations previously not served by conventional transportation." (page24)

Way2Work's long term, free transportation, which accomodates the travel needs of second and third shift workers, will help individuals transition from welfare dependence to self sufficiency. Entry level workers in fields such as warehousing, retail, and hospitality will be able to use Way2Work to get to employment, training, and child care when other transport options may not be available. Through responding directly to rider demand, Way2Work will ensure that every transportation dollar is put into direct service for a consumer that needs the help.

Finally, the Palm Beach plan aimed to "[p]rovide cost-effective door-to-door services for those transportation disadvantaged individuals who are unable to access the fixed route transit system."

Through serving residents of the less accessible, rural areas of Palm Beach, such as Riviera Beach, West Palm Beach, and the center of Belle Glade, Way2Work will connect low income residents with fixed route and rail services; thereby, enabling them to access a more diverse array of employment, training, and child care opportunities in other areas.

10) Describe the geographic boundaries of the project. Applicants must attach a map (8.5 x 11) depicting the project boundaries.

Way2Work will allow residents to access any work, child care, or training location anywhere within Broward, Palm Beach, and/or Miami Dade Counties, if the location is not accessible by another existing transportation service at the time the rider needs to travel.

11) Estimate the number of low-income population (JARC) and individuals with disabilities (NF) that will be served by the project. Provide an explanation as to how the estimate was determined.

In a month, Way2Work is projected to provide 2500 trips and serve approximately 85 individual riders.

According to 2011 Census data, the following poverty estimates apply to Broward, Palm Beach, and Miami Dade Counties respectively: approximately 14.9% of the total population, or 263,435 people; approximately 15.8% of the total population, or 207,441 people; approximately 20.9% of the total population, or 527,000 people. (source: http://www.census.gov/did/www/saipe/data/interactive/#)

Based on these estimates, the aggregate number of people living in poverty in each of the three Counties, or approximately 997,876 individuals, would also equal the total number of people within the service area that are eligible for the free transportation assistance provided by Way2Work.

Most current Way2Work riders utilize the service 5 or more days per week for travel to work, training, or child care. However, if just 1% of the total eligible people actually scheduled at least 3 rides annually, Way2Work would provide approximatlely 29,934 rides yearly (or around 2,500 rides per month).

SECTION 4: COORDINATION

12) **Explain how your organization coordinated with existing public transportation providers to develop the project.** Identify other transportation providers that currently operate similar services to the target population within the project area. How do you plan to prevent the duplication of services? Discuss anticipated formal agreements, arrangements to coordinate services, joint funding initiatives, the pooling of resources and any other coordination efforts planned or already initiated.

Way2Work includes a built in mechanism for preventing the duplication of services. Service begins with the development of a comprehensive, individual Transportation Plan for each rider, which identifies external services that could partially or entirely complete the trip.

When an external provider is identified that could assist the rider, Way2Work Travel Counselors educate the rider on the external service and assist the rider to apply.

Transportation is only provided to the extent needed to complete the rider's trip.

As part of Pearl Transit's implementation plan, external transportation providers will be contacted through phone, electronic and postal mail throughout the award period. External providers will be requested to refer riders that could benefit from the free assistance provided by Way2Work, and will notified of program accomplishments, and asked for feedback, suggestions, and ideas at regular intervals.

13) **Explain how your organization coordinated with human service transportation providers and/or other private non-profit/for-profit operators to develop the project.** Identify other human service transportation providers and/or other private non-profit/for-profit operators that currently operate similar services to the target population within the project area. How to you plan to prevent the duplication of services? Discuss anticipated formal agreements, arrangements to coordinate services, joint funding initiatives, the pooling of resources and any other coordination efforts planned or already initiated.

Way2Work includes a built in mechanism for preventing the duplication of services. Service begins with the development of a comprehensive, individual Transportation Plan for each rider, which identifies external services that could partially or entirely complete the trip.

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SECTION 5: IMPLEMENTATION AND SCALABILITY

14) **Please provide the number of months needed upon receipt of award to begin providing services to the project's target population.** Identify the activities that have been completed thus far to develop the project. Provide a schedule for project implementation and complete the Milestone Information Form provided in Exhibit H. If your service is dependent upon the purchase of vehicles, use the vehicle anticipated delivery date as your starting point to determine the number of months needed to begin initiation of service.

As a current federal subrecipient, Pearl Transit has the processes, policies, personnel, equipment, and funds in place to begin implementing its Way2Work service within 1-2 months of award notification. Throughout the funding period, Pearl Transit will use a three step implementation process to increase awareness of its service, measure efficacy, and institute change when needed.

Step 1: Obtain insurance coverage, operating location, vehicles, staff. (PRE AWARD/CURRENT TO WITHIN 2 MONTHS OF AWARD)

As an existing sub-recipient of JARC (5311) and New Freedom (5310) funding, Pearl Transit is fully insured, in accordance with the requirements of this RFP, against claims relating to the use of its vehicles, locations, actions of staff and management, and the use of volunteer drivers. Pearl Transit has an existing central scheduling and dispatch office in which to perform all administrative functions necessary to implement the program, including: receiving reservations, trip scheduling, and driver dispatch. Pearl has a designated satellite office location within the service area, as well as vehicles for use in operation. With the exception of Drivers, Pearl Transit has the staff already in place to implement the program. Hiring, as well as pre-employment background, medical, and drug screening of Drivers is estimated to take approximately 1-2 months from the notice of award to complete.

Step 2: Disseminate program information and promotional materials to community stakeholders and persons to be served. (PRE AWARD/CURRENT AND ONGOING THROUGHOUT THE AWARD PERIOD)

Pearl Transit will maintain its promotional activities, through regular, ongoing maintenance of Pearl's: (a) website which provides information on programs and services and steps to apply for help, (b) listing in online search directories, as well as printed directories, (c) printed information and application materials to be disseminated in multiple languages and Braille, (d) contact methods including toll-free phone, email, and fax

Step 3: Measure the program's effectiveness and implement corrective action where needed. (WITHIN THREE MONTHS OF AWARD AND ONGOING THROUGHOUT THE AWARD PERIOD)

On a quarterly basis, Pearl will distribute program information, including accomplishments, consumer success stories, ridership and service level data, as well as a survey to stakeholders, riders, their families, and employers. As part of an ongoing quality assurance and public relations campaign, stakeholders will be asked to share their experiences, successes, concerns, and commendations regarding the use of the service and interactions with staff members. Follow-up efforts will be shared and corrective action plans will be publicly discussed with all stakeholders in succeeding quarters.

15) **Provide evidence of financial capability to implement the project.** Please note that no advance payments will be made by SFRTA to applicants under any circumstances.

Since 2004, Pearl Transit has worked with local governments to provide demand responsive transportation solutions. As a federal subrecipient, Pearl Transit has developed processes to ensure the availability of sustainable, matching funds, through regular member drives, corporate solicitation, in-kind gifts, special events, and fee-for-service operations.

Pearl Transit is a 501(c)(3) nonprofit entity, which gathers more than 65% of the funds needed to operate its programs, including the proposed Way2Work service, through proactive, ongoing fundraising efforts. Matching funds are derived from the tax-deductible contributions of Pearl Transit's "members," which include employers, riders, corporations, foundations, community stakeholders, as well as a variety of other public and private sources.

Quarterly Member Drives

As part of its ongoing fund-raising efforts, Pearl Transit solicits tax-deductible support through conducting quarterly member drives, in which both existing and new donors are contacted by mail and phone. Members are encouraged to support Pearl Transit's charitable mission through cash and memorial gifts, as well as bequests.

Corporate Solicitation and Foundation Support

Corporate donors are encouraged to support the mission of improving access to work for all through providing restricted and unrestricted cash gifts, as well as gifts in the form of consumables such as office supplies and equipment. Foundation grants and government grants are also investigated and applied to regularly.

In-Kind Gifts

In addition to various cash gifts, volunteers contribute in-kind gifts of their time through providing various unpaid work.

Special Events

Pearl Transit also hosts annual special events, including a charity dinner that features live, donated entertainment. The dinner highlights the accomplishments Pearl has achieved during the preceding 12 month period, and raises funds through the sale of entrance tickets and branded merchandise.

Sister Agency Operations

Additionally, Pearl Transit's sister agency, SUCCES, which is also a Pearl Transit "member," operates a supported employment program in partnership with the Social Security Administration, Department of Labor, and NJ Department of Human Services. In addition to these funds, SUCCES also provides staffing services directly to employers, and operates a call center, which is funded through fees paid by corporate clients for administrative and back office services, which provides opportunities to work at home for individuals with disabilities.

16) Could the project be implemented on a more limited scope with less funding?

☒ **Yes**
☐ **No**

If YES, please describe in detail how your project could be scaled down with less funding. Please provide specific funding scenarios.

Way2Work could provide the same free, demand responsive services, which would help low income people access work, child care, and training locations throughout the service area, by providing fewer trips during the award period. The enclosed budget is based on a two year award period, in which a total of at least 59,000 trips would be performed.

SECTION 6: PROJECT MANAGEMENT AND REPORTING

17) How will the project be monitored and evaluated on an ongoing basis? What criteria will be used to establish the success of the project?

Way2Work, Pearl Transit's proposed demand response transport service, will use regular reviews of cost and ridership data, as well as quarterly surveys of staff, ridership, family, and community stakeholders, to measure its effectiveness. This information will be reviewed on by Pearl Transit's Board of Directors, which will produce and implement a corrective action plan, if the goals are not met. The following is a list of important benchmarks, which will be compared with actual performance data on a quarterly basis:

- Forty five unique work sites accessed each month and at least 40 unique riders served each month.

If this benchmark is not achieved, the following corrective action(s) could be implemented: (1) Revise promotional materials and consider other outreach methods, such as billboard, trade shows, and business conferencing opportunities; (2) Review and respond to feedback from employers on how to more effectively serve their needs.

- Sixty-five per cent of total trips performed on schedule

If this benchmark is not achieved, efforts could be made to reduce each driver's trip workload.

- Forty per cent of riders maintain employment three months or more

If this benchmark is not achieved, collaboration efforts with social services providers could be increased in order to connect ridership with job skills training.

- Forty five per cent of riders report increases in their perceived job choices, wages, and life satisfaction, over the prior quarter; Eighty per cent of surveyed riders and community stakeholders report being "very satisfied" with Pearl

If this benchmark is not achieved, the following corrective action could be implemented: (1) Consider feedback from riders on possible improvements; (2) Rider referral to training resources; (3) Increase outreach to employers in the service area offering higher wage work opportunities.

- Fuel costs are contained within the budgeted amount

If this benchmark is not achieved, the following corrective action could be implemented: (1) Review vehicle maintenance logs to determine if service is needed; (2) Driver continuing education training to help drivers learn driving methods to conserve fuel.

- Deadhead hours total no more than 20% of Revenue hours

The total miles and hours in which there are no passengers aboard the vehicle, such as when the vehicle is leaving or returning to the garage or yard facility, should not exceed the total number of miles and hours in which there are passengers aboard the vehicle by more than 20% during any three month review period. If this benchmark is not achieved, a review of the ordering and grouping of trips would be initiated to determine if trips can be scheduled in a more efficient manner

Please note that the FTA requires that the following measures be reported on by program:

JARC

- *Actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage of JARC projects implemented in the current reporting 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.*

New Freedom

- *Services provided that impact availability of transportation services for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year. Examples include geographic coverage, service quality and/or service times.*
- *Additions or changes to environmental infrastructure (e.g., transportation facilities, sidewalks, etc), technology, 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 (as measured by one-way trips) provided for individuals with disabilities as a result of New Freedom projects implemented in the current reporting year.*

18) Does your organization have experience in administering federal grants? Your response should include the following:

- Details of federally funded grants that your agency has managed.
- Procedures your organization has developed for implementing a Civil Rights Program.

Since 2004, Pearl Transit has worked with local governments to provide demand responsive transportation services. As a federal subrecipient of the JARC (5311) and New Freedom (5310) programs, Pearl Transit has operated in full compliance w ith all required federal certifications and assurances, including the provision of a compliant civil rights program.

Pearl Transit's operation of a compliant Civil Rights Program began with the development of a comprehensive compliance policy. This policy is reviewed and updated annually by Pearl Transit's Board of Directors. The Civil Rights Policy requires full compliance in personnel training, as well as program implementation, and includes the followng mandates:

- Mandatory Pre-hire, and quarterly civil rights compliance and sensitivity training for supervisors, managers, and other personnel
- Conspicuous Multi-lingual, ASL, and low vision posting of equal opportunity policies relating to service delivery, hiring, and complaint/grievance procedures.
- Inclusion of a statement indicating that sub-contractors agree to comply with state and federal Civil Rights Compliance regulations in all contracts.

19) Describe your agency's ability to manage the project, including its financial and human resources, and its institutional capacity.

Pearl Transit, a 501(c)(3) non-profit, has the financial, legal, and technical ability to administer the proposed demand response service.

Technical

For almost a decade, Pearl Transit has operated demand responsive transport programs that increase mobility for low income people, people with disabilities, seniors, and children. As a current federal subrecipient, Pearl Transit has the technical knowledge and established processes to implement its programs in full compliance with state and federal legislation.

Personnel

With an operations staff that includes 18 drivers and more than a dozen administrative staff members, as well as the financial capacity to hire additional staff, Pearl Transit has the resources necessary to provide the proposed services.

Pearl Transit's pre-hire staff screening procedures are rigorous. In addition to conducting comprehensive reference, background, and motor vehicle history checks, staff must also clear both pre-hire, reasonable suspicion, and ongoing random substance use screens.

Staff development is an important part of Pearl Transit's quality assurance process. All staff members complete orientation, a minimum of 8 hours of position-specific classroom training, plus a minimum of 3 additional hours of skill training; and, staff must show minimum competencies in each area of learning, prior to beginning work. For Driving positions, the pre-employment training includes an overview of emergency procedures, driving fundamentals, pre- and post-trip inspection processes, and interpersonal skills.

All staff must also complete, and demonstrate minimum competencies in at least 4 hours of position-specific continuing education courses annually.

Leadership

Many daily leadership decisions are delegated to Pearl Transit's Operations Manager, Jessie Watts. In addition to more than three decades of administration experience, directing the operations of programs providing job placement, housing, and habilitation services for individuals with disabilities, Ms. Watts also holds a Masters of Business Administration (MBA) degree.

Legal

Pearl Transit Corp. retains the services of A. John Falciani, a trial and corporate law attorney with more than 30 years of legal experience.

Financial

Pearl Transit Corp. is a member supported organization, which gathers more than 65% of the funds needed to operate its programs, including the proposed Way2Work service, through proactive, sustainable, ongoing fundraising. In addition to leveraging funds raised from its fee-for-service operations, Pearl Transit also applies its reputation as an agency committed to improving mobility for at-risk groups to gather tax-deductible financial support from a variety of sources, including individuals, corporations, and foundations.

20) Describe your agency's financial management system, including accounting software and accounting system.

As part of its commitment to fiscal integrity and transparency, Pearl Transit Corp. utilizes a comprehensive system for tracking funds, expenses, and disbursements.

The following explains the general accounting process, which is accomplished manually and through the use of GMS Accounting software:

Daily Processes

- Expenditures are documented through cancelled checks, banking statement, contracts, travel reports, donor letters, in-kind contribution reports, personnel timesheet reports, and invoices; and, expenses are segregated by program or matching funding source. Total expenditures are tabulated, tracked, and reported on a daily, monthly, and quarterly basis.
- Salary expenses for all grant funded positions are tracked and activity reports maintained, which account for all compensated time per position, including time for which reimbursement is not requested because it is spent on activities that are not grant related.
- Cash receipts are recorded immediately and deposited daily.

- A petty cash fund is entrusted to an Administrative Clerk, and is utilized for all payments other than those made by check or credit.
- Checks to vendors are issued only in payment of approved invoices, and the supporting documents are marked as "paid."

Monthly Processes

- All expenses and funds are tracked and balanced.
- Tabulated expense and fund data is reviewed by the Program Director.
- Invoices are prepared based on the reimbursable expenses, which can be allocated to each funder and were paid during the preceding month. Lobbying, fund raising, bad debts, and depreciation are examples of expenses that are not requested to be reimbursed from any grant to which Pearl Transit is a federal subrecipient.
- In-kind contributions of personnel, property, space, or services are valued in accordance with Federal cost principles, tracked, and supported by documentation.
- Bank accounts are reconciled monthly by a third party accounting service..

Quarterly Processes

- Tabulated expense and fund data is reviewed by the Board of Directors.

Annual Processes

- Prior year expense and fund data is reviewed by the Board of Directors.
- Subsequent year budgets are developed for all projects
- Independent accounting firm is engaged to prepare a financial audit.

SECTION 7: ADDITIONAL INFORMATION OF OPERATING PROJECTS

Questions 21 - 29 apply to projects that include an operations element. If your project does not include an operations element, please skip to question 30.

21) Indicate how the proposed service will be operated.

☒ **Applicant will operate service**

☐ **Service will be contracted out (explain how an operator will be selected).**

22) If the proposed project is the continuation of an existing JARC/NF funded project, is the project currently meeting its main objectives including serving target population ridership projections?

Not applicable

23) If the proposed project is an expansion of an existing project, explain how the expanded project will differ from the current service with respect to service coverage area, hours of service, trip purpose, or level of service.

Not applicable

24) Explain how the project you are seeking funding for differs from other services in the area with respect to service coverage area, hours of service, trip purpose, or level of service.

According to the Transportation Plans of Broward, Palm Beach, and Miami Dade Counties, the service offerings for these areas may be limited to paratransit and fixed route. While they provide important transport alternatives for persons with disabilities and others, these options may also exclude some potential riders. People from low income households, workers with non-conventional schedules, as well as people with disabilities who reside more than 3/4 mile from a bus route, may find it difficult to make use of paratransit and fixed route alternatives.

By directly connecting riders with their destinations, or with bus or rail services, Way2Work will bridge gaps in the transportation options currently available to Broward, Palm Beach, and Miami Dade residents. In addition to transporting riders across County lines, Way2Work will help riders access locations during early morning, late night, weekend, and holiday hours when paratransit and fixed route services may be curtailed. Way2Work will also provide pick up and drop off points in geographically isolated areas that are not currently publicly served.

25) Explain what connections the project provides to key destinations and activity centers, particularly those destinations that present opportunities for employment assistance or employment. Be as specific as possible in identifying significant destinations.

Way2Work will allow low income riders to access any work, child care, or training location anywhere within Broward, Palm Beach, and Miami Dade Counties, if the location is not accessible by an external transport service. Way2Work will enable riders to access destinations such as:

- Warehousing employers such as Flexible Foam Products and Beverage Canners, located along NW 107th Street in Miami.
- Retailers such as TJ Maxx and BJ's Wholesale Club, which are located along SW 117th Avenue in Miami.
- Fort Lauderdale training facilities such as Everest University and the Sanford Brown Institute.
- Retailers such as Target, Sears, and Publix Market, which are located along SW 112th Avenue in the cities of Cutler Bay and Homestead.
- Educational facilities, such as Griffin and Timber Trace Elementary School located in Cooper City and West Palm Beach.

- Retailers and hospitality employers such as Walmart and Chili's, which are located along NW 13th Ter in Doral
- Boca Raton child care centers, such as Spanish River Children's School, Zale Learning, and Grandview Preparatory.
- Plantation child care centers, such as the Jewish Community Center, and Sunshine After School Care.
- Retailers such as Marshalls, Home Depot, and Walmart, which are located on NE 163rd Street in North Miami Beach
- Production, labor, and warehousing employers, such as Decktight Roofing, Bimbo Bakeries, and Sen-Dure products, located along NW 17th Avenue in Fort Lauderdale.
- Pompano Beach training providers, such as Everest University and the Florida College of Natural Health.
- Medical facilities along Verde Tri in Boca Raton, such as ACTS Retirement, St Andrews Estates, and Willbrook Medical Center.
- Hospitality employers such as Chilis and Ruth's Chris Steakhouse, located along US Highway 1 in North Palm Beach.

26) Explain how this project provides access to other transportation services that go beyond the project's proposed geographic boundary.

Way2Work will act as a feeder service, which will connect riders with bus and rail locations, which are not accessible through the current transport options in Broward, Palm Beach, and Miami Dade Counties. Through providing residents of more rural areas, which are not currently served by fixed route transport options with a connection to bus and rail service, Way2Work's impact will extend beyond the project's geographic boundaries.

27) Provide the projected ridership in the table below.

PROJECTED RIDERSHIP (12-month period)

Program	Target Population	Current Ridership (one-way trips)	Projected Ridership (one-way trips)
JARC	Low Income/Welfare	-0	29000
New Freedom	Individuals with Disabilities	-0	
	Other	-0	
	TOTAL	-0	29000

Explain how the ridership was determined.

In a month, Way2Work is projected to provide 2500 trips and serve approximately 85 individual riders.

According to 2011 Census data, the following poverty estimates apply to Broward, Palm Beach, and Miami Dade Counties respectively: approximately 14.9% of the total population, or 263,435 people; approximately 15.8% of the total population, or 207,441 people; approximately 20.9% of the total population, or 527,000 people. (source: http://www.census.gov/did/www/saipe/data/interactive/#)

Based on these estimates, the aggregate number of people living in poverty in each of the three Counties, or approximately 997,876 individuals, would also equal the total number of people within the service area that are eligible for the free transportation assistance provided by Way2Work.

Most current Way2Work riders utilize the service 5 or more days per week for everyday travel to work, training, or child care. However, if just 1% of the total eligible people actually scheduled at least 3 rides annually, Way2Work would provide approximatlely 29,934 rides yearly (or around 2,500 rides per month).

28) Summarize operating funding request in the table below. Please round all numbers to the nearest dollar.

OPERATING FUNDING REQUEST (50%/50% Match Required)

	12-month period	24-month period (maximum allowable)
Total Operating Cost (all eligible operating costs)	$425057	$862871
Less Project Revenues (Fare box)	$(0)	$(0)
Net Project Cost	$425057	$862871
Local Share Requirement (50% of Net Project Cost)	$212529	$431436
Request for Operating Funding	$212528	$431435

If the funding request is for any other duration, clearly state the project duration,

Provide supplementary budget sheets to illustrate how the total operating cost was derived. If funding is sought for multiple routes, cost estimates must be provided for individual routes. Failure to provide necessary details to justify the project cost may result in rejection of the application.

If the funding request is for expanding an existing service that currently does not receive JARC/NF funding; only the expansion portion of the project is eligible for JARC/NF funding consideration.

Budget Narrative

Salary and Fringe: (Year 1: $302,845; Year 2: $311,934) Estimated yearly payroll and fringe costs for: (5) full-time Drivers (Year 1: $39,145 per year; Year 2: 40320), (1) Dispatcher (Year 1: $32,960; Year 2: 33950), (2) full-time Transportation Coordinator at (Year 1: $37,080; Year 2: 38192). Fringe at approximately 12% of total payroll.

Office Supplies: (Year 1: $1930; Year 2: $1988) Conventional supplies, such as stationary, writing implements, and toner. Year 2 values adjusted by 3% to account for inflation.

Marketing Expenses: (Year 1: $3950; Year 2: $4069) Anticipated costs for 4 consecutive months of billboard advertising. Year 2 values adjusted by 3% to account for inflation.

Maintenance and Repairs: (Year 1: $19,380; Year 2: $19962) Based on estimated costs for routine vehicle maintenance and repairs over a 12 month service period. Year 2 values adjusted by 3% to account for inflation.

Materials Consumed: (Year 1: $72,000; Year 2: $74160) Based on estimated yearly mileage of 450,000 miles (30,000 trips annually; 15 miles per trip) or approximately 18,000 gallons of fuel (at projected fuel economy of 25 miles per gallon). Estimated fuel usage of 18,000 gallons at an approximate cost of $4 per gallon. Year 2 values adjusted by 3% to account for service increases and inflation.

Insurance Premiums: (Year 1: $23,900; Year 2: $24617) Livery coverage, general liability, and insurance against losses against business premises. Year 2 values adjusted by 3% to account for inflation.

Third Party Contract Services: (Year 1: $1052; Year 2: $1084) Projected costs for approximately 16 pre-hire and random screens at $42 each, plus up to 10 reasonable suspicion alcohol screens at $38 each. Year 2 values adjusted by 3% to account for inflation.

29) Based on the projected ridership and operating cost, estimate the cost per one-way trip.

At an estimated cost of $425,057 during the first year and $437,814 during year two, the estimated cost per trip is $14.16 in year one and $14.59 in year 2.

SECTION 8: ADDITIONAL INFORMATION OF CAPITAL/MOBILITY MANAGEMENT PROJECTS

Questions 30 - 33 apply to projects that include Capital and/or Mobility Management elements. If your project does not include these elements, please skip to question 34.

30) **For each capital project element, provide the appropriate information in the table below. Please round all numbers to the nearest dollar.**

CAPITAL FUNDING REQUEST (80%/20% Match Required)

Capital Elements	Estimated Cost	Local Share	Federal Request
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
TOTALS	$	$	$

Provide supplementary budget sheets to illustrate how the total capital cost was derived. Failure to provide necessary details to justify the project cost may result in rejection of the application.

Not Applicable

31) **For each element identified in question #30, please explain the major items that are included in the estimated cost and how the estimate was derived.**

Not Applicable

32) **For each Mobility Management/Planning project element, please provide the appropriate information below. Please round all numbers to the nearest dollar.**

MOBILIY MANAGEMENT/PLANNING FUNDING REQUEST (80%/20% Match Required)

Major Activities	Estimated Cost	Local Share	Federal Request
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$

TOTALS	$	$	$

33) **For each element identified in question #32, please explain the major items that are included in the cost estimate and how the estimate was derived.**

Not Applicable

SECTION 9: SUMMARY OF PROJECT COST

Questions 34-36 apply to all projects.

34) **Provide the requested information in the following table for the year you are requesting funds. Transfer the information from questions 28, 30, and 32 as appropriate for the funding request. If a request is for less than 12 months please note the funding period in terms of months. Please round all numbers to the nearest dollar.**

TOTAL FUNDING REQUEST

Eligible Project Activities		Year 1Request			Year 2 Request		
		Federal Funding	Local Match	Total Net Cost	Federal Funding	Local Match	Total Net Cost
Operating – 50% Match Required	Salaries and Fringe (Operations Personnel)	$151422	$151423	$302845	$155967	$155967	$311934
	Office supplies, Marketing Expenses, Vehicle Maintenance and Repairs, Materials Consumed (fuel), Insurance Premiums, Third Party Contract (drug and alcohol screening)	$61106	$61106	$122212	$62940	$62940	$125880
Capital – 20% Match Required		$	$	$	$	$	$
		$	$	$	$	$	$
		$	$	$	$	$	$
		$	$	$	$	$	$
Mobility Management / Planning – 20% Match Required		$	$	$	$	$	$
	TOTAL	$212528	$212529	$425057	$218907	$218907	$437814

35) **Indicate the source of local match for each year that funding is requested.** If local match funds are being derived from an existing grant, please attach a copy of the grant agreement/contract or supporting documentation. Also, explain how stable the local match funding source is.

Since 2004, Pearl Transit has worked with local governments to provide demand responsive transportation solutions. Sustainable, matching funds will be derived from a variety of sources including regular member fundraising drives, corporate and in-kind gifts, foundation support, special events, and its fee-for-service operations.

36) **Is there a commitment of funds beyond the requested grant period?** ☒ **Yes** ☐ **No**
If yes, please explain the nature of the commitment.
If no, please explain the steps you will take to attain sustainability.

Yes, Pearl Transit has committed to ongoing fundraising efforts, which provide dollar-for-dollar matching funds to the grant support received.

SECTION 10: LETTERS OF SUPPORT

Letters of Support

All letters of support must be submitted with the application. Letters should indicate the nature of support (financial, participation, coordination, etc.).

Indicate if letters of support are included. ☒ **Yes** ☐ **No**

-------- Original Message --------
Subject: RE: ********Pearl Transit Information**********
From: glhollywood <glhollywood@glstaffing.com>
Date: Tue, December 04, 2012 9:22 am
To: "'admin@pearltransit.org'" <admin@pearltransit.org>

I will defiantly inform all temps that work at this branch regarding this services that will be a lot helpful for them..

5977 SW 21st Street
Hollywood, FL 33142

LETTER OF SUPPORT 1 OF 12

-------- Original Message --------
Subject: Re: ********Pearl Transit Information**********
From: Doretha Dennis <auntds1@yahoo.com>
Date: Mon, November 26, 2012 5:39 am
To: "admin@pearltransit.org" <admin@pearltransit.org>

I am more than willing to enthusiastically support your mission and refer parents for help. I can share the information if it is available on a flyer

Doretha Dennis, Director
Aunt D's 1 Child Care Center
1827 N Pine Island Rd.
Plantation, FL 33322

954) 916-9144 (PH)
954) 916-8777 (FAX)

Quality Child Care Service
PRESCHOOL
AFTERCARE
LATE HOURS
***OVERNIGHT CARE

LETTER OF SUPPORT 2 OF 12

Print | Close Window

Subject: RE: ********Pearl Transit Information**********
From: "Miami, FL - Employment Resource Center" <wel-ec-miami@ldschurch.org>
Date: Thu, Dec 20, 2012 2:30 pm
To: "admin@pearltransit.org" <admin@pearltransit.org>

Brendalyn Brazal,

Thank you for the information you have provided in the email. We believe this service would help some of the people who come to the Resource Center. We do see people who take the bus and. have to transfer several times to arrive here. Some walk here and then walk back. If your service was available we're sure there would be some who could use it.

Sincerely Yours,

Elder and Sister Boice
LDS Employment Resource Services
Miami / Ft. Lauderdale Center
8201 NW 186th St.
Hialeah, FL 33015
305-829-2762
wel-ec-miami@ldschurch.org

LETTER OF SUPPORT 3 OF 12

Print | Close Window

Subject: RE: ********Pearl Transit Information**********
From: fbchypoluxo12@fbchypoluxo.com
Date: Wed, Dec 05, 2012 4:47 pm
To: admin@pearltransit.org

Brendalyn,

I have talked with the pastor and he has no problem referring anyone that is in need of transportation to your services when you are up and running in our area. If you have any flyer's or other promotional items that we can put in our church for you please feel free to send them to 7479 Overlook Rd., Lantana, FL, 33462.

Thank you.

Sincerely,

Tammy Dover
Secretary
First Baptist Church of Hypoluxo
Phone: (561) 585-6463
Fax: (561) 585-8814
www.fbchypoluxo.com

LETTER OF SUPPORT 4 OF 12

-------- Original Message --------
Subject: Re: ********Pearl Transit Information**********
From: Cathy Huber <lighthousecdc03@yahoo.com>
Date: Fri, December 21, 2012 1:12 pm
To: "admin@pearltransit.org" <admin@pearltransit.org>

Yes, I will actively refer and post information about your services.

Cathy Huber
Lighthouse Academy
202 W Boynton Beach Blvd.
Boynton Beach, FL 33435

LETTER OF SUPPORT 5 OF 12

-------- Original Message --------
Subject: RE: ********Pearl Transit Information**********
From: TLE at Boynton Beach <boyntonbeach@tlechildcare.com>
Date: Fri, December 21, 2012 9:40 am
To: "admin@pearltransit.org" <admin@pearltransit.org>

It is an excellent program. Many thanks!

Iris Tompkins
Director
Davi Goldsmith
Business Manager
The Learning Experience®
10160 Lyons Road
Boynton Beach, FL 33473
P: (561) 200-4243
F: (561) 200-4435
boyntonbeach@tlechildcare.com
boyntonbeach.tlechildcare.com
www.TheLearningExperience.com

LETTER OF SUPPORT 6 OF 12

-------- Original Message --------
Subject: RE: ********Pearl Transit Information**********
From: "Broughton, Sarina" <sarina.broughton@manpower.com>
Date: Wed, December 26, 2012 11:15 am
To: "admin@pearltransit.org" <admin@pearltransit.org>

Good Morning Brendalyn Brazal,

I will pass this information along and did provide the information to our employees as well as Workforce Alliance Center in the West Palm Beach area who also, assist individual with employment.

Thank you,

Sarina Broughton
Administrative Assistant

Manpower

T: +1 561 694 6700
F: +1 888 473 6912
sarina.broughton@manpower.com
www.us.manpower.com

LETTER OF SUPPORT 7 OF 12

Print | Close Window

Subject: Re: ********Pearl Transit Information**********
From: Sarahbrazier@aol.com
Date: Sat, Dec 22, 2012 6:12 am
To: admin@pearltransit.org

Yes I would be very interested!

Sarah Brazier
Liberty Academy
7750 NW 12th Ave.
Miami, Florida 33150
305-439-7243

LETTER OF SUPPORT 8 OF 12

Print | Close Window

Subject: RE: ********Pearl Transit Information**********
From: "Mara Mignardi" <MMignardi@unidadmb.org>
Date: Fri, Jan 11, 2013 11:01 am
To: <admin@pearltransit.org>
Cc: <RADRIAN2@aol.com>, "'Catalina Castellon'" <lcastellon@unidadmb.org>

Dear Brendalyn;

Thank you so much for communicate with me for the last few days, I like to offer you my services to do a outreach in Miami, that is in a lot of need in transportation for elders with low income, let me know when you will be in Miami Florida and I will help you with a pleasant tour in our community.

Sincerely;

Mara Mignardi.

Job Developer of SCSEP Program and UNIDAD of Miami Beach.
1701 Normandy Drive Miami Beach Fl 33141 Tel. 305-867-0051. Cel. 786-587-6040.

LETTER OF SUPPORT 9 OF 12

-------- Original Message --------
Subject: Re: ********Pearl Transit Information**********
From: Judith Adams <judithadams2000@yahoo.com>
Date: Thu, January 03, 2013 8:06 am
To: "admin@pearltransit.org" <admin@pearltransit.org>

Brendalyn - I would certainly refer our eligible church members for the services your organization provides. However as I told you most of those who would utilize your services do not have a computer system nor the ability to use it if they had one. That is why I suggested a hard copy of your online application whereby each member can fill it out for himself or herself, enclose the qualifying documentation and return it to your offices via mail. Otherwise they would look to me to fill out the online form etc. I do not want to get involved to that extent. But I would be willing to refer them to you. Judith Adams

Judith Adams Family Daycare
12414 SW 259th St.
Homestead, FL 33032

LETTER OF SUPPORT 10 OF 12

-------- Original Message --------
Subject: RE: ********Pearl Transit Information**********
From: Sheryl Benveniste <SBenveniste@ywcapbc.org>
Date: Thu, January 10, 2013 12:07 pm
To: "'admin@pearltransit.org'" <admin@pearltransit.org>

I certainly do know individuals that would benefit from this service and am willing to refer people for help. I would like more info. so I can assist my clients

Thank you

Sheryl Benveniste

YWCA of Palm Beach County
2200 N. Florida Mango Road
Suite 102
West Palm Beach, FL 33409

LETTER OF SUPPORT 11 OF 12

-------- Original Message --------
Subject: Re: ********Pearl Transit Information**********
From: Yazmeen Vayani <mrsvayani3@gmail.com>
Date: Tue, January 22, 2013 2:00 pm
To: admin@pearltransit.org

Yes We are Interested in referring parents for help.

Yasmeen,Vayani
Small World Montessori School
14100 NE 6th Ave
North Miami, FL 33161

LETTER OF SUPPORT 12 OF 12

APPLICANT SIGNATURE

I certify, to the best of my knowledge, that the information in this application is true and accurate and that this organization has the necessary fiscal, data collection, and managerial capability to implement and manage the projects associated with this application.

Applicant Agency	Pearl Transit Corp.
Project Title	Way2Work
Name of Signatory	Jael Watts, J.D.
Title of Signatory	Program Director

Authorized Signature

1/24/13
Date

EXHIBIT A1: RESOLUTION BY APPLICANTS WITH A GOVERNING BOARD

Exhibit A1 (see next page) must be completed by all applicants with a Governing Board. The resolution must clearly identify the person who is authorized to enter into an agreement with SFRTA if the proposed project is awarded a JARC/NF grant. Further, the resolution must certify the availability and source of local match. Failure to provide an executed resolution along with the completed application will result in rejection.

Resolution No. **36-13**

Project Title **Way2Work**

Resolution authorizing applications for and execution of a Job Access Reverse Commute or New Freedom grant agreement under the South Florida Regional Transportation Authority's general authority to make such Grants.

Whereas, the South Florida Regional Transportation Authority ("SFRTA"), is authorized make such grants as the designated recipient of Job Access Reverse Commute and New Freedom programs for Broward, Miami-Dade, and Palm Beach counties; and

Whereas, the SFRTA has the power to expend funds for use in connection with Job Access Reverse Commute or New Freedom projects, and

Whereas, the SFRTA has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers, and

Whereas, approval for said funds will impose certain financial obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE [Pearl Transit Corp. *Name of Applicant*]:

Section 1. That the [**Jael Watts, J.D.** *Authorized Official], {***Program Director** *Title } and his/her successor* is authorized to execute and file applications on behalf of *[***Pearl Transit Corp.** *Name of Applicant]* with the South Florida Regional Transportation Authority for a Job Access Reverse Commute or New Freedom grant for [**Way2Work** *Project Title].*

Section 2. That the [**Jael Watts, J.D.** *Authorized Official], {***Program Director** *Title} and his/her successor* is authorized to furnish such additional information, assurances, certifications and amendments as the SFRTA may require in connection with this Job Access Reverse Commute or New Freedom grant agreement application.

Section 3. That the [**Jael Watts, J.D.** *Authorized Official], {***Program Director** *Title} and his/her successor certify that {***Pearl Transit Corp.** *Name of Applicant} will provide the required local match from {***regular member fundraising drives, corporate and in-kind gifts, foundation support, special events, and its fee-for-service operations.** *Source of Funds and the Amount of Local Match} funds.*

Section 4. That the [**Jael Watts, J.D.** *Authorized Official], {***Program Director** *Title} and his/her successor* is authorized and directed on behalf of *the [***Pearl Transit Corp.** *Name of Applicant]* to execute and deliver grant agreements and all subsequent amendments thereto between the *[***Pearl Transit Corp.** *Name of Applicant]* and the SFRTA for Job Access Reverse Commute or New Freedom grant, and the Secretary of the (**Pearl Transit Corp.**Name of Applicant) is authorized and directed on behalf of the *[***Pearl Transit Corp.** *Name of Applicant]* to attest said agreements and all subsequent amendments thereto.

Section 5. That the [**Jael Watts, J.D.** *Authorized Official], {***Program Director** *Title} and his/her* is authorized and directed to take such action as is necessary or appropriate to implement, administer and enforce said agreements and all subsequent amendments thereto on behalf of the *[***Pearl Transit Corp.** *Name of Applicant].*

PRESENTED and ADOPTED the 9th *day of* January, 20 13

Signature of Authorized Official **Signature of Attest**

Chair Secretary

EXHIBIT A2: CERTIFICATION BY APPLICANTS WITHOUT A GOVERNING BOARD

Exhibit A2 (see next page) must be completed by all applicants without a Governing Board. The certification must clearly identify the person who is authorized to enter into an agreement with SFRTA if the proposed project is awarded a JARC/NF grant. Further, the applicant must certify the availability and source of local match. Failure to provide an executed certification along with the completed application will result in rejection.

Project Title

The undersigned hereby certifies that is authorized to enter

(applicant)

into an Agreement 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

(applicant)

requisite local share of {*Enter the amount*} from {*Enter source(s) of funds*} funds.

Name

Title

Notary: _____

Organization

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.

NOT APPLICABLE

EXHIBIT C: SINGLE AUDIT ACT

All non-Federal entities that expend $500,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act as described in OMB Circular A-133. A single audit is intended to provide a cost-effective audit for non-Federal entities in that one audit is conducted in lieu of multiple audits of individual programs. The Single Audit's objective is to provide assurance to the Federal government as to the management and use of such funds by recipients. A Single Audit encompasses an examination of a recipient's financial records, financial statements, federal award transactions and expenditures, the general management of its operations, internal control systems, and federal assistance it received during the audit period.

To determine if your agency is subject to the Single Audit Act, please select the appropriate statement(s) below regarding your agency's current use of Federal funds.

- **A.** ☒ **Receives $500,000 or more for the current fiscal year from all Federal sources.**
- **B.** ☐ **Does not receive $500,000 or more in Federal funds for the current fiscal year from all Federal sources combined.**
- **C.** ☐ **Receives ONLY Section 5316 and/or Section 5317-funded vehicles/equipment.**

If you checked option A, then your agency is subject to the Single Audit Act and the following requirements must be satisfied:

1. 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."
2. If the most recent audit report was previously sent to the SFRTA, the date submitted should be shown in "Exhibit C" in the application.
3. 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.

Jael Watts, J.D. Program Director — 1/29/13

(Type name and title of authorized individual) (Signature of authorized individual) (Date)

If you checked option B and/or C, then your agency is not subjected to the Single Audit Act. The applicant must certify the following:

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.

(Type name and title of authorized individual) (Signature of authorized individual) (Date)

EXHIBIT C

PEARL TRANSIT CORP.

FINANCIAL STATEMENTS AND
REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

December 31, 2012 AND 2011

FRYE & ASSOC. LLP
Newark, NJ
(973) 629-1801 (p)
(973) 629-1811 (f)

PEARL TRANSIT CORP.

TABLE OF CONTENTS

	Page
REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS	1
FINANCIAL STATEMENTS	
Statement of Financial Position, December 31, 2012 and 2011	2
Statement of Activities and Changes in Net Assets, Year ended December 31, 2012 with Summarized Information for 2011	3
Statement of Functional Expenses, Year ended December 31, 2012 with Summarized Information for 2011	4
Statement of Cash Flows, Years ended December 31, 2012 and 2011	5
Notes to Financial Statements	6

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To the Board of Directors of
Pearl Transit Corp.
Alloway, New Jersey

We have audited the accompanying statement of financial position of Pearl Transit Corp. (the "Organization") as of December 31, 2012, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Pearl Transit Corp. at December 31, 2012, and the results of its activities and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Frye & Assoc.

Frye & Assoc. LLP
Newark, New Jersey
January 24, 2013

PEARL TRANSIT CORP.

STATEMENT OF FINANCIAL POSITION

December 31, 2012 and 2011

	2012	2011
ASSETS		
Cash	$ 686,250	$ 362,428
Investments *(Note 3)*	5,164,556	4,684,100
Accounts receivable and other assets	160,932	212,190
Prepaid expenses	38,916	45,094
Equipment, net of accumulated depreciation of $156,541 in 2012 and $128,785 in 2011	51,105	71,523
Security deposit	20,000	20,000
Total assets	$6,121,759	$5,395,335
LIABILITIES		
Accounts payable and other accrued expenses	$ 69,976	$ 68,076
NET ASSETS *(Note 5)*		
Unrestricted		
Operations	503,825	(40,208)
Board designated	286,856	106,365
Total unrestricted net assets	790,681	66,157
Permanently restricted	5,261,102	5,261,102
Total net assets	6,051,783	5,327,259
Total liabilities and net assets	$6,121,759	$5,395,335

See accompanying notes to financial statements.

PEARL TRANSIT CORP.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the year ended December 31, 2012 with Summarized Information for 2011

	UNRESTRICTED					
	Operations	Board Designated	Total	Permanently Restricted	2012	2011
REVENUES						
Public Support						
Foundation grants	$ 401,027	$ -	$ 573,737	$ -	$ 573,737	$ 209,896
Corporate contributions	122,097	-	122,097	-	122,097	172,658
Government contracts	1,095,142	-	1,095,142	-	1,095,142	1,110,314
Total public support	1,618,266	172,710	1,790,976	-	1,790,976	1,492,868
Other Revenue						
Fund raising events, net of direct benefit to donors of $297,289 in 2010 and $542,675 in 2009	931,592	-	931,592	-	931,592	1,082,950
Investment income	222	7,781	8,003	-	8,003	3,413
Investment return designated for current operations *(Note 3)*	160,000	-	160,000	-	160,000	275,000
Other revenue	5,429	-	5,429	-	5,429	4,873
Total other revenue	1,097,243	7,781	1,105,024	-	1,105,024	1,366,236
Total public support and other revenue	2,715,509	180,491	2,896,000	-	2,896,000	2,859,104
EXPENSES						
Program services	1,776,946	-	1,776,946	-	1,776,946	1,906,778
Supporting services						
Management and general	399,964	-	399,964	-	399,964	450,773
Fundraising	444,850	-	444,850	-	444,850	515,169
Total supporting services	844,814	-	844,814	-	844,814	965,942
Total expenses	2,621,760	-	2,621,760	-	2,621,760	2,872,720
Excess (deficiency) of revenues over expenses	93,749	180,491	274,240	-	274,240	(13,616)
Other Changes						
Investment return in excess (deficit) of amounts designated for current operations *(Note 3)*	-	450,284	450,284	-	450,284	(1,077,933)
Recovery of deficit endowment income balances	450,284	(450,284)	-	-	-	-
Change in net assets	544,033	180,491	724,524	-	724,524	(1,091,549)
Net Assets						
Beginning of year	(40,208)	106,365	66,157	5,261,102	5,327,259	6,418,808
End of year	$ 503,825	$ 286,856	$ 790,681	$5,261,102	$6,051,783	$ 5,327,259

See accompanying notes to financial statements.

PEARL TRANSIT CORP.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended December 31, 2012 with Summarized Information for 2011

	2012				2011
	Program Services	Support Services			
	Total Program	General And Administrative	Fundraising	Total	Total
Salaries	$ 853,444	$182,699	$145,267	$1,181,410	$1,363,942
Payroll taxes and benefits	192,339	36,712	22,841	251,892	278,384
Consumables	414,159	-	-	414,159	322,987
Consultant/Third Party Services	11,722	306	5	12,033	11,152
Occupancy	194,075	45,193	31,613	270,881	279,095
Telephone	20,706	6,560	2,834	30,100	29,069
Printing/postage	2,741	2,252	19,906	24,899	21,103
Office supplies and equipment	25,272	6,458	7,602	39,332	38,617
Travel and conferences	2,744	6,649	394	9,787	12,654
Professional fees	-	24,275	-	24,275	28,050
Fund-raising events	-	-	133,234	133,234	100,481
Advertising	32,046	-	-	32,046	158,014
Insurance	23,040	30,210	75,109	128,359	131,524
Computer expenses	915	8,894	2,822	12,631	11,151
Staff development	20	45	100	165	50
Miscellaneous	3,723	21,955	3,123	28,801	44,512
Bad debt expense	-	-	-	-	12,999
Depreciation	-	27,756	-	27,756	28,576
Total functional expenses	$1,776,946	$399,964	$444,850	$2,621,760	$2,872,720

See accompanying notes to financial statements.

PEARL TRANSIT CORP.

STATEMENT OF CASH FLOWS

December 31, 2012 and 2011

	2012	2011
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in net assets	$ 724,524	$(1,091,549)
Adjustments to reconcile increase (decrease) in net assets to net cash provided by operating activities		
Depreciation	27,756	28,576
Realized and unrealized (gain) loss on investments	(507,264)	948,867
(Increase) decrease in current assets		
Accounts receivable and other assets	51,258	(120,805)
Prepaid expenses	6,178	(9,026)
Increase (decrease) in accounts payable and accrued expenses	1,900	(3,725)
Net cash provided by (used in) operating activities	304,352	(234,663)
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of investments	860,026	1,198,169
Purchase of investments	(833,218)	(1,102,729)
Purchase of furniture, fixtures and equipment	(7,338)	(1,497)
Net cash provided by investing activities	19,470	93,943
Net increase (decrease) in cash	323,822	(140,720)
CASH		
Beginning of year	362,428	503,148
End of year	$ 686,250	$ 362,428

See accompanying notes to financial statements.

PEARL TRANSIT CORP.

NOTES TO FINANCIAL STATEMENTS

December 31, 2012 and 2011

(1) ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ORGANIZATION

Pearl Transit Corp. (the ***"Organization"***) provides free and low-cost travel planning, mobility management, and transportation services to improve access for low-income and people with disabilities to work locations and assure these individuals are able to fully realize their potential as individuals, parents and citizens.

TAX EXEMPT STATUS

The Organization is incorporated as a not-for-profit organization, and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local taxes under comparable laws.

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ACCRUAL BASIS OF ACCOUNTING

The accompanying consolidated financial statements of the Organization have been prepared on the accrual basis of accounting and conform to generally accepted accounting principles as applicable to not-for-profit organizations.

ACCOUNTING ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses, as well as the disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

SUBSEQUENT EVENTS

Subsequent events after the balance sheet date through the date that the financial statements were available for issuance have been evaluated in the preparation of the financial statements.

ALLOCATION OF EXPENSES

The costs of providing the various programs and supporting services have been summarized on a functional basis in the accompanying consolidated statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services in reasonable ratios determined by management.

CONCENTRATION OF CREDIT RISK

The Organization occasionally maintains deposits in excess of federally insured limits. Accounting Standards Codification ***("ASC")*** 825, ***"Financial Instruments"***, formerly known as Statement of Financial Accounting Standards No. 107, identifies these items as a concentration of credit risk requiring disclosure, regardless of the degree of risk. The risk is managed by monitoring the financial institutions in which deposits are made.

NET ASSETS

The net assets of the Organization and changes therein are classified and reported as follows:

- Š ***Unrestricted:*** Unrestricted assets include the net assets that are associated with the principal mission of the Organization.
- Š ***Unrestricted – Designated for Investment:*** Endowment income designated by the Board of Directors for long-term investments (quasi-endowment net assets) and a reserve for the start-up of a charitable gift annuity fund.
- Š ***Temporarily Restricted:*** Temporarily restricted assets include contributions and other assets received with donor stipulations that limit the use of the donated asset. When a donor restriction is satisfied, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as ***"net assets released from restrictions."***
- Š ***Permanently Restricted:*** Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. The donors of these assets permit the Organization to use all or part of the income earned on related investments for general or specific purposes.

CONTRIBUTIONS

All unconditional contributions to the Organization are recorded as revenue when received. Conditional contributions are recognized as revenue when the conditions on which they depend have been substantially met. All contributions are considered available for unrestricted use unless specifically restricted by the donor. The Organization records contributions as temporarily restricted if they are received with donor stipulations that limit their use either through purpose or time restrictions. The Organization records unconditional promises to give (pledges) as a receivable and revenue in the year pledged. As of December 31, 2012 and 2011, all pledges are due within one year.

GOVERNMENT GRANTS AND OTHER CONTRACTS

The Organization records revenue from government and other contracts as expenses are incurred.

INVESTMENTS

Investments are reported at their fair values, with gains and losses, included in the accompanying statements of activities. Net investment income is recorded as unrestricted unless specifically restricted by the donors. Contributions of marketable securities are recorded at their market values at the dates of donation.

EQUIPMENT

Equipment is recorded at cost less accumulated depreciation. Depreciation is provided on the straight-line basis over the estimated useful lives of the assets, generally five years.

(3) INVESTMENTS

The following is a summary of the Organization's investments at December 31, 2012 and 2011.

	2012		2011	
	Cost	Market	Cost	Market
Mutual Funds	$4,830,021	$4,747,688	$4,901,446	$4,343,811
Common Stocks	377,737	416,868	355,807	340,289
	$5,207,758	$5,164,556	$5,257,253	$4,684,100

At December 31, 2012 and 2011, unrealized losses were $(43,202) and $(573,153), respectively.

The Organization uses the total return concept for Endowment Fund income. Under this concept, endowment income to be distributed is established at 5% of the average market values of the endowment assets of the prior three years. Total endowment income distributed for operations amounted to $160,000 and $275,000 for 2012 and 2011, respectively.

The following schedule summarizes the investment return of the endowment funds and its classification in the statement of activities:

	Unrestricted Board Designated	Dec 31, 2012 Total	Dec 31, 2011 Total
Interest and dividends	$ 107,776	$ 107,776	$ 143,986
(net of management fees of $22,370 and $20,320)	502,508	502,508	(946,919)
Net realized and unrealized gains (losses)	610,284	610,284	(802,933)
Return on long-term investments	(160,000)	(160,000)	(275,000)
Investment return designated for current operations	$ 450,284	$ 450,284	$ (1,077,933)
Investment return in excess (deficit) of amounts designated for current operations			

The inputs methodology used for valuing securities are not necessarily an indication of the risk associated with investing in those securities.

The summary of inputs used to value the Organization's investments as of December 31, 2012 and 2011 are as follows:

	2012			
	Total	Level 1 Quoted Prices	Level 2 Other Significant Observable Inputs	Level 3 Significant Unobservable Inputs
Mutual Funds	$4,747,688	$4,747,688	$ -	$ -
Common Stocks	416,868	416,868	-	-
Totals	$5,164,556	$5,164,556	$ -	$ -

	2011			
	Total	Level 1 Quoted Prices	Level 2 Other Significant Observable Inputs	Level 3 Significant Unobservable Inputs
Mutual Funds	$4,343,811	$4,343,811	$ -	$ -
Common Stocks	340,289	340,289	-	-
Totals	$4,684,100	$4,684,100	$ -	$ -

PEARL TRANSIT CORP.

NOTES TO FINANCIAL STATEMENTS – (Continued)

December 31, 2012 and 2011

(4) LEASE COMMITMENTS

The Organization has a lease expiring on December 31, 2015 with an option to renew the lease for an additional five years through December 31, 2020. In addition, the Organization leases certain office equipment under a lease agreement expiring on December 31, 2013.

(5) NET ASSETS

Endowment net asset composition by type of fund as of December 31, 2012 and 2011:

	2012		
	Unrestricted	Permanently Restricted	Total
Donor-restricted endowment funds	$(225,742)*	$5,261,102	$5,035,360

	2011		
	Unrestricted	Permanently Restricted	Total
Donor-restricted endowment funds	$(676,026)*	$5,261,102	$4,585,076

* *Deficits in the accumulated earnings of the permanently restricted net assets are charged against unrestricted operating net assets.*

FRYE & ASSOC. LLP
Certified Public Accountants
Newark, New Jersey

EXHIBIT D: FEDERAL CERTIFICATIONS AND ASSURANCES

To ensure compliance with various federal requirements, sub-recipients of JARC and New Freedom funds are required to sign Federal Certifications and Assurances for FTA Assistance Programs as part of the application, and these are reviewed as part of the overall application review process. 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 http://www.fta.dot.gov/documents/2012_Certs_Appendix_A.pdf. If unable to access the form, applicants may contact SFRTA for assistance.

The last page (Appendix A) of the annual Federal Register Notice that applies to Federal Certifications and Assurances provides applicants with a signature page. An individual authorized by the applicant's governing board and its attorney must certify compliance with the requirements of the various Federal Transit Administration grants or cooperative agreements. The appropriate signed Federal certification/assurance form must be included in the application when it is submitted to the South Florida Regional Transportation Authority. Blue ink is suggested as it distinguishes an original signature from a photocopied signature.

The FY 2012 Certifications and Assurances for FTA Assistance Programs list 24 Groups. To make a single selection of certifications and assurances, place an "X" at the top of Appendix A next to the statement that reads: "The Applicant agrees to comply with applicable provisions of Groups 1-24."

EXHIBIT E: CIVIL RIGHTS REQUIREMENTS

As a condition of receiving Federal Transit Administration Section 5316 or 5317 program funds through the South Florida Regional Transportation Authority (SFRTA), sub-recipients must comply with the requirements of the US Department of Transportation's Title VI regulations. The purpose of Title VI is to ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Sub-recipients are also responsible for ensuring compliance of each third party contractor at any tier of the project.

REQUIREMENT TO DEVELOP TITLE VI PROGRAM

All successful sub-recipients must submit a Title VI program to the SFRTA. Please refer to the Title VI circular that can be found at **http://www.fta.dot.gov/documents/FTA_Title_VI_FINAL.pdf** for specific information on developing a Title VI program. Below are some of the elements that should be included in your TITLE VI program.

REQUIREMENT TO DEVELOP TITLE VI COMPLAINT PROCEDURES

Sub-recipients must develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request.

REQUIREMENT TO RECORD TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

Sub-recipients must prepare and maintain a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming the sub-recipient that allege discrimination on the basis of race, color, or national origin.

REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LIMITED ENGLISH PROFICIENCY PERSONS

Sub-recipients must take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP). To this end sub-recipients may develop and carry out a language implementation plan. Certain sub-recipients, such as those serving very few LEP persons or those with very limited resources may choose not to develop a written LEP plan. However, the absence of a written LEP plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to a recipient's program or activities. Sub-recipients electing not to prepare a written language implantation plan should consider other ways to reasonably provide meaningful access.

REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI

Sub-recipients must provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. Sub-recipients that provide transit service shall disseminate this information to the public through measures that can include but shall not be limited to a posting on the agency's Web site.

DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS

It is the policy of SFRTA that Disadvantaged Business Enterprises (DBE), 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.

Sub-recipients 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 sub-recipient intends to subcontract a portion of the services on the project, sub-recipient is encouraged to seek out and consider DBE's as potential subcontractors, by soliciting their interest, capability, and qualifications.

EXHIBIT F: PROCUREMENT

FTA has developed Circular 4220.1F "Third Party Contracting Guidance" to assist its recipients and their sub-recipients in complying with the various Federal laws and regulations that affect their FTA-assisted procurements. This document is located at www.fta.dot.gov/documents/FTA_Circular_4220.1F.pdf.

FTA C 4220.1F sets forth the requirements a sub-recipient must adhere to in the solicitation, award and administration of its third party contracts. FTA encourages sub-recipients to review their written procurement policies to ensure that they are in compliance with FTA C 4220.1F.

Applicants should also reference FTA's Best Practices Manual located at www.fta.dot.gov/grants/13054_6037.html.

EXHIBIT G: RESTRICTIONS ON LOBBYING

Pursuant to the Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, et seq.] - Contractors who apply or bid for an award of $100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

The applicants with project value exceeding $100,000 must submit the certification regarding lobbying (see next page).

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding $100,000)

The undersigned Pearl Transit Corp. [*Firm*] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure or failure.]

The Firm, Pearl Transit Corp., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Firm understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Signature of Firm's Authorized Official

JAEL WATTS, PROG. DIR.

Name and Title of Firm's Authorized Official

1/28/13

Date

EXHIBIT H: MILESTONE INFORMATION

Use the Milestone format below for bus (vehicle) purchases. This is the required FTA format for this activity and you should not change Milestone descriptions.

Item Description or Purpose	Total Budget Amount
Bus Purchase	$
Milestone Description	*Milestone Dates*
RFP/IFB Issued	
Contract Award Date	
First Vehicle Delivery	
All Vehicles Delivered	
Contract Complete Date	

Use the format below to develop Milestones for all other budget items.

Item Description or Purpose	Total Budget Amount
	$ $862,871.00
Milestone Description	*Milestone Dates*
RFP/IFB Issued	2/1/13
Contract Award Date	6/1/13?
Contract Complete Date	6/1/15?
Program Initiated	8/1/13 (i.e. within 2 months of award notice)
Program Review	ongoing from start
Program Completed	8/1/15 (i.e. 24 months from start date)
Route Initiated	8/1/13 (i.e. within 2 months of award notice)
Route Review	ongoing from start
Route Determination	8/1/13 (i.e. within 2 months of award notice)

EXHIBIT C

PEARL TRANSIT CORP.

FINANCIAL STATEMENTS AND
REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

December 31, 2012 AND 2011

FRYE & ASSOC. LLP
Newark, NJ
(973) 629-1801 (p)
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PEARL TRANSIT CORP.

TABLE OF CONTENTS

	Page
REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS	1
FINANCIAL STATEMENTS	
Statement of Financial Position, December 31, 2012 and 2011	2
Statement of Activities and Changes in Net Assets, Year ended December 31, 2012 with Summarized Information for 2011	3
Statement of Functional Expenses, Year ended December 31, 2012 with Summarized Information for 2011	4
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Notes to Financial Statements	6

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To the Board of Directors of
Pearl Transit Corp.
Alloway, New Jersey

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In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Pearl Transit Corp. at December 31, 2012, and the results of its activities and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Frye & Assoc.

Frye & Assoc. LLP
Newark, New Jersey
January 24, 2013

PEARL TRANSIT CORP.

STATEMENT OF FINANCIAL POSITION

December 31, 2012 and 2011

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Board designated	286,856	106,365
Total unrestricted net assets	790,681	66,157
Permanently restricted	5,261,102	5,261,102
Total net assets	6,051,783	5,327,259
Total liabilities and net assets	$6,121,759	$5,395,335

See accompanying notes to financial statements.

PEARL TRANSIT CORP.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the year ended December 31, 2012 with Summarized Information for 2011

	UNRESTRICTED					
	Operations	Board Designated	Total	Permanently Restricted	2012	2011
REVENUES						
Public Support						
Foundation grants	$ 401,027	$ -	$ 573,737	$ -	$ 573,737	$ 209,896
Corporate contributions	122,097	-	122,097	-	122,097	172,658
Government contracts	1,095,142	-	1,095,142	-	1,095,142	1,110,314
Total public support	1,618,266	172,710	1,790,976	-	1,790,976	1,492,868
Other Revenue						
Fund raising events, net of direct benefit to donors of $297,289 in 2010 and $342,675 in 2009	931,592	-	931,592	-	931,592	1,082,950
Investment income	222	7,781	8,003	-	8,003	3,413
Investment return designated for current operations *(Note 3)*	160,000	-	160,000	-	160,000	275,000
Other revenue	5,429	-	5,429	-	5,429	4,873
Total other revenue	1,097,243	7,781	1,105,024	-	1,105,024	1,366,236
Total public support and other revenue	2,715,509	180,491	2,896,000	-	2,896,000	2,859,104
EXPENSES						
Program services	1,776,946	-	1,776,946	-	1,776,946	1,906,778
Supporting services						
Management and general	399,964	-	399,964	-	399,964	450,773
Fundraising	444,850	-	444,850	-	444,850	515,169
Total supporting services	844,814	-	844,814	-	844,814	965,942
Total expenses	2,621,760	-	2,621,760	-	2,621,760	2,872,720
Excess (deficiency) of revenues over expenses	93,749	180,491	274,240	-	274,240	(13,616)
Other Changes						
Investment return in excess (deficit) of amounts designated for current operations *(Note 3)*	-	450,284	450,284	-	450,284	(1,077,933)
Recovery of deficit endowment income balances	450,284	(450,284)	-	-	-	-
Change in net assets	544,033	180,491	724,524	-	724,524	(1,091,549)
Net Assets						
Beginning of year	(40,208)	106,365	66,157	5,261,102	5,327,259	6,418,808
End of year	$ 503,825	$ 286,856	$ 790,681	$ 5,261,102	$ 6,051,783	$ 5,327,259

See accompanying notes to financial statements.

PEARL TRANSIT CORP.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended December 31, 2012 with Summarized Information for 2011

	2012				2011
	Program Services	Support Services			
	Total Program	General And Administrative	Fundraising	Total	Total
Salaries	$ 853,444	$182,699	$145,267	$1,181,410	$1,363,942
Payroll taxes and benefits	192,339	36,712	22,841	251,892	278,384
Consumables	414,159	-	-	414,159	322,987
Consultant/Third Party Services	11,722	306	5	12,033	11,152
Occupancy	194,075	45,193	31,613	270,881	279,095
Telephone	20,706	6,560	2,834	30,100	29,069
Printing/postage	2,741	2,252	19,906	24,899	21,103
Office supplies and equipment	25,272	6,458	7,602	39,332	38,617
Travel and conferences	2,744	6,649	394	9,787	12,654
Professional fees	-	24,275	-	24,275	28,050
Fund-raising events	-	-	133,234	133,234	100,481
Advertising	32,046	-	-	32,046	158,014
Insurance	23,040	30,210	75,109	128,359	131,524
Computer expenses	915	8,894	2,822	12,631	11,151
Staff development	20	45	100	165	50
Miscellaneous	3,723	21,955	3,123	28,801	44,512
Bad debt expense	-	-	-	-	12,999
Depreciation	-	27,756	-	27,756	28,576
Total functional expenses	$1,776,946	$399,964	$444,850	$2,621,760	$2,872,720

See accompanying notes to financial statements.

PEARL TRANSIT CORP.

STATEMENT OF CASH FLOWS

December 31, 2012 and 2011

	2012	2011
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in net assets	$ 724,524	$(1,091,549)
Adjustments to reconcile increase (decrease) in net assets to net cash provided by operating activities		
Depreciation	27,756	28,576
Realized and unrealized (gain) loss on investments	(507,264)	948,867
(Increase) decrease in current assets		
Accounts receivable and other assets	51,258	(120,805)
Prepaid expenses	6,178	(9,026)
Increase (decrease) in accounts payable and accrued expenses	1,900	(3,725)
Net cash provided by (used in) operating activities	304,352	(234,663)
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of investments	860,026	1,198,169
Purchase of investments	(833,218)	(1,102,729)
Purchase of furniture, fixtures and equipment	(7,338)	(1,497)
Net cash provided by investing activities	19,470	93,943
Net increase (decrease) in cash	323,822	(140,720)
CASH		
Beginning of year	362,428	503,148
End of year	$ 686,250	$ 362,428

See accompanying notes to financial statements.

PEARL TRANSIT CORP.

NOTES TO FINANCIAL STATEMENTS

December 31, 2012 and 2011

(1) ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ORGANIZATION

Pearl Transit Corp. (the ***"Organization"***) provides free and low-cost travel planning, mobility management, and transportation services to improve access for low-income and people with disabilities to work locations and assure these individuals are able to fully realize their potential as individuals, parents and citizens.

TAX EXEMPT STATUS

The Organization is incorporated as a not-for-profit organization, and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local taxes under comparable laws.

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ACCRUAL BASIS OF ACCOUNTING

The accompanying consolidated financial statements of the Organization have been prepared on the accrual basis of accounting and conform to generally accepted accounting principles as applicable to not-for-profit organizations.

ACCOUNTING ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses, as well as the disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

SUBSEQUENT EVENTS

Subsequent events after the balance sheet date through the date that the financial statements were available for issuance have been evaluated in the preparation of the financial statements.

ALLOCATION OF EXPENSES

The costs of providing the various programs and supporting services have been summarized on a functional basis in the accompanying consolidated statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services in reasonable ratios determined by management.

CONCENTRATION OF CREDIT RISK

The Organization occasionally maintains deposits in excess of federally insured limits. Accounting Standards Codification ***("ASC")*** 825, ***"Financial Instruments"***, formerly known as Statement of Financial Accounting Standards No. 107, identifies these items as a concentration of credit risk requiring disclosure, regardless of the degree of risk. The risk is managed by monitoring the financial institutions in which deposits are made.

NET ASSETS

The net assets of the Organization and changes therein are classified and reported as follows:

- ***Unrestricted:*** Unrestricted assets include the net assets that are associated with the principal mission of the Organization.
- ***Unrestricted – Designated for Investment:*** Endowment income designated by the Board of Directors for long-term investments (quasi-endowment net assets) and a reserve for the start-up of a charitable gift annuity fund.
- ***Temporarily Restricted:*** Temporarily restricted assets include contributions and other assets received with donor stipulations that limit the use of the donated asset. When a donor restriction is satisfied, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as ***"net assets released from restrictions."***
- ***Permanently Restricted:*** Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. The donors of these assets permit the Organization to use all or part of the income earned on related investments for general or specific purposes.

CONTRIBUTIONS

All unconditional contributions to the Organization are recorded as revenue when received. Conditional contributions are recognized as revenue when the conditions on which they depend have been substantially met. All contributions are considered available for unrestricted use unless specifically restricted by the donor. The Organization records contributions as temporarily restricted if they are received with donor stipulations that limit their use either through purpose or time restrictions. The Organization records unconditional promises to give (pledges) as a receivable and revenue in the year pledged. As of December 31, 2012 and 2011, all pledges are due within one year.

GOVERNMENT GRANTS AND OTHER CONTRACTS

The Organization records revenue from government and other contracts as expenses are incurred.

INVESTMENTS

Investments are reported at their fair values, with gains and losses, included in the accompanying statements of activities. Net investment income is recorded as unrestricted unless specifically restricted by the donors. Contributions of marketable securities are recorded at their market values at the dates of donation.

EQUIPMENT

Equipment is recorded at cost less accumulated depreciation. Depreciation is provided on the straight-line basis over the estimated useful lives of the assets, generally five years.

(3) INVESTMENTS

The following is a summary of the Organization's investments at December 31, 2012 and 2011.

	2012		2011	
	Cost	Market	Cost	Market
Mutual Funds	$4,830,021	$4,747,688	$4,901,446	$4,343,811
Common Stocks	377,737	416,868	355,807	340,289
	$5,207,758	$5,164,556	$5,257,253	$4,684,100

At December 31, 2012 and 2011, unrealized losses were $(43,202) and $(573,153), respectively.

The Organization uses the total return concept for Endowment Fund income. Under this concept, endowment income to be distributed is established at 5% of the average market values of the endowment assets of the prior three years. Total endowment income distributed for operations amounted to $160,000 and $275,000 for 2012 and 2011, respectively.

The following schedule summarizes the investment return of the endowment funds and its classification in the statement of activities:

	Unrestricted Board Designated	Dec 31, 2012 Total	Dec 31, 2011 Total
Interest and dividends	$ 107,776	$ 107,776	$ 143,986
(net of management fees of $22,370 and $20,320)	502,508	502,508	(946,919)
Net realized and unrealized gains (losses)	610,284	610,284	(802,933)
Return on long-term investments	(160,000)	(160,000)	(275,000)
Investment return designated for current operations	$ 450,284	$ 450,284	$ (1,077,933)
Investment return in excess (deficit) of amounts designated for current operations			

The inputs methodology used for valuing securities are not necessarily an indication of the risk associated with investing in those securities.

The summary of inputs used to value the Organization's investments as of December 31, 2012 and 2011 are as follows:

	2012			
	Total	Level 1 Quoted Prices	Level 2 Other Significant Observable Inputs	Level 3 Significant Unobservable Inputs
Mutual Funds	$4,747,688	$4,747,688	$ -	$ -
Common Stocks	416,868	416,868	-	-
Totals	$5,164,556	$5,164,556	$ -	$ -

	2011			
	Total	Level 1 Quoted Prices	Level 2 Other Significant Observable Inputs	Level 3 Significant Unobservable Inputs
Mutual Funds	$4,343,811	$4,343,811	$ -	$ -
Common Stocks	340,289	340,289	-	-
Totals	$4,684,100	$4,684,100	$ -	$ -

PEARL TRANSIT CORP.

NOTES TO FINANCIAL STATEMENTS – (Continued)

December 31, 2012 and 2011

(4) LEASE COMMITMENTS

The Organization has a lease expiring on December 31, 2015 with an option to renew the lease for an additional five years through December 31, 2020. In addition, the Organization leases certain office equipment under a lease agreement expiring on December 31, 2013.

(5) NET ASSETS

Endowment net asset composition by type of fund as of December 31, 2012 and 2011:

	2012		
	Unrestricted	Permanently Restricted	Total
Donor-restricted endowment funds	$(225,742)*	$5,261,102	$5,035,360

	2011		
	Unrestricted	Permanently Restricted	Total
Donor-restricted endowment funds	$(676,026)*	$5,261,102	$4,585,076

* ***Deficits in the accumulated earnings of the permanently restricted net assets are charged against unrestricted operating net assets.***

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