



**Fiscal Year 2012  
5316 Job Access Reverse Commute and  
5317 New Freedom  
Programs Guide and Application Package**

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

**October 2012**

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### **Notice of Federal Grant Requirements**

Potential applicants should review the FTA's regulations at [http://fta.dot.gov/legislation\\_law/12316\\_808.html](http://fta.dot.gov/legislation_law/12316_808.html) and required Certifications and Assurances at [www.fta.dot.gov/grants/12825\\_93.html](http://www.fta.dot.gov/grants/12825_93.html) prior to applying. Selected recipients will be required to comply with all applicable FTA regulations and agree to applicable Certifications and Assurances in order to be eligible for a grant award.

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## JARC AND NF PROGRAM OVERVIEW

The Safe, Accountable, Flexible, Efficient Transportation Act, a Legacy for Users (SAFETEA-LU) was enacted in August 2005 and provides funding for Federal surface transportation programs, including the Section 5316 Job Access and Reverse Commute (JARC) and Section 5317 New Freedom (NF) programs.

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

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

The South Florida Regional Transportation Authority (SFRTA) as the designated recipient is responsible for overseeing and administering the JARC/NF programs in the Miami Urbanized Area (urbanized areas of Broward, Miami-Dade, and Palm Beach Counties). Through a competitive selection process, the SFRTA will select projects for FY 2012 funding. SFRTA will submit the selected projects to the Federal Transit Administration (FTA) for final determination. Once FTA's concurrence is received, a sub-recipient agreement will be executed by the applicants and SFRTA authorizing the initiation of scope of the projects.

The potential for sustainability and self-sufficiency beyond the grant period will be a major determining factor for operating projects. In order to achieve the most benefit with available resources, project readiness will be considered for all project types.

## ESTIMATED FUNDING AVAILABILITY

Indicated below are the estimated JARC and New Freedom funds available for this application cycle. This estimate of available funding is subject to revision as previously programmed funds or additional Federal appropriations become available.

Program	FY 2012
JARC	\$3,615,380
New Freedom	\$2,084,771
Total	\$5,700,151

Note: SFRTA, the Designated Recipient for JARC and New Freedom programs in the Miami UZA, may use up to 10 percent of the yearly apportionment of funding for program administration, planning, and technical assistance.

## ELIGIBLE APPLICANTS

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

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

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

## IMPORTANT PROGRAM DATES

Date(s)	Action
October 16, 2012	Call for Projects
October 30, 2012	Pre-application Workshop
December 21, 2012	Applications due before 12:00 noon EST
2013	PTAC Meeting - Presentation of preliminary Program of Projects (POP)
2013	POP presented to SFRTA Board for Approval

## IMPORTANT INSTRUCTIONS FOR APPLICANTS

All applicants must strictly adhere to the following procedures:

- All applicants must use the application provided in **Appendix A** of this document. Any alterations to the application or the use of a non-standard application will result in rejection.
- All application responses must be type written. Hand written applications will be rejected.
- Incomplete applications (technically and administratively) will be rejected. The applicant must submit all necessary information in order for the application to be evaluated.
- Project cost and revenue data must be clearly provided using the forms provided in the application. Non use of the budget sheets provided in **Appendix A** will result in rejection. Additional information may be provided as an appendix to the application. The applicant must provide all the information used to estimate the proposed project cost, local match, revenues, etc. Inadequate information may result in the rejection of application.
- Applications are due to the SFRTA before 12:00 noon EST on December 21, 2012. This is a competitive process. Therefore, late or incomplete applications will be rejected regardless of the circumstances.

## TECHNICAL ASSISTANCE AND CONTACT INFORMATION

The SFRTA will provide limited technical assistance to prospective applicants to assist them with questions they may have with regard to the Program and Application. All applicants are strongly encouraged to participate in the pre-application workshop on October 30, 2012. Applicants may refer to the program website or contact the SFRTA directly via email. **All questions must be submitted in writing.** The applicants should refer to the SFRTA's Program Management Plan (PMP) for SFRTA's policies and procedures for administering the JARC and New Freedom programs. The current PMP is included as **Appendix E**. Please note that the SFRTA periodically updates its PMP; the applicants should visit the program website given below to access the latest PMP.

SFRTA Contact Information:

Ms. Natalie Yesbeck Pustizzi  
South Florida Regional Transportation Authority (SFRTA)  
Phone: (954) 788-7957  
Email: [JARC-NF@sfrta.fl.gov](mailto:JARC-NF@sfrta.fl.gov)  
Fax: (954) 942-3325  
Program Website: [www.sfrta.fl.gov/grants](http://www.sfrta.fl.gov/grants)

## CONE OF SILENCE FOR JARC/NEW FREEDOM GRANTS

- Any communications between an applicant and any board member, staff member, Planning Technical Advisory Committee (“PTAC”) member or consultant of SFRTA regarding its application are strictly prohibited from the date on which the Call for Projects is advertised by SFRTA through the date of grant award.
- The only exceptions to this are: (i) any communications with the SFRTA’s designated point of contact; or (ii) any communications made on the record at a publicly noticed meeting of SFRTA.
- Any violation of the Cone of Silence requirements shall constitute grounds for immediate and permanent rejection of an applicant’s application. At the Executive Director’s sole discretion, it may also serve as grounds for the voiding of the resulting grant with an applicant.

## DIRECT RECIPIENT AND SUB-RECIPIENT RESPONSIBILITIES

The competitive selection process may result in JARC and/or NF funds being allocated to a transit authority that is a designated recipient of Section 5307 funds, and thus, typically receives funds directly from FTA. Such agencies will be required to become a direct recipient of JARC and/or NF funds from FTA. All other recipients (i.e., sub-recipients) will be required to enter into a sub-recipient agreement with SFRTA in order to receive funding and implement the project.

The applicants must submit a resolution adopted by their governing body specifying the applicant has the authority to file a grant application to the SFRTA. The resolution must also identify the person who has the authority to act on behalf of the applicant, and that the applicant will provide local share. The resolution template is provided as **Exhibit A1 in Appendix A**. The applicants without a governing board must complete **Exhibit A2 in Appendix A**.

All applicants are strongly encouraged to work with other interested parties that may be affected by the proposed project. Projects are evaluated, in part, on an applicant’s demonstrated efforts to coordinate with other parties. Evidence of such coordination may be demonstrated through letters of support, funding agreements, or through other appropriate documentation.

## PROJECT ELIGIBILITY AND EXPENSES

The JARC projects should comply with program objectives outlined in FTA Circular C. 9050.1, and the NF projects should comply with the program objectives outlined in FTA Circular C. 9045.1. For a detailed list of eligible projects, please refer to **Appendix B: JARC and NF Eligible Projects**. Furthermore, to be eligible for funding, projects must be consistent with and derived from a locally developed, coordinated public transit-human services transportation plan (HSTP/“Coordinated Plan”). Broward, Miami-Dade, and Palm Beach Counties have developed Transportation

Disadvantaged Service Plans (TDSPs) that are considered as Coordinated Plans. Applicants are encouraged to familiarize themselves with the local HSTP/TDSP. The Coordinated Plans of Broward, Miami-Dade, and Palm Beach Counties are available online in the SFRTA website [www.sfrta.fl.gov/grants](http://www.sfrta.fl.gov/grants).

The proposed JARC and NF projects must be confined to the geographic boundaries of the Miami Urbanized Area (Broward, Miami-Dade, and Palm Beach counties). To determine if your project is within the Miami Urbanized Area, refer to the map provided in the SFRTA website [www.sfrta.fl.gov/grants](http://www.sfrta.fl.gov/grants).

Operating, capital, and mobility management/planning projects are eligible under both the JARC and NF programs. General administrative expenses are not considered as an eligible expense.

For JARC, operating, capital and mobility management/planning expenses are eligible that support the development and maintenance of transportation services designed to transport low-income individuals and welfare recipients to and from jobs and activities related to their employment and to support reverse commute projects.

For New Freedom, operating, capital and mobility management/planning expenses are eligible that support new public transportation services and alternatives beyond those required by the Americans with Disabilities Act of 1990 (ADA) designed to assist individuals with accessing transportation services, including to and from jobs and employment services.

For the purpose of the New Freedom Program, “new” service is any service or activity that was not operational on August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the State Transportation Improvement Plan (STIP). In other words, if not for the New Freedom Program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities. Recipients or sub-recipients may not terminate ADA paratransit enhancement or other services funded as of August 10, 2005, in an effort to reintroduce the services as “new” and then receive New Freedom funds for those services.

Projects currently receiving JARC/NF funds may be eligible for continued funds. 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 may be eligible for JARC/NF funding.

## **PURCHASE OF VEHICLES**

All vehicle purchases must comply with procurement requirements outlined in FTA Circular 4220.1F or latest version. The applicants are responsible for the procurement process and will be reimbursed only after the purchase invoices are submitted. No advance payments will be made by SFRTA to applicants toward purchasing of vehicles under any circumstances.

## **LOCAL MATCH REQUIREMENTS**

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

**FY 2012 Programs Guide and Application**  
**FTA 5316 Job Access Reverse Commute (JARC) and 5317 New Freedom (NF) Programs**

<i>Type of Funding</i>	<b>Match Requirements</b>	
	<i>Maximum Federal Share</i>	<i>Minimum Local Share</i>
Capital	80%	20%
Operating	50%	50%
Mobility Management/Planning	80%	20%

Consistent with FTA guidance, the local share must be provided from sources other than U.S. Department of Transportation (USDOT) funds. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. Examples of sources of local match that may be used include the following:

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Net income generated from advertising and concessions
- Toll Revenue Credit (Capital projects only)

Fare box revenue is considered an income and is deducted from the total operating cost to determine the net cost of the activity. However, it is important to note that fare box revenue may not be used as local match. A sample calculation to determine local cash match for two projects is provided below.

<b>Steps to Calculate Local Match</b>	<b>Operating Projects (50% Local Match Required)</b>	<b>All Other Projects (20% Local Match Required)</b>
1) Start with Total Project Budget:	\$100,000	\$100,000
2) Deduct Project Income (e.g., fare box revenue for operating projects):	(\$10,000)	(\$0)
3) Deducting the revenue or project income produces the net project cost:	\$90,000	\$100,000
4) Multiply the net project cost by the required percentage match:	x 50%	x 20%
5) The resultant figure is the minimum amount of local match required:	\$45,000	\$20,000

The applicants should refer to the SFRTA's Program Management Plan (PMP) for additional guidance on sources of local match.

### **APPLICATION REVIEW AND SELECTION PROCESS**

The SFRTA is conducting this call for projects as part of a competitive selection process. After initial screening by SFRTA staff to determine eligibility, the SFRTA's Planning Technical Advisory Committee (PTAC), which consists of representatives from two Florida DOT districts, as well as three local transit operators, two Regional Planning Councils, and three MPOs, will evaluate and score the applications. The evaluation will be strictly based on the content of the written application. The ranked Program of Projects (POP) will then be submitted to the SFRTA Governing Board for approval at one of its regularly scheduled meetings. Once approved, the POP will be submitted to FTA for final determination of funding. The applicants must not start their projects until the FTA approves the POP and a sub-recipient agreement is executed with SFRTA. Costs incurred prior to the execution of sub-recipient agreements are not eligible for reimbursement.

The criteria and methods for ranking project applications can be found in **Appendix D: Selection Criteria**. The criteria are designed to affirm project eligibility of the submitted projects and to gauge the relative strengths of the projects with respect to:

- Eligibility
- Service area and coordination
- Project readiness/scalability/ability to implement
- Sustainability
- Need
- Other factors

## FUNDING LIMITATIONS

Applicants may request for project funding of up to two years in any funding cycle. However, projects may be limited to one year of funding at the discretion of the PTAC. The PTAC may recommend project approval at an amount and scope less than originally requested. Grant contract budgets may be lower than amounts originally awarded based on refined cost estimates. Funds should be expended three years from the date of award.

## FINANCIAL MANAGEMENT

Applicants whose projects are selected for JARC and/or New Freedom Program funds will be required to comply with all FTA requirements and are subject to audits and monitoring reviews. Further, applicants are required to demonstrate their capability to manage Federal grants by including information on current/previous Federal grants or resumes of employees who have prior experience in managing such grants. Your agency's complete financial statements for the most recent year available must be submitted with your application.

## REPORTING REQUIREMENTS

Successful applicants will be required to comply with FTA reporting requirements. Sub-recipients must submit quarterly reports and annual performance measures directly to the SFRTA.

## APPLICATION DEADLINE

The application deadline is **12 noon (EST), December 21, 2012**. Applications must be received by SFRTA by this time to be eligible for consideration. **Applications found to be incomplete or received after the deadline will not be considered for funding.** No exceptions will be made.

## APPLICATION SUBMITTAL

Six (6) completed hard copy applications and one (1) digital application must be submitted to:

South Florida Regional Transportation Authority  
Attn: JARC/NF  
800 NW 33rd Street  
Pompano Beach, FL 33064

# APPENDIX A: APPLICATION PACKAGE

## Contents of Grant Application Package

### 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

### Exhibits

Exhibit A1: Resolution by Applicants with a Governing Board

Exhibit A2: Certification by Applicants without a Governing Board

Exhibit B: Public Hearing

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

## 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 NOON EST.**

- 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
- 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:

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

Signature: \_\_\_\_\_

Date:

**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	
Contact Person	
Address	
Email	
Phone Number	

**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	
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	
Capital & Operating	
Mobility Management/Coordinated Planning	

**Project Information**

Project Name	
Service Area	
Start Date	
Total Project Cost	
JARC/NF Funding Requested	
Number of Years for Which Funding Requested	
Total Local Match	

**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.

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

Signature of Authorized Representative	
Printed Name of Authorized Representative	
Date	

## SECTION 2: APPLICANT, EXISTING SERVICES, AND SERVICE AREA

- 1) Provide a brief description of the applicant and its background with implementing this type of project.
  
  
  
  
  
  
  
  
  
  
- 2) Provide a brief description of the applicant's existing services.
  
  
  
  
  
  
  
  
  
  
- 3) Provide a brief description of the existing service area (provide demographic, economic, and geographic information).

## SECTION 3: PROJECT INFORMATION

- 4) Project Title:
  
  
  
  
  
  
  
  
  
  
- 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.

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.

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

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](http://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.

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

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.

#### **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.
- 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 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.

#### **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.
- 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.

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.

## 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?

*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.

- 19) Describe your agency's ability to manage the project, including its financial and human resources, and its institutional capacity.
- 20) Describe your agency's financial management system, including accounting software and accounting system.

#### 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?
- 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.

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.

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.

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

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		
New Freedom	Individuals with Disabilities		
	Other		
	<b>TOTAL</b>		

Explain how the ridership was determined.

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)	\$	\$
Less Project Revenues (Fare box)	\$ ( )	\$ ( )
Net Project Cost	\$	\$
Local Share Requirement (50% of Net Project Cost)	\$	\$
Request for Operating Funding	\$	\$

*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.

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

**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
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTALS</b>	\$	\$	\$

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.

- 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.

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

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

Major Activities	Estimated Cost	Local Share	Federal Request
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTALS</b>	\$	\$	\$

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.

**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.

Eligible Project Activities		TOTAL FUNDING REQUEST			Year 2 Request		
		Year 1 Request			Federal Funding	Local Match	Total Net Cost
		Federal Funding	Local Match	Total Net Cost	Federal Funding	Local Match	Total Net Cost
Operating - 50% Match Required		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
Capital - 20% Match Required		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
Mobility Management / Planning - 20% Match Required		\$	\$	\$	\$	\$	\$
TOTAL		\$	\$	\$	\$	\$	\$

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.

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.

**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

**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

Project Title

Name of Signatory

Title of Signatory

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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**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.**

**Project Title**

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 [ *Name of Applicant*]:**

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

**Section 2.** That the [ *Authorized Official*], { *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 [ *Authorized Official*], { *Title* } and his/her successor certify that { *Name of Applicant* } will provide the required local match from { *Source of Funds and the Amount of Local Match* } funds.

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

**Section 5.** That the [ *Authorized Official*], { *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 [ *Name of Applicant*].

PRESENTED and ADOPTED the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Signature of Attest

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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**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.

**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.

(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)

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**EXHIBIT D: FEDERAL CERTIFICATIONS AND ASSURANCES**

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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](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."

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## **EXHIBIT E: CIVIL RIGHTS REQUIREMENTS**

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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](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](http://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](http://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 \_\_\_\_\_ [*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, \_\_\_\_\_, 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

\_\_\_\_\_ Name and Title of Firm's Authorized Official

\_\_\_\_\_ 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	\$
<i>Milestone Description</i>	<i>Milestone Dates</i>
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
	\$
<i>Milestone Description</i>	<i>Milestone Dates</i>
RFP/IFB Issued	
Contract Award Date	
Contract Complete Date	
Program Initiated	
Program Review	
Program Completed	
Route Initiated	
Route Review	
Route Determination	

## **APPENDIX B: JARC and NF Eligible Projects**

References: FTA Circulars C 9045.1 and C 9050.1

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**ELIGIBLE SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) PROJECTS**

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Eligible projects under JARC may include, but are not limited to:

- late-night and weekend service;
- guaranteed ride home service;
- shuttle service;
- expanding fixed-route mass transit routes;
- demand-responsive van service;
- ridesharing and carpooling activities;
- transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations);
- local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;
- promotion, through marketing efforts, of the:
  - use of transit by workers with nontraditional work schedules;
  - use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
  - development of employer-provided transportation such as shuttles, ridesharing, carpooling; or
  - use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986.
- supporting the administration and expenses related to voucher programs;<sup>1</sup>
- acquiring Geographic Information System (GIS) tools;
- implementing Intelligent Transportation Systems (ITS), including customer trip information technology;
- integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;
- deploying vehicle position-monitoring systems;
- subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and non-urbanized areas to suburban work places;
- subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;
- supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management activities may include:<sup>2</sup>

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<sup>1</sup> This activity is intended to supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment to providers of alternative transportation services. The JARC program can provide vouchers to low-income individuals to purchase rides, including (1) mileage reimbursement as part of a volunteer driver program, (2) a taxi trip, or (3) trips provided by a human service agency. Transit passes for use on fixed-route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible. Vouchers are treated as an operational expense which requires a 50/50 (Federal/local) match.

- the promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
- support for short-term management activities to plan and implement coordinated services;
- the support of state and local coordination policy bodies and councils;
- the operation of transportation brokerages to coordinate providers, funding agencies and customers;
- the provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- the development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a standalone capital expense).
- otherwise facilitating the provision of public transportation services to suburban employment opportunities.

The labor protection provisions of Section 5333(b) apply to the JARC program. As a condition of FTA assistance for funding sub-recipients, Title 49 U.S.C. Section 5333 (b), requires that fair and equitable arrangements be made to protect the employees that may be affected by such assistance of a JARC project. The U.S. Department of Labor (USDOL) is responsible under Federal Law for the administration of Section 5333 (b). The FTA is required to submit to the USDOL all JARC program proposals for a USDOL referral letter and employee certification. The USDOL requires approximately 60 days for the certification process, which occurs prior to Federal award.

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<sup>2</sup> SAFETEA-LU specified that mobility management expenses are eligible under all FTA grant programs as a capital cost (e.g., 80 percent Federal participation). Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive JARC funding to support the administrative costs of sharing services it provides to its own clientele with other low-income individuals and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service.

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## ELIGIBLE SECTION 5317 NEW FREEDOM (NF) PROJECTS

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Eligible projects under New Freedom may include, but are not limited to:

### 1. New Public Transportation Services Beyond the ADA

- Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of “new.” Eligible projects may include:
  - expansion of paratransit service parameters beyond the 3/4-mile required by the ADA;
  - expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
  - the incremental cost of providing same day service;
  - the incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;
  - enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
  - acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with oversized wheelchairs;<sup>3</sup> and
  - installation of additional securement locations in public buses beyond what is required by the ADA.
- Feeder services. New “feeder” service to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
- Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:
  - building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals or other accessible features;
  - adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
  - improving signage, or wayfinding technology; or
  - implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).
- Travel training. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

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<sup>3</sup> This concept would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 lb design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service.

## 2. New Public Transportation Alternatives Beyond the ADA

- Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs. New Freedom funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs. The vehicles must be able to accommodate a passenger who uses a “common wheelchair” as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.
- Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the New Freedom Program. The New Freedom Program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Transit passes for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.
- Supporting new volunteer driver and aide programs. New volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both “new” and “beyond the ADA.”
- Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. Mobility management activities may include:
  - the promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
  - support for short term management activities to plan and implement coordinated services;
  - the support of state and local coordination policy bodies and councils;
  - the operation of transportation brokerages to coordinate providers, funding agencies and customers;
  - the provision of coordination services, including employer-oriented Transportation Management Organizations’ and Human Service Organizations’ customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
  - the development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
  - operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track

costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a standalone capital expense).

The labor protection provisions of Section 5333(b) do not apply to New Freedom Programs funds.

## APPENDIX C: Helpful Websites

### SFRTA Program Website

[www.sfrta.fl.gov/grants.html](http://www.sfrta.fl.gov/grants.html)

### Miami Urbanized Area MPO Websites

[www.browardmpo.org/](http://www.browardmpo.org/)

[www.miamidade.gov/mpo/](http://www.miamidade.gov/mpo/)

[www.palmbeachmpo.org/](http://www.palmbeachmpo.org/)

### Miami Urbanized Area Transit Agency Websites

[www.co.broward.fl.us/BCT/Pages/Default.aspx](http://www.co.broward.fl.us/BCT/Pages/Default.aspx)

[www.miamidade.gov/transit/](http://www.miamidade.gov/transit/)

[www.pbcgov.com/palmtran/](http://www.pbcgov.com/palmtran/)

[www.tri-rail.com/](http://www.tri-rail.com/)

### FTA Websites

#### Main website

[www.fta.dot.gov/](http://www.fta.dot.gov/)

#### Job Access and Reverse Commute Program (5316)

[www.fta.dot.gov/funding/grants/grants\\_financing\\_3550.html](http://www.fta.dot.gov/funding/grants/grants_financing_3550.html)

#### New Freedom Program (5317)

[www.fta.dot.gov/funding/grants/grants\\_financing\\_3549.html](http://www.fta.dot.gov/funding/grants/grants_financing_3549.html)

#### Transportation for Elderly Persons and Persons with Disabilities (5310)

[www.fta.dot.gov/funding/grants/grants\\_financing\\_3556.html](http://www.fta.dot.gov/funding/grants/grants_financing_3556.html)

#### Large Urban Cities (5307)

[www.fta.dot.gov/funding/grants/grants\\_financing\\_3561.html](http://www.fta.dot.gov/funding/grants/grants_financing_3561.html)

#### FTA Circulars

[http://fta.dot.gov/legislation\\_law/about\\_FTA\\_circulars\\_guidance.html](http://fta.dot.gov/legislation_law/about_FTA_circulars_guidance.html)

#### Certifications & Assurances

[www.fta.dot.gov/grants/12825\\_93.html](http://www.fta.dot.gov/grants/12825_93.html)

#### Civil Rights

[http://fta.dot.gov/civil\\_rights.html](http://fta.dot.gov/civil_rights.html)

#### Procurement

[www.fta.dot.gov/legislation\\_law/12349\\_8641.html](http://www.fta.dot.gov/legislation_law/12349_8641.html)

#### Best Practices Procurement Manual:

[www.fta.dot.gov/grants/13054\\_6037.html](http://www.fta.dot.gov/grants/13054_6037.html)

#### Third Party Procurement FAQs

<http://fta.dot.gov/grants/14032.html>

## APPENDIX D: Selection Criteria

The attached series of tables categorize the specific criteria that will be used to assess the applications in accordance to:

- Project Eligibility Screening (Table 1)
- Service Area and Coordination (Table 2)
- Project Readiness/Scalability/Ability to Implement (Table 3)
- Sustainability (Table 4)
- Need (Table 5)
- Other Factors (Table 6)

The Selection Criteria match those questions in the application that are primarily designed to elicit information specific to each criterion. The set of evaluation criteria was developed based on the federal requirements.

<b>TABLE 1: Project Eligibility Screening (No points)</b>	<b>Relevant Application Questions</b>	<b>Relevance to Type of Project</b>	<b>Point Value of Criteria</b>
1. Proposed project addresses unmet needs of welfare recipients, eligible low-income persons and other individuals in urbanized areas seeking employment or employment-related activities in suburban areas (JARC) OR addresses unmet transportation needs of persons with disabilities seeking integration into the workforce or full participation in society (New Freedom).	6, 7, 8	All	Eligible / Not Eligible
2. Project application identifies and addresses an unmet need identified in the Human Services Transportation Plan (HSTP)/Transportation Disadvantaged Service Plan (TDSP). This should include: (1) a description of the project; (2) identification of the unmet needs addressed by the project; (3) how the project will address the unmet need(s), and (4) an estimated quantification of benefits.	6, 7, 8, 9, 10, 11	All	Eligible / Not Eligible
3. Local match will be provided from eligible sources.	34, 35, (Support Documentation)	All	Eligible / Not Eligible
4. Project is consistent with FTA guidelines on eligible JARC and New Freedom projects and activities.	All	All	Eligible / Not Eligible

<b>TABLE 2: Service Area and Coordination (15 points)</b>	<b>Relevant Application Questions</b>	<b>Relevance to Type of Project</b>	<b>Point Value of Criteria</b>
5. Project employs one or more strategies that provide: <ul style="list-style-type: none"> <li>• Multi-county service with agency coordination and resource sharing = 10 points</li> <li>• Multi-municipality (but intra-county) service with resource sharing = 5 points</li> <li>• No service or coordination beyond municipality or program = 0 points</li> </ul>	10, 12, 13	All	0, 5, or 10
6. Does the project utilize or coordinate with existing public transportation providers; or existing public and private human service agencies; or reflect partnerships with non-transit entities and/or private non-profit/for-profit organizations? <ul style="list-style-type: none"> <li>• Applicant clearly demonstrates coordination with transit and non-transit agencies = 5 Points</li> <li>• Evidence of coordination is not provided = 0 Points</li> </ul>	12, 13, 21, 26	All	0 or 5

<b>TABLE 3:                      Project Readiness / Scalability/ Ability to Implement (35 points)</b>	<b>Relevant                      Application                      Questions</b>	<b>Relevance                      to Type of                      Project</b>	<b>Point                      Value of                      Criteria</b>
7. Is the project ready to implement? Does the project require additional planning, design and/or engineering before the project can be implemented? <ul style="list-style-type: none"> <li>• Evidence provided that clearly demonstrates all project planning is complete = 10 Points</li> <li>• Project planning is incomplete, but a clear schedule of milestones and an explanation of how milestones will be met is provided = 5 Points</li> <li>• Project planning and implementation strategies are not documented = 0 Points</li> </ul>	14	All	0, 5, or 10
8. Can the project be implemented on a more limited scope with less funding? <ul style="list-style-type: none"> <li>• Evidence provided that clearly demonstrates the applicant identified opportunities to implement a limited scope project, if needed = 5 Points</li> <li>• Flexibility of scope is not demonstrated = 0 Points</li> </ul>	16	All	0 or 5
9. Agency and/or agency contractor(s) qualifications and experience (including key personnel) demonstrate that they have managed similar projects. <ul style="list-style-type: none"> <li>• Have experience with similar projects = 10 Points</li> <li>• Have managed projects funded through Federal grants = 5 Points</li> <li>• No prior experience with similar projects/Federal grants = 0 Points</li> </ul>	1, 2, 18, 19	All	0, 5, or 10
10. Agency's financial strength to successfully implement the project. Points (0, 5, or 10) will be given based on the evidence of financial strength of the applicant to initiate the project and to provide the local match. The applicants who demonstrate allocations for local match within agency's budget or similar strong financial commitments will receive higher points.	15, 35, Financial statements	All	0, 5, or 10

<b>TABLE 4:                      Sustainability (10 points)</b>	<b>Relevant                      Application                      Questions</b>	<b>Relevance                      to Type of                      Project</b>	<b>Point                      Value of                      Criteria</b>
11. Project is sustainable beyond identified project period. <ul style="list-style-type: none"> <li>• Applicant has identified sources to fund project above and beyond current levels of funding if project is deemed successful = 5 Points</li> <li>• Strategies to sustain the project are not identified = 0 Points</li> </ul>	36	All	0 or 5
12. Key stakeholder support is demonstrated for the project. <ul style="list-style-type: none"> <li>• Project application include letters of support from key stakeholders that delineate specific nature of participation and local share commitment(s) = 5 Points</li> <li>• Project application does not include letters of support from key stakeholders = 0 Points</li> </ul>	Letters Submitted	All	0 or 5

TABLE 5: Need (30 points)	Relevant Application Questions	Relevance to Type of Project	Point Value of Criteria
13. Project is an existing pilot JARC/NF project. <ul style="list-style-type: none"> <li>• Ridership has increased compared to pre-project ridership or has met other significant objectives = 20 points</li> <li>• Ridership has not increased or the applicant has not provided before and after ridership information = 0 points</li> </ul>	5, 22, 27	Existing Pilot JARC/NF Project	0 or 20
14. Severity of need addressed by new, expanded, or existing project (no prior JARC/NF funds or the service has not begun yet). <ul style="list-style-type: none"> <li>• New project designed to accommodate the needs of target populations of JARC/NF programs. No such service/linkage/agency coordination/sharing of resources currently exists in area = 20 points.</li> <li>• Expansion of an existing service to accommodate the needs of target populations of JARC/NF programs. Current service does not accommodate riders requiring high-level of service, specific trip purpose, and/or same-day service = 10 points</li> <li>• Continuation of an existing fixed route service (<u>JARC only</u>). Current service demonstrates compliance with JARC program goals by serving low income population and/or reverse commute = 5 points</li> </ul>	6, 7, 8, 10, 11, 12, 13, 23, 24, 25	No Prior JARC/NF Funds	5, 10, or 20
15. Estimated number of lower income individuals able to access jobs as a result of the project (JARC) OR persons with disabilities served as a result of the project (New Freedom).	11, 27	All	0, 5, or 10 (based on relative ranking)

TABLE 6: Other Factors (10 points)	Relevant Application Questions	Relevance to Type of Project	Point Value of Criteria
16. Points (0-10) will be assigned based on an overall assessment of the application for clarity, completeness, approach for project development, implementation and monitoring, and innovation.	All	All	0-10

## APPENDIX E: Program Management Plan



## **5316 Job Access Reverse Commute and 5317 New Freedom**

# **Program Management Plan**

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

Revised October 9, 2012

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## INTRODUCTION

The South Florida Regional Transportation Authority (SFRTA) has been designated by order of the Governor of the State of Florida as the agency (“designated recipient”) responsible for administration of the Federal Transit Administration’s (FTA) Section 5316 Job Access & Reverse Commute (JARC) and Section 5317 New Freedom programs within the Miami Urbanized Area (UZA). The urbanized areas of Broward, Miami-Dade, and Palm Beach Counties are designated as the Miami UZA, which is the fifth largest UZA in the U.S. based on 2000 Census population data.

This Program Management Plan (PMP) describes SFRTA’s policies and procedures for administering the JARC and New Freedom programs in accordance with requirements in FTA Circulars C 9050.1 and 9045.1, both dated May 1, 2007.

This PMP is intended to fulfill several functions:

- Serve as the basis for FTA to perform management reviews of SFRTA’s administration of the program.
- Provide public information on SFRTA’s administration of the program.
- Provide program guidance to local project applicants.

## PROGRAM GOALS AND OBJECTIVES

The purpose of the **JARC program** is two-fold. The job access element of the program is intended to assist new or expanded transportation services that connect low-income individuals to jobs and other employment-related services. The reverse commute element of the program is intended to provide transportation services, regardless of income, to those living in urbanized areas but working in suburban areas.

The purpose of the **New Freedom program** is to provide improved public transportation services, and alternatives to public transportation, for individuals with disabilities, beyond those required by the Americans with Disabilities Act (ADA) of 1990.

The philosophy underlying SFRTA’s role as designated recipient for JARC and New Freedom funds is to eliminate barriers and increase transportation options for people with disabilities, eligible low-income individuals, and welfare recipients through the coordination of the efforts and resources of public transit agencies, human services

agencies, and private providers of public transportation services. Further, SFRTA will strive to address the gaps in service identified in the local Coordinated Public Transit-Human Services Transportation Plans (including Transportation Disadvantaged Service Plans), minimize duplication of services, and maximize available resources. SFRTA will achieve these goals by meeting the following objectives:

- Create an area-wide competitive selection process that closely references the local Coordinated Public Transit-Human Services Transportation Plans “Coordinated Plans” to determine funding priorities and selection criteria.
- Create a PMP that clearly explains the responsibilities of both SFRTA and grant applicants and methods of administering the program in a transparent, open manner.
- Identify and involve as many grant applicants as possible through newspaper announcements, electronic media, the metropolitan planning process, or other means that will attract potential grantees.

## **ROLES AND RESPONSIBILITIES**

As the designated recipient, SFRTA manages all aspects of JARC and New Freedom grants in the Miami UZA and perform a variety of administrative functions. SFRTA’s responsibilities include:

- Notifying eligible recipients of program funding availability;
- Development of JARC/New Freedom project selection criteria;
- Determining applicant eligibility (in consultation with FTA when needed);
- Conducting an area-wide competitive selection process to determine which projects should receive funding;
- Ensuring the fair and equitable distribution of program funds;
- Forwarding an annual Program of Projects (POP) and grant applications to FTA;
- Certifying that each project selected is derived from the transportation-related needs documented in the Coordinated Plan;
- Applying for and receiving the FTA grants for these programs on behalf of sub-recipient(s);
- Ensuring adherence to federal program guidelines through Interlocal Agreements with all sub-recipient(s);
- Incorporating the selected projects into the TIP (Transportation Improvement Program) and STIP (State Transportation Improvement Program);

- Receiving financial and status reports from all sub-recipients;
- Completing financial and progress status reports in the FTA electronic grants management system (TEAM);
- Implementing a monitoring plan to ensure compliance and consistency of projects implemented by funding recipients;
- Other administrative actions as necessary to ensure project completion in accordance with the appropriate federal rules, regulations and circulars.
- Developing a PMP to document procedures;

The JARC and New Freedom direct/sub-recipients' responsibilities include:

- Direct recipients (transit operators who are FTA grantees) must submit grant application (once selected from the area-wide competitive process) to FTA and carry out the terms of the grant;
- Meeting program requirements and grant agreement requirements including, but not limited to, Title VI reporting requirements;
- Making best efforts to execute selected projects per scope of services; and
- Complying with other applicable local, state, and federal requirements.

## **COORDINATION**

As one of the largest urbanized areas in the U.S., Miami UZA has multiple transportation planning, human services, and transit service provider agencies. Broward, Miami-Dade, and Palm Beach Metropolitan Planning Organizations (MPOs) function within the Miami UZA. Broward County Transit (BCT), Miami-Dade Transit (MDT), and Palm Tran provide both fixed route and paratransit services. The above agencies, Florida Department of Transportation (FDOT), South Florida and Treasure Coast Regional Planning Councils, and SFRTA are the core agencies involved in transportation planning and operating activities in the Miami UZA. All these entities are members of SFRTA's Planning Technical Advisory Committee (PTAC), which oversees the application review process for JARC and New Freedom programs.

Several technical and citizens' sub-committees, ADA Advisory Committee, non-profit transportation service providers, and carpool/vanpool service providers are associated with the above agencies. Therefore, coordination and outreach efforts of JARC and New Freedom programs utilize the e-mail databases and resources available to the member agencies of PTAC. Since the annual POP will be approved by the SFRTA's Governing

Board, local elected officials and jurisdictional staff will be involved in the ongoing coordination process.

Transportation Disadvantaged (TD) Coordinators of the three counties coordinate the development of individual Public Transit-Human Services Transportation Plans and Transportation Disadvantaged Service Plans (TDSPs), which serve as the “Coordinated Plans.” The Coordinated Plans are developed in accordance with state legislative requirements and criteria established by the Florida Commission for the Transportation Disadvantaged. The process of developing the coordinated plans has encouraged discussions that have already resulted in increased communication and coordination among agencies, including transportation disadvantaged local coordinating boards. The Local Coordinating Board (LCB) identifies local service needs and provides information, advice, and direction on the coordination of services to be provided to the transportation disadvantaged. Also, the LCB reviews the amount and quality of service being provided to the respective county's transportation disadvantaged population.

The JARC/New Freedom competitive selection process emphasizes coordination at all levels to provide enhanced transportation services. Coordination is weighted in the project application to ensure that projects that are selected are consistent with the intent of the Coordinated Plan. As part of the competitive selection process, project sponsors are asked to identify inter-agency and/or service coordination efforts they have been engaged in, as well as any financial partnership that they may be a part of. These are important portions of the application and have the ability to either negatively impact or increase the chances that a project sponsor will be awarded funding.

## **ELIGIBLE SUB-RECIPIENTS**

Entities considered eligible sub-recipients under federal guidelines for the JARC and New Freedom Programs are eligible for funding in the Miami UZA. The eligible sub-recipients outlined in the federal program guidelines include:

- Private non-profit organizations.
- State or local governmental authority.
- Operators of public transportation services, including private operators of public transportation services.

Applicants must ensure that they will be able to meet all federal requirements, including those listed in FTA's Certifications and Assurances, and document sources of local matching funds as part of the application process.

The competitive selection process may result in JARC and/or New Freedom awards to transit agencies in the Miami UZA. SFRTA, BCT, MDT, and Palm Tran currently receive Urbanized Area Formula Grant (Section 5307) funds from FTA and, if selected, are eligible to become direct recipients of these awards. As such, BCT, MDT, and Palm Tran may enter into a supplemental agreement with SFRTA whereby they may access and administer their project grants directly.

## **LOCAL SHARE AND LOCAL FUNDING REQUIREMENTS**

**Local share:** SFRTA will follow federal guidelines for determining eligible local matching share for JARC and New Freedom projects. Depending on whether a project is for capital or operating expenses, the applicant will be required to provide at minimum between 20 percent and 50 percent of the project cost as local match or share. Applicants are asked to provide the source of local match that will be used for the project.

**Potential funding sources for local share:** All of the local match must be provided from sources other than federal Department of Transportation funds. Examples of types of federal programs that are potential sources of local match include: employment training, aging, community services, vocational rehabilitation services, and Temporary Assistance for Needy Families (TANF). State or local funds and private donations are other sources of local match. Fare revenue or user fees generated by the service to be supported by the JARC or New Freedom grant cannot be used as matching funds. In-kind contributions such as volunteered services, equipment, or facility space are allowed to meet the match requirements. These in-kind contributions must be verifiable from the records of sub-recipients (i.e., the valuation plan must accompany the application). The in-kind contributions are subject to certain restrictions:

- The federal share of a DOT funded position is not an eligible in-kind service match; however, any State or local funds used to support transit or human service staff is an eligible match. The value of the contributed staff time will be based on the employee's pay rate. Fair market value of volunteer labor must be computed based on the regular rates paid for similar work in other activities in the organization or in the labor market.

- Transit system vehicles/equipment purchased with federal DOT funds cannot be used as in-kind match. Vehicles/equipment purchased with other federal (e.g., TANF), State, or local funds may be used as an in-kind match. The contribution of in-kind supplies/material should be valued at the market value of the supplies at the time of donation.
- Building/facility space can be used as in-kind match and must be valued at the fair market rental rate.

## **PROJECT SELECTION CRITERIA AND METHOD OF DISTRIBUTING FUNDS**

SFRTA conducts an area-wide competitive selection process for projects seeking JARC and New Freedom funds. The process will be open and transparent, and every effort will be made to reach both public and private sector entities that provide services to the primary target populations, assuring equity of access to the benefits of the grant programs among eligible groups, as required by Title VI of the Civil Rights Act. Calls for projects and applicants will be announced through press releases, local media, SFRTA's web site (<http://www.sfrta.fl.gov>), e-mails to MPOs, FDOT, transit agencies, and their sub-committees, and through SFRTA's purchasing procedures. SFRTA will consider applications from eligible entities whose proposed transportation projects serve the Miami UZA. This means that there is either an origin or destination located within urbanized areas of Broward, Miami-Dade, or Palm Beach counties. SFRTA will provide assistance to the applicants in the form of pre-application workshops and availability of staff to handle inquiries during the grant application period.

Project selection criteria have been developed based on the guidance provided in SAFETEA-LU circulars on JARC and New Freedom programs. The applications will be evaluated based on the following criteria:

- Eligibility
- Coordination and Consistency with the HSTP/TDSP
- Project Readiness / Ability to Implement
- Sustainability
- Need

SFRTA's PTAC (with assistance from SFRTA staff) will evaluate and rank the projects according to criteria communicated during the project solicitation process. When the

scoring process is complete, SFRTA's Governing Board will select projects for funding based on the PTAC's recommendations.

Sponsors of projects selected for funding will be required to certify compliance with all applicable FTA and federal requirements, including the appropriate annual Certifications and Assurances. Once FTA's determination of funding is received, SFRTA will use standard procurement procedures, as approved by FTA, to distribute funds.

## **ANNUAL PROGRAM OF PROJECTS DEVELOPMENT AND APPROVAL PROCESS**

**Process and Timeline:** SFRTA strives to provide sufficient time for prospective applicants to develop their project applications; for PTAC and SFRTA staff to review and score project applications and develop the proposed Program of Projects (POP); and for the SFRTA's Governing Board to review and approve the proposed POP. In total, the process is expected to take about four to six months from the time the call for projects is issued to the Governing Board's adoption of the POP. The detailed timeline for each call for projects is issued along with the program guidelines.

The selected projects will be publicly advertised. The POP will be included in the Transportation Improvement Program (TIP) and the State Transportation Improvement Program (STIP) at the aggregate program level. The POP will then be entered into FTA's electronic grants management system (TEAM). Once the FTA approves the grant, SFRTA will execute agreements with each sub-recipient, after which they may begin work on the project.

**Type A and Type B projects:** In the event number of eligible projects exceeds the available funding, SFRTA may establish two categories of projects.

- Type A projects are the highest ranked projects for which funding is approved.
- Type B projects are contingency projects. A contingency project may be funded if a Type A project is deleted from the POP. The reasons for deleting a Type A project may include the sub-recipient cancelling the project or the sub-recipient's inability to initiate the project in a timely manner.

In the event a Type A project is deleted from the POP and the resulting funds could not be fully reallocated to a Type B project, if approved by the FTA, unused funds may be available for award during the next competitive selection process.

Throughout the selection, review, and adoption process, SFRTA will work closely with FTA representatives to ensure a comprehensive, fair, and equitable distribution of funds.

## **SCOPE REVISIONS AND REPROGRAM OF FUNDS**

The sub-recipients are required to implement the scope of work submitted during the competitive selection process within budget and schedule. If a sub-recipient desires to make minor revisions to the original scope of work due to extenuating circumstances, a written request with justification must be forwarded to SFRTA. The revised scope must satisfy the JARC/New Freedom program goals and should not substantially deviate from the original project goals. After reviewing the request for revision of scope and reprogram of funds, SFRTA will consult with the FTA to make a determination. The sub-recipient must not initiate any work outside of the initial scope until a written authorization is received from SFRTA. Any work completed outside of scope without written authorization will not be reimbursed.

## **RETURNED FUNDS**

After the POP is approved by the FTA, if a sub-recipient or a direct recipient fails to utilize the obligated funds, SFRTA will coordinate with the FTA to explore the feasibility of making such funds available for redistribution through a subsequent competitive selection process.

## **TRANSFER OF FUNDS**

There is no authority to transfer JARC or New Freedom funds apportioned to large urbanized areas to small urban or rural areas.

## **ADMINISTRATION, PLANNING, AND TECHNICAL ASSISTANCE**

SFRTA, the Designated Recipient for JARC and New Freedom programs in the Miami UZA, may use up to 10 percent of the yearly apportionment of funding at a 100 percent federal match for program administration, monitoring, planning, and technical assistance. These funds support the development and continued administration of the application process, oversight of funded projects, and assistance provided to applicants.

Information about the JARC and New Freedom programs is provided on SFRTA's web site (<http://www.sfrta.fl.gov>). SFRTA staff is also available by telephone or e-mail to provide technical assistance throughout the program process. During project solicitation, a teleconference is conducted for prospective applicants. After projects have been selected, sub-recipients are informed of necessary steps in order to obtain the grant award.

## **PRIVATE SECTOR PARTICIPATION**

SFRTA, in cooperation with area MPOs, FDOT, and transit agencies conducts public outreach to potential private sector program participants using several avenues:

- Funding notices are sent via e-mail to various stakeholder groups, businesses, and individuals.
- Announcements are made at various meetings of stakeholder groups.
- Press releases are issued.
- Program updates are published on SFRTA's web site.

## **CIVIL RIGHTS**

SFRTA, as the designated recipient of JARC and New Freedom grant monies, will comply with all provisions of Title VI of the Civil Rights Act of 1964 pertaining to civil rights and nondiscrimination in regulating the grants. These regulations prohibit discrimination on the basis of race, color, creed, national origin, age, sex, and disability. SFRTA specifically requires in all third party contracts and funding agreements that the sub-recipient/contractor at any tier complies with all requirements of Title VI. Failure to do so is considered a breach of contract.

Furthermore, SFRTA complies with all applicable equal employment opportunity (EEO) provisions of 49 USC §§ 2000e, and implementing federal regulations and any subsequent amendments thereto. SFRTA specifically requires in all third party contracts and funding agreements that the sub-recipient/contractor agrees to comply with all applicable EEO requirements of Title VI and states that failure to do so is considered a breach of contract.

Lastly, SFRTA does not discriminate on the basis of race, color, sex, or national origin in the award and performance of any federally assisted third party contract or funding agreement in the administration of its DBE Program and complies with the requirements of 49 CFR Part 26. SFRTA will take all necessary and reasonable steps set forth in 49 CFR Part 26 to ensure nondiscrimination in the award and administration of all third party contracts and funding agreements.

## **SECTION 504 AND ADA REPORTING**

As part of the grant agreement with SFRTA, all sub-recipients and direct recipients of JARC and New Freedom funds will be required to sign certifications and assurances that all guidelines and regulations relating the Americans with Disabilities Act (ADA) of 1990 and Section 504 will be adhered to.

## **PROGRAM MEASURES**

FTA expects certain quantitative and qualitative measures to be collected for each of the grant programs. Reporting and data collection measures for the JARC and New Freedom programs will be detailed in the agreements with sub-recipients. Direct recipients will be responsible for all project grant management and reporting requirements. SFRTA requires that each sub-recipient accurately collect and report the following measurements on at least a quarterly basis.

For the **JARC program**, quantitative and qualitative information should be collected for:

- Actual or estimated number of jobs that can be accessed as a result of geographic or time-related 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 report year.

For the **New Freedom program**, quantitative and qualitative information should be collected for:

- 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 the New Freedom projects implemented in the current reporting year.

## **DESIGNATED RECIPIENT PROGRAM MANAGEMENT**

SFRTA will administer all JARC and New Freedom grants for sub-recipients in the Miami UZA. All reporting and financial transactions will be managed through FTA's Transportation Electronic Award and Management (TEAM) and Electronic Clearing House Operation Web (ECHO-Web) systems. Any transit agency receiving Section 5307 funds that is awarded JARC or New Freedom funds in SFRTA's competitive selection process would be expected to become a direct recipient of these grants by completing the supplemental agreement in TEAM-Web, and will be responsible for all project grant management; SFRTA will be released from any liability pertaining to direct recipient grants.

SFRTA will develop and execute grant agreements with each sub-recipient selected to receive funding from the JARC or New Freedom programs detailing reporting requirements and containing all applicable certifications and assurances. The amount, type (capital, operating, or planning), and time period of the funding award will be included in this contract; any expenses incurred in excess of the budgeted amounts are the sole responsibility of the sub-recipient and are not eligible for reimbursement.

SFRTA will conduct its program management in compliance with the provisions of 49 CFR Part 18. Sub-recipients that are public providers of public transportation will also follow these requirements and sub-recipients that are private organizations (whether non-profit or for-profit) will follow the requirements of 49 CFR Part 19.

### **Procurement**

Sub-recipients will be required to certify compliance with all federal requirements for fair and open competitive procurement processes, including 49 CFR 18.36 and FTA Circular 4220.1F, "Third-Party Contracting Requirements." Equipment purchases may be

conducted directly by the sub-recipient, with SFRTA oversight and prior written authorization, or through an existing term contract through another governmental agency or FDOT, if eligible. Additional procurement information is available in the FTA “Best Practices Procurement Manual.” The sub-recipients will be reimbursed only after the purchase invoices are submitted. No advance payments will be made by SFRTA to sub-recipients toward purchasing of vehicles under any circumstances.

FTA requirements and standards apply to the procurement of all supplies, equipment, and professional services. Prior to entering into any third subagreement, lease, or third party contract, sub-recipients must review the “Excluded Parties Listing System” at <http://epls.gov/>.

#### **Property Management and Vehicle Use, Maintenance, and Disposition**

SFRTA complies with all applicable requirements in the FTA Grant Management Guidelines (FTA Circular 5010.1D) with regard to equipment, supplies, and rolling stock purchases by making the requirements part of the sub-recipients’ contract with SFRTA.

#### **Financial Management**

SFRTA maintains financial management systems for financial reporting, accounting records, internal controls, and budget controls subject to standards specified in state laws enforced by the Auditor of State. Sub-recipients must agree to establish and maintain an accounting system that accurately tracks and itemizes project costs by line item. All accounting records and other supporting papers should be kept by the sub-recipient for a minimum of three years from the date of the final payment. These records should be made available to SFRTA, auditors, or the FTA upon request.

#### **Audit**

Sub-recipients receiving greater than \$500,000 annually in federal funding are responsible for obtaining annual audits at either the grant or organization level that are consistent with the requirements of OMB Circular A-133. A copy of this audit must be submitted to SFRTA, and any audit findings must be resolved by the sub-recipient. Sub-recipients receiving less than \$500,000 of federal funds in the federal fiscal year are exempt from federal audit requirements. However, records must be made available for review or audit upon request.

### **Project Monitoring and Reporting**

SFRTA will be responsible for reporting to FTA the total expenditures for each federal grant and reconciling the grant expenditures and revisions to the project budgets. The sub-recipients are provided funding for their project on a reimbursement basis. The sub-recipients will bill SFRTA no more frequently than monthly by forwarding their itemized signed invoices with backup documentation to verify the work completed per sub-recipient agreement and a progress report. The progress report will permit SFRTA to determine if the sub-recipient is:

- Meeting performance goals
- On schedule
- On budget and within funding limitations
- Able to meet local match requirements from eligible funds
- Encountering non-funding challenges
- Taking corrective actions

The sub-recipients are required to submit quarterly reports to SFRTA to calculate the following program measurement indicators as required by the FTA.

#### 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 for low income individuals and reverse commute job access as a result of the JARC projects implemented in the current reporting year.

#### New Freedom:

- Increases or enhancements related to geographic coverage, service quality, and/or service times that impact the availability of transportation services for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year.
- Additions or changes to environment infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services as a result of the New Freedom projects implemented in the current reporting year.

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

### **On-Site Reviews**

The objective of on-site reviews is to strengthen JARC and NF programs in the Miami UZA by enhancing coordination between the designated recipient and sub-recipients (and direct recipients). On-site reviews will provide an opportunity to discuss project status, assess progress against key milestones, review compliance, and identify improvements to reporting aspects. Site visits may be conducted using checklists that outline accounting, record-keeping, regulatory compliance, and other requirements. For capital projects, on-site review will also verify that the vehicle or other capital equipment is being used in a manner consistent with the proposal submitted. SFRTA staff will coordinate with sub-recipients and direct recipients to schedule periodic on-site reviews.

### **Close-Out**

Close-out of projects will occur within 90 days after all work activities for the projects are completed and applicable federal funds are expended. SFRTA will also initiate POP close-out with FTA within 90 days after all work activities for the program of projects are completed. A final financial status report, final budget, and final POP will be submitted to FTA.

## **OTHER PROVISIONS**

### **Environmental Protections**

SFRTA does not expect any JARC or New Freedom programs to incur any significant environmental impacts, and thus anticipates funding only projects that are categorical exclusions. If a project is deemed subject to environmental regulations, SFRTA will require the sub-recipient to prepare the environmental document and Notice of Determination for federal certification before the sub-recipient receives any project funds.

### **Labor Protections**

Guidelines from the Davis-Bacon Act and the Transit Employee Protection Act describe the necessary labor protections that will be expected of all JARC and New Freedom

project sponsors. All applicants will be required to sign certifications and assurances that these requirements will be followed.

**Buy America, Pre-award and Post-Delivery Reviews**

SFRTA will require sub-recipients to certify compliance with Buy America requirements applicable to FTA grants as listed in 49 USC 5323(j) and 49 CFR Part 661; and for procurement of vehicles other than sedans or unmodified vans, with pre-award audit, bid analysis, post-delivery audit, and final inspection requirements in 49 CFR parts 663 and 665.

**Lobbying**

The designated recipient, sub-recipients, and third party contractors awarded FTA assistance exceeding \$100,000 must sign a certification stating that federal funds, including JARC or New Freedom monies, may not be used to influence any member of Congress or an officer or employee of any agency in connection with the making of any Federal contract, grant, or cooperative agreement. Nor shall said funds be used to influence any member of the Florida legislature, nor any local governing body.

**School Transportation**

Projects intended exclusively for school bus transportation for school students and school personnel are not eligible for FTA funds, including JARC and New Freedom. Regular service that also serves the general public but has been modified to accommodate school students is allowed. FTA recipients may operate multi-functional vehicles, but may not provide exclusive school service.

**Commercial Drivers License**

All drivers of vehicles designed to transport 16 or more passengers (including the driver) must have a commercial driver’s license. Mechanics who drive the vehicles must also obtain a commercial driver’s license.

**Drug and Alcohol Testing**

SFRTA requires sub-recipients to make appropriate certifications of compliance with federal requirements for Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations.