



# Evansville Metropolitan Planning Organization

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## Section 5316 Job Access and Reverse Commute (JARC) program.

### JARC Funding Process Overview

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#### **Submission**

Applications are available June 7, 2010.

Applications are due June 28, 2010 by 4 p.m.

If you wish, an application can be E-mailed to you. However, a paper copy of the application must be submitted. Original signatures are required where appropriate. Mail or hand deliver the original to the Evansville Metropolitan Planning Organization, Room 316, Civic Center Complex, Evansville, Indiana.

Please read this JARC Funding Process Overview before you attempt to complete the application. It will give you a better understanding of the JARC Program and the information that should be included in your application.

If needed and after you have answered all of the questions on the application, you may add a narrative at the end of the application to describe the project in more detail.

Incomplete or late applications will not be accepted.

#### **Project Administration**

Funded projects should be ready to start service on May 1, 2009 at the earliest and July 1, 2009 at the latest and provide service for 12 months. This funding program will be on a quarterly reimbursement basis.

## **Funding**

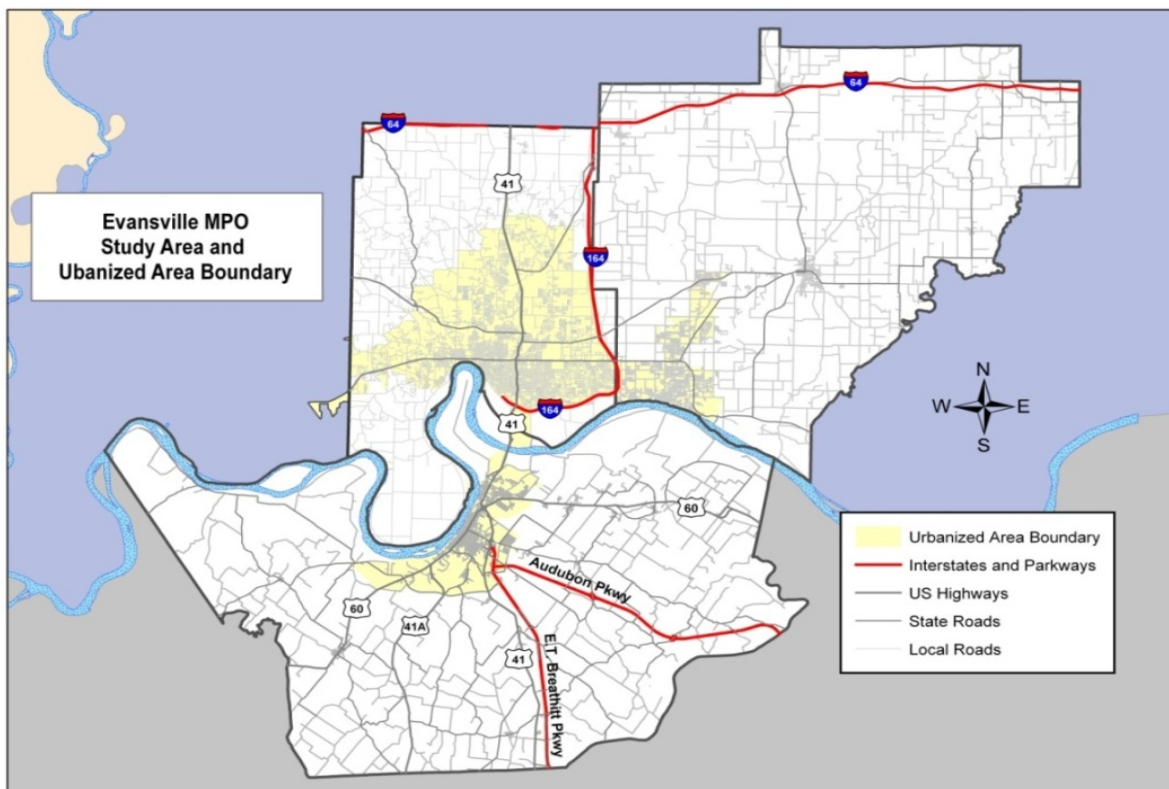
Available funding for this application is \$234,408

Federal Fiscal Year 2009 - \$119,834

Federal Fiscal Year 2010 - \$114,674

## **Eligible Area**

Applications will be accepted only from organizations which serve individuals in the Evansville Metropolitan Planning Organization's (EMPO) Study Area. This area includes Vanderburgh and Warrick Counties in Indiana and Henderson County in Kentucky.



## **Coordinated Public Transit - Human Services Transportation Plan**

All projects that are approved for funding must be derived from the locally developed, Coordinated Public Transit – Human Services Transportation Plan. Please view the Coordinated Plan at [www.evansvillempo.com](http://www.evansvillempo.com) or at the EMPO office. The Coordinated Plan examines transportation needs of certain targeted groups and strategies intended to address those needs and ways to coordinate services among the many providers of transportation services and providers of human services.

**JARC Overview**

The purpose of the JARC program is to:

- 1) Assist in developing new or expanded transportation services that connect welfare recipients and other low income persons (150% or less of poverty guidelines) to jobs and other employment related services (Job Access).
- 2) Provide transportation services, regardless of income, to those living in urbanized area but working in suburban areas (Reverse Commute).

<b>Family Size:</b>	<b>Family Income must be Below:</b>
One	\$15,315
Two	\$20,535
Three	\$25,755
Four	\$30,975
Five	\$36,195
Six	\$41,415
Seven	\$46,636
Eight	\$51,855

For family units of more than 8 members, add \$3,480 for each additional member.

JARC program funds may be used for 80% of capital expenses with a 20% local match and 50% of operating expenses with a 50% local match.

JARC program funds are available for transportation services provided by:

- Private non-profit organizations determined by the Secretary of Treasury to be an organization described by 26 U.S.C. Section 501(c) which is exempt from taxation under 26 U.S.C. Section 501 (a) or Section 101.
- State agencies or local governmental authorities.
- Operators of public transportation services, including private operators of public transportation services.

Examples of the types of projects that may use JARC funds include, but are not limited to:

- Late-night and weekend service.
- Guaranteed ride home service.
- Shuttle service.
- Expanding fixed-route public transit routes.
- Demand-responsive van services.
- Ridesharing and carpooling activities.
- Transit related aspects of bicycling (adding bicycle racks to vehicles).
- Local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides.

- Developing new or expanded transportation projects or services that provide access to employment opportunities for low income individuals and/or welfare recipients.
- Promoting public transportation by low income workers, including the use of public transportation by workers with non-traditional work schedules.
- Promoting the use of transit vouchers and supporting the administration and expenses related to the voucher program for welfare recipients and eligible low income individuals. Transit passes for use of fixed routes or paratransit service are not eligible.
- Promoting the use of employer provided transportation such as employee shuttles ridesharing, carpooling and including the transit pass benefit program under section 132 of the Internal Revenue Code of 1986.
- Subsidizing the costs associated with adding reverse commute bus, train, carpool, van routes, or service from urbanized areas and other than urbanized areas to suburban workplaces.
- 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.
- Facilitating public transportation services to suburban employment opportunities.
- Applying GIS tools.
- Implementing Intelligent Transportation Systems (ITS).
- Integrating automated regional public transit and human service transportation information, scheduling, and dispatch functions.
- Deploying vehicle position-monitoring systems
- Establishing regional mobility managers of transportation brokerage activities.

JARC capital funds may be used for “mobility management”. FTA defines mobility management as consisting of short range planning and management activities for projects for improving coordination among public transportation and other transportation services providers carried out by a recipient or sub recipient through an agreement entered into with a person, including a government entity, under this section (other than sections 5309 and 5320), but excluding operating public transportation services. Mobility management activities may not be used for the direct provision and operation of coordinated transportation services, including the scheduling, dispatching and monitoring of vehicles. FTA proposes the following as eligible mobility management services:

- The development of coordinated plans.
- The support of State and local coordination policy bodies and councils.
- The maintenance and operation of transportation brokerages to coordinate providers, funding agencies and customers.
- The development and maintenance of other transportation coordination bodies and their activities, including employer oriented Transportation Management Organizations, human services organizations customer oriented travel navigator systems and neighborhood travel coordination activities.
- The development and support 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.
- The acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Global Information Systems (GIS) mapping, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer pay systems.

## **Application**

The application should address these issues:

- Transportation gaps and barriers should either be identified through the locally developed, 2007 Coordinated Public Transit – Human Services Transportation Plan or derived from a documented assessment of needs within the designated communities of concern.
- The overall program goals and objectives, showing how the project is consistent with the objective of the JARC program.
- Description of currently available transportation services.
- Description of the specific communities this project will service, including pertinent demographic data and/or maps.
- How existing resources are being leveraged in support of the project.
- How public awareness of the project will be promoted.
- Identify clear, measurable, outcome based performance measures to track the effectiveness of the service in meeting the identified goals.
- Describe steps to measure the effectiveness of the project and the impact the project will have on the mobility of low income and/or welfare recipients.
- Include letters of support from key stakeholders.

For projects seeking funds to support program operating, applicants must provide a well defined service operation plan, showing the implementation steps and timelines for carrying out the plan. The service operation plan should include:

- The number of persons expected to be served, and the number of trips expected to be provided.
- Key personnel assigned to this project and their qualifications.
- Organization's ability to carry out the service delivery aspect of the project.

For projects seeking funds for capital projects purposes, the applicant must provide a rationale for the use of JARC funds for this purpose, and demonstrate that no other sources of funds are available to meet this need. The application should include:

- An implementation plan and timeline for completing the capital project.
- Description of key personnel assigned to this project, and your organization's history with similar types of projects.

Proposals should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.

## **Application budget**

Projects must submit a clearly defined project budget. The budget should:

- Indicate the total amount of JARC funds requested for this project.
- Indicate the expenditure type or activity line item, and the amount of JARC funds for each as applicable.
- Include an explanation of the assumptions used to develop the budget, if applicable, such as estimated cost per trip or other unit of service.

- Describe proposed efforts to ensure cost effectiveness. Applicant should demonstrate how using this funding leverages resources to the maximum possible extent.

**Project Evaluation**

Completed applications submitted on time will be part of a competitive selection process coordinated by the EMPO.

Projects will be evaluated on:

- Addresses current work related transportation needs of welfare recipient/low income individuals.
- Organization’s need for funding.
- Number of persons served, hours of operation, annual miles, and limitations of service.
- Organization’s ability to continue the project in the future.
- The quality, scope and effectiveness of the project.
- Supports the local Coordinated Public Transit Human Services Transportation Plan and demonstrates willingness to participate in coordinated activities.
- Organization’s management capability including experience in managing transportation services.
- Efficient use of funds.

Each project will be scored on this list of eight points of emphasis. Each criterion is worth twenty points for a potential top score of one hundred points.

**Project Reporting**

If funding is approved for your project, there will be on-going reporting responsibilities. Information such as individuals served, service miles, coordination efforts, and sustainability may be required. In addition, the funded organization will be required to comply with various federal requirements under 49 U.S.C 5307 and other Federal certifications and assurances such as civil rights, drug testing and alcohol, procurement and others. These responsibilities and requirements will be outlined through an agreement or contract with the sub-recipient and the Evansville MPO.

**Section 5316 Program Timetable:**

Applications available.....June 7, 2010 (8 a.m.)

Applications Due.....June 28, 2010 (4 p.m.)

Period of Review, Evaluation and Approval Process Ends.....September 2, 2010

EMPO Notification to Applicants.....September, 2010