

**CAMPO Job Access Reverse Commute-New Freedom Application  
Call for Projects Serving the Austin Urbanized Area  
November 2011\_DRAFT (Yellow Highlight indicates edits in progress)**

**Application Contents:**

---

<b>PART I. INSTRUCTIONS AND GUIDANCE</b>	<b>2</b>
I.A. About the Grant Programs	2
I.B. Who Can Apply	2
I.C. Grant Administration and Program Requirements	3
I.D. What Projects Are Eligible	3
I.E. Funding and Match Requirements	4
I.F. Application Process	4
I.G. Submission Deadline and Application Requirements	5
I.H. Additional Resources	6
I.I. Urbanized Area Map	7
I.J. Questions?	8
<b>PART II. APPLICANT (S)</b>	<b>9</b>
II.A. Project Sponsors.	9
II.B. Primary Point of Contact.	9
<b>PART III. PROJECT DESCRIPTION</b>	<b>10</b>
III.A. Project Title	10
III.B. Brief Project Description	10
III.C. Funding Program	10
III.D. Project Type	11
III.E. Who Would Primarily Be Served By The Project:	11
III.F. Geographic Area Served	11
III.G. Project Cost And Funding Sources	12
III.H. Project Budget	12
<b>PART IV. PROJECT EVALUATION CRITERIA (100 POINTS TOTAL)</b>	<b>14</b>
IV.A. Benefit (20 points)	14
IV.B. Sustainability (10 points)	15
IV.C. Coordination and Partnerships (20 points)	15
IV.D. Interconnectivity (15 points)	16
IV.E. Implementation of Capital Area Regional Transit Coordination Plan (10 points)	16
IV.F. Cost Effectiveness (15 points)	17
IV.G. Budget and Project Implementation (10 points)	17

## PART I. Instructions and Guidance

### I.A About the Grant Programs

---

The Federal government, through the Federal Transit Administration (FTA), provides financial assistance to develop new transit systems and to improve, maintain, and operate existing systems.

The FTA **Job Access - Reverse Commute** program supports projects relating to the development and maintenance of transportation services designed to transport welfare recipients and eligible low income individuals to and from jobs and activities related to their employment, and public transportation projects designed to transport residents of urbanized areas to suburban employment opportunities.

The FTA **New Freedom** program supports projects that provide new public transportation services and public transportation alternatives that assist individuals with disabilities with transportation, including transportation to and from jobs and employment support services. In order to be eligible for New Freedom funds, the project must go above and beyond the service required by the Americans with Disabilities Act.

The Capital Area Metropolitan Planning Organization is soliciting project proposals for these grant programs within the Austin Urbanized Area. This competitive project selection process will award Federal funding that was authorized for FY 2007, FY 2008 and FY 2009 under SAFETEA-LU (Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users).

#### Funding Available to Austin Urbanized Area<sup>1</sup>

	FY 2010	FY 2011	FY 2012	Total
<b>Job Access Reverse Commute</b>	\$292,560	\$467,663	TBD	\$760,224
<b>New Freedom</b>	\$218,693	\$219,822	TBD	\$438,515
<b>Total</b>				\$1,198,739

### I.B Who Can Apply

---

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

***Applicants are strongly encouraged to partner with other entities, in particular with existing recipients of Federal Transit Administration funding in the region, in order to ensure a strong application as well as compliance with federal funding guidelines.***

---

<sup>1</sup> Excludes funding available for grant administration and coordination planning. FY 2010 funding must be obligated by October 1, 2012.

## **I.C Grant Administration and Program Requirements**

---

The Capital Metropolitan Transportation Authority (Capital Metro) serves as the designated recipient for FTA JARC-New Freedom Funds in the Austin Urbanized Area. Successful applicants will enter into a grant agreement with Capital Metro and will become subrecipients for these funds. The grant agreement will provide for additional requirements related to project administration and reporting. Successful subrecipients are strongly encouraged to expend all funds as soon as possible by the end of fiscal year 2012. The grant agreement with Capital Metro may specify additional deadlines for expenditure of the funds in order to ensure that timely progress is made.

There are numerous Federal provisions that projects and agencies are required to comply with in order receive funding from the Federal Transit Administration. Those requirements will vary depending on the funding for which you are applying, the type of project you are proposing, the type of agency that is applying for the funding, and other factors.

**Because Federal requirements may impact the scope and cost of your project, you are encouraged to familiarize yourself with the requirements that apply to your project as you develop your grant application. Links to Federal Transit Administration Guidance on requirements can be found under I.H Additional Resources.**

## **I.D What Projects Are Eligible**

---

- Project must serve the Austin Urbanized Area (see I.I Urbanized Area Map)
- Sponsor and project operator must be able to certify that they meet all related FTA requirements.
- Proposal must meet minimum award threshold of \$50,000.
- Project must be consistent with the Regional Transportation Coordination Plan for the Capital Area in one of the following ways:
  - It must meet the goals of the plan, or
  - It must further one of the action items identified in the plan.
- **Job Access Reverse Commute program** funds are available for a wide range of project types including, but not limited to:
  - Developing new or expanded transportation projects or services that provide access to employment opportunities;
  - Promoting public transportation by low-income workers, including the use of public transportation by workers with nontraditional work schedules;
  - Promoting the use of transit vouchers for welfare recipients and eligible low-income individuals;
  - Promoting the use of employer-provided transportation, 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 nonprofit 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.

- The **New Freedom** program funds are available for a wide range of project types that provide public transportation services and alternatives, beyond those required by the ADA, that assist individuals with disabilities. These include, but are not limited to:
  - Purchasing vehicles and supporting accessible taxi, ride-sharing, and vanpooling programs.
  - Providing paratransit services beyond minimum requirements (3/4 mile to either side of a fixed route), including for routes that run seasonally.
  - Making accessibility improvements to transit and intermodal stations not designated as key stations.<sup>2</sup>
  - Supporting voucher programs for transportation services offered by human service providers.
  - Supporting volunteer driver and aide programs.
  - Supporting mobility management and coordination programs among public transportation providers and other human service agencies that provide transportation.

### **I.E Funding and Match Requirements**

---

- The project sponsor must have sufficient funds to carry out the project—grant payments are issued as a reimbursement for eligible expenses and project deliverables.
- These programs require local match funding. The applicant will be required to identify local match funding of at least 20% for Capital Projects, and at least 50% of the total project cost for Operations. (The local funding share may be met using federal funding, if that funding comes from a source which is not administered through the US Department of Transportation.)

### **I.F Application Process**

---

<b>Date</b>	<b>Milestone</b>
January 9, 2012	Grant Application Available
January 9 – February 24, 2012	Staff Available to Meet With Potential Applicants to Answer Questions
January 17 – February 3	<b>Pre-Application Workshops:</b>
February 24, 2012	<b>Applications Due by 5:00 pm</b>
February – March 2012	Technical Review and Scoring of Applications
April 2011	Presentation to CAMPO Board
May 2011	Public Hearing/ Final Decision on Project Awards

<sup>2</sup> NOTE: The ADA requires that any alterations or renovations to an existing facility must be accessible, whether it is a key station or not. See 49 CFR 37.43.

## **I.G Submission Deadline and Application Requirements**

---

Application submittal should include the following.

- ❑ **Body of Application (Required).** Fill out Parts II, III and IV of the application following the instructions for each section and question. (You are encouraged to download the application from the *www.campotexas.org* website and fill it out electronically.)
- ❑ **Letters of Support/Commitment (Required).** Attach letters of support or commitment from project sponsors and others. Letters from sponsors should indicate their level of commitment, implementation role, and whether they have approved any funding resources or staffing for the project.
- ❑ **Map clearly indicating service area or route. (If applicable)** Attach a map at the appropriate scale which indicates the geographic area that would be served by the project, or any routes described under your answer to III.F. Geographic Area.
- ❑ **Additional Supporting Materials (If applicable).** Include any supporting materials you reference in the body of your application. In addition, you may also include supporting materials that provide additional context for the project, such as annual reports for the sponsoring organization, locally adopted ordinances supporting the project, strategic plans, etc.

**Applications are due to CAMPO by 5 p.m. February 24, 2011.** Complete application packets can be submitted by mail or in-person c/o the following:

**Stevie Greathouse, Principal Planner**  
**Capital Area Metropolitan Planning Organization**  
505 Barton Springs Rd, Ste 700  
PO Box 1088-CAMPO  
Austin, TX 78767

**Application packet should include:**

- 5 hard copies of application and supporting materials.
- 1 electronic copy of application and all supporting materials. (Electronic copies can be included on a CD, or may be e-mailed c/o [stevie.greathouse@campotexas.org](mailto:stevie.greathouse@campotexas.org))

## I.H Additional Resources

---

**Federal Transit Administration Guidance on the Job Access Reverse Commute Program:**  
[http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_6623.html](http://www.fta.dot.gov/laws/circulars/leg_reg_6623.html)

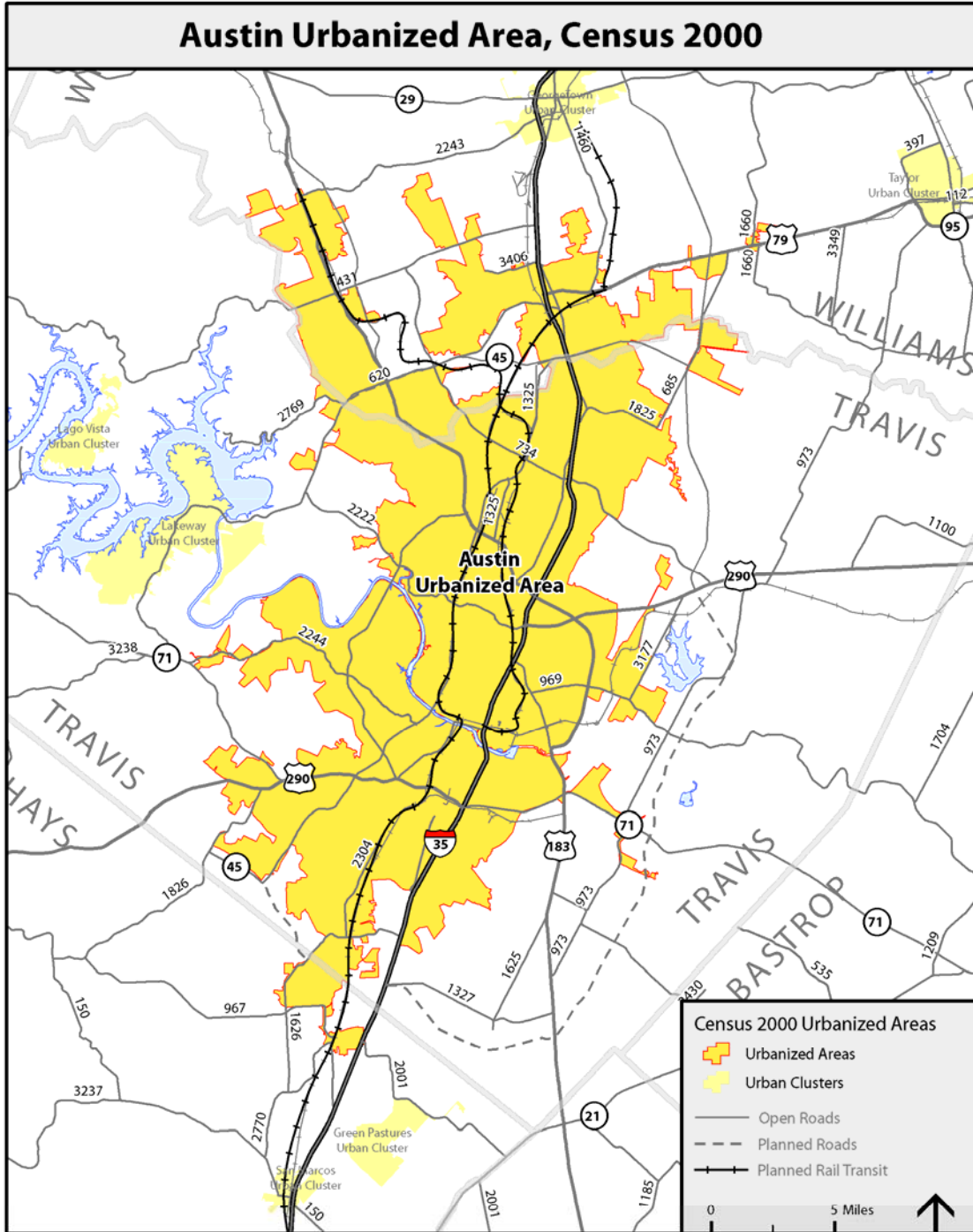
**Federal Transit Administration Guidance on the New Freedom Grant Program:**  
[http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_6624.html](http://www.fta.dot.gov/laws/circulars/leg_reg_6624.html)

**Federal Transit Administration Guidance on the Americans With Disabilities Act:**  
[http://www.fta.dot.gov/civilrights/civil\\_rights\\_2360.html](http://www.fta.dot.gov/civilrights/civil_rights_2360.html)

**Assurances and Certifications Required for FTA Funding:**  
[http://www.fta.dot.gov/funding/apply/grants\\_financing\\_93.html](http://www.fta.dot.gov/funding/apply/grants_financing_93.html)

**Capital Area Regional Transit Coordination Plan:**  
<http://www.capitalareartcc.org/>  
\*click on "publications"

I.I Urbanized Area Map



For Census 2000, a UA consists of contiguous, densely settled census block groups and census blocks that meet minimum population density requirements, along with adjacent densely settled census blocks that together encompass a population of at least 50,000 people.

G:\2-Data\_Development\_and\_Maintenance\200-GIS\Maps\UAB Maps



**I.J Questions?**

---

If you have questions about this application, the selection process, or the funding programs please contact:

**Stevie Greathouse, Principal Planner**  
**Capital Area Metropolitan Planning Organization**  
505 Barton Springs Rd, Ste 700  
PO Box 1088-CAMPO  
Austin, TX 78767

(512) 974-2275  
Stevie.greathouse@campotexas.org

## PART II. Applicant (s)

### II.A. Project Sponsors.

---

Please indicate in the spaces below the project sponsor(s). For each sponsor identified, please include a letter of support or commitment from the agency documenting their interest in being a project sponsor.

Sponsor/Address	Agency Type	Implementation Role (e.g. operator, contract manager)
	<input type="checkbox"/> Public <input type="checkbox"/> Non-Profit <input type="checkbox"/> Private	
	<input type="checkbox"/> Public <input type="checkbox"/> Non-Profit <input type="checkbox"/> Private	
	<input type="checkbox"/> Public <input type="checkbox"/> Non-Profit <input type="checkbox"/> Private	
	<input type="checkbox"/> Public <input type="checkbox"/> Non-Profit <input type="checkbox"/> Private	

### II.B. Primary Point of Contact.

---

Include contact information for the staff member who will be the primary point of contact for this application.

Name:

Organization:

Address:

Phone Number:

E-Mail Address:

**PART III. Project Description**

**III.A Project Title**

---

**III.B Brief Project Description (please limit description to the space provided)**

---

**III.C Funding Program**

---

Select the grant funds you are applying for (refer to Part I, Instructions and Guidance for a description of each funding program and eligibility.)

- Job Access/Reverse Commute       New Freedom       Both Programs

Please describe how the project furthers the goals of the FTA Job Access/Reverse Commute and/or FTA New Freedom Program in the space below: (please limit description to the space provided)

**III.D Project Type**

---

- |  |   |
|--|---|
| <input type="checkbox"/> Capital Only            | <input type="checkbox"/> Capital and Operating Expenses |
| <input type="checkbox"/> Operating Expenses Only | <input type="checkbox"/> Other (describe)               |

**III.E Who Would Primarily Be Served By The Project:**

---

Please describe in the space below which users would primarily benefit from the project (i.e. individuals with disabilities, medical clients, elderly individuals, welfare recipients, etc) (please limit description to the space provided)

**III.F Geographic Area Served**

---

In the space below, generally describe the geographic area that would be served by the project. Please describe the service area, and if applicable, any routes or particular origins or destinations to be served. If specific routes, origins, or destinations have not yet been identified, please describe the process that will be used to evaluate and select them based on need. (Include a map in the supporting materials. Please limit description to the space provided.)

### III.G Project Cost And Funding Sources

---

Please describe below the total estimated cost of the project, the amount of Federal funding being requested, the total non-Federal match funding, and the anticipated funding sources of the non-Federal match. For Operations projects also describe the Net Operations Cost. (Non-Federal cost participation is required for all projects using JARC/New Freedom funds. The minimum commitment is 20% of the project cost for Capital projects, and 50% of the net cost of operations for Operations projects. The match requirement may be met by other Federal funds if they come from a source other than USDOT, such as HHS.)

1a	<b>Total Project Cost (1b+1c)</b>	
1b	<b>Capital Cost</b>	
1c	<b>Net Cost of Operations<sup>3</sup></b>	
2	<b>Federal JARC/New Freedom funds requested</b>	
3	<b>Total local match (must be a minimum of 20% of capital cost/ 50% net cost of operations)</b>	
	<b><u>Funding Source of Local Match:</u></b>	<b><u>Amount by Source:</u></b>

### III.H Project Budget

---

Please provide a detailed, itemized budget for the project by year using budget worksheet on the next page. Attach additional supporting information as needed. Please note that Fiscal Year 2013 begins on October 1, 2012. **Total cost on the budget worksheet should add up to the same figure being shown for total project cost under III. G, above.** If you compete successfully for the funds, you may be asked to provide further breakdown of your project budget.

<sup>3</sup> "Net cost of operations" should exclude operations costs anticipated to be recovered through fares.

## JARC/NF Budget Worksheet<sup>4</sup>

### 1. Capital Costs

Description	FY 2012	FY 2013	FY 2014	FY 2015 and beyond
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### 2. Administrative Costs

Description	FY 2012	FY 2013	FY 2014	FY 2015 and beyond
Personnel	\$	\$	\$	\$
Other Direct Costs	\$	\$	\$	\$
Indirect Costs	\$	\$	\$	\$

### 3. Operating Costs

Description	FY 2012	FY 2013	FY 2014	FY 2015 and beyond
Personnel	\$	\$	\$	\$
Fringe Benefits	\$	\$	\$	\$
Fuel/Oil	\$	\$	\$	\$
Maintenance/repairs	\$	\$	\$	\$
Vehicle Insurance	\$	\$	\$	\$
Vehicle Storage	\$	\$	\$	\$
Space/Utilities	\$	\$	\$	\$
Licensing	\$	\$	\$	\$
Driver Training	\$	\$	\$	\$
Subcontracts	\$	\$	\$	\$
Miscellaneous	\$	\$	\$	\$

### 4. Other Costs

Description	FY 2012	FY 2013	FY 2014	FY 2015 and beyond
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

### 5. Total Costs All Years

Total (2012-2015)	FY 2012	FY 2013	FY 2014	FY 2015 and beyond
\$	\$	\$	\$	\$

<sup>4</sup> Applicants are strongly encouraged to submit projects for consideration that would be completed prior to FY 2012.

**Part IV. Project Evaluation Criteria (100 points total)**

The proposed project will be evaluated based on its ability to address each of the following criteria. Please briefly address each of the criteria in the space provided. Applicants are encouraged to attach any available documentation supporting the answers provided.

**IV.A Benefit (20 points)**

---

In the space below describe how this project will establish, preserve and/or improve public transportation mobility and access within the region. In particular, describe how the project will benefit individuals with disabilities, low income individuals, or welfare recipients, or how the project will connect residents of the urbanized area with suburban job sites. Please provide an estimate of the total number of users who would benefit from the project. (please limit description to the space provided)

**IV.B. Sustainability (10 points)**

---

In the space below describe how this project will be sustained after the grant funding is expended. In particular, describe whether there is long term funding commitment from another source/sources, or what proactive efforts will be undertaken to ensure continuation of the project at the end of the grant period. (please limit description to the space provided)

**IV.C Coordination and Partnerships (20 points)**

---

In the space below describe how the project will be coordinated with other efforts and will leverage partnerships. (please limit description to the space provided)

**IV.D Interconnectivity (15 points)**

In the space below describe how the project will build on or connect with the existing system of fixed route public transportation, medical transportation services, and special transit services in the Capital Area; or how the project will connect to existing large employers or service providers. (please limit description to the space provided)

**IV.E Implementation of Capital Area Regional Transit Coordination Plan (10 points)**

In the space below describe how the project will support the goals of the Capital Area Regional Transit Coordination Plan, further one of the action items, or overcome a gap/barrier that was identified as part of the planning process. Describe which Plan Goals or Action Items will be supported by the project. (Visit <http://www.capitalareaRTCC.org> to download a copy of the plan.) (please limit description to the space provided)

**IV.F Cost Effectiveness (15 points)**

---

In the space below describe how the project will be cost effective by leveraging resources or minimizing total project costs. (The project will be evaluated based on the answer provided as well as an analysis of the relationship between project cost and anticipated benefit.)

**IV.G Budget and Project Implementation (10 points)**

---

In the space below describe how the project will be developed based on a reasonable and realistic budget and work tasks. (The project will be evaluated based on the answer provided as well as an analysis of the budget submitted.)