

Job Access and Reverse Commute (JARC)-Funded Mobility Management

Application Workshop

January 17, 2012
1:00 pm – 3:00 pm

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**METROPOLITAN
TRANSPORTATION
COMMISSION**

Agenda

- Introductions
- Program Guidelines
- Application Review
- Questions

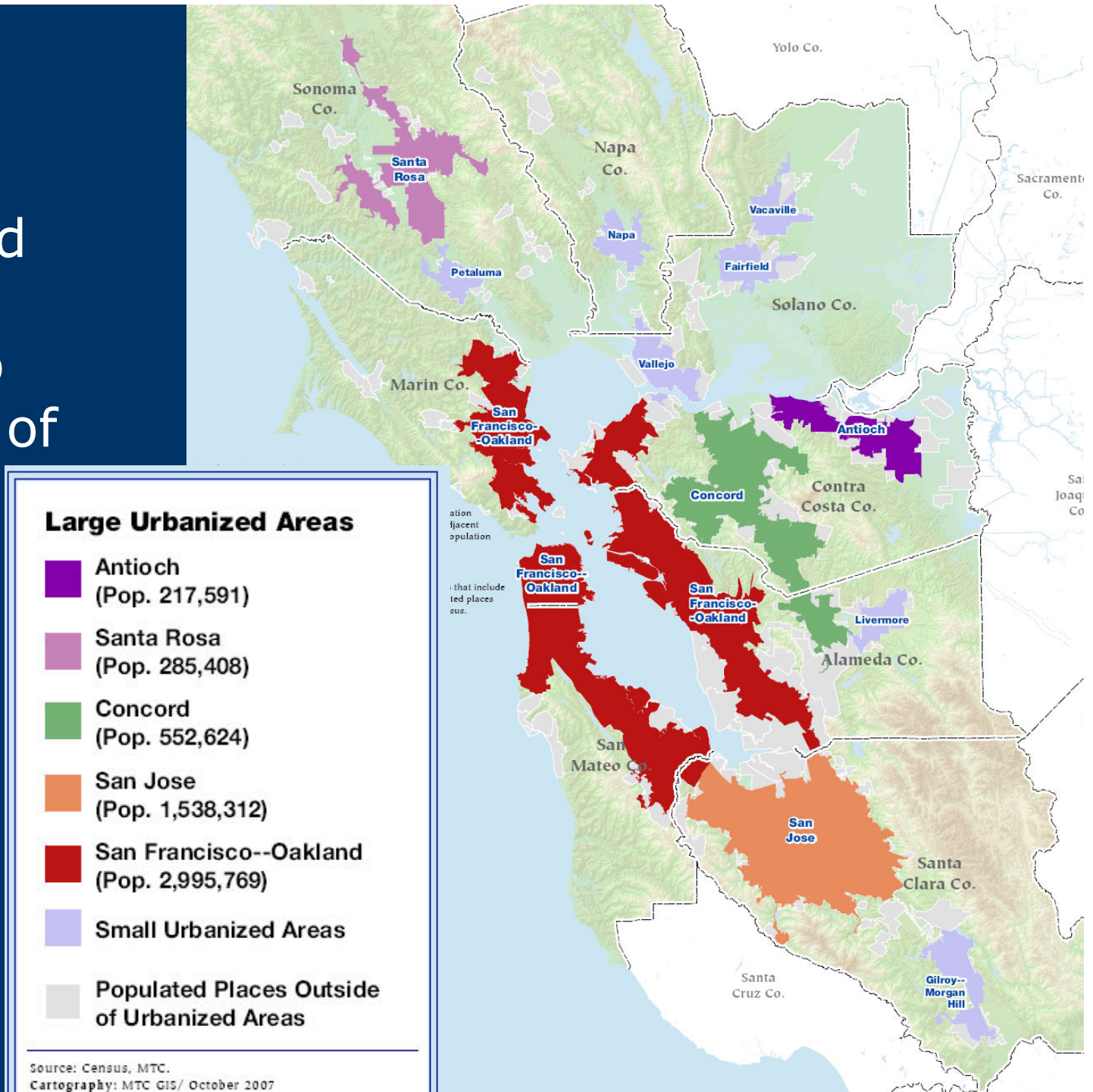


PROGRAM GUIDELINES

JARC Program Goal

“The goal of the JARC program is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and nonurbanized areas to suburban employment opportunities.” (FTA C 9050.1)

Funds are apportioned by Urbanized Area (UA) according to the number of eligible low-income individuals and welfare recipients



Current Call for Projects

Topic of
Today's
Workshop

- **MTC: Bay Area Large UAs**

- **Mobility Management Call for Projects**

- \$0.7 million for SFO, Concord and San Jose Large UAs
- **Due to MTC: Friday, Feb. 24, 2012 at 4:00 p.m.**
- 8 paper copies + 1 electronic copy (on CD or flash drive)
- www.mtc.ca.gov/funding/jarc_mobility_management.htm



Other Calls for Projects

- **MTC: Bay Area Large UAs**
 - *Lifeline Transportation Program Cycle 3*
 - Administered by County CMAs
 - JARC and other funds
 - Due to CMAs: TBD by County CMAs (est. Spring 2012)
 - www.mtc.ca.gov/planning/lifeline/
- **Caltrans: CA Small UAs & Rural Areas**
 - Expected in Winter/Spring 2012
 - www.dot.ca.gov/hq/MassTrans/5316.html



Focus of this Call for Projects

- Use unprogrammed JARC funds from prior cycles of the Lifeline Transportation Program to support mobility management activities, particularly those that advance regional and/or subregional transportation coordination efforts
- Could mobility management be merged with the activities of Consolidated Transportation Service Agencies (CTSAs) or CTSA-like agencies?
- Successful components of the funded project(s) could serve as a model for other parts of the region

Questions to consider

- In areas where mobility management activities are well-developed...

How can existing efforts be expanded or replicated elsewhere in the region?

- In areas where mobility management activities are just beginning and/or are taking place in a fragmented manner...

How can existing activities be better coordinated or enhanced?

Programming Target Amounts

Large UA	Target
Concord	\$21,585
SF-Oakland	\$643,752
San Jose	\$11,721
Total	\$677,058

No minimum or maximum award, except that applicants should not request more than the target amount for the large UAs in which their projects will provide services.

Eligible Recipients / Subrecipients

There are three categories of eligible recipients/subrecipients:

- a) private non-profit organizations;
- b) state or local governmental authorities;
and
- c) transit operators

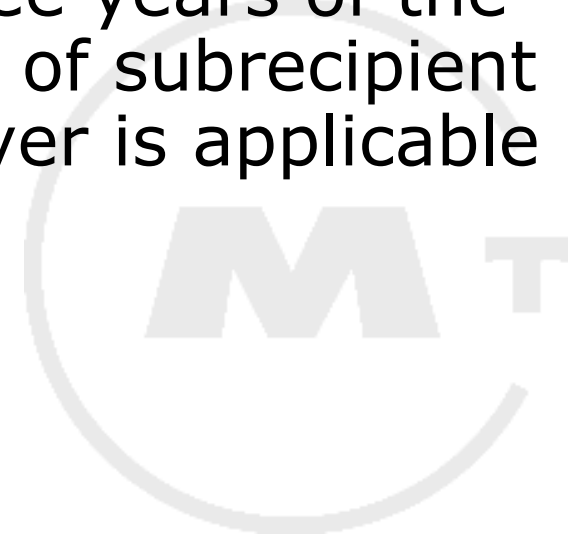


Project Requirements

- Must meet the intent of the JARC program by improving access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and/or transporting residents of urbanized areas and nonurbanized areas to suburban employment opportunities.
- Must be a Mobility Management project
- Must be derived from MTC's Coordinated Plan

Project Requirements (cont.)

- If the project has an Intelligent Transportation Systems (ITS) component, must be included in the Bay Area Intelligent Transportation Systems (ITS) Architecture (www.mtc.ca.gov/planning/ITS/)
- Must expend funds within three years of the FTA grant award or execution of subrecipient agreement with MTC, whichever is applicable



Mobility Management – FTA Definition

- Mobility management techniques enhance transportation access for populations beyond those served by one agency or organization within a larger community.
- Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the results of expanding the availability of service.

Eligible Mobility Management Activities

- Examples:
 - The operation of transportation brokerages to coordinate providers, funding agencies and customers
 - The development and operation of one-stop transportation traveler call centers
 - Neighborhood travel coordination activities including travel training and trip planning activities for customers
- See Program Guidelines (p. 6) for a detailed list of eligible mobility management activities

Note: Transit passes for use on existing transit service are not eligible.

Federal/Local Matching Requirements

- 20% local match
 - Mobility Management is an eligible capital expense

Possible sources of local match

- State or local appropriations
- Non-DOT federal funds
- Tax revenues
- Private donations
- Income generated from advertising
- Non-cash share such as donations, volunteer services, or in-kind contributions

Non-Cash / In-Kind Match

- Non-cash share such as donations, volunteer services, or in-kind contributions is eligible **to be counted toward the local match** as long as the value of each is documented and supported, it represents a cost that is eligible under the program, and it is included in the net project costs in the project budget
- Rates for volunteer services shall be consistent with those paid for similar work in the recipient's organization. If skills are not found in the organization, rates shall be consistent with those paid for similar work in the labor market
- www.independentsector.org/volunteer_time

Evaluation / Scoring Criteria

- Project Need, Stated Goals, and Benefits *(maximum 40 points)*
- Coordination, Partnership & Outreach *(maximum 30 points)*
- Project Readiness and Implementation Plan *(maximum 30 points)*

See p. 9 of Program Guidelines for details

Process / Timeline

Project Applications due to MTC <ul style="list-style-type: none"> • 8 hard copies + 1 electronic (PDF) copy 	Feb 24, 2012 4:00 pm
Project Selection	March 2012
Present Recommended Program of Projects to MTC Programming & Allocations Committee	April 11, 2012
Commission Action: Program Adoption	April 25, 2012
Federal TIP Approval	Estimated May 2012
Grants Processing by MTC, Direct Recipients and FTA	May-June 2012
Funding Agreements between MTC and Subrecipients	Begin after FTA grant approval (estimated summer 2012)

Direct Recipients vs. Subrecipients

Once projects are selected in the competitive process, project sponsors will become either...

- **Direct Recipients:** Transit operators that are FTA grantees (i.e., transit operators that are direct recipients under Section 5307 and typically receive funds directly from FTA) must submit their own JARC grants to FTA for their own projects and when they are passing through funds.

OR

- **Subrecipients:** MTC will serve as the direct recipient of JARC funds for transit operators or public entities that are not FTA grantees, and for non-profits.

Compliance with Federal Requirements

- Applicants should be prepared to abide by all applicable federal requirements (see Program Guidelines for details)
 - Direct recipients are responsible for adhering to FTA requirements through their agreements and grants with FTA directly
 - MTC includes language regarding these federal requirements in its funding agreements with subrecipients

APPLICATION REVIEW

Privacy and Personally Identifiable Information (PII)

Please remove Personally Identifiable Information (PII) from your application

- **Personally Identifiable Information (PII):** Any info that is collected and/or maintained by an Agency that identifies or describes a person or can be directly linked to a specific individual.
- Examples:
 - Name
 - Address
 - Phone
 - Travel Pattern Data
 - Date of Birth
 - Disability Status



Application Overview

Section A – General Project Information

Section B – Project Eligibility

Section C – Civil Rights

Section D – Project Narrative

- Project Need/Goals & Benefits
- Coordination & Outreach
- Implementation Plan & Project Management Capacity

Section E – Budget



Section A – General Project Information

Application p. 1

A1. Project Sponsor and Contact Info

- **DUNS Number** – Dun & Bradstreet website:
<http://fedgov.dnb.com/webform>

A2. Other Partner Agencies – only those that are going to perform work on the proposed project. Other partners can be identified in Section D (Coordination and Outreach)

A3. Project Name – very brief (one sentence max.)

A4. Brief Description of Project – brief (50 words max.)

A5. Budget Summary – Summary only. Detailed budget will be provided in Section E

Section B – Project Eligibility

Application p. 2

Briefly describe (details will be provided in Section D)...

- How your project meets the JARC program goal by improving access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and/or transporting residents of urbanized areas and nonurbanized areas to suburban employment opportunities

Section B – Project Eligibility

Application p. 2

- How your project exemplifies mobility management or regional/subregional coordination efforts
- How your project is consistent with the Regional ITS Architecture (if applicable)



Section C – Civil Rights

Application p. 2

C1. Civil Rights Policy – Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides 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." (42 U.S.C. Section 2000d).

- For more info, see FTA Title VI Circular 4702.1A, ["Title VI and Title VI-Dependent Guidelines to Federal Transit Recipients"](#)

Section C – Civil Rights (cont.)

Application p. 2

C2. Demographic Information – For administrative purposes only. Not a factor in determining which projects are selected.

See supplemental instructions handout and <http://factfinder.census.gov> website.



The screenshot shows the American FactFinder website. The header includes the U.S. Census Bureau logo and the text "American FactFinder". Below the header is a navigation menu with links for Main, Search, Feedback, FAQs, Glossary, Site Map, and Help. The main content area features a large banner with the text "The NEW American FactFinder is here!" and a link to "factfinder2.census.gov". Below the banner is a section titled "Fast Access to Information" with a form for getting a Fact Sheet. To the right, there is a "Population Data" section with a "Population Finder" link and a "U.S. Population Clock" showing the time as 00:27 UTC (EST+5) Jun 24, 2011 and the population as 311,616,933.

Note: On Jan. 20, 2012, this website will be discontinued and replaced by factfinder2.census.gov.

New instructions for that site will be posted on the MTC website by Jan. 20.

Section D – Project Narrative

Application p. 2-3

Project Need/Goals and Benefits

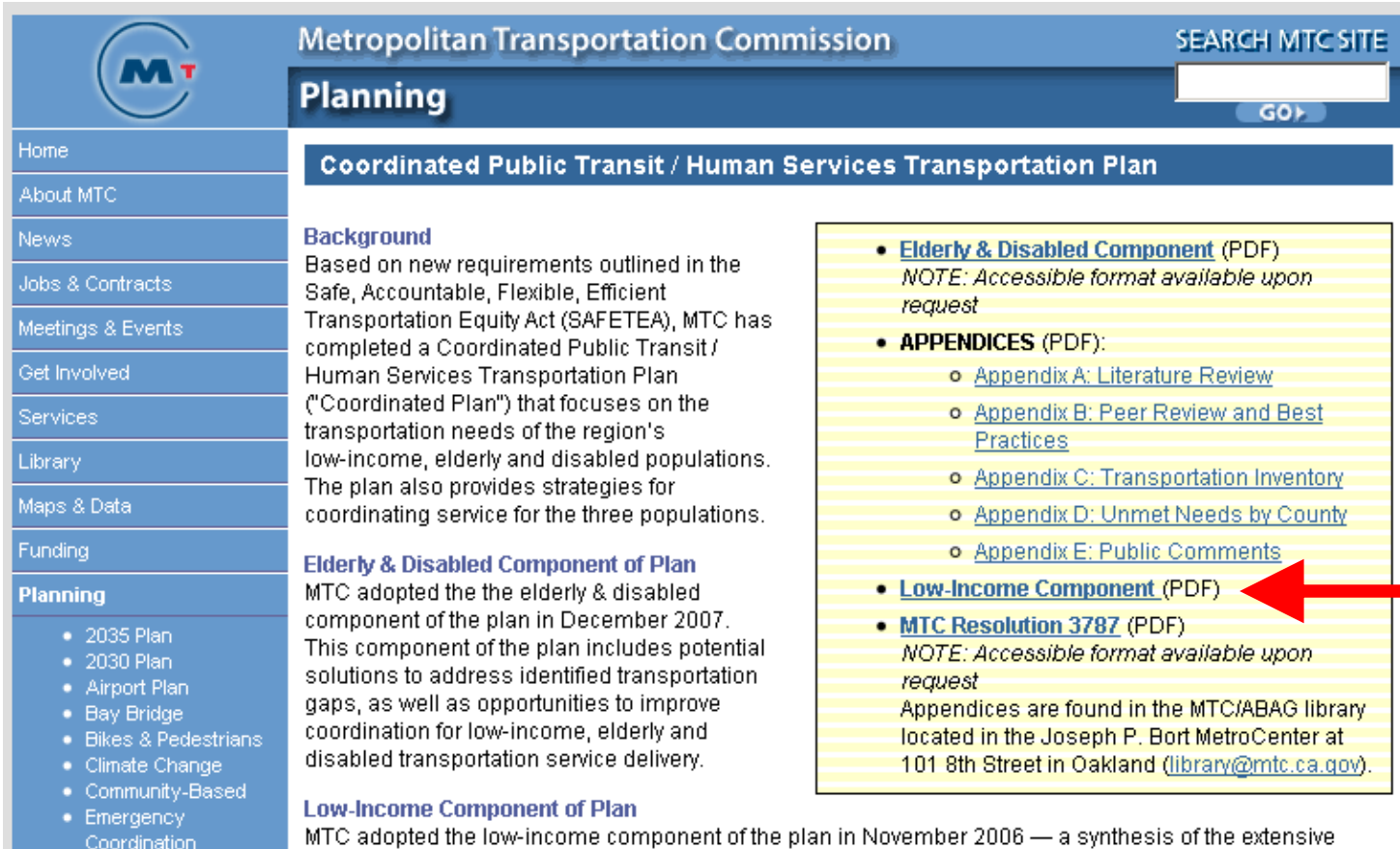
- D1. How does project expand, replicate, better coordinate or enhance existing mobility management efforts? Include description of service area.
- D2. Goals and objectives



Section D – Project Narrative (cont.)

Application p. 2-3

D3. Verify consistency with **Coordinated Plan** (available at www.mtc.ca.gov/planning/pths/). Include applicable page number(s).



Metropolitan Transportation Commission SEARCH MTC SITE

Planning **GO**

Coordinated Public Transit / Human Services Transportation Plan

Background
Based on new requirements outlined in the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA), MTC has completed a Coordinated Public Transit / Human Services Transportation Plan ("Coordinated Plan") that focuses on the transportation needs of the region's low-income, elderly and disabled populations. The plan also provides strategies for coordinating service for the three populations.

Elderly & Disabled Component of Plan
MTC adopted the the elderly & disabled component of the plan in December 2007. This component of the plan includes potential solutions to address identified transportation gaps, as well as opportunities to improve coordination for low-income, elderly and disabled transportation service delivery.

Low-Income Component of Plan
MTC adopted the low-income component of the plan in November 2006 — a synthesis of the extensive

- [Elderly & Disabled Component](#) (PDF)
NOTE: Accessible format available upon request
- **APPENDICES** (PDF):
 - [Appendix A: Literature Review](#)
 - [Appendix B: Peer Review and Best Practices](#)
 - [Appendix C: Transportation Inventory](#)
 - [Appendix D: Unmet Needs by County](#)
 - [Appendix E: Public Comments](#)
- [Low-Income Component](#) (PDF) ←
- [MTC Resolution 3787](#) (PDF)
NOTE: Accessible format available upon request
Appendices are found in the MTC/ABAG library located in the Joseph P. Bort MetroCenter at 101 8th Street in Oakland (library@mtc.ca.gov).

Home
About MTC
News
Jobs & Contracts
Meetings & Events
Get Involved
Services
Library
Maps & Data
Funding
Planning

- 2035 Plan
- 2030 Plan
- Airport Plan
- Bay Bridge
- Bikes & Pedestrians
- Climate Change
- Community-Based
- Emergency Coordination

Section D – Project Narrative (cont.)

Application p. 2-3

Coordination and Outreach

- D4. Project coordination (Note: per the scoring criteria, non-transit operators are strongly encouraged to coordinate with transit operators in their service area; transit operators are strongly encouraged to coordinate with non-profit organizations and human service agencies that serve low-income persons.)
- D5. Key stakeholder involvement throughout the project; project marketing; promoting public awareness



Section D – Project Narrative (cont.)

Application p. 2-3

Implementation Plan & Project Management Capacity

- D6. Implementation Plan including key milestones and estimated completion dates
- D7. Implementation – any major issues to be resolved?
- D8. Innovative approaches?
- D9. Relevant project experience and key personnel
- D10. Experience with federal transportation funds for mobility management. Describe progress and outcomes of previous mobility management projects (if applicable).
- D11. Ongoing monitoring and evaluation

Section E – Budget

Application p. 3

E(a). Detailed line-item budget in the following format:

Revenue	Year 1	Year 2	Year 3	TOTAL
JARC funds				\$ -
[Other Source of Funds]				\$ -
[Other Source of Funds]				\$ -
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
Expenditures ²	Year 1	Year 2	Year 3	TOTAL
Operating Expenses (list by category)				\$ -
Capital Expenses (list by category)				\$ -
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -

- If the project includes indirect expenses, the applicant must have a federally approved Indirect Cost Allocation Plan (ICAP).
- Federal guidelines for allowable costs:
 - For recipients that are **governmental authorities**: Office of Management and Budget (OMB) Circular A-87
 - For recipients that are **non-profit organizations**: OMB Circular A-122

E(b). Efforts to identify potential funding sources for sustaining the service beyond the grant period if needed

Questions?

Program guidelines and application form available at:
www.mtc.ca.gov/funding/jarc_mobility_management.htm

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