

NEW FREEDOM APPLICATION WORKSHOP

Cycle 4 Call for Projects for Large Urbanized Areas

June 28, 2011
10:00 a.m. – 12:00 pm

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**METROPOLITAN
TRANSPORTATION
COMMISSION**

Agenda

- Introductions
- Program Guidelines
- Application Review
- Questions



PROGRAM GUIDELINES

Program Goal

“The New Freedom formula grant program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. . . . The New Freedom formula grant programs seeks to reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the ADA of 1990.” (FTA C 9045.1)

Current Call for Projects

○ **MTC: Bay Area Large UAs**

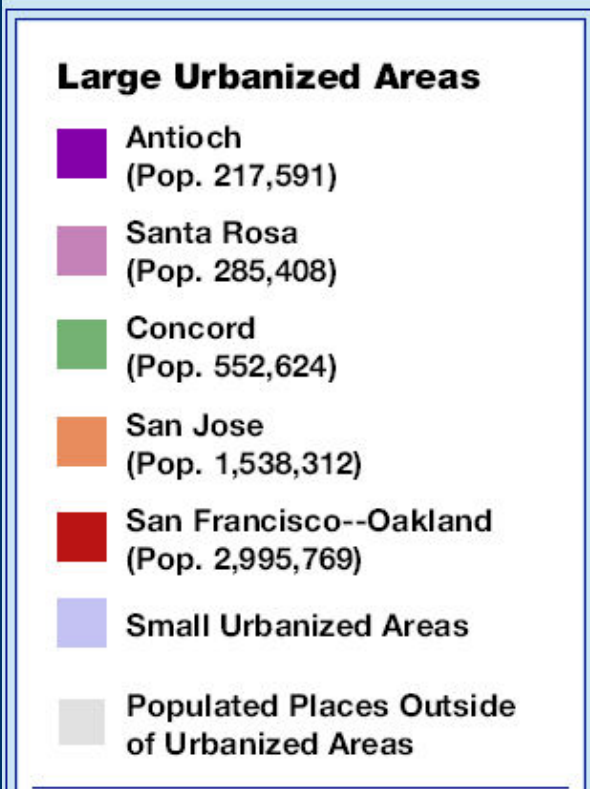
- \$3.7 million for Bay Area's Large UAs
- ~~Due: August 5, 2011 at 5:00 PM~~
Sept. 2, 2011 at 5:00 PM*
- 8 paper copies + 1 electronic copy (on CD or flash drive)
- www.mtc.ca.gov/funding/new_freedom.htm

○ **Caltrans: CA Small UAs & Rural Areas**

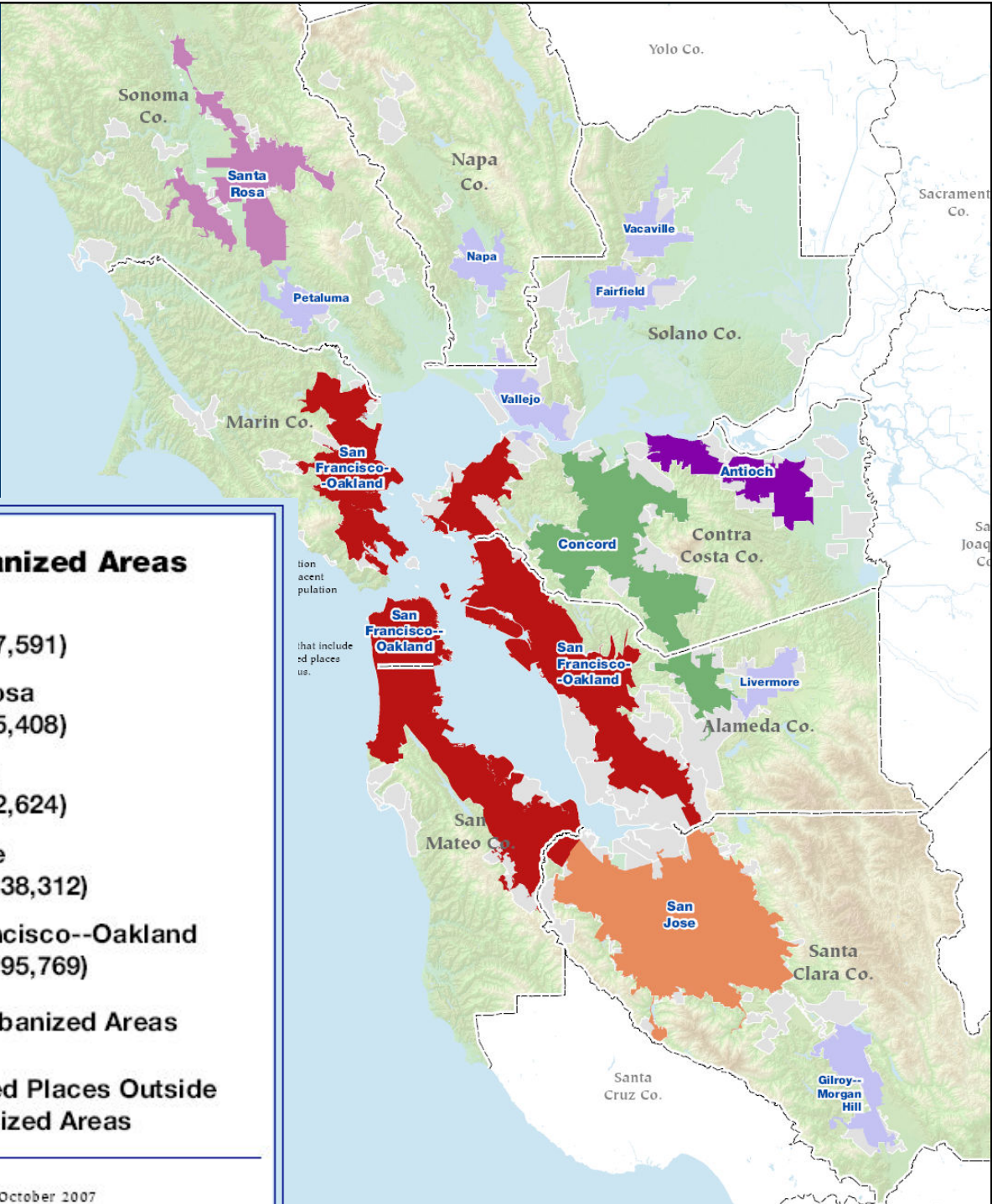
- Last call for projects: winter 2009
- Next call for projects: TBD by Caltrans
- www.dot.ca.gov/hq/MassTrans/5317.html

***To be approved by MTC's PAC & Commission in July**

Funds are apportioned by Urbanized Area (UA) according to the number of persons with disabilities



Source: Census, MTC.
Cartography: MTC GIS/ October 2007



Programming Targets for Cycle 4

	Cycle 4 Targets
Large UA	
Antioch	\$141,075
Concord	\$283,493
SF-Oakland	\$2,212,018
San Jose	\$929,868
Santa Rosa	\$186,443
Total	\$3,752,897

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) operators of public transportation services, including private operators of public transportation services

- NOTE: In July 2011, MTC's PAC and Commission will be considering a revision to the Cycle 4 program guidelines, which would require private operators of public transportation services to partner with an FTA Grantee transit operator. The transit operator would serve as direct recipient of the funds and pass them through to the private operator.

Project Requirements

- “New” (not operational and not in TIP as of August 10, 2005)
- Beyond the requirements of the ADA
- Targeted toward individuals with disabilities
- Meet the intent of the program by removing barriers to transportation and assisting persons with disabilities with transportation, including transportation to and from jobs and employment services.
- Derived from MTC’s Coordinated Plan
- Must expend funds within three years of the FTA grant award or execution of subrecipient agreement with MTC, whichever is applicable



Examples of Eligible Activities: New Public Transportation Services Beyond the ADA

- Enhancing paratransit beyond the minimum requirements of the ADA
- Feeder services
- Making accessibility improvements to transit and intermodal stations not designated as key stations, and that are not required as part of an alteration or renovation to an existing station¹
- Travel training

Note: Transit passes for use on existing fixed route or ADA paratransit service are not eligible.

¹ See program guidelines and 49 CFR 37.47, 37.51, 37.53, and 37.43 for more info.

Examples of Eligible Activities: New Public Transportation *Alternatives* Beyond the ADA

- Administration and expenses related to new voucher programs for transportation service
- New volunteer driver and aide programs
- New mobility management and coordination programs among public transportation providers and other human service agencies providing transportation



Examples of Eligible Activities: New Public Transportation *Alternatives* Beyond the ADA

- Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs
 - Note new/pending partnering requirement for private operators and non-profit organizations



Examples of awarded projects from previous cycles

- Paratransit Inventories (*AC Transit, CCCTA*)
- Mobility Management (*SamTrans, Marin Transit, Outreach, CCCTA*)
- Accessibility Improvements at Transit Stops/Stations (*ERC*)
- Volunteer Driver Programs (*CCEHSD, SHS, Marin Transit*)
- Travel Training Programs (*VTA, ACTIA, CIL*)
- Taxi Scrip Programs (*Benicia, LAVTA*)



Examples of awarded projects from previous cycles (cont.)

- Operations (group van shopping shuttle, door-through-door shuttle, deviated fixed route) (*SFMTA, Lafayette, PJCC, RSNC, Santa Rosa CityBus*)
- Low-Floor Bus (*Santa Rosa*)
- Used Paratransit Vehicle Donation & Maintenance Program (*CCCTA*)
- Booklet of accessible BART maps for Visually Impaired (*LightHouse for the Blind*)

Federal/Local Matching Requirements

- Capital: 20% local match
 - Mobility Management is an eligible capital expense
- Operations: 50% local match

Local Match FAQ:

- Volunteer Driver Programs = 50/50 Federal/local
- Taxi Scrip Programs = 50/50 Federal/local
- Mobility Management (80/20) activities may include:
 - integrating and coordinating services
 - planning & implementing coordinated services
 - travel training
 - one-stop call centers
- For a complete list, see FTA C 9045.1 page III-11

Possible sources of local match

- State or local appropriations
- Non-DOT federal funds
- Tax revenues
- Private donations
- Toll revenue (not toll credits)
- Revenue 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

- Need and Benefits *(maximum 40 points)*
- Coordination, Partnership & Outreach *(maximum 30 points)*
- Project Readiness *(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 	Aug. 5, 2011 Sept. 2, 2011 5:00 pm*
Project Selection	Sept. to Oct. 2011
Present Recommended Program of Projects to MTC Programming & Allocations Committee	Nov. 9, 2011
Commission Action: Program Adoption	Nov. 16, 2011
Add projects to Transportation Improvement Program (TIP)	Dec. – Jan. 2011
Grants Processing by MTC, Direct Recipients and FTA	Jan. – Feb. 2012
Funding Agreements between MTC and Subrecipients	Begin after FTA grant approval (estimated Feb. 2012)

***To be approved by MTC's PAC & Commission in July 2011**

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 New Freedom grants to FTA for their own projects and when they are passing through funds.

OR

- **Subrecipients:** MTC will serve as the direct recipient of New Freedom 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 1 – General Information

Section 2 – Eligibility

Section 3 – Civil Rights 

Section 4 – Detailed Project Information

Section 5 – Demonstration of Need and Benefits (*max. 40 pts.*)

Section 6 – Demonstration of Coordination, Partnership, and Outreach (*max. 30 pts.*)

Section 7 – Demonstration of Project Readiness (*max. 30 pts.*)

Attachment A-1 – Detailed Operating Budget

Attachment A-2 – Detailed Capital Budget

Attachment B – Estimated Budget by Project Task 

TIP: The application also serves as an instruction manual. Before answering each question, carefully review the detailed instructions in *underlined italics*.

Section 1 – General Information

Application p. 1 & 2

- 1a. **Project Title** – very brief (one sentence)
- 1b. **Project Description** – brief (1-2 paragraphs)
- 1c. **Project Sponsor and Contact Info**
- 1d. **Project Co-Sponsors and Their Roles** – only those that are going to perform work on the proposed project. Other partners are identified in question 6a
- 1e. **Service Area** – check all that apply; do not have to serve entire area
- 1f. **Project Type** – Mobility Management is an eligible capital expense
- 1g. **DUNS Number** – New requirement; Dun & Bradstreet website: <http://fedgov.dnb.com/webform>



Section 2 – Eligibility

Application p. 2


2. Eligibility – check boxes as appropriate

- All projects must be derived from the Elderly and Disabled Component of MTC's Coordinated Public Transit/Human Services Transportation Plan (Coordinated Plan).
 - Projects must be consistent with the transportation needs, proposed solutions, and strategies identified in the plan.
 - Available at: www.mtc.ca.gov/planning/pths/
- Intelligent Transportation System (ITS) projects must be included in the Bay Area ITS Architecture. Available at: www.mtc.ca.gov/planning/ITS/



Section 3 – Civil Rights

Application p. 2



New question!

3a. **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 3 – Civil Rights (cont.)

Application p. 3



3b. **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.

U.S. Census Bureau

American FactFinder

Main Search Feedback FAQs Glossary Site Map Help

Your source for population, housing, economic, and geographic data

AMERICAN FactFinder

The NEW American FactFinder is here!

For data from Census 2010 and Census 2000, visit factfinder2.census.gov

As we transition to the NEW American FactFinder, you can still find data here for the following: the American Community Survey, the Economic Census, and the Population Estimates Program.

Fast Access to Information

Get a Fact Sheet for your community...

city/town, county, or zip

state

[or select a state using a map >](#)

Getting Detailed Data

Decennial Census - taken every 10 years to collect information about the people and housing of the United States

Population Data

Population Finder

Use the [Population Finder](#) to view population trends for your community.

U.S. Population Clock

00:27 UTC (EST+5) Jun 24, 2011

311,616,933

more [population clocks >](#)

Section 4 – Detailed Project Info.

Application p. 3

- 4a. **Detailed Project Description** – Read question carefully and include all of the relevant info requested
- 4b. **Project Cost and Grant Request** – consistent with Attachments A & B
- 4c. **Project Implementation and Timeline** – Include detailed timeline as appropriate, but at a minimum, be sure to include certain major milestones needed for FTA Grant (see question for details)
- 4d. **Attachments** – List only attachments relevant to Section 4 (Detailed Project Information).

Section 5 – Demonstration of Need & Benefits

Application p. 3

5a. Project Relevance – *Several elements...*

- Importance to individuals with disabilities
- How does it overcome transportation barriers and improve access to transportation for individuals with disabilities?
- Coordinated Plan – *(see next slide for details)*
- Inclusion in local Adopted Plans (community plans, SRTPs, etc.)
- How does it provide access to employment and employment support services and other important destinations
- How does it address the needs of groups that have been unserved by other programs
- How does it address needs of groups that might not be able to use existing services due to language or cultural barriers, etc.

Section 5 – Demonstration of Need & Benefits

Application p. 3

Question 5a. (continued) - Cite relevant gaps (Ch. 6 & Appendix D), solutions (Ch. 7) and/or strategies (Ch. 8) from the Coordinated Plan, available at www.mtc.ca.gov/planning/pths/

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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).

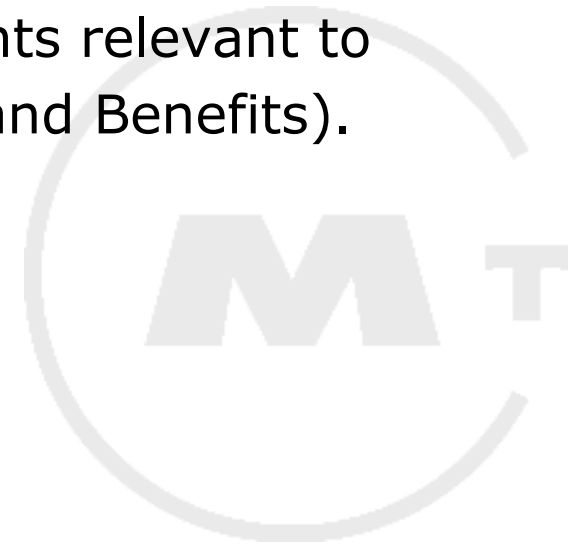
Ch. 6,
Ch. 7,
Ch. 8

Appendix D

Section 5 – Demonstration of Need & Benefits

Application p. 4

- 5b. **Project Outcomes and Benefits** – *quantitative* performance indicators (Question 5a was qualitative)
- 5c. **Suitability for New Freedom Funding** – why New Freedom is most suitable, list other potential funding sources
- 5d. **Attachments** - List only attachments relevant to Section 5 (Demonstration of Need and Benefits).



Section 6 – Coordination, Partnership & Outreach

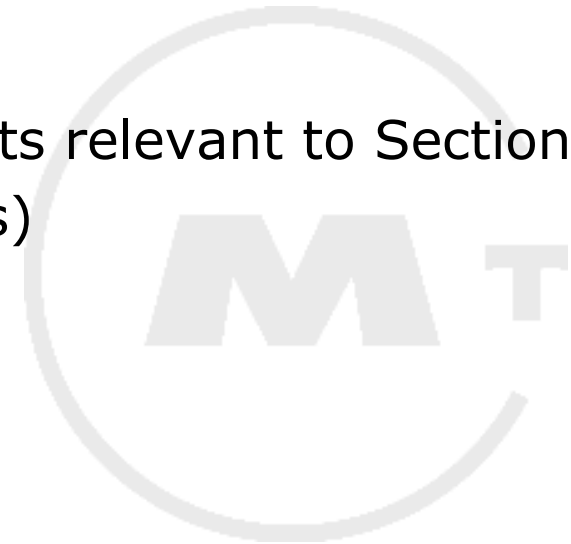
Application p. 4

- 6a. **Community and/or Regional Coordination and Partnership** – narrative about coordination efforts (past, ongoing, planned); list project partners (do not repeat info from Question 1d)
- 6b. **Community Support** – community involvement in project development; endorsements/support from orgs & elected officials; potential opposition
- 6c. **Marketing** – how will it be marketed to targeted population and general public?
- 6d. **Attachments** - List only attachments relevant to Section 6 (Demonstration of Coordination, Partnership and Outreach)

Section 7 – Project Readiness

Application p. 5

- 7a. **Financial Plan** – funding issues? Can the project be sustained beyond New Freedom grant period? Can grant be used to leverage other resources?
- 7b. **Program Management Experience**
- 7c. **Other Relevant Project Experience**
- 7d. **Federal Grant Experience**
- 7e. **Attachments** - List only attachments relevant to Section 7 (Demonstration of Project Readiness)



Section 8 – Federal Compliance

Application p. 6

8. **Federal Compliance** – Must be signed by an authorized representative



Attachment A-1

Detailed Operating Budget

Notes:

- 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

Operating Cost Request		
A. OPERATING EXPENSES¹		
Personnel/Voucher Program		
	Driver salaries	
	Administrative salaries (specify below)	
	1.	
	2.	
	Fringe benefits for personnel listed above	
	Expenses related to Voucher Program (specify below)	
	1.	
	2.	
SUBTOTAL PERSONNEL/VOUCHER PROGRAM		\$0
Other Operating Expenses		
	Purchased Transportation Service	
	Fuel and Oil	
	Tires, Parts, Maintenance	
	Vehicle Leases	
	Vehicle Insurance	
	Other Expenses (specify below)	
	1.	
	2.	
	3.	
SUBTOTAL OTHER OPERATING EXPENSES		\$0
OPERATING EXPENSE SUBTOTAL		\$0
B. OPERATING REVENUES		
	Fare Revenues	
	Other operating revenues (including advertising)	
	1.	
	2.	
SUBTOTAL OPERATING REVENUE		\$0
C. NET OPERATING COSTS		\$0
D. LOCAL SHARE (at least 50% of "C")		\$0
E. FEDERAL SHARE (no more than 50% of "C")		\$0
F. LOCAL SHARE SOURCE		
List each source and the amount. In-kind contributions allowed pursuant to 49 CFR 18.24 or 49 CFR 19.23 as appropriate.		
	1.	
	2.	
	3.	
TOTAL LOCAL SHARE FROM SOURCES (equal to "D" above)		\$0
¹ If the project includes indirect expenses, the applicant must have a federally approved Indirect Cost Allocation Plan (ICAP).		

Attachment A-2

Detailed Capital Budget

Notes:

- 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

Capital Cost Request			
List capital expenses, including mobility management activities, for all requested items. If the project includes indirect expenses, the applicant must have a federally approved Indirect Cost Allocation Plan (ICAP). Attach any supporting documents or materials.			
Requested Item	Quantity	Unit Cost	Subtotal
A. TOTAL CAPITAL COST			\$0
FTA 5317 Match Ratio			
Cells and formulas may be altered to separately account for the 90% federal share of any ADA equipment requests listed above. Note: applicants wishing to apply for assistance at the higher match ratio should inform MTC before submitting an application.			
B. Federal Share (no more than 80% of "A")		80%	\$0
C. Local Share (at least 20% of "A")		20%	\$0
Match Funding Source: List each source and amount			
Source			Amount
1.			
2.			
3.			
4.			
5.			
D. Total Local Share (equal to "C" above)			\$0

Attachment B

Estimated Budget by Project Task



Provide the estimated budget by project task and year, and the estimated completion date for each task.

Task No.	Task Description	Project Budget			Completion Date
		Year 1	Year 2	Total	
1				\$0	
2				\$0	
3				\$0	
4				\$0	
5				\$0	
Total		\$0	\$0	\$0 *	

** Equal to "C" in the detailed operating budget (Attachment A-1) or "A" in the detailed capital budget (Attachment A-2)*

QUESTIONS?

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

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