



Memorandum

TO: Transit Providers
FROM: Reginald Simmons, Transportation Director
DATE: February 24, 2010
SUBJECT: **FY 2010 – 5316 & 5317 Call for Projects**

The Central Midlands Council of Governments (CMCOG), as the designated recipient of Job Access & Reverse Commute (JARC) and New Freedom Program funds in the Columbia Metropolitan Region, is announcing a call for projects. Project proposals are now being accepted for funding consideration through the Job Access & Reverse Commute Program (Section 5316) and New Freedom Program (Section 5317). These Federal Transit Administration Programs provide funding for transit related services that assist targeted population groups. This call for projects extends to any transit provider within the Columbia Metropolitan Planning Organization Study Area, which includes portions of Richland, Lexington, Kershaw, and Calhoun Counties. (See project boundary map on page 19 of the application package) The following organizations are eligible to submit a proposal:

- Private nonprofit organizations;
- State or local governmental authority; and
- Operators of public transportation services, including private operators of public transportation services.

Available funds for each program are expected to total \$475,786 for JARC projects and \$269,563 for New Freedom projects. Each program requires a 50% matching requirement for operating costs and a 20% matching requirement for capital costs. The application package, as well as details concerning specific requirements and allowable activities can be found on our website at www.centralmidlands.org. To download a copy of the application, please follow this link: http://www.centralmidlands.org/pdf/humanservicecoord/FY09-10_JARC_new_freedom_application.pdf

The application deadline is 2:00 p.m., Tuesday, April 6, 2010.

This call for projects applies to JARC and New Freedom applications for the metropolitan area only. For more information on the Job Access & Reverse Commute (Section 5316) and New Freedom (Section 5317) Programs within the rural area, please contact Lavern Glover (737-0831), at the South Carolina Department of Transportation Division of Mass Transit Office.

Please note to all transit providers within the CMCOG region, if you are not yet familiar with the Central Midlands Human Services Transportation Coordination Plan, please download this plan at the following link below:

[http://www.centralmidlands.org/pdf/humanservicecoord/Human Services Transportation Coordination Plan.pdf](http://www.centralmidlands.org/pdf/humanservicecoord/Human_Services_Transportation_Coordination_Plan.pdf)

If you have any questions or need additional information, please contact Reginald Simmons at 803-744-5133 or send an email to rsimmons@cmcog.org. Thank you for your interest in this matter.

Support materials in Adobe:

FY 2009-2010 JARC/New Freedom Application:

http://www.centralmidlands.org/pdf/humanservicecoord/FY09-10_JARC_new_freedom_application.pdf

Section 5317 Fact Sheet:

[http://www.centralmidlands.org/pdf/humanservicecoord/Section 5317 Fact Sheet 2-19-10.pdf](http://www.centralmidlands.org/pdf/humanservicecoord/Section_5317_Fact_Sheet_2-19-10.pdf)

Section 5316 Fact Sheet:

[http://www.centralmidlands.org/pdf/humanservicecoord/Section 5316 Fact Sheet 2-19-10.pdf](http://www.centralmidlands.org/pdf/humanservicecoord/Section_5316_Fact_Sheet_2-19-10.pdf)

FTA Certifications and Assurances:

[http://www.centralmidlands.org/pdf/humanservicecoord/FTA Certification and Assurances.pdf](http://www.centralmidlands.org/pdf/humanservicecoord/FTA_Certification_and_Assurances.pdf)

Form 424 – Application for Federal Assistance:

http://www.centralmidlands.org/pdf/humanservicecoord/form424_fed_assistance_app.pdf

Columbia Area Transportation Study (COATS) Area Map:

http://www.centralmidlands.org/pdf/humanservicecoord/COATS_Study_Area_Map.pdf

Human Services Transportation Coordination Plan:

[http://www.centralmidlands.org/pdf/humanservicecoord/Human Services Transportation Coordination Plan.pdf](http://www.centralmidlands.org/pdf/humanservicecoord/Human_Services_Transportation_Coordination_Plan.pdf)

JARC-New Freedom Application Package:

[http://www.centralmidlands.org/pdf/humanservicecoord/JARC-New Freedom Application Package.pdf](http://www.centralmidlands.org/pdf/humanservicecoord/JARC-New_Freedom_Application_Package.pdf)

FTA Section 5316 Guidance:

http://www.centralmidlands.org/pdf/humanservicecoord/FTA_C_9050.1_JARC.pdf

FTA Section 5317 Guidance:

http://www.centralmidlands.org/pdf/humanservicecoord/FTA_C_9045.1_New_Freedom.pdf

SECTION 5316 – Job Access and Reverse Commute (JARC) FACT SHEET – Federal Fiscal Years 2008 & 2009

PROGRAM PURPOSE

The JARC program provides funding to support projects designed to transport welfare recipients and eligible low-income individuals to and from employment activities and employment related activities and to transport residents of urbanized areas and non-urbanized areas to suburban employment opportunities.

CMCOG FUNDING:

JARC program funding for FY 2008 thru FY 2009 is available:

- Approximately \$ 218,879 for FY 2008.
- Approximately \$ 256,907 for FY 2009.

ELIGIBLE APPLICANTS:

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

LOCAL MATCHING REQUIREMENTS:

Federal share of eligible capital and planning costs may not exceed 80 percent of the net cost activity.

The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity.

COORDINATED PLANNING:

All projects selected for funding must be derived from a coordinated public transit-human services transportation plan as required by federal guidance. Grant applications must include a Coordinated Plan Certification.

The CMCOG Coordinated Plan can be found at:
[http://www.centralmidlands.org/pdf/humanservicoord/Human Services Transportation Coordination Plan.pdf](http://www.centralmidlands.org/pdf/humanservicoord/Human%20Services%20Transportation%20Coordination%20Plan.pdf)

PROJECT SELECTION PROCESS:

Projects will be awarded through a regionwide competitive selection process. The Central Midlands Council of Governments will evaluate all JARC project applications to determine the extent to which the proposed project meets the overall program goals and objectives of the programs.

A final list of selected projects will be published and submitted to the FTA for funding.

PLANNING REQUIREMENTS:

To be eligible for funding, JARC projects in urbanized areas must be included in the Metropolitan Transportation Plan prepared and approved by the Metropolitan Planning Organization (MPO), the Transportation Improvement Program (TIP), and the Statewide Transportation Improvement Program (STIP) developed by the MPO and the State respectively and jointly approved by the Federal Highway Administration and the Federal Transit Administration.

A map of the MPO urbanized area can be found at:

[http://www.centralmidlands.org/pdf/humanservicoord/COATS Study Area Map.pdf](http://www.centralmidlands.org/pdf/humanservicoord/COATS%20Study%20Area%20Map.pdf)

CALL FOR PROJECTS:

CMCOG is requesting a call for projects. Applicant will have six (6) weeks to develop their proposed project for submission and review. More information, about the 5316 call for projects will be available on our website at:

www.centralmidlands.org

ADDITIONAL REFERENCE SOURCES:

FTA guidance regarding Section 5316 can be found at:

[http://www.centralmidlands.org/pdf/humanservicoord/FTA_C_9050.1 JARC.pdf](http://www.centralmidlands.org/pdf/humanservicoord/FTA_C_9050.1_JARC.pdf)

SECTION 5317 – New Freedom Program FACT SHEET Federal Fiscal Years 2008 & 2009

PROGRAM PURPOSE

The New Freedom Program is to provide new public transportation services and public transportation alternatives beyond those currently required by the Americans with Disabilities Act of 1990 (42 U.S.C. 121001, et seq.)

CMCOG FUNDING:

New Freedom program funding for FY 2008 thru FY 2009 is available:

- Approximately \$ 125,222 for FY 2008.
- Approximately \$ 144,341 for FY 2009.

ELIGIBLE APPLICANTS:

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

LOCAL MATCHING REQUIREMENTS:

Federal share of eligible capital and planning costs may not exceed 80 percent of the net cost activity.

The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity.

COORDINATED PLANNING:

All projects selected for funding must be derived from a coordinated public transit-human services transportation plan as required by federal guidance. Grant applications must include a Coordinated Plan Certification.

The CMCOG Coordinated Plan can be found at: http://www.centralmidlands.org/pdf/humanservicooord/Human_Services_Transportation_Coordination_Plan.pdf

PROJECT SELECTION PROCESS:

Projects will be awarded through a regionwide competitive selection process. The Central Midlands Council of Governments will evaluate all New Freedom project applications to determine the extent to which the proposed project meets the overall program goals and objectives of the programs.

A final list of selected projects will be published and submitted to the FTA for funding.

PLANNING REQUIREMENTS:

To be eligible for funding, New Freedom projects in urbanized areas must be included in the Metropolitan Transportation Plan prepared and approved by the Metropolitan Planning Organization (MPO), the Transportation Improvement Program (TIP), and the Statewide Transportation Improvement Program (STIP) developed by the MPO and the State respectively and jointly approved by the Federal Highway Administration and the Federal Transit Administration.

A map of the MPO urbanized area can be found at:

http://www.centralmidlands.org/pdf/humanservicooord/COATS_Study_Area_Map.pdf

CALL FOR PROJECTS:

CMCOG is requesting a call for projects. Applicant will have six (6) weeks to develop their proposed project for submission and review. More information, about the 5317 call for projects will be available on our website at:

www.centralmidlands.org

ADDITIONAL REFERENCE SOURCES:

FTA guidance regarding Section 5317 can be found at:

http://www.centralmidlands.org/pdf/humanservicooord/FTA_C_9045.1_New_Freedom.pdf



Federal Transit Administration Programs
Application Forms

Section 5316 – Job Access and Reverse Commute (JARC)

And

Section 5317 – New Freedom

Fiscal Year 2009 - 2010

Central Midlands Council of Governments
Transportation Division
236 Stoneridge Drive
Columbia, South Carolina 29210

APPLICATION DEADLINE: APRIL 6, 2010 at 2 p.m.

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GENERAL INFORMATION

I. Introduction

The Central Midlands Council of Governments (CMCOG) is responsible for administering a variety of state and federal grants for public transportation programs. The federal programs covered under this application process include:

- Section 5316 Program – Job Access and Reverse Commute (JARC)
- Section 5317 Program – New Freedom

II. Authority for the Programs

The JARC and New Freedom Programs are authorized under the provisions set forth in the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was enacted on August 10, 2005. These provisions authorize the U.S. Secretary of Transportation to apportion funds to each state for grants to these programs. SAFETEA-LU also includes new planning requirements for the JARC and New Freedom Programs, requiring that projects funded through these programs “must be derived from a locally developed, coordinated public transit-human services transportation plan” (discussed further in Section VIII). To respond to these new federal requirements, CMCOG developed its Human Services Transportation Coordination Plan.

The Governor of South Carolina has designated the CMCOG as the designated recipient of 5316 & 5317 Federal Transit Administration (FTA) funds for the purpose of administering those funds in accordance to state and federal laws, statutes, and regulations. CMCOG is responsible for administering Section 5316 and Section 5317 funds allocated to the Columbia large urbanized area.

The JARC Program provides formula funding to states to support the development and maintenance of projects designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment.

The New Freedom Program is to provide new public transportation services and public transportation alternatives beyond those currently required by the Americans with Disabilities Act of 1990 (42 U.S.C. 121001, et seq.) that assist individuals with disabilities with transportation, including transportation to and from job and employment support services.

III. Program Goals

JARC Program

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. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals in all areas – urbanized, small urban, and rural. The program requires coordination of federally assisted programs and services in order to make the most efficient use of federal resources.

New Freedom Program

The New Freedom Program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation into society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. The 2000 census showed that only 60% of people between the ages of 16 and 64 with disabilities are employed. The New Freedom formula grant program seeks to expand the transportation mobility options available to persons with disabilities beyond the requirements of the Americans with Disabilities Act of 1990. The definition of “new service” is any service or activity that was not implemented or operational before August 10, 2005.

IV. Program Information

JARC and New Freedom funds are available for Federal Fiscal Years 2008 and 2009. This application covers the CMCOG’s fiscal year 2009 - 2010. Subsequent applications will cover a one-year period (beginning July 1st of each year). Projects will be selected for funding through a competitive process and will be considered demonstration projects. Recipients of these funds should consider long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.

Applicants are strongly encouraged to review the “Certifications and Assurances” before beginning any work on their application. The “Certifications and Assurances” contain various requirements that must be met in order for an organization’s application to be approved. Therefore, by submitting an application, organizations are agreeing to abide by these requirements and are assuring that they are able to sign the “Certifications and Assurances” if their application is awarded funding.

Indicated below are the FY 2009-2010 JARC and New Freedom funding guidelines available for Columbia large urbanized area:

Urban Funding FFY 2008 and 2009

Section 5316 Funding

Region	Large Urban Funding		
	2008	2009	Grand Total
Central Midlands/COATS	\$ 218,879	\$ 256,907	\$ 475,786

Section 5317 Funding

Region	Large Urban Funding		
	2008	2009	Grand Total
Central Midlands/COATS	\$ 125,222	\$ 144,341	\$ 269,563

V. Eligible Applicants

There are three categories of eligible subrecipients of JARC and New Freedom funds:

- 1) Private non-profit organizations. A non-profit organization is a corporation or association determined by the U. S. Department of Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under State law to be non-profit and for which the designated State agency has received documentation certifying the status of the non-profit organization;
- 2) State or local governmental bodies; and
- 3) Operators of public transportation services.

Private operators of public transportation services can partner with an eligible subrecipient and receive Federal funds; however they cannot be a direct subrecipient.

VI. Eligible Projects

Funding under the two programs is limited therefore; the intent of these funds is for new and innovative projects that meet the unmet transportation needs of people with disabilities and individuals with low incomes. Funding may be used for capital or operating projects that meet the JARC and New Freedom Program goals.

JARC Projects – Activities that are eligible for funding may vary. Examples of activities include, but are not limited to:

Operating Activities

- Late night and weekend service
- Guaranteed ride home service
- Shuttle service
- Expanded fixed-route public transit routes
- Demand-responsive service
- Ridesharing and carpooling activities
- Voucher programs

Capital Activities

- Intelligent Transportation Systems (ITS)
- Promotion of operating activities
- Vehicles
- Mobility management activities

New Freedom Projects – Activities that are eligible for funding may vary. Examples of activities include, but are not limited to:

Operating Activities

- Expansion of paratransit service beyond the minimum requirements of ADA
- Expansion of current hours for paratransit service
- Enhancement of services
- Voucher programs
- Volunteer driver programs

Capital Activities

- Acquisition of accessibility equipment beyond ADA requirements
- Purchasing accessible vehicles to support taxi, vanpooling, and/or ridesharing programs
- Mobility management activities

Note – SAFETEA-LU allows projects considered “mobility management” eligible as a capital expense under the JARC and New Freedom Programs. “Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation” is specifically referenced as an eligible project in the FTA guidance.

VII. Federal/Local Match Requirements

The federal and local requirements of eligible capital expenses may not exceed 80% of the net project costs. The Federal share of eligible operating expenses may not exceed 50% of the net operating costs.

The U.S. Department of Transportation (USDOT) program funds cannot be used as a source of local match for other FTA programs, even when used to contract for service. However, some examples of allowable sources for local match monies for JARC and/or New Freedom Programs operating assistance are dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions. For more information, see Appendix B.

Volunteer services or other in-kind contributions are examples of non-cash share. These contributions are eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost that would otherwise be eligible under the program, and is included in the net project cost in the project budget. In either case, the cost of providing the contract service is included in the total project cost.

VIII. Planning and Coordination Requirements

To be eligible for funding, SAFETEA-LU requires that projects funded through the JARC and New Freedom Programs “must be derived from a locally developed, coordinated public transit-human services transportation plan”. CMCOG has developed a coordinated public transit-human service transportation plan that 1) identified the transportation needs of individuals with disabilities, older adults, and people with low incomes; 2) provided strategies for meeting those local needs; and 3) identified potential projects that correspond to each strategy. The minimum selection criteria are identified in Appendix C.

Applicants are encouraged to familiarize themselves with this plan to ensure that their project is consistent with the plan. Additionally, applicants are expected to coordinate with other private, public, and non-profit and human services transportation providers. All awarded projects are required to be derived from the coordinated transportation plan.

IX. Project Selection

Projects may be rated and ranked using any of the following approaches: peer review, third-party review or a panel of planning partners. This process will be consistent with and follow the CMCOG’s policies and procedures for ranking other types of transportation projects.

Projects that are implemented over multiple years may be selected for funding. CMCOG may identify contingency projects that could be funded, should any competitively selected project be deleted from the regional program of projects. CMCOG will submit copies of submitted applications, along with the prioritized project listing and ratings to SCDOT for review.

The following issues and concerns shall be considered when reviewing applications for funding:

- Degree of project contention - Is the project one that is potentially divisive and could be both time consuming and complicated to pursue?
- Core versus peripheral issue - Is the project addressing a keystone issue or one that is relatively minor and has limited overall value? Depending on the range of impact of the project, it could dictate whether it is an action worth taking sooner rather than later.

Time - Is the project addressing an immediate and pressing issue or one that is more long term? Issues with immediate and significant impact may be more desirable than those that are long term in nature.

- Scope of impact - Does the project affect a small, inconsequential aspect of human service transportation or is the impact more significant? The more significant the issue, the more challenging and greater the potential rewards.
- Scope of effort - Does the project tax the technical and time resources of the agencies and individuals involved? Would it require outside help in the form of a consultant or other

outside expert? Far-reaching projects requiring significant effort may be challenging to implement; but a successful outcome could be enormously useful.

Eligible applications will be evaluated and projects will be scored and prioritized based upon the following criteria:

- Statement of Need and Organizational Capacity
- Project Budget and Cost Effectiveness
- Coordination and Program Outreach
- Implementation Plan
- Customer Service and Accessibility

Each JARC and New Freedom Programs application will be scored up to a maximum of 100 points. For more details, see Appendix C – “Selection Criteria”.

The project applications that meet the standards set forth within the regional coordination plan, and prioritized by the CMCOG staff shall be forwarded to the CMCOG Board. The CMCOG Board will make funding recommendations to the FTA.

Although each applicant may apply for funding for more than one project, it is possible awards could be made for one proposed activity and not another. Furthermore, because of limited funds, project(s) may not be fully funded up to the dollar amount requested by the applicant.

X. Grievance or Protest Procedures

The CMCOG shall resolve protests resulting from funding and/or project selection decisions.

The aggrieved agency shall submit a notice of complaint to CMCOG in writing, within ten business days of notification of a funding decision.

The CMCOG shall review the complaint and make a decision, in writing, within ten business days. Copies of all documents relating to material facts of the complaint shall be forwarded to SCDOT within ten business days of the resolution for filing.

If the aggrieved agency is not satisfied with the decision of CMCOG, the agency shall file a direct appeal to FTA, in writing, within ten business days of receiving the CMCOG’s decision. The FTA shall investigate the appeal and issue a written statement of finding within thirty (30) business days. This will complete the appeal process.

XI. Certifications and Assurances

Applicants whose projects are selected for the JARC Program or New Freedom Programs funds are required to comply with all FTA requirements. Specifically, the applicant will need to sign FTA's "Certifications and Assurances" for the specific funding programs for which its organization is applying **within fifteen business days of receiving notification of award**. An authorizing resolution between the governing body and CMCOG is also required.

The "Certifications and Assurances" are based on federal and state requirements, and may not be altered in any way. Therefore, these documents shall be submitted by the applicant as originally signed in hardcopy only. In addition and where noted, the "Certifications and Assurances" must be signed and dated by the local attorney and the applicant's agency's authorized official. Organizations unable to complete these certifications and assurances will not receive funding and should not apply for funding.

XII. Award Requirements

Applicants selected for funding under the JARC and New Freedom Programs will enter into a contract agreement with the CMCOG.

Applicants will be required to provide detailed information quarterly to CMCOG on fund usage and performance of the project. These quarterly reports will include financial and program activity updates.

XIII. Application Timeline

<i>Date</i>	<i>Activity</i>
<ul style="list-style-type: none"> • February 24th 	<ul style="list-style-type: none"> • Program announcement and application on website
<ul style="list-style-type: none"> • April 6th 	<ul style="list-style-type: none"> • Deadline for submission of applications @ 2 p.m.
<ul style="list-style-type: none"> • April 6th thru June 24th 	<ul style="list-style-type: none"> • Review applications and recommend projects to advisory committees and the CMCOG Board
<ul style="list-style-type: none"> • July 15th 	<ul style="list-style-type: none"> • Submit applications to FTA
<ul style="list-style-type: none"> • July 16th thru September 30th 	<ul style="list-style-type: none"> • FTA review applications
<ul style="list-style-type: none"> • September 30th 	<ul style="list-style-type: none"> • FTA Notification of awards/FTA Grant Agreements Executed
<ul style="list-style-type: none"> • October 7th 	<ul style="list-style-type: none"> • CMCOG Notification of awards/Applicants notified
<ul style="list-style-type: none"> • October 22nd 	<ul style="list-style-type: none"> • Deadline for signed Certifications and Assurances
<ul style="list-style-type: none"> • December 31st 	<ul style="list-style-type: none"> • Contract agreements executed

If you need clarification on information in this application, contact the CMCOG Transportation Staff:

Transportation Director:

Reginald Simmons
rsimmons@cmcog.org
803-744-5133

Senior Transportation Planner:

Roland Bart
rbart@cmcog.org
803-376-5390

APPLICATION INSTRUCTIONS

Applications will be reviewed, evaluated and scored by the CMCOG to ensure that all required information has been provided and that the application is complete. Incomplete applications or those submitted after the application deadline will not be considered for funding. If requesting funding for multiple projects, complete separate Part I – Applicant Overview and Part III - Project Budget Forms for each project.

The rankings will be circulated to the CMCOG Advisory Committees for a final evaluation and then selection recommendations will be presented to the CMCOG Board. **Part I - Applicant Overview, Part II - Project Narrative** and **Part III - Project Budget** must follow the format as structured in this package so that CMCOG can fairly evaluate your application.

Submit one 8 ½” x 11” original and two (2) copies of the completed application, including the attachments.

Part IV of the application is reserved for the certifications and assurances. These PDF documents must be received by CMCOG in order to complete the application requirements. These forms must be printed, completed, signed, and returned no later than fifteen (15) days after the notification of intent to award. Any alterations to the text of the certifications and assurances documents will invalidate your application. Also, attach a copy of the organization’s Section 501(c) (3) certification, if it is not a public entity.

The deadline for submitting applications to the CMCOG is:

April 6, 2010, 2:00 p.m.

Submit your application and copies:

Central Midlands Council of Governments (CMCOG)
Columbia Area Transportation Study (COATS)
Metropolitan Planning Organization (MPO)

www.centralmidlands.org

Reginald Simmons
Transportation Director
236 Stoneridge Drive
Columbia, SC 29210
803-744-5133

APPLICATION CHECKLIST

The following checklist represents the information and attachments required. Incomplete applications, or those submitted after the deadline, will not be considered for funding.

- Cover Letter – include name, address and phone number of applicant as well as contact person. The letter should be signed by the individual(s) with authority to execute contracts on your organization’s behalf.
- Applicant Overview (Part I)
- Standard Form 424: Application for Federal Assistance
- Application (Parts II and III) – one double-sided, unbound 8 ½” x 11” original, and two (2) copies of the complete application
 - Copy of the organization’s Section 501(c) (3) certification (if it is not a public entity)
- Letter of commitment (if applicable) – a letter of commitment is required if matching funds are coming from a source other than the applicant’s own budget. This letter must be signed by the official of the agency authorized to grant matching funds, and it must state the amount of matching funds available to the applicant.

Section 5316 (JARC) and Section 5317 (New Freedom) Project Application

Part I – Applicant Overview

Applicant Information	
Legal Name:	
Contact Person:	
Address:	
City/State/Zip Code:	
Federal Tax ID Number:	
Telephone:	Fax:
Email:	Website:
List the name(s) and titles of persons authorized to enter into contract(s) and amendments with the CMCOG:	
Name: _____	Title: _____
Name: _____	Title: _____
Applicant Status:	
<input type="checkbox"/> Private Non-Profit Organization <input type="checkbox"/> Local Government <input type="checkbox"/> Public Transportation Provider	
List of Project Partners:	
<u>Organization</u>	<u>Contact</u>
<u>Address</u>	<u>Phone/Email</u>
1.	
2.	
3.	
Program (Check all that apply)	
<input type="checkbox"/> Section 5316 – JARC Capital (80/20)	
<input type="checkbox"/> Section 5316 – JARC Operating (50/50)	
<input type="checkbox"/> Section 5317 – New Freedom Capital (80/20)	
<input type="checkbox"/> Section 5317 – New Freedom Operating (50/50)	
Project Information	
Project Name:	
Specific Service Area:	
Estimated Number of People to be Served (monthly):	
<input type="checkbox"/> Low-Income _____ <input type="checkbox"/> Elderly _____ <input type="checkbox"/> Disabled _____	
Budget:	JARC
Total Cost of Project	New Freedom
Federal Funds	\$
Local Funds	\$

Form 424 – Application for Federal Assistance Instructions

Send the original of your completed form to the CMCOG. This is a standard form used by CMCOG to obtain and review comments on the application from other state and local agencies.

1. Select type of submission.
2. Date application submitted.
3. State use only.
4. Federal use only.
5. Enter legal name of applicant, name of primary organizational unit which will undertake the assistance activity; complete address of the applicant; and name and telephone number of the person to contact on matters related to this application.
6. Enter employer identification number (EIN) as assigned by the Internal Revenue Service.
7. Select the appropriate letter in the space provided.
8. Check type of application -- “New” means a new assistance award; “Continuation” means an extension for an additional funding/budget period for a project with a projected completion date; “Revision” means any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision applies, enter the appropriate letter.
9. Insert “Federal Transit Administration”.
10. Insert the “Catalog of Federal Domestic Assistance” number and title of the program that applies:
 - 20.516 – Job Access and Reverse Commute Program (Section 5316)
 - 20.521 – New Freedom Program (Section 5317)
11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate, attach a map showing project location.
12. List only the largest political entities affected (e.g., state, counties, cities).
13. Insert the start and end dates of the project.
14. List the applicant’s congressional district and any district(s) affected by the program or project budget.
15. Provide the estimated amount of funding from each contributor.
16. Check “Yes” and list the date the application was submitted.
17. This question applies to the applicant’s organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. Check the appropriate box. If “Yes”, attach an explanation.
18. The application must be signed by the authorized representative of the organization.

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
APPLICANT INFORMATION:			
TYPE OF SUBMISSION:		3. DATE RECEIVED BY STATE	State Application Identifier
Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
Legal Name		Organizational DUNS:	
Address (give city county, state, zip code and country)		Name & telephone number of the person to be contacted on matter: involving this application (give area code)	
5. EMPLOYER IDENTIFICATION NUMBER (EIN) □□ - □□□□□□□□		7. TYPE OF APPLICANT: (enter appropriate letter in box.) <input type="checkbox"/>	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify): _____		A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Inst of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____ O. Not for Profit Organization	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER □□ □□ TITLE:		9. NAME OF FEDERAL AGENCY:(or if Other Funded Identify Source)	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
13. PROPOSED PROJECT: Start Date Ending Date		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT OF REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$	a. YES THIS PREAPPLICATION APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: _____ b. NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY EO 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
b. Applicant	\$		
c. State	\$		
d. Local	\$		
e. Other	\$		
f. Program Income	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. Total	\$	<input type="checkbox"/> IF "YES" ATTACH AN EXPLANATION <input type="checkbox"/> NO	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ASSURANCES IF FUNDING ASSISTANCE IS AWARDED.			
a. Typed Name of authorized Representative		Title	c. Telephone Number
b. Signature of Authorized Representative		e. Date Signed	

Section 5316 (JARC) and Section 5317 (New Freedom) Project Application

Part II – Project Narrative

Project Description:

Provide a summary description of the project.

Goals & Objectives:

- A) Describe the targeted population to be served.
- B) Describe the unmet transportation need that the proposed project seeks to address.
- C) Identify which strategy (ies) within the *Coordination Transportation Plan* this project responds addresses.
- D) Indicate how the project addresses the need.
- E) Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month.
- F) Explain how the project increases or enhances availability of transportation of the targeted population and detail if the project will also help meet transportation needs outside this population.

Coordination:

- A) Describe how the project will be coordinated with other social service agencies and/or public transportation providers. (e.g., sharing vehicles, dispatching, scheduling, maintenance, coordinating client trips, training, etc.)
- B) Identify partners/stakeholders and indicate any private sector involvement. (Attach letters of support for each stakeholder.)
- C) Indicate how stakeholders will be involved throughout the project.

Implementation:

- A) Provide an operational plan for providing service. (Include time table, route map, and/or service map, if applicable.)
- B) Describe how the agency intends to implement the project.
- C) Explain how the project relates to other services or programs provided by your agency and demonstrate how it can be achieved within the agency's technical ability.
- D) Describe how the agency will market the project to the target population and promote public awareness of the program.
- E) Provide a timeline for project implementation.

Managerial Capability:

- A) Describe the agency's ability to manage the project and the number of years the agency has worked with this targeted population.
- B) Describe key personnel assigned to the project, and the percentage of time each person will be involved in the project. Will the agency need to hire additional personnel to support the project? If so, what percentage of time will the new person(s) dedicate to this project?
- C) Describe how the agency will manage risk and provide for safe delivery of services – driver training and safety, vehicles used, vehicle safety, maintenance, and insurance.

Fiscal Capability:

- A) Provide a complete budget indicating project revenues and expenditures in the format provided in Part III.
- B) Provide evidence of financial capability and the stability of the local share.
- C) Describe how the project relates to any federal or other programs that the agency operates and, if applicable, how these resources can be leveraged for the project.
- D) Describe any potential long-term efforts or funding sources that will sustain the project if the JARC and/or New Freedom funding is no longer available in future years.

Program Effectiveness:

- A) Identify performance measures to track the effectiveness of the service in meeting the identified goals.

- B) Describe the agency's plan for monitoring and evaluating the project.

- C) Indicate what steps will be taken if original goals are not achieved.

- D) Briefly describe any new or innovative solutions demonstrated by the project and whether it could be replicated elsewhere in the region or state.

**Section 5316 (JARC) and Section 5317 (New Freedom) Project Application
Part III – Project Budget**

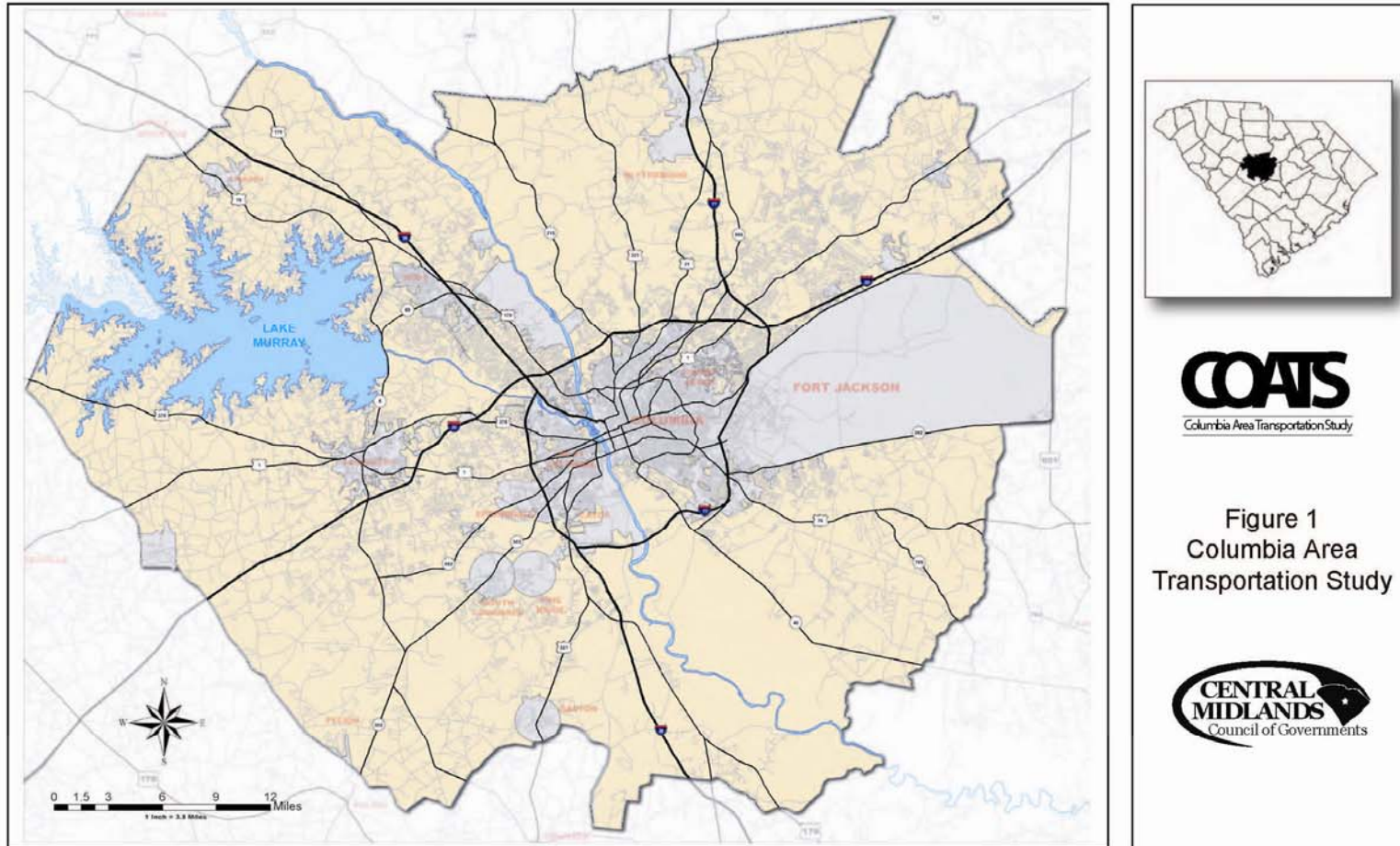
Operating Budget

	Project Budget
Vehicle Operations	_____
Personnel	_____
Administration	_____
Maintenance	_____
Vehicle Insurance	_____
Other Expenses _____	_____
Total Operating Expenses	_____
Fares	_____
Other _____	_____
Total Operating Revenue	_____
Net Project Cost	_____
Local Funding _____	_____
Local Funding _____	_____
Local Funding _____	_____
Total Local Funds (50%)	_____
Federal Funds (50%)	_____

Capital Budget

Capital Equipment	Type of Service	Cost	Local Share (20%)	Federal Share (80%)	Source of Local Share
Total Cost					

Appendix A – Columbia Area Transportation Study (COATS) Boundary Map



Appendix B – Non-DOT Federal Program Guide
(Source – United We Ride website:
http://www.unitedweride.gov/1_691_ENG_HTML.htm)

U.S. Department of Agriculture

- [Food and Nutrition Service](#)

U.S. Department of Education

- [Office of Elementary and Secondary Education](#)
- [Office of Innovation and Improvement](#)
- [Office of Special Education and Rehabilitative Services](#)

U.S. Department of the Interior

- [Bureau of Indian Affairs](#)

U.S. Department of Health and Human Services

- [Health Resources and Services Administration](#)
- [Centers for Medicare and Medicaid Services](#)
- [Administration on Aging](#)
- [Substance Abuse and Mental Health Services](#)
- [Administration for Children and Families](#)

U.S. Department of Housing and Urban Development

U.S. Department of Labor

- [Employment Standards Administration](#)
- [Veterans' Employment and Training Service](#)
- [Employment and Training Administration](#)

U.S. Department of Veterans Affairs

- [Veterans Benefits Administration](#)
- [Veterans Health Administration](#)

Appendix C – Minimum Selection Criteria

Description of Project	Evaluation Criteria
1. Statement of Need and Organizational Capacity (20 Points)	
<ul style="list-style-type: none"> • Describe the unmet transportation need that the proposed project seeks to address. Relate this to the Coordination Plan. • Describe the specific population this project will serve. As appropriate, add tables, charts, maps and data to support this project. Will the project also help meet transportation needs outside this population? (Explain how) • Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month. If this is building upon an existing service, provide the current number of passenger trips served. 	<ul style="list-style-type: none"> • Does the project address a recognized need in the community? <ul style="list-style-type: none"> ➤ What unmet need(s) are identified in relation to the regional Coordinated Public Transit-Human Services Transportation Plan? • Which strategy (ies) does the project focus on from the Plan? • Does the project increase or enhance availability of transportation of the targeted population? • Does the project help meet transportation needs outside this population?
2. Project Budget and Cost Effectiveness (20 Points)	
<ul style="list-style-type: none"> • Provide a budget for the proposed project. Clearly indicate all funding sources, especially the local share for the project. • Provide evidence of financial capability and the stability of the local share. • Identify reasonable sources for on-going funding – clearly indicate all funding sources if there are more than one. 	<ul style="list-style-type: none"> • Was a clearly defined budget submitted for both the proposed project? • Does the project budget list the source(s) of local share? Is the local share stable? • Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?
3. Coordination and Program Outreach (20 Points)	
<ul style="list-style-type: none"> • Coordination among agencies is very important, describe how the project will be coordinated with other social service programs and/or transit providers in the area. This could include: <ul style="list-style-type: none"> ➤ Share vehicles with other agencies? ➤ Share dispatching or scheduling duties? ➤ Share in maintenance costs? ➤ Coordinate client trips? ➤ Coordinate staff training programs? ➤ Other strategies. • Were private sector providers included in developing the project? If so, how? 	<ul style="list-style-type: none"> • What coordination efforts did the project employ? (More points should be awarded for multiple shared activities – program planning, operations, communications and/or planning) • Does the project involve multiple partners? (More points awarded for greater partnership) • Was private sector involvement explored? • Does the project indicate how stakeholders will be involved throughout the project?

Description of Project	Evaluation Criteria
<ul style="list-style-type: none"> In addition to the Coordinated Public Transit-Human Services Transportation Plan, provide ways which will continue to involve key stakeholders on a consistent basis. 	
4. Implementation Plan (20 Points)	
<ul style="list-style-type: none"> Provide an operational plan for providing service. Include time tables and route maps (if applicable) showing the service coverage from the project. Provide a description on how the agency intends to implement the project – describe process. Include a timeline for project implementation. Explain how the project relates to other services or programs provided by the agency and demonstrate how it can be achieved within the agency’s technical ability. Description on how the agency will market the project to the target population and promote public awareness of the program. 	<ul style="list-style-type: none"> Does the operational plan correspond with the project goals/objectives? Does the implementation plan seem feasible? Does the timeline seem feasible?
5. Customer Service and Accessibility (20 Points)	
<ul style="list-style-type: none"> Provide the number of years the applicant has provided services for their targeted clientele (elderly, low-income populations, and/or individuals with disabilities). Provide information on the number of personnel – existing drivers and administrative staff to support the project. Will the agency hire additional personnel to support the project? List the training courses and the drivers who have completed these courses. Describe the agency’s vehicle maintenance program (if applicable), addressing the following: <ul style="list-style-type: none"> ➤ Pre-trip inspections ➤ Preventive maintenance ➤ Routine maintenance ➤ Contingency plan for when equipment is out of service 	<ul style="list-style-type: none"> Does the applicant display sufficient experience in providing services for the targeted clientele? Does the agency have adequate staff resources to handle the project? If applicable, are drivers properly trained? If applicable, does the agency display the ability to maintain vehicles?

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End of Application