

**Job Access & Reverse Commute
(JARC) and
New Freedom (NF)**
2012 Application Scoring Conference

Regional Transportation Planning
Agencies (RTPAs) and Statewide Scoring
Committee

February 21, 2012



Purpose

- To ensure a fair and equitable project selection process by using a consistent scoring criteria.
- To provide scoring direction to the Regional Transportation Planning Agencies (RTPAs) and Metropolitan Planning Organizations (MPOs) who have MOU on file with DMT.



Agenda

- Introductions
- Program Overview and Update
- Cycle 6 (FFY 2011-2012) Grant Process
- Roles & Responsibilities
- Program Timeline
- Application Review and Scoring
- Wrap Up / Questions



FTA Section 5316 – Job Access Reverse Commute (JARC)

- Focused on service to Welfare Recipients and Individuals with Lower Incomes
- Access to Employment/Employment Related Activities
- Reverse Commute Services



FTA Section 5317 – New Freedom

- Enhances transportation for people with disabilities
- Public transportation beyond the ADA
- New alternatives to public transportation beyond the ADA



Program Update

- Last Cycle 4 was in FFY2008-2009
- FFY 2011-2012 is Cycle 6
- Program cycle will become bi-annual



Program Update



- Application Revisions
- Eligible Funding Amounts
 - ✓ **JARC - \$400,000 per year** up to three years – maximum request = \$1.2 million
 - ✓ **NF - \$200,000 per year** up to three years – maximum request = \$600,000
- Transportation Development Credits (Toll Credits)



Toll Credits Sample



FTA calculates a total project dollar amount using toll credits for a JARC **Capital project** as shown in the example:

Net Project Cost:	\$ 400,000
Grant Award (80%)	\$ 320,000 (FTA)
Local Share (20%)	<u>\$ 80,000 (Toll Credits)</u>
	\$ 400,000

For more information on Toll Credits, visit the Caltrans DMT website at: <http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/5311/transittollcreditsrev012611.pdf>

Toll Credits Sample



FTA calculates a total project dollar amount using toll credits for a JARC **Operating project** as shown in the example:

Net Project Cost:	\$ 500,000
Grant Award (max/yr)	\$ 400,000 (FTA & Toll Credits)
Local Share Overmatch	\$ 100,000

For more information on Toll Credits, visit the Caltrans DMT website at: <http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/5311/transittollcreditsrev012611.pdf>

Cycle 6 - Grant Process

- Call for Projects
- Application Workshops
- Scoring, Ranking, and Selection
- Tentative Awards
- 5307 Transfers
- Project Programming into TIP/FSTIP
- FTA Funding
- Standard Agreements
- Project Procurement



Roles & Responsibilities

- Federal Transit Administration - FTA
- Caltrans JARC & NF Programs (FTA Section 5316 & 5317)
- Metropolitan Planning Organizations (MPO) and Regional Transportation Planning Agency (RTPA)
- Statewide Review Committee
- Eligible Applicants



Local Planning Agency Review

- First level regional selection
- MPO or RTPA must have MOU with DMT
- For consistency MPO and RTPA will use Caltrans scoring criteria for project selection
- MPO and RTPA applicants are prohibited from scoring their own application



Statewide Review Committee

Committee Members

- Andrew Knapp – Caltrans DOTP
 - Rebecca Pike – Caltrans District 3
 - Daniel Yerushami – Caltrans DMT
 - Caltrans DMT JARC and NF Staff
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- Determine application eligibility
 - Review and score all project proposals
 - Develop statewide project priority list
 - Notify applicants of project ranking

Scoring Expectations

- Knowledge of JARC and NF Programs, Applications, and Instructions
- Applicant Eligibility
- Project Eligibility
- Project Evaluation Criteria
- Project Evaluation Scoring Sheet



Submittal Instructions

- Applications in small urban areas under the responsibility of a participating MPO or RTPA are due Wednesday, February 22, 2012.
- **All applications** are due to Caltrans on or before Friday, March 23, 2012.
 - One original and five copies
 - One electronic copy on CD (Microsoft Word or pdf)



JARC & NF Application

General Guidance to Applicants

- Encouraged early coordination with their local RTPAs for assistance
- Projects must be derived from the locally developed Public Transit-Human Services Transportation Plan (Coordinated Plan)
- Applications must be complete and final
- General Questions should be completed unless it is not applicable
- Answers should be clear and concise



Application Review



- Application Checklist

Cover Page

PART I – Coordinated Plan Certification

PART II – Private Nonprofit-Corporation Status
Inquiry and Certification

PART III – General Certification and Assurances

PART IV – Lawsuits/Complaints

PART V – Applicant Profile

PART VI – Applicant's Annual Budget

PART V – Labor Union Information (JARC Only)

Funding Request

- Type of project proposal and amount requested.
- Amount of Toll Credits
- Overmatch Funds above maximum grant request



Attachment = Project Proposal

- ATTACHMENT A – Operating Assistance
- ATTACHMENT B – Mobility Management
- ATTACHMENT C – Capital-Vehicle/Other Equipment
- ATTACHMENT D – Capital-Accessibility Improvement (New Freedom ONLY)



GENERAL QUESTIONS

(Operating & MM)

1. Is the proposed project a request for project continuation from prior New Freedom/JARC award from Caltrans?
2. Indicate the type(s) of proposed transportation service for the project. (Check all that apply.)
3. If your agency serves both rural and urbanized areas and receive FTA assistance from 5311, 5316/5317 (Rural) and/or 5307 and/or 5316/5317 (Small Urban), please describe the cost allocation methodology your agency uses to segregate rural service costs from urbanized service costs.
4. In the past 12 months, did your agency receive any other federal operating funds? (Check all that apply and provide standard agreement #s and dollar amount.)
5. Does your agency intend to use a third party contractor for the proposed project service?
6. If you plan to use an existing third party service contract, is your contract on file with Caltrans?
7. What is the operating period of the existing third party service contract?
 1. Is there a written option in the contract to extend beyond the base years?
8. Does your agency receive more than \$500,000 in federal funds?

GENERAL QUESTIONS

(Capital-Vehicle/Other Equipment)

1. Indicate the type(s) of proposed transportation service for the project.
(Check all that apply.)
2. If your agency serves both rural and urbanized areas and receive FTA assistance from 5311, 5316/5317 (Rural) and/or 5307 and/or 5316/5317 (Small Urban), please describe the cost allocation methodology your agency uses to segregate rural service costs from urbanized service costs.
3. In the past 12 months, did your agency receive any other federal operating funds? (Check all that apply and provide standard agreement #s and dollar amount.)
4. Indicate the type of the proposed vehicle purchase:
___ Vehicle Replacement (Go to question #5, then #6)
___ Service Expansion (Go to question #6)
5. 5. List the current vehicle(s) that will be replaced:
6. List the vehicle(s) your agency proposes to purchase (Go to question #8):

GENERAL QUESTIONS

(Capital Cont...)

4. Indicate the type of ADA accessibility construction for the proposed project. Describe your construction activities in details.
5. What is the need for this project? How did you select the project?
6. Describe what service improvements would be addressed by constructing/expanding/improving the facility or acquiring the real property?
7. If funding for this project is approved, how will the surrounding community benefit?
8. Does your agency have the experience, and staffing level to administer and implement the project, and to submit required reports correctly and on time?
9. Does your agency have the resources to bring about successful completion of the project?
10. What is your proposed method of procurement?
11. Is your agency planning on using your own labor force to carry out the proposed project?
12. Is the total cost of your project \$100,000 or more, and include your own labor?
13. Does your agency receive more than \$500,000 in federal funds?

GENERAL QUESTIONS

(Capital-Accessibility Improvement (NF Only))

4. Indicate the type of ADA accessibility construction for the proposed project. Describe your construction activities in details.
5. What is the need for this project? How did you select the project?
6. Describe what service improvements would be addressed by constructing/expanding/improving the facility or acquiring the real property?
7. If funding for this project is approved, how will the surrounding community benefit?
8. Does your agency have the experience, and staffing level to administer and implement the project, and to submit required reports correctly and on time?
9. Does your agency have the resources to bring about successful completion of the project?
10. What is your proposed method of procurement?
11. Is your agency planning on using your own labor force to carry out the proposed project?
12. Is the total cost of your project \$100,000 or more, and include your own labor?
13. Does your agency receive more than \$500,000 in federal funds?

Project Narrative



- Scored Sections
- Applicants must answer **ALL** questions in each section
- Five Scored Sections (Total 100 points)
 - A. Program Goals and Objectives (20 points)
 - B. Project Implementation Plan (30 points)
 - C. Program Performance Indicators (20 points)
 - D. Communication and Outreach (20 points)
 - E. Emergency Planning and Preparedness (10 points)

Project Narrative – Rating Scale

	Maximum Possible Points		
	30	20	10
EXCEPTIONAL	21 to 30	15 to 20	7 to 10
SATISFACTORY	11 to 20	7 to 14	4 to 6
UNSATISFACTORY	Zero to 10	Zero to 6	Zero to 3



Project Narrative



A. Program Goals and Objectives (20 points)

Considerations:

- Clear, concise, comprehensive description
- Details on service and population – current and proposed
- Improvements to mobility for targeted population
- Identifies how project meets the goals and objectives of the program (JARC or NF)
- Identifies correlation with Coordinated Plan (must include section/page number)
- Identifies how the project fills transportation gap(s)
- Identifies opportunities/efforts for coordination

Project Narrative



B. Project Implementation Plan (30 points)

Considerations:

- Clear and well-defined operational plan or description of capital investment
- Includes details, i.e., route #, schedule, ridership, personnel, marketing plan, etc.
- Includes specific tasks, benchmarks, milestones, deliverables
- Identifies how capital project improves transportation service or mobility options
- Continuation projects should include past achievements and planned accomplishments

Project Narrative



C. Program Performance Indicators (20 points)

Considerations:

- Clear measurable outcome-based performance measures and indicators
- Performance measures correlate to project proposal and service delivery
- Include effective methodology for development of performance indicators
- Describes process for ongoing monitoring and evaluation of service and impact to targeted groups
- Strategies to mitigate performance measures that are not achieving the stated objectives
- Provide supporting documentation

Project Narrative

D. Communication and Outreach (20 points)

Considerations:

- Stakeholders should be clearly identified
- Applicant's method and ability to keep stakeholders involved and informed
- Plans to promote public awareness
- Detail any outreach or marketing strategies
- Ability to coordinate with other community transportation and/or social service resources
- Identifies how project service is marketed
- Includes three (3) letters of support from stakeholders



Project Narrative



E. Emergency Planning and Preparedness (10 points)

Considerations:

- Clear description of drills and activities related to security/emergency planning and preparedness
- Demonstrates applicant's inclusion in the Office of Emergency Services (OES) response plan
- Identifies all decision making activities or coordination efforts in transportation security/emergency made to communicate and coordinate emergency planning with OES
- Applicants that are transportation providers should complete the vehicle inventory

MPO/RTPA Responsibility

MOU Participating MPO and RTPA

- Determination of eligibility
- Score project proposals
- Develop regional priority list
- Notify applicants of regional scoring results
- Forward priority list, score worksheets and all applications to Caltrans

ALL MPOs and RTPAs

- Coordinated Plan certification
- Obligate JARC and New Freedom transferred funds
- Provide technical assistance to applicants

MPOs/RTPAs Submit to Caltrans by March 23, 2012

Forward to:

Department of Transportation

Division of Mass Transportation, MS 39

Helen Louie, Branch Chief

P.O. Box 942874

1120 N Street, Room 3300

Sacramento, CA 94274-0001





**California Department of Transportation
Division of Mass Transportation
JARC & NF Programs**

Good Luck and Good Scoring!

Where to Get More Information

<http://www.dot.ca.gov/hq/MassTrans/5316.html>

<http://www.dot.ca.gov/hq/MassTrans/5317.html>



JARC/NF

Branch Contact Information

Branch Chief
Helen Louie
(916) 654-6990

District 1, 2, 3 & 10
Lorraine Cozad (916) 657-4679

District 1, 2, 3 & 10
Lorraine Cozad (916) 657-4679

District 5, 6, & 9
Cesley Nixon (916) 654-9392

District 4, 7, 8, 11 & 12
Lynn Ly (916) 657-4192

Construction Oversight
Ian Knutila (916) 654-5301

Grant Administrator
Jackie Fleck (916) 654-9979

