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# Program Management Plan

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Federal Transit Administration Programs  
Section 5316 – Job Access and Reverse Commute  
Section 5317 – New Freedom

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By: Central Midlands Council of Governments

May 5, 2009

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# **CENTRAL MIDLANDS FTA SECTIONS 5316 & 5317 PROGRAM MANAGEMENT PLAN**

## **FINAL REPORT**

May 2009

Prepared for:

Central Midlands Council of Governments

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Metropolitan Planning Organization



Prepared by:

Central Midlands Council of Governments

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**CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS  
PROGRAM MANAGEMENT PLAN**

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## **CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS (CMCOG)**

The Central Midlands Council of Governments (CMCOG) is a public agency created by the Counties of Fairfield, Lexington, Newberry and Richland, and the cities of Batesburg/Leesville, Cayce, Columbia, Forest Acres, Irmo, Lexington, Newberry, Springdale, West Columbia, and Winnsboro, as enabled by state planning law. The agency was organized in 1969 and has been providing planning, management and technical assistance to its member governments and local transit service providers since its inception. CMCOG has been charged with responsibility for area-wide transportation planning since its inception and serves as the designated Metropolitan Planning Organization for transportation program/project purposes.

As the MPO, CMCOG provides the forum for cooperative decision making in developing regional transportation plans and programs to meet changing needs. It is composed of elected and appointed officials representing local, state and federal governments or agencies having interest or responsibility in comprehensive transportation planning.

To facilitate and encourage maximum interaction among these groups and the local community, the CMCOG has an adopted committee structure. The Policy Committee (CMCOG Board of Directors), which is composed of elected and appointed officials, is the official decision making body and establishes the policies for the overall conduct of the CMCOG. The Policy Committee is responsible for the adoption of plans and programs and approves study recommendations. The Executive Committee is made up of Policy Committee members and provides oversight of transportation planning activities. The Transportation Subcommittee, which is established by the Policy Committee, provides a forum for discussion and resolution of relevant issues and monitors technical activities including the development of the UPWP and the Transportation Improvement Plan (TIP) for recommendation to the Policy Committee. In addition, the Transportation Subcommittee directs and considers for recommendation to the Policy Committee all major studies and planning activities.

The Technical Committee, which is established by the Policy Committee, is composed of the professional/technical representatives of the member governments and public agencies having indirect responsibility for transportation planning and/or implementation. Their primary responsibility is to monitor all technical activities including the annual development of a draft UPWP and biennial development of a draft TIP for recommendation to the Transportation Subcommittee. They also consider for recommendation to the Transportation Subcommittee for further discussion and revision before submittal to the Policy Committee for final endorsement of all major studies and planning activities.

## **INTRODUCTION**

This Program Management Plan documents the program objectives, policies, and procedures used by the Central Midlands Council of Governments to administer the Section 5316 (Job Access and Reverse Commute) and Section 5317 (New Freedom) Federal Transit Administration programs in the COATS Metropolitan Planning Organization study area. Changes brought about by the Safe, Affordable, Flexible,

and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) required the establishment of a locally developed, coordinated public transit-human services transportation plan for these programs.

In September 2007, the CMCOG developed a Human Services Coordinated Transportation Plan (HSCTP), and this Program Management Plan should be considered a continuation of that work in that it uses the goals and objectives set forth in the HSCTP to direct program selection procedures. The second document on which this PMP has been developed is the most recent circular providing guidance for Federal Transit Administration programs. For the JARC program, Circular FTA C 9050.1 has been referenced. For the New Freedom program, Circular FTA C 9045.1 has been referenced. This guidance, published May 1, 2007, specifically details how each State and the Designated Recipient should administer these programs. Any applicant who intends to pursue grant funding through the Federal Transit Administration for Section 5316 or Section 5317 are strongly encouraged to familiarize themselves with the HSCTP prepared by CMCOG as well as the applicable FTA Circular.

## **PROGRAM GOALS AND OBJECTIVES**

CMCOG's goal in managing the JARC and New Freedom programs in the COATS MPO Study Area is to address the gaps in service identified in the local Coordinated Human Services Transportation Plan, minimize duplication of services to similar populations, and maximize available resources to provide transit services at the highest possible level to target populations. CMCOG will achieve this goal by completing the following objectives:

1. Create a competitive selection process that closely references the local Coordinated Human Services Transportation Plan to determine funding priorities and selection criteria.
2. Create a Program Management Plan that clearly explains the responsibilities of both CMCOG and grant applicants and administering the program in a transparent, open manner.
3. Identify and involve as many grant applicants as possible through public involvement techniques, announcements, the MPO planning process, or any other means that the staff believes will attract potential grantees.

In addition to these management goals, CMCOG recognizes the program specific goals of both JARC and New Freedom as defined in their respective circulars. For the JARC program, the stated goal is:

“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 non-urbanized areas to suburban employment opportunities.” FTA C 9050.1, page II-1.

And, as stated for the New Freedom program:

“The New Freedom formula grant program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the workforce and full participation in society,” and “the New Freedom formula grant program 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, page II-1.

## **ROLES AND RESPONSIBILITIES**

In a letter dated May 1, 2007, the Governor of the State of South Carolina designated the Central Midlands Council of Governments to be the recipient of all JARC and New Freedom monies in the COATS MPO Study Area. A copy of this letter is attached as Appendix A. As the Designated Recipient, CMCOG's responsibilities include:

1. Creating project selection criteria based on a locally developed, coordinated transportation plan.
2. Announcing a call for projects and providing technical assistance in the completion of grant applications.
3. Ensuring that all interested parties have a fair and equitable opportunity to apply, and if selected, are funded in a fair and equitable distribution of funds.
4. Ensuring that all selected grant recipients comply with Federal guidelines as defined by the Federal Transit Administration and any state or local guidelines, as determined by CMCOG.
5. Ensuring that the entire process involves coordination with transit providers, local officials, and the Metropolitan Planning Organization.
6. Preparing the annual Program of Projects (POP), coordinating the process to include all projects in the Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP),
7. Managing all aspects of grant distribution and oversight for subrecipients receiving funds under this program; and
8. Submitting reports as required by FTA

## **PROGRAM MEASURES**

Quarterly reports capture the required program measures as required by law through FTA. These are necessary to measure relevant output, service levels and outcomes for the JARC and New Freedom programs. Program measures are part of the annual report, due each year by October 31<sup>st</sup>.

CMCOG staff reports on information for all grantees of JARC and New Freedom funding in projects funded through FTA, including those that were transferred to Section 5307 or 5311 for administration.

Failure to submit quarterly reports violates the terms and conditions of the agency's standard agreement and can lead to termination of the project. If non-compliant, agencies are not eligible to apply for any projects in the next funding cycle.

### **Section 5316**

CMCOG staff will submit both quantitative and qualitative information as available on each of the following measures:

- Actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage of JARC projects implemented in the current reporting year.
- Actual or estimated number of rides (as measured by one-way trips) provided as a result of the JARC projects implemented in the current reporting year.

### **Section 5317**

CMCOG staff will submit both quantitative and qualitative information as available on each of the following measures:

- Services provided that impact availability of transportation services for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year. Examples include geographic coverage, service quality and/or service times.
- Additions or changes to environmental infrastructure (e.g., transportation facilities, sidewalks, etc), technology, vehicles that impact availability of transportation services as a result of the New Freedom projects implemented in the current reporting year.
- Actual or estimated number of rides (as measured by one-way trips) provided for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year.

## **COORDINATION**

CMCOG encourages a coordinated effort between all interested parties in the planning, proposal, execution, and administration of transit services covered under this plan. Primary stakeholders in this process include the Federal Transit Administration, the COATS Metropolitan Planning Organization, potential grant applicants, providers of transit services funded through the Section 5316 or Section 5317 programs, the general public, private providers (taxi cabs, bus operators, etc...) and the South Carolina Department of Transportation. CMCOG supports coordination by:

1. Designing a competitive selection process based on a locally developed, coordinated plan that involves stakeholders in formulating goals and objectives for regional transit.
2. Announcing a call for projects through the COATS Metropolitan Planning Organization, local newspapers, local government officials, the CMCOG website, and other identified sources that will increase awareness of the project selection process.
3. Involving area transit providers and local government officials in the project selection process through the use of an advisory committee.
4. Requiring coordination efforts on the part of subrecipients as a component of the grant application, to be guided by objectives outlined in the Human Services Coordinated Transportation Plan.

5. Remaining in regular contact with the Federal Transit Administration and providing timely reports as determined by FTA guidance.

The competitive selection process will emphasize coordination at all levels to provide enhanced transportation services. The designated recipient acts as a facilitator for information sharing and creates opportunities for coordination through the establishment of committees, the hosting of informational meetings, and through distribution of local and federal funds. Coordination is promoted through sharing best practice information with the Human Services Transportation Coordination contact list of nearly 70 individuals and agencies. This list is constantly updated and added to as new stakeholders are identified.

Existing coordination activities that predate the availability of current JARC and New Freedom funding include the Central Midlands Regional Transit Authority and the Santee Wateree Regional Transit Authority. These agencies also will be used to discuss potential projects, encourage coordination and reach to target populations. Other less formal coordination efforts are already occurring between and among public transit and human service agencies to better serve the needs of all transportation disadvantaged populations in the Region. The process of developing the coordinated plan has encouraged additional discussions that have already resulted in increased communication and coordination among agencies.

Coordination Councils are being formed at both the regional and sub-regional level for the purpose of continuing the coordination efforts already underway and further developing opportunities identified in the Coordinated Plan. Initially, these sub-regional Councils are being formed along county lines, but may evolve into a different configuration. These Councils will be one forum for developing coordinated project applications for JARC and New Freedom projects. The Regional Coordinating Council will include some common members with the sub-regional Councils to facilitate discussion of common interests and to facilitate development of regional projects, as identified.

CMCOG will also act to encourage coordination by maintaining the directory of transportation providers and purchasers that was created as part of coordinated planning process and providing information about potential coordination partners to parties interested in applying for 5316 or 5317 funding. Since the annual Program of Projects will be approved by the CMCOG Board of Directors, local elected officials and jurisdictional staff will be involved in the ongoing coordination process. Special effort was made during the planning process to engage county administrators and to gain their support for coordination efforts. CMCOG will continue to engage regional and other local officials from the four affected counties during the implementation process.

## **ELIGIBILITY REQUIREMENTS FOR SUBRECIPIENTS**

Any organization planning to apply for a grant through Section 5316 or Section 5317 should thoroughly review the following information. Applications of organizations who do not meet the eligibility requirements *will not be* reviewed. Certification of current status will be necessary to assure compliance with the eligibility requirements. For both JARC and New Freedom programs, there are three categories of eligible subrecipients:

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

In addition to the eligibility requirements for subrecipients, limitations exist on the types of activities that can be funded using program monies from Section 5316 and Section 5317. For the JARC program, current FTA guidance states, "Funds from the JARC program are available for capital, planning, and operating expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects." FTA C 9050.1, page III-8.

To further clarify allowable uses of JARC monies, the FTA provides a list of activities as examples for funding. These examples include:

- Late-night and weekend service;
- Guaranteed ride home services;
- Shuttle service;
- Expanding fixed-route public transit routes;
- Demand-response van service;
- Ridesharing and carpooling activities;
- Transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations);
- Local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;
- Promotion, through marketing efforts, of the:
  - Use of transit by workers with non-traditional work schedules;
  - Use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
  - Development of the employer-provided transportation such as shuttles, ride sharing, carpooling; or
  - Use of transit passes programs and benefits under Section 132 of the Internal Revenue Code of 1986.
- Supporting the administration and expenses related to voucher programs. This activity is intended to supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment to providers of alternative transportation services. The JARC program can provide vouchers to low income individuals to purchase rides, including (1) mileage reimbursement as part of a volunteer driver program, (2) a taxi trip, or (3) trips provided by a human service agency. Providers of transportation can then submit the voucher to the JARC projects administering agency for payment based on pre-determined rates or contractual

arrangements. Transit passes for use on fixed route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match.

- Acquiring Geographic Information System (GIS) tools;
- Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;
- Integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;
- Deploying vehicle position-monitoring systems;
- Subsidizing the cost associated with adding reverse commute bus, train, carpool, van routes or service from urbanized areas and non-urbanized areas to suburban workplaces;
- Subsidizing the purchase or lease by a nonprofit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplaces;
- Otherwise facilitating the provision of public transportation services to suburban employment opportunities;
- Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive JARC funding to support the administrative cost of sharing services it provides to its own clientele with other low income individuals and coordinate usage of vehicles with other nonprofits, but not the operating cost of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
  - The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
  - Support for short-term management activities to plan and implement coordinated services;
  - The support of State and local coordination policy bodies and councils;
  - The operation of transportation brokerages to coordinate providers, funding agencies and customers;
  - The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
  - The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel loads and to manage eligibility requirements and arrangements for customers among supporting programs; and

- Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track cost and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a standalone capital expenditure).

These examples, taken from FTA C 9050.1, pages III-8, 9, and 10, are not meant to be comprehensive. Questions concerning the eligibility of the potential project or activity should be directed to CMCOG prior to submitting the application.

For the New Freedom program, current FTA guidance states: "New Freedom Program funds are available for capital and operating expenses that support new public transportation services beyond those required by the Americans with Disabilities Act of 1990 (ADA) and new public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services. For the purpose of the New Freedom Program, 'new' service is any service or activity that was not operational on August 10, 2005, and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the STIP. In other words, if not for the New Freedom Program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities." FTA C9045.1, page III-7, 8. Services in existence prior to August 10, 2005 cannot be terminated and then reinstated to qualify as a new service. Funded projects in the New Freedom program continue to remain eligible for funding as long as they remain a part of a coordinated plan. New public transportation services and alternatives must exceed ADA requirements, target individuals with disabilities, and increase accessibility to transportation services for persons with disabilities. Example projects provided in FTA C 9045.1 include:

### **ADDITIONAL RESTRICTIONS**

CMCOG will follow federal guidelines for determining eligible local matching share. The local policy will be no more restrictive than the federal policy. During the application process, applicants will be required to specifically identify the source of match funds. Matching funds may include local tax revenue, private foundation funds, private sector contributions, and non-DOT federal funds including, but not limited to: TANF, Agency on Aging Title III B, Medicaid, Veterans' Care, and Vocational Rehabilitation funds intended to support transportation. Individual project sponsors are responsible for securing the match commitment, which must be documented with a signed letter of commitment when applications are submitted. CMCOG will verify that the proposed match is legitimate under federal policy and is within the scope of the proposed project. Our Coordinated Plan provides descriptions of various sources of transportation funding, many of which are eligible sources of the required match. In-kind match will be allowed, but only if the in-kind contribution is an integral part of the proposed project and the value of that match is documented and supported, and represents a cost which would otherwise be eligible under the program. Expenditure of other federal funds for transportation outside of the scope of this project cannot be applied as credit for local match in the FTA grant.

## NEW PUBLIC TRANSPORTATION SERVICES BEYOND THE ADA

- Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of "new:"
  - a. Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
  - b. Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
  - c. The incremental cost of providing same-day service;
  - d. The incremental cost of making door-to-door services available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;
  - e. Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
  - f. Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight rating established for common wheelchairs under the ADA and labor cost of aides to help drivers assist passengers with over-sized wheelchairs. This would prevent the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 lb design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service; and
  - g. Installation of additional securement locations in public buses beyond what is required by the ADA.
- Feeder services. New "feeder" service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
- Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility and existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:
  - h. Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals or other accessible features,
  - i. Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA,

- j. Improving signage, or wayfinding technology, or
  - k. Implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).
- *Travel training.* New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

## NEW PUBLIC TRANSPORTATION ALTERNATIVES BEYOND THE ADA

1. *Purchasing vehicles to support new accessible taxi, ridesharing, and/or van pooling programs.* New Freedom funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs provided that the vehicle has the capacity to accommodate a passenger who uses a "common wheelchair" as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.
2. *Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers.* This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the New Freedom Program. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The New Freedom Program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes for use on existing fixed route or ADA complementary paratransit services are not eligible. Vouchers are an operational expense, which requires a 50/50 (Federal/local) match.
3. *Supporting new volunteer driver and aide programs.* New volunteer driver programs are eligible and include support for cost associated with a demonstration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both "new" and "beyond the ADA." FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

4. Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency organization within a community. For example, a non-profit agency could receive New Freedom funding to support the administrative costs of sharing services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
  - a. The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low income individuals;
  - b. Support for short-term management activities to plan and implement coordinated services;
  - c. The support of State and local coordination policy bodies and councils;
  - d. The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
  - e. The operation of transportation brokerages to coordinate providers, funding agencies and customers;
  - f. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel routes and to manage eligibility requirements and arrangements for customers among supporting programs; and
  - g. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track cost and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

## **LOCAL SHARE AND LOCAL FUNDING REQUIREMENTS**

The general requirements for both JARC and New Freedom are the same with the exception that in the JARC program, funds may be used to finance capital, operating, and planning expenses, whereas, in the New Freedom program funds may only be used to finance capital and operating expenses. In both programs, the Federal share of eligible capital and/or planning costs may not exceed 80 percent of the net cost of the activity, but for eligible operating costs, the Federal share may not exceed 50 percent of the net operating costs of the activity. Up to 10 percent of an apportionment may be used to support program

administrative costs in both JARC and New Freedom. This includes administration, planning, and technical assistance expenses and the Federal share of these administrative costs can be 100 percent. Local share of eligible costs will complete the remaining percentage not covered by the Federal share. Thus, for eligible capital and planning costs, the local share will be no less than 20 percent of the net cost of the activity. For eligible operating cost, the local share will be no less than 50 percent of the net cost of the activity. No Federal DOT funds may be used to fulfill local share requirements. This includes using FTA funds from one program to fund the local match in another FTA program. Where uncertainty exists in the eligibility of a particular funding source to be used as a local share, CMCOG should be contacted to seek guidance prior to submitting an application. Please note that FTA guidance on non-cash share states that these items are eligible to be counted toward the local match as long as:

1. The value of each non-cash share is documented and supported;
2. The non-cash share represents an eligible cost under the program; and
3. The non-cash share is included in the net project costs in the project budget.

JARC and New Freedom local match can be obtained from income from human service transportation contracts, or this income can be used to reduce the net project cost of operation, but the cost of providing the contract services must be included in the total project cost. The following exception applies to both JARC and New Freedom:

“The Federal share is 90 percent for vehicle-related equipment and facilities required by the Clean Air Act (CAA) or the Americans with Disabilities Act (ADA). It is only the incremental cost of the equipment or facility required by the CAA or ADA that may be funded at 90 percent, not the entire cost of the vehicle or facility, even if the vehicle or facility is purchased for use in service required by the ADA or CAA.” FTA C9050.1, page III-11 and FTA C 9045.1, page III-12. Any applicant who intends to utilize this exception must contact CMCOG prior to submitting an application so that the incremental cost can be calculated accurately.”

**JARC-Use of Other Federal Funds.** "Local match may be derived from other Federal funds derived from Federal programs that are eligible to be expended for transportation, other than from the DOT programs. Examples of types of programs that are potential sources of local match include: employment training, aging, community services, vocational rehabilitation services, and Temporary Assistance for Needy Families (TANF). To be eligible for local match for FTA funds, the other Federal funds must be used for activities included in the total net project costs of the FTA grant. Expenditure of other Federal funds for transportation outside of the scope of the project cannot be applied as a credit for local match in the FTA grant. Specific program information for other types of Federal funding is available at [www.unitedweride.gov](http://www.unitedweride.gov)." FTA C 9050.1, page III-11.

**New Freedom-Use of Other Federal Funds.** "Local match may be derived from other Federal programs that are eligible to be expended for transportation, other than funds from DOT programs. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. To be eligible for local match for FTA funds, the other Federal funds must be used for activities included in the total net project costs of the FTA grant. Expenditure of other Federal funds for transportation outside of the scope of the project cannot be applied as a credit for local match in the FTA grant. Specific program information for other types of Federal funding is available at [www.unitedweride.gov](http://www.unitedweride.gov)." FTA C 9045.1, page III-12.

## **TRIBAL GOVERNMENTS**

Currently there are no tribal governments in the Central Midlands region.

## **POLICY RATIONALE**

The competitive selection process implemented by CMCOG under this PMP ensures that selected projects be derived from a locally developed, coordinated human services plan. In doing so, CMCOG provides a process reflective of the needs and gaps within the MPO study area, as defined by the coordinated human services plan, and encourages continued stakeholder input by utilizing an advisory committee during the selection process.

## **PROJECT SELECTION**

As the Designated Recipient, CMCOG will competitively select projects to be funded through the JARC and New Freedom programs. The application process, together with sample application documents, can be found in Appendix B. Potential grant applicants should thoroughly familiarize themselves with the criteria listed below. The selection process will be based on a scoring system that weighs each application against how well it adheres to the selection criteria. Questions regarding the selection process or selection criteria should be directed to CMCOG well before any posted application deadline. Please note, an application from a potential subrecipient who does not meet the eligibility requirements, or an application for a project that does not meet the eligible activities requirement will not be scored.

The project selection process will commence with a call for applications. Applications that are received will be reviewed to assess their responsiveness. Responsiveness refers to an application's completeness, timeliness, and assemblage of all required elements.

CMCOG staff will review the applications for project eligibility and compliance with the Human Service Transportation Coordination Plan. A staff report that summarizes the application review will be prepared for the Project Selection Committee.

The Project Selection Committee will convene to deliberate, score, and recommend funding allocations. The Project Selection Committee will recommend projects for funding to the MPO Technical Advisory Committee. The Committee will review the recommendations and forward these along with further recommendations to the MPO Transportation Subcommittee. The MPO Transportation Subcommittee will review the recommendations and forward these along with further recommendations to the MPO Policy Committee (CMCOG Board of Directors). The MPO Policy Committee will have the final vote on the selection and funding of the recommended projects. The list of approved projects will then be published, included in the Transportation Improvement Program (TIP) and submitted to the FTA for funding. The Project Selection Committee and the CMCOG Board of Directors shall employ the following criteria and associated weightings when scoring project proposals.

## SELECTION CRITERIA

1. Statement of Need and Organizational Capacity (20%) - In this measure, applicants will be judged on the nexus between the proposed project and the needs identified in the HSCP. Additionally, assets within their organization that allow them to fully plan, execute, administer, and measure a project funded through the JARC or New Freedom program. Questions relevant to this measure might include:
  - a. Does the project address a recognized need in the community?
  - b. What unmet need(s) are identified in relation to the regional Coordinated Public Transit-Human Services Transportation Plan?
  - c. Which strategy (ies) does the project focus on from the Plan?
  - d. Does the project increase or enhance availability of transportation of the targeted population?
  - e. Does the project help meet transportation needs outside this population?
  
2. Project Budget and Cost Effectiveness (20%) - Grant applicants will be judged on the budget for the proposed project. Clear indication all funding sources, especially the local share for the project. Evidence of financial capability and the stability of the local share and if there is an identified source for on-going funding. Questions relevant to this measure might include:
  - a. Was a clearly defined budget submitted for both the proposed project?
  - b. Does the project budget list the source(s) of local share? Is the local share stable?
  - c. 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%) - This measure judges how well the proposed project is coordinated among agencies. How the project will be coordinated with other social service programs and/or transit providers in the area. Coordination could include shared vehicles with other agencies, shared dispatching or scheduling duties, shared maintenance costs, coordinated client trips, coordination of staff training programs, or other strategies. Questions relevant to this measure might include:
  - a. What coordination efforts did the project employ? (More points should be awarded for multiple shared activities – program planning, operations, communications and/or planning)
  - b. Does the project involve multiple partners? (More points awarded for greater partnership)
  - c. Does the project indicate how stakeholders will be involved throughout the project?

4. *Implementation Plan (20%)* - The fourth measurement includes information on operational plan for providing service. This could include timetables and route maps (if applicable) showing the service coverage from the project. Offer a description on how the agency intends to implement the project and 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. Provide a description on how the agency will market the project to the target population and promote public awareness of the program.
  
5. *Customer Service and Accessibility (20%)* - 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:
  - Pre-trip inspections
  - Preventive maintenance
  - Routine maintenance
  - Contingency plan for when equipment is out of service.

The application process is more completely detailed in Appendix B. Committee results will be compiled by CMCOG and taken into consideration prior to the final selection decision.

## **PRIVATE SECTOR PARTICIPATION**

Federal law requires the public to be involved in the transportation planning process and specifically requires that private providers be provided an opportunity to be consulted in developing transportation plans and programs in both urban and rural areas. Public involvement processes must be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement throughout the transportation planning and programming process.

Under the requirements of 49 U.S.C. 5323(a)(1) States or local governmental authorities may use FTA funds to operate public transportation service in competition with or in addition to transportation service provided by an existing public transportation company, only if" the grantee "provides for the participation of private companies engaged in public transportation to the maximum extent feasible."

The most comprehensive FTA document regarding private enterprise requirements is a report titled "Private Enterprise Participation in Transportation Planning and Service Delivery." The report is available on FTA's website at:

[http://www.fta.dot.gov/documents/Private\\_Enterprise\\_Brochure.doc](http://www.fta.dot.gov/documents/Private_Enterprise_Brochure.doc).

In view of the South Carolina Department of Transportation's continued commitment, to the maximum extent feasible, to the involvement of private enterprise in the provision of mass transit services, the following applies:

- Applicants must provide reasonable notice to transportation providers regarding proposed services and opportunities for their participation in such services.

To ensure that all interested persons, businesses, and agencies have been notified of a subrecipient's intention to provide transportation services and that they have adequate opportunity to comment, the subrecipient must issue a public notice describing its proposed services. The notice should invite any interested private operator within the service area to comment or request a public hearing on the proposed services by written notice to the subrecipient. A minimum of 15 days response time must be provided.

## **ANNUAL PROGRAM OF PROJECTS**

Once the selection process has concluded, a ranked list of projects scheduled to be included in the program of projects will be posted for public review. During the review process, comments will be accepted regarding the selection decisions. Any comment received in writing should be responded to within 30 days of closing of the review process. Formal appeals must be received prior to the close of the review process, and once received, will be considered by CMCOG in conjunction with the selection committee. If, after consideration, the appeal is denied, applicants who wish to continue to appeal a decision must contact the FTA through their regional office in Atlanta. After final selection has been made, the program of projects will be delivered to the COATS Metropolitan Planning Organization for inclusion into the COATS Transportation Improvement Program. Once adopted by the MPO, the program of projects will be forwarded to the FTA for final approval. Throughout the selection, review, and adoption process, CMCOG will work closely with FTA representatives to ensure a comprehensive, fair, and equitable distribution of funds. Funding allocations for these programs can be found at [http://www.fta.dot.gov/funding/grants\\_financing\\_38.html](http://www.fta.dot.gov/funding/grants_financing_38.html).

The overall timeline for the development of the Annual Program of Projects is detailed below:

### **Schedule**

<u>Task</u>	<u>Timeline</u>
Call for Projects Opens	Will occur in February
Pre-Proposal Workshop	Will be held in February
Call for Projects Closes	(Approximately 6 weeks) Ends in March
Selection Committee Evaluate & Select Proposals	Will occur in April
MPO Technical Committee (Action Item)	Will review in April
MPO Transportation Subcommittee (Action Item)	Will review in May
MPO Policy Committee (Action Item)	Will review in May
CMCOG MPO Submits Grant Applications to FTA	Will occur in June
FTA Awards CMCOG MPO Grant Application	Expected to occur in August
CMCOG MPO Executes Agreements	Expected to occur in September

## **ADMINISTRATION, PLANNING, AND TECHNICAL ASSISTANCE**

The Designated Recipient for JARC and New Freedom programs may use up to 10% of the yearly apportionment of funding for administration, planning, and technical assistance. These funds will support the development and continued administration of the application process, oversight of funded projects, and application assistance provided to grantees through CMCOG.

In addition to program oversight and administration of the competitive award process, the administrative apportionment will support the designated recipient's staff time to provide technical services to subrecipients. These services include demographic data analyses, route planning, GIS file maintenance and cartographic composition of data, management assistance, marketing of transit services, and public education on transit services. Further, administrative funds will be used to update the Human Service Transportation Coordination Plan and to facilitate coordination between transit providers.

CMCOG staff members will also provide ongoing technical assistance to agencies which provide transportation to the target populations. This assistance includes, but is not limited to: the sharing of best practices, the facilitation of meetings among agencies, assistance in developing recordkeeping and reporting capabilities, and assistance in grant applications to secure additional local, state, federal and private funds. CMCOG also makes its expertise in GIS and mapping available to transit agencies and human services transportation providers on an as requested basis. The CMCOG website <http://www.centralmidlands.org/> is a repository for information and documents related to the JARC and New Freedom programs and to the coordinated planning process and will continue to be used to disseminate information about the programs and local coordination activities.

CMCOG also currently acts as a temporary source of Information and Referral for agencies and individuals seeking transportation alternatives. CMCOG will establish and staff Coordination Committees to promote implementation of the coordinated plan.

## **TRANSFER OF FUNDS**

While guidelines exist for the transfer of JARC and New Freedom funds to various state administered programs, no provision or authority has been established by FTA for transfer from the Designated Recipient to another program. The current circular reads, "There is no authority to transfer funds apportioned to large urbanized areas to small urbanized or rural areas." FTA C 9050.1, page III-5. Transfer of funds to Section 5307 program is permitted. Transferred funds must be used for JARC and New Freedom projects. Consultation with local officials and publicly owned operators of public transportation will occur before a transfer is executed. The period of availability for the transferred funds is not changed by the transfer.

The FTA regional administrator will be notified of the intent to have funds transferred so that FTA can initiate the transfer. For transfers of flexible funds, the notification must indicate the amount of funds transferred, the recipient of transferred funds, and the program to which they are being transferred. In creating an application to FTA, JARC, New Freedom, and Section 5307 funds should not be combined in

a single grant. Grantees should have individual Section 5307 grants for each program. A Section 5307 grant that contains JARC or New Freedom funds should use the appropriate scope code in TEAM (646-00 for JARC and 647-00 for New Freedom.)

## COMPLIANCE MONITORING

The CMCOG will adhere to the following process to ensure internal compliance, as well as subrecipient compliance with Federal requirements. CMCOG and all recipients will execute the Certifications and Assurances, as published annually by FTA. The CMCOG will employ an internal ‘checks and balances’ system, where the Transportation Planner reviews service report and the Financial Manager will review invoices, requests for reimbursements, and procurement documentation to determine program compliance. Subsequently, CMCOG staff will sign-off and coordinate on compliance approval with the CMCOG Executive Director. Additionally, the elements below will be incorporated into a subrecipient agreement to be executed before a notice to proceed is issued by the CMCOG.

The CMCOG will follow the provisions in 49 CFR part 18, ensuring that subrecipients that are public providers of public transportation follow the requirements of part 18, and that subrecipients that are private organizations (whether non-profit or for-profit) follow the requirements of part 19.

**Procurement:** Each subrecipient is required to conduct procurement activities in accordance with their own procurement procedures that should reflect applicable State and local laws, provided that it conforms to federal law (FTA Circular 4220.1E). Certification of compliance will be made a part of the subrecipient’s application and its contract with CMCOG.

**Financial Management:** CMCOG complies with applicable requirements in the FTA Grant Management Guidelines (FTA Circular 5010.1D) with regard to internal controls, financial management systems, cost standards, financial reporting requirements, and annual audit. With regard to cost allocation, CMCOG uses an indirect cost allocation model to indirect program-related costs to the JARC or New Freedom programs (as applicable). The Financial Management System will meet the standards set forth in 49 CFR 18.20(b) of the common grant rule. With regard to program income, funding from both programs is on a reimbursement basis, so no program income accrues to CMCOG. CMCOG does not conduct third-party contract audits.

- (a) *Financial reporting.* Accurate, current, and complete disclosure of the financial results of financially-assisted activities must be made in accordance with the financial reporting requirements of the designated recipient or subrecipient.
- (b) *Accounting records.* Designated recipients and subrecipients must maintain records which adequately identify the source and application of funds provided for financially assisted activities. These records must contain information pertaining to designated recipient or subrecipient awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

- (c) *Internal control.* Effective control and accountability must be maintained for all designated recipient and subrecipient cash, real and personal property, and other assets. Designated recipients and subrecipients must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
- (d) *Budget control.* Actual expenditures or outlays must be compared with budgeted amounts for each designated recipient or subrecipient. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the designated recipient or subrecipient agreement. If unit cost data are required, estimates based on available documentation will be accepted whenever possible.
- (e) *Allowable cost.* Applicable Office of Management and Budget (OMB) cost principles, agency program regulations, and the terms of designated recipient and subrecipient agreements will be followed in determining the reasonableness, allowability, and allocability of costs. Office of Management and Budget (OMB) Circular A-87 (codified at 2 CFR part 225) provides the Federal guidelines for allowable costs for recipients that are governmental authorities. OMB Circular A-122 (codified at 2 CFR part 230) provides comparable guidance for non-profit organizations. Expenses such as indirect costs or payments to a self-insurance fund must be documented appropriately. The restrictions on advertising and public relations permit advertising and public relations for “specific purposes necessary to meet the requirements of the Federal award.” Similar provisions are also contained in A-122. Transit marketing and promotion are allowable project costs under these provisions, since transit ridership is the ultimate purpose of the Federal designated recipient.
- (f) *Source documentation.* Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and subrecipient award documents, etc.
- (g) *Cash management.* Procedures for minimizing the time elapsing between the transfer of funds from the U.S. Treasury and disbursement by designated recipients and subrecipients must be followed whenever advance payment procedures are used. Designated recipients must establish reasonable procedures to ensure the receipt of reports on subrecipients’ cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. When advances are made by letter-of-credit or electronic transfer of funds methods, the designated recipient must make drawdowns as close as possible to the time of making disbursements. Designated recipients must monitor cash drawdowns by their subrecipients to assure that they conform substantially to the same standards of timing and amount as apply to advances to the designated recipients.

**Real Property:** Real property acquisition standards are included in the current FTA Circular 5010.1D, “Grant Management Guidelines” and in Chapter VIII, “Other Provisions.” Subrecipients of a State may use the State’s staff appraisers to prepare required independent appraisals.

**Property Management:** Real property requirements do not apply to either JARC or New Freedom. CMCOG complies with all applicable requirements in the FTA Grant Management Guidelines (FTA Circular 5010.1D) with regard to equipment, supplies, and rolling stock purchases by making the requirements part of the subrecipients' contract with CMCOG. CMCOG will adhere to the vehicle useful life criteria that are detailed in the current FTA Circulars 9050.1.

**Disposition:** All other designated recipients and their subrecipients must follow the disposition procedures established in part 18 of the Common Rule at 49 CFR 18.32(e). Designated recipients are not required to return to FTA proceeds from the disposition of equipment where the fair market value of the per unit item being disposed of is less than \$5,000.00 dollars. If the per unit fair market value exceeds \$5,000.00 dollars, FTA will calculate the amount of proceeds it is owed based on the approved disposition method applied.

**Transfer of Property:** Title 49 U.S.C. 5334(h)(1) through (3) allows facilities and equipment and other assets (including land) which are no longer needed for the purposes for which they were acquired to be transferred to a local governmental authority to be used for a public purpose with no further obligation to the Federal government, if authorized by the Secretary of Transportation (i.e., approved by FTA). Recipients should review the current FTA Circular 5010.1D and contact their FTA regional office for further information.

**Vehicle Use:** FTA encourages maximum use of vehicles funded under the New Freedom Program. Consistent with the requirements of 49 CFR parts 18 and 19, vehicles are to be used first for program related needs for which a New Freedom grant is made and then to meet other transportation needs of other Federal programs or project needs, providing that they do not interfere with the project activities originally funded. If the equipment is no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency. Vehicles may be used:

- a. For New Freedom Project and Program Purposes. The designated recipient must first use the equipment to deliver the New Freedom Program services or to provide additional services that are a part of the locally developed coordinated plan. The recipient shall use the vehicle in the project or program for which it was acquired as long as needed, even if the project does not continue to receive Federal funding.
- b. For other Federal Programs or Project Purposes. During the period the vehicle is used to serve the project or program needs for which it was acquired, the designated recipient or subrecipient shall make it available for use on other projects or programs, as long as such other use does not interfere with the service for which the vehicle was originally acquired. First preference for such other use will be given to other projects or programs sponsored by FTA, and second preference will be given to projects or programs previously or currently sponsored by other Federal agencies.

- c. When No Longer Needed for Original Project or Program Purposes. If the original subrecipient no longer needs the vehicle for the purposes for which it was acquired, the designated recipient may choose to keep the vehicle in use for New Freedom Program purposes by transferring the vehicle to another subrecipient. The transfer may be shown in the program of projects for any active grant. It does not have to be in the grant under which the equipment or property was originally funded. Once the vehicle is no longer needed for New Freedom Program purposes, the vehicle may be used first in connection with other FTA-sponsored activities, and then for activities sponsored by other Federal agencies.

**Accounting System:** CMCOG uses an accounting system to record and track program encumbrances and expenditures. All systems and procedures for financial management are in compliance with 49 CFR 18.20, the “Common Rule.”

**Audit:** CMCOG complies with the requirements of OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations” and provisional OMB Circular A-133 Compliance Supplement of May 1998.

**Close-Out:** CMCOG will comply with the requirements set forth in the Close-Out Procedures section of the FTA Grant Management Guidelines (FTA Circular 5010.1B).

**Project Monitoring, Data Collection, and Reporting:** CMCOG maintains a project file to track project expenditures, amounts charged to funding sources, local matching sources, and project budgets and schedules. CMCOG will be responsible for reporting to FTA the total expenditures for each federal grant and reconciling the grant expenditures and revisions to the project budgets. Further, subrecipients are required to submit to CMCOG status reports on a quarterly basis.

Subrecipients are required to prepare a variety of reports on a quarterly basis. These include a project narrative, local matching sources used, number of passenger trips provided, vehicle miles traveled, and revenue service hours provided. They are also required to report on a biannual basis their efforts in purchasing from DBE vendors and an annual vehicle condition report.

CMCOG shall be responsible to submit the following reports to FTA: the annual program of projects status report, milestone activity reports, financial status reports, program performance report, and DBE reports.

## **SECTION 504 AND ADA PROGRAM REQUIREMENTS**

Section 504 of the Rehabilitation Act of 1973, (Section 504), as amended (29 U.S.C.794), prohibits discrimination on the basis of handicap by recipients of federal financial assistance. The Americans with Disabilities Act of 1990 (ADA), as amended (42 U.S.C. 12101 et seq.), affords equal opportunity for employment, transportation, telecommunications, and places of public accommodation for people with disabilities. Both Sections 5316 and 5317 subrecipients must comply with 49 CFR Parts 27, 37, and 38 implementing the ADA and Section 504. These provisions:

- Prohibit discrimination against individuals with disabilities.
- Specify accessibility requirements for the design and construction of new transportation facilities.
- Require that vehicles acquired be accessible to and usable by individuals with disabilities, including individuals using wheelchairs (with limited exceptions for demand responsive systems providing equivalent service to individuals with disabilities) or a demonstration of inability to obtain an accessible vehicle despite good faith efforts to do so.

Require governmental authorities, including a private non-profit entity “standing in the shoes” of the State as subrecipient operating fixed route transit must have complementary paratransit plans.

Subrecipients of federal funds should ensure compliance in the areas of employment, public services, public accommodations, telecommunications, and other provisions. Certification is accomplished annually through the funding application packages containing appropriate assurances.

If a Section 5316 or 5317 subrecipient is operating fixed route transit, the subrecipient must submit an annual Paratransit Plan. CMCOG must comment on the Paratransit Plan submitted and transmit it to the South Carolina Department of Transportation-Division of Mass Transit and the FTA Regional Office.

CMCOG must also ensure that all vehicles acquired with Sections 5316 and 5317 funds are equipped, maintained, and operated in accordance with 49 CFR Parts 27, 37 and 38 and that service provided does not discriminate against individuals with disabilities. Currently, all vehicles on state contract that are available for subrecipient purchase are ADA compliant.

Newly constructed facilities, including joint use stops and depots for intercity bus transportation, must comply with ADA accessibility standards.

## **FINANCIAL MANAGEMENT AND PROJECT MONITORING**

The designated recipient, CMCOG, maintains financial management systems for financial reporting, accounting records, internal controls, and budget controls.

CMCOG will develop and execute grant agreements to those sponsors who are sub-recipients of § 5316 and § 5317 grant funds. All projects related to capital and operating assistance expenditures are incurred locally and reported to CMCOG after the grant agreements have been executed. CMCOG executes the agreements after the FTA funds are secured. All grant agreements for capital projects detail the equipment approved for purchase and its intended use.

Agreements for operations assistance outline the type of service provided by the subrecipient, the time period covered, and the service area. CMCOG reimburses the sub-recipient with the federal funds based on the proportions identified on the grant agreement. Sub-recipients are responsible for keeping all

original receipts for eligible capital and operating project expenditures. Copies of vendor invoices for capital purchases must be attached to the reimbursement request form.

Subrecipients receiving operations assistance are not required to submit copies of vendor invoices; however, they must retain copies in their respective offices for verification expenses during site visits. CMCOG does not accept “in-kind” contributions towards the local share of a capital project; however, “in-kind” contributions will be considered for operating assistance. If an “in-kind” contribution is used for operating assistance, the sub-recipient must have a cost allocation plan detailing the type of service received and how the value of the service was determined.

CMCOG will maintain individual spreadsheets for each sub-recipient tracking project expenditures, amounts charged to each funding source, local matching sources, and project budgets. CMCOG will be responsible for reporting in TEAM-Web total expenditures for each federal grant and reconciling the grant expenditures and revisions to the project budgets as well as the responsibility of closing out projects. An independent audit firm will be contracted by the designated recipient to review projects for compliance with OMB Circulars A-110, A-122, and A-133.

### **Site Visits**

At least annually, CMCOG staff conducts an on-site inspection of all equipment purchased with JARC and New Freedom funds that is currently under contract. Advanced arrangements with the agency will be made to assure that equipment is available for inspection. Computers, mobile radios, base stations, and all other items purchased with JARC and New Freedom funds are also inspected to assure equipment is being used for its intended purpose.

During the agency visit, a “Vehicle Inspection Report” form is completed for each vehicle. A visual examination of each vehicle is made and the vehicle odometer reading is recorded. Additionally, a review is made of the agency’s vehicle reporting records, including the inspection reports and the ADA Service Provisions, and any issues that may pertain to the agency’s operation of JARC and New Freedom equipment are discussed.

Information obtained during the physical inventory is entered into the JARC and New Freedom database. Reports generated from the database are used to evaluate the performance of individual agencies in comparison to their original service projections. This facilitates early identification and resolution of issues. For future planning purposes, information can also be generated on a statewide level, including equipment usage, types of trips, and clientele served.

Any concerns resulting from the inspection or analysis of data, such as underutilized equipment, safety issues or potential misuse of equipment, are analyzed for follow-up, appropriate action and resolution to ensure program compliance. Removing equipment from a grantee is used as a last resort, after coordination efforts or remedial action are unsuccessful.

In addition to verifying that JARC and New Freedom equipment is being used in compliance with program requirements, the on-site inspection provides CMCOG with an opportunity to discuss any issues and provide assistance. For example, staff can suggest or assist in identifying potential coordination opportunities to increase vehicle usage. Additionally CMCOG staff can address ongoing issues, such as timely submittal of quarterly reports.

### **Procurement**

Purchasing equipment under the § 5316 and § 5317 program may be conducted directly by the sub-recipients with CMCOG oversight; from an existing contract with another governmental agency; or the sub-recipient may participate in CMCOG's bid process. CMCOG's role is to assure purchases are made competitively and in compliance with federal procurement guidelines. CMCOG requires that all bid documents and specifications prepared by the sub-recipient be reviewed and approved prior to seeking bids for vehicles, to assure compliance with federal standards.

### **Inventory Reports**

Capital assistance sub-recipients to submit an annual Owned Rolling Stock Inventory. The inventory will include the following information:

- Year/Make/Model
- Vehicle Code
- Vehicle Identification Number
- Agency Vehicle Number
- Condition
- Age
- Remaining Useful Life
- Replacement Cost
- ADA Access
- Seating Capacity
- Fuel Type

The information obtained from these inventories will become part of the inventory record along with the title and certificate of collision insurance coverage. To ensure that the vehicles are properly maintained, CMCOG may randomly reviews vehicle maintenance records and physically inspects vehicles as part of the on-site visits.

### **Reporting Requirements**

Sub-recipients are required to prepare a variety of reports on a quarterly basis. These include a project narrative; local matching sources used, number of passenger trips provided, vehicle miles traveled, and revenue service hours provided. They are also required to report on an annual basis their efforts in

purchasing from DBE vendors and a vehicle condition report. CMCOG may require additional reports as warranted.

Quarterly reports shall be completed and submitted to CMCOG by the 15<sup>th</sup> day of the end of each quarter. If CMCOG has not received the quarterly report and has not provided a written extension, then the sub-recipient agrees to pay a sum of fifty dollars (\$50) each day the report is late as liquidated damages. The amount of liquidated damages is not a penalty and covers reasonable damages that CMCOG will sustain and which are impractical to ascertain. CMCOG may deduct the amount of liquidated damages from monies due the sub-recipient. If by the 25<sup>th</sup> day of the end of the quarter the sub-recipient has not complied with the reporting requirements, CMCOG reserves the right to terminate the contractual agreement.

## **LOBBYING**

Any applicant whose project receives funds through CMCOG using JARC or New Freedom monies must complete the "Certification regarding Procurement, Debarment, Lobbying, and Environmental Protection," if the total awarded funds exceed \$100,000. If the applicant executes an agreement with a subcontractor or subgrantee, these entities must also provide certifications against lobbying.

## **EQUIPMENT MANAGEMENT**

In general, equipment purchased in whole or in part using FTA funds must be maintained in good working order throughout its useful life. An inventory of all equipment purchased using FTA monies will be maintained by the subgrantee and will detail the date of acquisition, pertinent serial numbers (or VIN numbers), specific FTA money used to purchase the item, date of expected disposal, purchase price, and records of maintenance. This information will be available upon request to CMCOG staff for review, and may be checked against hardware during an on-site review. Equipment purchased using FTA funds must be maintained by the subgrantee at all times, and may not be leased, pledged, mortgaged, contracted, or obligated in any way beyond the initial scope of the FTA program involved and without explicit written permission from CMCOG. Specific cases can be referred to CMCOG for discussion. Disposal of equipment purchased using FTA funds, including vehicles, should follow the guidelines listed below:

1. The equipment must have exceeded its useful life, and in the case of vehicles, age and mileage parameters as determined by Federal standards for vehicle type. If equipment requires excessive maintenance to remain operable prior to reaching the end of its useful life an exception can be made to this guideline, pending CMCOG approval.
2. Following guidelines established in the South Carolina Management Plan, handicapped accessible vehicles require documentation indicating that persons with disabilities will still have access to transportation if the vehicle is disposed. All persons with disabilities must have access to transportation.

3. Prior to scheduling disposal of equipment (including vehicles), the subgrantee will contact CMCOG to discuss current FTA guidelines. This may include transferring the vehicle to another program. Please note, CMCOG will record a lien against the title for all vehicles purchased using FTA funds disbursed by CMCOG as the designated recipient.

Documentation of current insurance must be maintained at all times, and must be available for inspection by CMCOG staff.

## **MAINTENANCE**

Grantees must have the managerial capability to maintain FTA-funded equipment and facilities. Grantees must have a written maintenance plan for vehicles and facilities and facility-related equipment. Grantees must maintain project equipment and facilities at a high level of cleanliness, safety, and mechanical soundness. Grantees must maintain all accessibility features and equipment in good operating condition.

Grantees must have procedures to track when preventive maintenance inspections are due (by manufacture standards) and to schedule preventive maintenance inspections in a timely manner. Grantees must have a pre-trip inspection program that addresses vehicle condition, appearance, cleanliness, and safety. Deficiencies noted in a pre-trip inspection must be repaired in a timely manner and properly reviewed by management.

Grantees must repair accessibility features promptly and take reasonable steps to continue service to persons with disabilities while repairs are being made. Grantees must maintain a file on each piece of equipment that contains daily logs, inspection checklists, and repair records.

## **BUY AMERICA**

While the CMCOG is the designated recipient of funds, it does not operate vehicles or provide direct transportation service. In approving grants to subrecipients, the CMCOG will require certifications and assurances from subrecipients that they will comply with other Federal requirements such as environmental protection, Buy America provisions, pre-award and post-delivery reviews, restrictions on lobbying, prohibition on exclusive school transportation, and drug and alcohol testing, as appropriate. Depending on the nature of the project, CMCOG will require reporting on the relevant actions taken to comply with the federal requirements listed above as part of quarterly reporting.

In cases when a competitively selected project involves a direct recipient of FTA funds, that entity will apply for funds directly and monitor the project. Those agencies are familiar with and in compliance with FTA requirements as part of the 5307 process. We are also entering into supplemental agreements with the 5307 recipients in our area to complete the FTA grant process for any competitively-selected project in their service area regardless as to whether the 5307 recipient is directly involved in the project. The 5307 recipient will then provide the appropriate oversight and monitor FTA requirements through the life of the project.

## **SCHOOL TRANSPORTATION**

FTA funds are prohibited from being used to exclusively provide school bus transportation for school students and school personnel. FTA funds can be used with regular transit programs that are also used by students. FTA classifies the Headstart program as a social service, not a school service, and FTA funds can be used to operate multifunctional vehicles which meet the safety requirements for school transportation so long as those funds are not used exclusively for school service. Questions pertaining to the use of FTA funds in a way that may violate the school transportation restriction should be directed to CMCOG as needed.

## **COMMERCIAL DRIVER'S LICENSE REQUIREMENTS**

Employees of subgrantees operating vehicles designed to transport 16 or more passengers (including the driver) must have a commercial driver's license (CDL). This applies at every level, and includes mechanics operating the vehicle in a garage, who must also have a CDL.

## **LABOR PROTECTION**

FTA guidance, found in FTA C 9050.1, page VIII-7, states the following concerning labor protections that apply to FTA funded programs: "For FTA programs, 49 USC 5333 (a) imposes Davis-Bacon Act prevailing wage requirements. This provision applies only to construction projects. In the event that a project involves construction, 49 USC 5333 (a) requires the Secretary to ensure that all laborers and mechanics employed by contractors or subcontractors in the performance of construction were financed with the assistance of loans or grants under Chapter 53 be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended. The Secretary may not approve any such loan or grant without first obtaining 'adequate assurance' that required labor standards would be maintained upon the construction work. This assurance is obtained when recipients accept grant funds and sign the Master Agreement. Title 49 USC 5333 (b) requires that the interest of employees affected by assistance under most FTA programs shall be protected under arrangements the Secretary of Labor concludes are fair and equitable. Employee protections under section 5333 (b) are required for the JARC program. The Section 5311 special warranty does not apply to rural JARC projects, and FTA must submit on JARC grants to Department of Labor (DOL) for certification."

## **ENVIRONMENTAL PROTECTION**

CMCOG and all subrecipients receiving FTA funding will comply with the FTA's environmental impact regulations as they relate to transit projects. Generally, most activities funded in the JARC program lack significant environmental impact and qualify as "categorical exclusions" to the environmental impact requirements listed in federal regulations. A notable exception to this involves construction projects, which, dependent on scale, may have significant environmental impact. Subrecipients receiving FTA funding must certify that a project is a categorical exclusion, as defined in 23 CFR 771.117, or supply relevant documentation including but not limited to, environmental impact studies, finding of no

significant impact, etc. that detail why a project is not a categorical exclusion and to what extent it will impact the environment. Even if a project qualifies as a categorical exclusion, please note that some environmental regulations may still apply. Further guidance is found in FTA C 9050.1, pages VIII-3 through VIII-5.

## **CIVIL RIGHTS**

As the Designated Recipient for the COATS study area, CMCOG will comply with all FTA regulations and guidance pertaining to civil rights. In addition, any subrecipient applying for funds through JARC or New Freedom will be required to sign a Civil Rights Assurance that guarantees the organization will adhere to FTA regulations and guidance pertaining to civil rights. Generally, CMCOG and subrecipients will prohibit discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibit discrimination in employment or business opportunity. CMCOG and subrecipients will prohibit discrimination on the basis of disability. CMCOG and subrecipients will take the necessary measures to facilitate participation by Disadvantaged Business Enterprises (DBE). Specifically, applicants must certify that they will adhere to the relevant portions of the following regulations and guidelines:

- a. 49 U.S.C. 5332 (Nondiscrimination in Federal Transit Programs)
- b. 42 U.S.C. 2000d et seq. (Nondiscrimination-Title VI)
- c. 49 CFR part 21 (Nondiscrimination in Federally-Assisted Programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act)
- d. FTA Circular 4702.1 (Nondiscrimination Guidelines for FTA Recipients)
- e. Executive Order 12898 (As Discussed in US DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations)
- f. US DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons
- g. 42 U.S.C. 2000e (Equal Employment Opportunity)
- h. 42 U.S.C. 6101 et seq. (Nondiscrimination on the Basis of Age)
- i. 29 U.S.C. 794 (Section 504 of the Rehabilitation Act of 1973)
- j. 42 U.S.C. 12101 et seq. (The Americans with Disabilities Act of 1990)
- k. US DOT regulations concerning 49 CFR part 27, 37, and 38
- l. Responsibilities under Title I, II, III, IV and V of the Americans with Disabilities Act as defined by the FTA.
- m. SAFETEA-LU Section 1101 (b), 23 U.S.C. Section 101 (10% rule to DBE's)
- n. 49 CFR part 26 (Participation by DBEs Department Of Transportation-Financial Assistance Programs)

Subrecipients will file an annual Disadvantaged Business Enterprise report that will discuss expenditures made to certified DBE firms, dollar value of contracting opportunities, and identification of potential DBE firms in the area.

Subrecipients will file an annual Title VI report that will discuss any complaints or lawsuits involving its organization, a list of federal funding received by the organization, and summaries of any civil rights complaints received by the organization. Civil rights complaints will be investigated for resolution.

Subrecipients will comply with Section 504 ADA requirements. Complaints involving discrimination in service or employment must be reported to the Designated Recipient and will be investigated for resolution. Compliance reports and updates will be submitted to the designated recipient as a portion of the quarterly report. These reports will be reviewed as the method for monitoring subrecipients' compliance with Section 504 and Americans with Disabilities Act of 1990 (ADA) regulations prior to payment of any invoices.

## **DRUG AND ALCOHOL TESTING**

Organizations administering an FTA Grant as a subgrantee through CMCOG must adhere to a drug and alcohol testing policy. This includes maintaining a drug-free workplace as well as a drug and alcohol testing program for safety-sensitive employees. Specific questions about these policies should be directed to CMCOG. In general, the following guidelines will apply to both JARC and New Freedom subgrantees. Subgrantees must certify that they provide a drug-free workplace that meets the following standards:

1. Prominently display the drug and alcohol policy in the workplace. This display should notify employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited. This display should outline actions to be taken against employees in violation of the drug and alcohol policy.
2. Employees should receive a full copy of the drug and alcohol policy prior to beginning their duties with the organization.
3. Notify each employee that a condition of employment is to abide by the terms of the drug and alcohol policy. Employees must notify the subgrantee in writing if he/she is convicted of a violation of a criminal drug statute occurring in the workplace within five calendar days of the conviction. The subgrantee must notify CMCOG immediately upon receipt of a notice of conviction, and CMCOG will notify the FTA in writing within 10 calendar days of receiving notice of a conviction regarding an employee of a subgrantee.
4. Subgrantees must take the appropriate personnel action against an employee convicted of a violation of a criminal drug statute as defined by the organizational drug and alcohol policy. This may range from a requirement to participate satisfactorily in a drug abuse assistance or rehabilitation program up to termination of employment, dependent upon each organization's drug and alcohol policy.
5. Subgrantees must continually inform employees about the dangers of drug abuse in the workplace, the existence of a drug-free workplace, available programs to assist employees with drug counseling or rehabilitation, and any potential personnel actions that can be taken against employees who are in violation of the drug and alcohol policy.
6. Subgrantees must make a good-faith effort to continue to maintain drug-free workplace using guidelines 1 through 5.

Subgrantees will provide the following drug and alcohol testing for safety sensitive employees:

1. Pre-employment testing will be conducted before an employee performs safety sensitive duties for the first time.
2. Reasonable suspicion testing will be conducted if an employee behaves in a manner characteristic of drug or alcohol misuse.
3. Any transit related accident must be followed by drug and alcohol testing for employees whose performance could have contributed to the accident.
4. Employees who have been suspended from work due to a violation of the drug and alcohol policy must be tested prior to resuming safety sensitive duties. These tests should be unannounced and at least six tests must be conducted in the first 12 months of returning to duty.
5. The subgrantee will reserve the right to randomly test employees working on safety sensitive duties before, during, or after fulfilling those duties. Drug and alcohol testing must be carried out in accordance with regulations developed by the US Department of Transportation and using a laboratory certified by the US Department of Health and Human Services. The test used for alcohol misuse is a breath analysis and for drug misuse a urine analysis. Employees undergoing a drug test should be tested for the presence of Marijuana, Cocaine, Amphetamines, Opiates, and Phencyclidine (PCP). Documentation that clearly shows the subgrantee is performing all required drug testing, lists the test site and laboratory used, and continues to adhere to the drug-free workplace requirements will be reviewed by CMCOG during program management reviews.

**APPENDIX A**

**DESIGNATED RECIPIENT'S LETTER FROM THE GOVERNOR OF SOUTH CAROLINA**



**State of South Carolina**  
**Office of the Governor**

MARK SANFORD  
GOVERNOR

P.O. Box 12257  
COLUMBIA 29211

May 1, 2007

Mr. James S. Simpson, Administrator  
Federal Transit Administration  
400 7<sup>th</sup> Street, Northwest  
Washington, DC 20590

Dear Mr. Simpson,

In accordance with the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), I am designating the Central Midlands Council of Governments (BCD COG) to administer the two new Federal Transit Administration (FTA) formula grant programs, Job Access and Reverse Commute (JARC) (49 U.S.C. § 5316) and New Freedom (49 U.S.C. § 5317), for the designated Metropolitan Planning Organization (MPO) and Columbia Area Transportation Study (COATS) urban area.

Central Midlands Council of Governments is the lead agency for coordination of FTA-funded transportation and other human services transportation in the Central Midlands region. This designation is being made to ensure that the JARC and New Freedom Programs are effectively coordinated with the existing transit and human service programs within the region. As the designated agency, Central Midlands Council of Governments will be responsible for program development, coordination, implementation and management oversight of these programs.

If you have any questions or need additional information, please do not hesitate to contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Sanford".

Mark Sanford

MS/EP.aw

cc: Ronald Mitchum, Executive Director, BCD COG  
Yvette G. Taylor, Regional Administrator, FTA Region IV

## APPENDIX B

### PROJECT APPLICATION PROCEDURES

This JARC and New Freedom program application is for funds to be used within the Columbia Urbanized Area. The initial project application consists of the program-specific requirements detailed in this package of forms and instructions. After a project application has been selected for funding, the applicant will be required to submit appropriate background Certifications and Assurances, and other documentation necessary to meet the requirements of the FTA's Urbanized Area Formula Grant Program (Section 5307 program under Title 1, United States Code).

### APPLICATION INSTRUCTIONS

Applications will be reviewed, evaluated and scored by the COGs 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 from the COGs will be circulated to the SCDOT Review Committee for a final evaluation and then selection recommendations will be presented to the SCDOT Commission. **Part I - Applicant Overview, Part II - Project Narrative and Part III - Project Budget** must follow the format as structured in this package so that the COGs and the SCDOT Review Committee 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 the Division of Mass Transit 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.

## 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 SCDOT Division of Mass Transit:		
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	New Freedom
Total Cost of Project	\$	\$
Federal Funds	\$	\$
Local Funds	\$	\$

### Form 424 – Application for Federal Assistance Instructions

Send the original of your completed form to the council of government (COG) for your region of the state. This is a standard form used by the state to obtain and review comments on the application from other state and local agencies.

1. Select type of submission.
2. Date application submitted to COG.
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 to the COG.
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.

**INSERT ORIGINAL**

**FORM 424**  
**Application for Federal Assistance**

**HERE**

**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

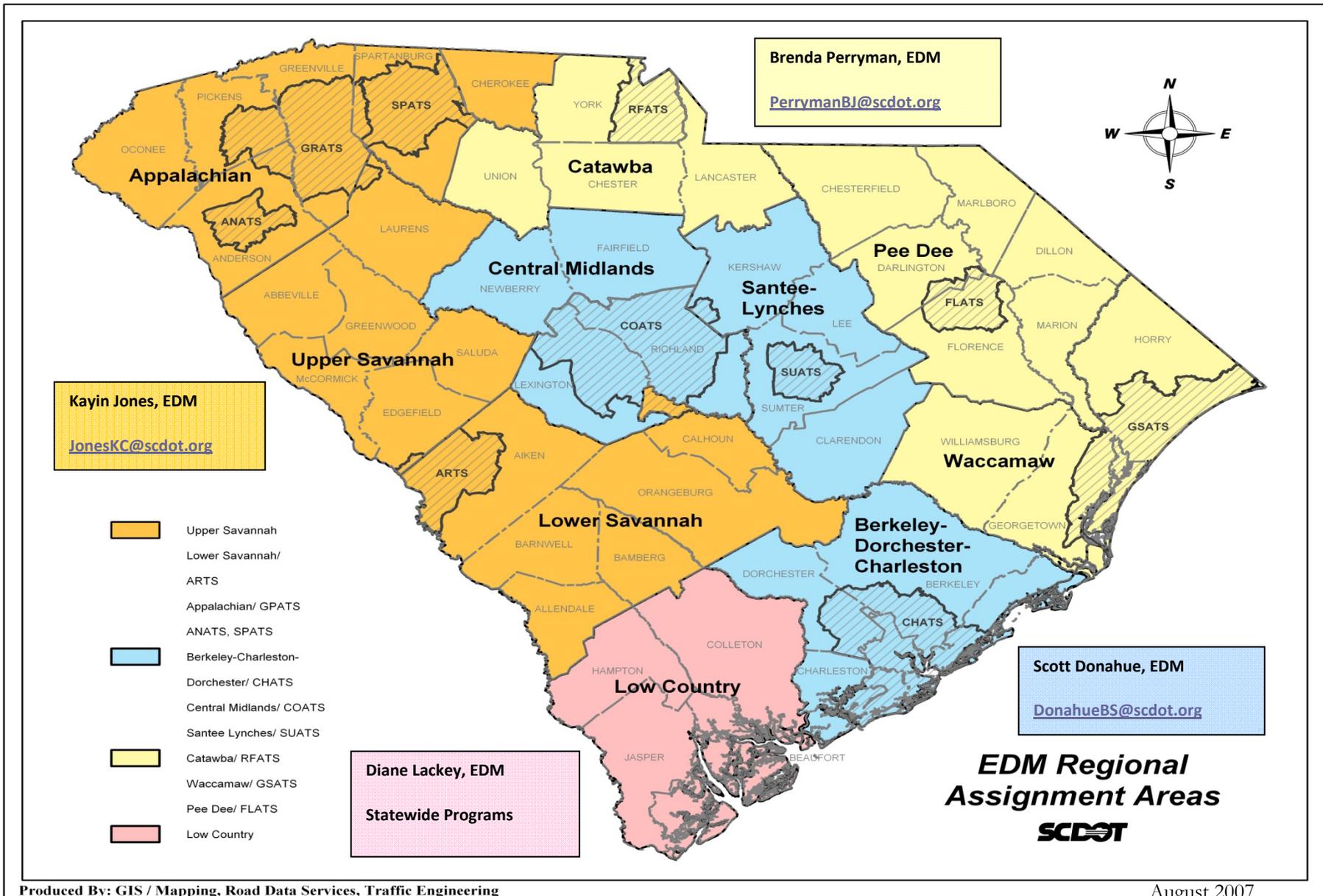
Operating Budget

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

**Capital Budget**

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

**Appendix C – SCDOT Economic Development Managers and the COG Regions**



## Appendix D – Non-DOT Federal Program Guide

(Source – United We Ride website:

[http://www.unitedweride.gov/1\\_691\\_ENG\\_HTML.htm](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 E– Minimum Selection Criteria

Description of Project	Evaluation Criteria
<b>1. Statement of Need and Organizational Capacity (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Describe the unmet transportation need that the proposed project seeks to address. Relate this to the Coordination Plan.</li> <li>• 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)</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Does the project address a recognized need in the community?               <ul style="list-style-type: none"> <li>➤ What unmet need(s) are identified in relation to the regional Coordinated Public Transit-Human Services Transportation Plan?</li> </ul> </li> <li>• Which strategy (ies) does the project focus on from the Plan?</li> <li>• Does the project increase or enhance availability of transportation of the targeted population?</li> <li>• Does the project help meet transportation needs outside this population?</li> </ul>
<b>2. Project Budget and Cost Effectiveness (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide a budget for the proposed project. Clearly indicate all funding sources, especially the local share for the project.</li> <li>• Provide evidence of financial capability and the stability of the local share.</li> <li>• Identify reasonable sources for on-going funding – clearly indicate all funding sources if there are more than one.</li> </ul>	<ul style="list-style-type: none"> <li>• Was a clearly defined budget submitted for both the proposed project?</li> <li>• Does the project budget list the source(s) of local share? Is the local share stable?</li> <li>• Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?</li> </ul>
<b>3. Coordination and Program Outreach (20 Points)</b>	
<ul style="list-style-type: none"> <li>• 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"> <li>➤ Share vehicles with other agencies?</li> <li>➤ Share dispatching or scheduling duties?</li> <li>➤ Share in maintenance costs?</li> <li>➤ Coordinate client trips?</li> <li>➤ Coordinate staff training programs?</li> <li>➤ Other strategies.</li> </ul> </li> <li>• Were private sector providers included in developing the project? If so, how?</li> <li>• In addition to the Coordinated Public Transit-Human Services Transportation Plan, provide ways which will continue to involve key stakeholders on a consistent basis.</li> </ul>	<ul style="list-style-type: none"> <li>• What coordination efforts did the project employ? (More points should be awarded for multiple shared activities – program planning, operations, communications and/or planning)</li> <li>• Does the project involve multiple partners? (More points awarded for greater partnership)</li> <li>• Was private sector involvement explored?</li> <li>• Does the project indicate how stakeholders will be involved throughout the project?</li> </ul>

Description of Project	Evaluation Criteria
<b>4. Implementation Plan (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide an operational plan for providing service. Include time tables and route maps (if applicable) showing the service coverage from the project.</li> <li>• Provide a description on how the agency intends to implement the project – describe process. Include a timeline for project implementation.</li> <li>• 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.</li> <li>• Description on how the agency will market the project to the target population and promote public awareness of the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Does the operational plan correspond with the project goals/objectives?</li> <li>• Does the implementation plan seem feasible?</li> <li>• Does the timeline seem feasible?</li> </ul>
<b>5. Customer Service and Accessibility (20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide the number of years the applicant has provided services for their targeted clientele (elderly, low-income populations, and/or individuals with disabilities).</li> <li>• 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?</li> <li>• List the training courses and the drivers who have completed these courses.</li> <li>• Describe the agency’s vehicle maintenance program (if applicable), addressing the following: <ul style="list-style-type: none"> <li>➤ Pre-trip inspections</li> <li>➤ Preventive maintenance</li> <li>➤ Routine maintenance</li> <li>➤ Contingency plan for when equipment is out of service</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Does the applicant display sufficient experience in providing services for the targeted clientele?</li> <li>• Does the agency have adequate staff resources to handle the project?</li> <li>• If applicable, are drivers properly trained?</li> <li>• If applicable, does the agency display the ability to maintain vehicles?</li> </ul>