FTA Section 5316
Job Access & Reverse Commute (JARC)
and
FTA Section 5317
New Freedom (NF) Grant Program

Grant Application Instructions

2009 Federal Funding Cycle 4

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California Department of Transportation
Division of Mass Transportation, MS 39
P.O. Box 942874
1120 N Street, Room 3300
Sacramento, CA 95814
http://www.dot.ca.gov/hq/MassTrans/5316.html
http://www.dot.ca.gov/hq/MassTrans/5317.html

Program Overview

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users

On August 10, 2005, the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU continues a strong fundamental core formula program emphasis coupled with targeted investment, featuring Safety, Equity, Innovative Finance, Congestion Relief, Mobility and Productivity, Efficiency, Environmental Stewardship, and Environmental Streamlining.

The Job Access & Reverse Commute (JARC) and New Freedom (NF) Programs are authorized under the provisions set forth in SAFETEA-LU. These provisions authorize the U.S. Secretary of Transportation to apportion funds to each state for grants to these programs. SAFETEA-LU also includes new planning requirements for the JARC and NF Programs, requiring that projects funded through these programs "must be derived from a locally developed, coordinated public transit-human services transportation plan".

The Governor of California has designated the California Department of Transportation (Caltrans) Division of Mass Transportation (DMT) as the recipient of all Federal Transit Administration (FTA) Section 5316 JARC and 5317 NF grants for the purpose of administering those funds in accordance to state and federal laws, statutes, and regulations. Caltrans DMT only administers Section 5316 JARC and Section 5317 NF funds allocated to small urbanized areas (50,000 – 200,000 population) and non-urbanized areas (<50,000 population). Large urban area (> 200,000 population) JARC/NF funds are administered by other agencies.

FTA Section 5316 JARC Program Goals

The JARC program goal 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. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals in all areas. Another goal is to implement coordination of Federally-assisted programs and services in order to make the most efficient use of federal resources.

FTA SECTION 5317 NF Program Goals

The NF program goal is to provide new public transportation services to overcome existing barriers facing Americans with disabilities seeking integration into the workforce and full participation into society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. NF also seeks to expand the transportation mobility options available to persons with disabilities beyond requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq*.). The definition of "new service" is any service or activity that was not implemented or operational before August 10, 2005.

Eligibility

A. Eligible Applicants:

Applicants may include state or local governmental bodies, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), social services agencies, tribal governments, private and public transportation operators, and non-profit organizations.

B. Eligible Use of Program Funds:

SAFETEA-LU requires that all JARC and NF projects selected for funding must be derived from a locally developed Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan). The Coordinated Plan identifies existing services, needs, strategies and priorities for low-income individuals, individuals with disabilities and older adults. (Please see Page 4 of the Application.)

C. Eligible Activities for JARC and NF Projects:

Eligible JARC/NF projects may request up to **two (2) years** of funding per project. Projects approved for multi-year funding will **not require a subsequent application for the second year once the original request for multi-year funding is approved. However, the JARC/NF Branch will evaluate the progress of the project during its first year before allowing the project to proceed into the second year. Quarterly reports and requested information will be utilized** to ensure compliance with the original approved project scope. Funding commitments for the **second year** are not guaranteed but **may** be granted pending the level of federal appropriations to Caltrans DMT. Eligible JARC projects include, but are not limited to:

JARC Operating Activities

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

JARC Capital Activities

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

NF 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. The definition of "new service" is any service or activity that was not implemented or operational before August 10, 2005. Eligible activities include, but are not limited to:

NF Operating Activities

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

NF Capital Activities

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

FTA SECTION 5316 JARC/5317 NEW FREEDOM PROGRAM
Mobility Management Project

The purpose of mobility management is to integrate and coordinate existing public transportation services with other transportation providers in order to increase the availability of transportation services. Such projects may include, but are not limited to: the planning, development, and implementation of coordinated transportation services; operation of transportation brokerages; the provision of travel training and trip planning services; operational planning to acquire IT technologies for coordinated systems; and the development and operation of one-stop transportation call centers.

Applicants must provide the following:

- a well-defined operations plan with identified routes, schedules, current/projected ridership, key personnel (attach resumes), and marketing strategies with supporting documentation to accomplish the project.
- an implementation plan that describes project tasks, timeframes, benchmarks, critical milestones, key personnel (attach resumes), deliverables, and estimated completion dates with supporting documentation including:

    1. Project Start and Completion Date
    2. Primary Contact Person Name, Phone Number and Email Address
    3. List the Project Schedule by Months/Year Per Each Tasks
    4. Project Task Number
    5. List Project Tasks, Activities, Deliverables, and Equipment
    6. Project Team Member Name
    7. Project Team Member Classification or Title
    8. Indicate if Project Team Member is Contractor* and/or Existing Staff
    9. List Number of Project Working Hours (Per Project Task & Per Team Member)
    10. Identify Full Hourly Rate for Project Team Member (Contractor and/or Existing Staff)
    11. Equipment Costs for Each Project Tasks (If Applicable)
    12. Project Costs for Project Team Members
    13. Cumulative Costs for Project Team and Equipment Costs

Both the operations and implementation plans must identify assigned personnel and their qualifications. In addition, applicants must demonstrate their institutional capability to perform the service delivery aspect of the project.

***Consultant Services:** Identify what consultant services will be used and describe the bidding process. Contractors must be selected through a competitive selection process per FTA Circular C 4220.1F (November 1, 2008)

SAFETEA-LU allows projects considered as "mobility management" eligible as a capital expense under the JARC and New Freedom Programs. "Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation" is specifically referenced as an eligible project in the FTA guidance. Additional eligible JARC and NF activities/information can be found at: http://www.fta.dot.gov/funding/grants_financing_263.html

Performance Measures

D. <u>JARC/NF Performance Measures</u>

The following indicators will be used to measure project effectiveness.

1. JARC Program

- Actual or estimated number of jobs that can be accessed as a result of geographic temporal coverage of JARC projects implemented on the current reported 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.

2. NF Program

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

Award Amount and Local Match

E. <u>2009 Combined Maximum Grant Award Amount (Federal Funds Only) Per Project/Per Year:</u>

JARC: $200,000 Maximum per Year (total possible project for two years = $400,000)
NF: $125,000 Maximum per Year (total possible project for two years = $250,000)

F. Cost Sharing/Match Requirement:

Funds can be used to support up to 80 percent (80/20 match) capital projects, and not more than 50 percent (50/50 match) of projects for operating assistance. The U.S. Department of Transportation (USDOT) program funds cannot be used as a source of local match for other FTA programs, even when used to contract for service. However, some examples of allowable sources for local match monies for JARC and/or NF Programs operating assistance are dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions. Matching share requirements are flexible to encourage coordination with other federal programs that may provide transportation, such as Health and Human Services or Agriculture**.** Volunteer services or other in-kind contributions are examples of non-cash share. These contributions are eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost that would otherwise be eligible under the program, and is included in the net project cost in the project budget. In either case, the cost of providing the contract service is included in the total project cost.

Application Submittal and Selection Process/Timeline

G. Memorandum of Understanding (MOU) for Small-Urbanized Areas Only

Upon request, Caltrans DMT will delegate the competitive project selection process to local agencies with small-urbanized areas for the JARC/NF grant programs. A small-urbanized area's population size is between 50,000 and 200,000. A non-urbanized (rural) area is 50,000 population or less. (See Page 14 of these Instructions for Small Urbanized Area Contacts.)

Local agencies that have entered into a MOU with Caltrans DMT will conduct the competitive selection process for the small-urbanized area(s) within their jurisdiction. This MOU selection process will be a "first-level" review and scoring of the JARC/NF grant applications before they are forwarded to Caltrans DMT for final review. (Selected projects must still be derived from the locally developed coordinated plan and meet the intent of the JARC and NF grant programs.) The local agency will verify that each applicant meets all the federal requirements of each grant program. The local agency is the primary contact for the first level review prior to submission to Caltrans DMT. (See Page 14 of these Instructions for Small Urbanized Area Contacts.)

If the local agency for your area is conducting the regional first-level review, your application will be mailed directly to that local agency and must be received no later than **July 31, 2009**. After the local agency conducts the first-level review and scoring of the project application, it will forward the application to Caltrans DMT for final review and scoring verification for a statewide competitive ranking. If a non-MOU local agency for your area is not conducting the first-level review, you would mail your application directly to DMT. The application must be received at Caltrans no later than 5:00 PM on **October 30, 2009.**

H. Statewide Project Selection Process:

For non-urban (rural) areas and small-urban areas not participating with MOU local agencies, projects will be awarded through a statewide competitive selection process conducted by Caltrans DMT. Project applications will be evaluated for all JARC and NF project applications in accordance with the scoring criteria to determine the extent to which the proposed project meets the overall program goals and objectives of the programs. DMT will establish an application review committee, which will be comprised of staff from non-applicant agencies, such as health and human services agencies, RTPAs and/or MPOs, consolidated transportation services agencies (CTSAs), transit agencies and social services agencies, to review, score and rank the project applications. Caltrans DMT will conduct the entire JARC/NF competitive selection process for non-MOU small urbanized areas and all rural (non-urban) areas.

I. Application Timeline:

Dates	***Activity***
March 11, 2009	• Call for Projects
July 31, 2009	• Application Due to Small Urban Area Local Agency (MOU-Participants Only)
October 30, 2009	• All Applications Due to Caltrans DMT
November 2009	• State Review, Evaluation, and Program of Projects Selection
December 2009	• Submission to FTA for Approval

CIVIL RIGHTS

As a condition of receiving Federal Transit Administration Section 5316 or 5317 program funds through the Division of Mass Transportation (DMT) subrecipients must comply with the requirements of the US Department of Transportation's Title VI regulations. The purpose of Title VI is to ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Subrecipients are also responsible for ensuring compliance of each third party contractor at any tier of the project.

REQUIREMENT TO DEVELOP TITLE VI COMPLAINT PROCEDURES:
Subrecipients must develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request. In order to reduce the administrative burden associated with this requirement, subrecipients may adopt the Title VI complaint investigation and tracking procedures developed by the recipient.

REQUIREMENT TO RECORD TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS.
Subrecipients must prepare and maintain a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming the subrecipient that allege discrimination on the basis of race, color, or national origin.

REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LIMITED ENGLISH PROFICIENCY PERSONS.
Subrecipients must take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP). To this end subrecipients may develop and carry out a language implementation plan. Certain subrecipients, such as those serving very few LEP persons or those with very limited resources may choose not to develop a written LEP plan. However, the absence of a written LEP plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to a recipient's program or activities. Subrecipients electing not to prepare a written language implantation plan should consider other ways to reasonable provide meaningful access.

REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI.
Subrecipients must provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. Subrecipients that provide transit service shall disseminate this information to the public through measures that can include but shall not be limited to a posting on the agency's Web site.

CIVIL RIGHTS

REQUIREMENT TO PREPARE TITLE VI REPORT.
All successful subrecipients must submit compliance reports to DMT consistent with reporting timelines established by the recipient. The following contents will be required with the submission of the standard agreement:

1. A summary of public outreach and involvement activities undertaken and a description of steps taken to ensure that minority and low-income people had meaningful access to these activities.
2. A copy of the subrecipient's plan for providing language assistance for persons with limited English proficiency that was based on the DOT LEP Guidance or a copy of the agency's alternative framework for providing language assistance.
3. A copy of the subrecipeint procedures for tracking and investigating Title VI complaints.
4. A list of any Title VI investigations, complaints, or lawsuits filed with the subrecipeint. This list should include only those investigations, complaints, or lawsuits that pertain to the subrecipient submitting the report, not necessarily the larger agency or department of which the entity is a part.
5. A copy of the subrecipeint's notice to the public that it complies with Title VI and instructions to the public on how to file a discrimination complaint.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

All successful applicants who are subrecipients of FTA Section 5316 and 5317 funds must adhere to the *California State Disadvantaged Business Enterprise (DBE) Program Plan.*
http://www.dot.ca.gov/hq/bep/documents/dbe/dbe_program_plan_final.pdf
To comply, subrecipients of FTA Section 5316 and 5317 funds must submit a completed *Disadvantaged Business Enterprise Race-Neutral Implementation Agreement For Federal Transit Administration Subrecipients*. If this agreement is not currently on file with DMT, one must be submitted with the Standard Agreement.

Application Checklist

This page number refers to the application page number.

		Page:	Check:
1.	Transmittal Letter	3	
2.	Coordinated Plan Certification	4	
3.	Private Non-Profit Profit Status and Certification	5	
4.	General Certification and Assurances	6-8	
5.	Labor Union Information – JARC ONLY	9	
6.	Applicant Profile, Target Population and Areas, and Project Summary	10-12	
7.	Project Narrative	13-17	
8.	Proposed Budget – Operating Assistance Project	18	
9.	Capital Project Worksheet	19-20	

Applicants should use this checklist to ensure that **all applicable** parts of the application and attachments are completed and submitted. Incomplete applications will be automatically disqualified from participating in the competitive selection process.

PLEASE NOTE:

APPLICATIONS DUE to Small Urban Area Local Agency (MOU-Participants Only):
July 31, 2009
(Refer to Page 7 in these Instructions for a listing of MOU Local Agencies)

ALL Non-Urban and Small Urban Area APPLICATIONS DUE to Caltrans DMT:
October 30, 2009
(Must be received by 5:00 PM)

Applicant must submit to the Local Agency or to Caltrans
One original plus six copies of the application.
(Please see mailing address on both cover sheets and Page 24 of the Application)

County OES Addresses

Alameda County Office of Emergency Services
4985 Broder Boulevard
Dublin, CA 94568
(925) 803-7800
(925) 803-7878 fax

Alpine County Office of Emergency Services
P.O. Box 278
Markleeville, CA 96120
(530) 694-2231
(530) 694-2956 fax

Amador County Office of Emergency Services
700 Court Street
Jackson, CA 95642
(209) 223-6384
(209) 223-1609 fax

Butte County Office of Emergency Services
25 County Center Drive
Oroville, CA 95965
(530) 538-7373
(530) 538-6760 fax

Calaveras County Office of Emergency Services
891 Mountain Ranch Road
San Andreas, CA 95249
(209) 754-6303
(209) 754-6333 fax

Colusa County Office of Emergency Services
929 Bridge Street
Colusa, CA 95932
(530) 458-0230
(530) 458-4697 fax

Contra Costa County Office of Emergency Services
50 Glacier Drive
Martinez, CA 94553
(925) 646-4461
(925) 646-1120 fax

Del Norte County Office of Emergency Services
981 H Street, Suite 240
Crescent City, CA 95531
(707) 464-7255
(707) 465-1470 fax

El Dorado County Office of Emergency Services
330 Fair Lane
Placerville, CA 95667
(530) 621-5895
(530) 626-6814 fax

Fresno County Office of Emergency Services
1221 Fulton Mall
Fresno, CA 93721
(559) 445-3391
(559) 445-3299 fax

Glenn County Office of Emergency Services
543 West Oak Street
Willows, CA 95988
(530) 934-6442
(530) 934-6429 fax

Humboldt County Office of Emergency Services
826 Fourth Street
Eureka, CA 95501
(707) 268-2500
(707) 445-7764 fax

Imperial County Office of Emergency Services
1078 Dogwood Road
Heber, CA 92249
760-482-2400

Inyo County Office of Emergency Services
P.O. Box 427
Independence, CA 93526
(760) 878-0292
(760) 878-2241 fax

County OES Addresses

Lake County Office of Emergency Services
P.O. Box 489
1220 Martin Street
Lakeport, CA 95453
(707) 262-4090
(707) 262-4095 fax

Lassen County Office of Emergency Services
220 South Lassen Street, Suite 1
Susanville, CA 96130
(530) 257-6121
(530) 257-9363 fax

Los Angeles County Office of Emergency Management
1275 N. Eastern Avenue
Los Angeles, CA 90063
(323) 980-2261
(323) 881-6897 fax

Madera County Office of Emergency Services
14143 Road 28
Madera, CA 93638
(209) 675-7792
(209) 675-8413 fax

Marin County Office of Emergency Services
3501 Civic Center Dr., Room 266
San Rafael, CA 94903-4189
(415) 499-6584
(415) 499-7450 fax

Mariposa County Office of Emergency Services
Post Office Box 162
Mariposa, CA 95338
(209) 966-4330
(209) 966-0252 fax

Mendocino County Office of Emergency Services
501 Low Gap Road
Ukiah, CA 95482
Phone # Office: 707-463-5667
Fax #: 707-463-5649

Merced County Office of Emergency Services
735 Martin Luther King Jr. Way
Merced, CA 95340
(209) 385-7548
(209) 725-0174 fax

Modoc County Office of Emergency Services
102 South Court
Alturas, CA 96101
(530) 233-4416
(530) 233-4971 fax

Mono County Office of Emergency Services
P.O. Box 616, 100 Bryant Street
Bridgeport, CA 93517
(760) 932-5279
(760) 932-7435 fax

Monterey County Office of Emergency Services
1322 Natividad Road,
Salinas, CA 93902
Phone: 831-796-1900
Fax: 831-796-1911

Napa County Office of Emergency Services
1195 Third Street, Room 310
Napa, CA 94559
(707) 253-4421
(707) 253-4176

Nevada County Office of Emergency Services
950 Maidu Avenue
Nevada City, CA 95949
(530) 265-1515
(530) 265-7112 fax

Orange County Office of Emergency Services
2644 Santiago Canyon Road
Silverado, CA 92676
(714) 628-7055
(714) 628-7154 fax

County OES Addresses

Placer County Office of Emergency Services
2968 Richardson Drive
Auburn, CA 95603
(530) 886-5300
(530) 886-5343 fax

Plumas County Office of Emergency Services
505 Lawrence Street
Quincy, CA 95971
(530) 283-6332
(530) 283-0897 fax

Riverside County Office of Emergency Services
4080 Lemon Street, Suite 8, P.O.
Box 1412
Riverside, CA 92502-1412
(951) 955-4700
(951) 955-8940 fax

Sacramento County Office of Emergency Services
711 G Street 2nd Floor
Sacramento, CA 95814
(916) 874-4670
(916) 930.9227 fax

San Benito County Office of Emergency Services
471 Fourth Street
Hollister, CA 95023
(831) 636-4168
(831) 636-4165 Fax

San Bernardino County Office of Emergency Services
1743 W. Miro Way
Rialto, CA 92376
(909) 356-3998
(909) 356-3965 fax

San Diego County Office of Emergency Services
5555 Overland Avenue Building 19
San Diego, CA 92123
(858) 565-3490
(858) 565-3499 fax

San Francisco County Office of Emergency Services
1003A Turk Street
San Francisco, CA 94102
(415) 558-2700
(415) 431-7500 fax

San Joaquin County Office of Emergency Services
222 E. Weber Avenue, Courthouse, Rm 610
Stockton, CA 95202
(209) 468-3962
(209) 944-9015 fax

San Luis Obispo County Office of Emergency Services
County Government Center
San Luis Obispo, CA 93408
(805) 781-5011
(806) 781-5005 fax

San Mateo County Office of Emergency Services
400 County Center
Redwood City, CA 94063
(650) 363-4790
(650) 363-1868 fax

Santa Barbara County Office of Emergency Services
4410 Cathedral Oaks Road
Santa Barbara, CA 93110
(805) 681-5526
(805) 681-5553 fax

Santa Clara County Office of Emergency Services
55 West Younger Avenue, Suite 435
San Jose, CA 95110-1721
(408) 299-3751
(409) 294-4851 fax

Santa Cruz County Office of Emergency Services
Santa Cruz County Office of Emergency Services
495 Upper Park Road
Santa Cruz, CA 95065-2121
831-458-7150
Fax: 831-458-7139

County OES Addresses

Shasta County Office of Emergency Services
1525 Court Street
Redding, CA 96001
(530) 245-6059
(530) 245-6173 fax

Siskiyou County Office of Emergency Services
311 Lane Street
Yreka, CA 96097
(530) 842-8320
(530) 842-8378 fax

Sonoma County Dept. of Emergency Services
2300 County Center Drive, #221-A
Santa Rosa, CA 95403
(707) 565-1152
(707) 526-5555 fax

Sutter County Office of Emergency Services
1136 Civic Center Boulevard, Suite E
Yuba City, CA 95993
(530) 822-7400
(530) 822-7109 fax

Trinity County Office of Emergency Services
P.O. Box 2907
Weaverville, CA 96093
(530) 623-2500
(530) 623-2614 fax

Tuolumne County Office of Emergency Services
2 South Green Street
Sonora, CA 95370
(209) 533-5511
(209) 533-5510

Yolo County Office of Emergency Services
120 W. Main St., Suite E
Woodland, CA 95695
Phone:(530) 406-4930
FAX: (530) 661-6705

Sierra County Office of Emergency Services
101 Courthouse Square
Downieville, CA 95936
(530) 289-3201
(530) 289-3620 fax

Solano County Office of Emergency Services
530 Clay Street
Fairfield, CA 94533
(707) 784-1600
(707) 421-6383 fax

Stanislaus County Office of Emergency Services
1100 H Street
Modesto, CA 95353
(209) 525-4658
(209) 544-6226 fax

Tehama County Office of Emergency Services
502 Oak Street
Red Bluff, CA 96080
(530) 529-7900
(530) 529-7933 fax

Tulare County Office of Emergency Services
5957 S. Mooney Boulevard
Visalia, CA 93277
(559) 737-4660 ext. 2311
(559) 737-4693 fax

Ventura County Office of Emergency Services
800 South Victoria Avenue
Ventura, CA 93009
(805) 654-2551
(805) 648-9258 fax

Yuba County Office of Emergency Services
915 Eighth St., Suite 117
Marysville, CA 95901
(530) 749-7520
(530) 749-7524 fax

SMALL URBANIZED AREAS - - APPLICATION CONTACTS

RTPA/MPO	Small Urbanized Area	MOU Participant	Due by July 31, 2009 (Unless Otherwise Noted)
AMBAG	Salinas; Santa Cruz; Seaside-Monterey-Marina Watsonville	YES	**Mark Griffin** 445 Reservation Rd, Ste G, Marina, CA 93933 (831) 883-3750, **email: rdeshazo.org**
BCAG	Chico	YES	**Ivan Garcia** 965 First St., Chico, CA 95928 (530) 879-2468, **email: igarcia@bcag.org**
Kings CAG	Hanford	NO	**Caltrans – Division of Mass Transportation by October 30, 2009**
MCTC	Madera	NO	**Caltrans – Division of Mass Transportation by October 30, 2009**
MTC	Fairfield; Gilroy-Morgan Hill Livermore; Napa; Petaluma; Vacaville; Vallejo	JARC - YES	**Jennifer Yeamans** 101 Eighth Street, Oakland, CA 94607 **(510) 817-5764, email: jyeama@mtc.ca.gov** **All applicants must submit their JARC applications to their County Congestion Management Agency. For more information, contact Therese (listed above)**
		New Freedom - NO	**Caltrans – Division of Mass Transportation by October 30, 2009.**
Merced COG	Merced	NO	**Marjorie Kirn** 369 W. 18th St., Merced, CA 95340 (209) 723-3153, ext. 306, **email: marjorie.kirn@mcagov.org** Anna Fuentes 209-723-3153
SACOG	Davis Yuba City	YES	**Jim Brown/Barbara VaughanBechtold, AICP** 1415 L St., Sacramento, CA 95814 (916) 340-6221, **email: bbechtold@sacog.org**
SBCAG	Lompoc; Santa Barbara Santa Maria	YES	**Sarkes Khachek** 260 N. San Antonio Rd., Ste B Santa Barbara, CA 93110 (805) 961-8913, **email: skhachek@sbag.org**
SCAG Yuma, AZ--CA	El Centro	YES	**Kathi Williams (IVAG)** 940 Main Street, Ste. 208, El Centro, CA 92243 (760) 482-4290, **email: kathiwilliams@co.imperial.ca.us**
SCAG	Hemet	NO	**Fina Clemente (RCTC)** 4080 Lemon Street, 3rd Floor, Riverside, CA 92502-2208 (951) 787-7141, **email: jclemente@rctc.org**
SCAG	Santa Clarita	YES	**Gladys Lowe (LA Metro)** One Gateway Plaza, Los Angeles, CA 90012 (213) 922-2459, **email: loweg@metro.net**
SCAG	Camarillo Simi Valley	YES	**Vic Kamhi (VCTC)** 950 County Square Dr., Ste 207, Ventura, CA 93003 (805) 642-1591 X110, **email: vkamhi@goventura.org**
SJCOG	Manteca Tracy Lodi	YES	**Tanisha Taylor/Sam Kaur** 555 E. Weber Ave., Stockton, CA 95202 (209) 468-3913, **email: kaur@sjcog.org**
SLOCOG	Atascadero—El Paso de Robles (Paso Robles); San Luis Obispo	YES	**Elaine Guillot** 1150 Osos St., Ste 202, San Luis Obispo, CA 93401 (805) 781-5711, **email: eguillot@slocog.org**
Shasta RTPA	Redding	YES	**Sue Crowe** 1855 Placer St., Redding, CA 96001 (530) 245-6826, **email: scrow@co.shasta.ca.us**
Stan COG	Turlock	YES	**Rosa Park** 900 H St., Ste D, Modesto, CA 95354 (209) 558-7830, **email: rpark@stancog.org**
Tulare CAG	Porterville Visalia	YES	**Marvin Demmers** 5961 S. Mooney, Visalia, CA 93277 (559) 733-6653, X4886, **email: mdemmers@co.tulare.ca.us**

PROJECT SCORING CRITERIA
See Page 15 - 20 of the Application

Scores will be calculated within a 0 – 10-point range for each 10 point question (i.e., 0-10), 0-20 for the 20 point question (i.e., 0-20) and 0-30 for the 30 point question (i.e., 0-30). To receive the maximum points per question, each response **must be completed with clear and concise information** and **contain the required supporting documentation**. Incomplete responses and/or a lack of supporting documentation will result in reduced score(s).

A. Program Goals and Ojectives - (20 total points):

1. Applicant demonstrates that the project is consistent with the overall JARC or New Freedom program goals and objectives, as listed in the program goals on Page 3 of these instructions. (10 points maximum)
2. Applicant demonstrates how project activities directly address transportation gaps and/or barriers identified through the locally developed human services transportation planning process within their communities. (Applicant indicates the section/page number in the Coordinated Plan addressing the gaps and/or barriers). (10 points maximum)

B. Project Implementation Plan - (30 points):

3. Applicant provides a well-defined operations plan with defined routes, schedules, current/projected ridership, key personnel, and marketing strategies with supporting documentation for carrying out the project. For Capital projects, applicant provides an implementation plan that includes project tasks, timeframes, benchmarks, key milestones, key personnel, deliverables and estimated completion date with supporting documentation. Describe type of equipment you are interested in purchasing and identify the components**.** Discuss how the requested ancillary equipment will be used to support the transportation program. Discuss any expected improvements in service delivery or coordination and any reduction in the cost to provide service. If computer equipment is being requested, also describe current method of collecting and tracking information. Both the operations and implementation plans must identify key personnel assigned to this project and their qualifications, including resumes and certifications as supporting documentation. Applicants must demonstrate their institutional capability to carry out the service delivery aspect of the project. (30 points maximum)

C. Program Performance Indicators - (20 points):

4. Applicant identifies clear measurable outcome-based performance measures and indicators to track the effectiveness of the project as described in Page 4 of these instructions. Applicant states the number of persons to be served, trip purpose(s), and the number of trips. Additional measurable units of service can also be used. Applicant must describe the outcome (impact) that the project will have on low-income (JARC) or individuals with disabilities (New Freedom).
Applicant describes a process that details the ongoing monitoring and evaluation of the project or service, including methodologies and desired outcomes based upon the performance objectives identified. (20 points maximum)

D. Communication and Outreach - (20 total points):

5. Stakeholder list should include, but not be limited to, Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and members of the public representing low-income (JARC) and individuals with disabilities (New Freedom). Applicants will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. (10 points maximum)
6. Applicants must keep stakeholders involved and informed of project activities throughout the project timeline. Applicant must also describe how they would promote public awareness of the project. Three (3) letters of support from stakeholders must be attached to the grant application. (One of the three support letters may come from a client of the proposed project.) (10 points maximum)

E. Emergency Planning and Preparedness - (10 total points):

7. Applicant describes emergency planning and drill activities. Provide proof your agency is included in the response plan with the County Office of Emergency Services. Indicate the drill(s) you have participated in or are scheduled to participate in. (10 points maximum)