

FY2012-2013 URBANIZED AREA FORMULA JOB ACCESS
AND REVERSE COMMUTE (JARC) PROJECT APPLICATION

PART 1 - GRANT APPLICANT

C O N T A C T I N F O R M A T I O N

Project Title: _____

Legal Name of Applicant: _____

Executive Director/CEO: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person (if other than ED/CEO): _____

Telephone: _____ Cell Phone: _____

Email Address: _____

Website: _____

EIN/Tax ID: _____

O R G A N I Z A T I O N T Y P E

Please place an 'X' in front of the description that most accurately defines your organization.

Private, non-profit organization

State or local government authority

Operator of public transportation services, including private operators

A P P L I C A T I O N S B E I N G S U B M I T T E D I N F Y 2 0 1 2 - 2 0 1 3

If your organization is submitting more than one project application, please explain the relationship between the applications by placing an 'X' in front of the appropriate explanation and provide the Other Project Title.

Yes, but the projects are not related. Other Project Title:

Yes and the projects are related. Other Project Title:

PART 2 - GENERAL PROJECT INFORMATION

PROJECT TYPE

Please place an 'X' in front of the type of project that is being proposed in this application.

- Job Access
- Reverse Commute
- Both Job Access and Reverse Commute

PROJECT FUNDING CATEGORY

Please place an 'X' in front of the appropriate Project Funding Category. If you are applying for both Operating and Capital funds, a single application can be used; however, each category will need to be thoroughly explained with demonstrated budgets and distinctive performance plans.

- Operating
- Capital (Procurements, Mobility Management)

PROJECT PURPOSE

Please identify the proposed JARC project 's purpose by placing an 'X' in front of both the appropriate category and sub-category. **Check ALL that apply.**

- TRIP-BASED SERVICES - *Provide Transportation***
- ___ Trans voucher program ___ First/last mile service ___ Late night/weekend service
- ___ Car loan program ___ Expand public transit route ___ Reverse commute service

- INFORMATION-BASED SERVICES - *Support Transportation***
- ___ Trans info services ___ Trip planning services *Although funded as a Capital Project, Mobility Management is considered an Info-Based Service.*
- ___ Mobility management

- CAPITAL INVESTMENT - *Enhance Transportation***
- ___ Special vehicle purchase ___ Enhance trans infrastructure
- ___ Intelligent trans system

PROJECT STATUS

Please place an 'X' in front of the description that most accurately defines the status of your project.

- Continuation of an existing JARC project
- Expansion/modification of an existing JARC project
- New JARC project altogether

PROJECT FUNDING DURATION

If the project is a 'Continuation of an existing JARC project' OR an 'Expansion/modification of an existing JARC project', please indicate the number of years of JARC funding received to date, total amount awarded to date, and the number of additional years the project is likely to require JARC funding.

Number of years of JARC funding received to date Total amt awarded to date _____

Number of years this Continued/Expanded JARC project is likely to require JARC funding

If the project is a 'New JARC project altogether', please indicate the number of years this project is likely to require JARC funding.

Number of years this New JARC project is likely to require JARC funding

PART 3- PROJECT DETAILS

PROJECT DESCRIPTION

A **Project Logic Model** is a required Attachment for this application (*two-page blank form can be found at the end of this application*). Once the Logic Model is completed, incorporate the outlined project specifics into the overall Project Description.

With the logic model completed, please prepare a **maximum five-page, comprehensive project description**. This description must be written in 11-pt. Calibri with 1-inch margins (top, bottom, left, and right) and 1.5 line spacing. The narrative should include bold-faced and underlined sub-headings for each of the bulleted information requirements listed below. Where applicable, the source(s) of the information should be included as well.

- Designated project area (*Attachment C- 5x11 map depicting boundaries, if applicable*);
- Size of low-income population in project area;
- General description of the problem(s) being addressed by the project;
- Details about the transportation gap(s) that will either be prevented or filled as a result of project implementation; also justification as to why the transportation gap(s) needs to be prevented or filled;
- Project's relevance to FTA's JARC program;
- Project goal(s);
- Stated objectives for achieving the project's goal(s);
- Anticipated project outcomes in terms of: a) Estimated number of low-income individuals to be served annually as a result of the project; b) Estimated number of jobs and job-related services accessed annually as a result of the project.

If *Project Purpose* on page 3 was identified as "**TRIP-BASED SERVICES - Provide Transportation**", ALSO include the following information:

- Map depicting the transportation service route(s) – (*will be part of Attachment C*);
- Operating schedule(s) for transportation service provided; and
- Actual or estimated number of rides (as measured by one-way trips) to be provided annually as a result of the project.

PART 4 - PROJECT IMPLEMENTATION

O R G A N I Z A T I O N A L C A P A C I T Y

Without exceeding the space provided below, describe the management and operational capacity of your organization to successfully house, implement, and maintain the proposed project (single-spaced, 11 pt. Calibri). Please be sure to include the following information:

- Capital resources (i.e. facilities, equipment, etc.);
- Key personnel assigned to the project, along with their functions and qualifications; and
- Outside resources, if any, that will be involved with the project (i.e. participating partner agency¹, private foundation, agency members, etc.).

¹ A 'participating partner agency' is one that provides services, purchases services, and/or facilitates the provision of service through brokerage¹, call taking, or vehicle sharing among others.

C R O S S - A G E N C Y C O O R D I N A T I O N

Without exceeding the space provided below, if the proposed project is a collaborative effort between two or more agencies, please describe the cross-agency relationship(s) as well as the anticipated added value resulting from strategic coordination. (Single-spaced, 11 pt. Calibri)

P R O J E C T T I M E L I N E

As with any successful project implementation, there are typically a number of tasks that must be performed at different points throughout a project's timeline. Without exceeding the space provided below, please identify each task associated with your project's implementation, along with its projected start and end dates, if applicable.

PART 5 - PROJECT BUDGET

B U D G E T

Please provide the project income (not including requested JARC funding) and expenses for the proposed project using the budget form below. This form is applicable to both operating and capital projects.

PROJECT INCOME	AMOUNT
Local Match Amount(s)	
<i>Source 1 -</i>	
<i>Source 2 -</i>	
<i>Source 3 -</i>	
<i>Source 4 -</i>	
Project Revenue (<i>i.e. fare box, fee-for-service, etc.</i>)	
Other	
TOTAL PROJECT INCOME	
PROJECT EXPENSES	AMOUNT
Direct Costs	
Direct Costs Total	
Indirect Costs	
Indirect Costs Total	
TOTAL PROJECT EXPENSES (Direct + Indirect)	
REQUEST FOR JARC FUNDS (Expenses-Income)	

PART 6 - CORRELATION TO GUIDING PRINCIPLES

ASSESSMENT OF PROJECT MERIT

The Accessible Transportation and Workforce Agency Cooperative (ATWIC) is coordinator of the competitive selection process for the Job Access and Reverse Commute program in the urbanized areas of southwestern Pennsylvania. It is the responsibility of ATWIC to ensure that projects funded through JARC are derived from demographic data and transportation gap findings included in the Southwestern Pennsylvania Public Transit Human Services Coordinated Transportation Plan. As part of the selection process, ATWIC adheres to a set of **Eight Guiding Principles**, the majority of which are considered in the assessment of merit for each project proposal.

In addition to achieving the JARC program's goal of *increasing the mobility of low-income individuals, primarily in terms of having access to jobs and job-related services*, the strategies within which this goal is achieved are equally important. Without exceeding the space provided below, for the five ATWIC Guiding Principles that follow, please describe the correlation, **if any**, between the principle and your agency's proposed project. If there is no correlation, please provide 1-2 sentences explaining why. (Single-spaced, 11 pt. Calibri)

1 HUMAN SERVICES, WORKFORCE DEVELOPMENT, AND TRANSPORTATION AGENCIES WORK TOGETHER TO DEVELOP VIABLE STRATEGIES FOR CONNECTING PEOPLE TO JOBS AND OTHER SERVICES.

2 PROVISION OF ACCESSIBLE TRANSPORTATION FOR LOW INCOME INDIVIDUALS AND PERSONS WITH DISABILITIES IS THE PRIMARY FOCUS; THE TYPE OF TRANSPORTATION PROVIDED IS SECONDARY.

A S S E S S M E N T O F P R O J E C T M E R I T - c o n t

3 IMPROVING THE MOBILITY EXPERIENCE IS EQUALLY AS IMPORTANT AS PROVIDING TRANSPORTATION SERVICES.

4 FUNDING CONSIDERATION IS GIVEN TO PROJECTS THAT HAVE RELEVANCE, A HIGH PROBABILITY OF SUCCESS, DEFINITIVE RESULTS, AND LONG-TERM POTENTIAL.

5 JARC- AND NF-FUNDED TRANSPORTATION SERVICES HAVE THE POTENTIAL FOR BECOMING PART OF A COMPREHENSIVE AND COORDINATED TRANSPORTATION SYSTEM, REGION-WIDE.

PART 7 - PERFORMANCE EVALUATION PLAN

P E R F O R M A N C E M E A S U R E S

In order to ensure consistency across all JARC project sponsors in any given fiscal year, there are four performance measures that are required in the proposed project's Performance Evaluation Plan – *service effectiveness, cost efficiency, cost effectiveness, and service quality*. Before determining what exactly should be measured for a particular project, it is imperative that there is a clear understanding of the type of service(s) the project is providing. The information outlined in this section forms the basis for your Performance Evaluation Plan.

Please describe in 1-3 sentences the service(s) that will be provided as a result of your proposed project, along with the target population(s) being served.

Given the service(s) that is provided, please identify the means with which project performance will be measured in the four distinctive areas. Be sure to identify the source(s) from which the project data will be derived.

SERVICE EFFECTIVENESS

COST EFFICIENCY

COST EFFECTIVENESS

SERVICE QUALITY

EXPECTED OUTCOMES

Depending on the type of project being proposed, your agency will want to give thoughtful consideration to Question 1 OR Question 2 below in preparation for developing quantifiable outcomes.

1. Do low-income individuals have greater access to jobs and job-related activities through the provision of NEW or ENHANCED TRANSPORTATION SERVICES? If so, what is the estimated or actual number of one-way rides that will be provided?
2. Do low-income individuals have greater access to jobs and job-related activities through the provision of INFORMATION and/or EDUCATIONAL SERVICES designed to inform them about available transportation options and how to utilize them? If so, what is the estimated or actual number of people that will be served?

Please summarize in 1-3 sentences how and to what extent your proposed project will ensure low-income individuals have greater access to jobs and job-related activities.

Based on the means with which your agency will assess the following performance criteria, please quantify a projected outcome(s) for each performance evaluation measurement.

SERVICE EFFECTIVENESS

COST EFFICIENCY

COST EFFECTIVENESS

SERVICE QUALITY

PART 8 - ATTACHMENTS

A D D I T I O N A L I N F O R M A T I O N R E Q U I R E D

In addition to completing pages 1-10 of the FY2012-2013 JARC Project Application, please include the documents listed below.²

- _____ A. Project Logic Model
- _____ B. Project Description
- _____ C. Project Area Map (also Fixed Route Service Map, if applicable)

² If the applicant developed a Performance Evaluation Plan separate from what is included in this application, please include it with Attachments A, B, and C.

Project Goal(s):

			PROJECT OUTCOMES		
Project Inputs	Activities/Services	Outputs	Initial Outcomes	Intermediate Outcomes	Long-Term Outcomes
<i>Resources such as staff, partners, equipment, funds, technology, etc.</i>	<i>What do you do with inputs to fulfill goals?</i>	<i>Products of activities such as number served, number of sessions, etc.</i>	<i>Changes in participant knowledge, skills, attitude, etc.</i>	<i>Changes in participant behavior as a result of initial outcomes.</i>	<i>Changes in the condition or status of participants.</i>

Project Assumptions: As the Project Logic Model is being developed, it is important to think about and list the beliefs and ideas held by your agency and others about how and why the proposed project will work.

External Factors: External factors describe the environment within which the proposed project will function and what factors, if any, can influence the project's degree of success.

In the boxes below, please identify any project assumptions and/or external factors.

Project Assumptions:

External Factors:

NOTE: For additional information about creating logic models, go to www.uwex.edu.ces/lmcourse.