
FY2012-2013 URBANIZED AREA FORMULA NEW
FREEDOM (NF) 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 service, 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 (refer to NF Circular: FTA C 9045.1, pages III-7 through III-11 for definitions of these three project types).

- New Public Transportation Service(s) Beyond the ADA
- Enhanced Accessibility to Public Transportation System
- New Public Transportation Alternative Service(s) Beyond the ADA

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 NF 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*

- Same-day service Expand hours of operation Expand paratransit parameters
- Expand voucher pgm New feeder service Volunteer driver/escort pgm
- Door-to-door/through-the-door rider assistance

INFORMATION-BASED SERVICES - *Support Transportation*

- Trans info services Travel training/instruction
 - Trip planning services Mobility management
- Although funded as a Capital Project, Mobility Management is considered an Info-Based Service.*

CAPITAL INVESTMENT - *Enhance Transportation*

- Purchase/install equip Enhance trans infrastructure
- ITS deployment Accessible vehicle purchase

PROJECT STATUS

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

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

PROJECT FUNDING DURATION

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

- Number of years of NF funding received to date Total amt awarded to date _____
- Number of years this Continued/Expanded NF project is likely to require NF funding

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

- Number of years this New NF project is likely to require NF 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*). It will be helpful to prepare the Logic Model prior to completing this section, the purpose of which is to clearly and concisely describe your NF project. Project specifics taken from the Logic Model can then be incorporated 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 New Freedom program;
- Project goal(s);
- Stated objectives for achieving the project's goal(s);
- Anticipated project outcomes in terms of: a) Estimated number of people with disabilities to be served annually as a result of the project; b) Estimated number of jobs and/or services to be accessed by people with disabilities 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

ORGANIZATIONAL CAPACITY

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 brokerage, call taking, or vehicle sharing among others.

CROSS - AGENCY COORDINATION

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

PROJECT TIMELINE

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 NF 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 NF 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 New Freedom program in the urbanized areas of southwestern Pennsylvania. It is the responsibility of ATWIC to ensure that projects funded through NF 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 NF program's goal of *increase the mobility of people with disabilities, whether it's getting to and from jobs or daily living 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 NF 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. Is the mobility of people with disabilities increased through the provision of NEW PUBLIC TRANSPORTATION SERVICES? If so, what is the estimated or actual number of one-way rides that will be provided?
2. Is the mobility of people with disabilities increased 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 increase the mobility of people with disabilities.

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 New Freedom Project Application, please include the documents listed below.²

- _____ A. Project Logic Model (see 2-page blank form)
- _____ B. Project Description (5-page maximum)
- _____ 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.