

**FY 2011 URBANIZED AREA FORMULA JOB ACCESS REVERSE COMMUTE (JARC)
Project Application**

Part I – Applicant Overview

A. Applicant Information

Project Title	
Legal Name of Applicant	
Name of Executive Director/CEO	
Contact Person	
Address	
City/State/Zip Code	
Telephone	
Email	
Name of Person Completing this Application	
Provide your Internal Revenue Service Employee Identification Number/ Federal Tax Identification Number	

B. Organization Type Place an X in the appropriate box.

<input type="checkbox"/>	Private, non-profit organization
<input type="checkbox"/>	State or local authority
<input type="checkbox"/>	Operator of public transportation service, including private operators of public transportation service

C. Specify the status of this project Place an X in the appropriate box.

<input type="checkbox"/>	Continuation of an Existing JARC Project
<input type="checkbox"/>	Expansion/Modification of an Existing JARC Project
<input type="checkbox"/>	New Project

D. Specify the category of project that you are applying for Place an X in the appropriate box(s). Please note: *If you are applying for both categories of projects a single application can be used. However, each category will need to explained thoroughly, have demonstrated budgets, and distinctive performance plans.*

	Capital (includes Procurements, Mobility Manager and Planning)
	Operating

E. Are you submitting one or more additional applications? Place an X in the appropriate box.

	Yes, however the projects are not related.
	Yes and this project is related to another application. Please identify it and describe the relationship. Limit responses to 100 words.
	No.

Part II - Project Information and Capacity to Implement

A. Project Background and Funding Program Relevance

1. Specify which program your application is seeking funding from. Place an X in the appropriate box or boxes.

	Job Access and Reverse Commute – Specify project emphasis below.
	Job Access project
	Reverse Commute project

2. Specify the type of project that you are applying for. Eligible projects include those listed in the JARC Circular: FTA C 9050.1 pages III-8 to III-10 and numbered 11a through 11r. If your project type is listed in the Circular write it in below. If it is not listed, summarize the project in one sentence.

3. Provide a brief description of the project, including the goals of the project and how they relate to the Federal JARC program. Reference the JARC Circular: FTA C 9050.1 page II – 1. Limit your response to 500 words. Note to human service agencies: you may explain how your project supports transit services and workforce development goal/initiatives.
4. What days and hours will the project provide services?
5. Describe the project's service area. Attach an 8.5 x 11 inch map depicting the project boundaries, if applicable. Applications for fixed route type service should illustrate the route.

6. What is the estimated number of individuals in your designated service area that could be identified as a member of a JARC defined target population? How was this estimate derived? Provide verifiable database services.

7. Approximately how many individuals in the target population(s) will be served by the project? How was this estimate derived? Provide verifiable data sources. Note to human service agencies: you may also explain how your project directly/indirectly enhances an individual's mobility.

8. The Federal Transit Administration (FTA) has established two measures for the JARC program. (Explain for each how the numbers were derived and provide verifiable data sources):
 - A. Actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage of the project during the year.

 - B. Actual or estimated number of rides (as measured by one-way trips) provided as a result of the project (if project provides rides) during the year.

9. Once project approval is given, how much time is needed to begin implementation of the project?

B. Sustainability and Capacity

1. Describe the anticipated duration of the project (e.g., one year, two years, indefinitely, etc.).

2. Identify long-term financial sources, independent of Federal JARC grants, PennDOT matching funds and farebox generated revenue, to support continuation of the proposed project beyond the FY 2011 funding cycle.

3. Describe the agency's capital resources (facilities, equipment, other) that will ensure the ability to house, maintain, and implement the project.

4. If you have not submitted a complete financial audit and financial statements to ATWIC during the FY 2010 application process, attach one copy of the most recent audits and financial statements with this application.

5. Attach documentation showing the types and levels of insurance coverage maintained by the applicant or levels and types of insurance that would be obtained if this project is awarded and is different from current levels.

C. Management and Organizational Structure

1. Briefly describe the key personnel assigned to this project along with their qualifications to implement the project and oversee a Federal grant (e.g., project manager, agency director, operations manager, etc.).

2. Provide a brief description of the agency's history, mission, and programs.

3. Attach one copy of a letter of commitment from the agency's governing board stating that their support for this application and the implementation of the proposed budget.

4. After project approval, **at the time of signing** the sub-recipient agreement, your agency will be required to present the following items where applicable unless it has done so during the FY 2010 process as shown below. In the table below, note the items that your agency possesses.

Required Item	Submitted for FY 2010 Application	Applicant Has Item	Applicant Does Not Have this Item	Not Applicable to this Applicant
Articles of Incorporation				
PA Business License				
IRS Form 990 (for private, non-profits organized under Section 501(c)(3))				
List of Organization's Board Members and their contact information	Annually Submitted			

Part III – Coordination, Addressing Unmet Needs, Budget, and Performance

A. Enhanced Coordination

1. List the agency or agencies that are participating partners in the implementation of this project and describe their participation. Also, include the point of contact information for the other agency(ices), specify; the agency name, contact person, phone number and email address. A *“participating partner”* is one that provides service, purchases service, and/or facilitates the provision of service through brokerage, call taking or vehicle sharing among others. If you do not have participating partners, explain why.

2. Does the project augment existing public transit and/or human service agency transportation services? Place an X in the appropriate box and explain your response if necessary. *Augmentation of existing services includes providing connections to other services, encouraging the use of other services, and accommodating gaps in other services among others.*

	Yes. Please describe the details of the augmentation; also include the point of contact of the transportation service(s), specify the agency name, contact person, phone number and email address.
	No. Please describe why (optional).

5. Does the project duplicate any other existing services (e.g., coverage of services, participant eligibility, etc.)? Place an X in the appropriate box and provide the appropriate explanation.

	Yes. If yes, please describe the nature and justification of the duplication. Include why your service is more effective and an improvement over the existing service.
	No. Explain how you have verified that there is no duplication.

B. Unmet Needs of the Target Populations

1. Which of the gaps or issues identified in the coordinated transportation plan will the project address? Include the page reference(s) from the coordinated plan for each gap/issue.

2. Describe how the project will mitigate the transportation need for each gap or issue by explaining how your project affects it.

C. Budget

Operating Budget – PLEASE ENTER FIGURES IN WHOLE DOLLARS
(Capital projects skip to III.C. Question 3)

1. Operating Expenses

Direct Costs	
Wages and Fringe Benefits	
Materials and Supplies	
Fuel	
Parts and Maintenance	
Insurance	
Contracted Services	
Other (specify)	

TOTAL	

Operating Projects Skip to III.C. Question 5.

Capital project continue on to Part III.C. Question 5.

5. What percentage of the total project expense is from local hard matching sources?

Local hard match (cash) includes locally generated revenue from municipal and county governments and contributions from the private sector and foundations, among others. It does not include funding from US DOT federal programs, other non-DOT federal programs, or programs funded by Pennsylvania state agencies such as the Pennsylvania Department of Transportation.

6. What percentage of the total project expense is from local soft matching sources?

Local soft match (non-cash) includes donations, volunteered services, or in-kind contributions. The value of each must be documented and supported, represent a cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.

7. Does the project utilize two or more FTA funding programs addressed by the Coordinated Plan (i.e., Section 5310, 5316, and 5317)? Place an X in the appropriate box.

	Yes. Please list.
	No.

D. Performance Plan

Please follow the directions below for creating and computing performance measures for your project. The performance plan must provide clearly-defined, measurable, and outcome based performance measures. **REVIEW THE PERFORMANCE PLAN BACKGROUND INFORMATION IN THE APPLICATION INSTRUCTIONS PRIOR TO COMPLETING THIS SECTION.**

There are four types of performance plans that can be used by an applicant; use the plan that best fits your project. Type 1 is recommended for traditional transit operating projects, Type 2 is recommended for Human Service Agencies, Type 3 is recommended for capital procurement projects, and Type 4 is recommended for capital non-procurement projects such as mobility manager and planning projects. You may complete more than one type of Performance Plan if it will enhance your application.

1. Transit Operating Project

Complete the following steps to develop your project's operating performance plan. Note: agencies operating Job Access projects and completing this plan will be required to survey their customers during FY 2011 to determine to what extent their project is utilized by welfare recipients and eligible low-income individuals for employment and employment related activities. The findings of the survey will take place during the project year and not be a determining factor in this year's project selection.

STEP 1. Provide a one-sentence description of the project.

STEP 2. Quantify project outputs that are directly tied to the number of target population individuals whom have had their JARC specific mobility enhanced as a direct result of the activity. (The outputs should be expressed in terms of people impacted.)

Step 2A. Provide a detailed definition of the outputs quantified in Step 2.

Step 2B. For existing projects, identify the data source for the project outputs.

Is the data source verifiable? Place an X in the appropriate box.

	Yes. Please describe.
	No.

Step 2C. For new projects, identify reputable proxy data sources for project outputs.

Is the data source verifiable?

	Yes. Please describe.
	No.

STEP 3. Quantify project service inputs that are directly tied to the level of activity that is provided to achieve the output identified in Step 2. The input should be defined in terms of hours or project resources consumed (i.e., number of vehicle hours operated, number of staff hours committed, number of training sessions, number of presentations).

Type of Resource Consumed:

Quantity of Resource Consumed:

Step 3A. Provide a detailed definition of the resource inputs quantified in Step 3.

Step 3B. For existing projects, identify the data source of resource inputs (e.g., employee timesheets, payroll records, driver logs, internal progress reports, vehicle logs).

Identify the data source:

Is the data source verifiable?

	Yes. Please describe.
	No.

Step 3C. For new projects with no actual data available, the outputs should be based on budgeted resources committed or reputable proxy data sources that are documented (e.g., University research projects, Transportation Research Board projects, national urban and rural transit databases, or comparable projects elsewhere).

Identify the data source:

Is the data source verifiable?

	Yes. Please describe.
	No.

STEP 4. What is the total project cost? This figure should match the total project cost shown in III.C. Question 1 on page 9.

Step 4A. For existing projects, identify the data source of the project costs (e.g., financial statements, audit records).

Identify the data source:

Is the data source verifiable?

	Yes. Please describe.
	No.

Step 4B. If the project is new with no actual data available, identify the data sources for project costs (e.g., project budget or a reputable proxy data source).

Identify the data source:

Is the data source verifiable?

	Yes. Please describe.
	No.

STEP 5. Calculate performance measures:

Performance Measure	Methodology	Result
Service Effectiveness	Outputs Quantified in Step 2	
Cost Efficiency	<u>Financial Inputs Quantified in Step 4</u> Resource Inputs Quantified in Step 3	
Cost Effectiveness	<u>Financial Inputs Quantified in Step 4</u> Outputs Quantified in Step 2	

STEP 6. Compare the calculated performance measures for reasonableness. Perform a comparative analysis between the proposed project performance measures and one of the following:

- Past performance data for existing programs. The standards should reflect improved performance and progress toward goal achievement.
- Industry standards as documented in nationally recognized published reports, data bases and government reports (i.e., National Transit Database, Rural Transit Database)
- Industry standards as documented through research institutions (i.e., universities, Transportation Research Board)
- Performance data for comparable systems that are recognized as successes in their local environments.

List source of performance measure standards.

Justify proposed standards based on the method selected above.

Step 7. Provide additional comments as necessary to support acceptance of your performance evaluation process.

2. Human Service Operating Projects

STEP 1. Provide a one-sentence description of the project.

STEP 2. Quantify project outputs that are directly tied to the target population individuals whom have had their mobility enhanced as a direct result of your program (number of: workshops conducted, classes held, rides provided, etc.).

Step 2A. Provide a detailed definition of the outputs quantified in Step 2.

Step 2B. For existing projects, identify the data source for the project outputs.

Is the data source verifiable? Place an X in the appropriate box.

	Yes. Please describe.
	No.

Step 2C. For new projects, identify reputable proxy data sources for project outputs.

Is the data source verifiable?

	Yes. Please describe.
	No.

STEP 3. Quantify project outcomes that are directly related to the number of target population individuals whom have had their mobility enhanced as a direct result of the project (this is a description of the concrete impact your program will have on the functional level of the client relative to their ability to initiate change, maintain their level of functioning, remain engaged in a productive activity, increase skills, economic improvement, job retention, job searches, etc.). Example: (Out of 45 children enrolled in our mobility training class we project that at least 50% will demonstrate a 40% improvement in scores on the XYZ mobility scale).

STEP 4. How are you determining whether your targeted outcomes are being reached? What indicators and measurement tools are you using? If you are utilizing a specific instrument, survey, etc. please identify it (attach copy) and indicate whether it is a standardized tool or one you created.

STEP 5. Show your actual or projected results based upon the concrete outcomes you projected to achieve in question # 3. These results should utilize both numbers and percents. Example: (30 out of 45 children enrolled in our mobility class demonstrated a 50% improvement in the XYZ mobility scale from their initial test scores).

3. Capital Procurement Projects

Submit milestone-based performance measures. Provide critical dates for implementation of your project.

4. Capital Non-Procurement Projects (Mobility Manager and Planning)

STEP 1. Provide a one-sentence description of the project.

STEP 2. Quantify project outcomes that are directly tied to the number of assets created to promote, enhance, and facilitate access to transportation services as a direct result of your programs. (The outcomes should be expressed in terms of tangible or intangible capital assets created)

Step 2A. Provide a detailed definition of the outcomes quantified in Step 2.

Step 2B. For existing projects, identify the data source for the project outcomes.

Step 2C. For new projects, identify reputable proxy data sources for project outcomes.

STEP 3. Quantify project service **inputs** that are directly tied to the level of activity that is provided to achieve the outcome identified in Step 2. The input should be defined in terms of hours or project resources consumed (i.e.: number of staff hours committed, number of analyses performed, number of initiatives participating in).

Step 3A. Provide a detailed definition of the resource inputs quantified in Step 3.

Step 3B. For existing projects, identify the data source of resource inputs

Step 3C. *For new projects with no actual data available, the outcomes should be based on budgeted resources committed or reputable proxy data sources that are documented (e.g., University research projects, Transportation Research Board projects, national urban and rural transit databases, or comparable projects elsewhere).*

STEP 4. What is the total project cost? This figure should match the total project cost shown in III.C. Question 1 on page 11.

Step 4A. For existing projects, identify the data source of the project costs (e.g., financial statements, audit records).

Is the data source verifiable?

Step 4B. If the project is new with no actual data available, identify the data sources for project costs (e.g., project budget or a reputable proxy data source).

STEP 5. Calculate performance measures:

Performance Measure	Methodology	Result
Service Effectiveness	Outcomes Quantified in Step 2	
Cost Efficiency	<u>Financial Inputs Quantified in Step 4</u> Resource Inputs Quantified in Step 3	
Cost Effectiveness	<u>Financial Inputs Quantified in Step 4</u> Outcomes Quantified in Step 2	

STEP 6. Compare the calculated performance measures for reasonableness. Perform a comparative analysis between the proposed project performance measures and one of the following:

- Past performance data for existing programs. The standards should reflect improved performance and progress toward goal achievement.
- Industry standards as documented in nationally recognized published reports, data bases and government reports (i.e., National Transit Database, Rural Transit Database)
- Industry standards as documented through research institutions (i.e., universities, Transportation Research Board)
- Performance data for comparable systems that are recognized as successes in their local environments.

STEP 7. Provide additional comments as necessary to support acceptance of your performance evaluation process.

Part IV – Application Checklist

Please complete the checklist when you have completed your application.

Application Checklist

Application Reference (Part/Section/Question No., Page No.)	Requested Item	Applicant Verification	Evaluator Verification
Part II.A.4, page 4	Project Map (if applicable)		
Part II.B.4, page 5	Financial audit (unless submitted with FY 2010 Application)		
Part II.B.4, page 5	Financial statements (unless submitted with FY 2010 Application)		
Part II.B.5, page 5	Insurance coverage documentation		
Part II.C.3, page 6	Letter of Commitment		
Part III.C.2 Operating Budget Local Matching Funds, page 10	Letters of Local Match Commitment (for Operating Projects)		
Part III.C.4 Capital Budget Local Matching Funds, page 11	Letters of Local Match Commitment (for Capital Projects)		