



CY 2013	<p style="text-align: center;">Ohio Coordination Program Job Access and Reverse Commute (JARC) New Freedom</p>	<p style="text-align: center;">Project Proposal</p>
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Proposal Directions

The following instructions are intended to clarify and assist the applicant in completing the required proposal documents.

Proposal Format and Submission

All proposals must be submitted using the Project Proposal Forms. Applicable attachments must be included. Completed proposals must be filed electronically *and* mailed. Incomplete or late applications will not be considered.

Each text box on the Project Proposal Forms has a specified character limit that cannot be exceeded. Applicants may type directly in the text boxes or cut and paste text from another document.

There are four (4) Project Proposal Forms. All applicants should submit Form I, About the Applicant and the Organization Responsible for Project Management. Applicants with Mobility Management projects should submit a Form II for each project. Applicants with Capital procurements should submit a Form III for each project. Applicants with Operating projects should submit a Form IV for each project.

Form	Applicants	Quantity
I	All applicants	One per applicant
II	Applicants with mobility management projects	One per project (most applicants will only have one project)
III	Applicants with capital procurement items	One per item
IV	Applicants requesting operating assistance	One per project

Note that applicants only submit one Form I. Applicants from two departments of a county, for example, must work together so that only one Form I is submitted for that county's projects.

All proposals must be received by email or postmarked no later than 11:59 pm on Friday, March 30, 2012.

Proposals received after the due date and time, as well as those submitted by fax, will be deemed non-responsive.

Proposal Cover Letter

A sample proposal cover letter is available online. The letter mentions the Ohio Coordination Program but should be adapted for JARC, New Freedom, or whichever combination of projects the applicant is applying for. The letter should indicate the following: project period (e.g., January 1, 2012 through December 31, 2012); service area; applicant; total eligible expenses; and amount of Federal funding requested.

Guidelines for Selected Proposal Elements

Service Group Name: Applicants should specify the department, unit, etc. of the organization that will be responsible for this project.

Project Name: Applicants should choose a name that is descriptive of the project.

Geographic Target Area: may include the percent urban/suburban/rural of the area, square mileage, and/or a descriptor such as “very spread out,” “densely populated,” “blighted urban area,” “rugged terrain,” etc., that provides reviewers with a concise picture of the area.

Target Population Income: If “low income” is checked, the definition to be followed by the project should be specified (e.g., 100% of HHS Poverty Guidelines).

Narrative

Project Description

The project description should address the following:

- How will this project meet the mobility needs of the target population(s)?
- What is the ultimate outcome expected to result from this project?
- What are the project’s goals?
- Describe the approach to be used in carrying out the project. How will stakeholders and key partners be involved?
- What major activities will be undertaken?
- Provide justification for any professional and technical services, purchased transportation service, and leases and rentals included in the project budget.

For operating projects, a brief overview/purpose of the entire project is to be included and at a minimum should contain the following information:

- Hours and days of service;
- Number of vehicles used for the project;
- Type of service clearly described, including target population if applicable;
- Who will provide the service;
- How the project relates to existing service in the project area;
- If applying for both capital and operating, how they relate;
- If the service provided will be open to the general public; and
- Whether or not trips are prioritized.

For mobility management projects, the summary should contain the following:

- Activities to be included as a part of the mobility manager's responsibilities;
- Who the target audience is;
- How these activities will improve interagency coordination; and
- What the impact on local transportation services will be.

Community Need and Benefit

- What is the need for this project? What is this project's specific focus area? Include data to verify need.
- Provide information about the area's demographics that support targeting the specific group(s).
- Discuss current transportation resources available, status of transportation coordination efforts and how this project will improve transportation information, access and usage.
- Describe ways in which the project is supported by data (reports or studies) and the community (stakeholder support for the project)

Input from Target Population(s)

- Target population(s) participation in the advisory or stakeholder group that guides the project.
- Specific project activities that will be undertaken to obtain guidance and input from the target population(s)

Outcomes

Discuss how the project will benefit the targeted population(s) and the community. Outcomes are measurable and typically identify in precise ways how the project will impact the community and the targeted population(s).

Attachment A: Authorizing Resolution

Each applicant's governing board must authorize submission of the application and entering into a contract with ODOT. The resolution must be passed by the applicant who will then become the grantee. You do not need to submit the original signed resolution—a copy is acceptable.

Attachment B-I: Self-Certification Relating this Project to the Coordinated Transportation Plan

Applicants must certify that the project is derived from the official applicable Coordinated Transportation Plan. The date that the plan was adopted by the policy body responsible for the plan is also to be included.

Attachment C: Project Budget and Supporting Documents

Using the spreadsheet provided, identify the projected expenses by line item for each project. Also specify the applicant's total transportation costs for each line item (to support the correct allocation of costs), and anticipated vehicle hours and vehicle miles.

The spreadsheet is a macro-enabled Excel workbook with **six worksheets** (tabs). When opening the spreadsheet, be sure to select "Enable Macros" if prompted.

Blue cells are input cells. Cells with red triangles contain additional information (move the mouse over these cells to see the information). If the word "NO" appears anywhere on the spreadsheet, there is probably a math error. Only submit a budget spreadsheet that has all "OK"s and no "NO"s.

The budget should include any cash or in-kind support to be provided by the applicant and/or key partners (note that in-kind support must be provided by organizations other than the applicant or organization responsible for project management).

Applications must specify dollar amounts in the categories provided in the budget spreadsheet. Do not modify the spreadsheet without permission from the Office of Transit.

Match is required. Non-US Department of Transportation Federal, all local and all State funds that are eligible to be used for transportation purposes are eligible as match. Passenger fares offset operating costs and cannot be used as local match.

A cost allocation plan or indirect cost plan (indirect cost rate agreement), as applicable, must be submitted in order for the applicant to charge indirect costs.

Budget Narrative

- Include a **detailed explanation** and **calculations** for each budget line item.
- Include a table of personnel to support the salaries and wages line items. The table should specify salary costs, number of staff, and percent of staff time devoted to each project
- Itemize fringe benefits (i.e., FICA; Hospital, Medical, and Surgical Plans; Unemployment Insurance; Worker's Compensation; Sick Leave; Holiday; Vacation, etc.)
- Travel costs are for staff travel and should include air or land travel costs, hotel, meals, and/or per diem. Grantees at minimum should include the cost of traveling to Columbus for quarterly trainings, meetings, etc.

Attachment F: Public Involvement

A public involvement process is required for applicants with capital procurements and is recommended for all other applicants. Applicants with an official public involvement policy should follow their policy (although extra steps may be required to obtain the required documentation). The applicant must:

- Publish a notice in the general circulation newspaper(s) covering the project area,
- Accept and respond to public comments for a defined 30-day period, and
- Hold a public meeting (or open house) regarding its intent to enter into a grant agreement (or to submit a project proposal, if performing the public involvement process before proposal submission) for the proposed project.

The printed notice must include the following elements:

- Start date and end date of the public comment period
- Procedures for submitting comments
- Statement that the project(s) is/are partially funded by ODOT and the Federal Transit Administration
- Concise description of the project(s), including service area
- Cost of the project(s), including Federal U.S. DOT share and local (non-U.S. DOT) share
- Source(s) of local (non-U.S. DOT) share
- Location, date and time of public meeting or open house
- Procedures that meeting attendees may follow to request special accommodations

The printed notice (which does not have to be a legal advertisement) must be published no more than 10 days after receiving ODOT's announcement that the project has been selected for implementation. Within 10 days of the end of the comment period, a copy of the published notice, any comments received (and the responses to those comments), and a copy of the meeting minutes must be submitted to ODOT.

Attachment G - Designated Grantee

If a private nonprofit organization wishes to submit a proposal the Board of County Commissioners **must** designate them as a potential grantee for a countywide or regional project.

Proposal Submission Procedures

The completed proposal and all attachments with original signatures must be submitted in hard copy through the mail as well as electronically in PDF format. The electronic copy must be submitted to the following address: odot.transit.ocp@dot.state.oh.us. The hard copy of the proposal with original signatures and all attachments must be mailed to:

Marianne E. Freed, Administrator, Office of Transit
Ohio Department of Transportation
1980 W. Broad Street, 2nd Floor
Columbus, OH 43223

The project proposal must include:

- Proposal Cover Letter
- Table of Contents
- Completed Project Proposal Forms
- Attachments A – G (as applicable)

Project proposals must be **postmarked and filed electronically no later than Friday, March 30, 2012**. Project proposals postmarked or electronically submitted after March 30, 2012 will not be accepted.

Proposal questions and correspondence relating to the program should be directed to:

David Walker, Program Coordinator, Office of Transit
Ohio Department of Transportation
(614) 644-0301
david.walker@dot.state.oh.us