



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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Request for Proposals

Background

A portion of the Federal transit grant funds awarded by the Ohio Department of Transportation (ODOT) to local governments and nonprofit organizations are attributable to the Ohio Coordination Program, the Job Access and Reverse Commute (JARC) Program, and the New Freedom Program. Unlike most other transit grant programs, these programs' primary emphasis is on transportation coordination as the foundation for project development. All projects must be derived from the locally developed, coordinated public transit-human services transportation plan ("coordinated transportation plan") for the geographic area served by the project. Operating, capital, and mobility management projects are eligible*.

Mobility Management: Mobility management is a new way of thinking about the provision of local transportation services. Mobility management considers both the **supply** of transportation services and the **demand** for those services.

Supply

- Serving the door-to-door need of the customer (i.e., understanding the "full trip" of the customer)
- Applying information technology: integrating systems of routing, dispatching, and tracking
- Increasing capacity by developing relationships with many transportation suppliers

Demand

- Land use planning and development
- Investment in, and operation of, other transportation infrastructure, including roads, parking, shared facilities, and sidewalks

* Certain planning projects are also eligible. Contact the Office of Transit if you wish to pursue a planning project.

- Environmental strategies for clean air, energy use, and resource management
- Other public policy decisions, including pricing, access, taxation, and equity

The mobility manager has a multi-faceted role. On the supply side, the mobility manager serves the door-to-door needs of the transportation customer; plans and implements information systems to support routing, dispatching, and tracking; and integrates the modal capacity of many transportation suppliers. On the demand side, the mobility manager identifies shared goals and objectives, collaborates with, and builds partnerships with the community's organizations, agencies, policymakers, and elected leaders.

Ohio Coordination Program: The Ohio Coordination Program supports local and regional mobility management activities. The primary geographic target area for the Ohio Coordination Program is counties with no public transportation system. During the evaluation process, priority will be given to applicants from these counties. Mobility management projects not selected for Ohio Coordination Program funding will be considered for funding from the JARC or New Freedom programs.

JARC: The Job Access and Reverse Commute (JARC) Program is authorized in the Federal transportation authorization bill* to improve access for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and nonurbanized areas to employment opportunities. The program provides grants for competitively selected projects to improve access to transportation services to employment, job training and support activities for welfare recipients and eligible low-income individuals. The program requires coordination of federally assisted programs and services in order to make the most efficient use of available resources. Capital, operating, and planning projects are eligible. Federal funds can be used for up to 50% of the net project cost for operating projects. Capital and planning projects are eligible to be reimbursed for 80% of the total project cost. The remaining funds must come from local sources or eligible non-U.S. Department of Transportation Federal funds.

New Freedom: The New Freedom Program is authorized in the Federal transportation authorization bill to support new public transportation services beyond those required by the Americans with Disabilities Act (ADA) of 1990 and new 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. New and expanded fixed route and demand responsive transit service planned for and designed to meet the needs of individuals with disabilities are examples of eligible projects. New Freedom funds may be used to finance capital and operating expenses.

* SAFETEA-LU, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users.

Food for thought:

The Forces of Change: Common Challenges to be Reckoned With

- 1. The quality of life and the economic vitality of our urban areas is increasingly threatened** by sprawling development, rising congestion, the increasing cost of public services whose performance is often declining, and our increasing reluctance to commit more tax dollars to address these problems under traditional programs.
- 2. Socioeconomic trends tend to diminish the relevance of traditional public transportation services.** These trends include single-parent working households, two-earner households, flexible work schedules, and widely dispersed service-sector employment opportunities.
- 3. The “enabling environment” in surface transportation is replete with fragmented responsibilities,** as well as regulatory constraints, conflicting policies and goals, and restrictive “stove-piped” funding mechanisms that often limit the ability of organizations to adapt quickly and frustrate efforts to enhance responsiveness to shifting travel markets and changing conditions.
- 4. The organizational culture and dynamics of local public transportation organizations historically have posed a barrier to change** and are reinforced by long-standing policies, programs, and regulatory frameworks, as well as deep-seated, change-resistant perspectives and attitudes on the part of many industry managers and many in the labor force.
- 5. The quality of the customer experience has not fully emerged** as a dominant focus in the delivery of local public transportation services as it has in many other service and commercial enterprises. Performance measurement is dominated by operational, output-based measures.
- 6. Local public transportation organizations historically have been slow in the**

deployment of state-of-the-art information and other emerging technologies that have become commonplace and, in fact, are increasingly expected by customers in most other markets and industries.

To one degree or another, every local public transportation organization is confronting pressures for change stemming from these forces and factors. They define a common dilemma in the transit industry and provide a powerful rationale for the search for a new paradigm.

A number of consistent themes and principles have emerged that provide a framework for fundamental change in local public transportation organizations. These themes and principles include

- (Re)establishment of the **quality of the customer’s experience** as a central, strategic focus for the organization;
- Separation of **strategic responsibilities** focused on the quality of the customer’s experience from responsibility and accountability for the actual production of goods and services;
- **Systems of performance measurement** that bring into balance the quality of the customer’s experience (the emerging strategic goal) and the efficiency with which resources are used (the production goal);
- Reliance on expanded **partnerships and alliances** with both public and private partners and providers (for-profit and not-for-profit) to ensure responsiveness to shifting customer needs and cost effectiveness in meeting them; and
- Introduction of **state-of-the-art information technologies** that can link the organization to both its partners and its individual customers in real time.

—from TCRP Report 97, *Emerging New Paradigms: A Guide to Fundamental Change in Local Public Transportation Organizations*

ODOT is the Designated Recipient of JARC and New Freedom funds for nonurbanized areas and urbanized areas less than 200,000 in population. ODOT is responsible for program oversight and project selection. The Director of ODOT has delegated authority to administer the JARC and New Freedom programs to the Office of Transit.

About the Office of Transit

Since 1973, ODOT has administered State and Federal transit programs for the support and provision of public transportation services in Ohio. Fifty-nine transit systems receive technical, operating, capital and planning assistance through one or more of ODOT's programs. The Office of Transit administers seven federal programs. In addition to providing daily technical assistance in the implementation of these programs, the Office of Transit's activities include grant administration and contract processing.

Eligibility Requirements

Federal transit law requires that projects selected for funding under the Ohio Coordination Program, JARC, or New Freedom programs be derived from a Locally Developed, Coordinated Public Transit-Human Services Transportation Plan (Coordinated Transportation Plan). Information and guidance concerning this plan may be found on the ODOT website at www.dot.state.oh.us/Divisions/Planning/Transit/Pages/LocallyDevelopedCoordinatedPlans.aspx

JARC: Both new and existing transportation services providing access to jobs and job-related activities are eligible but must be targeted toward welfare recipients and low income individuals. Existing fixed routes and demand responsive services established to meet the needs of general public passengers are not eligible for the JARC program. The proposed project must serve nonurbanized areas and urbanized areas less than 200,000 in population.

New Freedom: Both new public transportation services and new public transportation alternatives are required to go beyond the requirements of ADA and must (1) be targeted toward individuals with disabilities and (2) meet the intent of the program by removing barriers to transportation and assisting persons with disabilities with transportation, including transportation to and from jobs and employment services. The proposed project must serve nonurbanized areas and urbanized areas less than 200,000 in population.

Where to Apply

Program	Projects serving areas other than the 8 large urbanized areas	Projects serving one or more of the 8 large urbanized areas
Ohio Coordination Program	Apply to ODOT	Apply to ODOT
JARC/New Freedom	Apply to ODOT	Apply to the local designated recipient of JARC/New Freedom funds
<p><i>The 8 large urbanized areas are the cities and suburbs of Akron, Canton, Cincinnati, Cleveland, Columbus, Dayton, Toledo, and Youngstown. For detailed maps, see www.fhwa.dot.gov/planning/nhs/maps/oh/index.htm. Countywide projects in any of the following counties are classified as large urbanized area projects: Akron: Summit and Portage counties; Canton: Stark County; Cincinnati: Hamilton, Butler, and Clermont counties; Cleveland: Cuyahoga and Lake counties; Columbus: Franklin County; Dayton: Montgomery, Greene, and Miami counties; Toledo: Lucas County; Youngstown: Mahoning and Trumbull counties.</i></p>		

Eligible Applicants

Ohio Coordination Program:

- Public entities applying on behalf of a countywide or regional coordination project within its boundaries
- Nonprofit organizations designated by a Board of County Commissioners as the applicant

JARC and New Freedom:

- Public entities providing public transit service.
- Nonprofit organizations designated by a public entity to provide public transit service.
- Public entities receiving Ohio Coordination Program funds.

Eligible Projects

Ohio Coordination Program: Mobility Management only

JARC: Congress, in redefining the JARC program in 2005, stated that there was an expectation that the program would “continue the practice of providing maximum flexibility to job access projects that are designed to meet the needs of individuals who are not effectively served by public transportation, consistent with the use of funds described by the Federal Register” when the program was implemented. This includes the cost associated with Mobility Management. A

list of example activities is provided in Chapter III of FTA Circular 9050.1. This list is intended to be illustrative, not exhaustive. A premium will be placed on the development of innovative projects that meet the needs of the applicants and project stakeholders as supported by and derived from the Coordinated Plan.

New Freedom: New Freedom 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 the ADA. New and expanded fixed route and demand responsive transit service planned for and designed to meet the needs of individuals with disabilities are eligible projects. A list of example activities is provided in Chapter III of FTA Circular 9045.1. This list is intended to be illustrative, not exhaustive. A premium will be placed on the development of innovative projects that meet the needs of the applicants and project stakeholders as supported by and derived from the Coordinated Plan.

Capital Procurement

Capital procurements are only eligible in conjunction with a mobility management or operating project. For mobility management projects, only mobility management related capital items (e.g., call center technology) will be considered.

Program Goals

Ohio Coordination Program:

- Improve and expand transportation services in Ohio counties with no public transportation system
- Increase efficiency and effectiveness of transportation service delivery
- Develop coordination models which can be applied to other communities

Funding

Grants will be awarded for a period of 12 to 24 months. The number of awards depends on the availability of funds.

Federal funds may be used for operating and capital projects. Program funding is intended to reimburse the applicant based on actual expenditures up to the maximum federal participation rate listed below:

- Operating – 50% of eligible project expenses, net of farebox revenue
- Capital – 80% of eligible costs
- Mobility Management – 80% of eligible project expenses

The local share (local match) may be provided from various sources. Two or more sources of funds may be combined to provide the local match required. Appropriate sources of local

match include: State or local appropriations; non-U.S. DOT Federal funds; dedicated tax revenues; private donations; revenue from human service contracts; and net income generated from advertising and concessions. Non-cash match such as donations, volunteer services, or in-kind contributions is eligible to be counted toward the required local match for operating projects, but documentation must be submitted and approved by ODOT in writing in advance of project selection (see OMB Circular A-87). Where approved, such non-cash match must represent a cost which would otherwise be eligible under the program, and should be included in the net project costs in the project budget as well as in revenue.

Grantee Requirements

Program and financial reports are required. Grantees that have previously received Ohio Coordination Program, JARC, or New Freedom funds are encouraged to submit quarterly reports rather than monthly reports. New grantees must submit monthly reports. Reporting forms will be provided.

Proposal Format and Submission Procedures

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

Each text box on the Project Proposal Form 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.

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

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
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

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

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

Proposal Review Process

Incomplete or non-responsive proposals will not be considered. Only proposals that meet all of the Acceptability Criteria below will be considered.

Criteria Used to Determine Acceptability of Proposal

All proposals will be screened to determine acceptability. ALL of the criteria listed below must be met.

1. Proposal received by the deadline
2. Proposal submitted using the Grant Application Form
3. Budget submitted on budget spreadsheet
4. Proposal submitted by a qualified organization

Proposal Review

All proposals that meet the acceptability criteria above will be reviewed. Each accepted proposal will be reviewed independently by at least two members of the ODOT Office of Transit staff. Once individual reviews are completed, staff will convene to make final recommendations for funding. All recommendations must be reviewed and approved by the Federal Transit Administration. It is anticipated that a final decision will be made no later than July 31, 2012.

Evaluation Criteria

Organizational Capacity	15
Budget: The budget is reasonable and supports planned activities.	25
Project Description	25
Community Needs & Benefits of the Project: The need for the project is described and supported by data. Information is provided to describe the geography, demographics, transportation resources currently available, and how the proposed project will result in increase, consumer responsive transportation options. Evidence of community support is included.	25
Outcomes: The outcomes are realistic in terms of measurability and realistic within the time frame of the project.	10
Total	100
Bonus Points	
Input from target population(s)	10
Innovative or replicable aspects of the project	10
Evidence of reasonable options for continuing to support the project in the absence of Federal funding	5
Total Bonus Points	25

Program Requirements

- All applicants are required to conduct a public hearing for capital projects which will provide the opportunity for public review and comment on the project. All public hearings must be held in an accessible location and accessibility must be indicated in all advertisements.
- Projects must be derived from a Locally, Developed, Coordinated Public Transit-Human Services Transportation Plan.
- Required certifications and assurances must be executed.
- Grantees and subgrantees must comply with procurement and property management rules as required by OMB Circular A-102, as well as meet ODOT maintenance and

disposition requirements. Adequate financial records must be maintained and be available for review by federal and state program representatives and auditors.

- Grantees must report financial and operating data quarterly based upon the National Transit Database Chart of Accounts. Progress reports of program outcomes are also required.
- FTA JARC provisions regarding federal mandates for labor protection, environmental protection, school transportation, Buy America, Pre-Award and Post-Delivery Audits, drug and alcohol testing, etc., can be found in Chapters VI and VIII of FTA Circular 9050.I, which is available at www.fta.dot.gov/documents/FTA_C_9050.I_JARC.pdf.
- FTA New Freedom provisions regarding federal mandates for labor protection, environmental protection, school transportation, Buy America, Pre-Award and Post-Delivery Audits, drug and alcohol testing, etc., can be found in Chapters VI and VIII of FTA Circular 9045.I, which is available at www.fta.dot.gov/documents/FTA_C_9045.I_New_Freedom.pdf
- Section 5310: FTA Circular 9070.IF, which is available at www.fta.dot.gov/documents/C9070.IF.pdf.

Project Period

- The project period begins upon contract execution.
- Project proposals for operating projects must include the proposed date the project will begin incurring costs and the last date the project will incur cost for program reimbursement. The maximum period for operating projects is subject to negotiation prior to contract award.
- Capital projects must be awarded to a vendor within one year of grant contract execution. (Where awards are not made within that period, the funding may be withdrawn.)
- The maximum period for all planning projects will be one year, as determined by the project scope.

Grant Administration

Contract – Applicants whose projects are selected for funding will receive a contract. ODOT will prepare, sign and transmit the grant contract to the grantee for execution. Within thirty days of the grant contract transmittal date, the grantee must execute the contract and return the original to the Office of Transit. Applicants whose projects are selected for funding are required to comply with all FTA requirements. Applicants unable to execute either the grant

contract or the certifications and assurances will not be eligible to receive funding and should therefore not apply.

Invoices – These are reimbursement programs. No advance funds will be provided. Monthly invoices are required. Questions on invoicing should be directed to David Walker at (614) 644-0301 or david.walker@dot.state.oh.us. After one year in the program, the option to transition to quarterly invoicing will be offered.

Progress Reports – Monthly progress reports will include, at a minimum, progress in accomplishing the required outcomes as well as project outcomes from the proposal, operating data, and capital project progress reports.

Audits – Audits must be conducted in accordance with the requirements of OMB Circular A-133. Grantees must submit a copy of the completed audit to ODOT within 30 days of completion. Grantees will be responsible for reimbursing any overpayment identified in the audit.

Record Retention – All project records shall be maintain and accessible for a period of four years following receipt of payment of the final invoice or final audit for the project.

Project Closeout – A project will be considered closed upon receipt of a final invoice or at the end of the project period, whichever is later. All final invoices are due, no later than sixty days after the project period ending date. Ninety days after the end of the project period, the remaining project balance will no longer be available and will revert to the State. Project invoices and outcome reports must be provided for the entire project period, even if all of the project funds have already been drawn.