

**2007 SOLICITATION
FOR
FEDERAL TRANSPORTATION PROJECT
FUNDING**

Under the Following Program:

JOBS ACCESS REVERSE COMMUTE (JARC)

METROPOLITAN COUNCIL

MINNEAPOLIS-ST. PAUL METROPOLITAN AREA, MINNESOTA

May 9, 2007

I. Jobs Access Reverse Commute (JARC)

PURPOSE OF JARC: The goal of the JARC program is to improve access to employment and employment related activities for welfare recipients and low-income individuals. Toward this goal, the Federal Transit Administration (FTA) provides financial assistance for transportation services that meet the transportation needs of eligible low-income individuals. The program requires coordination of federally assisted programs and services in order to make the most efficient use of Federal resources.

GENERAL INFORMATION AND RESTRICTIONS

In 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was passed. Title III, Public Transportation Assistance, addresses the JARC program. Title III, section 3018, Job Access Reverse Commute Formula Grants, establishes a new formula program for JARC funding with local and statewide solicitation requirements.

A Federal guidance circular issued by the FTA in March 2007 describes how these funds can be spent. The portion of federal guidance regarding project eligibility is included within Appendix A and the full guidance is available for download at:

http://www.fta.dot.gov/laws/circulars/leg_reg_6623.html

In addition to federal eligibility standards, all JARC projects must address issues in the Twin Cities Metro Area Public Transit and Human Services Transportation Coordination Action Plan. The plan was developed by the Metropolitan Council with public input and adopted on March 28, 2007. It is available online at:

<http://www.metrocouncil.org/planning/transportation/CoordinationPlan.pdf>.

All proposed projects will be subject to a Federal Transit Administration review for eligibility prior to final selection by the Metropolitan Council.

APPORTIONMENT SUMMARY

The Twin Cities seven county metropolitan area is allocated JARC funds as a large urban area with a population greater than 200,000. The Metropolitan Council is the recipient for JARC funds in the metro area, based on the governor's designation. A copy of this designation is included in Appendix B.

JARC solicitation will occur biannually and previously selected projects are not guaranteed funding. ***As a result, selected and ongoing projects should consider potential funding sources beyond JARC if projects are to continue following the grant period. The grant period for this application will be determined on a project-by-project basis and will commence with the date of project award notifications (typically 3-5 months after project selection by the Metropolitan council).**

The Federal Fiscal Year (FFY) 2006 and 2007 metropolitan area apportionments for JARC are indicated below. Because JARC is a formula based program, comparable funding for future years is anticipated.

Federal Fiscal Year of Allocation	JARC Apportionment
2006	\$713,835
2007	\$752,458
Solicitation Total	\$1,466,293

GENERAL POLICIES

1) **APPLICATION SUBMITTAL MATERIALS**

All applications must include the requested documentation, forms, letters, and data or they will be considered incomplete and disqualified (after the submittal deadline date). An application checklist is included within the application package to help coordinate the construction of the application packet and the required materials.

2) **LETTER OF INTENT TO APPLY**

Prior to submitting a full application, applicants are required to submit a letter of intent to apply. This letter should identify the agency applying and a brief project description. This will help the Council determine the potential total number of applications. In addition, applicants should submit any questions or concerns about project eligibility at this time, if they exist.

3) **ELIGIBLE SUBRECIPIENTS**

JARC funds are available to all Minnesota state agencies, the Metropolitan Council, providers of public transit (including for-profit providers), the seven counties, all cities and towns within the Twin Cities seven-county region, non-profit agencies, and tribal governments.

4) **ELIGIBLE USE OF FUNDS**

Project eligibility is determined by the Twin Cities Metro Area Public Transit and Human Services Transportation Coordination Action Plan and the Federal guidance released in March 2007. Eligible projects must address a regional need and an accompanying strategy in the plan. Additionally, project activities must conform to Federal eligibility. JARC funds are available for capital and operating expenses. Regional needs and strategies can be viewed in the Twin Cities Metro Area Public Transit and Human Services Transportation Coordination Action Plan, pages 41-48. A list of potential federally eligible project activities is included in Appendix A. All projects must also comply with the requirements of the Americans with Disabilities Act.

5) **MATCHING REQUIREMENTS**

The minimum required local match is 50% for net operating costs and 20% for net capital costs. Examples of eligible local matches include tax revenues, State or local appropriations, private donations, and contract revenue. Non-DOT Federal funds are also eligible as local match. Matching requirements are summarized below.

Matching Requirement		
Project Funding	Breakdown (Fed/Match)	Examples of Eligible Sources
Capital (Includes Planning and Mobility Management)	80%/20%	State or local appropriations; Non DOT Federal funds; Dedicated tax revenues; Private donations; Revenue from human service contracts;
Operating Deficit	50%/50%	toll revenue credits; net income generated from advertising and concessions

Farebox revenue is not an eligible match for operating costs; however, revenues from service contracts can be used as local match. Federal funding for any selected project will not exceed 80% in capital projects and 50% in net operating assistance.

6) **GRANT ACTIVITY PERIOD**

Selected projects will only be eligible for reimbursement of expenses made during the designated federal grant period. The federal grant period does not start until funds are awarded from the FTA, either through pre-award authority or a federal grant award.

7) SOLICITATION FREQUENCY

Competitive solicitation for JARC funding will occur biannually in the Twin Cities metro region.

Although projects will be eligible to apply for funding during each biannual solicitation, ongoing projects are not guaranteed funding and should explore potential future funding sources to replace federal sources.

8) APPLICATION TIMELINE

DATE

ACTIVITY

June 1, 2007

- Request For Proposal Released
- Available on Met Council website

Mid-June, 2007

- Application Workshops:

Workshop Location		Workshop Date and Time
East Metro	Metropolitan Council – Lower Level A 390 North Robert St. Saint Paul, MN 55101 (651)602-1000	Tuesday, June 19, 2007 1:30 PM – 3:30 PM
West Metro	Metro Transit – Chambers 570 6th Avenue North Minneapolis, MN 55411 (612)349-7400	Thursday, June 21, 2007 9 AM – 11 AM

July 20, 2007

- Technical Assistance Request Deadline (See #10)

August 20, 2007

- Application Deadline

August 20 – September 19, 2007

- Application Review and Approval

September, 2007 – March, 2008

- Project Adoption into TIP/STIP and FTA Application

9) PROJECT SELECTION

- a) All projects must respond to and meet the qualifying criteria in order to be considered for selection against other projects.
- b) “Qualified” projects will be ranked by a committee of stakeholders and selected using a competitive review process. Projects will be ranked based on responses to the JARC project matrix questions included in the application. Maximum point values have been attributed to each category.

10) TECHNICAL ASSISTANCE

Applicants requiring technical assistance in providing the required information should contact Cole Hiniker, the Metropolitan Council’s JARC project manager:

Cole Hiniker
Metropolitan Council
390 North Robert St.
Saint Paul, MN 55101
(651)602-1748
Cole.hiniker@metc.state.mn.us

The technical nature of some questions in the supplied form may require significant Census data analysis and GIS work. There are many agencies with access to the requested information and with technical expertise in working with the data. Applicants are encouraged to contact their local county and city government offices for assistance. Although the Metropolitan Council extends its assistance to any applicant, Council staff may refer requests to other agencies if appropriate or necessary. Applicants will be notified of such an action.

If the applicant requires significant technical assistance (i.e. census data analysis or GIS work), allowable response lead-time given to the Metropolitan Council should exceed 30 days. Thus, technical assistance requests must be submitted to the Metropolitan Council **more than** 30 days prior to the application deadline.

11) PROGRAMMING REQUIREMENTS

Recommended projects will need to be included in the Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP). Approval of project inclusion in the TIP is granted only under the approval of the Transportation Advisory Board (TAB). This process will be managed by the Metropolitan Council.

12) GRANT AWARD REQUIREMENTS

- a) Approved applicants will be required to enter into a contractual agreement with the Metropolitan Council and should be prepared to meet all requirements, including the extensive requirements of the Federal Transit Administration. An explanation of federal grant requirements can be found in Appendix C.
- b) In addition to meeting subrecipient requirements for federal grant eligibility, all applicants will be asked to submit quarterly milestone progress reports and annual reports, in compliance with FTA reporting requirements. The two measures established for the JARC Program are:
 - i) Actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage of JARC projects implemented in the current reporting year.
 - ii) Actual or estimated number of rides (as measured by one-way trips) provided as a result of the JARC projects implemented in the current reporting year.

13) TRANSPORTATION POLICY PLAN

Projects must comply with the policies set forth in the Met Council's *2030 Transportation Policy Plan*. Specific attention should be paid to **Chapters 3-6** and the following **Appendices**:

- **“J”** Park-and-Ride Guidelines
- **“L”** Funding Options Evaluation
- **“M”** Regional Transit Standards

APPLICATION CHECKLIST

The following information must be included in the final JARC application packet to be considered complete. Incomplete applications will be disregarded after the application deadline has passed. All materials must be submitted on 8 ½ x 11 inch paper and bounded with a paper clip or black binder clip. If you submit oversized pages in your application, you MUST submit 15 copies/sets of the oversized pages.

- Copy of Letter of Intent. Letter of Intent should be signed by person authorized within the applying agency wishing to submit an application. The letter must include the legal name, address and phone number of the applicant and the name of the contact person. The letter should also include a summary and any necessary explanation of the application materials. The letter should be addressed to:

Cole Hiniker
Metropolitan Transportation Services
Metropolitan Council
390 North Robert St.
Saint Paul, MN 55101

- Completed Project Application Form (Form 1, Appendix D)
- Direct response to all the qualifying criteria and the project matrix questions (respond to each separately and number your responses). Failure to respond to all of the qualifying criteria will result in a recommendation to disqualify your project. Failure to respond to all of project matrix questions without any explanation will significantly hinder the chances of project approval. If any questions do not seem applicable to the proposed project, please contact Cole Hiniker, the project manager, with your concerns or questions.
- Completed worksheet forms for each project as directed in the project matrix (Forms 2-8, see Appendix D and website)
- Letters of support from coordinating agencies
- Maps/Graphics must included the following at a minimum:
 - A map showing the location of the project or program area coverage in the 7-county region;
 - A map showing the detailed location and limits of the project within its respective city or county (down to the lowest applicable level, e.g. Census block groups, etc.)

Depending on the type of project, applicants may be instructed to provide additional maps and graphics detailing proposed projects (e.g. regular-route bus line or job site locations).

JARC PROJECT QUALIFYING CRITERIA

The applicant must show that the project meets all the following criteria to qualify for priority evaluation. Answer each criterion in a numbered sequence. **Failure to respond to any of the qualifying criteria will result in a recommendation to disqualify your project.**

1. The project’s total cost, including local match, must meet or exceed \$50,000.
2. The project must address a need and fall under a strategy identified in the Metro Area Public Transit and Human Services Transportation Coordination Action Plan (available online <http://www.metrocouncil.org/planning/transportation/CoordinationPlan.pdf>). The specific need and strategy should be identified using the following table scheme. Multiple needs and strategies may be listed for each project.

Twin Cities Metro Area Public Transit and Human Services Coordination Plan		
Project Description	Identified Needs	Identified Strategies
<i>ex. (Hennepin County workforce van pool program)</i>	<i>Insufficient connections between under- and unemployed persons and entry-level jobs.</i>	<i>Use reverse-commute routes, vanpools, route deviation, smaller transit vehicles, carpooling, or other innovative transit services to provide mobility in lower density areas.</i>

3. The applicant is responsible for the local (non-federal) share. If the applicant expects any other agency to provide part of the local match, the applicant must include a letter or resolution from the other agency agreeing to participate financially in the application.
4. No project will be awarded more than the federal portion of the biannual seven-county metro area allocation for JARC. The maximum JARC allocation for any project proposal is \$1,466,293.
5. The applicant must identify the Project Service Area (PSA) and provide both a written explanation and a visual representation (e.g. map). The PSA should be matched with the most applicable and detailed census level identification (e.g. Census tracts, block groups, etc.).
6. All projects must follow Federal policies regarding grant management, including those for capital or operations grants. Recipients must be eligible for Federal certification.
7. Describe the management capacity of your agency. Please provide the plan for managing this project (include staff time, approval processes, oversight capability, and data collection methods) and the Federal grants management experience of your agency.

JARC PROJECT MATRIX QUESTIONS

The JARC project matrix questions are intended to describe the projects so determinations can be made to select projects that best address needs identified in the Twin Cities Metro Area Public Transit and Human Services Coordination Action Plan. All projects should respond to each question under the appropriate project type heading [Operating (Reverse Commute), Operating (Jobs Access), Capital]. Definitions for these project types can be found below. Each category has several questions that should be addressed in writing. In some instances, completing the associated form will be sufficient while others will require direct responses to the questions. The grey boxes are intended to provide the applicant with insight on how to answer the questions. Any further questions should be submitted to Cole Hiniker, the project manager.

The applicant must respond to each category in a numbered sequence. **Failure to respond to the questions or fill out the appropriate forms will significantly hinder the chances of project approval.**

Operating (Reverse Commute): Refers to a public transportation project designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities using traditional public transit services.

Operating (Jobs Access): Refers to a project relating to the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment using non-traditional public transit services.

Capital: Refers to a project where one-time investments are made not in direct relation to any specific operations of service. This includes planning, mobility management, stand-alone marketing, etc.

		Operating (Reverse Commute)	Operating (Jobs Access)	Capital
1. Project Description	<ul style="list-style-type: none"> ✚ What is the purpose of this project? ✚ What needs does this project address and how were they identified? 			
Materials to Submit	Project Info. (Form 1) Project Description Service Plan (Form 2)	Project Info. (Form 1) Project Description Service Plan (Form 2)	Project Info. (Form 1) Project Description	
Maximum Value	100 Points			
<ul style="list-style-type: none"> ◆ Project Description should describe who, what, where, when, why and how? ◆ Service Plan should include miles, hours, trips and service type (weekly) 				
2. Project Funding	<ul style="list-style-type: none"> ✚ What is the proposed project funding? ✚ What are the funding sources for this project? ✚ What future funding sources, if any, have been identified for this project? 			
Materials to Submit	Oper. Budget (Form 3A) Funding Sources (Form 3C)	Oper. Budget (Form 3A) Funding Sources (Form 3C)	Capital Budget (Form 3B) Funding Sources (Form 3C)	
Maximum Value	50 Points			
<ul style="list-style-type: none"> ◆ Form item explanations included within each form 				

3. Populations and Destinations Served	<ul style="list-style-type: none"> ❑ How will this project improve entry-level job access for low-income persons and welfare recipients? ❑ What are the demographics of the project service area? 		
Materials to Submit	Response to Questions Target Pop. (Form 4)	Response to Questions Target Pop. (Form 4)	Response to Questions Target Pop. (Form 4)
Maximum Value	300 Points		

- ◆ Provide detail on specific important destinations that will be served
- ◆ Make sure the PSA for the demographics matches the "Form 1" proposed PSA

4. Coordination and Gaps	<ul style="list-style-type: none"> ❑ Does this project coordinate with existing services? ❑ Does this project address a gap in the transportation system? ❑ How will this project address that gap and prove beneficial for the regional transportation system? 		
Materials to Submit	Response to Questions Letters of support Coordination Form (Form 5)	Response to Questions Letters of support Coordination Form (Form 5)	Response to Questions Letters of support Coordination Form (Form 5)
Maximum Value	200 Points		

- ◆ Document attempts to coordinate service, regardless of their outcome
- ◆ Document methodology for gap analysis or project need

5. Cost Effectiveness	<ul style="list-style-type: none"> ❑ Does the project make use of federal and local funds in an efficient and cost effective manner? ❑ Describe, in detail, how this project will improve the transportation system using the measures on the supplied form when possible. 		
Materials to Submit	Response to Questions Cost Effectiveness Measures (Form 6)	Response to Questions Cost Effectiveness Measures (Form 6)	Response to Questions Cost Effectiveness Measures (Form 6)
Maximum Value	100 Points		

- ◆ Cost effectiveness varies by project type. Transit service may use cost per mile and cost per trip. Social service agencies may have different measures, such as cost per client. Capital projects may be measured on their improvement to efficiency.

6. Marketing	<ul style="list-style-type: none"> # How will this project be marketed to the targeted population segments? # Will this project include any incentive for riders who are low-income or welfare recipients? # Will you utilize a web-page or internet services to market your services? 		
Materials to Submit	Marketing (Form 7)	Marketing (Form 7)	Marketing (Form 7)
Maximum Value	100 Points		

- ◆ Marketing is an important aspect of any new transit service
- ◆ If possible, please provide a marketing plan

7. Performance Measures	<ul style="list-style-type: none"> # What performance measures will be used to measure the effectiveness of this project during its operation? # What other programs will the project be measured against? 		
Materials to Submit	Performance Measures(Form 8)	Performance Measures(Form 8)	Performance Measures(Form 8)
Maximum Value	50 Points		

- ◆ Performance measure examples include: "Passengers per service hour," "Cost per client served," "Service improvement over time (as a result of capital improvement)"

Total Maximum Score	900 Points		
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11. **ELIGIBLE ACTIVITIES.** Funds from the JARC program are available for capital, planning, and operating expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects.

In the conference report accompanying SAFETEA–LU, the conferees stated an expectation that FTA would “continue its 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 in the *Federal Register*, Volume 67 (April 8, 2002)” (H.R. Report 109–203, at Section 3018 (July 28, 2005)). Therefore, eligible projects may include, but are not limited to capital, planning, and operating assistance to support activities such as:

- a. Late-night and weekend service;
- b. Guaranteed ride home service;
- c. Shuttle service;
- d. Expanding fixed-route public transit routes;
- e. Demand-responsive van service;
- f. Ridesharing and carpooling activities;
- g. Transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations);
- h. Local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;
- i. Promotion, through marketing efforts, of the:
 - (1) use of transit by workers with non-traditional work schedules;
 - (2) use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
 - (3) development of employer-provided transportation such as shuttles, ridesharing, carpooling; or
 - (4) use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986;
- j. Supporting the administration and expenses related to voucher programs. This activity is intended to supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment to providers of alternative transportation services. The JARC program can provide vouchers to low-income individuals to purchase rides, including (1) mileage reimbursement as part of a volunteer driver program, (2) a taxi trip, or (3) trips provided by a human service agency. Providers of transportation can then submit the voucher to the JARC project administering agency for payment based on pre-determined rates or contractual arrangements. Transit passes for use on fixed

route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match;

- k. Acquiring Geographic Information System (GIS) tools;
- l. Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;
- m. Integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;
- n. Deploying vehicle position-monitoring systems;
- o. Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and nonurbanized areas to suburban work places;
- p. Subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;
- q. Otherwise facilitating the provision of public transportation services to suburban employment opportunities;
- r. Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive JARC funding to support the administrative costs of sharing services it provides to its own clientele with other low-income individuals and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
 - (1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
 - (2) Support for short term management activities to plan and implement coordinated services;
 - (3) The support of State and local coordination policy bodies and councils;
 - (4) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
 - (5) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
 - (6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and

- (7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).



STATE OF MINNESOTA

Office of Governor Tim Pawlenty

130 State Capitol ♦ 75 Rev. Dr. Martin Luther King Jr. Boulevard ♦ Saint Paul, MN 55155

February 28, 2007

Marisol Simon, Regional Administrator
Federal Transit Administration, Region V
200 West Adams Street, Suite 320
Chicago, IL 60606-5253

Dear Ms. Simon:

With the authorization of Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) the Federal Department of Transportation created new formula grant programs for transit.

The regulations require that the chief executive officer of the State designate a public body to be the recipient for 1) Job Access Reverse Commute (JARC), changed from discretionary funding to formula grants under SAFETEA-LU; and 2) New Freedom, a new program to support new public transportation services and alternatives beyond those required by the Americans with Disabilities Act (ADA).

For JARC and New Freedom funds:

"In urbanized areas over 200,000 in population, the recipient charged with administering the JARC and New Freedom Program must be officially designated through a process consistent with 49 U.S.C. Section 5307(a)(2)"

As Governor of the State of Minnesota, I so designate the recipient for the Section 5307 Urban Area formula funds, the Metropolitan Council as the designated recipient for these new programs in the Twin Cities metropolitan area (urban area). The Council provides and coordinates transportation services for the region and is familiar with FTA's program oversight requirements.

If there are any concerns or questions, please contact Susan Stensland at 612-349-7603.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Pawlenty".

Tim Pawlenty
Governor

Voice: (651) 296-3391 or (800) 657-3717
Web site: <http://www.governor.state.mn.us>

Fax: (651) 296-2089

TDD: (651) 296-0075 or (800) 657-3598
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Subrecipient Requirements and Monitoring

Definition of Subrecipient from FTA Master Agreement:

Subrecipient means any entity that receives Federal assistance awarded by a FTA Recipient, rather than FTA directly. The term "subrecipient" also includes the term "subgrantee," but does not include "third party contractor" or "third party subcontractor."

Subagreement means an agreement through which a Recipient awards financial assistance derived from FTA to the subrecipient as defined in the FTA Master Agreement. The term "subagreement" also includes the term "subgrant," but does not include the term "third party subcontract."

Application Process

- All projects – complete forms for project description/detail and budget and timeline/milestones.
- FTA Certifications and Assurances – should be completed annually for each new federal fiscal year, which begins on October 1. Forms will be provided by the Council. Section numbers one and three must be completed by all subrecipients; other sections to be certified are determined by the nature of the project. Note that these will be held in the Grants administration files.
- Proof of acceptable A-133 audit if over \$500,000 of federal funds are received on an annual basis (includes all federal sources). Note that these will be held in the Grants administration files.
- Construction projects/environmental requirements – Categorical exclusions, State Historic Preservation Office, etc.
- Revenue vehicles – changes to fleet plan.

Award Process

- Federal notice of award is received. Note that this must occur before all subsequent steps.
- Council issues to the Subrecipient the Subrecipient Agreement that flows through FTA requirements, including:
 - Title VI of the Civil Rights Act of 1964
 - Equal Employment Opportunity (EEO)
 - Boilerplate FTA language must be included and flowed through to all levels
 - Disclosure Form to Report Lobbying (FTA Form LLL)

Grant Administration Process (through Council staff)

- Procurement rules and guidance questions to Council
- Prior approvals – Buy America waivers, scope changes, etc.
- Rebudgeting, revision or amendment
- Record keeping
- Reporting – financial and milestone
- Other – DBE reporting
- Closeout
- Audit

Included in this document are forms 1, 2, 7, and 8. These forms are protected so the fields may be completed without affecting the form layout. Please respond to each field in the provided space.

Forms 3-6 are provided in spreadsheets that are downloadable from the solicitation website. These forms include formulas that will auto calculate.

INSTRUCTIONS: Complete and return to Cole Hiniker, JARC/New Freedom Program Administrator, Metropolitan Council, 390 North Robert St., St. Paul, Minnesota 55101. (651) 602-1748. **Applications must be received by 5:00 PM or postmarked on August 20, 2007.**

Office Use Only

APPLICANT INFORMATION

APPLICANT

JURISDICTIONAL AGENCY (IF DIFFERENT)

AGENCY TYPE

MAILING ADDRESS

CITY

STATE

ZIP CODE

COUNTY

CONTACT PERSON

TITLE

PHONE NO.

EMAIL ADDRESS

PROJECT INFORMATION

PROJECT NAME

BRIEF PROJECT DESCRIPTION

PROJECT TYPE

PROJECT SERVICE AREA

CITY (LIST)

COUNTY (LIST)

ENTIRE 7-COUNTY METRO AREA

OTHER (PLEASE SPECIFY)

PROJECT FUNDING

TOTAL COST

FEDERAL FUNDING

MATCH FUNDING

MATCH SOURCE(S)

*****FOR TRANSIT OPERATIONS PROJECTS ONLY*****

The Service Plan outlines the type of transportation service(s) provided, the facilities that are used, vehicles and operating procedure.

Discuss the following questions in the space provided. Answer only those questions that are applicable to your service:

A.	Describe type of service to be operated; if more than one type of service, describe all. Also, for each, list the primary users and trip purposes. (Type of service should include sub categories. For example: regular route - separate by types of route: express, local, urban.)		
	Type of Service:	Users of the Service:	Trip Purposes:

B.	Specify for each service type, the days of the week and hours of the day that service will operate. Describe any variation of service levels by type of service operated at different times of the day and days of the week. Also, indicate whether service is offered on holidays.			
	Type of Service:	Days of the Week (Weekend/Weekday)	Hours of the Day	Any Variations

*****FOR TRANSIT OPERATIONS PROJECTS ONLY*****

C. Estimate the number of the following by service type on an annual basis:			
Service Type	Number of Passengers/Clients	Revenue Hours	Revenue Miles

D. Provide the total number of the following vehicles by type in your service:		
	Total Fleet	Avg. Peak Vehicle Requirement
Number of Taxi Vehicles: (Include Volunteer Driver Vehicles)		
Number of Vans or Minivans: (Include Volunteer Driver Vehicles)		
Number of Small Buses: (Less than 25' in length)		
Number of Medium-Size Buses: (25'- 35' in length)		
Number of Big Buses: (Greater than 35' in length)		

E. Describe in detail the fare structure applicable to the riding public for all your services. Include the following:				
	Express	Local	Paratransit (Dial-A- Ride)	ADA
Base Fare:				
Convenience Fares:				
Surcharges: (e.g., peak charges)				
Discounts:				

MARKETING

FORM 7

Marketing is an important part of any new transportation service. If possible, please provide a marketing plan for you proposed project (whether it is marketing to the public or interested stakeholders). At a minimum, please respond to the following questions.

1. How will this project be marketed to the targeted population segments?

2. Will this project include any incentive for riders who are low-income or welfare recipients?

3. Will you utilize a web-page or internet services to market your services?

Performance measures allow the Metropolitan Council and the Federal Transit Administration (FTA) to measure the effectiveness of these programs. The FTA has not established specific performance measures for these programs but it is still important to consider ways to measure your propose project. Performance measure examples include: "Passengers per service hour," "Cost per client served," "Service improvement over time (as a result of capital improvement.)"

1. What performance measures will be used to measure the effectiveness of this project during its operation?

2. What other programs will the project be measured against (e.g. similar programs in other areas, other programs operated by agency)?

Program Name:		Program Type:		Period Reported:	
Operating Expenses	Operating Expense				Total Operating
Program Operations					\$ -
Agency Administration and Overhead Related to Program					\$ -
Pass-through Expenses					\$ -
Operating Expense Calculation for Service Operations	Service Operation Measure (Hourly Rate)			Service Hours	Total Operating
Operating Rate Expenses (For Transit Service Operation)					\$ -
TOTAL OPERATING EXPENSES				\$ -	\$ -
PROJECTED FARE REVENUES	FARES APPLY ONLY TO PROJECTS WITH A FARE COLLECTION COMPONENT				
NET OPERATING EXPENSES	TOTAL FEDERALLY ELIGIBLE FUNDING (INCLUDING LOCAL MATCH)----->				\$ -

Project Name: <input type="text"/>		Project Type: <input type="text"/>		Year of Expenses: <input type="text"/>		
Projected Expenses by Quarter (Federal Fiscal Year). If capital projects will extend beyond one year, please submit a separate sheet for each year of expense.						
Capital Line Items	1st Quarter (Oct - Dec)	2nd Quarter (Jan - Mar)	3rd Quarter (Apr - Jun)	4th Quarter (Jul - Sep)	Total Capital	Description of Line Item - What work will be accomplished by this item? What are the processes for completing the item? Are there any special circumstances?
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	

Program Name:		Program Type:		Period Reported:	
SOURCE					
FEDERAL FUNDS (MUST BE NON-DOT)			FUNDING AMOUNT	COMMENTS	
STATE FUNDS					
LOCAL FUNDS					
SELF-GENERATED FUNDS					
OTHER SOURCES				(REQUIRED FOR OTHER)	
Total Revenue			\$ -		
POTENTIAL FUTURE SOURCES			FUNDING AMOUNT	COMMENTS	

Data Description	Tools and Resources Key	
	The data is available down to the Census "Block Group" level	
	Data Source	Value
Total Population in the PSA	Census Data Census 2000 Summary File 3 (SF 3) P1: TOTAL POPULATION "Total"	
Total Households in the PSA	Census Data Census 2000 Summary File 3 (SF 3) P9: HOUSEHOLD TYPE BY HOUSEHOLD SIZE "Total"	
Total Population at or Below 150% of Poverty in the PSA	Census Data Census 2000 Summary File 3 (SF 3) P93: RATIO OF INCOME IN 1999 TO POVERTY LEVEL <i>Sum of all categories less than 1.50</i> ("Under .50, .50 to .74, .75 to .99, 1.00 to 1.24, 1.25 to 1.49")	
Total Households at or Below 150% of Poverty in the PSA	Census Data Census 2000 Summary File 3 (SF 3) P93: RATIO OF INCOME IN 1999 TO POVERTY LEVEL BY HOUSEHOLD TYPE "Total households under 1.50"	
Public Assistance Income by Household (TANF) in the PSA	Census Data Census 2000 Summary File 3 (SF 3) P64: PUBLIC ASSISTANCE INCOME IN 1999 FOR HOUSEHOLDS "With public assistance income"	
Jobs in the PSA	DEED Data, total jobs in the services area Contact Metropolitan Council staff for information	
"Entry-Level" Jobs in the PSA	DEED Data - \$1,200/month or less, Contact Metropolitan Council staff for information	
Workforce Centers in the PSA	http://www.iseek.org http://www.mnwfc.org/index.htm	
Low-Income Population Percentage		
Low-Income Household Percentage		
TANF Recipient Household Percentage		
"Entry-Level" Job Percentage		

Cost Effectiveness Measure	Description	Value
Cost per Passenger	Take the total operating cost for you program and divide by the number of passengers served (from Service Plan, Form 2)	
Cost per Client	Take the total operating cost for you program and divide by the number of clients served (from Service Plan, Form 2)	

**2007 SOLICITATION
FOR
FEDERAL TRANSPORTATION PROJECT
FUNDING**

Under the Following Program:

NEW FREEDOM

METROPOLITAN COUNCIL

MINNEAPOLIS-ST. PAUL METROPOLITAN AREA, MINNESOTA

May 9, 2007

New Freedom Program

PURPOSE OF NEW FREEDOM: The goal of the New Freedom program is to provide additional tools for Americans with disabilities trying to overcome barriers in their integration into the work force and their full participation in society. Toward this goal, FTA provides financial assistance for transportation services expand the transportation options of persons with disabilities in all areas of the country – urbanized, small urban, and rural. The program requires coordination of federally assisted programs and services in order to make the most efficient use of Federal resources.

GENERAL INFORMATION AND RESTRICTIONS

In 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was passed. Title III, Public Transportation Assistance, addresses the New Freedom program. Title III, section 3019, New Freedom Program, establishes a new formula program with local and statewide solicitation requirements.

A Federal guidance circular issued by the FTA in March 2007 describes how these funds can be spent. The portion of federal guidance regarding project eligibility is included within Appendix A and the full guidance is available for download at:

http://www.fta.dot.gov/laws/circulars/leg_reg_6624.html

In addition to federal eligibility standards, all New Freedom projects must address issues in the Twin Cities Metro Area Public Transit and Human Services Transportation Coordination Action Plan. The plan was developed by the Metropolitan Council with public input and adopted on March 28, 2007. It is available online at:

<http://www.metrocouncil.org/planning/transportation/CoordinationPlan.pdf>.

All proposed projects will be subject to a Federal Transit Administration review for eligibility prior to final approval by the Metropolitan Council.

APPORTIONMENT SUMMARY

The Twin Cities seven county metropolitan area is allocated New Freedom funds as a large urban area with a population greater than 200,000. The Metropolitan Council is the recipient for New Freedom funds in the metro area, based on the governor's designation. A copy of this designation is included in Appendix B.

New Freedom solicitation will occur biannually and previously selected projects are not guaranteed funding. ***As a result, selected and ongoing projects should consider potential funding sources beyond New Freedom if projects are to continue following the grant period. The grant period for this application will be determined on a project-by-project basis and will commence with the date of project award notifications (typically 3-5 months after project selection by the Metropolitan council).**

The Federal Fiscal Year (FFY) 2006 and 2007 metropolitan area apportionments for the New Freedom program are indicated below. Because New Freedom is a formula based program, comparable funding for future years is anticipated.

Federal Fiscal Year of Allocation	New Freedom Apportionment
2006	\$503,889
2007	\$524,419
Solicitation Total	\$1,028,308

GENERAL POLICIES

1) **APPLICATION SUBMITTAL MATERIALS**

All applications must include the requested documentation, forms, letters, and data or they will be considered incomplete and disqualified (after the submittal deadline date). An application checklist is included within the application package to help coordinate the construction of the application packet and the required materials.

2) **LETTER OF INTENT TO APPLY**

Prior to submitting a full application, applicants are required to submit a letter of intent to apply. This letter should identify the agency applying and a brief project description. This will help the Council determine the potential total number of applications. In addition, applicants should submit any questions or concerns about project eligibility at this time, if they exist.

3) **ELIGIBLE SUBRECIPIENTS**

New Freedom funds are available to all Minnesota state agencies, the Metropolitan Council, providers of public transit (including for-profit providers), the seven counties, all cities and towns within the Twin Cities seven-county region, non-profit agencies, and tribal governments.

4) **ELIGIBLE USE OF FUNDS**

Project eligibility is determined by the Twin Cities Metro Area Public Transit and Human Services Transportation Coordination Action Plan and the Federal guidance released in March 2007. Eligible projects must address a regional need and an accompanying strategy in the plan. Additionally, project activities must conform to Federal eligibility. New Freedom funds are available for capital and operating expenses (planning is not eligible). Regional needs and strategies can be viewed in the Twin Cities Metro Area Public Transit and Human Services Transportation Coordination Action Plan, pages 41-48. A list of potential federally eligible project activities is included in Appendix A. All projects must also comply with the requirements of the Americans with Disabilities Act.

5) **MATCHING REQUIREMENTS**

The minimum required local match is 50% for net operating costs and 20% for net capital costs. Examples of eligible local matches include tax revenues, State or local appropriations, private donations, and contract revenue. Non-DOT Federal funds are also eligible as local match. Matching requirements are summarized below.

Matching Requirement		
Project Funding	Breakdown (Fed/Match)	Examples of Eligible Sources
Capital (Includes Mobility Management)	80%/20%	State or local appropriations; Non DOT Federal funds; Dedicated tax revenues; Private donations; Revenue from human service contracts;
Operating Deficit	50%/50%	toll revenue credits; net income generated from advertising and concessions

Farebox revenue is not an eligible match for operating costs; however, revenues from service contracts can be used as local match. Federal funding for any selected project will not exceed 80% in capital projects and 50% in net operating assistance.

6) **GRANT ACTIVITY PERIOD**

Selected projects will only be eligible for reimbursement of expenses made during the designated federal grant period. The federal grant period does not start until funds are awarded from the FTA, either through pre-award authority or a federal grant award.

7) SOLICITATION FREQUENCY

Competitive solicitation for New Freedom funding will occur biannually in the Twin Cities metro region.

Although projects will be eligible to apply for funding during each biannual solicitation, ongoing projects are not guaranteed funding and should explore potential future funding sources to replace federal sources.

8) APPLICATION TIMELINE

DATE

ACTIVITY

June 1, 2007

- Request For Proposal Released
- Available on Met Council website

Mid-June, 2007

- Application Workshops:

Workshop Location		Workshop Date and Time
East Metro	Metropolitan Council – Lower Level A 390 North Robert St. Saint Paul, MN 55101 (651)602-1000	Tuesday, June 19, 2007 1:30 PM – 3:30 PM
West Metro	Metro Transit – Chambers 570 6th Avenue North Minneapolis, MN 55411 (612)349-7400	Thursday, June 21, 2007 9 AM – 11 AM

July 20, 2007

- Technical Assistance Request Deadline (See #10)

August 20, 2007

- Application Deadline

August 20 – September 19, 2007

- Application Review and Approval

September, 2007 – March, 2008

- Project Adoption into TIP/STIP and FTA Application

9) PROJECT SELECTION

- a) All projects must respond to and meet the qualifying criteria in order to be considered for selection against other projects.
- b) “Qualified” projects will be ranked by a committee of stakeholders and selected using a competitive review process. Projects will be ranked based on responses to the New Freedom project matrix questions included in the application. Maximum point values have been attributed to each category.

10) TECHNICAL ASSISTANCE

Applicants requiring technical assistance in providing the required information should contact Cole Hiniker, the Metropolitan Council’s New Freedom project manager:

Cole Hiniker
Metropolitan Council
390 North Robert St.
Saint Paul, MN 55101
(651)602-1748
Cole.hiniker@metc.state.mn.us

The technical nature of some questions in the supplied form may require significant Census data analysis and GIS work. There are many agencies with access to the requested information and with technical expertise in working with the data. Applicants are encouraged to contact their local county and city government offices for assistance. Although the Metropolitan Council extends its assistance to any applicant, Council staff may refer requests to other agencies if appropriate or necessary. Applicants will be notified of such an action.

If the applicant requires significant technical assistance (i.e. census data analysis or GIS work), allowable response lead-time given to the Metropolitan Council should exceed 30 days. Thus, technical assistance requests must be submitted to the Metropolitan Council **more than** 30 days prior to the application deadline.

11) PROGRAMMING REQUIREMENTS

Recommended projects will need to be included in the Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP). Approval of project inclusion in the TIP is granted only under the approval of the Transportation Advisory Board (TAB). This process will be managed by the Metropolitan Council.

12) GRANT AWARD REQUIREMENTS

- a) Approved applicants will be required to enter into a contractual agreement with the Metropolitan Council and should be prepared to meet all requirements, including the extensive requirements of the Federal Transit Administration. An explanation of federal grant requirements can be found in Appendix C.
- b) In addition to meeting subrecipient requirements for federal grant eligibility, all applicants will be asked to submit quarterly milestone progress reports and annual reports, in compliance with FTA reporting requirements. The three measures established for the New Freedom Program are:
 - i) Increases or enhancements related to geographic coverage, service quality and/or service times that impact availability of transportation services for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year.
 - ii) Additions or changes to environmental infrastructure (e.g., transportation facilities, side walks, etc), technology, and vehicles that impact availability of transportation services as a result of the New Freedom projects implemented in the current reporting year.
 - iii) Actual or estimated number of rides (as measured by one-way trips) provided for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year.

13) TRANSPORTATION POLICY PLAN

Projects must comply with the policies set forth in the Met Council's *2030 Transportation Policy Plan*. Specific attention should be paid to **Chapters 3-6** and the following **Appendices**:

- **“J”** Park-and-Ride Guidelines
- **“L”** Funding Options Evaluation
- **“M”** Regional Transit Standards

APPLICATION CHECKLIST

The following information must be included in the final New Freedom application packet to be considered complete. Incomplete applications will be disregarded after the application deadline has passed. All materials must be submitted on 8 ½ x 11 inch paper and bounded with a paper clip or black binder clip. If you submit oversized pages in your application, you MUST submit 15 copies/sets of the oversized pages.

- Copy of Letter of Intent. Cover Letter signed by person authorized within the applying agency wishing to submit an application. The letter must include the legal name, address and phone number of the applicant and the name of the contact person. The letter should also include a summary and any necessary explanation of the application materials. The letter should be addressed to:

Cole Hiniker
Metropolitan Transportation Services
Metropolitan Council
390 North Robert St.
Saint Paul, MN 55101

- Completed Project Application Form (Form 1, Appendix D)
- Direct response to all the qualifying criteria and the project matrix questions (respond to each separately and number your responses). Failure to respond to all of the qualifying criteria will result in a recommendation to disqualify your project. Failure to respond to all of project matrix questions without any explanation will significantly hinder the chances of project approval. If any questions do not seem applicable to the proposed project, please contact Cole Hiniker, the project manager, with your concerns or questions.
- Completed worksheet forms for each project as directed in the project matrix (Forms 2-8, see Appendix D and website)
- Letters of support from coordinating agencies
- Maps/Graphics must included the following at a minimum:
 - A map showing the location of the project or program area coverage in the 7-county region;
 - A map showing the detailed location and limits of the project within its respective city or county (down to the lowest applicable level, e.g. Census block groups, etc.)

Depending on the type of project, applicants may be instructed to provide additional maps and graphics detailing proposed projects (e.g. regular-route bus line or job site locations).

NEW FREEDOM PROJECT QUALIFYING CRITERIA

The applicant must show that the project meets all the following criteria to qualify for priority evaluation. Answer each criterion in a numbered sequence. **Failure to respond to any of the qualifying criteria will result in a recommendation to disqualify your project.**

1. The project’s total cost, including local match, must exceed \$50,000.
2. The project must address a need and fall under a strategy identified in the Metro Area Public Transit and Human Services Transportation Coordination Action Plan (available online <http://www.metrocouncil.org/planning/transportation/CoordinationPlan.pdf>). The specific need and strategy should be identified using the following table scheme. Multiple needs and strategies may be listed for each project.

Twin Cities Metro Area Public Transit and Human Services Coordination Plan		
Project Description	Identified Need	Identified Strategies
<i>ex. (Expanded hours of Metro Mobility Service)</i>	<i>Areas of the region are underserved by ADA providers.</i>	<i>Expand ADA service hours and daily hours of operation.</i>

3. The applicant is responsible for the local (non-federal) share. If the applicant expects any other agency to provide part of the local match, the applicant must include a letter or resolution from the other agency agreeing to participate financially in the application.
4. No project will be awarded more than the federal portion of the biannual seven-county metro area allocation for the New Freedom program. The maximum federal New Freedom allocation for any project proposal is \$1,028,308.
5. The applicant must identify the Project Service Area (PSA) and provide both a written explanation and a visual representation. The PSA should be matched with the most applicable and detailed census level identification (e.g. Census tracts, block groups, etc.).
6. All projects must follow Federal policies regarding grant management, including those for capital or operations grants. Recipients must be eligible for Federal certification.
7. The applicant must identify that this is a new service. New service is defined as any service that has not existed since August 10, 2005.
8. Describe the management capacity of your agency. Please provide the plan for managing this project (include staff time, approval processes, oversight capability, and data collection methods) and the Federal grants management experience of your agency.

NEW FREEDOM PROJECT MATRIX QUESTIONS

The New Freedom project matrix questions are intended to describe the projects so determinations can be made to select projects that best address needs identified in the Twin Cities Metro Area Public Transit and Human Services Coordination Action Plan. All projects should respond to each question under the appropriate project type heading (Operating and Capital). Definitions for these project types can be found below. Each category has several questions that should be addressed in writing. In some instances, completing the associated form will be sufficient while others will require direct responses to the questions. The grey boxes are intended to provide the applicant with insight on how to answer the questions. Any further questions should be submitted to Cole Hiniker, the project manager.

The applicant must respond to each category in a numbered sequence. **Failure to respond to the questions or fill out the appropriate forms will significantly hinder the chances of project approval.**

Operating Project: Refers to operation of new service above and beyond the requirements of ADA.

Capital: Refers to a project where one-time investments are made not in direct relation to any specific operations of service. This includes planning, mobility management, stand-alone marketing, etc.

	Operating	Capital
1. Project Description	<ul style="list-style-type: none"> ❏ What is the purpose of this project? ❏ What needs does this project address and how were they identified? 	
Materials to Submit	Project Info. (Form 1) Project Description Service Plan (Form 2)	Project Info. (Form 1) Project Description
Maximum Value	100 Points	

- ◆ Project Description should describe who, what, where, when, why and how?
- ◆ Service Plan should include miles, hours, trips and service type (weekly)

2. Project Funding	<ul style="list-style-type: none"> ❏ What is the proposed project funding? ❏ What are the funding sources for this project? ❏ What is the long-term potential of this project (potential future funding source)? 	
Materials to Submit	Oper. Budget (Form 3A) Funding Sources (Form 3C)	Capital Budget (Form 3B) Funding Sources (Form 3C)
Maximum Value	50 Points	

- ◆ Form item explanations included within each form

3. Populations and Destinations Served	<ul style="list-style-type: none"> ▣ How will this project improve access for persons with disabilities? ▣ What are the demographics of the project service area? ▣ What significant locations or areas will the service or improvement serve? 	
Materials to Submit	Response to Questions Target Pop. (Form 4)	Response to Questions Target Pop. (Form 4)
Maximum Value	300 Points	

- ◆ Provide detail on specific important destinations that will be served
- ◆ Make sure the PSA for the demographics matches the "Form 1" proposed PSA

4. Coordination and Gaps	<ul style="list-style-type: none"> ▣ Does this project coordinate with existing services? ▣ Does this project address a gap in the transportation system? ▣ How will this project address that gap and prove beneficial for the regional transportation system? 	
Materials to Submit	Response to Questions Letters of support Coordination Form (Form 5)	Response to Questions Letters of support Coordination Form (Form 5)
Maximum Value	200 Points	

- ◆ Document attempts to coordinate service, regardless of their outcome
- ◆ Document methodology for gap analysis or project need

5. Cost Effectiveness	<ul style="list-style-type: none"> ▣ Does the project make use of federal and local funds in an efficient and cost effective manner? ▣ Describe, in detail, how this project will improve the transportation system using the measures on the supplied form when possible. 	
Materials to Submit	Response to Questions Cost Effectiveness Measures (Form 6)	Response to Questions Cost Effectiveness Measures (Form 6)
Maximum Value	100 Points	

- ◆ Cost effectiveness varies by project type. Transit service may use cost per mile and cost per trip. Social service agencies may have different measures, such as cost per client. Capital projects may be measured on their improvement to efficiency.

6. Marketing	<ol style="list-style-type: none"> 1. How will this project be marketed to the targeted population segments? 2. Will this project include any incentive for persons with disabilities? 3. Will you utilize a web-page or internet services to market your services? 	
Materials to Submit	Marketing (Form 7)	Marketing (Form 7)
Maximum Value	100 Points	

- ◆ Marketing is an important aspect of any new transit service
- ◆ If possible, please provide a marketing plan

7. Performance Measures	<ul style="list-style-type: none"> ▣ What performance measures will be used to measure the effectiveness of this project during its operation? ▣ What other programs will the project be measured against? 	
Materials to Submit	Performance Measures (Form 8)	Performance Measures (Form 8)
Maximum Value	50 Points	

- ◆ Performance measure examples include: "Passengers per service hour," "Cost per client served," "Service improvement over time (as a result of capital improvement)"

Total Maximum Score	900 Points
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11. ELIGIBLE ACTIVITIES. New Freedom Program 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 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. For the purpose of the New Freedom Program, “new” service is any service or activity that was not operational on August 10, 2005, and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the STIP. In other words, if not for the New Freedom Program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities.

Maintenance of Effort: Recipients or subrecipients may not terminate ADA paratransit enhancements or other services funded as of August 10, 2005, in an effort to reintroduce the services as “new” and then receive New Freedom funds for those services.

Eligible projects funded with New Freedom funds may continue to be eligible for New Freedom funding indefinitely as long as the project(s) continue to be part of the coordinated plan.

Both new public transportation services and new public transportation alternatives are required to go beyond the requirements of the 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 list of eligible activities is intended to be illustrative, not exhaustive. Recipients are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in their communities.

- a. New Public Transportation Services Beyond the ADA. The following activities are examples of eligible projects meeting the definition of new public transportation.
 - (1) Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of “new:”
 - (a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
 - (b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
 - (c) The incremental cost of providing same day service;
 - (d) The incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;
 - (e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;

- (f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with over-sized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 lb design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service; and
 - (g) Installation of additional securement locations in public buses beyond what is required by the ADA.
- (2) Feeder services. New “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
- (3) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:
- (a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals or other accessible features,
 - (b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA,
 - (c) Improving signage, or wayfinding technology, or
 - (d) Implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).
- (4) Travel training. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- b. New Public Transportation Alternatives Beyond the ADA. The following activities are examples of projects that are eligible as new public transportation alternatives beyond the ADA under the New Freedom Program:
- (1) Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs. New Freedom funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs provided that the vehicle has the capacity to accommodate a passenger who uses a “common wheelchair” as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.
 - (2) Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement

existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the New Freedom Program. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The New Freedom Program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on pre-determined rates or contractual arrangements. Transit passes for use on existing fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match.

- (3) Supporting new volunteer driver and aide programs. New volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both “new” and “beyond the ADA.” FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.
- (4) Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive New Freedom funding to support the administrative costs of sharing services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
 - (a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
 - (b) Support for short term management activities to plan and implement coordinated services;
 - (c) The support of State and local coordination policy bodies and councils;
 - (d) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
 - (e) The provision of coordination services, including employer-oriented Transportation Management Organizations’ and Human Service Organizations’ customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

- (f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- (g) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).



STATE OF MINNESOTA

Office of Governor Tim Pawlenty

130 State Capitol ♦ 75 Rev. Dr. Martin Luther King Jr. Boulevard ♦ Saint Paul, MN 55155

February 28, 2007

Marisol Simon, Regional Administrator
Federal Transit Administration, Region V
200 West Adams Street, Suite 320
Chicago, IL 60606-5253

Dear Ms. Simon:

With the authorization of Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) the Federal Department of Transportation created new formula grant programs for transit.

The regulations require that the chief executive officer of the State designate a public body to be the recipient for 1) Job Access Reverse Commute (JARC), changed from discretionary funding to formula grants under SAFETEA-LU; and 2) New Freedom, a new program to support new public transportation services and alternatives beyond those required by the Americans with Disabilities Act (ADA).

For JARC and New Freedom funds:

"In urbanized areas over 200,000 in population, the recipient charged with administering the JARC and New Freedom Program must be officially designated through a process consistent with 49 U.S.C. Section 5307(a)(2)"

As Governor of the State of Minnesota, I so designate the recipient for the Section 5307 Urban Area formula funds, the Metropolitan Council as the designated recipient for these new programs in the Twin Cities metropolitan area (urban area). The Council provides and coordinates transportation services for the region and is familiar with FTA's program oversight requirements.

If there are any concerns or questions, please contact Susan Stensland at 612-349-7603.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Pawlenty".

Tim Pawlenty
Governor

Voice: (651) 296-3391 or (800) 657-3717
Web site: <http://www.governor.state.mn.us>

Fax: (651) 296-2089

TDD: (651) 296-0075 or (800) 657-3598
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Subrecipient Requirements and Monitoring**Definition of Subrecipient from FTA Master Agreement:**

Subrecipient means any entity that receives Federal assistance awarded by a FTA Recipient, rather than FTA directly. The term "subrecipient" also includes the term "subgrantee," but does not include "third party contractor" or "third party subcontractor."

Subagreement means an agreement through which a Recipient awards financial assistance derived from FTA to the subrecipient as defined in the FTA Master Agreement. The term "subagreement" also includes the term "subgrant," but does not include the term "third party subcontract."

Application Process

- All projects – complete forms for project description/detail and budget and timeline/milestones.
- FTA Certifications and Assurances – should be completed annually for each new federal fiscal year, which begins on October 1. Forms will be provided by the Council. Section numbers one and three must be completed by all subrecipients; other sections to be certified are determined by the nature of the project. Note that these will be held in the Grants administration files.
- Proof of acceptable A-133 audit if over \$500,000 of federal funds are received on an annual basis (includes all federal sources). Note that these will be held in the Grants administration files.
- Construction projects/environmental requirements – Categorical exclusions, State Historic Preservation Office, etc.
- Revenue vehicles – changes to fleet plan.

Award Process

- Federal notice of award is received. Note that this must occur before all subsequent steps.
- Council issues to the Subrecipient the Subrecipient Agreement that flows through FTA requirements, including:
 - Title VI of the Civil Rights Act of 1964
 - Equal Employment Opportunity (EEO)
 - Boilerplate FTA language must be included and flowed through to all levels
 - Disclosure Form to Report Lobbying (FTA Form LLL)

Grant Administration Process (through Council staff)

- Procurement rules and guidance questions to Council
- Prior approvals – Buy America waivers, scope changes, etc.
- Rebudgeting, revision or amendment
- Record keeping
- Reporting – financial and milestone
- Other – DBE reporting
- Closeout
- Audit

Included in this document are forms 1, 2, 7, and 8. These forms are protected so the fields may be completed without affecting the form layout. Please respond to each field in the provided space.

Forms 3-6 are provided in spreadsheets that are downloadable from the solicitation website. These forms include formulas that will auto calculate.

INSTRUCTIONS: Complete and return to Cole Hiniker, JARC/New Freedom Program Administrator, Metropolitan Council, 390 North Robert St., St. Paul, Minnesota 55101. (651) 602-1748. **Applications must be received by 5:00 PM or postmarked on August 20, 2007.**

Office Use Only

APPLICANT INFORMATION

APPLICANT

JURISDICTIONAL AGENCY (IF DIFFERENT)

AGENCY TYPE

MAILING ADDRESS

CITY STATE ZIP CODE COUNTY

CONTACT PERSON TITLE PHONE NO.

EMAIL ADDRESS

PROJECT INFORMATION

PROJECT NAME

BRIEF PROJECT DESCRIPTION

PROJECT TYPE

PROJECT SERVICE AREA

CITY (LIST)

COUNTY (LIST)

ENTIRE 7-COUNTY METRO AREA

OTHER (PLEASE SPECIFY)

PROJECT FUNDING

TOTAL COST

FEDERAL FUNDING

MATCH FUNDING

MATCH SOURCE(S)

*****FOR TRANSIT OPERATIONS PROJECTS ONLY*****

The Service Plan outlines the type of transportation service(s) provided, the facilities that are used, vehicles and operating procedure.

Discuss the following questions in the space provided. Answer only those questions that are applicable to your service:

A.	Describe type of service to be operated; if more than one type of service, describe all. Also, for each, list the primary users and trip purposes. (Type of service should include sub categories. For example: regular route - separate by types of route: express, local, urban.)		
	Type of Service:	Users of the Service:	Trip Purposes:

B.	Specify for each service type, the days of the week and hours of the day that service will operate. Describe any variation of service levels by type of service operated at different times of the day and days of the week. Also, indicate whether service is offered on holidays.			
	Type of Service:	Days of the Week (Weekend/Weekday)	Hours of the Day	Any Variations

*****FOR TRANSIT OPERATIONS PROJECTS ONLY*****

C. Estimate the number of the following by service type on an annual basis:			
Service Type	Number of Passengers/Clients	Revenue Hours	Revenue Miles

D. Provide the total number of the following vehicles by type in your service:		
	Total Fleet	Avg. Peak Vehicle Requirement
Number of Taxi Vehicles: (Include Volunteer Driver Vehicles)		
Number of Vans or Minivans: (Include Volunteer Driver Vehicles)		
Number of Small Buses: (Less than 25' in length)		
Number of Medium-Size Buses: (25'- 35' in length)		
Number of Big Buses: (Greater than 35' in length)		

E. Describe in detail the fare structure applicable to the riding public for all your services. Include the following:				
	Express	Local	Paratransit (Dial-A- Ride)	ADA
Base Fare:				
Convenience Fares:				
Surcharges: (e.g., peak charges)				
Discounts:				

MARKETING

FORM 7

Marketing is an important part of any new transportation service. If possible, please provide a marketing plan for you proposed project (whether it is marketing to the public or interested stakeholders). At a minimum, please respond to the following questions.

1. How will this project be marketed to the targeted population segments?

2. Will this project include any incentive for riders who are low-income or welfare recipients?

3. Will you utilize a web-page or internet services to market your services?

PERFORMANCE MEASURES

FORM 8

Performance measures allow the Metropolitan Council and the Federal Transit Administration (FTA) to measure the effectiveness of these programs. The FTA has not established specific performance measures for these programs but it is still important to consider ways to measure your propose project. Performance measure examples include: "Passengers per service hour," "Cost per client served," "Service improvement over time (as a result of capital improvement."

1. What performance measures will be used to measure the effectiveness of this project during its operation?

2. What other programs will the project be measured against (e.g. similar programs in other areas, other programs operated by agency)?

Program Name:		Program Type:		Period Reported:		
Operating Expenses	Operating Expense			Total Operating		
Program Operations				\$	-	
Agency Administration and Overhead Related to Program				\$	-	
Pass-through Expenses				\$	-	
Operating Expense Calculation for Service Operations	Service Operation Measure (Hourly Rate)		Service Hours	Total Operating		
Operating Rate Expenses (For Service Operation)				\$	-	
TOTAL OPERATING EXPENSES				\$	-	
PROJECTED FARE REVENUES	FARES APPLY ONLY TO PROJECTS WITH A FARE COLLECTION COMPONENT					
NET OPERATING EXPENSES	AMOUNT ELIGIBLE FOR FEDERAL FUNDING (INCLUDING LOCAL MATCH)----->				\$	-

Project Name: <input type="text"/>		Project Type: <input type="text"/>		Year of Expenses: <input type="text"/>		
Projected Expenses by Quarter (Federal Fiscal Year). If capital projects will extend beyond one year, please submit a separate sheet for each year of expense.						
Capital Line Items	1st Quarter (Oct - Dec)	2nd Quarter (Jan - Mar)	3rd Quarter (Apr - Jun)	4th Quarter (Jul - Sep)	Total Capital	Description of Line Item - What work will be accomplished by this item? What are the processes for completing the item? Are there any special circumstances?
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	

Program Name: <input type="text"/>		Program Type: <input type="text"/>	Period Reported: <input type="text"/>
SOURCE		FUNDING AMOUNT	COMMENTS
FEDERAL FUNDS (MUST BE NON-DOT)			
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
STATE FUNDS			
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
LOCAL FUNDS			
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
SELF-GENERATED FUNDS			
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
OTHER SOURCES			(REQUIRED FOR OTHER)
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
Total Operating Revenue		\$ -	

Data Description	Tools and Resources Key	
	The data is available down to the Census "Block Group" level	
	Data Source	Value
Population Universe in the PSA (Civilian Noninstitutionalized, Age 5+)	Census Data Source File (Available for download) DATA TABLE (Within Source File) <i>Data Category</i> Census 2000 Summary File 3 (SF 3) P119: IMPUTATION OF DISABILITY ITEMS... <i>"Total"</i>	
Persons with a Disability in the PSA	Census Data Census 2000 Summary File 3 (SF 3) P119: IMPUTATION OF DISABILITY ITEMS... <i>"One or more disability items imputed"</i>	
Population Universe in the PSA 2 (Civilian Noninstitutionalized, Age 16+)	Census Data Census 2000 Summary File 3 (SF 3) P124: IMPUTATION OF GO-OUTSIDE-HOME DISABILITY... <i>"Total"</i>	
Persons with a Go-Outside-Home Disability in the PSA	Census Data Census 2000 Summary File 3 (SF 3) P124: IMPUTATION OF GO-OUTSIDE-HOME DISABILITY... <i>"Imputed"</i>	
ADA-Certified Persons in PSA	Metro Mobility ADA-Certification <i>"Certified Riders"</i>	
	Persons with a Disability Percentage	
	Persons with a Go-Outside-Home Disability Percentage	
	ADA-Certified Persons	0

Cost Effectiveness Measure	Description	Value
Cost per Passenger	Take the total operating cost for you program and divide by the number of passengers served (from Service Plan, Form 2)	
Cost per Client	Take the total operating cost for you program and divide by the number of clients served (from Service Plan, Form 2)	