

LeeTran FY 2010 and 2011 JARC and New Freedom Grant Application

Lee County Transit – LeeTran has been named the designated recipient of USC 5316 Job Access Reverse Commute (JARC) and USC 5317 New Freedom grant urbanized area funds. Annually, the Federal Transit Administration makes funding available to advance the goals and objectives of the JARC and New Freedom programs. LeeTran is committed to distributing these funds to those agencies which advance the locally developed goals as outlined in the Lee County Human Services Transportation Plan. This plan can be viewed on LeeTran’s website at www.rideleetrans.com. Grant recipients are selected through a competitive process undertaken with the assistance of the Lee County Metropolitan Planning Organization.

In order to be considered for a grant, a complete application must be submitted during the application cycle. The grant application will require agencies to demonstrate they have the capacity to carry out the project as proposed. If funding is awarded, recipients must comply with all Lee County requirements, including insurance requirements and vendor registration. In some instances, requests cannot be fully funded and may result in partial award.

JARC Projects: The Job Access Reverse Commute (JARC) program was established to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment. Many new entry-level jobs are located in suburban areas, and low-income individuals have difficulty accessing these jobs from their inner city, urban or rural neighborhoods. In addition, many entry level-jobs require working late at night or on weekends when conventional transit services are either reduced or non-existent. Finally, many employment-related trips are complex and involve multiple destinations including childcare facilities or other services. States and public bodies are eligible designated recipients. Eligible subrecipients are private non-profit organizations, state or local governments, and operators of public transportation services including private operators of public transportation services. Eligible activities include capital, planning, and operating expenses for projects that transport low income individuals to and from jobs and activities related to employment and for reverse commute projects.

New Freedom Projects: The New Freedom formula grant program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. The New Freedom formula grant program seeks to reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the Americans with Disabilities Act (ADA) of 1990. States and public bodies are eligible designated recipients. Eligible subrecipients are private non-profit organizations, state or local governments, and operators of public transportation services including private operators of public transportation services. Eligible expenses include capital and operating expenses for new public transportation services and new public transportation alternatives beyond those required by the Americans with Disabilities Act (ADA), that are designed to assist individuals with disabilities.

It is important to note that funding under the JARC and New Freedom Programs are reimbursement based and require the appropriate match based on the type of funding received.

Transportation for Lee County (TLC) Plan: The TLC Plan is the locally developed coordinated human services public transportation plan that promotes a people based approach to planning, coordinating and funding transportation services. The funding sources covered by the coordinated plan include JARC, the Elderly and Disabled Program and the New Freedom grant program. As part of the plan development, an extensive public involvement effort was undertaken including community workshops, outreach and coordination with community resources. The complete plan is available online at www.rideleetrans.com. Applicants are encouraged to review the plan prior to submitting requests for funding or development of proposals. The TLC Plan identified several high priority projects including subsidized vanpools, cross-county transit service, and transit infrastructure. Mid-level priority projects included education programs, circulator or flexible routes, and expansion of paratransit service. Low priority projects included the construction of park and ride lots, increased fixed route service, and increased evening/weekend service.

Directions: Please complete all sections of the application. Incomplete applications can be considered non-responsive and excluded from consideration. Number all required exhibits as requested in the application. Submit one (1) original and two (2) copies of the completed application. No copies will be accepted. Submit the application package prior to 5:00 p.m. on Thursday, **September 30, 2010**. Submit applications to:

**Don Scott, MPO Director
Lee County Metropolitan Planning Organization
1926 Victoria Avenue
Fort Myers, Florida 33901**

Lee County Vendor Application – agencies awarded funding under this program must have a completed vendor application on file with Lee County prior to award. To become a registered vendor with Lee County, complete the online application at http://www3.leegov.com/contracts/Autopage_T8_R3.htm. For assistance on becoming a Lee County vendor, contact Lee County Contracts Management at 239-533-8883. If you do not successfully complete the vendor application within 60 days after notice of award, the awarded funding can be rescinded.

Letters of Support – Applicants may attach letters of support for this application. Letters of support must be originals, including official stationery and original signatures. No copies will be accepted.

Lee County Insurance Requirements – Agencies awarded funding under this program must carry Commercial General Liability, Business Auto Liability and Workers' Compensation coverage in terms and limits further defined by Lee County Risk Management. Please be advised that Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendor's interests or liabilities. Lee County sets required minimums the vendor must maintain throughout the duration of the contract. The County reserves the right to request additional documentation regarding insurance provided. Specific insurance requirements will be provided to each subrecipient with the notification of funding award.

How your project will be evaluated: LeeTran as the designated recipient of USC 5316 and USC 5317 grant funds is responsible for compliance with FTA program rules and applicable federal, state and local laws for this program. Funded projects will be required to comply with these rules. To view applicable rules and regulations for funded projects please visit:

http://www.fta.dot.gov/funding/apply/grants_financing_7411.html or request a copy in writing from:

LeeTran

Attn: C. Monroy, Grants Analyst

6035 Landing View Road

Fort Myers, Florida 33907

Project proposals will be evaluated and ranked based on their ability to meet program goals and requirements. Projects will be adopted by the Lee County Board of County Commissioners and submitted to FTA prior to award. JARC and New Freedom funds are allocated through a competitive selection process. To ensure compliance with grant requirements, LeeTran in coordination with the Lee County MPO conducts the soliciting of project proposals. A separate committee evaluates and ranks proposals, based on agency experience, an agency's board involvement, management and staff experience, knowledge and experience with target populations, fiscal controls in place, need for program, program design, performance, cost effectiveness and overall completeness.

Technical Assistance – Technical assistance is available to assist with reviewing grant proposals through Monday, September 27, 2010. This assistance must be scheduled in advance by contacting LeeTran at 239-533-0332 or via e-mail to cmonroy@leegov.com. Please note – there are limited evening hours available.

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1. Applicant Information	
Agency Legal Name	
Principal in charge (Name and Title)	
Primary contact for this proposal (Name and Title)	
Attach W-9	
Agency Business Address	
Main Telephone No.	
Contact Telephone No.	
Primary Contact Telephone	
Fax	
E-Mail	
Principal in charge (Name and Title)	
Who do we contact regarding this proposal?	
Do you have a vendor application on file with Lee Co?	<input type="checkbox"/> YES - Attach a copy <input type="checkbox"/> NO – provide date when agency will apply.
Can you meet Lee County’s minimum insurance requirements within 60 days of contract execution?	<input type="checkbox"/> YES <input type="checkbox"/> NO – your agency must meet Lee County’s minimum insurance requirements to receive any funding under these programs.
Describe geographic areas served by your agency	Please note that you must limit your application to those services provided in Lee County.
Mission Statement	
Years in Operations	
Services Provided (please detail)	

Do your clients qualify for your services?	If yes, how?	
Do you have a no-discrimination policy?	If yes, please attach.	
Additional Information about your agency	Provide any additional information you feel is necessary to evaluate your agency's capacity.	
Has your agency ever been barred from working with any federal, state or local government agency?	If yes, please detail.	
2. Agency Capacity		
Does your agency complete annual audits?	() YES, please attach the last audit completed	() No – please indicate what measures are taken to review the agency's financial standing
Funding Sources	Please describe agency's funding sources, list any grants received.	
Does your agency have a board of directors?		
3. Project Information		
Describe your project	Your project description should also identify how the project being proposed provides a new service and/or serves job and job related activities and/or reverse commute. The project should support mobility needs of the community.	
Identify the Transportation for Lee County Plan priorities addressed		
Detail Project Budget	See example provided on page 9	
Total Capital funding requested	Capital funding requires a 20% match. If a match is provided by a third party, please submit a letter on that party's letterhead stating the dollar amount and timeframe for which they will be providing matching funds. All funding is on a reimbursement basis and only applicable after a Notice to Proceed has been provided.	
Total Operating funding requested	Operating funding requires a 50% match. If a match is provided by a third party, please submit a letter on that party's letterhead stating the dollar amount and timeframe for which they will be providing matching funds. All funding is on a reimbursement basis and only applicable after a Notice to Proceed has been provided.	

Detail amount and source of matching funds	
Provide a timetable for implementation	
Provide milestones for meeting proposal objectives	
4. Application Type	
JARC Application	If yes, please describe how you meet the objectives of the JARC program in your proposal. JARC funded projects must address the transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment or for reverse commute. JARC grant funds cannot be used to supplant existing services.
New Freedom Application	If yes, please describe how you meet the objectives of the New Freedom program in your proposal. New Freedom projects must provide additional tools to overcome the existing barriers facing Americans with disabilities seeking integration into the workforce and full participation in society. These services must be new, not previously funded. New Freedom grant funds cannot be used to supplant existing services.
Exhibits	<p>Please attach the following documents</p> <ul style="list-style-type: none"> • See item 1 – attach W-9 • See item 2 – provide an agency budget • See item 3 – provide a project budget per the example provided on the final page of this application • Agency’s most recent audit or annual report which includes financial statements • Attach additional information which documents the agency’s capacity to carry out the requirements of the grant, including insurance agency’s current insurance certificates.

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Certification

- I certify that I have the authority to submit this proposal on behalf of this agency.
- I certify that all of the information contained in this application and submitted as part of this proposal are true and correct to the best of my knowledge.
- I certify that all trips and services proposed here are not currently funded and that this proposal represents new service. I certify that award of this grant will not supplant existing services or trips. I certify that my agency and this proposal have been coordinated in advance of this submission with the Lee County Community Transportation Coordinator (CTC).
- I understand that LeeTran as the designated recipient of USC 5316 JARC and USC 5317 New Freedom grant funds is responsible for compliance with the US DOT Federal Transit Administration (FTA) program rules and applicable federal, state and local laws for this program. All projects funded under the JARC and New Freedom program will be required to comply as well.
- I understand project proposals will be evaluated and ranked based on their ability to meet program goals, objectives and requirements. All projects will be adopted by the Lee County Board of County Commissioners and submitted to FTA prior to award.

Certification

Signature _____

Name _____

Title _____

Date _____

Witness

Name: _____

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Budget Example

Applicant Name: Agency ABC

Please Note: A budget worksheet should be completed for each program in which you would like to request funding.

Budget Detail	Total Cost Yr 1	JARC or NF (Select One)	Matching Funds	Source of Match
A) Operating Expenses				
1. Provide trips to jobs	10,000	5,000	5,000	HUD Grant
2. Staff assisting trip planning and coordination	3,000	1,500	1,500	In-kind - Agency ABC
3.				
4.				
5.				
<i>Subtotal – Operating Expenses</i>	<i>13,000</i>	<i>6,500</i>	<i>6,500</i>	
B. Capital Expenses				
1. Purchase 1 vehicle	60,000	48,000	12,000	Liv's Construction
2. Farebox to collect fares on vehicle	12,000	9,600	2,400	
3.				
4.				
5.				
<i>Subtotal – Capital Expenses</i>	<i>72,000</i>	<i>57,600</i>	<i>14,400</i>	
Program Total Budget	85,000	64,100	20,900	