

City of Phoenix Public Transit Department

FY 2011

Phoenix-Mesa Urban Area  
Handbook & Grant Application

Section 5316

Job Access Reverse Commute

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Competitive Selection Process Coordinated By:



**City of Phoenix**  
PUBLIC TRANSIT DEPARTMENT

City of Phoenix  
Public Transit Department  
302 N. First Avenue, Suite 900  
Phoenix, AZ 85003

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## **GENERAL INFORMATION**

Enclosed is the application packet for the Federal Transit Administration's Section 5316 Job Access & Reverse Commute (JARC) grant program. This document is an implementation of the (FTA) Job Access & Reverse Commute program, pursuant to 49 U.S.C.§5316 and Circular FTA C 9050.1. Additional federal program references can be found in the last section of this document.

As designated by the Governor of the State of Arizona, the City of Phoenix Public Transit Department (Public Transit) administers JARC funds for large urbanized areas within the Maricopa County region of the state, currently the Phoenix-Mesa Urbanized Area. *Applications for small urban or rural areas within Maricopa County must go through the Arizona Department of Transportation.*

JARC is a program under the Federal Transit Administration of the U.S. Department of Transportation. The purpose of the JARC grant program is to assist states and localities in developing transportation services that connect welfare recipients and other low income persons to jobs and other employment related services. Job Access projects are targeted funding transportation services such as shuttles, vanpools, bus routes, connector services to mass transit, and guaranteed ride home programs for welfare recipients and low income persons who are unemployed or underemployed. These grants are designed to serve persons at or below 150% of the federally-defined poverty level. Reverse Commute projects are generally not constrained by end-user income level and provide transportation services to suburban employment centers from urban, rural and other suburban locations for all populations.

## **ELIGIBILITY**

Eligible applicants under both the Job Access and Reverse Commute segments include private non-profit organizations, state or local governmental authority, and operators of public transportation services including private operators of public transportation services.

Eligible activities for Job Access grants include capital, operating and planning expenses related to providing access to jobs. The latter group includes private-for-profit cab, shuttle and transit operators whose primary function (for the purposes of this grant program) is to fulfill the public transportation objectives of the program described above.

Eligible projects may include, but are not limited to capital, planning, and operating assistance to support activities such as:

### **JOB ACCESS-**

- 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:
  - (a) use of transit by workers with non-traditional work schedules;
  - (b) use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
  - (c) development of employer-provided transportation such as shuttles, ridesharing, carpooling; or
  - (d) 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

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 standalone capital expense).

**REVERSE COMMUTE:**

- a. Eligible activities for Reverse Commute grants, include (with specific applications similar to those described for Job Access grants) operating costs, capital costs and other costs associated with reverse commute by bus, train, carpool, vans or other transit service.

**CONTACT INFORMATION**

For inquiries regarding the Section 5316 or 5317 through the City of Phoenix Public Transit Department, contact Wendy Miller, Administrative Assistant II, 302 N. First Avenue, Suite 900, Phoenix, Arizona, 85003, Phone: (602) 495-7207, Fax: (602) 256-3277, E-mail:

[wendy.miller@phoenix.gov](mailto:wendy.miller@phoenix.gov). Website: <http://phoenix.gov/publictransit/grants.html>

*Note: City of Phoenix is partnering with Arizona Department of Transportation (ADOT) in the review process for Maricopa County. ADOT is responsible for rural Maricopa County and the small Urbanized Area of Avondale; with Phoenix covering the Phoenix-Mesa Large Urban Area of Maricopa County. Applicants applying for grant assistance in the rural/small urban areas must apply through ADOT. Contact Loretta Crimi at 602-712-7106 or [lcrimi@azdot.gov](mailto:lcrimi@azdot.gov). Website: <http://mpd.azdot.gov/transit/ProgGuide.asp>*

**TIMELINE**

<b>2011 City of Phoenix - Grant Timeline*</b>	
Applications are published	Week of January 24, 2011
Regional 5310, 5316, 5317 Grant Workshop Wednesday, February 2, 2011 10:00 a.m. – 12:00 p.m. Maricopa Association of Governments 302 N. 1 <sup>st</sup> Avenue, Phoenix, AZ 85003 Saguaro Room- 2 <sup>nd</sup> floor	Wednesday, February 2, 2011
Application Assistance <i>*Call DeDe Gaisthea with MAG @ 602-254-6300 to schedule a 30 minute appointment.</i>	Thursday, February 24, 2011 302 N. 1 <sup>st</sup> Avenue, 2 <sup>nd</sup> floor, Ocotillo Room
<b>Application Deadline</b> <i>Late applications will not be accepted.</i>	<b>Wednesday, March 16, 2011 @ 3 p.m.</b> to the Public Transit Department Attn: Wendy Miller 302 N. 1 <sup>st</sup> Avenue, Suite 900 Phoenix, AZ 85003
Public Transit publishes names of applicants and begins one week period for public comments	Week of March 21, 2011
Applicant Interviews with Regional Selection Committee	Week of April 25, 2011
Applicants receive selection notification	Week of May 31, 2011
Appeal deadline	Week of June 14, 2011
TIP Amendment and FTA application process	Mid to Late 2011
Public Transit/ Subrecipient Agreement process	Late 2011 to Early 2012
Projected availability of funds	Early 2012
* Dates/Times shown may be subject to change.	

## **REQUIREMENTS**

### **Funding**

Based on appropriation amounts from previous years, the available funding for this process is expected to be approximately \$1.8 million. Actual funding amounts will be determined after FTA publishes the appropriation amounts in the Federal Register. For Operating and Mobility Management projects, applicants may ask for up to one year of funding. Vehicle requests (80/20 match) may also request accompanying operating costs (50/50 match) to ensure sustainability through the useful vehicle life up to 5 years. Mobility Management projects including related staffing and support items should be noted under “capital.”

### **Matching Funds**

Federal funds provide for up to eighty (80) percent of capital and mobility management projects and fifty (50) percent of operating projects. Qualifying expenditures are reimbursed to the sub recipient by the FTA through the City of Phoenix, as the designated recipient for the Phoenix-Mesa urbanized area.

All of the local share must be provided from sources other than Federal Department of Transportation (DOT) funds. Some examples of sources of local match which may be used for any or all of the local share include: State or local appropriations; other non-DOT Federal funds; dedicated tax revenues; private donations; revenue from human service contracts; toll revenue credits; and net income generated from advertising and concessions. Non-cash share such as donations, volunteered services, or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.

### **Commitment to MAG’s Human Services Coordinated Transportation Plan**

SAFETEA-LU, the current Congressional authorization for all federal surface transportation programs, calls for a comprehensive approach to coordination including a provision to ensure that projects for all human service-related transportation grants, including Section 5316 and 5317, are “*derived from a locally developed, coordinated public transit-human services transportation planning process.*”

In Maricopa County, the Maricopa Association of Governments (MAG) oversees this process. All agencies applying for Section 5316 and Section 5317 funds will be required to participate in the planning process and support the short-term coordination strategies adopted for MAG’s Human Services Coordinated Transportation Plan (HSCTP). For further information link to the MAG website: [http://www.azmag.gov/Documents/pdf/cms.resource/HS\\_2010-02-08\\_FY2011-Human-Services-Coordination-Transportation-Plan\\_39220.pdf](http://www.azmag.gov/Documents/pdf/cms.resource/HS_2010-02-08_FY2011-Human-Services-Coordination-Transportation-Plan_39220.pdf).

### **Federal Requirements, General Assurances and Certifications**

Certifications are required for all Federal grant recipients, sub recipients, contractors, and subcontractors with grants or contracts exceeding \$100,000. For Public Transit, the certification is part of the Annual List of Certifications and Assurances that Public Transit submits to the FTA. Public Transit is required to include the lobbying clause in its FTA funded

agreements, including subrecipient agreements, third party contracts, and subcontracts exceeding \$100,000. All sub recipients will be required to comply with all applicable federal requirements, certifications, and assurances. The subrecipients' Authorized Representative and Attorney must sign the provided forms.

### **Reporting Requirements**

All subrecipients will be required to submit quarterly progress reports including grant milestones, financial status, and program measures to the Public Transit Department. Specific reporting requirements will be outlined in the Grant Pass Through Agreement. Public Transit will submit all required reports directly to the Federal Transit Administration. Sample reports are provided under the Applicant Resource section.

### **Capital Procurements**

All subrecipients must comply with all federal requirements associated with procurements – primarily those pertaining to vehicles – including but not limited to Invitation for Bid (IFB) design, advertisement, the bidding process, contracting and federal Buy America, Bus Testing, Lobbying and Debarment certifications. Contact the Public Transit Department prior to conducting capital procurements.

### **APPLICATION & SELECTION PROCESS**

Applicants will participate in a competitive selection process. As the designated recipient charged with administering the grant program, Public Transit certifies that the selection of projects will be fair and equitable. Additionally, the process will be conducted in cooperation with the MAG, Maricopa County's metropolitan planning organization, and the Arizona Department of Transportation (ADOT), as this will be an area wide solicitation for applications for grants to the recipients and sub recipients under these sections.

### **Regional Grant Workshop**

The application process begins with a Regional Grant Workshop held in conjunction with MAG and ADOT for 5310, 5316, and 5317 applications. **The workshop is being held on Wednesday, February 2, 2011 from 10:00 a.m. to 12:00 p.m.** at the Maricopa Association of Governments, 302 N. 1<sup>st</sup> Avenue, Saguaro Room, 2<sup>nd</sup> floor, Phoenix, AZ 85003. For workshop registration, information and to request reasonable accommodations, please contact DeDe Gaisthea with MAG at (602) 254-6300.

### **Application Deadline**

Applications are due to the Public Transit Department, 302 North 1st Avenue, Suite 900 (9<sup>th</sup> floor), Phoenix, AZ 85003 by **Wednesday, March 16, at 3:00 p.m.** Please make all materials attention to **Wendy Miller**. Public Transit staff will mark your materials with a date marker, certifying the date/time your application was received. A receipt can be issued if requested.

**Late applications will not be accepted.**

**Submittal must include one original hardcopy and five (5) copies, total of six (6), of the application. ADDITIONALLY- please submit one (1) electronic copy via email to Wendy Miller at [wendy.miller@phoenix.gov](mailto:wendy.miller@phoenix.gov) (word or pdf). \*Submit only the checklist, cover letter and**

**Sections 1 through 7 of the application. Do not include copies of the instructions or the applicant resource pages.** Original signatures are required on the original application.

### **Public Comment**

The Public Transit Department will publish the list of applicants and allow for a one week period for public comment. Applicant's contact information may be provided to the public.

### **Project Evaluation Panel**

The panel coordinator is a non-voting member and organizes the selection process and appoints up to six panelists to complete a technical evaluation of each project. The Project Evaluation Panel consists of stakeholders in the local public transportation industry from within Maricopa County. A diverse panel is selected to ensure regional representation from the different geographic locations within the urbanized area. Procedures are in place to maintain a fair and equitable process including the appropriate management of any conflicts of interest.

After applications have been received and the submission deadline passed, the Project Evaluation Panel will receive panel instructions, a copy of each application, the selection criteria, project evaluation forms, scores for agency participation in the regional Human Services Coordinated Transportation Plan (HSCTP), and references for applicable FTA circulars, and the regional HSCTP. The Project Evaluation Panel will have a previously agreed upon amount of time to perform the technical evaluations.

### **Applicant Interviews**

The Project Evaluation Panel members individually review and score each application prior to the applicant interviews. Applicants will be invited to an interview process after the evaluation panel conducts a preliminary review of the applications. The interview process provides an opportunity for the applicant to give a presentation on their proposed project(s) and allows the panel to ask the applicant questions based on their application, and seek any clarification deemed necessary.

### **Distribution of Funds**

Funding decisions are made by the Project Evaluation panel members with intent to fund as many projects as possible that meet the criteria. At this point, the draft list recommending projects to be funded will be submitted to the Public Transit Department for review and final project approval.

### **Final Selection**

Once the interviews are completed, the panel convenes, scores are discussed and final project selection decisions are made based on the published criteria. The selection panel will forward all project and funding recommendations to the Assistant Public Transit Director for final approval. The Public Transit Department retains sole discretion to determine which projects will be funded and the amount of funds awarded to any given project. The Public Transit Department may award all funding requested, some, or none at all. All applicants will be notified of this decision within 30 days after the final decision is made.

### **Approval Process**

A review of the recommended applications is conducted by the Public Transit Department staff to determine any possible concerns or conflicts with federal regulations. Then, the final list of recommendations is sent to the Assistant Public Transit Director for approval. After the Assistant Public Transit Director approves the final recommended projects, applicants are notified of the project selections and the timeline of remaining activities. Any projects that are denied or funded conditionally are given an opportunity to solicit feedback from the project coordinator of the selection panel and/or utilize the appeal process. Final projects are sent to the Phoenix City Council for authorization to receive and disburse grant funds and execute Grant Pass Through Agreements with agencies whose projects have been selected for funding.

### **Appeal Process**

Applicants will be given the opportunity to appeal the final funding recommendations. The applicant must use the following process to be recognized as a valid appeal. The letter of appeal must clearly identify the applicant, contact person, address, phone number, email address, project description and grounds for appeal. Letters of appeal must be submitted and postmarked within 14 calendar days after the postmarked date of decline notice and mailed to: Assistant Director, Public Transit Department, 302 N. First Avenue, Suite 900, Phoenix, Arizona 85003. The Assistant Director will review the appeal and notify the applicant in writing of the decision within 14 calendar days.

If the applicant is not satisfied with the Assistant Director's response, a secondary appeal may be made to the Public Transit Director at the same address as above. This appeal must be submitted and postmarked within 7 calendar days of the postmarked date of the appeal decision notice, with a copy to the Assistant Director. The Director will provide a written response to the applicant within 30 days of receipt of the appeal to the Director. The Director's decision is final.

### **TIP/STIP Amendment**

All projects selected for funding must be included in the Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP) to apply to FTA for the funding. The selected projects are provided to MAG to process a TIP amendment and forwards to ADOT. ADOT then processes the amendment for inclusion in the STIP and forwards to FTA for final approval.

### **Entering into Agreement with City of Phoenix**

All sub recipients will be required to enter into a Grant Pass Through Agreement with the City of Phoenix as a result of being awarded any grant funds. The City's Grant Pass Through Agreement incorporates the terms and conditions outlined in the FTA's Master Agreement. To view the FTA Master Agreement, visit: <http://www.fta.dot.gov/documents/17-Master.pdf>.

### **Funding Availability**

Once a final signed agreement is approved and on file with the City of Phoenix City Clerk Department, the Subrecipient may file for reimbursement of funds by providing appropriate back up documentation as indicated in the grant agreement.

## JARC Evaluation Criteria

### **I. Addresses current work related transportation needs of low income individuals**

- Need for proposed service or equipment; target population; ridership; existing vehicle fleet; replacement or expansion; other transportation services available (availability, sufficiency, appropriateness or other services in area);
- Anticipated increase, decrease or no change in service.

### **II. Effective Utilization of Equipment or Service**

- Number of clients served; trips; proposed services and trip priorities; hours of equipment operation per day and week; annual miles of vehicle operation; limitations on services

### **III. Supports local and regional coordination plan**

- Demonstrates attempts to coordinate with other agencies and public or private transit and paratransit systems, and other services.
- Demonstrates willingness to participate in a coordinated system
- Participation on local/regional coordination committee(s), forum(s), etc.
- Project is clearly derived from the regional plan and demonstrates support for the local strategies
- Working agreements in place or under construction
- To what degree does the applicant demonstrate attempts to coordinate with other agencies and public or private transit and paratransit systems, and other services? Currently does or would consider doing one of more of the following :
  - Sends drivers to training held by others
  - Invites other drivers to attend their training
  - Shares back-up vehicles with other agencies
  - Provides information to clients on other available services
  - Works to identify availability on vehicles for each others' clients, i.e., centralized info/call center, inter-agency referral system, etc.
  - Purchases rides for clients on other agencies
  - Sells rides on service to other agencies
  - Provides or participates in joint maintenance arrangements
  - Participates in a joint or coordinated insurance pool

### **IV. Management Capability**

Demonstrates ability to or have/indicate:

- Availability of—and/or process to obtain—matching funds
- Funds to operate and maintain a vehicle for its useful life as defined by FTA (example: at least four years or 100,000 miles).
- Program transportation experience
- Designated budget and staff to fund and manage program;
- Adequacy of maintenance program
- Past Civil Rights or EEO complaints and outcomes

## **FY 2011 APPLICATION**

### **SECTION 1: CHECKLIST**

The following documents must be submitted as part of your application:

- Section 1 – Checklist and Cover Letter**
- Section 2 – Applicant Information**
- Section 3 – Organization & Project Description**
- Section 4 – Project Budget**
- Section 5 – Certifications and Assurances**
- Section 6 – Support Documentation**

**SECTION 2: APPLICANT INFORMATION**

**Legal Name of Applicant Organization:**

Organization Name: [Click here to enter text.](#)

**Type of Organization – *Check all that apply:***

- Private Non-Profit Organization (must be IRS 501c3)**
- State/Local Government**
- Operator of Public Transportation**

**Authorizing Official – Person authorized to sign legal agreements or contracts:**

**Name:** [Click here to enter text.](#)  
**Title:** [Click here to enter text.](#)  
**Address 1:** [Click here to enter text.](#)  
**Address 2:** [Click here to enter text.](#)  
**City, State, ZIP:** [Click here to enter text.](#)  
**Phone:** [Click here to enter text.](#)  
**Email:** [Click here to enter text.](#)

**Project Contact – Contact person for this project/application:**

**Name:** [Click here to enter text.](#)  
**Title:** [Click here to enter text.](#)  
**Address 1:** [Click here to enter text.](#)  
**Address 2:** [Click here to enter text.](#)  
**City, State, ZIP:** [Click here to enter text.](#)  
**Phone:** [Click here to enter text.](#)  
**Email:** [Click here to enter text.](#)

**Transportation Provider – *If different from above:***

**Name:** [Click here to enter text.](#)  
**Title:** [Click here to enter text.](#)  
**Address 1:** [Click here to enter text.](#)  
**Address 2:** [Click here to enter text.](#)  
**City, State, ZIP:** [Click here to enter text.](#)  
**Phone:** [Click here to enter text.](#)  
**Email:** [Click here to enter text.](#)

### **SECTION 3: ORGANIZATION & PROJECT DESCRIPTION**

This part of the application is divided into several sections, each covering a different aspect of your system and its management. Applicants are urged to provide thorough but concise answers to the questions. TIP: Review the evaluation criteria as a guideline for providing pertinent information.

#### **A. ORGANIZATION**

**1. Is your organization a recipient under any of the following FTA Sections (5307, 5310, 5316, or 5317)?**

[Click here to enter text.](#)

**2. List the Federal money received by your agency in the last three fiscal years.**

FY2008 [Click here to enter text.](#)

FY2009 [Click here to enter text.](#)

FY2010 [Click here to enter text.](#)

**3. Provide a brief description of your agency's primary mission, including a mission statement if available.**

[Click here to enter text.](#)

**4. Please describe your agency's experience and qualifications in providing passenger transportation, or the service/program for which you have requested funding.**

[Click here to enter text.](#)

**5. Please describe your staffing and resources indicating you currently have adequate staffing and resources to carry out your proposed project.**

[Click here to enter text.](#)

**6. Provide your organization's experience in and ability to address federal requirements for reporting, record keeping, competitive purchasing, bookkeeping, documentation, and invoicing as required by federal regulations.**

[Click here to enter text.](#)

**7. Applicant Grant History: Please list all previous Section 5316 or 5317 Awards received by your agency by grant year, project name, and award amount.**

[Click here to enter text.](#)

**8. Has your agency conducted any evaluation on previously awarded Section 5316 or 5317 projects for success or possible improvements? If yes, Please describe.**

[Click here to enter text.](#)

**B. PROJECT DESCRIPTION** \*Mobility Management projects only fill out through Section B and skip to Section E- Coordination

**1. List your project type (Operating Assistance, Capital, or Mobility Management):**

[Click here to enter text.](#)

**2. Is your project Trip based (fixed or flex route, shuttle, demand response, user-side subsidy vouchers or vanpool), Capital (vehicles, ITS hardware/software), or Information based (mobility manager, one-stop referral center, transit training)?**

[Click here to enter text.](#)

**3. List the amount requested for your project.**

	<b>Local Share:</b>	<b>Federal Share:</b>	<b>TOTAL AMOUNT:</b>
<b>Capital (80/20):</b>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<b>Operating (50/50):</b>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<b>Mobility Management (80/20):</b>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

**4. Funding be used for which of the following: New Service/Program, Continuation of Service/Program, or Expansion of Service/Program:**

[Click here to enter text.](#)

**5. Provide a complete and detailed description of your project including estimated start and completion dates for your project.**

[Click here to enter text.](#)

**6. Indicate the proposed changes to your existing service if applicable. Describe the operational characteristics of the proposed service (fares, days and hours of operation, types of service).**

[Click here to enter text.](#)

**7. Describe how your project will provide or support transit service in low income areas, access to employment-related activities and reverse commute services.**

[Click here to enter text.](#)

8. Describe target population(s) to be served. Indicate how the consumer will be involved in the planning/design of the service(s), how the service(s) will be marketed to this target population, and how will they access the service(s)?

[Click here to enter text.](#)

9. Please describe why the transit service provided by existing public or private transit operators is unavailable, insufficient, or inappropriate to meet the work related transportation needs proposed to be served through this application.

[Click here to enter text.](#)

10. For Trip and Vehicle- Based Projects: List the average annual estimated number of rides (one-way trips) to be provided with this project: For Information-Based or Other Projects: List the estimated annual number of customer contacts, trainings, etc. to be provided:

Number of One-way Trips

[Click here to enter text.](#)

Number of Customer Contacts/Trainings

[Click here to enter text.](#)

11. Please describe how you plan to measure and report success of your project. (How do you plan to report that your project was a good use of JARC Funding?)

[Click here to enter text.](#)

***\*Mobility Management Projects ONLY – Skip to Section E- Coordination***

C. VEHICLE NEED (Fill out ONLY if requesting a vehicle):

1. What kind of vehicle(s) are you requesting? If more than one, list in priority order:

[Click here to enter text.](#)

2. Provide the make, model, mileage and VIN of vehicle(s) being replaced (if applicable).

[Click here to enter text.](#)

3. Does the vehicle(s) requested have a wheelchair lift?

[Click here to enter text.](#)

4. Does the applicant have a wheelchair lift vehicle(s) in good working condition in the fleet or under contract?

[Click here to enter text.](#)

5. What is the expected average number of passenger trips for the vehicle?

Daily Passenger Trips

[Click here to enter text.](#)

Annual Passenger Trips

[Click here to enter text.](#)

**6. What is the intended distribution of trips for agency clients/passengers?**

*Double click on table to launch Excel and enter data into the table.*

Employment	0%
Education/Training	0%
Employment-related (daycare, etc.)	0%
Other	0%
<b>TOTAL</b>	<b>100%</b>

**7. Describe your agency’s ability to fund the operation and maintenance for the requested vehicle(s) for the useful life of the vehicle (as defined by FTA - example: four years or 100,000 miles).**

[Click here to enter text.](#)

**D. FLEET CAPACITY**

**1. Please list data for the service type requested** (To obtain your average riders per vehicle- Divide your average daily ridership by the average number of daily vehicles in service, excluding your spare vehicles).

- Agency Annual Passenger Trips** [Click here to enter text.](#)
- Average Daily Ridership** [Click here to enter text.](#)
- Average Daily Trips** [Click here to enter text.](#)
- Average Number of Riders per Vehicle** [Click here to enter text.](#)

**2. Can all current requests for service be accommodated with existing service levels?**

[Click here to enter text.](#)

**3. Vehicle/ Fleet Availability. How many vehicles ....?**

- Are available for passenger service?** [Click here to enter text.](#)
- Are required in your peak period?** [Click here to enter text.](#)
- What is your vehicle spare ratio?** [Click here to enter text.](#)

**4. Do you operate your vehicles on Weekdays, Weeknights after 6pm, and/or Weekends?**

[Click here to enter text.](#)

**E. COORDINATION** The definition of human services transportation coordination is the sharing of resources to minimize redundancy and gaps; increase the quality and accessibility of services; and to assist agencies in fulfilling their mission. All agencies awarded Section 5316 and/or 5317 funding are required to participate in local coordination activities.

**1. Has your agency participated in your regional (MAG) Human Services Coordination Transportation Planning Process?**

[Click here to enter text.](#)

**2. Please describe how your project is consistent with the coordination strategies in MAG's regional Human Services Coordination Transportation Plan.**

[Click here to enter text.](#)

**3. Please indicate the page number(s) in the current Human Services Coordination Transportation Plan which corresponds with your proposed project.**

[Click here to enter text.](#)

**4. Please describe any coordination activities your agency has recently initiated or experienced, list the name(s) of the other agency(s) involved and include the impact on your and the other agency's operations due to this coordination. Include copies of any written or details of oral agreements to collaborate on service or other resource sharing.**

[Click here to enter text.](#)

**5. Please identify barriers to, and opportunities for, coordination that your agency is experiencing. Barriers may be found in a range of areas including insurance, funding, capacity, and mission. Opportunities include sharing vehicles, drivers, equipment, and training.**

[Click here to enter text.](#)

## **SECTION 4: PROJECT BUDGET**

In this section you will be asked to provide the budget information for the capital and operating costs associated with the project. Mobility Management projects including related staffing and support items should be noted under “Capital.” For Operating and Mobility Management projects, applicants may request one year of funding. Vehicle requests may include accompanying operating costs to ensure sustainability through the useful vehicle life of up to 4 years.

Please be specific and thorough when providing line items within your budget. If listing personnel salaries, please indicate the anticipated salary, any overhead or fringe costs and the estimated number of hours. If listing a voucher program, please list the number of vouchers to be provided. For training, please list the number of persons to be trained. Include any narrative or justifications as necessary. The budget should contain all anticipated line items that will be requested for reimbursement including materials, supplies, etc.

- 1. Can this project be scaled to a more limited scope with less funding? Please describe.**  
[Click here to enter text.](#)
- 2. Would your agency accept partial funding for this project?**  
[Click here to enter text.](#)
- 3. If yes, are there any funding minimums, limits or thresholds for your agency to accept partial funding?**  
[Click here to enter text.](#)
- 4. Please provide the contact information for persons preparing the grant project budget, submitting grant reports and reimbursement requests and documentation.**  
[Click here to enter text.](#)
- 5. Matching Funds- Please discuss the availability and source of necessary matching funds for the proposed equipment or service. Please indicate which local match sources are capable of sustaining the project after this funding expires.**  
[Click here to enter text.](#)
- 6. Does your agency conduct an annual audit? If yes, is the audit required to meet the requirements of the Office and Management Budget A-133 audits for agencies receiving more than \$300,000 in federal funds?**  
[Click here to enter text.](#)

Double click on table to launch Excel and enter data into the table.

<b>PROJECT BUDGET SUMMARY</b>	
<b>A. Capital (80/20)</b>	
Federal Request Amount	\$ -
Local Match	\$ -
*Vehicle Requests may also request up to 4 years of operating assistance for the vehicle.	
<b>B. Mobility Management (80/20)</b>	
Federal Request Amount	\$ -
Local Match	\$ -
<b>B. Operating (50/50)</b>	
Federal Request Amount	\$ -
Local Match	\$ -
<b>TOTAL FEDERAL REQUEST</b>	<b>\$ -</b>
<b>TOTAL LOCAL MATCH</b>	<b>\$ -</b>
<b>TOTAL PROJECT AMOUNT</b>	<b>\$ -</b>

Double click on table to launch Excel and enter data into the table.

<b>CAPITAL BUDGET DETAIL</b>			
List capital expenses for all requested items. Mobility management projects are considered a capital cost and should be included on this request. Budgets should be detailed listing all line item expenses including salaries, overhead, equipment, supplies, etc. For example: Salary: 1 FTE @ 20.00/hr + Overhead+Fringe @ 40.00/hr X 2080 hours = \$124,800			
<b>Equipment:</b>			
Requested Item	Quantity	Unit Cost	Subtotal
			\$0
			\$0
			\$0
<b>Equipment Total</b>			<b>\$0</b>
<b>Mobility Management :</b>			
			\$0
			\$0
			\$0
<b>Mobility Mgmt Total</b>			<b>\$0</b>
<b>TOTAL CAPITAL COST:</b>			<b>\$0</b>
<b>FTA 5316 Match Ratio 80/20</b>			
Federal Share (not to exceed 80% of total)			\$0
Local Share			\$0
<b>TOTAL COST</b>			<b>\$0</b>
<b>Match Funding Source: List each source and amount</b>			
<i>Federal \$ may be used as a match source with the exception of DOT funds.</i>			
	<b>Name of Source</b>	<b>Type of funding</b>	<b>Amount</b>
1			\$0
2			\$0
3			\$0
			<b>\$0</b>

Double click on table to launch Excel and enter data into the table.

<b>OPERATING BUDGET DETAIL</b>		
List operating expense details. All expenses must directly relate to grant activities for eligibility. A detailed budget of all operating expenses should be listed. Add categories if they are not listed in the template. Include all years of funding requested for operating assistance accompanying a vehicle request. (Example: Fuel 5,200 gal x \$3/gal x 2 vehicles x 4 years = \$124,800)		
OPERATING EXPENSES- Include all years of funding requested in the total column:		
<b>Personnel/ Voucher Program Operating Expenses</b>		
Salaries		\$0
Fringe Benefits		\$0
Voucher Program Expenses		\$0
<b>Other Operating Expenses:</b>		
Fuel, Oil, Maintenance		\$0
Training Supplies/ Marketing		\$0
		\$0
List all other Operating Expenses		\$0
<b>OPERATING EXPENSES SUBTOTAL:</b>		<b>\$0</b>
<b>OPERATING REVENUES</b>		
Fare Revenues		\$0
Other Operating Revenues		\$0
<b>OPERATING REVENUES SUBTOTAL:</b>		<b>\$0</b>
<b>NET OPERATING COSTS</b>		<b>\$0</b>
(Subtract operating revenue subtotal from operating expense subtotal)		
<b>FTA 5316 Match Ratio 50/50</b>		
Federal Share (not to exceed 50% of total)		\$0
Local Share		\$0
<b>TOTAL OPERATING COST:</b>		<b>\$0</b>
<b>Match Funding Source: List each source and amount</b>		
<i>Federal \$ may be used as a match source with the exception of DOT funds.</i>		
Name of Source	Type of funding	Amount
1		\$0
2		\$0
3		\$0
<b>Local Share Total:</b>		<b>\$0</b>

## SECTION 5: CERTIFICATIONS AND ASSURANCES

This section contains federal certifications and assurances and forms required by the City of Phoenix which need to be completed and submitted as shown. The following forms must be included with the application for Section 5316 (JARC) funding. If any of the following forms (where applicable) are not submitted with your application, the application will be considered “incomplete” and will not be considered for funding.

It is incumbent upon the Applicant/Subrecipient to be aware of its responsibilities and requirements included under any and all certifications and assurances. These are available for viewing at: [http://www.fta.dot.gov/documents/2009-Certs-Appendix\\_A.pdf](http://www.fta.dot.gov/documents/2009-Certs-Appendix_A.pdf) For all 49 USC Chapter 53 grant programs, the federal government considers City of Phoenix as *its* designated recipient and the City’s applicants as *its* subrecipients. Unless *explicitly* excused or stated otherwise (regarding applicant or grant type), the applicant should assume that all certifications and assurances are applicable to them. However, of particular interest will be Appendix “A” of this Federal Register, and especially the *Job Access and Reverse Commute* section found within the above-linked document and this Handbook.

In some instances, responsibilities conferred upon the City of Phoenix – the FTA designated recipient– are applicable to the City of Phoenix applicants/subrecipients by implication or otherwise as an explicit City of Phoenix administrative determination. It is also worthwhile for applicants to familiarize themselves with other sections of the Certifications and Assurances which may have an impact on Section 5316 operations, even if comments do not appear to be specifically directed at 5316, e.g., the *Section 5310 Elderly Individuals & Individuals With Disabilities Formula Grant Program* section. Related assurances can be found in the following pages of this Handbook under *General Assurances–Section 5316 (Job Access Reverse Commute)*.

**FEDERAL FISCAL YEAR 2011 FTA CERTIFICATIONS AND ASSURANCES**  
**SIGNATURE PAGE**

*(Required of all Applicants applying for FTA assistance and all FTA recipients with an active capital or formula project)*

**AFFIRMATION OF APPLICANT**

Name of Applicant (Organization):

Click here to enter text.

Name and Title of Authorized Representative:

Click here to enter text.

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and directives, and with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2011.

FTA intends that the certifications and assurances the Applicant will view at <http://www.fta.dot.gov/documents/2010-27563.pdf> as representative of the certifications and assurances in this document, should apply, as provided, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2011.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

**Authorized Representative of Applicant:**

Name & Title Click here to enter text.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**AFFIRMATION OF APPLICANT'S ATTORNEY**  
*(Required of all Applicants applying for FTA assistance and all FTA recipients with an active capital or formula project)\**

For (Name of Applicant/Organization):

Click here to enter text.

As the undersigned Attorney for the above named Applicant, I hereby affirm to the City of Phoenix that it has authority under State, local, or tribal government law, as applicable, to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

**Attorney for Applicant:**

Print Name: Click here to enter text.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Each Applicant for FTA financial assistance and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity.

**ASSURANCE OF AUTHORITY OF THE APPLICANT AND ITS REPRESENTATIVE**

*(Required of all Applicants applying for FTA assistance and all FTA recipients with an active capital or formula project)\**

For (Name of Applicant/Organization):

Click here to enter text.

The authorized representative of the Applicant and the attorney who sign these certifications, assurances, and agreements affirm that both the Applicant and its authorized representative have adequate authority under applicable state and local law and the Applicant’s by-laws or internal rules to:

- (1) Execute and file the application for Federal assistance on behalf of the Applicant;
- (2) Execute and file the required certifications, assurances, and agreements on behalf of the Applicant binding the Applicant; and
- (3) Execute grant agreements and cooperative agreements with FTA on behalf of the Applicant.

**Applicant’s Authorized Representative:**

Name & Title: Click here to enter text.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

**Attorney for Applicant:**

Print Name: Click here to enter text.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Each Applicant for FTA financial assistance (except 49 U.S.C. 5312(b) assistance) and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity.

**GENERAL ASSURANCES – SECTION 5316 (JARC)**  
*(Required of all Applicants applying for FTA assistance and all FTA recipients with an active capital or formula project)*

The City of Phoenix is required by the FTA to make the following assurances. The City of Phoenix, in turn, is requiring the Applicant/Subrecipient to read, understand, and agree to all current and applicable general assurances as it relates to the subrecipient and the Section 5316 Program.

THIS IS TO CERTIFY THAT (Applicant/Organization Name):

[Click here to enter text.](#)

agrees to follow all applicable assurances where applicable:

The Recipient agrees that the following provisions apply to Job Access and Reverse Commute (JARC) Formula Grant Program assistance authorized under 49 U.S.C. § 5316, except to the extent that FTA determines otherwise in writing:

a. General. The Recipient agrees to comply with the requirements of 49 U.S.C. § 5316, and applicable provisions of 49 U.S.C. § 5307. Except to the extent that FTA determines otherwise in writing, the Recipient agrees to follow the most recent edition of FTA Circular, 9050.1, "The Job Access And Reverse Commute (JARC) Program Guidance And Application Instructions," including any revisions thereto, and comply with Federal laws and regulations that apply to the Project.

b. Participation of Subrecipients. The Recipient agrees to enter into a written agreement with each subrecipient participating in a Job Access and Reverse Commute Project, which agreement sets forth the subrecipient's responsibilities, and includes appropriate clauses imposing requirements necessary to assure that the subrecipient will not compromise the Recipient's compliance with Federal requirements applicable to the Project and the Recipient's obligations under the Grant Agreement or Cooperative Agreement and the FTA Master Agreement.

*Each Applicant for Job Access and Reverse Commute (JARC) Formula Grant Program assistance authorized under 49 U.S.C. 5316 is required to provide the following certifications on behalf of itself and any subrecipient that may be implementing its project. Unless FTA determines otherwise in writing, the Applicant itself is ultimately responsible for compliance with its certifications and assurances even though a subrecipient, lessee, third party contractor, or other participant may participate in that project. Consequently, in providing certifications and assurances that involve the compliance of its prospective subrecipients, the Applicant is strongly encouraged to take the appropriate measures, including but not limited to obtaining sufficient documentation from each subrecipient, to assure the validity of all certifications and assurances the Applicant has made to FTA. FTA may not award Federal assistance for the JARC Formula Grant Program until the Applicant provides these certifications by selecting Category "19."*

A. As required by 49 U.S.C. 5316(f)(1), which makes the requirements of 49 U.S.C. 5307 applicable to Job Access and Reverse Commute (JARC) formula grants, and 49 U.S.C. 5307(d)(1), the Applicant for JARC Formula Program assistance authorized under 49 U.S.C. 5316, certifies on behalf of itself and its subrecipients, if any, as follows:

- (1) In compliance with 49 U.S.C. 5307(d)(1)(A), the Applicant has or will have the legal, financial, and technical capacity to carry out its proposed program of projects, including the safety and security aspects of that program;
- (2) In compliance with 49 U.S.C. 5307(d)(1)(B), the Applicant has or will have satisfactory continuing control over the use of project equipment and facilities;
- (3) In compliance with 49 U.S.C. 5307(d)(1)(C), the Applicant will adequately maintain the project equipment and facilities;
- (4) In compliance with 49 U.S.C. 5307(d)(1)(D), the Applicant will assure that any elderly individual, any individual with disabilities, or any person presenting a Medicare card issued to himself or herself pursuant to title II or title XVIII of the Social Security Act (42 U.S.C. 401 *et seq.* or 42 U.S.C. 1395 *et seq.*), will be charged for transportation during non-peak hours using or involving a facility or equipment of a project financed with Federal assistance authorized under 49 U.S.C. 5316 not more than fifty (50) percent of the peak hour fare;
- (5) In compliance with 49 U.S.C. 5307(d)(1)(E), the Applicant, in carrying out a procurement financed with Federal assistance authorized under 49 U.S.C. 5316: (1) will use competitive procurement (as defined or approved by FTA), (2) will not use exclusionary or discriminatory specifications in its procurements, (3) will comply with applicable Buy America laws, and (4) will comply with the general provisions for FTA assistance of 49 U.S.C. 5323 and the third party procurement requirements of 49 U.S.C. 5325;
- (6) In compliance with 49 U.S.C. 5316(f)(1) and 49 U.S.C. 5307(d)(1)(F), the Applicant certifies that (1) with respect to financial assistance authorized under 49 U.S.C. 5316, it will conduct in cooperation with the appropriate MPO an areawide solicitation for applications, and make awards on a competitive basis and (2) with respect to financial assistance authorized under 49 U.S.C. 5316, it will conduct a statewide solicitation for applications, and make awards on a competitive basis; and that these activities will be carried out in a manner that complies with or will comply with 49 U.S.C. 5307(c);
- (7) The Applicant has or will have available and will provide the amount of funds required by 49 U.S.C. 5316(h) for the local share, and that those funds will be provided from approved non-Federal sources except as permitted by Federal law;
- (8) In compliance with 49 U.S.C. 5307(d)(1)(H), the Applicant will comply with: (1) 49 U.S.C. 5301(a) (requirements for public transportation systems that maximize the safe, secure, and efficient mobility of individuals, minimize environmental impacts, and minimize transportation-related fuel consumption and reliance on foreign oil); and (2) 49 U.S.C. 5301(d) (special efforts to design and provide public transportation for elderly individuals and individuals with disabilities); and (3) 49 U.S.C. 5303 through 5306 (planning and private enterprise requirements).

B. In compliance with 49 U.S.C. 5316(d), the Applicant certifies that (1) with respect to financial assistance authorized under 49 U.S.C. 5316(c)(1)(A), it will conduct in cooperation with the appropriate MPO an areawide solicitation for applications, and make awards on a competitive

basis and (2) with respect to financial assistance authorized under 49 U.S.C. 5316(c)(1)(B) or 49 U.S.C. 5316(c)(1)(C), it will conduct a statewide solicitation for applications, and make awards on a competitive basis;

C. In compliance with 49 U.S.C. 5316(f)(2), the Applicant certifies that any allocations to subrecipients of financial assistance authorized under 49 U.S.C. 5316 will be distributed on a fair and equitable basis;

D. In compliance with 49 U.S.C. 5316(g)(2), the Applicant certifies that, before it transfers funds to a project funded under 49 U.S.C. 5336, that project will have been or will have been coordinated with private nonprofit providers of services;

E. In compliance with 49 U.S.C. 5316(g)(3), the Applicant certifies that: (1) the projects it has selected or will select for assistance under that program were derived from a locally developed, coordinated public transit-human services transportation plan; and (2) the plan was developed through a process that included representatives of public, private, and nonprofit transportation and human services providers and participation by the public; and

F. In compliance with 49 U.S.C. 5316(c)(3), before the Applicant uses funding apportioned under 49 U.S.C. 5316(c)(1)(B) or (C) for projects serving an area other than that specified in 49 U.S.C. 5316(2)(B) or (C), the Applicant certifies that the chief executive officer of the State, or his or her designee will have certified to the Federal Transit Administrator, apart from these certifications herein, that all of the objectives of 49 U.S.C. 5316 are being met in the area from which such funding would be derived.

**Applicant’s Authorized Representative:**

Name & Title: [Click here to enter text.](#)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION FOR CIVIL RIGHTS COMPLAINT STATUS**

*(Required of all Applicants applying for FTA assistance and all FTA recipients with an active capital or formula project)*

FTA’s enabling legislation includes the non-discriminatory use of Federal funds by recipients of FTA assistance, including their sub-recipients and contractors. FTA ensures non-discrimination through oversight of grantee implementation of required civil rights regulations and policy. Compliance reviews and assessments are conducted to determine if the grantee’s required efforts under [Title VI of the Civil Rights Act of 1964](#), (including aspects of Environmental Justice), [Equal Employment Opportunity](#) (EEO) program, [Disadvantaged Business Enterprise](#) (DBE) program, and the [Americans with Disabilities Act of 1990](#) (ADA) requirements are in compliance as represented to the FTA.

THIS IS TO CERTIFY THAT (Applicant/Organization Name):

Click here to enter text.

Initial \_\_\_\_\_ I hereby certify that our organization does **NOT** have any pending Title VI (Civil Rights) complaints of discrimination filed against its transit program.

Initial \_\_\_\_\_ I hereby certify that our organization **DOES** have \_\_\_\_\_ (provide number) pending Title VI (Civil Rights) complaints of discrimination filed against its transit program. This complaint(s), and its status, is briefly described below. The agency agrees it will keep the City of Phoenix informed of any changes in the status of that complaint(s).

Initial \_\_\_\_\_ I hereby certify that our organization complies with all applicable Civil Rights requirements (Title VI, Americans with Disabilities Act, Disadvantaged Business Enterprise, and Equal Employment Opportunity).

**Applicant’s Authorized Representative:**

Name & Title: Click here to enter text.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE WITH  
MANUFACTURER'S MAINTENANCE SCHEDULE**  
*(Required of all Applicants applying for FTA assistance and all  
FTA recipients – If requesting a VEHICLE)*

THIS IS TO CERTIFY THAT (Applicant/Organization Name):

Click here to enter text.

agrees to abide by the vehicle manufacturer's schedule of maintenance, as a minimum, during the period this vehicle is operated in conjunction with the City of Phoenix, or its successor agency as designated under provisions of the Job Access and Reverse Commute Program (49 U.S.C. § 5316 of the Federal Transit Act).

**Applicant's Authorized Representative:**

Name & Title: Click here to enter text.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

*(Required of all Applicants applying for more than \$100,000 in FTA assistance)*

THIS IS TO CERTIFY THAT (Applicant/Organization Name):

Click here to enter text.

to the best of my knowledge and belief:

1. No Federal appropriated funds have been or will be paid by or on behalf of the Applicant to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress regarding the award of Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal assistance agreement; and
  - a. If any funds other than Federal appropriated funds have been or will be paid to any person to influence or attempt to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application for Federal assistance, the Applicant assures that it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," including information required by the instructions accompanying the form, which form may be amended to omit such information as authorized by 31 U.S.C. 1352.
  - b. The language of this certification shall be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, subagreements, contracts under grants, loans, and cooperative agreements).
2. The Applicant understands that this certification is a material representation of fact upon which reliance is placed by the Federal Government and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. 1352. The Applicant also understands that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Applicant's Authorized Representative:**

Name & Title: Click here to enter text.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2011 Commitment to Strategies for Section 5310, 5316 and 5317 applicants

SAFETEA-LU requires any agency applying for Section 5310 funds (Elderly Individuals and Individuals with Disabilities); Section 5316 funds (Job Access and Reverse Commute); and/or Section 5317 funds (New Freedom) funds; to respond to a locally derived human services transportation coordination plan. Agencies will demonstrate compliance with the 2009 MAG Human Services Coordination Transportation Plan Update as evidenced by the following:

- Attendance at designated human services transportation meetings to assist in the development and implementation of regional coordination planning.
- Compliance with information and data requests to aid in the collaborative efforts of the planning process.
- Demonstrated support and achievement of goals in the plan as appropriate and identified in the plan.
- Agencies receiving funding Sections 5310, 5316 or 5317 will be required to have a coordination policy using the templates as a guide (See Sample Policy on next page).

Agency data gathering and feedback is a valued part of the regional human services transportation coordination effort. Strategies identified in the coordination process are the collaborative effort of all participating agencies. A successful and relevant plan will assist the agencies in their mission to serve elderly persons, and persons with disabilities and low income.

I do hereby agree, on behalf of my organization, that we will actively support strategies developed in the plan in compliance with SAFETEA-LU regulations. Our participation will continue throughout the term of the grant.

If you have any questions about these strategies at any time during your grant term, please contact Amy St. Peter at the Maricopa Association of Governments by calling (602) 452-5049 or by emailing [astpeter@mag.maricopa.gov](mailto:astpeter@mag.maricopa.gov).

(Applicant/Organization Name:

Click here to enter text.

### Authorized Representative of Applicant:

Name & Title: Click here to enter text.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SAMPLE HUMAN SERVICES TRANSPORTATION COORDINATION POLICY**

**Definition:** The definition of human services transportation coordination is the sharing of resources to minimize redundancy and gaps; increase the quality and accessibility of services; and to assist agencies in fulfilling their mission.

**Background:** Federal transportation SAFETEA-LU legislation requires the creation of locally developed coordination plans as an eligibility requirement for three Federal Transit Administration funding programs. This requirement affects the Elderly Individuals and Individuals with Disabilities Transportation Program, or Section 5310; Job Access and Reverse Commute, or Section 5316; and New Freedom, or Section 5317. This region has responded to this federal requirement through coordination plans developed by the Maricopa Association of Governments (MAG). The 2008 MAG Human Services Coordination Transportation Plan identified the development of a coordination policy template to assist agencies in working together better.

**Purpose:** The purpose of this policy is to establish a basic framework for collaboration, cooperation and coordination in the delivery of human services transportation. Through this policy, agencies express their intent to coordinate by sharing resources such as vans, drivers and related equipment. Potential partners for coordination include other agencies or businesses with similar missions; private sector, faith-based or community groups; volunteers; and people from the community in need of human services transportation. Seamless and effective coordination will maximize the resources currently available and provide more rides for the transportation disadvantaged.

### **Goals:**

1. To incorporate the three goals of United We Ride into all coordination efforts. The goals are as follows: to provide more rides for target populations for the same or fewer assets, to simplify access and to increase customer satisfaction.
2. To provide mechanisms for the integration of services provided by community providers to ensure a comprehensive coordinated service delivery system.
3. To maintain the integrity of each human service provider's mission while enhancing specialized support services contributing to that mission.
4. To explore methods that will insure maximum feasible coordination between and among human services agencies receiving federal transportation dollars.

### **Activities:**

1. Actively identify barriers to coordination. Barriers may be found in a range of areas including but not limited to insurance, funding, capacity, and mission. Explore and implement resolutions to barriers as possible.
2. Actively explore opportunities for coordination. This includes a fleet management analysis to identify deadhead, or downtime, of their vehicles and/or drivers. Priority will be given to transporting the agency's own clients and to activities that support the agency's mission. If underutilized capacity is found within the fleet, then actively seek agencies and/or people needing transportation that fit within the geographic, financial, and target population capacity of the agency.
3. Support the development of regionally responsive solutions for successful coordination by sharing barriers and opportunities with MAG for consideration in future Human Services Coordination Transportation Plans. This information will be reflected in the gaps analysis and resources sections of the plans. Strategies to address the barriers and promote the opportunities will be developed and included in the plans. Assistance in matching partners for coordination will be provided by MAG as needed by the agencies.

4. Consider coordination a priority. This includes but is not limited to sharing vehicles, drivers, equipment, and training. The mission of the agency will be held in primary importance with coordination used as an effective tool to support the mission.

The undersigned people agree to implement this policy within relevant programs of the following agency:

(Applicant/Organization Name:

[Click here to enter text.](#)

**Authorized Representative of Applicant:**

Name & Title: [Click here to enter text.](#)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 6: SUPPORT DOCUMENTATION**

In the section below please provide any support documentation for your project

- Service Area Map(s)
- Organizational Chart
- Vehicle/Fleet Inventory (For capital requests only)
- Letters of Support or Opposition
- IRS 501(c)(3) letter (Non-profit agencies only)



**Total Fleet Vehicle Inventory Instructions**

Use the following vehicle condition and classification code table to fill in and complete the information on the total vehicle fleet inventory table. On the Total Fleet Vehicle Inventory list, please provide individual vehicle information on all vehicles used to carry passengers in your fleet.

**VEHICLE CLASSIFICATION AND VEHICLE CONDITION CODE TABLES**

*(Use the following codes for completing the table on the next page.)*

<b>VEHICLE CLASSIFICATION TYPE</b>	<b>CODE</b>
HEAVY DUTY 40 + FOOT BUSES	1
HEAVY DUTY 60 + FOOT BUSES	2
MEDIUM DUTY 20-30 FOOT BUSES OR MINI-BUSES	3
LIGHT DUTY 20-30 FOOT VANS (Larger Cutaways, and Maxi-Vans, etc.)	4
LIGHT DUTY 15-25 FOOT VANS (Small Cutaways, Mini-Vans , Small Maxi-Vans (including lift vans & Suburbans)	5
SUPPORT VEHICLES (Sedans, Station Wagons, Pickups, etc.,)	6
NOTE: Vehicle footage is measured from bumper to bumper)	
<b>VEHICLE CONDITION DEFINITIONS</b>	<b>CODE</b>
<b>EXCELLENT:</b> Brand new or less than one year old, no major problems exist, or only routine preventative maintenance is required.	5
<b>GOOD:</b> Elements are in good working order, requiring only nominal or infrequent minor repairs.	4
<b>ADEQUATE:</b> Requires frequent minor repairs or infrequent major repairs. Elements are in adequate working order and the asset's usage can continue.	3
<b>POOR:</b> Requires frequent major repairs, elements are in poor working order, or asset is technologically dated and requires major retrofit. Future usage requires significant investment, which may or may not be cost-effective.	2
<b>FAILURE:</b> In sufficiently poor condition that continued use is impossible or non-cost-effective.	1



## **APPLICANT RESOURCES**

### **WEB SITES**

To view the City of Phoenix/Mesa Urbanized Area Map- visit the MAG web site:

[http://www.mag.maricopa.gov/pdf/cms.resource/FTA\\_5316-5317\\_Phoenix-Mesa\\_Urbanized-Area-Map98566.pdf](http://www.mag.maricopa.gov/pdf/cms.resource/FTA_5316-5317_Phoenix-Mesa_Urbanized-Area-Map98566.pdf)

To view detailed maps of Urbanized Areas visit the Census web site:

<http://ftp2.census.gov/geo/maps/urbanarea/uaoutline/UA2000/ua69184>

To obtain applications for small and rural urbanized areas- visit the ADOT web site:

[http://mpd.azdot.gov/mpd/Community\\_Grant\\_Services/ProgGuide.asp](http://mpd.azdot.gov/mpd/Community_Grant_Services/ProgGuide.asp)

The Federal Transit Administration Circular provides significant guidance on the JARC program and all requirements for both designated and subrecipients. To view the FTA Circular for Section 5316- visit: [http://www.fta.dot.gov/laws/circulars/leg\\_reg\\_6623.html](http://www.fta.dot.gov/laws/circulars/leg_reg_6623.html)

### **GLOSSARY OF TERMS**

Applicant/Designated Recipient (for this application only) – The organization or entity submitting a grant application to the FTA on behalf of the subrecipient. The City of Phoenix is the “Applicant” to the FTA and the designated recipient of the awarded funds.

Applicant/Subrecipient (for this application only) – The organization or entity submitting a grant application to the designated recipient for consideration in the competitive selection process. The organization submitting this application is the “Applicant” to the City of Phoenix and the subrecipient of the awarded funds.

Competitive Selection Process – A process to choose which projects will be funded. The process is conducted by the designated recipient of FTA funds in cooperation with the appropriate metropolitan planning organization (MPO) in urbanized areas over 200,000 in population, or the State in areas under 200,000 in population. The projects selected must be derived from a Locally Developed, Human Services Coordinated Transportation Plan.

Designated Recipient (For this application only) – Any local or state agency applying for and receiving grant funds directly from and authorized by FTA. City of Phoenix is the designated recipient for Section 5316 –JARC for large urban areas with populations over 200,000 in Maricopa County.\* (For rural and small urban areas under 200,000 populations, ADOT is the FTA designated recipient.)

FTA – Federal Transit Administration, the implementing agency of the US Department of Transportation for all federal transit programs.

ITS (Intelligent Transportation Systems) – communications technology-driven equipment, hardware, software or other data formats or images designed to increase the quality, or

timeliness of information delivered or displayed to end user-customers or service providers on the status or other characteristics of a transportation system.

Job Access Project - 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.

JARC – Job Access & Reverse Commute, the subject of this application – See Section 5316

Human Services Coordinated Transportation Plan - A plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.

Mobility Management – a short-range planning function comprised of personnel and/or equipment (data or communications hardware, software, etc.) designed to increase inter-agency coordination, i.e., typically for more than one agency or group.

MPO – Metropolitan Planning Organization – a regional planning agency representing a predominately urban area, encompassing all or part of a county. For the purposes of the City of Phoenix’s grant programs, the “MPO” is the Maricopa Association of Governments.

New Freedom – See Section 5317

Reverse Commute Project - Refers to a public transportation project designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities.

SAFETEA-LU – the federal authorizing legislation (by Congress) since 2005 of all surface transportation program funding including highway and transit, and which governs all FTA programs through at least September 2009, at which time new authorizing legislation is scheduled to take precedence.

Section 5316: Job Access & Reverse Commute - FTA program newly “formulized” under SAFETEA-LU administered by City of Phoenix for large urban areas over 200,000 in population in Maricopa County to assist low income individuals with work related transportation.

Section 5317: New Freedom - FTA formula grant program administered by City of Phoenix for large urban areas over 200,000 in population in Maricopa County – for new public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) that assist individuals with disabilities with transportation, including transportation to and from jobs and employment support services.

Subrecipient (For this application) – Any recipient of grants or grant funding from the designated recipient which originated with a federal agency (e.g., FTA). Generally, a subrecipient is the applicant selected by the designated recipient to receive funding for their project.

**SAMPLE REPORTS**

**Sample JARC Quarterly Progress Report**

**PROGRAM MEASURES REPORT**

# of One-Way JARC Trips This Quarter	# of One-Way JARC Trips Life to Date	# of Jobs Accessed This Quarter	# of Jobs Accessed Life to Date

**Provide qualitative written narrative for the progress on the following program measures:**

**1.** Increase in access to jobs related to geographic coverage and/or service times that impact the availability of transportation services for low income individuals as a result of the JARC project(s) implemented in the current reporting period.

**Response:**

**2.** Increase in number of rides (one-way trips) for reverse commute job access in the current reporting period.

**Response:**

**FINANCIAL STATUS REPORT**

**Accrued Costs Listing:**

Open Purchase Order Balances and Invoices on hand not yet reimbursed by grant funds as of End of Quarter.

ALI CODE	VENDOR NAME	P.O. or Invoice Number	Amount
			<b>Grant</b>
			<b>Match</b>

<b>MILESTONE STATUS REPORT</b>					
<b>CAPITAL – VEHICLES (80/20)</b>					
<b>Milestone Description</b>	<b>Original Est. Completion Date</b>	<b>Revised Est. Completion Date</b>	<b>Revision Number</b>	<b>Actual Completion Date</b>	<b>Manufacturer Code</b>
RFP/IFB OUT FOR BID					
CONTRACT AWARDED					
FIRST VEHICLE DELIVERED					
ALL VEHICLES DELIVERED					
CONTRACT COMPLETE					
<b>MOBILITY MANAGEMENT (80/20)</b>					
<b>Milestone Description</b>	<b>Original Est. Completion Date</b>	<b>Revised Est. Completion Date</b>	<b>Revision Number</b>	<b>Actual Completion Date</b>	<b>Manufacturer Code</b>
CONTRACT COMPLETE					
<b>Detail Description:</b>					
<b>Revision # and reason:</b>					
<b>Progress:</b>					
<b>OPERATING (50/50)</b>					
<b>Milestone Description</b>	<b>Original Est. Completion Date</b>	<b>Revised Est. Completion Date</b>	<b>Revision Number</b>	<b>Actual Completion Date</b>	<b>Manufacturer Code</b>
CONTRACT COMPLETE					
<b>Detail Description:</b>					
<b>Revision # and reason:</b>					
<b>Progress:</b>					

## SAMPLE ANNUAL DATA COLLECTION & SERVICE PROFILE REPORT

### JARC and New Freedom Data Collection

Please fill out a separate data collection form for each individual JARC or NF project or service.

- JARC-funded services in operation during FY 2008 (Oct 1, 2007 - Sep 30, 2008)
- NF-funded services in operation during FY 2008 (Oct 1, 2007 - Sep 30, 2008)

1. Is your service JARC or New Freedom? \_\_\_\_\_
2. Select the category that best describes your primary service goal. \_\_\_\_\_
  - (A) Expanded geographic coverage
  - (B) Extended hours or days of service
  - (C) Improved system capacity
  - (D) Improved access or improved connections
  - (E) Improved customer knowledge
3. Enter Name of Service: \_\_\_\_\_
4. Is your service trip-based, information-based, or capital? \_\_\_\_\_:
  - A) Trip-based (fixed route, flexible route, shuttle/feeder service, demand response, user-side subsidy vouchers, or vanpool)
  - B) Information-based (mobility manager, one-stop center referral, trip planning, one-on-one transit training, group transit training, internet-based information, info materials/marketing)
  - C) Capital Investment (vehicle for individual, vehicle for agency, vanpool, car-sharing, ITS-related hardware/software, other capital projects)
5. Subrecipient Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_
6. Is the subrecipient also the service provider for this service? Yes / No

If not, please identify the agency name & contact information.

7. How many months was the service in operation? (Please estimate for federal fiscal years.)

FFY2008 \_\_\_\_\_

8. Select the category that best describes the geographic area where the service is provided.

FFY2008 \_\_\_\_\_

Neighborhood, City/Town, County, Region, State, Tribal land, or:

Multiple jurisdictions (Please describe) \_\_\_\_\_

Other (Please describe) \_\_\_\_\_

9. In what type of area is the service provided?

FFY2008 \_\_\_\_\_

A. Large urban (population over 200,000)

B. Medium urban (population between 50,000 and 200,000)

C. Small urban or rural (population below 50,000)

D. Multiple areas (Please describe) \_\_\_\_\_

10. Number of one way trips:

FFY2008 \_\_\_\_\_

11. Number of revenue hours:

FFY2008 \_\_\_\_\_

12. Number of vehicles in each size class, please enter all that apply.

FFY2008 \_\_\_\_\_

5 seats or fewer

6 -10 seats

11-15 seats

16 -25 seats

26-35 seats

36 seats or more

13. Number of targeted jobs (JARC Only):

FFY2007 \_\_\_\_\_ FFY2008 \_\_\_\_\_

14. Please indicate your methodology for calculating jobs accessed (JARC Only):

### JARC /New Freedom Service Profile Information

15. Service description – Provide a detailed description (1-2 paragraphs) of the service provided during FY 2007 and FY 2008. Please indicate the route name and/or number, if available, and describe the route or service area, if applicable.

16. Evaluation – Describe how you have evaluated your project within your agency or organization. Identify relevant performance measures and benchmarks.

17. Accomplishments – Highlight your greatest accomplishments. Describe any especially successful or innovative elements.

18. Lessons learned – What advice would you give to someone else starting a service like yours? What do you wish you had known when you started the service?

**JARC Output Measure Reporting Matrix**

PRIMARY SERVICE GOAL AND OUTPUT MEASURE (select one per JARC-funded service)					
JARC-FUNDED SERVICE	(A) Expanded Geographic Coverage	(B) Extended Hours/Days of Service	(C) Improved System Capacity	(D) Improved Access / Connections	(E) Improved Customer Knowledge
<b>I. Trip-Based Services</b>					
1. Fixed route	# one-way trips	# one-way trips	# one-way trips	# one-way trips	
2. Flexible routing	# one-way trips	# one-way trips	# one-way trips	# one-way trips	
3. Shuttle service	# one-way trips	# one-way trips	# one-way trips	# one-way trips	
4. Demand response	# one-way trips	# one-way trips	# one-way trips	# one-way trips	
5. User-side subsidy	# one-way trips	# one-way trips	# one-way trips	# one-way trips	
<b>II. Information-Based Services</b>					
1. Mobility manager**				# customer contacts	
2. One Stop Center/referral				# customer contacts	# customer contacts
3. Trip/itinerary planning				# customer contacts	# customer contacts
4. On-on-one training				# persons trained	# persons trained
5. Internet-based information					# customer contacts
6. Information materials/marketing					descriptive
<b>III. Capital Investment Projects</b>					
1. Vehicle for individual*	# loans	# loans	# loans		
2. Vehicle for agency*	# vehicles added	# vehicles added	# vehicles added		
3. Vanpool*	# vehicles added		# vehicles added		
4. Car-sharing*	# vehicles added		#vehicles added		
5. Other capital projects	descriptive	descriptive	descriptive	descriptive	descriptive
* For these categories, grantees also will be asked to report the number of one-way trips provided, if applicable. * Although FTA funds "mobility managers" as an eligible capital expense, with an 80/20 federal to local match, they are categorized here as "information-based services" for reporting purposes.					

**FEDERAL PROGRAM REFERENCES**

- a. *Federal Transit Laws, Title 49, United States Code, Chapter 53.*

- b. *Federal-aid highway and surface transportation laws, Title 23, United States Code.*
- c. *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, (SAFETEA-LU) (Pub. L. 109-59, 119 Stat. 1144, Aug. 10, 2005).*
- d. *Transportation Equity Act for the 21st Century (TEA-21) (Pub. L. 105-178, 112 Stat. 107, June 9, 1998).*
- e. *Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) (Pub. L. 102-240, 105 Stat. 1914, Dec. 18, 1991).*
- f. *Federal Public Transportation Act of 1978 (Pub. L. 95-599, Nov. 6, 1978).*
- g. *Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 et seq.*
- h. *Government Performance Results Act of 1993, as amended (Pub. L. 103-62, 107 Stat. 285, Aug. 3, 1993).*
- i. *Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794.*
- j. *Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d.*
- k. *Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e.*
- l. *Clean Air Act, as amended, 42 U.S.C. 7401 et seq.*
- m. *Section 404 of the Clean Water Act, as amended, 33 U.S.C. 1344.*
- n. *Policy on Lands, Wildlife, and Waterfowl Refuges, and Historic Sites, 49 U.S.C. 303.*
- o. *Section 106 of the National Historic Preservation Act, 16 U.S.C. 470f.*
- p. *Internal Revenue Code, Non-profit Organizations, 26 U.S.C. 501.*
- q. *Lobbying Restrictions, 31 U.S.C. 1352.*
- r. *Disadvantaged Business Enterprises, 23 U.S.C. 101 note.*
- s. *Congressional Declaration of Policy Respecting Insular Areas, 48 U.S.C. 1469a.*
- t. *Program Fraud Civil Remedies Act, 31 U.S.C. 3801 et seq.*
- u. *Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended, 42 U.S.C. 4601, et seq.*
- v. *Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq.*
- w. *Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq.*
- x. *National Environmental Policy Act of 1969, as amended, 42 U.S.C. 4321 et seq.*
- y. *Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282, 120 Stat. 1186, Sept. 26, 2006).*
- z. *Davis-Bacon Act, as amended, 40 U.S.C. 3141 et seq.*
- aa. *Drug-Free Workplace Act of 1988, as amended, 41 U.S.C. 701 et seq.*
- bb. *U.S. DOT regulations, "Organization and Delegation of Powers and Duties," 49 CFR part 1.*

- cc. U.S. DOT regulations, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," 49 CFR part 18.
- dd. U.S. DOT regulations, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," 49 CFR part 19.
- ee. U.S. DOT regulations, "New Restrictions on Lobbying," 49 CFR part 20.
- ff. U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR part 21.
- gg. U.S. DOT regulations, "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs," 49 CFR part 24.
- hh. U.S. DOT regulations "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 CFR part 25.
- ii. U.S. DOT regulations, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs," 49 CFR part 26.
- jj. U.S. DOT regulations, "Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance," 49 CFR part 27.
- kk. U.S. DOT regulations, "Governmentwide Debarment and Suspension (Nonprocurement)," 49 CFR part 29.
- ll. U.S. DOT regulations, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)," 49 CFR part 32.
- mm. U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR part 37.
- nn. U.S. DOT regulations, "Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles," 49 CFR part 38.
- oo. U.S. DOT regulations, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," 49 CFR part 40.
- pp. FTA regulations, 49 CFR Subtitle B Chapter VI.
- qq. Joint Federal Highway Administration/FTA regulations, "Planning Assistance and Standards," 23 CFR part 450 and 49 CFR part 613.
- rr. Joint Federal Highway Administration/FTA regulations, "Environmental Impact and Related Procedures," 23 CFR part 771 and 49 CFR part 622.
- ss. Federal Motor Carrier Safety Administration regulations, "Controlled Substances and Alcohol Use and Testing," 49 CFR part 382.
- tt. U.S. Department of Treasury regulations, "Rules and Procedures for Efficient Federal-State Funds Transfers," 31 CFR part 205.
- uu. U.S. Environmental Protection Agency regulations, "Determining Conformity of Federal Actions to State or Federal Implementation Plans," 40 CFR part 93.

- vv. *Executive Order 12372, "Intergovernmental Review of Federal Programs," July 14, 1982.*
- ww. *Executive Order 12898, "Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations," Feb. 11, 1994.*
- xx. *Executive Order 13330, "Human Service Transportation Coordination," Feb. 24, 2004.*
- yy. *Office of Management and Budget Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments," codified at 2 CFR part 225, Aug. 31, 2005.*
- zz. *Office of Management and Budget Circular A-94, "Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs," Oct. 29, 1992.*
- aaa. *Office of Management and Budget Circular A-122, "Cost Principles for Non-Profit Organizations," codified at 2 CFR part 230, Aug. 31, 2005.*
- bbb. *Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," June 23, 2003.*
- ccc. *U.S. Department of Transportation Order to Address Environmental Justice in Minority Populations and Low-Income Populations, 62 FR 18377 (Apr. 15, 1997).*
- ddd. *U.S. DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons, 70 FR 74087 (Dec. 14, 2005).*
- eee. *FTA Circular 4220.1E, "Third Party Contracting Requirements," June 19, 2003.*
- fff. *FTA Circular 4702.1, "Title VI Program Guidelines for FTA Recipients," Oct. 1, 1998.*
- ggg. *FTA Circular 5010.1C, "Grant Management Guidelines," Oct. 1, 1998.*
- hhh. *FTA Circular 9030.1C, "Urbanized Formula Program Guidance and Application Instructions," Oct. 1, 1998.*
- iii. *U.S. General Services Administration, "Excluded Parties List System," [www.epls.gov](http://www.epls.gov).*
- jjj. *FTA Master Agreement FTA MA(15), Oct. 1, 2008.*
- kkk. *FTA ECHO-Web System Operations Manual.  
<http://www.fta.dot.gov/documents/ECHOWebGranteeUserManual.pdf>.*

\*\*\* Federal References may have been updated since the printing of the Circular.