



**PLANNING AND PROGRAMMING COMMITTEE  
JANUARY 15, 2014**

**SUBJECT: FY 2014 SOLICITATION FOR PROPOSALS FOR FEDERAL JOB  
ACCESS AND REVERSE COMMUTE AND NEW FREEDOM PROGRAM  
FUNDS**

**ACTION: APPROVE RECOMMENDATION FOR SOLICITATION AND OTHER  
RELATED ACTIVITIES**

**RECOMMENDATION**

- A. Approve total estimated funding marks of up to \$6,415,000 in federal Job Access and Reverse Commute (JARC) funds and up to \$1,938,000 in federal New Freedom (NF) funds to be made available for the Fiscal Year (FY) 2014 Solicitation for Proposals; and
- B. Approve the Application Package and Evaluation Criteria for the FY 2014 Solicitation for Proposals, as shown in Attachments A and B, respectively.

**ISSUE**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) is the Designated Recipient for Federal Transit Administration (FTA) JARC and NF funds, and as such, it is responsible for the planning, programming, distribution, and management of these funds. To fulfill our obligation as the Designated Recipient, we need to conduct an FY 2014 Solicitation for Proposals.

**DISCUSSION**

By resolution dated May 25, 2006, the Board of Directors authorized LACMTA to be the Designated Recipient of federal JARC and NF formula funds and to fulfill all responsibilities as the Designated Recipient. Since then, we have conducted four solicitations for proposals that funded approximately 70 projects sponsored by 37 agencies. The projects that we have funded are at different stages of implementation and are aimed at addressing several service gaps identified in the Coordinated Public Transit-Human Services Transportation Plan (the "Coordinated Plan"), which the Board of Directors approved in 2008. Attachment C includes descriptions of the JARC and NF programs, eligibility requirements for subrecipients and projects, and the related Coordinated Plan.

Of the JARC funds available for the FY 2014 Solicitation for Proposals, about \$6,366,000 must be awarded for projects that serve the Los Angeles-Long Beach-Anaheim Urbanized Area (UZA 2). The balance of about \$49,000 in JARC funds must be awarded for projects that serve the Lancaster-Palmdale Urbanized Area (UZA 123). Similarly, of the NF funds available for the FY 2014 Solicitation for Proposals, about \$1,720,000 must be awarded for projects that serve UZA 2. The balance of about \$218,000 in NF funds must be awarded for projects that serve UZA 123. Any projects proposed to serve the Santa Clarita UZA must have a nexus to UZA 2 and/or UZA 123, which are the sources of the funds made available for the FY 2014 Solicitation for Proposals.

The proposed funding marks include federal monies allocated to our region from apportionments for the last three months of the federal FY 2012, as authorized by Congress in the Surface Transportation Extension Act of 2012-Part II of the Moving Ahead for Progress in the 21st Century Act (MAP-21) that became law on July 6, 2012. The proposed funding marks also include previously approved funds for agencies that later indicated that they will not implement their projects, surplus funds from agencies that implemented or are currently implementing their projects, and contingency funds (as shown in Attachment D).

The Application Package and Evaluation Criteria for the FY 2014 Solicitation for Proposals are ready to be released. With the approval of the Board of Directors, we now can begin to schedule application workshops and meetings, conduct public outreach, and provide technical support to potential applicants so that they may better understand the requirements of the JARC and NF programs, including compliance with federal regulations.

### **DETERMINATION OF SAFETY IMPACT**

Approval of the recommendation will have no impact on safety.

### **FINANCIAL IMPACT**

All of the recommended actions will be funded entirely from the JARC and NF federal funds that LACMTA manages and administers. No other funds will be required from LACMTA to manage and administer the programs. Per federal guidelines, JARC and NF funds may be used only for operating or capital projects that were selected competitively and meet the specific requirements, goals and objectives of the JARC and NF programs.

### **ALTERNATIVES CONSIDERED**

The Board of Directors may choose not to approve all or some of the recommended actions. However, choosing not to approve all or some of the recommended actions will delay the solicitation process for the year. Also, we may not be able to disburse all of

the federal funds in a timely basis if the Board of Directors decides not to approve all or some of the recommended actions.

### **NEXT STEPS**

With Board approval of our recommendations, we will proceed to manage and administer the activities necessary to make federal JARC and NF funding available for this next competitive cycle. We expect to return to the Board with our funding recommendations in June 2014, as shown in the schedule provided in Attachment E.

### **ATTACHMENTS**

- A. Application Package for the FY 2014 Solicitation for Proposals
- B. Evaluation Criteria for the FY 2014 Solicitation for Proposals
- C. Descriptions of the JARC and New Freedom Programs and the Coordinated Plan
- D. Prior-Year FTA Awards Available for the FY 2014 Solicitation for Proposals
- E. Schedule for the FY 2014 Solicitation for Proposals

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Chief Planning Officer



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**Metro**

Los Angeles County  
Metropolitan Transportation Authority

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Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

**FISCAL YEAR 2014 SOLICITATION FOR PROPOSALS FOR FEDERAL JOB ACCESS AND REVERSE COMMUTE (JARC) AND NEW FREEDOM PROGRAM FUNDS**

**APPLICATION PACKAGE**

- PART I.** General Information (2 pages)
- PART II.** Project Narrative (2 pages; no page limit to answer the four sections)
- PART III.** Budget (2 pages; limit of one page for capital expenses and one page for operating expenses, as applicable)
- PART IV.** Certifications (3 pages; no page limit to provide any details required, as applicable)

This application package **must be postmarked no later than April 25, 2014** and shall include: the signed original proposal, five hard copies of the signed proposal, and an electronic copy of the signed proposal on a CD. The application package must be addressed to:

Los Angeles County Metropolitan Transportation Authority (LACMTA)  
Attention: Linda Tam (Mail Stop 99-23-03)  
One Gateway Plaza  
Los Angeles, CA 90012-2952

E-mail your questions to [Jarc@metro.net](mailto:Jarc@metro.net)

**PART I. GENERAL INFORMATION**

**PROJECT NAME:** \_\_\_\_\_

<b>A. Proposer Information:</b>	
Name of Organization or Agency:	
Data Universal Numbering System (DUNS) No.:	
Address:	
City/State/Zip:	
Contact Person (Name and Title):	
E-mail of Contact Person:	
Phone:	
<b>B. Project Information:</b>	
<b>Funding Program:</b>	
<input type="checkbox"/>	JARC
<input type="checkbox"/>	New Freedom
<b>Project Type (check all applicable):</b>	
<input type="checkbox"/>	Capital (minimum 20% local match required; proposals requesting FY 2012 funds may use "toil development credits" in lieu of match)
<input type="checkbox"/>	Operating (minimum of 50% local match required; proposals requesting FY 2012 funds may use "toil development credits" in lieu of match)
<b>Service Area (check all applicable):</b>	
<input type="checkbox"/>	Lancaster and/or Palmdale
<input type="checkbox"/>	Santa Clarita
<input type="checkbox"/>	Other cities in Los Angeles County not listed above
<input type="checkbox"/>	Areas outside of Los Angeles County



## PART II. PROJECT NARRATIVE

The Project Narrative consists of four sections (A-D). To receive the maximum allowable points per section, each response will be reviewed and scored for clarity, completeness, and accuracy. Use Times New Roman font type and refer to Attachment B (evaluation criteria) to answer each section.

### **A. Scope of Work, Need, Objectives, Coordination and Outreach (40 points maximum)**

Describe your proposed project including its objectives, key stakeholders' roles and responsibilities, coordination efforts, and planned outreach or marketing activities to promote the service.

### **B. Operating, Implementation, and Management Plans (20 points maximum)**

Provide your project's implementation plan, including each major milestones, start and end dates. Describe the required staffing levels, including roles, and their relevant experience successfully implementing a similar project.

**C. Performance Indicators and Project Effectiveness (20 points maximum)**

Identify the basis for evaluating the performance of your program to ensure the goals and objectives are being met.

**D. Budget Justification (20 points maximum)**

Clearly describe assumptions for developing the Operating Budget and/or Capital Budget for the project (included in Part III). Administrative expenses cannot exceed 10% of the total project cost. Only direct costs will be eligible for reimbursement. For direct labor, include job title, description of tasks to be performed, hours to be dedicated to the project, and hour rate. Include unit costs for all budget items, as applicable. Proposers may be required to provide additional budget details.



**PART III. BUDGET (OPERATING)**

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<b>II. EXPENDITURES</b>	
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<b>Total Expenditures</b>	
<b>(must equal Total Funding Sources)</b>	
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**PART III. BUDGET (CAPITAL)**

<b>I. FUNDING SOURCES</b>	
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<b>Total Expenditures</b>	
<b>II. EXPENDITURES</b>	
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<b>Total Expenditures</b>	
<b>Total Expenditures</b>	
<b>(must equal Total Funding Sources)</b>	
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## 1. Private Nonprofit Agency Status Inquiry and Certification

If claiming eligibility as an applicant for FTA JARC or New Freedom funds due to status as a private nonprofit organization, you must obtain verification of your incorporation number and current legal standing from the California Secretary of State (SOS) Certification and Records Unit. The "Status Inquiry" document must be attached as an appendix to the application.

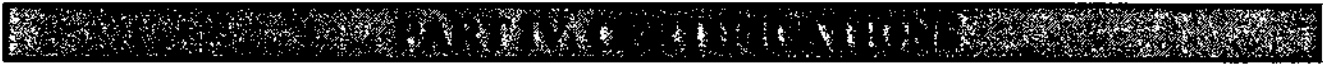
To assist you in obtaining this information, use one of these two methods:

1. To obtain Corporate Records Information over the Internet, access <http://kepler.sos.ca.gov>. Enter your agency's information. If your agency's status is active, print the page and submit it as proof. If unable to find status online, go to question 2 below and follow instructions. If the verification of your agency's status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be submitted to the Los Angeles County Metropolitan Transportation Authority.
2. If you are unable to locate the information online, you can request a "Status Inquiry" report in person at the Secretary of State's Sacramento office (1500 11th St., 3ed floor) or by mail at:

**Secretary of State  
Certification and Records  
P.O.Box 944260, Sacramento, CA 94244-2600**

For requests by mail, the form is available at [http://www.sos.ca.gov/business/pdf/be\\_ircform.pdf](http://www.sos.ca.gov/business/pdf/be_ircform.pdf).

Name of Non-profit Agency:
State of California Articles of Incorporation Number (Entity Number):
Date of Incorporation:



## 2. General Certifications and Assurances

The "Certifying Representative" must complete the form, including his/her signature in blue ink. Use the legal name of your agency. If your agency is a public entity, provide a resolution designating the person who is duly authorized to sign on behalf of the agency and attach it as an appendix to the application.

Name of Agency (the Applicant):		
Address:		
Contact Person:	Work Phone	Work Fax

- a. The Applicant assures that no person, on the grounds of race, color, creed, national origin, sex, age, or disability shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the Applicant receives Federal assistance funded by the Federal Transit Administration (FTA).
- b. The Applicant assures that it shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability and that it shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age.
- c. The Applicant certifies that it will conduct any program or operate any facility that receives or benefits from Federal financial assistance administered by FTA in compliance with all applicable requirements imposed by or pursuant to 49 CFR Part 27, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance", and Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27,37, & 38.
- d. The Applicant assures that it will comply with the Federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The Applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements provided as references in FTA Circular 9045.1 - New Freedom Program Guidance and Application Instructions - and in FTA Circular 9050.1 - JARC Program Guidance and Application Instructions - (both dated May 1, 2007).
- e. The Applicant certifies that the contracting and procurement procedures that are in effect and will be used for procuring services, rolling stock, or equipment are in accordance and comply with the requirements of FTA Circular 4220.1F, "Third Party Contracting Guidance."
- f. The Applicant certifies that any proposed project for the acquisition of or investment in rolling stock is in conformance with FTA rolling stock guidelines.
- g. The Applicant certifies that it will comply with applicable provisions of 49 CFR Part 605 pertaining to school transportation operations which prohibits federally-funded equipment or facilities from being used to provide exclusive school bus service.
- h. The Applicant certifies that it will comply with Government Code 41 U.S.C.701 et seq, and 49CFR, Part 32 in matters relating to providing a drug-free workplace, as well as with all other Federal requirements and guidelines.

To the best of my knowledge and belief, the data in this application is true and correct, and I am authorized to sign this General Certifications and Assurances form on behalf of my agency.

### Certifying Representative

Name (print):	
Title (print):	
Signature:	Date:

## **PART IV. CERTIFICATIONS**

### **3. CIVIL RIGHTS**

Describe any lawsuits or complaints that have been received or acted on in the last year based on Title VI of the Civil Rights Act or other relevant civil rights requirements. Provide a summary of the status of lawsuits and an explanation of how complaints were resolved, including corrective actions taken. Provide the information as an appendix to the application.

If **NO** lawsuits or complaints were received or acted on, provide a certification (as an appendix to the application) signed by an authorized representative that includes the following statement:

**THERE WERE NO LAWSUITS OR COMPLAINTS RECEIVED OR ACTED ON IN THE LAST YEAR RELATING TO TITLE VI OR OTHER RELEVANT CIVIL RIGHTS REQUIREMENTS.**

**EVALUATION CRITERIA FOR THE FY 2014 SOLICITATION FOR PROPOSALS**

Los Angeles County Metropolitan Transportation Authority (LACMTA) staff will screen all proposals received for completeness and eligibility. Applicants may apply for funding under both the Job Access and Reverse Commute (JARC) and New Freedom (NF) programs, but the proposals must be for different projects. An Evaluation Panel composed of representatives from state, regional, and local agencies (restricted to those not submitting any proposals in response to the solicitation) will be established to review, rank, and score the proposals. Members of the Evaluation Panel may include representatives from the Southern California Association of Governments (SCAG), the California Department of Transportation (Caltrans), the Orange County Transportation Authority, as well as city and county representatives.

All proposals will be reviewed, scored, and ranked to ensure that they are responsive to the eligibility criteria for the program from which funds were requested, as well as to the evaluation criteria. The final score for each proposal, and corresponding ranking, will be determined as the average of the scores of all members of the Evaluation Panel. The Application Package (Attachment A) for the Fiscal Year (FY) 2014 Solicitation for Proposals specifies the maximum score possible for each question (also shown below).

The following is a summary of the evaluation criteria and the corresponding maximum scores possible that would be used for scoring the proposals:

1. **Scope of Work, Needs, Objectives, Coordination and Outreach.** A maximum of 40 points, with 5 points of the total for applications addressing the "Building Capacity Category" of the Coordinated Public Transit-Human Services Transportation Plan for Los Angeles County ("Coordinated Plan"), based on the level of effort, defined need, clarity of goals and objectives, and the resources, completeness, and relevance of coordination and outreach activities to the JARC and/or New Freedom programs.

The proposal should describe the following:

- The transportation services currently provided, the existing fleet, and the target populations that are currently served and how the JARC or NF funds requested allow providing for new services and/or enhancing or expanding existing services or capacity, including new or additional service hours, expanded service area or target populations, number and type of vehicles to be purchased or leased, implementation of technology improvements, and payment of applicable fees for contracted services.
- How the proposed project was developed in consultation with interested parties to ensure adequate coordination of existing and proposed

transportation services, including seeking and considering comments and views of affected private and public transportation providers.

- The agencies, groups, or stakeholders involved in the development of the proposed project and/or its implementation phase and their roles, such as health and human services agencies, agencies from the private sector, non-profit agencies, transportation providers, and members of the general public, to successfully implement the project and avoid duplication.
- References to any studies, surveys, or other information that were used to develop the proposed project and substantiate its need using qualitative and/or quantitative analyses.
- How the proposed project meets and is consistent with the goals and objectives of the JARC or NF programs (as applicable).
- How the proposed project addresses gap(s) and/or barrier(s) identified in the Coordinated Plan, indicating the corresponding section(s) and page number(s) in the Coordinated Plan.
- Any outreach or marketing strategies planned to promote public awareness of the project and expand coordination efforts with other parties.

2. **Operating, Implementation, and Management Plans.** A maximum of 20 points based on the level of effort, experience, prior performance with JARC and/or NF grants awarded by LACMTA, milestones, resources, and completeness of the proposal.

The proposal should address the following:

- For projects seeking operating assistance, the proposed service routes and schedules, current and projected annual ridership, and trip coordination strategies.
- For projects seeking capital assistance, the quantity, type, useful life, and intended use of any asset(s) proposed to be procured and if they are needed for expansion or replacement.
- Agency's experience managing and implementing similar projects or programs, especially its capability in managing projects funded with JARC and/or NF grants and/or projects funded with other funds from the United States Department of Transportation (USDOT).
- The project's management plan, milestones, and schedule, including a brief description of: i) the roles of key personnel and their relevant

experience with implementing and managing similar transportation projects; and ii) any professional services to be procured after grant award and the procurement method to be used.

- Strategies to ensure that milestones are met, the schedule is properly managed, and the quality of outputs and services is high.

3. **Performance Indicators and Project Effectiveness**. A maximum of 20 points based on the expected output, benefit, and the feasibility of the proposed project by measuring and tracking performance indicators to assess the agency's likely effectiveness in delivering proposed services.

The proposal should address the following:

- For the JARC Program, the estimated annual number of jobs anticipated to be accessed and the number of one-way passenger trips to be provided from the project.
- For the NF Program, the estimated annual number of one-way passenger trips to be provided from the project and increases or enhancements related to service area, service times, and service quality.
- How the proposed project increases or enhances services when compared to the services provided before its implementation.
- Two key performance indicators that consider calendar year 2013 as the base year and estimates of the service to be provided and consumed for each year in which the proposed project will be funded, starting on the effective date of service (anytime from January 1, 2015 to June 30, 2015) and for a maximum period of three years (with the last date of grant funded activities no later than June 30, 2018).
- The methodology used to develop the estimates or projections.
- The effectiveness of the project in meeting the transportation needs of the target populations of the JARC or NF programs, as applicable.
- Proposed methodologies and procedures for tracking and reporting the effectiveness of the project in achieving stated objectives, including ongoing monitoring and evaluation of the performance measures and indicators.
- Strategies to mitigate performance measures that are not achieving the stated objectives.



4. **Budget Justification.** A maximum of 20 points based on completeness, rationale, eligibility, and commitment of non-USDOT funds to meet statutory local match requirements, as well as based on the contents of Part III of the Application Package (Attachment A).

The proposal should address the following:

- Assumptions used to prepare the budget, such as quantity and level of service, basis for costs, inflation rate, and prior experience.
- Total funds requested and eligibility of proposed expenditures.
- The amount and source of non-USDOT funds committed for the proposed project to meet statutory local match requirements.
- The amount of “transportation development credits” requested for the proposed project to be used in lieu of the statutory required non-USDOT funding match.

#### **Transportation Development Credits**

Transportation development credits (“toll credits” for highway projects) are authorized by federal statute and may be used for proposals submitted in response to the FY 2014 Solicitation for Proposals toward a transit project’s local funding share for capital and/or operating expenditures. However, transportation development credits are not money. They are similar to waivers or permission slips that allow federal funds to be used at a 100% reimbursement rate. The State of California has a large balance of such credits it earned due to the use of toll revenue to build or improve public highway facilities.

In May 2010, the Federal Highway Administration (FHWA) granted Caltrans conditional approval for project sponsors to participate in a two-year demonstration program to use toll credits in lieu of the statutory required non-USDOT funding match for federal-aid highway projects. In July 2010, the Federal Transit Administration (FTA) extended the program for transit projects, therefore allowing the use of transportation development credits. After the program’s expiration, Caltrans released guidance in March 2012 extending the use of transportation development credits for the four-year duration (FY 2012/13 – FY 2015/16) of the current 2013 Federal Transportation Improvement Program/Federal Statewide Transportation Improvement Program (FTIP/FSTIP) for state and local highway, and transit projects. Per recent guidance, transportation development credits can be used during the 2015 FTIP (FY 2014/15 – FY 2019/20).

To assist potential project sponsors in meeting the non-USDOT funding match requirements, LACMTA has programmed the equivalent of about \$3.75 million in transportation development credits (about \$2.51 million for JARC projects and about \$1.24 million for NF projects) in the FTIP. Project sponsors will be allowed to use transportation development credits if: i) they specify in their proposals the amount of

transportation development credits requested (up to 20% of the total capital cost and up to 50% of the total operating cost); and ii) they propose using the transportation development credits only in lieu of the non-USDOT funding match requirement for the balance of FY 2012 JARC and/or NF funds made available for the FY 2014 Solicitation for Proposals (about \$3.75 million).

**Selection of Proposals for Funding Award Recommendations**

Proposals will be ranked based on the final score provided by the Evaluation Panel. There is no funding request ceiling or floor. Funds will be allocated according to the ranking of projects to the maximum amount made available for the FY 2014 Solicitation for Proposals. Award recommendations may be limited to proposals that receive a final score of 60 or above (out of a maximum of 100) and subject to funds availability. If funds remain after recommending awards to those proposals scoring 60 points and above, the Evaluation Panel will consider reducing the 60-point threshold to award as much of the remaining funds as possible. Ultimately, the LACMTA Board of Directors will approve the funding award recommendations that will be included in grant applications to be submitted to FTA.

**DESCRIPTIONS OF THE JARC AND NEW FREEDOM PROGRAMS AND  
THE COORDINATED PLAN**

**Background**

The 2005 federal Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) legislation changed the Job Access and Reverse Commute (JARC) Program from a discretionary/earmark program to a formula program and established the New Freedom (NF) formula program. SAFETEA-LU authorized funding for these two formula programs for the period from Fiscal Year (FY) 2006 to FY 2009. Congress enacted several extensions of SAFETEA-LU since its expiration on September 30, 2009. The last extension of SAFETEA-LU funded programs and projects was effective through September 30, 2012. SAFETEA-LU was replaced by the two-year Moving Ahead for Progress in the 21st Century Act (MAP-21), which became effective on October 1, 2012.

The JARC Program seeks to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals. It also aims to transport residents of urbanized and non-urbanized areas to suburban employment opportunities regardless of their income. The NF Program looks to provide additional tools to overcome existing barriers facing persons with disabilities seeking integration into the workforce and full participation in society. This program also 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 of 1990 (ADA).

To be eligible for JARC or NF funds, activities must be derived from a locally developed Coordinated Public Transit-Human Services Transportation Plan (the "Coordinated Plan"). The following sections summarize FTA's policies, guidance, and procedures for the JARC and NF programs published in May 2007 that still apply to the FY 2014 Solicitation for Proposals, as well as a brief description of the Coordinated Plan for Los Angeles County.

**Eligible Subrecipients of JARC and New Freedom Funds**

There are three categories of eligible subrecipients:

- a. Private non-profit organizations;
- b. State or local governmental authority; and

c. Operators of public transportation services, including private operators.

### **Eligible Activities Funded with JARC Funds**

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

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

- a. Late-night and weekend service;
- b. Guaranteed ride home service;
- c. Shuttle service;
- d. Expanding fixed-route public transit routes;
- e. Demand-responsive van service;
- f. Ridesharing and carpooling activities (excluding "carshare");
- 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. The administrative costs of local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;
- i. Promotion, through marketing efforts, of the:
  - (1) use of transit by workers with non-traditional work schedules;
  - (2) use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
  - (3) development of employer-provided transportation such as shuttles, ridesharing, carpooling; or
  - (4) use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986;
- j. Supporting the administration and expenses related to voucher programs. This activity is intended to supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation

services. Vouchers can be used as an administrative mechanism for payment to providers of alternative transportation services. The JARC program can provide vouchers to low-income individuals to purchase rides, including: (i) mileage reimbursement as part of a volunteer driver program; (ii) a taxi trip; or (iii) trips provided by a human service agency. Providers of transportation can then submit the voucher to the JARC project administering agency (such as LACMTA) for payment based on pre-determined rates or contractual arrangements. Transit passes for use on fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense that requires a 50/50 (federal/local) match;

k. Acquiring Geographic Information System (GIS) tools;

l. Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;

m. Integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;

n. Deploying vehicle position-monitoring systems;

o. Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and nonurbanized areas to suburban work places;

p. Subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;

q. Otherwise facilitating the provision of public transportation services to suburban employment opportunities;

r. Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive JARC funding to support the administrative costs of sharing services it provides to its own clientele with other low-income individuals and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

- (1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
- (2) Support for short term management activities to plan and implement coordinated services;
- (3) The support of State and local coordination policy bodies and councils;
- (4) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
- (5) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- (6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- (7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

### **Eligible Activities Funded with NF Funds**

NF Program funds are available for capital and operating expenses that support new public transportation services beyond those required by the Federal Americans with Disabilities Act (ADA) and new public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services. For the purpose of the NF Program, "new" service is any service or activity that was not operational on August 10, 2005, and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Program (TIP) or the Statewide Transportation Improvement Program (STIP). In other words, if not for the NF Program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities. Recipients or subrecipients may not terminate ADA paratransit

enhancements, or other services funded as of August 10, 2005, in an effort to reintroduce the services as “new” and then receive NF funds for those services.

Both new public transportation services and new public transportation alternatives are required to go beyond the requirements of the ADA and must: (i) be targeted toward individuals with disabilities; and (ii) meet the intent of the program by removing barriers to transportation and assisting persons with disabilities with transportation, including transportation to and from jobs and employment services. Recipients are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in their communities. The following is a list of eligible activities that is intended to be illustrative, not exhaustive:

a. New Public Transportation Services Beyond the ADA. The following activities are examples of eligible projects meeting the definition of “new public transportation”.

*1) Enhancing paratransit beyond minimum requirements of the ADA.* ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of “new”, including:

- (a) Expansion of paratransit service parameters beyond the three-fourths of a mile required by the ADA;
- (b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
- (c) The incremental cost of providing same day service;
- (d) The incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;
- (e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
- (f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with over-sized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-lb. design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service; and
- (g) Installation of additional securement locations in public buses beyond what is required by the ADA.

*(2) Feeder services.* New “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

*(3) Accessibility Improvements to Transit and Intermodal Stations not Designated as Key Stations.* Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that

would otherwise have remained. NF funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities, so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:

- (a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals or other accessible features;
- (b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
- (c) Improving signage, or wayfinding technology; or
- (d) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.

(4) *Travel Training*. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

b. New Public Transportation Alternatives Beyond the ADA. The following activities are examples of eligible projects meeting the definition of “new public transportation alternatives” that are beyond ADA requirements:

(1) Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs. NF funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs provided that the vehicle has the capacity to accommodate a passenger who uses a “common wheelchair” as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.

(2) Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the NF Program. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The NF Program can provide vouchers to individuals with disabilities to purchase rides, including: (i) mileage reimbursement as part of a volunteer driver program; (ii) a taxi trip; or (iii) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes for use on existing fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

(3) Supporting new volunteer driver and aide programs. New volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination



with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. Any volunteer program supported by New Freedom must meet the requirements of both "new" and "beyond the ADA." FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

(4) Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost.

Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive NF funding to support the administrative costs of sharing services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

- (a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
- (b) Support for short term management activities to plan and implement coordinated services;
- (c) The support of State and local coordination policy bodies and councils;
- (d) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
- (e) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- (f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- (g) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive GIS mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

### **The Coordinated Public Transit–Human Services Transportation Plan**

The Coordinated Plan that the Board of Directors of Los Angeles County Metropolitan Transportation Authority approved in 2008 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 in Los Angeles County.

The Coordinated Plan, as required by SAFETEA-LU, was developed through a process that involved representatives of the public, and private and non-profit transportation and human services providers. It identifies those needs that can be addressed with funding from FTA's Elderly Persons and Persons with Disabilities Program, as well as the JARC and NF programs.

Los Angeles County's Coordinated Plan incorporates the following four elements:

1. An assessment of available services identifying current providers (public and private);
2. An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes;
3. Strategies and/or activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery;
4. Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

The Coordinated Plan recommended four goals, supported by 16 implementing objectives to accomplish the coordination of transportation services in Los Angeles County. In addition, it recommended a total of 42 implementing actions, strategies or projects. The Coordinated Plan is responsive to federal requirements and guidance and provides a roadmap to address the mobility needs of seniors, individuals with disabilities, and persons of low-income in Los Angeles County.

PRIOR-YEAR FTA AWARDS AVAILABLE FOR THE FY 2014 SOLICITATION FOR PROPOSALS				
PROGRAM	AGENCY	PROJECT DESCRIPTION/ <i>STATUS</i>	FTA AWARD	AVAILABLE
New Freedom	City of Los Angeles Department of Transportation	Capital assistance to purchase 50 accessible taxicabs. <i>The project was completed and all 50 wheelchair accessible taxicabs were received. The agency indicated that it will not purchase additional accessible vans as it has met its current demand for such vehicles.</i>	\$2,000,000	\$264,243
New Freedom	Peer Mentor Lifestyle Coach Agency	Operating assistance to expand a peer mentor mobility training program by hiring mentors and part-time coordinators and training them on how to provide assistance to disabled clients on the use of existing transportation services. <i>The project was cancelled per the agency's request, as it could not provide the federally required funding match.</i>	\$200,000	\$200,000
New Freedom	Fiesta Taxi Cooperative, Inc.	Capital assistance to purchase four accessible taxi vehicles. <i>The project was completed and all four accessible taxicabs were received.</i>	\$172,800	\$35,808
New Freedom	City of Montebello	Capital assistance to purchase 20 mobile fare unit devices to expand the agency's Dial A-Taxi program. <i>The project was cancelled per the agency's request, as it awarded a contract supported by other funding sources that would achieve the project's objectives.</i>	\$70,000	\$70,000
New Freedom	N/A	Contingency funds for projects in Los Angeles County within the urbanized area of Lancaster-Palmdale.	\$195,896	\$195,896
JARC	City of Norwalk	Funding assistance to develop a travel training program for public transportation services, and an expansion of the agency's taxi voucher assistance program. <i>The project was cancelled per the agency's request due to staffing shortfalls and an operating deficit that prohibited providing the federally required funding match.</i>	\$200,000	\$188,987
JARC	City of Los Angeles Department of Transportation	Capital assistance for the procurement and installation of card readers and mobile data terminal devices to enable smart customer payment systems in taxicabs and vans providing service in Los Angeles County. <i>The project was cancelled per the agency's request due to agency-wide budget uncertainties.</i>	\$2,559,001	\$2,559,001
JARC	City of Long Beach (Pacific Gateway Workforce Investment Network)	Operating assistance to provide taxicab transportation for newly employed welfare recipients and for other low-income individuals seeking access to jobs or job related activities. <i>The project was cancelled as the agency was not able to implement it due to the lack of agreement with its project partner to deliver the service.</i>	\$65,625	\$65,625
JARC	N/A	Contingency funds for projects in Los Angeles County within the urbanized area of Los Angeles-Long Beach-Anaheim.	\$1,091,159	\$1,091,159

## ATTACHMENT E

### SCHEDULE FOR THE FY 2014 SOLICITATION FOR PROPOSALS

We will proceed with developing the competitive solicitation process for the federal JARC and NF programs, including the organization of workshops and other outreach efforts and the formation of the evaluation team. The following is a schedule of anticipated activities:

- Solicitation Announcement: January 23, 2014
- Workshops\*: February 4-5, 2014
- Proposals Due: April 25, 2014
- Review and Evaluation Period: April 28-May 9, 2014
- Funding Recommendations to the Board: June 26, 2014
- FTA Grant Applications Submitted: July 14, 2014
- FTA Grant Awards: September 30, 2014

\* Additional workshops may be organized, including separate workshops for agencies in each one of the five County Supervisorial Districts if requested. Also, one-on-one meetings with potential applicants may also be organized per the request of a potential applicant to answer any specific questions that they may have.