

HANDBOOK

ON

APPLICATIONS FOR ASSISTANCE

Section 5316

JOB ACCESS AND REVERSE COMMUTE

GRANT PROGRAM

For

SMALL URBANIZED AREA PROJECTS

And

NONURBANIZED (RURAL) PROJECTS

Missouri Department Of Transportation
P.O. Box 270
Jefferson City, Missouri 65102

Revision:
August 14, 2009

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INTRODUCTION

The Job Access and Reverse Commute (JARC) grant program, Title 49, **USC** 5316, provides capital and operating assistance to public transportation systems in large urbanized, small urbanized, and nonurbanized areas. The Missouri Department of Transportation (MoDOT) administers the program for small urbanized areas (50,000-200,000 population) and nonurbanized areas (areas outside urban areas of 50,000 plus inhabitants and their densely settled fringe areas).

Eligible applicants of Section 5316 assistance must be either public bodies or private nonprofit corporations. Private for profit providers of service are eligible through purchase of service agreements with a local public body for the provision of public transportation services.

Section 5316 provides operating and capital assistance to those systems providing employment related transportation. Capital projects are funded at the ratio of 80 percent federal funds with 20 percent local match required; operating projects are funded at a ratio of 50 percent federal funds with 50 percent local funds. Due to high demand for funding, projects may be funded at a lesser percentage of federal funding.

This document is intended to acquaint applicants with the administrative requirements for federal capital and operating assistance and to provide specific information on the contents and format of a Section 5316 application.

Applicants from Small Urbanized Areas: MoDOT will select the projects to be funded on a competitive basis and will administer the funds. Grants will be awarded for projects of up to 24 months duration. Solicitations for small urbanized area projects will be issued for the FFY2008 and FFY2009 funding.

Applicants from Nonurbanized Areas: MoDOT will select the projects to be funded on a competitive basis and will administer the funds. Grants will be awarded for projects of up to 24 months duration. Solicitations for small urbanized area projects will be issued for the FFY2008 and FFY2009 funding.

If you have any questions concerning this program, please contact the:

**Transit Section – Multimodal Operations Division
Missouri Department of Transportation
P. O. Box 270
Jefferson City, Missouri 65102
(573) 751-7481**

**RECOMMENDED STEPS IN COMPLETING APPLICATIONS RECOMMENDED
FOR SECTION 5316 ASSISTANCE**

An application must be submitted no less than 60 days prior to project start date. All applicants are required to furnish the data requested in this handbook. MoDOT recommends the following areas be given first priority as they require substantial time to complete:

Project Selection Criteria (Page 3)

Operating/capital budget (See pages 6 and 9-10).

Public hearing process (See page 20).

Authorizing resolution from your governing body. (See page 12 or 13).

Legal opinion to determine if any pending legal issue prevents the applicant from submitting an application or carrying out the responsibilities of a Section 5316 grant (See page 14).

All applicants should carefully review the section on holding a public hearing (**See pages 20 – 21**). Failure to schedule a proper public hearing may cause an applicant to have to reschedule another public hearing or delay the project.

The balance of the assurances and exhibits may be completed at the project manager's discretion. Please review your application for completeness prior to submitting to MoDOT. **A complete application, with the exception of the publisher's affidavit, must be submitted before the starting date of the project.**

ELIGIBLE ACTIVITIES

Section 5316 funds may be used for operating expenses and/or capital acquisitions 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. Due to the limited amount of funding available for JARC projects, MoDOT has decided to fund within the capital acquisitions category vehicles and equipment only; no facilities. Planning activities will not be funded in Section 5316 competitive grants.

Eligible projects may include, but are not limited to:

- Late-night and weekend, guaranteed ride home, and shuttle service;
- Expanding fixed-route public transit routes;
- Demand/responsive van service;
- Ridesharing and carpooling activities;
- Transit related aspects of bicycling (such as adding bike racks to transit vehicles);
- Implementing intelligent transportation systems (ITS);
- Promoting and supporting voucher programs; and
- Establishing mobility management or brokerage activities.

PROJECT SELECTION CRITERIA

The Section 5316 program has one major goal: to provide access to transportation service to employment and employment related activities for welfare recipients and eligible low-income individuals. The program is designed to assist locally supported employment related transportation.

Projects selected for funding must be derived from one or more strategies included in a locally developed, coordinated public transit-human services transportation plan as described in FTA circular C9050.1 for the JARC program, Chapter V.

If funding requests exceed the amount of funding available, the applications will be evaluated based on the following criteria:

- | | |
|---|-----------|
| 1. Is the project a continuation of an existing project already funded through the JARC program? | 25 points |
| 2. What is the percentage of low-income persons in the service area compared to the state of Missouri as a whole? | 15 points |
| 3. Has local funding for the project been secured? | 10 points |
| 4. Will the local funding provide more than 50% of the cost? | 10 points |
| 5. Will the project be integrated in with existing transportation? | 10 points |
| 6. What percentage of the funding requested will be used for administrative costs? (Lower percentage = more points) | 10 points |
| 7. Is the project listed as a priority in the local coordination plan? | 5 points |
| 8. Are local employers involved in the project and providing local match? | 5 points |
| 9. Will the transportation provided take employees to full-time, year-round employment? | 5 points |
| 10. Estimated number of persons to be served (methodology must be submitted with application) | 5 points |

The application must include the following information for MoDOT's use in the evaluation process:

1. If this is an existing project, what was the start date?
If this is a new project, what is the projected start date?
2. Submit demographic information on the unemployment rate and percentage of low-income persons in the service area as compared to statewide data.
3. Describe the source and amount of local funding available for the project. If cash is not in hand, submit written letters of commitment from the funding sources.
4. List all transportation providers who are participating in the project.
5. List all potential employment sites and the degree of participation that is anticipated by each employer (whether funding or other support).
6. Describe the employment opportunities available, i.e. full-time/half-time, year-round/seasonal, entry level, etc.

A letter from your agency addressed to the Missouri Department of Transportation requesting assistance must be submitted with the application..

EXAMPLE:

Dear Sir:

The _____ (name of applicant) is applying for a grant of \$ _____ .00 under Section 5316 of title 49, United States Code, to assist in financing a project to provide employment related transportation to welfare recipients and other low-income individuals. The applicant affirms that the data shown in this application are true and correct.

Sincerely,

Authorized Official

SAMPLE
CAPITAL PROJECT BUDGET

PROJECT PERIOD: _____

CAPITAL PURCHASES

ITEM 1	Purchase of four new 25-passenger gasoline powered small city buses, air conditioned, wheelchair lift equipped*.	\$177,000
ITEM 2	Purchase of four two-way radios (\$2,000) and one base station (\$5,000)	\$7,000
	SUBTOTAL	\$184,000
	Federal Share (80%)	\$147,200
	Local Cash Share (20%)	\$36,800
	TOTAL	\$184,000

Prioritize items in order of importance, i.e., the most important item should be listed first, the second most important item should be listed second, etc.

* Please state if vehicles being requested are for expansion or replacement purposes. This can be identified on the vehicle roster page that follows.

SAMPLE VEHICLE ROSTER

Model Year	Type of Vehicle	Mileage	Current Status of vehicle	Vehicle Identification Number	Will vehicle be replaced or not	Lift or Ramp Equipped
2001	Van	120,000	Active		No	no
2002	Van/Mini-Bus	143,000	Active		Yes	lift
1995	School Bus	180,000	Back-up		Yes	no
2004	Van	101,000	Active		No	ramp
2005	Van	99,000	Active		No	lift

Spare ratio of vehicles is currently _____%
 (Applicants must compute spare ratio. In the example, the spare ratio is 20%)

If an applicant operates a fixed route system, please indicate how many vehicles are needed to operate a peak period service. Also, for fixed route service, please include how many vehicles will be dedicated to provide ADA complementary paratransit service.

Federal funds will not support vehicle acquisitions that result in a spare ratio greater than 30% for systems with more than four vehicles. **The Missouri Department of Transportation will not apply for vehicles if the applicant's vehicle spare ratio exceeds 30%.**

All new vehicles requested must be identifiable as being for replacement purposes or expansion of service if that is anticipated

ATTACHMENT B

COMMITMENT OF THE LOCAL SHARE

The local contribution for capital purchases will be made in cash by the

(Applicant)

from sources other than USDOT Federal funds or transit revenues. Funds are currently available in the account for matching capital transit assistance.

Note: If funds are not currently available describe expected source.

It is further understood that no refund or reduction of the local contribution shall be made at any time unless there is at the same time a refund of a proportional amount of the federal grant.

Mayor/Authorized Official

ATTEST:

City Clerk/Secretary

