

**HANDBOOK**

**ON**

**APPLICATIONS FOR ASSISTANCE**

**Section 5316**

**JOB ACCESS AND REVERSE COMMUTE**

**GRANT PROGRAM**

**CFDA #20.516**

**For**

**SMALL URBANIZED AREA PROJECTS**

**And**

**NONURBANIZED (RURAL) PROJECTS**

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

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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.

**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.

**More information about subrecipient responsibilities and MoDOT's administration of the FTA Section 5316 Job Access and Reverse Commute program can be found in the State Management Plan document on MoDOT's web site at the following link:**

[http://www.modot.org/othertransportation/transit/documents/01-1\\_5316\\_JARC\\_SMP\\_Rev\\_November\\_2010.pdf](http://www.modot.org/othertransportation/transit/documents/01-1_5316_JARC_SMP_Rev_November_2010.pdf)

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**

## MODOT'S COMMITMENT TO TITLE VI – CIVIL RIGHTS

Title VI of the Civil Rights Act of 1964 is a Federal law that protects individuals and groups from discrimination on the basis of their race, color, and national origin in programs and activities that receive Federal financial assistance. Reference to Title VI includes other civil right provisions of Federal statutes and related authorities to the extent they prohibit discrimination in programs and activities receiving Federal financial assistance.

Title VI compliance is defined as when the recipient has effectively implemented all of the Title VI requirements or can demonstrate that every good faith effort has been made toward achieving this end. MoDOT and all Section 5316 program recipients must meet these requirements.

All programs conducted by MoDOT and the Section 5316 program recipients must meet the requirements. Education, training, work opportunities, benefits, and provision of services are examples of programs that must meet the Title VI requirements, whether provided directly by the recipient or its agents, contractors, or other vendors.

Discrimination is defined as: an act (action or inaction) whether intentional or unintentional, through which a person or group, solely because of race, color, national origin, disability, sex, age or income status, has been otherwise subjected to unequal treatment or impact, under any program or activity receiving Federal financial assistance.

A complaint may be filed by any individual or group that believes they have been subjected to discrimination or retaliation based on their race, color, national origin, sex, age, disability or income status. The complaint may be filed by the affected party or a representative and must be in writing.

Section 5316 program recipients who feel they have been discriminated against by any MoDOT employee or its agent/contractor may contact MoDOT's External Civil Rights Office. A review will be made to determine if MoDOT has jurisdiction to investigate the issues raised. If MoDOT does not have jurisdiction, the complaint will be forwarded to the appropriate agency. If MoDOT does have jurisdiction, the allegations will be investigated and an attempt will be made to resolve the matter. If violations are found and negotiations to correct the violation are unsuccessful, enforcement proceedings may be initiated to attain compliance.

In addition, any individual or group who believes they have been discriminated against by an employee of a Section 5316 program recipient or its agent/contractor should first contact the Section 5316 recipient in writing. MoDOT should also be notified of the complaint within 5 working days.

MoDOT and the Section 5316 program recipients are prohibited from retaliating against any person because they reported an unlawful policy or practice, or made charges, testified, or participated in any complaint action under Title VI. If an individual or group believes they have been retaliated against, they should immediately contact MoDOT's External Civil Rights Office to report their allegation. Filing a complaint with MoDOT does not prevent an individual or group from seeking remedy through other resources.

Complaints should be addressed to:

External Civil Rights/Title VI Coordinator  
P. O. Box 270  
Jefferson City, MO 65102  
573-526-2978

**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 4)

Operating/capital budget (See pages 7 and 10 - 11).

Public hearing process (See page 19).

Authorizing resolution from your governing body. (See page 13 or 14).

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 15).

All applicants should carefully review the section on holding a public hearing (See pages 19 - 20). 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
	<b>SUBTOTAL</b>	<b>\$184,000</b>
	Federal Share (80%)	\$147,200
	Local Cash Share (20%)	\$36,800
	<b>TOTAL</b>	<b>\$184,000</b>

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.

ATTACHMENT A

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

## SAMPLE

## PROJECTED OPERATING BUDGET

If Project Time Period is longer than 12 months, submit an annual budget for each 12 month period as well as an overall budget.

Project Period: \_\_\_\_\_

## A. Total Operating Expenses

## 1. Project Administrative Costs

501.04	Project Manager's Salary	20,500	
502.01	Fringes	3,050	
501.99	Secretary/Bookkeeper	12,000	
502.01	Fringes	1,200	
509.03	Office Supplies	4,450	
505.00	Building Utilities (lights, heat, water)	1,000	
505.02	Telephone	300.00	
506.00	Insurance	12,010	
509.02	Conferences (requires prior approval from MoDOT)	1,000	
514.02	Promotion	800.00	
509.02	Travel (mileage)	1,000	
509.01	10 Memberships	1,000	
514.01	Advertising (notices in newspapers)	200	
	<b>TOTAL ADMINISTRATIVE EXP</b>		<b>\$58,510</b>
501.01	Driver Salaries	200,000	
502.01	Fringe Benefits	22,500	
520.02	Volunteer Dispatcher	9,500	
504.03	Maintenance (Labor and Parts)	16,000	
504.01	Fuel and Oil	17,000	
508.00	Cab Coupon Program	20,000	
	<b>TOTAL OPERATING EXPENSE</b>		<b>\$285,000</b>
	<b>TOTAL EXPENSE</b>		<b>\$343,510</b>

## 2. Less Ineligible Expenses

a. Charter Bus Operating Expenses	\$10,000
b. Excess Unrestricted Federal Funds	
(1) ACTION	<u>\$ 510</u>
	\$10,510

3.	Eligible Expense		\$333,000
4.	Revenue		
	a. Passenger Farebox Income		\$40,000
	b. School Passes		15,000
	c. Federal Gas Tax Refund		<u>5,000</u>
	Total fare box and other revenue applied against Eligible Expenses not included as local share.		\$60,000
5.	<b>Net Project Costs</b>		<b>\$273,000</b>
6.	LOCAL Share: 50% (must come from non-DOT sources)		\$136,500
	(1) Advertising Income	\$ 500	
	(2) General Fund	44,500	
	(3) Donated/Contributed Services	9,500	
	(4) Employers' Contributions	25,000	
	(5) Vocational Rehab	4,000	
	(7) Department of Labor	31,000	
	(8) County of xxxxx	<u>22,000</u>	
		\$136,500	
	Section 5316 Funds Requested		\$136,500

COORDINATION OF SOCIAL  
SERVICE FUNDING SUPPORTING  
EMPLOYMENT RELATED TRANSPORTATION

List all specific contracts over \$1,000 by name.

ORGANIZATION	CONTRACT AMOUNT

**SAMPLE**

CITY OF \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

BILL NO. \_\_\_\_\_

An Ordinance to authorize the Mayor to apply for federal financial assistance on behalf of the City of \_\_\_\_\_ and to execute any contract(s) resulting from such application for any grants between the City of \_\_\_\_\_ and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

Be it ordained by the City Council of \_\_\_\_\_ as follows:

Section 1. That the Mayor is hereby authorized to apply for federal financial assistance on behalf of the City of \_\_\_\_\_ and to execute any contract(s) resulting from such application for any grants between the City of \_\_\_\_\_ and the Missouri Highways and Transportation Commission providing for capital, operating, and/or marketing assistance, comprised of federal funds to be expended for Commission-approved transit projects.

Section 2. That all ordinances or parts of ordinances therefore enacted that are in conflict herewith are hereby repealed.

Section 3. This ordinance shall be in full force and effect from and after the date of its passage and approval. Read two times, passed and approved on the day of \_\_\_\_\_, 20\_\_\_\_.

**APPROVED AS TO FORM**

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Chairman of the Board

**SAMPLE**  
**AUTHORIZING RESOLUTION**  
**FOR**  
**NONPROFIT CORPORATIONS**

WHEREAS, the Missouri Department of Transportation is authorized to make grants for employment related transportation projects; and,

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and

WHEREAS, it is the goal of the applicant to provide the best transportation that can be provided with the funds available.

NOW THEREFORE, be it resolved by the \_\_\_\_\_ (applicant) as follows:

1. That the \_\_\_\_\_ Executive Director \_\_\_\_\_ is authorized to execute and file applications for Section 5316 assistance on behalf of the \_\_\_\_\_ (applicant), a non-profit corporation, with the Missouri Department of Transportation to aid in the financing of an employment transportation system.
2. That the \_\_\_\_\_ Executive Director \_\_\_\_\_ is authorized to furnish such additional information as the Missouri Department of Transportation may in require in connection with the application for the project.
3. That the President or Chairperson is authorized to execute grant agreement(s) on behalf of \_\_\_\_\_ (applicant) with the Highways and Transportation Commission for aid in the financing of a Section 5316 project.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature \_\_\_\_\_

Typed Name \_\_\_\_\_

ATTEST

Title \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Board



**SAMPLE**  
**LEGAL OPINION**

Date

The Honorable John Doe  
Mayor of \_\_\_\_\_  
City Hall  
City of \_\_\_\_\_, Missouri

OR M. \_\_\_\_\_  
Executive Director  
Organization  
Address  
City, MO

Dear \_\_\_\_\_

This communication will serve as the requisite opinion of counsel to be filed with the Missouri Department of Transportation in connection with the application of the (City of xxxx, Missouri/Organization) for financial assistance pursuant to the provisions of the Section 5316 Job Access and Reverse Commute Transportation Assistance Program, herein referred to as 5316. I understand that the (City of xxxx, Missouri/Organization) has been duly designated a recipient in accordance with the provisions of Section 5316, and that the Missouri Department of Transportation has concurred in the designation. The legal authority for the (City of xxxx/Organization)'s ability to carry out the project directly, by lease, contract, or otherwise is set forth below:

1. The (City of xxxx Missouri/Organization) is authorized under Chapter 77, RSMO 1969 (OR 355.131 for non-profits), as amended, to provide and assist employment related transportation activities through acquisition of equipment and/or operation of a transit system. This assistance may be provided directly by the (City of xxxx, Missouri/Organization), and/or purchase of service or lease arrangements with other parties.
2. I have reviewed the pertinent federal, state, and local laws, and I am of the opinion that there is no legal impediment to making this application. Furthermore, as a result of my examinations, I find that there is no pending or threatened litigation that might in any way adversely affect the proposed project, or the ability of the (City of xxxx, Missouri/Organization), to carry it out.

Respectfully submitted,

City Attorney/Organization's Legal  
Counsel

## CERTIFICATION OF COMPLIANCE WITH CIVIL RIGHTS

**29 U.S.C. § 623, 42 U.S.C. § 2000 42 U.S.C. § 6102, 42 U.S.C. § 12112 42 U.S.C. § 12132, 49 U.S.C. § 5332 29 CFR Part 1630, 41 CFR Parts 60 et seq.**

**Civil Rights** - The following requirements apply to the underlying contract:

(1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the \_\_\_\_\_ (applicant) agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Applicant agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Applicant agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq ., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Applicant agrees to 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. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Applicant agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, the Applicant agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Applicant agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Applicant agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Applicant agrees to comply with any implementing requirements FTA may issue.

(3) Disadvantaged Business Enterprise – To the extent authorized by Federal law, the Applicant

agrees to facilitate participation by Disadvantaged Business Enterprises (DBEs) in the Project and assures that each subrecipient, lessee, third party contractor, or other participant at any tier of the Project will facilitate participation by DBEs in the Project to the extent applicable.

(4) Access to Services for Persons with Limited English Proficiency – The Applicant agrees to facilitate compliance with the policies of Executive Order No. 13166, “Improving Access to Services for Persons with Limited English Proficiency,” 42 U.S. C. section 2000d-1 note, and follow applicable provisions of U.S. DOT Notice, “DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Persons,” 70 *Fed. Reg.* 74087, December 14, 2005, except to the extent that FTA determines otherwise in writing.

(5) The Applicant also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

The following information is required by the Federal Transit Administration. The economic/racial/ethnic composition of your governing body or riders will not be considered as a factor in awarding grants.

Check yes or no:

Our governing body (board of director, city council, etc.) is made up predominantly of minority and/or low-income individuals.       yes  no

Potential riders/clients of our transportation service will be predominantly minority and/or low-income individuals.       yes  no

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**LABOR UNION INFORMATION FOR SMALL URBAN PROJECTS**

Name of Applicant: \_\_\_\_\_

Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Union Representation of Applicant’s Employees**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail (required): \_\_\_\_\_

<b>Other Surface Transportation Providers in Service Area</b>	<b>Union Representation of Employees, if Applicable</b>
	Organization: Contact Person: Address: Telephone: E-Mail:
	Organization: Contact Person: Address: Telephone: E-Mail:
	Organization: Contact Person: Address: Telephone: E-Mail:

**PUBLIC HEARING REQUIREMENT**

All applicants for Section 5316 Assistance are required to schedule a public hearing on the proposed Section 5316 project. The intent of the public hearing is to notify the public of the transportation activities the applicant wishes to carry out under the Section 5316 project. The public hearing process should begin two months prior to the submittal of the application and involves the posting of **two notices** regarding the hearing in a local general circulation newspaper.

Applicants must post the **first notice** regarding a public hearing no less than 30 days before the scheduled date of the public hearing.

The **second notice** of a public hearing must appear no less than 7 days before the hearing date.

**A copy of the publisher's affidavit and a transcript of the public hearing are required in the application.**

**EXHIBIT C-1**

**SAMPLE  
NOTICE OF PUBLIC HEARING**

Notice is hereby given that a public hearing will be held by \_\_\_\_\_, on April 15, 20xx, at 7:00 p.m. to consider a project partially funded by the Missouri Department of Transportation, pursuant to the Section 5316 Job Access and Reverse Commute Transportation Assistance Program.

1. Purchase of four (4) buses. The vehicles will all be lift equipped and will have two-way radios.
2. Request financial assistance in an amount necessary to complete funding and operate the city's/organization's services.
3. The location of the project will be 50 N. Torrence to serve (city/ county/service area), Missouri.
4. The total estimated cost of the project is \$527,510

Federal Funds	283,700
Local Funds	243,810
5. The source of the local match will be from \_\_\_\_\_ (list main sources) \_\_\_\_\_ funds.
6. At the hearing, the (applicant) will afford an opportunity for interested persons or agencies to be heard regarding the project. Interested persons may submit orally, or in writing, evidence and recommendations with respect to said project. If no person(s) request to give either oral or written evidence and recommendations three days prior to the public hearing, the applicant is not required to hold the hearing.
7. Organizations interested in the proposed service may request information concerning the project from the applicant.
8. Applicant does not discriminate on the basis or race, color, creed, national origin, sex, or age in employment or provision of services.
9. Any person requesting information or requiring special accommodations to attend the hearing may contact: (name, address, and telephone number of contact person).

**CERTIFICATION OF COMPLIANCE WITH  
DRUG AND ALCOHOL MISUSE  
RULE FOR FTA RECIPIENTS**

**49 CFR, Part 655 and Amended Part 40**

DATE: \_\_\_\_\_

Missouri Department of Transportation  
Attention: Transit  
P. O. Box 270  
Jefferson City, MO 65102

I, \_\_\_\_\_, \_\_\_\_\_, certify that  
(Name) (Title)

\_\_\_\_\_ (applicant) has established and implemented a drug and alcohol prevention and testing program and have conducted employee training complying with the requirements of 49 CFR Part 655 and Amended CFR Part 40; and that we have no employees regulated by the U.S. Federal Railroad Administration (FRA).

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Name and Title of Authorized Official

\_\_\_\_\_  
Date

**This requirement is not applicable to applicants who receive only JARC funds. However, applicants must still comply with Federal Motor Carrier Safety Administration requirements for employees who hold Commercial Drivers Licenses. JARC recipients who receive funding under other FTA programs that require substance abuse programs should include employees funded under the JARC program in their testing and prevention program.**

**CERTIFICATION OF PRIMARY AND LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

49 CFR Part 29  
Executive Order 12549

Executive Order 12549, as implemented by 49 CFR, prohibits FTA recipients and subrecipients from contracting for goods and services from organizations that have been suspended or debarred from receiving Federally assisted contracts. As part of their applications each year, recipients are required to submit a certification to the effect that they will not enter into contracts over \$100,000 with suspended or debarred contractors and that they will require their contractors (and their subcontractors) to make the same certification to them.

The Primary Participant submitting this application under FTA assistance, the Missouri Highways and Transportation Commission, certifies, by admission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

The Lower-Tier Participant under contract with the primary participant, the \_\_\_\_\_ (applicant) certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certifies certification and understands that the provisions of 31 U.S.C., Sections 3801 et seq. are applicable thereto.

\_\_\_\_\_  
Signature of Lower-Tier Participant

The undersigned legal counsel for \_\_\_\_\_ (applicant) has authority under State and Local law to comply with the subject assurances and that the certification above has been legally made.

\_\_\_\_\_  
Signature of Lower-Tier Participant's Attorney

\_\_\_\_\_  
Date



**CERTIFICATION  
OF  
RESTRICTIONS ON LOBBYING**

I, \_\_\_\_\_ (name and title of applicant's mayor/chair/president), hereby certify on behalf of \_\_\_\_\_ (applicant)

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an officer in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that language of this certification be included in the award documents for all subawards at all tiers, (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the 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.

*[Note: Pursuant to 31 U.S.C. Section 1352 (c) (1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]*

The \_\_\_\_\_ (applicant) certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Applicant understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Name and Title of Authorized Official

\_\_\_\_\_  
Date

**ADA CERTIFICATION FOR PUBLIC ENTITIES  
(When exclusively operating demand-response service)**

Certification of Equivalent Service

\_\_\_\_\_ (applicant) certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

1. Response time
2. Fares
3. Geographic service areas
4. Hours and days of service
5. Restrictions on trip purpose
6. Availability of information and reservation capability and
7. Constraints on capacity or service availability.

In accordance with 49 CFR 37.77, public entities operating demand responsive systems for the general public which receive financial assistance under Chapter 53 of Title 49, United States Code must file this Certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving any Federal Transit Administration (FTA) funds shall also file the certification with the appropriate state program office. Such public entities receiving FTA funds under Chapter 53 of Title 49, United States Code must file the certification with the appropriate FTA regional office. **This certification is valid for no longer than one year from its date of filing.**

Name of Official

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Signature

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Title

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Date

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**ADA CERTIFICATION FOR NON-PROFIT CORPORATIONS  
(When exclusively operating demand-response service)**

Certification of Equivalent Service

\_\_\_\_\_ (applicant) certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

1. Response time
2. Fares
3. Geographic service areas
4. Hours and days of service
5. Restrictions on trip purpose
6. Availability of information and reservation capability and
7. Constraints on capacity or service availability.

In accordance with 49 CFR 37.103 not-for-profit organizations operating demand responsive systems for the general public that receive financial assistance under Chapter 53 of Title 49, United States Code must file this Certification with the appropriate state program office. **This certification is valid for no longer than one year from its date of filing.**

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**FEDERAL TRANSIT ADMINISTRATION  
CERTIFICATIONS AND ASSURANCES**  
(Signature Page alternative to signing individual Certifications and Assurances)

Name of Applicant: \_\_\_\_\_

The applicant agrees to comply with applicable requirements it has selected as shown in Exhibits H-V on the following pages:

		check all that apply
Exhibit H	Assurance of Charter and School Bus	_____
Exhibit I	Program Fraud and False/Fraudulent Statements	_____
Exhibit J	Breaches and Dispute Resolution	_____
Exhibit K	Clean Water Requirements	_____
Exhibit L	Federal Changes	_____
Exhibit M	Energy Conservation Requirements	_____
Exhibit N	Disadvantaged Business Enterprises Requirements	_____
Exhibit O	Procurement Provisions of FTA Circular 4220.1F	_____
Exhibit P	Termination Provision	_____
Exhibit Q	Clean Air Requirements	_____
Exhibit R	Privacy Act Requirements	_____
Exhibit S	No Government Obligation to Third Parties	_____
Exhibit T	Certification of Section 5333(a)(1) Requirements (public entities only)	_____
Exhibit U	Certification of Compliance with FTA ITS Architecture Policy	_____
Exhibit V	Compliance with FTA Terms	_____

By signing below, I declare the applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CERTIFICATION OF COMPLIANCE  
CHARTER SERVICE AND SCHOOL BUS REGULATIONS  
49 CFR Part 605**

**School Bus Operations** – the applicant agrees to comply with 69 U.S.C. 5323(f) and 49 CFR Part 605, which provides that recipients and subrecipients of FTA assistance may not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators unless qualified under specified exemptions. When operating exclusive school bus service under an allowable exemption, recipients and subrecipients may not use federally funded equipment, vehicles, or facilities.

**49 U.S.C. 5323(d)  
49 CFR Part 604**

Charter Service Operations – The Applicant agrees to comply with 49 U.S.C. 5323(d) and 49 CFR Part 604 and any Charter Service regulations or FTA directives that may be issued, except to the extent FTA determines otherwise in writing. The Applicant understands and agrees that: (1) the charter service it or its subrecipients, lessees, third party contractors, or other participants in the Project provide; (2) the definitions of FTA's Charter Service regulations will apply to the Applicant's charter operations, and (3) a pattern of violations of FTA Charter Service regulations may require corrective measures and imposition of remedies, including barring the Applicant, subrecipient, lessee, third party contractor, or other participant in the Project from receiving Federal financial assistance from FTA, or withholding an amount of Federal Assistance as set forth in Appendix D of FTA's Charter Service regulations.

**CERTIFICATION OF COMPLIANCE  
PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS  
AND RELATED ACTS  
31 U.S.C. 3801 et seq. 49 CFR Part 31 18 U.S.C. 1001 49 U.S.C. 5307**

**Program Fraud and False or Fraudulent Statements or Related Acts.**

(1) The applicant acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Applicant certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Applicant further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Applicant to the extent the Federal Government deems appropriate.

(2) The Applicant also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Applicant, to the extent the Federal Government deems appropriate.

(3) The Applicant agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

**CERTIFICATION OF COMPLIANCE  
BREACHES AND DISPUTE RESOLUTION  
49 CFR, Part 18  
FTA Circular 4220.1F**

**Disputes** - Disputes arising in the performance of this Contract that are not resolved by agreement of the parties shall be decided in writing by the applicant's authorized representative. This decision shall be final and conclusive unless within [ten (10)] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the applicant's authorized representative. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the applicant's authorized representative shall be binding upon the Contractor and the Contractor shall abide by the decision.

**Performance During Dispute** - Unless otherwise directed by the applicant, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

**Claims for Damages** - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

**Remedies** - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the applicant and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which the applicant is located.

**Rights and Remedies** - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by Applicant, Architect or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

**CERTIFICATION OF COMPLIANCE WITH CLEAN WATER REQUIREMENTS  
33 U.S.C. 1251**

**Clean Water** - (1) The applicant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq . The Applicant agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Applicant also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

