

**DEPARTMENT OF TRANSPORTATION****Federal Transit Administration****Job Access and Reverse Commute Competitive Grants**

**AGENCY:** Federal Transit Administration (FTA), DOT.

**ACTION:** Notice of availability of funds; solicitation for grant applications.

**SUMMARY:** the U.S. Department of Transportation's (DOT) Federal Transit Administration (FTA) announces the first round of competitive grants under the Job Access and Reverse Commute grant program, authorized under Section 3037 of the Transportation Equity Act for the 21st Century (TEA-21). The Job Access and Reverse Commute grant program is intended to establish a regional approach to job access challenges through the establishment of a Regional Job Access and Reverse Commute Transportation Plan. Projects derived from this plan support the implementation of a variety of transportation services that may be needed to connect welfare recipients to jobs and related employment activities. All projects funded under the Job Access and Reverse Commute grant program must be derived from this regional plan. The Job Access and Reverse Commute Program has two major goals: to provide transportation services in urban, suburban and rural areas to assist welfare recipients and low income individuals access employment opportunities, and to increase collaboration among the transportation providers, human service agencies, employers, metropolitan planning organizations (MPOs), states, and affected communities and individuals.

While the projects must be planned in coordination with traditional transit authorities and transportation planning organizations, other interested organizations could take the lead in establishing the collaborative planning process or project application. The Job Access and Reverse Commute grant program will support projects that are implemented by a wide range of transportation providers. One key element is making the most efficient use of existing public, nonprofit and private transportation service providers.

A Job Access project is designed to transport welfare recipients and low-income individuals in urban, suburban, or rural areas to and from jobs and activities related to their employment. Job Access projects implement new transportation services or extend existing services to fill the gaps that

exist in many areas between where welfare recipients and low-income persons live and employment opportunities. A Reverse Commute Project is designed to transport the general public from urban, suburban, and rural areas to suburban employment opportunities. Job Access and Reverse Commute grants funded under this program may not be used for planning or coordinating activities and cannot supplant existing sources of funding.

Funding for Job Access grants is authorized at \$150 million annually. \$50 million of this amount is guaranteed in fiscal year (FY) 1999. The guaranteed portion rises by \$25 million a year, reaching the full authorized \$150 million in FY 2003. Funding above the guaranteed level depends on congressional appropriations. No more than \$10 million annually can be used for grants designated as Reverse Commute projects. In FY 1999, \$75 million is available for the Job Access and Reverse Commute grant program. A 50 percent non-DOT match is required. Other Federal funds that are eligible to be expended for transportation can be used as part of the match. Applicants should submit projects that can be implemented quickly. The increasing funding levels provide ample opportunity for areas to submit future applications as Regional Job Access and Reverse Commute Transportation Plans are further developed.

This announcement describes the conditions under which applications will be received for the Job Access and Reverse Commute competitive grants program and how FTA will determine which applications it will fund. It includes all of the information needed to apply for Job Access and Reverse Commute competitive grants.

This announcement is available on the Internet on the U.S. Department of Transportation's FTA website at <http://www.fta.dot.gov/wtw/>. The website will also have commonly asked questions and answers. FTA will announce final selections on the website and in the **Federal Register**.

**DATES:** FTA will make funding commitments for the Job Access and Reverse Commute program through a two-stage process. Applications must be submitted to the appropriate FTA regional office (see Appendix A) by the close of business December 31, 1998. After evaluation, those whose projects are selected for funding will be required to submit supplementary documentation demonstrating compliance with all of FTA's Section 5307, "Urbanized Area Formula Grants"

requirements. FTA will announce grant selections in February 1999.

FTA will accept comments on this notice until November 23, 1998. Based on this input, FTA may provide amending and clarifying information. At a later date, FTA intends to solicit comments from all interested parties to determine if program adjustments are merited in future solicitations.

**ADDRESSES:** Comments on or questions about this Notice can be made at FTA's web site <http://www.fta.dot.gov/wtw/japc.html> or can be sent or faxed to the following address: *Doug Birnie, Federal Transit Administration, Room 6423, 400 7th Street, S.W., Washington, D.C. 20590 (FAX (202) 366-3765).*

**FOR FURTHER INFORMATION:** Contact the appropriate FTA Regional Administrator for application specific information and issues (Appendix A). For general program information, contact Doug Birnie, Office of Research Management, (202) 366-1666, email [douglas.birnie@fta.dot.gov](mailto:douglas.birnie@fta.dot.gov). A TDD is available at 1-800-877-8339 (TDD/FIRS).

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**I. General Program Information****A. Authority**

Section 3037 of the Transportation Equity Act for the 21st Century (TEA-21).

**B. Background**

While two-thirds of all new jobs are in the suburbs, three-quarters of welfare recipients live in rural areas or in central cities. Even in metropolitan areas with extensive transit systems, studies have shown that less than half of the jobs are accessible by transit. In particular, many entry-level workers have difficulty reaching jobs during evening or weekend shifts when transit services are frequently diminished or non-existent. Work trips can also be complex, involving several destinations including child care providers. The problems are equally challenging in rural areas: approximately 40 percent of rural counties lack public transit systems.

Auto ownership among welfare recipients and low income persons is also low. As many as 94 percent of welfare recipients do not own cars and nearly 40 percent of workers with annual incomes below \$10,000 do not commute by car. In 1991, the median price of a new car was equivalent to 25 weeks of salary for the average worker and considerably more for the low-income worker.

Transportation is clearly a key barrier to those moving from welfare to work. Providing a variety of new or expanded transportation options for low-income workers, especially those who are receiving or who have recently received welfare benefits, will increase the likelihood that those workers will get and retain jobs.

#### C. Scope

Improving mobility and shaping America's future by ensuring that the transportation system is accessible, integrated, efficient and offers flexibility of choices is a key strategic goal of the Department of Transportation. Job Access projects provide financial assistance to improve mobility for welfare recipients and other low-income people through implementing new or expanded transportation activities. Reverse Commute projects provide financial assistance to improve mobility to suburban employment opportunities for the general public as well as for welfare recipients and low income people.

#### D. Eligible Applicants

Local agencies and authorities, non-profit organizations and designated recipients under the FTA section 5307 program (usually a state entity or a regional transit authority) are eligible applicants for Job Access and Reverse Commute grant program funds. Local agencies and authorities include states, local governments, metropolitan planning organizations (MPOs), public transit agencies and tribal organizations.

In urbanized areas with 200,000 population or more, MPOs select the applicant(s). In small urbanized areas under 200,000 population and in non-urbanized, rural, areas states select the applicant(s). Tribal governments must go through the state process that, once selected, can choose to be sub-recipients of the state or apply directly to FTA. FTA urges MPOs to designate a single recipient, who would submit a consolidated application. States are urged to serve as the designated recipient for grants to small urbanized areas and non-urbanized areas. The selected grant recipient can suballocate funds to other project participants.

#### E. Eligible Projects

##### 1. In general

Job Access or Reverse Commute projects derived from a Regional Job Access and Reverse Commute Transportation Plan are eligible. Please note that grants awarded under the Job Access and Reverse Commute program may *not* be used for planning or coordinating activities. However, planning funds made available under the FTA Section 5303 and 5113(b) programs and the Federal Highway Administration's metropolitan and statewide planning funds (PL) and state planning and research funds (SPR) can be used to fund welfare to work transportation planning activities at a 100 percent Federal share. Other funds, including Department of Health and Human Services Temporary Assistance for Needy Families (TANF) and Department of Labor's Welfare-to-Work (WtW) administrative funds, can also be used for planning.

##### 2. Job Access Project

A Job Access project focused on implementing new or expanded transportation services targeted at filling transportation gaps and designed to transport welfare recipients and low income individuals to and from jobs and other employment-related activities such as child care or training. The Job Access Grant Program will focus on financing the capital and operating costs of new or expanded transportation services providing access to jobs and employment-related services. Employment-related support services are services such as child care, job readiness, job training, and retention services.

Localities have wide flexibility in selecting which service strategies are appropriate for their region, including but not limited to: adding late night and weekend service, providing guaranteed ride home service, initiating shuttle service, extending fixed route mass transit services, providing demand responsive van service, sponsoring ridesharing and carpooling activities, and encouraging bicycling. Localities are encouraged to implement innovative approaches to service management such as the establishment of regional mobility managers or transportation brokerage activities, application of geographic information systems (GIS) tools, implementation of intelligent transportation systems including customer trip information technologies, the integration of automated regional public and human service transit information scheduling and dispatch

functions, vehicle position monitoring systems and electronic fare cards.

Job Access and Reverse Commute grants also may be made for promoting the use of: transit by workers with non-traditional work schedules, transit vouchers by appropriate agencies for welfare recipients and eligible low-income individuals; or employer-provided transportation such as shuttles, ridesharing, carpooling or transit pass and benefits under Section 132 of the Internal Revenue Code of 1986. Marketing and advertising are examples of promotional activities that could be undertaken to increase awareness of these transportation options and their benefit to welfare recipients and low-income individuals. Other locality-specific actions, strategies and linkages that further the program goals, but are not captured in the preceding description, also may be eligible.

Activities such as funding transit passes and construction of child care centers and other employment support facilities at transit hubs will not be eligible for Job Access grants. Transit-oriented construction activities are eligible under FTA's Section 5307, 5309 and 5311 Formula Grant programs. Transit passes are eligible expenses under Temporary Assistance for Needy Families (TANF) and Welfare-to-Work (WtW) programs.

Programs for private automobile ownership and repair are not legally eligible under this grant funding. However, programs supporting carpooling and other forms of mass transportation and shared-ride use, such as jitneys or special paratransit service, are eligible. In cases where vehicle acquisition is part of the program, vehicles must remain under the continuing control of the agency receiving the grant.

##### 3. Reverse Commute Project

A Reverse Commute project facilitates the provision of new or expanded public mass transportation services from urban areas, suburban and rural areas to suburban work places.

Reverse Commute services include, but are not limited to subsidizing, the costs associated with adding bus, train, car and van pooling, van routes, or service; and the purchase or lease by a nonprofit organization or public agency of a van or bus dedicated to shuttling employees from their residence to a suburban work place and return.

#### F. Funding Availability

TEA-21 authorizes the Job Access and Reverse Commute program at \$150 million annually, subject to

appropriations. The guaranteed funding levels start at \$50 million in FY 1999 and increase by \$25 million annually to \$150 million in FY 2003. No more than \$10 million annually can be used for Reverse Commute projects. Urbanized areas with populations of at least 200,000 are allocated 60 percent of each fiscal year's funding. The remaining 40 percent is divided evenly between urbanized areas with populations between 50,000 and 200,000, which receive 20 percent, and non-urbanized, rural, areas with populations below 50,000, which also receive 20 percent.

The FY 1999 Department of Transportation Appropriations Act provides \$75 million for the Job Access and Reverse Commute Program, including no more than \$10 million for Reverse Commute activities. Therefore, in accordance with the allocation percentages specified in TEA-21, for FY 1999: \$45 million is available for urbanized areas with populations of at least 200,000; \$15 million is available for urbanized areas with populations between 50,000 and 200,000; and \$15 million is available for non-urbanized, rural, areas with population of less than 50,000.

#### G. Cost Sharing

The Job Access and Reverse Commute grant program is intended to fill gaps in existing services and leverage other state and local transportation-related funding to address the unmet needs of individuals moving from welfare to work and other low income populations. The Job Access and Reverse Commute grant program is not large enough to fund all the critical transportation needs associated with meeting these needs. FTA's program, including the funds used to match the grants, is not intended to replace any existing source of funds. The maximum DOT share of a grant under the Job Access and Reverse Commute program may not exceed 50 percent of the total project cost. The non-DOT share shall be provided in cash. If funds are matched from other Federal programs, the funds may be applied directly to project expenses by the recipients of those funds. Revenues from service agreements are an eligible match, but revenues from individual fares cannot be used as a match.

Transportation-eligible funding from Federal programs other than the Department of Transportation may be used as match. These include but are not limited to: Temporary Assistance for Needy Families (TANF), Community Services Block Grants (CSBG) and Social Services Block Grants (SSBG) administered by the U.S. Department of

Health and Human Services; Welfare-to-Work (WtW) formula and competitive grants administered by the U.S. Department of Labor; Community Development Block grants (CDBG) and HOPE VI grants administered by the U.S. Department of Housing and Urban Development. The prohibitions on the use of WtW funds for matching requirements under section 403(a)(5)(C)(ii) of the Social Security Act does not apply to Federal or state funds to provide transportation services. TANF and WtW grants, when used as match, may be expended only for new or expanded transportation services and cannot be used for construction or to subsidize current transit operating expenses. Such funds also must supplement rather than supplant other state expenditures or transportation. ("Child Support Performance and Incentives Act of 1998," Pub. L. 105-200, Sec. 403, "Limitations on Use of TANF Funds for Matching Under Certain Federal Transportation Programs.")

More extensive guidance on the use of TANF and WtW funds for transportation will be provided shortly. Guidance provided in a May 4, 1998, letter from the Secretaries of Health and Human Services, Labor, and Transportation is currently being updated.

#### H. Federal Coordination/Outreach

To help guide implementation of the Job Access and Reverse Commute program, DOT has conducted an extensive public outreach process. To ensure that the Job Access and Reverse Commute program complements other Federal welfare to work initiatives, DOT has worked closely with other Federal agencies in writing this program notice and will establish an interagency work group to assist in the application review process.

#### I. Planning

##### 1. Coordinated Transportation/Human Services Planning Process

Proposed Job Access and Reverse Commute projects must be derived from a Regional Job Access and Reverse Commute Transportation Plan (see below) which results from a coordinated public transit/human services transportation planning process. The planning process may be initiated by any interested stakeholder group in the area. FTA encourages MPOs to serve as the regional forum.

The planning process must include local transit agencies, the agencies administering TANF and WtW formula and competitive grants, welfare recipients and low-income people. The

planning process also should include other stakeholders such as:

*Regional planning officials; human service, private, non-profit and other appropriate transportation and support service providers; community residents and organizations; faith-based organization; disability groups and representatives; local and state workforce development organizations including One-Stop Career Centers; recipients of TANF and WtW grants; public and assisted housing providers and community development agencies; economic development agencies; employers and employer groups (such as transportation management organizations and Chambers of Commerce); Private Industry Councils; and political officials including mayors, county supervisors, state legislators, governors and other state and local officials.*

##### 2. Regional Job Access and Reverse Commute Transportation Plan

The purpose of collaboration is to develop a comprehensive regional approach to Job Access and Reverse Commute programs targeted at moving welfare recipients and low income people to jobs regarding of jurisdictional boundaries. Any project proposed for funding should be identified in the Regional Job Access Transportation Plan resulting from the above process. This plan is not meant to supersede but to build upon existing area welfare-to-work transportation planning activities. The Regional Job Access and Reverse Commute Transportation Plan must:

- a. Identify the geographic distributions of welfare recipients and low-income people in the region;
- b. Identify the geographic distributions of employment centers and employment-related activities in the region;
- c. Identify existing public, private, non-profit and human service transportation services in the region;
- d. Identify transportation gaps between the geographic distributions of people, as specified in section a, and employment, as specified in section b, which are not currently served by the transportation services, as specified in section c;
- e. Identify activities and projects to address the gaps identified in section d. Each project or activity identification should include:
  - (1) Proposed goals and objectives of the project or activity.
  - (2) Estimated cost of the project or activity.
  - (3) explanation of how the project or activity would maximize use of existing transportation service providers and

how the project or activity would be intergrated into existing transportation network

f. A list, in priority order for funding and implementation, of the activities and projects identified in section e.

Plans will vary in complexity according to area location and size. The Regional Job Access and Reverse Commute Transportation Plan should build on and incorporate existing welfare to work transportation planning activities. During this first year of program implementation, FTA recognizes that some areas may have had a cross-jurisdictional collective process to identify the location of welfare recipients, areas of employment and training opportunities, and necessary new transportation links but may not have a full Regional Job Access and Reverse Commute Transportation Plan in place. Communities should document this work to comply with the plan requirements and continue to develop these plans in future years.

### 3. The Role of Metropolitan Planning Organizations

MPOs are comprised of elected officials, representing local governments, and transportation service providers within the metropolitan area. They are responsible for adopting transportation plans and improvement programs to address a region's unique transportation needs and working with states to include these priorities in statewide plans.

In regions with populations of more than 200,000, MPOs are responsible for selecting applicants to be considered for Federal Job Access and Reverse Commute grant funds. In regions with populations between 50,000 and 200,000, MPOs will recommend projects to the state, which will select the applicants to be considered for Federal Job Access and Reverse Commute grants.

This means that MPOs are responsible for the following:

a. Determining that Job Access and Reverse Commute projects are consistent with the regional long-range transportation plan.

b. Endorsing and subsequently programming Job Access and Reverse Commute projects into the area Transportation Improvement Program.

In all regions with MPOs, individual Job Access and Reverse Commute projects must be adopted into the MPO's Transportation Program prior to receiving the grant. *Because this entails a formal review and project approved by the MPO Policy Board, FTA strongly urges the partners developing the Job Access and Reverse Commute*

*Transportation Plan to communicate with the MPO from an early stage.*

Further, as financial sustainability of a project is one of the evaluation criteria, coordination with the agencies participating in the MPO forum could be a critical factor in ensuring long term support for Job Access and Reverse Commute activities.

### 4. Statewide Transportation Planning Requirements

In all regions with populations of less than 200,000, the state is responsible for selecting applicants, based on recommendations by the MPO, to be considered for Federal Job Access and Reverse Commute grant funds. In addition, Job Access and Reverse Commute projects selected for funding must be endorsed by the state and incorporated into the statewide transportation improvement program. Because this requires approval, FTA strongly urges the partners to communicate with state officials including the State DOT from an early stage. In selecting projects in rural areas, states should give priority to projects providing service to places that are not currently served or are underserved by public transit systems.

### 5. Improved Transportation Planning

The statewide and metropolitan transportation planning processes mandated by TEA-21 promote ongoing, cooperative, and active involvement of public transportation providers; the public; and state, metropolitan and local government agencies in the development of state-wide and metropolitan transportation plans and improvement programs. DOT expects that the Job Access and Reverse Commute grant program will facilitate and be a catalyst for broadening the transportation planning process to better integrate employment and social equity considerations.

### J. General Grant Requirements

After an application has been selected based on the program-specific requirements outlined in this notice, the applicant will be required to submit appropriate background certifications, assurances, and other documentation necessary to meet the requirements of FTA's Urbanized Area Formula Grant Program (Section 5307 program under Title 49, United States Code). These include planning, environmental, school bus, charter, procurement, labor protections and civil rights requirements, including ADA, Title VI, and DBE. Any information technology purchased with these program funds that is used for a period of time that

extends beyond December 31, 1999, must be year 2000 compliant.

Applicants must have the financial, legal and technical capacity to apply for and administer projects. Copies of the Section 5307 program guidance (circular FTA 9030.1B "Urbanized Area Formula Program; Grant Application Instructions," Oct. 10, 1996) can be obtained from any FTA Regional Office or electronically through the FTA website. (See Appendix E for summary list.)

### K. Performance Monitoring

FTA expects grant recipients to monitor the performance of their Job Access and Reverse Commute services and to cooperate with the legislatively-mandated FTA and GAO national evaluations. Performance monitoring indicators are necessary for both the applicant's project implementation and for the national program evaluation. FTA will work with grantees to standardize performance monitoring indicators for all Job Access and Reverse Commute Grant recipients. At a minimum, FTA will expect information to be reported on a regular basis in the following categories:

1. New/expanded service.
  - a. Route miles of travel.
  - b. Hours of operation.
  - c. Frequency (or headway) of service.
2. Increased Accessibility to Target Market.
  - a. Approximate number of low-income/welfare persons within a given distance from service.
  - b. Approximate measurement of employment opportunities and employment-related support services within a given distance from the service.
3. Use and Productivity of Service.
  - a. Number of riders.
  - b. Comparison of baseline estimates of ridership for welfare recipients and low-income individuals to current ridership based on periodic surveys or actual count.
  - c. Customer Satisfaction.
4. Collaboration.
  - a. List of organizations involved in the Job Access and Reverse Commute planning process.
  - b. Number of meetings or other activities held.
  - c. Listing of transportation services provided through collaboration.
  - d. New financial arrangements developed.
  - e. Additional cooperative initiatives.

## II. Guidelines for Preparing Grant Application

FTA is conducting a national solicitation for applications under the Job Access and Reverse Commute

Program. Grant awards will be made on a competitive basis. FTA encourages both traditional and non-traditional grantees in urban, suburban, and rural areas to participate in the development of projects.

#### A. Grant Funding Amounts

Due to the relatively limited funding in FY 1999 and consistent with the legislatively-mandated funding distribution categories, FTA suggests the grant sizes identified below. Applicants may request smaller amounts from FTA.

1. For urbanized areas with populations of over one million, FTA expects to make average grants of \$1 million.

2. For urbanized areas with populations greater than 200,000 and less than one million, FTA expects to make average grants of \$500,000.

3. For urbanized areas with populations between 50,000 and 200,000, FTA expects to make average grants of \$200,000. States should generally not submit applications that collectively exceed \$1 million for this category.

4. For rural areas (areas with populations of less than 50,000), individual area grant applications generally should not exceed \$150,000. Collective state grant applications for rural areas generally should not exceed \$1 million.

#### B. Project Scope

Proposed projects must be drawn from a Regional Job Access and Reverse Commute Transportation Plan and focus on new or expanded transportation services. For FY 1999, grantees should focus on projects that can be implemented quickly.

FTA recognizes that some grantees may have well-developed plans that extend over several years and that have implementation costs that exceed the suggested FY 1999 grant size. These applicants may request a multi-year funding commitment to implement their plans. In these cases, applicants may elect to use the FY 1999 grant to fully fund high priority items of the regional plan, with subsequent grants used to phase in additional elements of the plan. Alternatively, applicants may elect to use the FY 1999 grant to cover the initial costs of a more comprehensive program, with subsequent grants used to fund carry-on activities. There may be other viable multi-year funding alternatives. In deciding on an approach that best meets local needs, applicants must note that any multi-year commitments are subject to an annual review of demonstrated progress in meeting program objectives and

milestones identified in the application, as well as the conditions of match, the annual budget process, and congressional appropriations.

For planning purposes, future year funding in multi-year commitment requests should conform to the FY 1999 grant size guidelines.

### III. Application Submission

#### A. Application Development

To promote collaboration and reduce administrative paperwork, FTA strongly encourages the submission of a consolidated application by a single entity in urbanized areas and the submission of a consolidated application by the state for rural areas. In both cases, funds may be passed on to subrecipients. Tribal projects selected by the state may choose to allow the state to include their program in the state's application or to apply directly to FTA. Furthermore, FTA encourages states and local transit authorities, which have experience in developing and administering FTA grant programs to serve as the single entity submitting applications on behalf of other entities, as these existing FTA grantees may have already met, or have on file information that will satisfy many of the FTA requirements that apply to this program.

#### B. Application

An original and two copies of the application must be submitted to the appropriate FTA Regional Office. The application should provide information on all project(s) for which you are requesting funding in FY 1999. If a multi-year commitment is sought, the information should cover all years for which funding is sought. The information provided in support of this application may vary with the size of the area applying and the grant being sought. Applicants should develop brief narratives on the information sought. Project narratives should not exceed 10–15 pages.

The application should include the following elements:

##### 1. Transmittal Letter.

This addresses basic identifying information including:

- Grant Applicant.
- Contact name and phone number.
- Population size of region.
- Location of proposed project(s).
- Amount of grant request.

##### 2. Project Eligibility.

Every application must:

- Describe applicant's organizational capacity to implement the proposed project(s).
- Document matching funds, including amount and source.

c. Attach Regional Job Access and Reverse Commute Transportation Plan.

d. Document approval by affected transit authorities.

e. For urbanized areas with populations over 200,000, document MPO selection and intention to amend the Transportation Improvement Plan (TIP) if project is selected for funding.

f. For urbanized areas with populations between 50,000 and 200,000, document state selection and MPO intention to amend the TIP if project is selected for funding.

g. For areas with populations below 50,000, document state selection and intention to amend the state-wide transportation improvement plan (STIP) if project is selected for funding.

##### 3. Project Information.

Provide a summary of project activities from the Regional Job Access and Reverse Commute Transportation Plan for which your application is requesting funding. The summary should include:

a. Each project's time line, including significant milestones.

b. Designation of project as a Job Access or Reverse Commute service. If applying under both, indicate how you will divide the funds.

c. Project budget (See Appendix C).

##### 4. Project Narrative.

Provide the information identified below to support your application. More descriptive information has been provided in Section I of this notice.

a. Document the coordinated human services/transportation planning process. This should include:

1. Description of the collaborative transportation/human services process used in developing the Regional Job Access and Reverse Commute Transportation Plan.

2. List of the participants and their respective roles.

3. Identification of new partnerships and cooperative relationships developed.

4. Description of specific coordination with legislatively-mandated partners: transportation providers and transit agencies, state agencies administering the TANF and WtW funds.

5. Description of consultation with and public involvement of the community to be served, including welfare recipients and low income residents.

6. Sign-offs or letters of endorsement from planning partners.

b. Describe the unmet need for additional transportation services to transport welfare recipients and low income individuals to jobs, training and other employment services. This should include:

1. Definition of the proposed service areas and the population and communities to be served.

2. The number of welfare recipients and low income persons and the percentage of the population that they represent.

3. Description of the existing transportation resources, if any, including human services, nonprofit and public transportation providers.

4. Description of transportation gaps in existing services.

5. For Reverse Commute projects, information on the need for additional transportation services.

c. Describe how the proposed services will meet the unmet need described above. This should include or address the following:

1. Specify project goals and objectives.

2. Identify employment potential in the proposed service area.

3. For Job Access projects, estimate low income and welfare recipient ridership.

4. For Reverse Commute projects, estimate ridership by the general public and by welfare recipients and low income individuals.

5. Specify type of capital investments to be funded.

6. Specify type of operating costs to be funded.

7. Provide operation-specific data (e.g., miles/hours of service, new routes, route extensions, etc.).

8. Specify how use of all existing transportation service providers is being maximized.

9. Describe how these services will address the needs of persons with disabilities and how the requirements of ADA will be met.

10. Present indicators that will be used to monitor project performance and make subsequent adjustments in project implementation.

d. Document financial commitments, including prospects for sustainability.

1. Identify how human service (such as TANF, WtW, other Federal, state or local) financial resources have been leveraged.

2. Identify the financial commitment of existing transportation providers.

3. Identify long term financing that may be proposed or available to support continuation of the proposed project or other aspects of the regional plan.

e. Variable Factors. Please specify how each of the following factors applies to your project(s). If any are not applicable, explain why not.

1. Innovative Approaches—Identify innovative techniques in and approaches to the proposed project.

2. Use of Employer-based Strategies—Describe any commitment by employers

that will contribute to the success of the project.

3. Linkages to Other Employment Support Services—Identify available employment support services that complement the transportation activities and are critical to ensuring that welfare recipients get and retain jobs.

4. Other Strategies—Describe other locality-specific actions, strategies and linkages, about which FTA should be aware, that were not captured in the preceding criteria.

The checklist in Appendix D should be used to ensure that you have developed a complete application.

#### IV. Grant Review Process

Applications are to be submitted to the appropriate FTA Regional Office by the close of business December 31, 1998. FTA will screen all applications to determine whether all required eligibility elements, as described in Section 2 of the Application, are present. A multi-agency task force will evaluate each application according to the criteria described in this announcement. FTA will select projects based on what is most advantageous to the government, considering, in addition to the award criteria, the time frame for implementation, the availability of funds, and geographic distribution.

##### A. Award Criteria

Once eligibility is established, the merit of each application will be evaluated based on the following factors. The number of points in parentheses indicates the maximum level of points for a given factor.

1. Coordinated human services/ transportation planning process and Regional Job Access and Reverse Commute Transportation plan (25 Points)

Evaluated based on the extent to which the applicant:

(A) Demonstrates a collaborative planning process, including:

(1) coordination with, and the financial commitment of, existing transportation service providers;

(2) coordination with the state or local agencies that administer the state program funded under part A of title IV of the Social Security Act (TANF and WtW grant programs);

(3) coordination with public housing agencies (including Indian tribes and their tribally designated housing entities as defined by the Secretary of HUD) if any, which intend to apply for Welfare to Work Housing Vouchers from the Department of Housing and Urban Development;

(4) consultation with the community to be served; and

(5) consultation with other area stakeholders.

(B) Presents a Regional Job Access and Reverse Commute Transportation Plan addressing the transportation needs of welfare recipients and low-income individuals.

2. Demonstrated Need for Additional Transportation Services (30 Points)

Evaluated based on the extent to which the applicant demonstrates:

(A) in the case of an applicant seeking assistance to finance a Job Access project, the relative need for additional services in the area to be served to transport welfare recipients and eligible low-income individuals to and from specified jobs, training and other employment support services; and

(B) in the case of an applicant seeking assistance to finance a Reverse Commute project, the need for additional services to transport individuals to suburban employment opportunities.

3. Extent to Which Proposed Services Will Meet the Need for Services (35 Points)

Evaluated based on the extent to which:

(A) The proposed service will meet the need.

(B) To which the applicant demonstrates the maximum use of existing transportation service providers and expands transit networks or hours of service, or both.

4. Financial Commitments (10 Points)

Evaluated based on the extent to which the applicant:

(A) Identifies long-term financing strategies to support proposed services.

(B) Identifies financial commitments by human service providers.

(C) Identifies financial commitments by existing transportation providers.

FTA also will consider the extent to which the applicant addresses the following variable factors: (10 Bonus Points Total)

1. Innovative approaches that are responsive to identified service needs;

2. Use of employer-based strategies;

3. Linkages to other employment-related support services; and

4. Other strategies that are effective in meeting program goals.

##### B. Notification

FTA will notify applicants in February 1999. Those selected must then submit appropriate background certifications, assurances, and other

documentation necessary to meet the applicable FTA Section 5307 Urbanized Area Formula Grant Program requirements and be included in the TIP or STIP as appropriate. Technical assistance regarding these requirements is available in each FTA regional office. Complete documentation must be submitted to the appropriate FTA

regional office no later than March 31, 1999.

FTA is committed to obligating FY 1999 Job Access and Reverse Commute funding expeditiously. Therefore, FTA urges applicants to develop documentation in accordance with the Section 5307 program guidance as soon as possible. This allows the information

necessary for grant approval to be readily available for submission to FTA when projects are selected for funding. FTA will approve final applications as soon as they are complete.

Issued on: November 3, 1998.

**Gordon J. Linton,**  
Administrator.

#### APPENDIX A—(FTA) REGIONAL OFFICES

- Region I—Massachusetts, Rhode Island, Connecticut, New Hampshire, Vermont and Maine, Richard H. Doyle, FTA—Regional Administrator, Volpe National Transportation Systems Center, Kendall Square, 55 Broadway, Suite 920, Cambridge, MA 02142-1093, (617) 494-2055
- Region II—New York, New Jersey, Virgin Islands, Letitia Thompson, FTA—Regional Administrator, 26 Federal Plaza, Suite 2940, New York, NY 10278-0194, (212) 264-8162
- Region III—Pennsylvania, Maryland, Virginia, West Virginia, Delaware, Washington, D.C., Sheldon Kinbar, FTA—Regional Administrator, 1760 Market Street, Suite 500, Philadelphia, PA 19103-4124, (215) 656-7100
- Region IV—Georgia, North Carolina, South Carolina, Florida, Mississippi, Tennessee, Kentucky, Alabama, Puerto Rico, Susan Schruth, FTA—Regional Administrator, 61 Forsyth Street, S.W., Suite 17T50, Atlanta, GA 30303, (404) 562-3500
- Region V—Illinois, Indiana, Ohio, Wisconsin, Minnesota, Michigan, Joel Ettinger, FTA—Regional Administrator, 200 West Adams Street, Suite 2410, Chicago, IL 60606-5232, (312) 353-2789
- Region VI—Texas, New Mexico, Louisiana, Arkansas, Oklahoma, Lee Waddleton, FTA—Regional Administrator, 819 Taylor Street, Room 8A36, Ft. Worth, TX 76102, (817) 978-0550
- Region VII—Iowa, Nebraska, Kansas, Missouri, Mokhtee Ahmad, FTA—Regional Administrator, 6301 Rockhill Road, Suite 303, Kansas City, MO 64131-1117, (816) 523-0204
- Region VIII—Colorado, North Dakota, South Dakota, Montana, Wyoming, Utah, Louis Mraz, FTA—Regional Administrator, Columbine Place, 216 16th Street, Suite 650, Denver, CO 80202-5120, (303) 844-3242
- Region IX—California, Arizona, Nevada, Hawaii, American Samoa, Guam, Leslie Rogers, FTA—Regional Administrator, 201 Mission Street, Suite 2210, San Francisco, CA 94105-1831, (415) 744-3133
- Region X—Washington, Oregon, Idaho, Alaska, Helen Knoll, FTA—Regional Administrator, Jackson Federal Building, 915 Second Avenue, Suite 3142, Seattle, WA 98174-1002, (206) 220-7954

#### Appendix B—Definitions

- Welfare Recipient**—An individual, who receives or received aid or assistance under a state program funded under Part A of Title IV of the Social Security Act (whether in effect before or after the effective date of the amendments made by Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193); 110 Stat 2110) at any time during the 3-year period before the date on which the applicant applies for a grant.
- Eligible Low-Income Individual**—An individual whose family income is at or below 150 percent of the poverty line (as that term is defined in Section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) including any revisions required by that section for a family of the size involved. These are calculated by HHS; the 1998 guidelines were published in the February 24, 1998, (Volume 63, Number 36) *Federal Register*, page 9235-9238.
- Existing Transportation Service Provider**—Public transportation providers including public, private and non-profit fixed route and paratransit operators, and governmental agencies and nonprofit organizations that receive assistance from Federal, state, or local sources for nonemergency transportation services.
- Human Services Provider**—Agencies and organizations involved in helping welfare recipients and low income populations to make the transition to work and providing supportive employment services. These agencies and organizations include state and local workforce development organizations, agencies administering TANF and WtW formula and competitive funds, public and assisted housing providers and community development agencies, and where appropriate, faith-based and community-based organizations providing employment support services.
- Qualified Entity**—(A) With respect to any proposed eligible project in an urbanized area with a population of at least 200,000, the applicant(s) selected by the appropriate metropolitan planning organization that meets the program eligibility requirements, including planning and coordination requirements, from among local governmental authorities and agencies and nonprofit organizations; and (B) With respect to any proposed eligible project in an urbanized area with a population of greater than 50,000 and less than 200,000, or an area other than an urbanized area, the applicant(s) selected by the chief executive officer of the state in which the area is located that meets the program eligibility requirements, including the planning and coordination requirements, from among local governmental authorities and nonprofit organizations.
- Transit Capital and Operating Assistance Projects**—This term means projects to finance acquisition, construction, improvement, and operating costs of facilities, equipment and associated capital maintenance items used in mass transportation service, including crime prevention and security of and for such equipment and facilities. Direct administrative expenses associated with the provision of job access and reverse commute services are also eligible operating expenses.

#### Appendix C—Sample Project Budget

##### FY 99 FUNDING

Applicant: \_\_\_\_\_ Area Size: \_\_\_\_\_

	Federal amount	Total amount
A. Job Access Project		
Capital Costs		
Activity .....	_____	_____
Quantity .....	_____	_____
Activity .....	_____	_____

## FY 99 FUNDING—Continued

Applicant: \_\_\_\_\_ Area Size: \_\_\_\_\_

	Federal amount	Total amount
Quantity .....	_____	_____
Example		
Activity	_____	_____
Vans .....	_____	_____
Quantity 4		
Operating Costs		
Activity .....	_____	_____
Activity .....	_____	_____
Example		
Activity	_____	_____
Late Night .....	_____	_____
Service (3 Routes)	_____	_____
Total .....	_____	_____
B. Reverse Commute Project		
Capital Costs		
Activity .....	_____	_____
Quantity .....	_____	_____
Activity .....	_____	_____
Quantity .....	_____	_____
Example		
Activity	_____	_____
Vans .....	_____	_____
Quantity 4	_____	_____
Operating Costs		
Activity .....	_____	_____
Activity .....	_____	_____
Example		
Activity	_____	_____
Two new routes .....	_____	_____
Total .....	_____	_____
Grand Total (A or B or A & B) for those applicants seeking a multi-year commitment, provide this information for subsequent years of reference budget material from your Job Access Transportation Plan.		

## Appendix D—Application Check List (To Meet December 31 Deadline)

- ☐ TRANSMITTAL LETTER
- ☐ PROJECT ELIGIBILITY
  - Organizational Capacity
  - 50 Percent Non-DOT Match
  - Regional Job Access and Reverse Commute Transportation Plan
  - Approval of Affected Transit Authorities
  - MPO/State Endorsement and Programming as Appropriate
- ☐ PROJECT INFORMATION
  - Activity Summaries/Timelines/Milestones
  - Designation As Job Access Or Reverse Commute Project
  - Project Budget
- ☐ PROJECT NARRATIVE
  - Documentation of Coordinated Human Services/Transportation Planning Process
    - ✓ Coordination with Agencies Administering TANF & WtW
    - ✓ Coordination with Existing Transportation Operators
    - ✓ Consultation with Affected Communities
    - ✓ Consultation with Employers
  - Documentation of Unmet Needs
  - Description of How Proposed Services Will Meet Needs
  - Documentation of Financial Commitments
  - Response to Variable Factors (Bonus Points)
    - ✓ Innovative Approaches
    - ✓ Employer-Based Strategies
    - ✓ Linkages to Other Employment Support Services
    - ✓ Other Strategies

## Appendix E—Summary of FTA's Section 5307 Requirements

This is the full range of 5307 requirements. Some of these items are covered in the application, in which case you will not need to submit information twice.

## APPROVAL PREREQUISITES:

(On file with FTA, or to be submitted with application and updates as appropriate)

Opinion of Counsel

Authorizing Resolution

Current annual Certification and Assurances

Civil rights submissions up-to-date



Title VI  
Annual DBE Goal  
DBE Program  
EEO Program  
ADA  
National Transit Database reports-up-to-date  
Any outstanding oversight findings resolved or resolution plan and schedule set  
Additional Information:  
Project Budget  
Project Description  
Project Justification/Supporting Information as necessary  
Project Milestone Schedule  
Labor Union Description(s) (including information about earlier DOL certifications that may apply to this project)  
Environmental Review  
    Date of FTA's signing of FONSI (Finding of No Significant Impact), or  
    Date of FTA's signing of ROD (Record of Decision) closing out the EIS process, or  
    Grant applicant's Categorical Exclusion recommendation if neither (a) nor (b) above applies  
Air Quality  
    Date of project level conformity determination by FTA, or  
    Applicant's recommendation concerning list of exemptions in the conformity regulation (40 CFR Part 51)  
STIP—Date of Approved by FTA  
Request for copy of Master Agreement  
    (If applicant does not have latest one on file)

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