



# **STATEWIDE COMPETITIVE GRANT**

**Job Access & Reverse Commute Program (Section 5316 - JARC)**

**and the**

**New Freedom Program (Section 5317 - NF)**

**Grant Application**

**Grant Funding will be awarded for**

**Fiscal Year 2014**

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## GENERAL INFORMATION

### I. INTRODUCTION

The Alabama Department of Transportation (ALDOT) is responsible for the management and administration of the Federal Transit Administration (FTA) Section 5316 Job Access and Reverse Commute (JARC) and Section 5317 New Freedom (NF) Transportation programs. All projects funded under this program must be derived from a locally developed, coordinated public transit-human services transportation planning process. Coordination is a key element which is now required for all FTA programs. In order to be awarded grant assistance, successful applicants' projects must be derived from the Regional Coordination Plan for the proposed project area.

**Grant Application Submission:** Completed grant applications must be submitted to the appropriate regional planning council in the respective geographic areas of the state in which Sections 5316 and/or 5317 transportation services are proposed. Each Regional Planning Council must review grant applications to ensure compliance with federal coordination requirements prior to formal submission to ALDOT. Only those grant applications formally submitted for funding consideration by the regional planning councils will be considered for funding.

The grant applications must be submitted to the appropriate regional planning council in the respective geographic areas of the state in which Sections 5316 and 5317 transportation services are proposed is **5:00 p.m. on May 10, 2013**. (See Regional Planning Council: page 13) If Regional Planning Councils are applying for funding directly or assisting with the completion of other agencies applications, those applications must be submitted directly to ALDOT by the regional councils no later than **5:00 p.m. on May 10, 2013**. Applications received after the established deadline will be returned. **Postmarked submissions will not be accepted.**

**Prior to submitting grant applications, all applicants must submit proposed budget(s) to ALDOT no later than 5:00 p.m. on April 15, 2013.** Budget(s) submitted to ALDOT on this date must also be included in the completed grant application submitted to the appropriate regional planning council. (See Budgets: pages 19-22)

The Regional Planning Councils must provide project endorsements to ALDOT to insure that only applications from applicants that have projects derived from the local regionally coordinated human services transportation planning process are eligible for funding consideration; include the date the plan was approved, and identify the page number(s) for application components addressing specific strategies and/or unmet needs addressed in the grant applications in accordance with the respective regional coordinated plans.

Formal submissions shall include one original application and two copies per applicant securely clipped (**no binders or dividers, please**) and submitted to the Alabama Department of Transportation, Modal Programs. All pages should be on 8.5 x 11-inch paper. Text on one side of the paper is the only acceptable format. Please use the checklist for application completeness included in this package to ensure that all required submissions have been included.

Grant applications from Regional Planning Councils must be formally recommended for funding consideration by personnel other than those directly involved with the proposed Sections 5316 and 5317 transportation program.

## Tentative Timeline

Date	Activity
<ul style="list-style-type: none"> <li>• March 29, 2013</li> </ul>	<ul style="list-style-type: none"> <li>• Program announcement and statewide dissemination of grant applications</li> </ul>
<ul style="list-style-type: none"> <li>• April 15, 2013</li> </ul>	<ul style="list-style-type: none"> <li>• Deadline for submissions of all proposed budgets from all applicants to ALDOT</li> </ul>
<ul style="list-style-type: none"> <li>• May 10, 2013</li> </ul>	<ul style="list-style-type: none"> <li>• Deadline for submission of applications to the Regional Councils for coordination plan certification letter</li> <li>• If Regional Councils are applying for funding or closely involved with an applicant's application, this is the deadline for those application submittals to ALDOT.</li> </ul>
<ul style="list-style-type: none"> <li>• May 17, 2013</li> </ul>	<ul style="list-style-type: none"> <li>• Deadline for Regional Councils to submit all other applications to ALDOT</li> </ul>
<ul style="list-style-type: none"> <li>• May 2013</li> </ul>	<ul style="list-style-type: none"> <li>• Selection committee convenes to review applications; schedule site visits</li> </ul>
<ul style="list-style-type: none"> <li>• TBA</li> </ul>	<ul style="list-style-type: none"> <li>• Grant Application to FTA via TEAM</li> </ul>
<ul style="list-style-type: none"> <li>• TBA</li> </ul>	<ul style="list-style-type: none"> <li>• Awards Announced</li> </ul>

This application can be found on the website listed below. All agencies must submit proposed budget(s) to ALDOT at the address below:

**Contact Information:** Alabama Department of Transportation  
 Modal Programs – Transit Section  
 1100 John Overton Drive  
 Montgomery, AL 36110  
 334-353-6443

Email: [coatss@dot.state.al.us](mailto:coatss@dot.state.al.us)

Website: <http://www.dot.state.al.us/moweb/transit.htm>

Technical Assistance is available upon request.

## **II. AUTHORITY FOR THE PROGRAMS**

The JARC and New Freedom Programs are authorized under the provisions set forth in the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was enacted on August 10, 2005. The U.S. Secretary of Transportation is authorized by these provisions to apportion federal funds to each state for grants. As a result of new planning requirements imposed by SAFETEA-LU, projects funded through these programs **must** be derived from locally developed, coordinated public transit-human services transportation plans. To respond to the new federal requirements, the Alabama Association of Regional Councils (Regional Councils) developed regionally coordinated public transit-human services transportation plans and provides updates as needed. The website for the Regional Councils is [www.alarc.org](http://www.alarc.org).

The Alabama Department of Transportation (ALDOT) has been designated as the recipient of funds for the JARC and NF Programs funds for the small urban and rural areas in Alabama. ALDOT administers the Section 5316 and Section 5317 funds allocated to Alabama, except for the large urbanized areas of Birmingham, Huntsville, and Mobile. These large urbanized areas apply directly to Federal Transit Administration (FTA). Proposed projects for Lillian and Phenix City fall within large urbanized areas in Florida and Georgia and are the responsibility of designated recipients identified by Florida and Georgia, respectively, in coordination with ALDOT.

## **III. PROGRAM GOALS**

### **JARC Program**

The goal of the JARC Program is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and nonurbanized areas to suburban employment opportunities. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals in all areas – urbanized, small urban, and rural. The program requires coordination of federally assisted programs and services in order to make the most efficient use of federal resources.

### **New Freedom Program**

The New Freedom Program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation into society. The New Freedom program seeks to expand the transportation mobility options available to people with disabilities beyond the requirements of the Americans with Disabilities Act (ADA) have been expanded thereby broadening the types of projects eligible for funding under the New Freedom Program. Under this interpretation, new and expanded fixed route and demand responsive transit service planned for and designed to meet the needs of individuals with disabilities are eligible projects. The definition of “new service” is any service or activity that was not implemented or operational before August 10, 2005 and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the STIP. In other words, if not for the New Freedom Program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities.

#### **IV. PROGRAM INFORMATION**

JARC and New Freedom funds are available for Fiscal Year 2014 (beginning October 1, 2013). Projects will be selected for funding through a competitive process. Grant awards will be subject to available federal funds. Projects selected for funding will be monitored and managed by ALDOT. Applications will be evaluated by the Selection Committee. During the evaluation review period, ALDOT reserves the right to ask for additional information and clarification, and as appropriate, and facilitate modifications to grant applications to include but not be limited to activities and costs.

Agencies may request multi-year funding that cannot exceed three years. Applicants must provide separate budgets for multi-year funding requests and for each program.

Applicants are strongly encouraged to review the “Certifications and Assurances” before initiating the grant application process. By signing, applicant organizations agree to abide by these requirements and assure their ability to sign the “Certifications and Assurances” if funding is awarded. (See Pages 27-28)

#### **V. ELIGIBLE APPLICANTS**

There are three categories of eligible subrecipients of JARC and New Freedom funds:

- 1) Private non-profit organizations. A non-profit organization is a corporation or association determined by the U.S. Department of Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under State law to be non-profit and for which the designated State agency has received documentation certifying the status of the non-profit organization;
- 2) State or local governmental bodies; and
- 3) Operators of public transportation services, including private operators of public transportation services.

Agencies interested in applying for continuation of existing JARC or NF services are eligible to apply for new funding if current funding expires by September 30, 2013.

#### **VI. ELIGIBLE PROJECTS**

Funding for the JARC Program is intended to address transportation needs of individuals with low incomes. New Freedom funding is intended to address the unmet transportation needs of people with disabilities. JARC funding may be used for operating, planning, and capital projects. NF funding may be used for operating and capital projects.

Eligible JARC projects may include, but are not limited to activities such as:

**Operating Activities**

- Late Night and Weekend Service
- Guaranteed Ride Home Service
- Shuttle Service
- Expanded Fixed-route Public Transit Routes
- Demand-Responsive Service
- Ridesharing Activities
- Voucher Programs
- Purchase of Transportation Service

**Capital Activities**

- Intelligent Transportation Systems (ITS)
- Geographic Information Systems (GIS)
- Marketing
- Vehicles
- Mobility Management

Eligible New Freedom projects may include, but are not limited to activities such as:

**Operating Activities**

- Operations Above and Beyond the Minimum Requirements of ADA
- Expansion of Current Hours for Paratransit Service
- Medical Shuttle Service
- Expanded or New Voucher Programs
- Expanded or New Purchase of Service
- Feeder Services

**Capital Activities**

- Intelligent Transportation Systems (ITS)
- Geographic Information Systems (GIS)
- Marketing
- Vehicles
- Mobility Management

Car loan programs will not be considered for JARC or New Freedom funding.

**VII. FEDERAL/LOCAL MATCH REQUIREMENTS**

The federal and local requirements of eligible capital and planning expenses may not exceed 80% of the net project costs. The Federal share of eligible operating expenses may not exceed 50% of the net operating costs. All fare-box revenues are deducted from the total operating costs.

The U.S. Department of Transportation (USDOT) program funds cannot be used as a source of local match for other FTA programs, even when used to contract for service. However, some examples of allowable sources of local match monies for the JARC and/or New Freedom Programs are dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions. Non-cash share such as donations or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost which would otherwise be eligible under the program, and

is included in the net project costs in the project budget. For more information, see Appendix A.

## **VIII. PLANNING AND COORDINATION REQUIREMENTS**

To be eligible for funding, SAFETEA-LU requires that projects funded through the JARC and New Freedom Programs “must be derived from a locally developed, coordinated public transit-human services transportation plan”. Each of the twelve (12) Regional Councils developed coordinated transportation plans that 1) identified the transportation needs of individuals with disabilities, older adults, and people with low incomes; 2) provided strategies for meeting those local needs; and 3) identified potential projects that correspond to each strategy.

Applicants are encouraged to familiarize themselves with the plans for their respective regions to ensure their project is consistent with the coordinated plan. Additionally, applicants are expected to coordinate with other private, public, non-profit, and human services transportation providers. All awarded projects are required to be derived from their region’s coordinated transportation plan.

## **IX. PROJECT SELECTION**

Projects will be awarded through a statewide competitive selection process. ALDOT, as the designated recipient, is responsible for the development and implementation of the competitive selection process. Each project selected must be derived from a locally developed “coordinated plan” in compliance with the statutory requirements. The Regional Councils will submit to ALDOT a coordination plan certification letter for each received grant application that meet the standards set forth within the regional coordination plans. Applications will be reviewed for basic acceptability (meets requirements) and designated for specific funding program(s) consideration. Applications that meet requirements will be evaluated and scored by each selection committee member. Based on the amount of funds allocated for the program, ALDOT will determine the total number of applications for funding award. A final list of selected projects will be submitted to the FTA for funding approval and published on Modal Programs website (<http://www.dot.state.al.us/moweb/transit.htm>) after approval by FTA. Award letters are sent to successful applicants upon the approval of the grant awards from FTA. Unsuccessful applicants are provided notification of the status of their applications as well. Applicants that are not selected because of funding constraints may be retained for future considerations. In the event that funding becomes available during this project cycle, funding may be offered to these applicants without issuing an additional call for projects. Agreements are entered into with successful agencies. Once the agreements are approved, the successful agencies become subrecipients of ALDOT.

Eligible applications will be evaluated based upon the following criteria but not limited to:

- Statement of Need and Organizational Capacity
- Project Budget and Cost Effectiveness
- Coordination and Program Outreach
- Implementation Plan
- Customer Service and Accessibility

Each completed application will be scored up to a maximum of 100 points. The points allocated to each criterion may vary, depending on the need(s) in a given region that are being addressed. For more details, see Appendix B “Minimum Selection Criteria”.

Although each applicant may apply for funding for more than one project, it is possible awards could be made for one proposed activity and not another. Furthermore, due to funding limitations, project(s) may not be fully funded up to the total dollar amount requested by the applicant.

Applicants must demonstrate that projects are consistent with the regional planning coordination efforts and do not duplicate existing transportation services in the proposed geographical area(s). Applicants must address unmet needs or continuation of services.

## **X. GRIEVANCE PROCEDURES**

If an application is not funded, the agency may appeal the outcome by submitting a notice of complaint to ALDOT in writing within fifteen (15) business days of notification of a funding decision. The applicant must clearly state the organization name, contact person, address, phone number, project description and grounds for appeal. ALDOT shall review the complaint and make a decision, in writing, within fifteen (15) business days of receipt of the appeal.

## **XI. CERTIFICATIONS AND ASSURANCES**

Applicants whose projects are selected for the JARC Program and/or New Freedom Program funds are required to comply with all FTA requirements. Specifically, the applicant must sign FTA’s “Certifications and Assurances” for the specific funding programs for which its organization is applying at the time of application submission. The “Certifications and Assurances” must be signed and dated by the applicant agency’s authorized official and attorney. Organizations unable to complete these certifications and assurances will not receive funding and should not apply for funding. A copy of the Certifications and Assurances is included in Appendix D.

## **XII. CIVIL RIGHTS**

As a condition of receiving Federal Transit Administration Section 5316 or 5317 program funds through ALDOT, subrecipients must comply with the requirements of the U.S. Department of Transportation’s Title VI regulations. The purpose of Title VI is to ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. (See Appendix F)

All applicants approved to receive JARC or NF funds must develop a Title VI Program. The program must be approved by the authorizing board of directors for each approved entity. The following contents will be required for submission:

1. A copy of the subrecipient's notice to the public that it complies with Title VI and informs members of the public of the protections against discrimination afforded to them by Title VI.
2. A copy of the subrecipient's instructions to the public on how to file a discrimination complaint, including a copy of the complaint form.
3. A list of any Title VI investigations, complaints, or lawsuits filed with the subrecipient. This list should include only those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs and that pertain to the subrecipient submitting the report, not necessarily the larger agency or department of which the entity is a part.
4. A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission.
5. A copy of the subrecipient's plan for providing language assistance for persons with limited English proficiency that was based on the DOT LEP Guidance.
6. A table depicting the racial breakdown of the membership of those transit-related non-elected planning boards, advisory councils or committees, or similar bodies, in which the membership is selected by the subrecipient, and a description of efforts made to encourage the participation of minorities on such committees or councils.
7. If the subrecipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

Title VI Programs must be submitted to ALDOT consistent with reporting timelines established by ALDOT.

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS**

All successful applicants must adhere to the Alabama Department of Transportation Disadvantaged Business Enterprise (DBE) Program. All subrecipients must consider qualified DBE vendors when purchasing goods or services by providing a fair procurement selection process. Subrecipients are required to comply with all DBE federal requirements including a good faith effort in obtaining the DBE goal, small business element, and semi-annual reporting.

### **XIII. AWARD REQUIREMENTS**

Applicants selected for funding under the JARC and/or NF Programs will enter into a contract agreement with ALDOT.

Successful applicants will be required to submit quarterly and annual reports, regular invoices for reimbursements, and comply with additional reporting and program requirements as requested.

Approved applicants may be required to undergo a pre-award audit. The purpose of the audit is to determine the capability of the recipient's accounting financial practices prior to receiving grant funds.

ALDOT may conduct pre-award and/or post-award site visits. For agencies previously awarded JARC and/or New Freedom funds, timely reporting submissions and adhering

to compliance requirements may be considered part of the application selection process.

Applicants awarded JARC or NF federal funds are required to participate and attend stakeholders meetings held by ALDOT and the Regional Councils.

Applicants must meet all federal, local, and state laws as pertaining to insurance, licenses, Public Service Commission, and Federal Motor Carrier requirements, as applicable.

Applicants should become familiar with the following FTA documents: Circular 9050.1 - Job Access and Reverse Commute (JARC) Program, Circular 9045.1 - New Freedom Program, and Circular 4220.1F – Third Party Procurement. Documents can be found at <http://www.fta.dot.gov/13716.html>.

## APPLICATION INSTRUCTIONS

Please review the application checklist (See page 15) to make sure your application is complete prior to submission. Applications submitted after the deadline will not be considered for funding.

**Part I - Applicant Overview, Part II - Project Narrative and Part III - Project Budget(s)** must follow the format as structured in this package so that the selection committee can fairly evaluate your application. Each project or program must be addressed in the project narrative and project budget. All questions must be addressed.

**Appendix D** of the application addresses the required Certifications and Assurances (C&As). This form must be completed, signed, and returned with the original completed grant application.

**Non-Profit Status** - Attach a copy of the organization's Section 501(c) (3) certification as applicable.

**Public Hearing** - Eligible applicants must ensure that the public is aware of the proposed project(s) and must afford the opportunity for input into the same. Eligible applicants must, therefore, initiate a public participation process as part of their JARC &/or New Freedom application requirements. A public hearing must be held to allow all persons, including private transportation providers, new business entrants, and the general public an equal opportunity to comment on the proposed transportation service. For operating applications, the service description must clearly indicate all service to be provided. For capital applications, the capital items must indicate a concise description of the proposed project. (See Appendix E for Public Hearing Format)

The hearing must be advertised once by public notice in the local newspaper of the widest circulation prior to the hearing. The notice shall be advertised in the newspaper of the project geographic area a minimum of **seven days** prior to the hearing.

The grant application must include the following public hearing information:

- a notarized statement verifying publication; and
- a copy of the notice as it appeared in the paper;
- a summary or transcript of the hearing (including a list of attendees)

**Resolution** - Eligible applicant's governing body (board of county commissioners, city council, board of directors, etc.) must adopt a resolution authorizing the submission of an application to the ALDOT for federal funds to financially assist transportation services in the project area, and the execution of a contract with ALDOT upon approval of the grant application. **Applicants are required to use the resolution included in Appendix C.**

**Deadlines** - The deadline for submitting applications to the Regional Councils is **May 10, 2013** by 5:00 p.m. **All applicants must submit proposed budget(s) to ALDOT by 5:00 p.m. on April 15, 2013.** The deadline for the Regional Councils to submit all received project applications to ALDOT is **May 17, 2013** by 5:00 p.m. Submit your application to the appropriate Regional Council. A map of the Regional Councils is accessible at <http://www.alarc.org/>. If Regional Councils are applying for funding directly or assisting in coordination with other agencies grant applications, these applications must be submitted to ALDOT by 5:00 p.m. on **May 10, 2013.**

**Alabama Association of Regional Council (AARC)**

(Updated 03/13)

Mr. Tyson Howard  
South Central Alabama  
Development Commission  
5900 Carmichael Place  
Montgomery, AL 36117  
(334)244-6903  
FAX (334) 270-0038  
Counties: Bullock, Butler,  
Crenshaw, Lowndes,  
Macon, and Pike

Mr. Keith Jones  
Northwest Alabama Council  
of Local Governments  
P. O. Box 2603  
Muscle Shoals, AL 35662  
(256) 389-0500  
FAX (256) 389-0599  
Counties: Colbert, Franklin,  
Lauderdale, Marion, and  
Winston

Mr. James Curtis  
East Alabama Regional Planning  
and Development Comm.  
P. O. Box 2186  
Anniston, AL 36202  
(256) 237-6741  
FAX (256) 237-6763  
Counties: Calhoun, Chambers,  
Cherokee, Clay, Cleburne,  
Tallapoosa, Coosa, Etowah,  
Randolph, and Talladega

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Mr. Robert Culver  
Top of Alabama Regional  
Council of Governments  
5075 Research Drive NW  
Huntsville, AL 35805  
(256) 830-0818  
FAX (256)830-0843  
Counties: DeKalb, Jackson,  
Limestone, Madison, and  
Marshall

Mr. Charles Ball  
Regional Planning Comm. of  
Greater Birmingham  
1731 1st Ave. N, Suite 200  
Birmingham, AL 35203  
(205) 251-8139  
FAX (205) 328-3304  
FAX (205) 264-8480  
Counties: Blount, Chilton,  
Jefferson, Shelby, St. Clair,  
and Walker

Mr. Greg Clark  
Central Alabama Regional  
Planning and Dev. Comm.  
430 South Court Street  
Montgomery, AL 36104  
(334) 262-4300  
FAX (334) 262-6976  
Counties: Autauga, Elmore, and  
Montgomery

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Mr. Robert Lake  
West Alabama Regional  
Commission  
P.O. Box 509  
Northport, AL 35476  
(205) 333-2990  
FAX (205) 333-2713  
Counties: Bibb, Fayette,  
Greene, Hale, Lamar,  
Pickens, and Tuscaloosa

Mr. Russell Wimberly  
South Alabama Regional  
Planning Commission  
P. O. Box 1665  
Mobile, AL 36633  
(251) 433-6541  
FAX (251) 433-6009  
Counties: Mobile, Baldwin,  
and Escambia

Mr. Thomas B. Solomon  
Southeast Alabama Regional  
Planning & Dev. Commission  
P. O. Box 1406  
Dothan, AL 36302  
(334) 794-4093  
FAX (334) 794-3288  
Counties: Barbour, Coffee,  
Covington, Dale, Geneva, Henry,  
and Houston

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Ms. Suzanne Burnette  
Lee-Russell Council of  
Governments  
2207 Gateway Drive  
Opelika, AL 36801  
(334) 749-5264  
FAX (334) 749-6582  
Counties: Lee and Russell

Ms. Stephanie Franklin  
North Central Alabama  
Regional Council of Gov.  
P. O. Box C  
Decatur, AL 35602  
(256) 355-4515  
FAX (256) 351-1380  
Counties: Cullman,  
Lawrence and Morgan

Mr. John Clyde Riggs  
Alabama-Tombigbee Regional  
Commission  
107 Broad Street  
Camden, AL 36726  
(334) 682-4234  
FAX (334) 682-4205  
Counties: Choctaw, Clarke,  
Conecuh, Dallas, Marengo,  
Monroe, Perry, Sumter,  
Washington, and Wilcox

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# ***Grant Application***

**NAME OF APPLICANT:**

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**APPLICATION CHECKLIST**

Mark Items Submitted	Required Application Items <b>Please follow the checklist format below when submitting a grant application.</b>
	Cover Letter
	Regional Council Certification Letter (Letter Format in Appendix G)
	Part I Applicant Overview Form
	Part II Application Questions & Attachments
	Part III Budgets – Operating, Vehicle, Other Capital & Planning, & Mobility Management (as applicable)
	Letter of commitment – a letter of commitment is required from all applicants for local matching funds. This letter must be signed by the official of the agency authorized to grant matching funds, and state the amount of local matching funds available to the applicant. Be sure the source of local funds are non DOT funds and are eligible to match USDOT funds. (See Appendix A) Not applicable if all local match is funded by DHR but County DHR support letters are required.
	Copy of the organization’s Section 501(c)(3) non-profit certification
	Most Recent Audit Report
	Authorizing Resolution - Appendix C
	Certifications and Assurances - Appendix D
	Public Hearing Requirements: include notice, notarized statement verifying publication; and summary or transcript of the hearing including a list of attendees - Appendix E
	Civil Rights - Appendix F (review pages 9-10)
	Application Certification - Appendix H
<p>**Include this page in the grant application.</p> <p><b>*Submit one single-sided, unbound 8 ½” x 11” original, and two (2) copies of the completed application.</b></p>	

**SECTION 5316 (JARC) AND SECTION 5317 (NEW FREEDOM) APPLICATION**

**Part I – Applicant Overview**

<b>Applicant Information</b>		
Legal Name:		
Contact Person:		
Address:		
City/State/Zip Code:		
Federal Tax ID Number:		DUNS Number:
Telephone:	Fax:	
Email:	Website:	
List the name and title of person authorized to enter into contract(s) (this should be the person on the resolution) with the ALDOT:		
Name: _____ Title: _____		
Applicant Status:		
<input type="checkbox"/> Private Non-Profit Organization <input type="checkbox"/> State or Local Government <input type="checkbox"/> Public Transportation Provider <input type="checkbox"/> Private For-Profit Organization		
List of Project Partners: (use additional sheet if necessary)		
<u>Organization</u>	<u>Contact</u>	<u>Address</u>
		<u>Phone/Email</u>
1.		
2.		
<b>Program (Check all that apply)</b>		
<input type="checkbox"/> Section 5316 – JARC Capital (80/20) <input type="checkbox"/> Section 5316 – JARC Operating (50/50) <input type="checkbox"/> Section 5317 – New Freedom Capital (80/20) <input type="checkbox"/> Section 5317 – New Freedom Operating (50/50)		
<b>Project Information</b>		
Project Name:		
Specific Service Area:		
Project Type (Check all that apply)		
<input type="checkbox"/> Continuation of existing project : ___JARC ___NF <input type="checkbox"/> Expansion of an existing project ___JARC ___NF <input type="checkbox"/> New project ___JARC ___NF		
Estimated Number of People to be Served (monthly):		
<input type="checkbox"/> Low-Income _____ <input type="checkbox"/> Elderly _____ <input type="checkbox"/> Disabled _____ <input type="checkbox"/> Other _____		
Total Federal Funds Requested: JARC: <input type="checkbox"/> Small Urban \$_____ <input type="checkbox"/> Rural \$_____		
NF: <input type="checkbox"/> Small Urban \$_____ <input type="checkbox"/> Rural \$_____		
Budget:	JARC	New Freedom
Total Cost of Project(s)	\$	\$
Federal Funds	\$	\$
Local Funds	\$	\$

# SECTION 5316 (JARC) AND SECTION 5317 (NEW FREEDOM) APPLICATION

## Part II – Project Narrative

### Project Description:

Provide a summary description of each project. Include if the project is for the rural or small urban area and the type of project (JARC or NF).

### Goals & Objectives:

- A) Describe the targeted population to be served for each project.
- B) Identify which strategy(ies) within the *Coordination Transportation Plan* this project addresses. **Indicate the page number from the coordinated plan the strategy is found.**
- C) Describe the unmet transportation need that the proposed project seeks to address. **Indicate the page number from the coordinated plan the unmet need is found.**
- D) Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection including total number of individuals to be served and average number of one-way trips provided per month.
- E) Explain how the project increases or enhances availability of transportation of the targeted population and detail if the project will also help meet transportation needs outside this population.

### Coordination:

- A) Describe how the project will be coordinated with other social service agencies and/or public transportation providers. (e.g., sharing vehicles, dispatching, scheduling, maintenance, coordinating client trips, training, etc.)
- B) Identify partners/stakeholders and indicate any private sector involvement. (Attach letters of support for each stakeholder.)
- C) Indicate how stakeholders will be involved throughout the project.

### Implementation:

- A) Provide an operational plan for providing service. (Include how rider eligibility is determined, service days & hours, route map, and/or service map, if applicable.)
- B) Describe how the agency intends to implement the project.
- C) Explain how the project relates to other services or programs provided by your agency and demonstrate how it can be achieved within the agency's technical ability.

- D) Describe how the agency will market the project to the target population and promote public awareness of the program.
- E) Provide a projected timeline for implementation.

### **Managerial Capability:**

- A) Describe the agency's ability to manage the project and the number of years the agency has worked with this targeted population including the years of transportation experience.
- B) Describe key personnel assigned to the project and the percentage of time each person will be involved in the project. Will the agency need to hire additional personnel to support or continue the project? If so, what percentage of time will the new person(s) dedicate to this project?
- C) Describe how the agency will manage risk and provide for safe delivery of services – driver training and safety, vehicles type, vehicle safety, maintenance, and insurance. Attach supporting documentation.

### **Fiscal Capability:**

- A) Provide a complete budget indicating project revenues and expenditures in the format provided in Part III. (Separate budgets are required for multi-year funding and if applying for both JARC & NF programs.)
- B) Provide evidence of financial management capabilities and the stability of the local share. (Include local match commitment letter(s) and your most recent audit report).
- C) Describe any potential long-term efforts or funding sources that will sustain the project if the JARC and/or New Freedom funding is no longer available in future years.

### **Program Effectiveness:**

- A) Identify performance measures to track the effectiveness of the service in meeting the identified goals.
- B) Describe the agency's plan for monitoring and evaluating the project.
- C) Indicate what steps will be taken if original goals are not achieved. If this is a continuation project request, please describe how you met your prior performance goals and objectives.

**PART III – PROJECT BUDGET**

**YEAR:** \_\_\_\_\_

**CHECK ONE:** SECTION 5316 (JARC) \_\_\_\_ SECTION 5317 (NEW FREEDOM) \_\_\_\_

**CHECK ONE:** URBAN \_\_\_\_\_ OR RURAL \_\_\_\_\_

**Operating Budget (line items are examples only)**

	Project Budget
Drivers	_____
Coordinator	_____
Fringe Benefits	_____
Fuel	_____
Maintenance	_____
Vehicle Insurance	_____
Tires	_____
Purchase Transportation	_____
<b>Total Operating Expenses</b>	_____
Fares	_____
Other _____	_____
Total Operating Revenue (subtract from total operating expenses = net project cost)	_____
<b>Net Project Cost</b>	_____
<b>Total Local Funds (50%)</b>	_____
<b>Identify Local Funding Below</b>	_____
Local Funding _____	_____
Local Funding _____	_____
<b>Federal Funds (50%)</b>	_____

**Planning & Capital Budget** (excludes vehicles & mobility manager- see budget forms for vehicles & mobility mgmt)

Capital/Planning	Type of Project	Cost	Local Share (20%)	Federal Share (80%)	Source of Local Share
<b>Total Cost</b>					

**Part III: VEHICLE REQUEST BUDGET FORM Agency Name: \_\_\_\_\_**

**(Form To Be Completed If Requesting Vehicles)**

<b>Vehicle Type</b> <i>Price ranges are estimates and subject to change. Prices include wheel chair stations and lettering. Other options are not included.</i>	<b>Designed Seating Capacity</b>	<b>Number of Wheelchair Stations Per Vehicle</b>	<b>Engine Type G-Gas or D-Diesel</b>	<b>Number of Each Type Vehicle Needed</b>	<b>Intended Use R- Replacement E-Expansion N-New Service</b>	<b>Program JARC or New Freedom (NF)</b>	<b>List Service Area Rural or Small Urban</b>
**Mini Van \$36,321	7-8		Gas only				
Raised Roof Van \$38,769-\$41,443	13		Gas only				
Commuter Van \$41,051	15	N/A	Gas only				
Modified Van \$44,638-\$51,690	15		Gas only				
Cut-A-Way Chassis Bus \$48,946 -\$53,517	17		Gas only				
Cut-A-Way Chassis Bus \$49,752 -\$54,269	21		Gas only				
Cut-A-Way Chassis Bus \$51,203-\$74,544	25						
Cut-A-Way Chassis, HD \$71,757 -\$85,773	28-30						
<b>TOTALS</b>							

Note: All vehicle capital requests will be evaluated by ALDOT. The number and types of vehicles awarded are contingent upon available funding. Replacement – an agency requesting to replace vehicles funded through ALDOT. Expansion – an agency currently has vehicles funded by ALDOT and desires to purchase new vehicles to meet service needs. New Service – an agency that has not purchased vehicles through ALDOT. \*\*Only one wheelchair station is available for the mini-van.

**LIST SOURCES OF LOCAL FUNDS: 20% LOCAL MATCH REQUIREMNT FOR ALL VEHICLES REQUESTED**

**Name of Organization**

**Amount**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**PART III – MOBILITY MANAGEMENT BUDGET**

**YEAR:** \_\_\_\_\_

**CHECK ONE:** SECTION 5316 (JARC) \_\_\_\_ SECTION 5317 (NEW FREEDOM) \_\_\_\_

**CHECK ONE:** URBAN \_\_\_\_\_ OR RURAL \_\_\_\_\_

**Budget (line items are examples only)**

---

	Project Budget
Mobility Manager	_____
Supplies	_____
Travel	_____
Printing	_____
<b>Total Mobility Management Expenses</b>	_____
<b>Total Local Funds (20%)</b>	_____
<b>Identify Local Funding Below</b>	_____
Local Funding _____	_____
Local Funding _____	_____
<b>Federal Funds (80%)</b>	_____

**Appendix A – Non-DOT Federal Program Guide**  
(Source – United We Ride website:  
[http://www.unitedweride.gov/1\\_691\\_ENG\\_HTML.htm](http://www.unitedweride.gov/1_691_ENG_HTML.htm) )

**U.S. Department of Agriculture**

- [Food and Nutrition Service](#)

**U.S. Department of Education**

- [Office of Elementary and Secondary Education](#)
- [Office of Innovation and Improvement](#)
- [Office of Special Education and Rehabilitative Services](#)

**U.S. Department of the Interior**

- [Bureau of Indian Affairs](#)

**U.S. Department of Health and Human Services**

- [Health Resources and Services Administration](#)
- [Centers for Medicare and Medicaid Services](#)
- [Administration on Aging](#)
- [Substance Abuse and Mental Health Services](#)
- [Administration for Children and Families](#)

**U.S. Department of Housing and Urban Development**

**U.S. Department of Labor**

- [Employment Standards Administration](#)
- [Veterans' Employment and Training Service](#)
- [Employment and Training Administration](#)

**U.S. Department of Veterans Affairs**

- [Veterans Benefits Administration](#)
- [Veterans Health Administration](#)

## Appendix B – Minimum Selection Criteria

Description of Project	Evaluation Criteria
<b>1. Statement of Need and Organizational Capacity (0 to 20 Points)</b>	
<ul style="list-style-type: none"> <li>• Describe the unmet transportation need that the proposed project seeks to address. Relate this to the Coordination Plan.</li> <li>• Describe the specific population this project will serve. As appropriate, add tables, charts, maps and data to support this project. Will the project also help meet transportation needs outside this population? (Explain how)</li> <li>• Estimate the number of people within the target population the project will serve and briefly describe the rationale for the projection – total number of individuals to be served and average number of one-way trips provided (if applicable) per month. If this is building upon an existing service, provide the current number of passenger trips served.</li> </ul>	<ul style="list-style-type: none"> <li>• Does the project address a recognized need in the community? <ul style="list-style-type: none"> <li>➢ What unmet need(s) are identified in relation to the regional Coordinated Public Transit-Human Services Transportation Plan?</li> </ul> </li> <li>• Which strategy(ies) does the project focus on from the Plan?</li> <li>• Does the project increase or enhance availability of transportation of the targeted population?</li> </ul>
<b>2. Project Budget and Cost Effectiveness (0 to 20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide a budget for the proposed project. Clearly indicate all funding sources, especially the local share for the project.</li> <li>• Provide evidence of financial management capabilities and the stability of the local share. Explain.</li> <li>• Identify reasonable sources for on-going funding – clearly indicate all funding sources if there are more than one.</li> </ul>	<ul style="list-style-type: none"> <li>• Was a clearly defined budget submitted for all the proposed projects and/or years?</li> <li>• Does the project budget list the source(s) of local share? Is the local share stable?</li> <li>• Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?</li> </ul>
<b>3. Coordination and Program Outreach (0 to 20 Points)</b>	
<ul style="list-style-type: none"> <li>• Coordination among agencies is very important, describe how the project will be coordinated with other social service programs and/or transit providers in the area. This could include: <ul style="list-style-type: none"> <li>➢ Share vehicles with other agencies?</li> <li>➢ Share dispatching/scheduling duties?</li> <li>➢ Share in maintenance costs?</li> <li>➢ Coordinate client trips?</li> <li>➢ Coordinate staff training programs?</li> <li>➢ Other strategies.</li> </ul> </li> <li>• Were private sector providers included in developing the project? If so, how?</li> <li>• In addition to the Coordinated Public Transit-Human Services Transportation Plan, provide ways which will continue to involve key stakeholders on a consistent basis.</li> </ul>	<ul style="list-style-type: none"> <li>• What coordination efforts did the project employ? (More points should be awarded for multiple shared activities – program planning, operations, communications and/or planning)</li> <li>• Does the project involve multiple partners?</li> <li>• Was private sector involvement explored?</li> <li>• Does the project indicate how stakeholders will be involved throughout the project?</li> </ul>

Description of Project	Evaluation Criteria
<b>4. Implementation Plan (0 to 20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide an operational plan for providing service. Include service hours &amp; days, tables and route maps (if applicable) showing the service coverage from the project.</li> <li>• Provide a description on how the agency intends to implement the project – describe process. Include a timeline for project implementation.</li> <li>• Explain how the project relates to other services or programs provided by the agency and demonstrate how it can be achieved within the agency’s technical ability.</li> <li>• Description on how the agency will market the project to the target population and promote public awareness of the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Does the operational plan correspond with the project goals/objectives?</li> <li>• Does the implementation plan seem feasible?</li> <li>• Does the timeline seem feasible?</li> </ul>
<b>5. Customer Service and Accessibility (0 to 20 Points)</b>	
<ul style="list-style-type: none"> <li>• Provide the number of years the applicant has provided services for their targeted clientele (elderly, low-income populations, and/or individuals with disabilities) and number of years of transportation experience.</li> <li>• Provide information on the number of personnel – existing drivers and administrative staff to support the project. Will the agency hire additional personnel to support the project?</li> <li>• List the training courses and the drivers who have completed these courses.</li> <li>• Describe the agency’s vehicle maintenance program (if applicable), addressing the following: <ul style="list-style-type: none"> <li>➤ Pre-trip inspections</li> <li>➤ Preventive maintenance</li> <li>➤ Routine maintenance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Does the applicant display sufficient experience in providing services for the targeted clientele?</li> <li>• Does the agency have adequate staff resources to handle the project?</li> <li>• If applicable, are drivers properly trained?</li> <li>• If applicable, does the agency display the ability to maintain vehicles?</li> </ul>

**Appendix C –Resolution**

**WHEREAS**, federal financial assistance is available through the Alabama Department of Transportation to meet the special needs of eligible low-income individuals, and of reverse commuters regardless of income and/or reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the American with Disabilities Act of 1990.

**WHEREAS**, the submission of an application for said financial assistance is deemed necessary to aid in addressing the transportation needs of low-income individuals and/or individuals with disabilities of

\_\_\_\_\_, and  
(City, County or UZA)

**WHEREAS**, any contract for operating, planning, and capital financial assistance with the Alabama Department of Transportation, 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 transit project that can be provided with the funds available.

**NOW, THEREFORE**, be it resolved by the \_\_\_\_\_ of  
(Type Governing Body)

\_\_\_\_\_ as follows:  
(Legal Name of Organization)

That the \_\_\_\_\_ is authorized to execute and file a grant  
(Title of Authorized Official)

application with the Alabama Department of Transportation for aid in the financing of a Section 5316 and/or Section 5317 transportation assistance project(s).

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

Attest: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## Appendix D – FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES

### FEDERAL FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

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

**The Applicant agrees to comply with applicable provisions of Groups 01 – 24.**   X  

OR

**The Applicant agrees to comply with applicable provisions of the Groups it has selected:**

Group	Description	_____
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Private Sector Protections.	_____
04.	Procurement and Procurement System.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Finance Costs and Leasing Costs.	_____
09.	Transit Asset Management and Agency Safety Plans.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21.	_____
12.	State of Good Repair Program.	_____
13.	Fixed Guideway Modernization Grant Program.	_____
14.	Bus/Bus Facilities Programs.	_____
15.	Urbanized Area Formula Programs and Job Access and Reverse Commute (JARC) Program.	_____
16.	Seniors/Elderly/Individuals with Disabilities Programs and New Freedom Program.	_____
17.	Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs.	_____
18.	Public Transportation on Indian Reservations and “Tribal Transit Programs.	_____
19.	Low or No Emission/Clean Fuels Grant Programs.	_____
20.	Paul S Sarbanes Transit in Parks Program.	_____
21.	State Safety Oversight Program.	_____
22.	Public Transportation Emergency Relief Program.	_____
23.	Expedited Project Delivery Pilot Program.	_____
24.	Infrastructure Finance Programs.	_____

**Appendix D – FTA FISCAL YEAR 2014 CERTIFICATIONS AND ASSURANCES**

FEDERAL FISCAL YEAR 2014 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE  
(Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

**AFFIRMATION OF APPLICANT**

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

Name and Relationship of Authorized Representative: \_\_\_\_\_

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these Certifications and Assurances and bind the Applicant’s compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its authorized representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2014, irrespective of whether the individual that acted on its Applicant’s behalf continues to represent the Applicant.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply, as provided, to each Project for which the Applicant seeks now, or may later seek FTA funding during Federal Fiscal Year 2014.

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

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

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

Name: \_\_\_\_\_  
Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT’S ATTORNEY**

For (Name of Applicant): \_\_\_\_\_

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

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

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

Name: \_\_\_\_\_  
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its signature in lieu of the Attorney’s signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

## Appendix E – Public Hearing Notice

(insert name of organization applying for grant) will be submitting an application to the Alabama Department of Transportation (ALDOT) to receive funding to/for (insert name of project & description). If the application is successful, the funding award may contain Federal Transit Administration (FTA) funds through the Section 5316 or Section 5317 programs.

A copy of the project proposal can be reviewed (insert where and when). Comments on this proposal should be submitted to (insert who and contact information). A public hearing will be held on (insert date, time, and location).

For more information about the proposed project **or if the information is need in another language**, please contact (insert who and contact information).

**A public hearing must be advertised in the newspaper at least 7 days prior to the hearing.** The hearing must be advertised a minimum of one time. The notice, minutes, attendees, and a publisher's affidavit must be submitted as part of the completed grant application.

**\*\*Please note:** A copy of the public hearing notice must be placed in the reception desk area, meeting rooms, transit facilities, and on the vehicles to allow all individuals including Limited English Proficiency individuals an opportunity to participate in this hearing.

## Appendix F – Civil Rights

All applicants must address each of the following:

1. List all active lawsuits or complaints against the transit provider alleging discrimination on the basis of race, color, age or disability or national origin with respect to service or other transit benefits.

2. Describe all pending applications for financial assistance currently provided by other Federal agencies to the applicant.

3. Summarize all civil rights compliance reviews conducted by other local, state, or federal agencies during the last three years.

4. Is your agency considered a minority organization? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, check the category (ies) that apply.

_____ Black American	_____ Sub-Continent Asian-American
_____ Hispanic American	_____ Asian-Pacific American
_____ Native American	_____ Other _____

5. Does your agency provide transportation services to minority communities? \_\_\_ Yes \_\_\_ No  
If yes, check the category(ies) that apply.

_____ Black American	_____ Sub-Continent Asian-American
_____ Hispanic American	_____ Asian-Pacific American
_____ Native American	_____ Other _____

**Appendix G – Regional Council Certification Letter for Projects Derived from Coordination Plan**

**Sample Letter**

**Submit on RPC’s Letterhead**

The \_\_\_\_\_ certifies that \_\_\_\_\_  
(Name of Regional Planning Commission) (Applicant)

project is derived from the locally developed transit coordinated plan as required by the Safe, Accountable Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The coordinated plan identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. The components addressing the specific strategies and unmet needs this application addresses are found on page number(s) \_\_\_\_\_ of this region’s most recent transit coordinated plan. The coordinated plan was approved on: \_\_\_\_\_.  
**(Enter month, date, & year)**

**Name of Authorized Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Appendix H – Application Certification**

I certify, to the best of my knowledge, that the information in this application is true and accurate and that this organization has the necessary fiscal, data collection, and managerial capabilities to implement and manage the project(s) associated with this application, and that I have authority to submit this Application Package.

I understand that receiving Job Access and Reverse Commute and/or New Freedom grant funding will require compliance with all applicable state and federal laws and regulations.

Name of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

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

Title: \_\_\_\_\_ Agency: \_\_\_\_\_