STATE OF NEW YORK

Federal Transit Administration (FTA) Formula Programs:

SECTION 5316 - JOB ACCESS and REVERSE COMMUTE (JARC)
AND
SECTION 5317 - NEW FREEDOM (NF)

2012/3 APPLICATION GUIDANCE BOOKLET
Non-Urbanized Areas
And
Small Urbanized Areas:

Binghamton Urban Area
Binghamton Metropolitan Transportation Study (BMTS)
P.O. Box 1766 Government Plaza, Binghamton, NY 13902
www.bmtsonline.com or (607) 778-2443

Glens Falls Urban Area
Adirondack/Glens Falls Transportation Council (A/GFTC)
Washington County Municipal Center
Room A-231, Fort Edward, NY 12828
www.agftc.org or (518) 746-2199

Utica Urban Area
Herkimer-Oneida Counties Transportation Study (HOCTS)
Union Station, 321 Main Street, Utica, NY 13501
www.hocts.org or (315) 798-5710

Kingston Urban Area
Ulster County Transportation Council (UCTC)
244 Fair Street, P.O. Box 1800, Kingston, NY 12402
www.co.ulster.ny.us/planning or (845) 340-3340
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Part I</th>
<th>Introduction and Background</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part II</td>
<td>Funding/Solicitation Process</td>
<td>4</td>
</tr>
<tr>
<td>Part III</td>
<td>General Policies</td>
<td>7</td>
</tr>
<tr>
<td>Part IV</td>
<td>JARC/NF Program Overview</td>
<td>13</td>
</tr>
<tr>
<td>Part V</td>
<td>Coordinated Plan Requirements</td>
<td>14</td>
</tr>
<tr>
<td>Part VI</td>
<td>Scoring Criteria for JARC and New Freedom</td>
<td>15</td>
</tr>
<tr>
<td>Part VII</td>
<td>Application Timeline</td>
<td>17</td>
</tr>
<tr>
<td>Appendix A</td>
<td>JARC Eligible Activities</td>
<td>18</td>
</tr>
<tr>
<td>Appendix B</td>
<td>New Freedom Eligible Activities</td>
<td>20</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Coordinated Plan Contact List</td>
<td>23</td>
</tr>
<tr>
<td>Appendix D</td>
<td>JARC/NF Helpful Websites</td>
<td>25</td>
</tr>
</tbody>
</table>
Part I INTRODUCTION and BACKGROUND

In August 2005, Congress enacted the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). Title 49 U.S.C. Chapter 53 of this legislation authorizes the Federal Transit Administration (FTA) to provide federal funds for the development of new transit systems under certain formula programs, including the two programs addressed in this circulation: Section 5316 - Job Access and Reverse Commute (JARC) and Section 5317 - New Freedom (NF) formula programs.

In July of 2012, Congress passed the successor to the SAFETEA-LU legislation (Moving Ahead for Progress in the 21st Century Act (MAP-21)) that repealed the two programs under this solicitation. However the current funds under this solicitation are still eligible for programming and follow the same rules found in SAFETEA-LU. In MAP-21, the JARC funds were combined under the FTA Section 5311 program for non-urbanized Public transit and the New Freedom funds were combined with the Section 5310 program. There will be on-going discussions as FTA develops their guidance on how to mange these new combined programs and we encourage anyone to get involved in the review of the proposed rule-makings for those programs.

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. Toward this goal, the FTA provides financial assistance for projects that meet the transportation needs of this target population.

The goal of the New Freedom program is to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. To receive funds under the New Freedom program, a project must go above and beyond the requirements of American with Disabilities Act, and be a “new service” after August 10th, 2005. The definition of “new service” is any service or activity that was not implemented or operational before August 10, 2005.

The Governor of New York State has designated the New York State Department of Transportation (NYSDOT) as the Designated Recipient (DR) of the JARC and NF formula programs for non-urbanized areas (population less than 50,000) and small urban areas under 200,000. As such, NYSDOT is responsible for the administration and oversight of these programs following FTA and NYSDOT regulations and guidance.

In accordance with the requirements of SAFETEA-LU, the FTA requires that all JARC or NF projects meet an identified need in a Locally Developed Coordinated Public Transit - Human Services Transportation Plan (Coordinated Plan – see Part V, page 14). Each Coordinated Plan is to be developed through a process that includes: transportation providers of public, private and non-profit organizations, human services providers, and members of the public targeted for the project.

This document provides recipients of the JARC and NF programs with the information needed to successfully apply for and utilize reimbursement funds in accordance with FTA and NYSDOT requirements. Additional assistance can be found by visiting the FTA and NYSDOT websites listed in Appendix D.
A **Grant** provides funding at the beginning of a project which a recipient then utilizes to achieve key targets in the accomplishment of a pre-approved mission.

In a **Reimbursement Program** the recipient initially funds the program, and then is reimbursed a portion of the expenses upon achieving certain performance measures and documentation.

**JARC and NF are Reimbursement Programs** – not Grants.
Part II  FUNDING / SOLICITATION PROCESS

1. Funding Availability

As the Designated Recipient for JARC and NF of the non-urbanized areas in New York State, NYSDOT is responsible for administering these programs. Selection of funding recipients is conducted through a competitive selection process, initiated by submission of the JARC/NF application to NYSDOT. The state is apportioned a set amount of federal funding for all non-urbanized areas, as listed in Table 1 below. The 2012 solicitation will also include JARC and NF funding for the small urbanized areas of Binghamton, Utica, Kingston and Glens Falls. The project applications will be ranked and scored by the Metropolitan Planning Organization (MPO) process in each respective area.

<table>
<thead>
<tr>
<th>Project Area</th>
<th>Federal Fiscal Year (FFY) of Allocation</th>
<th>JARC Apportionment</th>
<th>NF Apportionment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Urbanized Areas (less than 50,000)</td>
<td>NYS Rural areas</td>
<td>$2,253,126</td>
<td>$731,955</td>
</tr>
<tr>
<td>Small Urban Areas (50,000 to 200,000)</td>
<td>Binghamton</td>
<td>$176,624</td>
<td>$206,578</td>
</tr>
<tr>
<td></td>
<td>Glens Falls</td>
<td>$104,282</td>
<td>$71,375</td>
</tr>
<tr>
<td></td>
<td>Utica</td>
<td>$138,569</td>
<td>$180,050</td>
</tr>
<tr>
<td></td>
<td>Kingston</td>
<td>$115,948</td>
<td>$78,043</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$2,941,324</td>
<td>$1,386,636</td>
</tr>
</tbody>
</table>

2. Federal Funds / Local Match Requirements

Federal funding for any selected project will not exceed 80% for capital or mobility management projects and 50% in net operating assistance. A project with a mix of capital and operating budgets will have to match each individual line item at the appropriate match level. Some examples of eligible local matches may include: non-USDOT Federal funds, tax revenues, state or local appropriations, private donations, and in-kind matches.

Matching share requirements are flexible to encourage coordination with other Federal programs that may provide transportation for the targeted populations of the JARC and NF programs, i.e. Federal Health and Human Services, Housing or Agriculture.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Federal Match</th>
<th>Local Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Project</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Mobility Management Project</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>Capital Project</td>
<td>80%</td>
<td>20%</td>
</tr>
</tbody>
</table>

More details concerning match requirements are in Part III. General Policies, Section 4.
3. Project Selection Criteria

The New York State Department of Transportation, Public Transportation Bureau (PTB) staff will determine the initial project eligibility. The first review of applications will assess if proposals are complete, clear, and meet the objectives of the JARC and NF programs.

Those projects that pass the first review will then be graded according to the following criteria:

- Meets Project Needs/Goals and Objectives (25 points)
- Implementation Plan (25 points)
- Project Budget (20 points)
- Coordination and Program Outreach (20 points)
- Program Effectiveness and Performance Indicators\(^1\) (10 points)

\(^1\)Existing sub-recipients awarded FTA JARC or NF funding will undergo a review of current and past performance. The performance measures and review of the existing or previous sub-recipient within the FTA grant system administered by NYSDOT will be: 1. Ability to submit reports correctly and on time; 2. Ability to meet stated project milestones; 3. Draw down of project funds within the contract term; 4. Ability to account for and maintain project equipment; 5. Ability to comply with FTA and NYS rules and regulations as stated in the guidance material.

Note: All projects submitted must be derived from a Locally Developed Coordinated Public Transit - Human Services Transportation Plan (Coordinated Plan), citing the page number, the project strategy, activity, and/or efficiency is addressed in the plan.

4. Project Selection Recommendation Committee

Small Urban Areas:
The applications received for the Small Urban areas will be ranked by a committee designated by the MPO Coordinated Plan stakeholders.

Non – Urban Areas:
A selection recommendation committee will be comprised of New York State agencies familiar with transportation issues concerning the communities and individuals that JARC and NF programs are intended to benefit. The State agency list, based on availability of each individual State agency, will assist in the evaluation, scoring and ranking of the proposed projects with PTB staff:

State Agencies may include:

- New York State Department of Health, Medicaid Transportation Bureau (NYSDOH)
- New York State Department of Labor, Workforce Division (NYSDOL)
- Office of Disability and Temporary Assistance (OTDA)
- Office of Aging (SOFA)
- Office of Mental Health (OMH)
- Office for People with Developmental Disabilities (OPWDD)
- NYSED Adult Career and Continuing Education Services-VR (formerly VESID)
- New York State Department of Economic Development (Empire State Development)
5. Technical Assistance

Applicants in need of assistance should contact:

Tom Vaughan, Acting Director  
New York State Department of Transportation  
Public Transportation Bureau  
50 Wolf Road, POD 5-4  
Albany, NY 12232  
Phone: (518) 457-7248  
tvaughan@dot.state.ny.us
Part III GENERAL POLICIES

1. Application Guidance

It is the mission of the New York State Department of Transportation to ensure our customers - those who live, work and travel in New York State -- have a safe, efficient, balanced and environmentally sound transportation system. We strive to ensure that all areas of the state for which these funds are allocated are afforded the opportunity to develop projects that use these funds to improve options for these target populations. In addition, NYSDOT’s requirement for these funds is to ensure an equal geographic distribution and welcomes any applicant to bring their ideas and projects to NYSDOT’s attention during this process so that we can work with them to fully develop their options.

The goals and performance measures for JARC and New Freedom differ because they concentrate on different populations. Due to the existing public transportation systems that exist in the rural areas, a separate application must be submitted for each program should a proposed project for operating assistance be eligible under both JARC and NF. Adding services on existing public transportation systems under the JARC program is eligible as long as it meets the target population’s need that is identified in the coordinated plan. For new Freedom, the applicant must clearly demonstrate how this service would go beyond the current system’s requirement to meet the ADA mobility needs.

For capital projects, a joint application can be submitted and the minimum amounts combined from each program to maximize opportunities for combined purchases. However, the application must clearly indicate how the purchase will benefit both target populations and demonstrate there is a plan to monitor the effectiveness of that purchase in improving mobility for each target population. Considerations for ability to effectively maintain and have a continuing control plan for the capital asset is required as part of the application.

For mobility management projects serving the rural areas, NYSDOT assumes that the program will meet the needs of both target populations and therefore will only accept joint applications. Mobility management programs should not be housed in one agency for the sole purpose of management of that agency’s mobility needs. The program must coordinate with other agencies and recognize the value of shared services across agencies. NYSDOT will only accept individual JARC or New Freedom applications from applicants where a compelling argument is presented and their plan clearly indicates that no needs exist for one of the target populations.

2. Application Project limits

Non-Urban
Operating application limits - JARC = $200,000, New Freedom = $150,000
Capital application limits - JARC = $150,000, New Freedom = $150,000
Mobility Management application limits - JARC = $125,000, New Freedom = $125,000

Urban
There are no maximum limits for the urban areas, only the total dollar amount cannot be exceeded unless there is a rural component to the project. (See Section 4 - Eligible JARC and NF Sub-Recipients)
3. Application Submittal Materials

All applications must be complete. Missing documentation or unanswered questions could result in the return of your application and disqualification if resubmitted after the deadline. A checklist is included within the application package to help ensure complete submittals.

*NOTE: An electronic version must also accompany the original, signed application.*

Applications should be an original signed and unbound 8 ½ x 11 (for ease during photocopying), double-sided, and submitted in the following sequence:

- Cover Letter on official letterhead and signature
- Application
- Supporting Documentation / Appendixes
- Updated Coordinated Plan

4. Eligible JARC and NF Sub-Recipients

**Non-Urban Areas:**

Eligible projects are defined as predominately serving non-urbanized areas, defined as areas with a population of less than 50,000. Sub-recipients of JARC and New Freedom funds may include:

- Local government agencies;
- Non-profit agencies;
- Public and private providers of public transportation;
- Federally Recognized Nation within NYS

**Small Urban Areas:** Projects must meet the needs of the target populations and predominantly serve the Small Urban areas as outlined on the MPO boundary map located on page 26.

If a project serves both urban and rural it will be considered by both NYSDOT and the MPO to decide the most expedient way to fund and support the project. Applicants should document the needs they are meeting as far as rural or urban and can suggest based on that analysis a split for the funding application but the final determination will be made by the MPO/NYSDOT.

5. JARC/NF Matching Guidance

a. General. JARC/NF funds may be used to finance capital, operating expenses, and mobility management (MM) projects. The Federal share of eligible capital and MM costs may not exceed 80 percent of the net cost of the activity. The Federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity.

b. All of the local share must be provided from sources other than Federal USDOT funds. Some examples of sources of local match which may be used for any or all of the local share include: State or local appropriations; other non-USDOT Federal funds; dedicated tax revenues; private donations; revenue from human service contracts; toll revenue credits; and net income generated from advertising and concessions. Fare box revenue is not an eligible match.

c. Soft Match. Non-cash share such as donations, volunteered services, or in-kind contributions are eligible to be counted toward the local match as long as the value of each is documented. The valuation plan must accompany the application.
In-kind Valuation Plan:

In-kind contributions can only be used for operating and mobility management. In-kind contributions are the value of non-cash contributions, received from a third party, for real property, equipment, and/or goods and services directly benefitting and specifically identifiable to the project.

In-kind contributions must be included as project costs, and the value of the services must be documented. If your organization intends to use in-kind contributions as a match, certain conditions apply. Those conditions are:

- An In-kind Valuation Plan must be submitted to NYSDOT for approval as part of the application. The plan must be approved in writing prior to using the in-kind for your grant.
- The organization must keep detailed documentation that includes:
  1. A statement from the person or organization providing the goods or services.
  2. The value of the goods or services.
  3. The goods or services must be necessary for the project.

If your project is successful, the In-kind Valuation Plan MUST BE APPROVED in writing by NYSDOT prior to being used for the project.

d. Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for JARC/NF operating assistance. In either case, the cost of providing the contract service must be included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service.

e. Use of Other Federal Funds. Local match may be derived from other Federal program’s funds provided they are used for transportation and not USDOT programs. Examples of types of programs that are potential sources of local match include: employment training, aging, community services, vocational rehabilitation services, and Temporary Assistance for Needy Families (TANF).

<table>
<thead>
<tr>
<th>TABLE 3 - Match Requirement Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Project</strong></td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Operating</td>
</tr>
<tr>
<td>Capital</td>
</tr>
</tbody>
</table>
6. Vehicle Purchasing Projects

For rural projects, vehicle purchasing projects will be referred to either Section 5310 or Section 5311/5307 for projects involving rolling stock procurement. The JARC and New Freedom programs have limited funding, therefore NYSDOT seeks to maximize existing vehicle resources to supply services. If an applicant can document that no other vehicles are available to operate the proposed service because of geography or cost, the project may be considered. In urban areas, applicants are strongly encouraged to apply for needs identified in the coordinated plan of the area.

7. Pre-Award Authority

Pre-Award authority is granted by the FTA where the eligible expenses are incurred and eligible for reimbursement prior to the execution of the FTA grant. NYSDOT must request this in writing to FTA to exercise this option on their grant. For the JARC and New Freedom program there is no pre-award authority for JARC or New Freedom projects before being competitively selected, (FTA C9050.1, pg. VIII-14). Projects that seek to continue existing services or have compelling and documented reasons for starting before the FTA grant is executed should describe those circumstances in their application.

8. Labor Protections (JARC Only)

As a condition of FTA assistance for funding sub-recipients, Title 49 U.S.C. Section 5333 (b), requires that fair and equitable arrangements be made to protect the employees that may be affected by such assistance of a JARC project. The U.S. Department of Labor (USDOL) is responsible under Federal Law for the administration of Section 5333 (b). The FTA is required to submit to the USDOL all JARC program proposals for a USDOL referral letter and employee certification. The USDOL requires approximately 60 days for the certification process, which occurs prior to Federal award. For this reason, applicants must identify any unions in the project area and provide a list of the union information on page 2 of the application.

9. FTA Civil Rights Requirements (Title VI, Title IX, ADA)

As a condition of receiving Federal Transit Administration Section 5316 or 5317 program funds through the NYSDOT, PTB subrecipients must comply with the requirements of the US 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. Subrecipients are also responsible for ensuring compliance of each third party contractor at any tier of the project.

REQUIREMENT TO DEVELOP TITLE VI COMPLAINT PROCEDURES:
Subrecipients must develop procedures for investigating and tracking Title VI complaints filed against them, and must make procedures for filing a complaint available to members of the public upon request. In order to reduce the administrative burden associated with this requirement, subrecipients may adopt the Title VI complaint investigation and tracking procedures developed by NYSDOT. See https://www.nysdot.gov/main/business-center/civil-rights.

REQUIREMENT TO RECORD TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS.
Subrecipients must prepare and maintain a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming the subrecipient that allege discrimination on the basis of race, color, or national origin.
REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LIMITED ENGLISH PROFICIENCY PERSONS.
Subrecipients must take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP). To this end subrecipients may develop and carry out a language implementation plan. Certain subrecipients, such as those serving very few LEP persons or those with very limited resources may choose not to develop a written LEP plan. However, the absence of a written LEP plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to a recipient’s program or activities. Subrecipients electing not to prepare a written language implantation plan should consider other ways to reasonably provide meaningful access.

REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI.
Subrecipients must provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. Subrecipients that provide transit service shall disseminate this information to the public through measures that can include but shall not be limited to a posting on the agency’s Web site.

REQUIREMENT TO PREPARE TITLE VI REPORT.
All successful subrecipients must submit compliance reports consistent with reporting timelines established by NYSDOT. The reports will be submitted annually. The following contents will be required with the submission of the standard agreement:

1. A summary of public outreach and involvement activities undertaken and a description of steps taken to ensure that minority and low-income people had meaningful access to these activities.
2. 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 or a copy of the agency’s alternative framework for providing language assistance.
3. A copy of the subrecipient procedures for tracking and investigating Title VI complaints.
4. 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 the subrecipient submitting the report, not necessarily the larger agency or department of which the entity is a part.
5. A copy of the subrecipient’s notice to the public that it complies with Title VI and instructions to the public on how to file a discrimination complaint.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS
The awarded subrecipient must make a good faith effort to actively solicit business from the DBE’s website listed below; the DBE must be in the Uniform Certification Program (UCP).
http://biznet.nysucp.net and http://www.osdbu.dot.gov/DBEProgram/StateDOTDBESites.cfm and that these DBE’s are notified about contracting opportunities. After award, a demonstration of good faith efforts will be requested as part of the FTA and NYSDOT compliance to fulfill the DBE requirements.

10. Confidentiality Notice
All application materials will become public property upon submission to NYSDOT for formal review. Applicants should use caution when including confidential information with their application material
11. Governing Body Resolution

The governing body of the applicant must adopt a resolution authorizing subsequent execution of a contract and any amendments with the State of New York. The resolution shall attest to the availability of local funds for the local match, the total project costs, and designates a person who will have authority to execute a contract with NYSDOT on behalf of their organization. The resolution document shall be notarized, bear an original signature, a raised seal of the organization, and voted on by the governing body of the applicant agency.

12. FTA Certifications and Assurances

New York State Department of Transportation, on behalf of FTA requests that an Applicant submit annual FTA Certifications and Assurances (C/A’s) that may be needed for all projects for which the Applicant intends to or might seek Federal assistance. Selecting and submitting these C/A’s to NYSDOT at the time of contract execution signifies the Applicant's intent and ability to comply with all applicable provisions.

In order to assure FTA and NYSDOT that the Applicant is authorized under State and local law to certify compliance with the C/A’s it has selected, FTA requires the Applicant to obtain a current (Federal Fiscal Year) affirmation signed by the Applicant's attorney affirming the Applicant's legal authority to certify its compliance with the C/A’s that the Applicant has selected. The Applicant's attorney must sign this affirmation during the project term. Irrespective of whether the Applicant makes a selection of all twenty-four (24) categories of the C/A’s or selects individual categories from the C/A’s, the Affirmation of Applicant's Attorney from a previous year will not be acceptable. This document will be signed at the time of the contract execution. However, it is important that agencies review these documents and understand the requirements of accepting the Federal Funds. Please see FTA’s Web site at: http://www.fta.dot.gov/index.html
Part IV JARC and NF PROGRAM OVERVIEW

1. JARC PROGRAM GOAL

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. Toward this goal, the (FTA) provides financial assistance for projects that meet the transportation needs of eligible low-income individuals, and reverse commuters.

2. JARC PROGRAM PERFORMANCE MEASURES

The JARC program performance measures are established by the FTA to capture overall program performance. The sub-recipient is required to record the following JARC program measures:

- Actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage of JARC projects implemented in the current reporting year.

- Actual or estimated number of rides (as measured by one-way trips) provided as a result of the JARC projects implemented in the current reporting year.

3. NF PROGRAM GOAL

The goal of the New Freedom formula grant program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. The 2000 Census showed that only 60 percent of people between the ages of 16 and 64 with disabilities are employed. The New Freedom formula grant program seeks to reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the ADA of 1990.

4. NF PROGRAM PERFORMANCE MEASURES

The following indicators are targeted to capture overarching program information as part of the Annual Report that each grantee submits to FTA/NYS DOT. Sub-recipients are required to record the following NF performance measures:

- Increases or enhancements related to geographic coverage, service quality and/or service times that impact availability of transportation services for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year.

- Additions or changes to environmental infrastructure (e.g., transportation facilities, side walks, etc), technology, and vehicles that impact availability of transportation services as a result of the New Freedom projects implemented in the current reporting year.

- Actual or estimated number of rides (as measured by one-way trips) provided for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year.

- 14 -
Part V  THE LOCALLY DEVELOPED PUBLIC TRANSIT - HUMAN SERVICES TRANSPORTATION COORDINATED PLAN ("COORDINATED PLAN")

SAFETEA-LU requires a comprehensive planning and coordinated process that includes:

Transportation planning agencies, public and private transportation providers, non-profit transportation providers, human services providers, other government agencies that administer programs such as Temporary Assistance for Needy Families, Workforce Investment Act, and Agency on Aging programs, and participation by the public. The planning process should also include other stakeholders as appropriate.

The Coordinated Plan minimum required elements that must be included in the plan:

- An assessment of transportation needs for individuals with disabilities, older adults, and persons with limited incomes;
- An inventory of available services that identifies areas of redundant services and gaps in services;
- Strategies to address the identified gaps in services;
- Identification of coordination actions to eliminate or reduce duplication of services and strategies for more efficient utilization of resources; and
- Prioritization of implementation strategies.

For further guidance of the Coordinated Plan process, the JARC circular - FTA C 9050.1 or the New Freedom circular FTA C 9045.1, in Chapter 5 of each program area provide more detailed information and tools to develop a local coordinated plan. The PTB program administrators can provide guidance as well.


A copy of the Coordinated Plan must be submitted with the JARC and NF application, and Table 4 in Part D of the Application must cite the page(s) within the Coordinated Plan from which the project stems (see example below).

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Identified Gaps</th>
<th>Identified Strategies</th>
<th>Cite page no.</th>
<th>Date - Lead Agency of developing Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>VESID Vanpool to provide transportation to low-income individuals for the purpose of educational training at various college and training sites.</td>
<td>VESID customers to get to training site</td>
<td>Provide vanpool to gather customers at central location to bring to College/educational site</td>
<td>5</td>
<td>12/08 - Mobility Action Committee</td>
</tr>
</tbody>
</table>
Part VI SCORING CRITERIA FOR JARC and NEW FREEDOM

A. Project Needs/Goals and Objectives (25 points)

The project should directly address transportation gaps and/or barriers identified through the locally developed human services transportation planning process, or are otherwise based on a documented assessment of needs within the designated communities of concern. Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the JARC and NF formula programs.

B. Implementation Plan (25 points)

For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan. The project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. The service operations plan should identify key personnel assigned to this project. Project sponsors should demonstrate their institutional capability to carry out the service delivery aspect of the project as described.

For projects seeking funds for capital purposes, the applicant must provide a solid rationale for use of JARC and NF funds for this purpose. Also, provide an implementation plan and timelines for completing the capital project.

Procurement of capital assets with federal funds into a program requires significant documentation and requirements. Please indicate the level of experience your agency or organization has with procuring such assets with capital funds.

C. Project Budget (20 points)

Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the service beyond the formula period.

D. Coordination and Program Outreach (20 points)

Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Applicants shall clearly indicate where in the coordinated plan there is a need for the proposed project. Project sponsors should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they would promote public awareness of the project. Letters of support from key stakeholders should be attached to the formula application.

E. Program Effectiveness and Performance Indicators (10 points)

The project will be scored based on the project sponsor’s ability to demonstrate that the proposed project is the most appropriate match of service delivery to the need, and is a cost-effective approach. Project

---

1 Current or Previous Sub-recipients Project Review: Existing sub-recipients awarded FTA JARC or NF funding will undergo a review of current and past performance. The performance measures and review of the existing or previous sub-recipient within the FTA grant system administered by NYSDOT will be: 1. Ability to submit reports correctly and on time; 2. Ability to meet stated project milestones; 3. Draw down of project funds within the contract term; 4 Ability to account for and maintain project equipment; 5. Ability to comply with FTA and NYS rules and regulations as stated in the guidance material.
sponsors must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, and steps to be taken if original goals are not achieved. Sponsor should describe their steps to measure the effectiveness and magnitude of the impact that the project will have on low-income residents and/or individuals with disabilities.
## Part VII 2013 APPLICATION TIMELINE

### Technical Assistance Opportunities

<table>
<thead>
<tr>
<th>Teleconference Details</th>
<th>Phone Details</th>
<th>Workshop Date and Time</th>
</tr>
</thead>
</table>
| **NYSDOT** Public Transportation Bureau JARC or New Freedom Application Guidance** | Dial in number: 1-866-394-2346  
Participant: Dial 3725528079 followed by # sign  
Must use a touch-tone phone | January 22<sup>nd</sup>, Tuesday  
10 am to 12 pm  
January 30<sup>th</sup>, Wednesday  
1 pm – 3 pm  
February 7<sup>th</sup>, Thursday  
10 AM – 12 PM |

Potential applicants are encouraged to participate in workshops.

<table>
<thead>
<tr>
<th>DATE</th>
<th>PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11&lt;sup&gt;th&lt;/sup&gt;, 2013</td>
<td>Application RELEASE</td>
</tr>
<tr>
<td>February 15&lt;sup&gt;th&lt;/sup&gt;, 2013, COB</td>
<td>Application DEADLINE</td>
</tr>
<tr>
<td>February 18&lt;sup&gt;th&lt;/sup&gt; – March 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Application Scoring Process</td>
</tr>
<tr>
<td>March 15&lt;sup&gt;th&lt;/sup&gt; – March 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Executive Management Review</td>
</tr>
<tr>
<td>April 2013</td>
<td>Applicant Notification Letters</td>
</tr>
</tbody>
</table>

---

<sup>2</sup> Small Urban Areas will announce the timeline for the MPO area of project location based on applications received.
APPENDIX A - JARC ELIGIBLE ACTIVITIES (FTA Circular 9050.1 Page III-8)

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

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

A. Late-night and weekend service;
B. Guaranteed ride home service;
C. Shuttle service;
D. Expanding fixed-route public transit routes;
E. Demand-responsive van service;
F. Ridesharing and carpooling activities;
G. Transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations);
H. Local car load programs that assist individuals in purchasing and maintaining vehicles for shared rides;
I. Promotion, through marketing efforts, of the:
   1) Use of transit by workers with non-traditional work schedules;
   2) Use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
   3) Development of employer-provided transportation such as shuttles, ridesharing, carpooling; or
   4) Use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986;
J. Supporting the administration and expenses related to voucher programs. This activity is intended to supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment to providers of alternative transportation services. The JARC program can provide vouchers to low-income individuals to purchase rides, including (1) mileage reimbursement as part of a volunteer driver program, (2) a taxi trip, or (3) trips provided by a human service agency. Providers of transportation can then submit the voucher to the JARC project administering agency for payment based on pre-determined rates or contractual arrangements. Transit passes for use on fixed route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match;
K. Acquiring Geographic Information System (GIS) tools;
L. Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;
M. Integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;
N. Deploying vehicle position-monitoring systems;
O. Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and nonurbanized areas to suburban work places;
P. Subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;
Q. Otherwise facilitation the provision of public transportation services to suburban employment opportunities;
R. Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an
eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For sharing services it provides to its own clientele with other low-income individuals and coordinate example, a non-profit agency could receive JARC funding to support the administrative costs of usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
2) Support for short term management activities to plan and implement coordinated services;
3) The support of State and local coordination policy bodies and councils;
4) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
5) The provision of coordination services, including employer-oriented Transportation Management Organizations’ and Human Service Organizations’ customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).
APPENDIX B - NEW FREEDOM ELIGIBLE ACTIVITIES (FTA Circular 9045.1, Page III-7)

New Freedom Program funds are available for capital and operating expenses that support new public transportation services beyond those required by the Americans with Disabilities Act of 1990 (ADA) and new public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services. For the purpose of the New Freedom Program, “new” service is any service or activity that was not operational on August 10, 2005, and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement 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.

Maintenance of Effort: Recipients or subrecipients may not terminate ADA paratransit enhancements or other services funded as of August 10, 2005, in an effort to reintroduce the services as “new” and then receive New Freedom funds for those services.

Eligible projects funded with New Freedom funds may continue to be eligible for New Freedom funding indefinitely as long as the project(s) continue to be part of the coordinated plan.

Both new public transportation services and new public transportation alternatives are required to go beyond the requirements of the ADA and must (1) be targeted toward individuals with disabilities; and (2) meet the intent of the program by removing barriers to transportation and assisting persons with disabilities with transportation, including transportation to and from jobs and employment services.

The list of eligible activities is intended to be illustrative, not exhaustive. Recipients are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in their communities.

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

1) Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of “new:”
   a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
   b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
   c) The incremental cost of providing same day service;
   d) The incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;

3 FTA recently expanded the types of project it considers “beyond ADA requirements,” which now include new or expanded fixed route service and new or expanded demand response service. They are eligible for funding under the New Freedom program, provided that these services: 1) are identified in the grant applicant’s coordinated public transit-human services transportation plan; 2) are available to the public at large, but planned and designed to meet the mobility needs of individuals with disabilities (in response to circumstances where existing transportation is unavailable or insufficient to meet those needs); and 3) were not operational on August 10, 2005 and did not have an identified funding source as of August 10, 2005. Find this information in the Federal Register/Vol. 74, No. 81, Wednesday, April 29, 2009. http://edocket.access.gpo.gov/2009/pdf/E9-9774.pdf
c) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;

f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aids to help drivers assist passengers with over-sized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 lb design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service;

g) Installation of additional securement locations in public buses beyond what is required by the ADA;

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

3) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:
   a) Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals or other accessible features,
   b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA,
   c) Improving signage, or wayfinding technology, or
   d) Implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).

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

B. New Public Transportation Alternatives Beyond the ADA. The following activities are examples of projects that are eligible as new public transportation alternatives beyond the ADA under the New Freedom Program:

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

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

a) Supporting new volunteer driver and aide programs. New volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both “new” and “beyond the ADA.” FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

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

1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;

2) Support for short term management activities to plan and implement coordinated services;

3) The support of State and local coordination policy bodies and councils;

4) The operation of transportation brokerages to coordinate providers, funding agencies and customers;

5) The provision of coordination services, including employer-oriented Transportation Management Organizations’ and Human Service Organizations’ customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and

7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).
<table>
<thead>
<tr>
<th>County</th>
<th>Name of Coordinator</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegany County</td>
<td>John Margeson, County Administrator</td>
<td>(585) 268-3860</td>
</tr>
<tr>
<td>Cattaraugus County</td>
<td>Jack Searles, Planning Director</td>
<td>(585) 938-2577</td>
</tr>
<tr>
<td>Cayuga County</td>
<td>Wayne Allen, County Manager</td>
<td>(315) 253-1273</td>
</tr>
<tr>
<td>Chautauqua County</td>
<td>Cheryl Gustafson, Senior Project Coordinator</td>
<td>(585) 665-6466</td>
</tr>
<tr>
<td>Chenango County</td>
<td>Richard Decker, Chairman, Board of Supervisors</td>
<td>(607) 337-1700</td>
</tr>
<tr>
<td>Clinton County</td>
<td>Maggie Barie, County Planner</td>
<td>(518) 565-4713</td>
</tr>
<tr>
<td>Columbia County</td>
<td>Ken Flood, Director Planning and Economic Development</td>
<td>(518) 828-3375</td>
</tr>
<tr>
<td>Cortland County</td>
<td>Barbara Ryan, Director, Admin. Services</td>
<td>(607) 753-5092</td>
</tr>
<tr>
<td>Delaware County</td>
<td>Laura Stewart, Mobility Manager, Office of Transportation</td>
<td>(607) 437-6552</td>
</tr>
<tr>
<td>Essex County</td>
<td>Nancy Dougal, County Transportation Coordinator</td>
<td>(518) 873-3689</td>
</tr>
<tr>
<td>Franklin County</td>
<td>Mary Shantie, Transportation Coordinator</td>
<td>(518) 481-1598</td>
</tr>
<tr>
<td>Fulton County</td>
<td>James Mraz, Planning Director</td>
<td>(518) 762-0660</td>
</tr>
<tr>
<td>Greene County</td>
<td>Warren Hart, Planning Director</td>
<td>(518) 622-3251</td>
</tr>
<tr>
<td>Jefferson County</td>
<td>Jennifer Voss, Assistant Planner</td>
<td>(315) 785-3144</td>
</tr>
<tr>
<td>Madison County</td>
<td>Scott Ingmire, County Planning Department</td>
<td>(315) 366-2378</td>
</tr>
<tr>
<td>Montgomery County</td>
<td>Doug Greene, County Planning Dept.</td>
<td>(518) 853-8155</td>
</tr>
<tr>
<td>Ontario County</td>
<td>Michael DeRaddo, Manager Transportation Office</td>
<td>(585) 396-4018</td>
</tr>
<tr>
<td>Oswego County</td>
<td>Martin Weiss, Associate Planner</td>
<td>(315) 349-8292</td>
</tr>
<tr>
<td>Otsego County</td>
<td>Terry Bliss, Planning Director</td>
<td>(607) 547-4225</td>
</tr>
<tr>
<td>St. Lawrence County</td>
<td>Nancy Robert, Transportation Coordinator</td>
<td>(315) 386-3276 ext. 125</td>
</tr>
<tr>
<td>Schoharie County</td>
<td>Patricia Cooper, Director, County Public Transportation</td>
<td>(518) 234-0952</td>
</tr>
<tr>
<td>Schuyler County</td>
<td>Tim Ohearn, County Administrator</td>
<td>(607) 535-8100</td>
</tr>
<tr>
<td>Steuben County</td>
<td>Amy Dlugos, Planning Director</td>
<td>(607) 776-9631</td>
</tr>
<tr>
<td>Sullivan County</td>
<td>Edward McAndrew, Deputy Commissioner</td>
<td>(845) 807-0272</td>
</tr>
</tbody>
</table>
SMALL URBAN AREA CONTACTS

Broome and Tioga County:
Cynthia Paddock, Senior Transportation Planner
Binghamton Metropolitan Transportation Study (BMTS)
P.O. Box 1766 Government Plaza, Binghamton, NY 13902
cpaddock@co.broome.ny.us (607) 778-2443

Warren & Washington County:
Aaron Frankenfeld, Transportation Planning Director
Adirondack/Glens Falls Transportation Council (A/GFTC)
11 South Street, Suite 203
Glens Falls, NY 12801
afrankenfeld@agftc.org (518) 223-0086

Herkimer and Oneida County:
Dana Crisano, Program Manager
Herkimer-Oneida Counties Transportation Study (HOCTS)
Union Station, 321 Main Street, Utica, NY 13501
dcrisano@ocgov.net (315) 798-5710

Ulster County:
Dennis Doyle, Program Manager
Ulster County Transportation Council (UCTC)
244 Fair Street, P.O. Box 1800, Kingston, NY 12402
ddoyle@co.ulster.ny.us (845) 340-3340
APPENDIX D - JARC AND NF HELPFUL WEBSITES

New York Department of Transportation, Public Transportation Bureau (PTB):


Federal Transit Administration (FTA) websites:


United We Ride:

http://www.unitedweride.gov/1_ENG_HTML.htm

Community Transportation Association of America:

http://web1.ctaa.org.html
APPENDIX E - Possible Non US-DOT Federal Sources for Matching Funds

This list of suggested sources was adapted from the United We Ride website, www.unitedweride.gov. For additional ideas, see http://www.unitedweride.gov/1_1254_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