STATE OF NEW YORK

Federal Transit Administration Formula Programs:

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

APPLICATION GUIDANCE
Non-Urbanized Areas

Application Submission Deadline:
May 15, 2009 by 4 pm
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**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.

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). 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 10). 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.

**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 fund recipients is awarded through a competitive selection process, initiated by submission of the JARC/NF application. The state is apportioned a set amount of funds for all non-urbanized areas, as listed in Table 1 below. The maximum project amount for JARC is $150,000 and NF is $100,000.

<table>
<thead>
<tr>
<th>Federal Fiscal Year of Allocation</th>
<th>JARC Apportionment</th>
<th>NF Apportionment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007 Remaining</td>
<td>$264,941</td>
<td>$543,833</td>
</tr>
<tr>
<td>2008</td>
<td>$1,000,593</td>
<td>$616,468</td>
</tr>
<tr>
<td>Solicitation Total</td>
<td>$1,265,534</td>
<td>$1,160,301</td>
</tr>
</tbody>
</table>

2. Federal Funds / Local Match Requirements

Federal funding for any selected project will not exceed 80% in capital 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>Capital Project</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>Mobility Management Project</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>Operating Project</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>

More details concerning match requirements are in Part III. General Policies, Section 4. JARC/NF Matching Guidance, pages 6-7 of this document.

3. Project Selection Criteria

The New York State Department of Transportation, Public Transportation Bureau (PTB) staff will determine 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)
- Detailed Project Budget (20 points)
- Coordination and Program Outreach (20 points)
- Program Effectiveness and Performance Indicators (10 points)
- Innovative Ideas for Funding, Sustainability and Future Goals (Bonus)

**Note:** All projects submitted must be derived from a Locally Developed Coordinated Public Transit - Human Services Transportation Plan (Coordinated Plan), citing the page number this transit need as discussed in the plan.

4. **Project Selection Recommendation Committee**

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 of Mental Retardation and Development Disabilities (OMRDD)
- Office of Vocational and Educational Services for Individuals with Disabilities (VESID)
- New York State, Empire State Development

5. **Technical Assistance**

Applicants in need of assistance should contact Denise L. Watso, the NYSDOT, Public Transportation Bureau’s JARC and NF program administrator:

Denise L. Watso  
NYSDOT, Public Transportation Bureau  
50 Wolf Road  
Albany, NY 12232  
P: (518)-457-8343  
F: (518)-485-7563  
dwatso@dot.state.ny.us
Part III GENERAL POLICIES

1. Application Guidance

Because the goals and performance measures for JARC and New Freedom differ, a separate application must be submitted for each program should a proposed project be eligible under both JARC and NF.

The JARC and NF formula programs are reimbursement programs, i.e. awardees incur the costs of the project up front and submit required reporting documents to NYSDOT for reimbursement of grant funds on a quarterly basis.

2. 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.

Applications should be 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
- Coordinated Plan

3. Eligible JARC and NF Sub-Recipients

Eligible projects are required to be located in 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;
- Tribal governments

4. 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 and supported.

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>
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<tbody>
<tr>
<td><strong>Type of Project</strong></td>
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<tr>
<td>---------------------</td>
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<tr>
<td>Operating</td>
</tr>
<tr>
<td>Capital</td>
</tr>
</tbody>
</table>

5. Vehicle Purchasing Projects

Vehicle purchasing projects will be referred to either Section 5310 or Section 5311 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.

6. Pre-Award Authority

There is no pre-award authority for JARC or New Freedom projects before being competitively selected, (FTA C9050.1, pg. VIII-14).

7. 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.

8. Civil Rights Requirements (Title VI, Title IX, ADA)

The federal government has numerous statutes in place (Title VI, Title IX, LEP and ADA) to ensure that programs or activities with federal funding or a federal interest are not distributed discriminatorily on the basis of race, national origin, class, or disability.

9. 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 materials.

10. 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 organizations. 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.

11. FTA Certifications and Assurances

New York State Department of Transportation, on behalf of FTA requests that an Applicant submit 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 FY 2009) 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 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.
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:

I. 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.

II. 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/NYSDOT. Sub-recipients are required to record the following NF performance measures:

I. 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.

II. 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.

III. 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.
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>TABLE 4 - COORDINATED PLAN EXAMPLE</th>
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<tbody>
<tr>
<td>Project Description</td>
</tr>
<tr>
<td>VESID Vanpool to provide transportation to low-income individuals for the purpose of educational training at various college and training sites.</td>
</tr>
</tbody>
</table>
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, and demonstrate that no other sources of funds are available to meet this need. 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 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.

BONUS POINTS – SUSTAINABILITY (5 Points)
Part VII APPLICATION TIMELINE

<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 | **Local Area (518)-408-1500**  
**Outside Local Area**  
1-866-266-3697  
Conferee Code: 9652247 | **Tuesday, April 14, 2009**  
1 PM – 3 PM |
| | | **Wednesday, April 22, 2009**  
10 AM – 12 PM |
| | | **Thursday, April 30, 2009**  
10 AM – 12 PM |

Potential applicants are encouraged to participate in workshops to get on the mailing list for future events and FAQ updates. If you are unable to attend, please contact the program administrator for details about these resources.

<table>
<thead>
<tr>
<th>DATE</th>
<th>PHASE</th>
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</thead>
<tbody>
<tr>
<td><strong>May 15, 2009, COB 4:00 PM</strong></td>
<td>Application DEADLINE</td>
</tr>
<tr>
<td><strong>May 20 - 31, 2009</strong></td>
<td>Application Scoring Process</td>
</tr>
<tr>
<td><strong>June 1 – 15, 2009</strong></td>
<td>Executive Management Review</td>
</tr>
<tr>
<td><strong>June 15, 2009</strong></td>
<td>Applicant Notification Letters</td>
</tr>
</tbody>
</table>
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;
APPENDIX A - JARC ELIGIBLE ACTIVITIES (FTA Circular 9050.1 Page III-8)

q. Otherwise facilitating 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;

e) 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 aides to help drivers assist passengers with oversized 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;
APPENDIX B - NEW FREEDOM ELIGIBLE ACTIVITIES (FTA Circular 9045.1, Page III-7)

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.
APPENDIX B - NEW FREEDOM ELIGIBLE ACTIVITIES (FTA Circular 9045.1, Page III-7)

3) 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.

4) 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:

   a) 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;
   b) Support for short term management activities to plan and implement coordinated services;
   c) The support of State and local coordination policy bodies and councils;
   d) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
   e) 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;
   f) 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
   g) 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 C - LOCALLY DESIGNATED COORDINATED PLAN COUNTY CONTACT PERSONS

*(FOR AREAS OUTSIDE AN MPO)*

Alphabetically, by County

<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) 268-5860</td>
</tr>
<tr>
<td>Cattaraugus County</td>
<td>Thomas Livak (Planning Director)</td>
<td>(585) 938-9111</td>
</tr>
<tr>
<td>Cayuga County</td>
<td>Edward J. Moses (CNY Regional Transportation Authority)</td>
<td>(315) 442-3368</td>
</tr>
<tr>
<td>Chautauqua County</td>
<td>Cheryl Gustafson (Senior Project Coordinator)</td>
<td>(585) 665-6466</td>
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<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>Nick Rickert (County Planner)</td>
<td>(518) 565-4713</td>
</tr>
<tr>
<td>Columbia County</td>
<td>David Ames (Purchasing Agent)</td>
<td>(518) 828-2031</td>
</tr>
<tr>
<td>Cortland County</td>
<td>Barbara Ryan (Director, Admin. Services)</td>
<td>(607) 753-5092</td>
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<tr>
<td>Essex County</td>
<td>Nancy Dougal (County Transportation Coordinator)</td>
<td>(518) 873-3689</td>
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<tr>
<td>Franklin County</td>
<td>Paul Duffee (Transportation Coordinator)</td>
<td>(518) 481-1598</td>
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<tr>
<td>Fulton County</td>
<td>James Mraz (Planning Director)</td>
<td>(518) 762-0660</td>
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<tr>
<td>Greene County</td>
<td>Warren Hart (Planning Director)</td>
<td>(518) 622-3251</td>
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<tr>
<td>Jefferson County</td>
<td>Jennifer Voss (Assistant Planner)</td>
<td>(315) 785-3144</td>
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<tr>
<td>Madison County</td>
<td>Russell Lura</td>
<td>(315) 366-2376</td>
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<td>County Planning Department</td>
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<tr>
<td>Montgomery County</td>
<td>Jackie Meola (MM)</td>
<td>(518) 853-8155</td>
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<td>County Planning Dept.</td>
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<tr>
<td>Ontario County</td>
<td>Janet Starr</td>
<td>(585) 396-4018</td>
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<td>Mgr., County Transportation Office</td>
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<tr>
<td>Oswego County</td>
<td>Martin Weiss</td>
<td>(315) 349-8292</td>
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<tr>
<td>Otsego County</td>
<td>Terry Bliss</td>
<td>(607) 547-4225</td>
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<td>St. Lawrence County</td>
<td>Nancy Robert</td>
<td>(315) 386-3276</td>
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<td>Transportation Coordinator</td>
<td>ext. 125</td>
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<tr>
<td>Schoharie County</td>
<td>Patricia Cooper</td>
<td>(518) 234-0952</td>
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<td>Director, County Public Transportation</td>
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<td>Schuyler County</td>
<td>Tim Ohearn</td>
<td>(607) 535-8100</td>
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<td>Steuben County</td>
<td>Gregory P. Heffner</td>
<td>(607) 776-9631</td>
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<td>Sullivan County</td>
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<td>(845) 794-3000,</td>
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<td></td>
<td>Deputy Commissioner</td>
<td>ext 3755</td>
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<td>County Department of Family Services</td>
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<tr>
<td>Tioga County</td>
<td>Shawn Yetter</td>
<td>(607) 687-8302</td>
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<td></td>
<td>Commissioner</td>
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<td>County Department of Social Services</td>
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APPENDIX D - JARC AND NF HELPFUL WEBSITES

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


Federal Transit Administration (FTA) websites:


USDOT Uniform Administrative Requirements for Formulas and Cooperative Agreements to State and Local Governments (49 CFR part 18):


USDOT Uniform Administrative Requirements for Formulas and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations, (49 CFR part 19)


FTA Third Party Procurement:

http://www.fta.dot.gov/funding/grants_financing_6036.html

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