

FFY 2008 and 2009 Grant Application

Agency (Applicant) Name: **Fresno Area Express**

Address **2223 G Street**

City **Fresno**

County **Fresno**

Zip **93706**

Contact Person **Darlene Christiansen**

Phone **559/621-1469**

Fax **559/488-1065**

Grant Program Type:

JARC

NF

Project Title:
Trip Efficiency Program (TEP)

PROGRAM OVERVIEW

Safe, Accountable, Flexible, Efficient Transportation Equity Act:

program emphasis coupled with targeted investment, featuring Safety, Equity, Innovative Finance, Congestion Relief, Mobility and Productivity, Efficiency, Environmental Stewardship, and Environmental Streamlining.

The Job Access & Reverse Commute (JARC) and New Freedom (NF) Programs are authorized under the provisions set forth in SAFETEA-LU. These provisions authorize the U.S. Secretary of Transportation to apportion funds to each state for grants to these programs. SAFETEA-LU also includes new planning requirements for the JARC and NF Programs, requiring that projects funded through these programs “must be derived from a locally developed, coordinated public transit-human services transportation plan”.

The Governor of California has designated the Council of Fresno County Governments (Fresno COG) as the recipient of Federal Transit Administration (FTA) Section 5316 JARC and 5317 NF grants for the purpose of administering those funds in accordance to state and federal laws, statutes, and regulations. (Fact Sheets for the JARC/NF grant programs.)



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FTA SECTION 5316 JARC PROGRAM GOALS

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

FTA SECTION 5317 NF PROGRAM GOALS

The NF program goal is to provide new public transportation services to overcome existing barriers facing Americans with disabilities seeking integration into the workforce and full participation into society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. NF also seeks to expand the transportation mobility options available to persons with disabilities beyond requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.). The definition of “new service” is any service or activity that was not implemented or operational before August 10, 2005.

GRANT APPLICATION PROCEDURES

A. Eligible Applicants:

SAFETEA-LU requires that all JARC and NF projects selected for funding must be derived from a locally developed Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan). The Coordinated Plan identifies existing services, needs, strategies and priorities for low-income individuals, individuals with disabilities and older adults. (Please see Page 7 of this Application.)

C. Eligible Activities for JARC and NF Projects:

Eligible JARC/NF projects may request up to three years of funding per project. Projects approved for multi-year funding will require yearly application updates to ensure compliance with the original approved project scope. Funding commitments in the second and third year are not guaranteed, but will be granted pending the level of federal appropriations to Fresno COG. Eligible JARC projects include, but are not limited to:

JARC Operating Activities

- Late night and weekend service
- Guaranteed ride home service
- Shuttle service
- Expanded fixed-route public transit routes
- Demand-responsive service
- Ridesharing and carpooling activities
- Voucher programs

JARC Capital Activities

- Intelligent Transportation Systems (ITS)
- Promotion of operating activities
- Vehicles
- Mobility management activities

NF 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. The definition of "new service" is any service or activity that was not implemented or operational before August 10, 2005. Eligible activities include, but are not limited to:

NF Operating Activities

- Expansion of paratransit service beyond the minimum requirements of ADA
- Expansion of hours for paratransit service
- Enhancement of services
- Voucher programs
- Volunteer driver programs

NF Capital Activities

- Acquisition of accessibility equipment beyond ADA requirements
- Purchasing accessible vehicles to support taxi, vanpooling, and/or ridesharing programs*
- Mobility management activities

**Due to limited NF funding, vehicle purchases should refer to the Elderly & Disabled Specialized Transit Program (FTA Section 5310) and/or Large Urban NF Programs.*

GRANT APPLICATION PROCEDURES

SAFETEA-LU allows projects considered as “mobility management” eligible as a capital expense under the

D. JARC/NF Performance Measures

The following indicators will be used to measure project effectiveness.

A. JARC Program

- ❑ Actual or estimated number of jobs that can be accessed as a result of geographic temporal coverage of JARC projects implemented on the current reported 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.

B. NF Program

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

E. FFY 2007 Grant Award Amount (Federal Funds Only) Per Project/Per Year:

JARC: \$200,000
NF: \$125,000

F. Cost Sharing/Match Requirement:

Funds can be used to support up to 80 percent (80/20 match) capital projects, and not more than 50 percent (50/50 match) of projects for operating assistance. The U.S. Department of Transportation (USDOT) program funds cannot be used as a source of local match for other FTA programs, even when used to contract for service. However, some examples of allowable sources for local match monies for JARC and/or NF Programs operating assistance are dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions. Matching share requirements are flexible to encourage coordination with other federal programs that may provide transportation, such as Health and Human Services or Agriculture. Volunteer services or other in-kind contributions are examples of non-cash share. These contributions are eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost that would otherwise be eligible under the program, and is included in the net project cost in the project budget. In either case, the cost of providing the contract service is included in the total project cost.

GRANT APPLICATION PROCEDURES

G. Project Selection Process:

projects for funding through a competitive process and recommend funding levels from the JARC and New Freedom Programs.

H. Application Timeline:

<i>Date</i>	<i>Activity</i>
October 2009	<ul style="list-style-type: none">• Call for Projects
January, 2009	<ul style="list-style-type: none">• All Applications Due to Council of Fresno County Governments
March 2009	<ul style="list-style-type: none">• Evaluation and Program of Projects Selection
June 2009	<ul style="list-style-type: none">• Submission to FTA for Approval

APPLICATION CHECKLIST

ALL APPLICATIONS DUE to Fresno COG: JANUARY 15, 2010

APPLICANT ELIGIBILITY

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APPLICANT ELIGIBILITY

The projects selected for funding under the Section 5316 and 5317 program must be "derived from a locally developed, coordinated public transit-human services transportation plan" (Coordinated Plan) that was "developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public." (Circular, V-5)

For additional information see the California Coordinated Plan Resource Center website at:
http://www.dot.ca.gov/hq/MassTrans/coor_plan_res.htm.


Required Elements: Projects shall be derived from a coordinated plan that minimally includes four elements and a level consistent with available resources and the complexity of the local institutional environment. (Circular, V-2)

Adoption of a Plan: As part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for adoption of the plan. This grant application must document the local plan from which each project is derived, including the lead agency, the date of adoption of the plan, or other appropriate identifying information. (Circular, V-7 & V-8)

Coordinated Plan Lead Agency

Agency Council of Fresno County Governments	
Title of Coordinated Plan <i>Fresno County Coordinated Human Services Transportation Plan</i>	Date Plan Adopted (attach documentation) <i>January 24, 2008</i>
	Date of Draft Plan
Agency Representative Name (Print) Todd Sobrado	Title Planning Coordinator II
Signature	Date

Grant Applicant

Agency <i>Fresno Area Express</i>	
Agency Representative (Print) <i>Kenneth Hamm</i>	Title <i>Director of Transportation</i>
Signature 	Date <i>January 15, 2010</i>

APPLICANT ELIGIBILITY

II Private Nonprofit Agency Status Inquiry and Certification

current legal standing from the California Secretary of State Information Retrieval /Certification & Records Unit (IRC Unit). The "Status Inquiry" document must be attached as an appendix to the application. To assist you in obtaining this information, use one of these two methods:

1. To obtain Corporate Records Information over the Internet, go to:
<http://kepler.ss.ca.gov/list.html> and enter your agency name. If you are active, print the page and use that as proof. If you are not active, go to page 2 and follow the directions. If the verification of your status is not available at the time you submit your application, you must indicate the date on which you requested the verification and the estimated date it will be forwarded to the Sections 5316 JARC and 5317 New Freedom Programs.
2. If you are unable to locate the information on line, you can obtain the "Status Inquiry" document by making a written request to:

**Secretary of State
Information Retrieval/Certification Unit (IRC)
1500 11th Street, 3rd Floor, Sacramento, CA 95814.**

Do not submit articles of incorporation, by laws or tax status documentation.

Private Non-profits
Name of Non-profit Applicant: N/A
State of California Articles of Incorporation No.:
Date of Incorporation:


APPLICANT ELIGIBILITY

III. General Certifications and Assurances

Name of Applicant: Fresno Area Express		
Address: 2223 G Street, Fresno, CA 93706		
Contact Person: Kenneth Hamm	Work Phone 559/621-1439	Work Fax 559/488-1065

- a. The applicant assures that no person, on the grounds of race, color, creed, national origin, sex, age, or disability shall be excluded from participating in, or denied the benefits of, or be subject to discrimination under any project, program, or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the applicant receives Federal assistance funded by the Federal Transit Administration (FTA).
- b. The applicant assures that it shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability and that it shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age.
- c. The applicant certifies that it will conduct any program or operate any facility that receives or benefits from Federal financial assistance administered by FTA in compliance with all applicable requirements imposed by or pursuant to 49 CFR Part 27, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance" and the Americans with Disabilities Act of 1990, as amended, at 49 CFR Parts 27,37, & 38.
- d. The applicant assures that it will comply with the Federal statutes, regulations, executive orders, and administrative requirements, which relate to applications made to and grants received from FTA. The applicant acknowledges receipt and awareness of the list of such statutes, regulations, executive orders, and administrative requirements that is provided as references in FTA Circular 9045.1 - "New Freedom Program Guidance and Application Instructions, dated May 1, 2007."
- e. The applicant certifies that the contracting and procurement procedures that are in effect and will be used by the applicant for Section 5316 and 5317 equipment are in accordance and comply with the significant aspects of FTA Circular 4220.1, "Third Party Contracting Guidelines."
- f. The applicant certifies that any proposed project for the acquisition of or investment in rolling stock is in conformance with FTA rolling stock guidelines.
- g. The applicant certifies that it will comply with applicable provisions of 49 CFR Part 605 pertaining to school transportation operations which prohibits federally-funded equipment or facilities from being used to provide exclusive school bus service.
- h. The applicant certifies that it will comply with Government Code 41 U.S.C.701 et seq, and 49CFR, Part 32 in matters relating to providing a drug-free workplace.
- i. To the best of my knowledge and belief, the data in this application are true and correct, and I am authorized to sign these assurances and to file this application on behalf of the applicant.

Certifying Representative

Name (print): Kenneth Hamm	
Title (print) Director of Transportation	
Signature: 	Date January 15, 2010

APPLICANT ELIGIBILITY

IV. CIVIL RIGHTS/DBE

If **NO** lawsuits or complaints were received or acted on – subrecipient must provide the following statement:

THERE WERE NO LAWSUITS OR COMPLAINTS RECEIVED OR ACTED ON IN THE LAST YEAR RELATING TO TITLE VI OR OTHER RELEVANT CIVIL RIGHTS REQUIREMENTS.

DISADVANTAGED BUSINESS ENTERPRISE

Disadvantaged Business Enterprise (DBE) Requirements

All successful applicants of the JARC/NF funds for Other Equipment (non-vehicle) projects must adhere to the *California State Disadvantaged Business Enterprise Program Plan* as it applies to local agencies (see http://www.dot.ca.gov/hq/bep/documents/dbe/dbe_program_plan_final.pdf).

Additionally, successful applicants must submit a completed *Disadvantaged Business Enterprise Race-Neutral Implementation Agreement for Federal Transit Administration Subrecipients* with their signed Standard Agreement contract (see <http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/FTA-DBE-Implement-Agr.doc>).

APPLICANT ELIGIBILITY

VI PROJECT DESCRIPTION

The Trip Efficiency Program (TEP) will identify trips currently taken by paratransit (Handy Ride) users, classified as a "routine errand" that could be done more efficiently and economically by simply running the errand for them.

To qualify as a "routine errand," the customer must have a clear history of taking said trip at least once per month for the preceding 3 months. One example would be a customer who utilizes Handy Ride each month to take a trip to one of our FAX outlets to purchase a monthly paratransit pass. The proposed TEP would contact the individual and offer to deliver the pass to their residence. For those who accept, it would accomplish two things: (1) Provide freedom and opportunity for the customer to use their time more effectively elsewhere; (2) Save transportation resources by utilizing a part-time clerk in a fuel-efficient vehicle to make the transaction versus a paratransit vehicle and driver. There are currently 200 Handy Ride customers who purchase their passes at FAX outlets on a monthly basis rather than using the mail service.

This program is not specifically tied to service days/hours. If FAX receives this grant award, a vehicle will be purchased and staff will be hired as quickly as possible. It is anticipated that the program will run from July 1, 2011 to June 30, 2012 and then be evaluated for continuance.

Project Eligibility

Provide rational why project qualifies for JARC/NF funding.

The New Freedom program is an excellent fit for this proposed project as it will enable FAX to provide a service to Handy Ride clients that have extreme transportation limitations. It removes the barrier of customers taking up valuable time that could be better spent at a job or learning new skills to help them better integrate into society. TEP also frees up valuable taxpayer resources by reducing the expense and time of utilizing a paratransit vehicle and driver for routine errands.

The primary stakeholders of this project are the persons with disabilities currently or potentially served by FAX. Communication and outreach regarding this project will be accomplished via mechanisms that already exist and function well in the community. Existing newsletters, as well as informational updates provided at the regularly scheduled meetings of the local Disability Advisory Commission (DAC), and Social Services Transportation Advisory Council (SSTAC) will be used to keep the stakeholders informed. The DAC is a seven-member body made up of community leaders appointed by the Fresno Mayor and approved by the Fresno City Council; five of the seven members must be persons with disabilities. The SSTAC membership also includes persons with disabilities who are potential FAX customers, as well as representatives of local agencies, including but not limited to Resources for Independence Central Valley, Central Valley Regional Center (CVRC), and the Council of Fresno County Governments (Fresno COG). It should also be noted that the proposed project is clearly in line with the goals and objectives of both councils. For example, SSTAC was established in 1988 to review transit issues and identify "needs of transit dependent and transit disadvantaged persons, including the elderly, disabled, and persons of limited means."

Detailed Project Budget

Describe how total costs for project have been estimated, including various cost components. Show amount of IARC/NF funding requested. If project includes both operating and capital components

a similar vehicle.

The vehicle and cellular phone cost is estimated at \$21,000. As a capital expense, the federal share is \$16,800 (80%), and the local share is \$4,200 (20%). Staff time is estimated at 250 hours per month (dependent on customer participation) at \$25.00 per hour, for a total annual cost of \$75,000.

Additionally, there will be an estimated \$5,000 in administrative costs associated with overseeing the program and staff, for a total of \$80,000 in operating costs. As an operating expense, the federal and local shares would each be \$40,000 (50%). Thus the total first year program cost is estimated at \$101,000; where the federal share is \$56,800 and the local share is \$44,200.

Source(s) of Matching Funds

Describe where/who match will come from and what type of funding it might be (federal/state/local/private, etc.) including program names, if applicable.

The local match for this project will come from two sources. For the capital portion of the project the match will be State funding – Prop 42 and/or Prop 1B. For the operating portion of the project the match will come from the Transportation Development Act – Local Transportation Fund (LTF).

Inclusion of Project in Transportation Improvement Program (TIP)

Provide specific page references to where proposed project is programmed in the current year of the locally approved TIP. If project is not currently in the current year of the approved TIP, describe the status of the effort to get this accomplished and the anticipated time-frame for completion.

This project is not currently programmed in the TIP. Should the grant be awarded, an amendment to the TIP will be requested.


Additional Justification

If there are benefits to the transit program anticipated as a result of implementing the proposed project, beyond those addressed in the Human Services Coordinated Transportation Plan, please describe.

In the current economic times, the savings in operating costs that will potentially be realized through this program are significant. It is a program that meets FAX's ongoing goals of finding efficiencies whenever possible, thus maintaining as many vital programs as possible, both fixed-route and Handy Ride, that serve the Fresno community.

TRANSMITTAL LETTER

PROJECT SUMMARY

Address: 2223 G Street	
City/State/Zip: Fresno, CA 93706	
Contact Person: Darlene Christiansen	
E-mail: darlene.christiansen@fresno.gov	
Phone: 559/621-1469	Fax: 559/488-1065
B. Project Type (check one):	
<input type="checkbox"/> Capital Only (80%)	<input checked="" type="checkbox"/> Capital (80%) and Operating (50%)
<input type="checkbox"/> Operating Only (50%)	
C. Program (check one): * Due to limited New Freedom funding, vehicle purchases with these funds are discouraged. Refer to the Elderly & Disabled Specialized Transit Program (FTA Section 5310) and/or Large Urban NF Programs.	
<input type="checkbox"/> JARC Project - FTA Section 5316	
<input checked="" type="checkbox"/> New Freedom Project – FTA Section 5317	
D. JARC/New Freedom Project Information:	
Project Title/Summary: Trip Efficiency Program (TEP)	
E. Funding Request:	FFY 2007-09
JARC Urban Request:	\$
NF Urban Request:	\$ 56,800
Total Match Funds: <i>(Non-DOT federal, state, local or private)</i>	\$ 44,200
Total Cost of Project (Capital Portion Only):	\$ 101,000
F. Authorized Signature:	
Name (print): Kenneth Hamm	
Title (print): Director of Transportation	
Signature: 	Date: January 15, 2010

TRANSMITTAL LETTER

II. APPLICATION DEADLINE

Four applications (original and three copies) must be submitted to Fresno COG no later than January 15, 2010. Faxed or electronic applications will not be accepted.

Applications must be submitted to the following address:

**Council of Fresno County Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721
(559) 233-4148**

The information in this application is public record. Therefore, applicants should not include information regarded as confidential.

To the best of my knowledge and belief, all data in this application is true and correct. The applicant will comply with the necessary Certifications and Assurances if assistance is awarded.

TRANSMITTAL LETTER

PART III. SCORING CRITERIA

A. Does the project meet the JARC or New Freedom Program Goals and Objectives? (20 total points)

1. An applicant must be consistent with the overall JARC or New Freedom program goals and objectives, as listed in the program goals on Page 2 of this application. (10 points maximum)
2. Applicant demonstrates how project activities directly address transportation gaps and/or barriers identified through the locally developed human services transportation planning process within their communities. (Applicant indicates the section/page number in the Coordinated Plan). (10 points maximum)

B. Operational/Implementation Plan? (20 points)

3. Applicant provides a well-defined operations plan with defined routes, schedules, current/projected ridership, key personnel, and marketing strategies with supporting documentation for carrying out the project. For Capital and Mobility Management projects, applicant provides an implementation plan that includes project tasks, timeframes, benchmarks, key milestones, key personnel, deliverables and estimated completion date with supporting documentation. Both the operations and implementation plans must identify key personnel assigned to this project and their qualifications, including resumes and certifications as supporting documentation. Applicants must demonstrate their institutional capability to carry out the service delivery aspect of the project.

C. Describe the Program Effectiveness and Performance Indicators (20 total points):

4. Applicant identifies clear measurable outcome-based performance measures and indicators to track the effectiveness of the project as described in page 4 of the application. Applicant states the number of persons to be served, trip purpose(s), and the number of trips. Additional measurable units of service can also be used. Applicant must describe the outcome (impact) that the project will have on low-income (JARC) or individuals with disabilities (New Freedom). (10 points maximum)
5. Applicant describes a process that details the ongoing monitoring and evaluation of the project or service, including methodologies and desired outcomes based upon the performance objectives identified above in Question 4. (10 points maximum)

D. Communication and Outreach (20 total points):

6. Stakeholder list should include, but not be limited to, Health and Human Services Agencies, public/private sector, non-profit agencies, transportation providers, and members of the public representing low-income (JARC) and individuals with disabilities (New Freedom). Applicants will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. (10 points maximum)
7. Applicants must keep stakeholders involved and informed of project activities throughout the project timeline. Applicant must also describe how they would promote public awareness of the project. Three (3) letters of support from stakeholders must be attached to the grant application. (One of the three support letters may come from a client of the proposed project.) (10 points maximum)

E. Provide the Applicant's Project Budget (0 or 20 points):

8. Please provide your budget information on the form(s) supplied on the next page. A complete listing of budgetary information will be necessary to receive the full 20-point value. *Failure to provide all of the required information will result in 0 points for this question.* Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds.

PART IV.

PROJECT NARRATIVE

A. Goals and Objectives

1. Briefly describe how your proposed project is consistent with the goals and objectives of either the JARC or New Freedom grants programs, as listed on Page 2 of this application. (10 points maximum)

The New Freedom program is an excellent fit for this proposed project as it will enable FAX to provide a service to Handy Ride clients that have extreme transportation limitations. It will enable customers to spend their day learning skills that will assist them to better integrate into society or staying at their job site longer instead of struggling with the time-robbing barrier of trying to complete routine tasks via the Handy Ride system. TEP also frees up valuable taxpayer resources by reducing the expense and time of utilizing a paratransit vehicle and driver for routine errands, thus enabling that funding to be used for other critical programs that serve the Fresno community.

2. Specify how your project addresses the gap(s) and/or barrier(s) identified through your Coordinated Plan. (Indicate the section/page number in the Coordinated Plan addressing the gaps and/or barriers) (10 points maximum)

This project directly addresses transportation gaps/barriers as identified in the Fresno County Coordinated Human Services Transportation Plan; specifically, Section 4, on page 10. The TEP would not require someone that does not have an assistant (PCA) to make trips that are difficult for them to make alone. In fact, they will not have to venture out in inclement weather or overcome physical barricades at all because the "errand" will be completed for them.

B. Operational/Implementation Plan -

3. For Operating projects, describe your operational plan that includes defined routes, schedules, current/projected ridership, key personnel, and marketing strategies; and/or for Capital and Mobility Management projects, describe your implementation plan that includes project tasks, timeframes, benchmarks, key milestones, key personnel, deliverables and estimated completion date. Attach supporting documentation to substantiate your plan(s). (20 points maximum)

Upon grant award, FAX's Support Services Division, under the direction of Greg Eisner, Support Services Manager, will work with the City of Fresno's Purchasing and/or Fleet Division and proceed through the City's procurement process to purchase the vehicle and the cellular phone. This process should take no longer than 3 months. As an experienced manager, Mr. Eisner will also hire the staff member and direct his/her job duties to implement TEP.

PROJECT NARRATIVE

purpose of trips (and other measurable units of service) the project will provide. Include the desired outcome (impact) that the project will have on low-income individuals (JARC) or individuals with disabilities (See Page 4 for performance measures). (10 points maximum)

Due to trip tracking that already occurs in the Handy Ride program it will be possible to measure routine errand trips that are moved from Handy Ride vehicles to the TEP. This will also enable a straightforward evaluation of the resource savings by computing the difference in cost between the two services.

It will more difficult to measure the benefit of freeing up the paratransit user's time, other than estimating hours of time they will save as a result of the program. For example: A customer who schedules a Handy Ride vehicle to take them to an outlet to purchase a pass and then return home will likely save at least two hours per month on that single errand alone by using the TEP program. Also, this program adds a quality of life enhancement, especially to those customers who have difficulty finding a PCA to assist them to perform an errand. Another factor considered is extreme weather in the Valley – often over 100 degrees in the summer and under 40 degrees in the winter. TEP will enable customers to have their errands taken care of without exposing them to weather related risks.

5. Based upon the performance objectives and outcomes identified in Question 4 above, describe your methodologies and procedures for ongoing monitoring and evaluation of the project or service. (10 points maximum)
 - A. **Every qualifying errand that was originally performed via a Handy Ride vehicle and then moved to the TEP will be tallied and recorded. The “errand” vehicle will have a log that must be filled out to account for every mile traversed. The log will include the name of the customer being served; the purpose of the trip; mileage; date; and start/end times.**
 - B. **The number of customers who participate will also be tallied on a monthly basis to determine how many customers are participating in the program.**
 - C. **Surveys may be conducted to determine program satisfaction and consumer input into the project parameters.**

PROJECT NARRATIVE

D. Communication and Outreach

disabilities (New Freedom). Attach three (3) letters of support from stakeholders to the grant application. (10 points maximum)

The primary stakeholders of this project are the persons with disabilities currently or potentially served by FAX. Members of two local councils, Disability Awareness Commission (DAC), and Social Services Transportation Advisory Council (SSTAC), include primary stakeholders and representatives of local agencies that directly or indirectly serve stakeholders. The DAC is a seven-member body made up of community leaders appointed by the Fresno Mayor and approved by the Fresno City Council; five of the seven members must be persons with disabilities. The SSTAC membership also includes persons with disabilities who are potential FAX customers, as well as representatives of local agencies, including but not limited to Resources for Independence Central Valley, Central Valley Regional Center (CVRC), and the Council of Fresno County Governments (Fresno COG).

It should also be noted that the proposed project is clearly in line with the goals and objectives of both councils. For example, SSTAC was established in 1988 to review transit issues and identify “needs of transit dependent and transit disadvantaged persons, including the elderly, disabled, and persons of limited means.”

7. Describe how you will promote public awareness of the project and how you will keep stakeholders involved and informed throughout the project. (10 points maximum)

Communication and outreach regarding this project will be accomplished via mechanisms that already exist and function well in the community. Existing newsletters, as well as informational updates provided at the regularly scheduled meetings of the two local councils noted above will be used to keep the stakeholders informed.

E. Proposed Project Budget

8. Applicants should provide a complete budget plan, showing revenues and expenditures in the format provided below. Estimate the proposed cost per trip (or other unit of service). Briefly describe efforts to ensure its cost-effectiveness. (0 or 20 points)

The City of Fresno’s very thorough procurement process will ensure a competitive process that will give FAX the most cost-effective capital purchase possible. A scope of work will be defined for the staff to ensure maximum efficiencies as the project proceeds.

PART V.

FTA SECTION 5316 JARC/5317 NEW FREEDOM PROGRAM Proposed Budget Plan – Operating Assistance Project

(1) Total Operating Expenses (Itemize)		
Staff Time, including training, to implement program	\$75,000	
Administration / Supervision of staff and program	\$ 5,000	
	\$	
	\$	
TOTAL OPERATING EXPENSES	\$80,000	(1)
(2) Less Fare box and Other Revenue (For Public Operators Only)		
	\$	
	\$	
	\$	
	\$	
TOTAL FAREBOX AND OTHER REVENUE APPLIED AGAINST ELIGIBLE EXPENSES	\$ 0	(2)
(3) Less Ineligible Expenses (within operating expense) *		
	\$	
	\$	
	\$	
	\$	
TOTAL INELIGIBLE EXPENSES	\$ 0	(3)
(4) NET PROJECT COST (Line 1 – Line 2 – Line 3)	\$80,000	(4)
(5) Local Share (Itemized by Source Type & Amount)		
Local Transportation Fund (LTF) [part of TDA]	\$40,000	
	\$	
	\$	
TOTAL LOCAL SHARE	\$ 40,000.00	(5)
(6) FEDERAL SHARE *	\$40,000.00	(6)
(7) BUDGET SUMMARY: Local Share + Federal Share = Net Project Cost		
LOCAL SHARE: (50%)	\$40,000.00	(5)
FEDERAL SHARE: (50%)	+ \$40,000.00	(6)
NET PROJECT COST:	= \$80,000.00	(7)

** Examples of ineligible expense may include lobbying, depreciation, contributions, inter-department salary, etc.

**FTA SECTION 5316 JARC/5317 NEW FREEDOM PROGRAM
Proposed Budget – Capital Project (Part 1 of 2)**

Vehicles (cost shown includes accessibility equipment) Standard seating capacity examples by vehicle type			
Minivan (Type IV) 5 Ambulatory Passengers (AP)		\$42,000	
Modified Van (Type V) 8 AP		\$50,000	
Small Bus (Type IA- Ford) 8 AP; 2 Wheelchair (WC) *		\$53,000	
Small Bus (Type IB- Chevy) 8 AP; 2 WC *		\$56,000	
Medium Bus (Type II Short) 9 AP; 2 WC		\$56,000	
Medium Bus (Type II) 12 AP; 2 WC *		\$57,000	
Large Bus (Type III) 16 AP; 2 WC *		\$61,000	
Larger Bus (Type VII) 20 AP; 2 WC *		\$95,000	
Largest Bus (Type VIII) 22 AP; 2 WC*, opt Compressed Natural Gas		\$186,000	

* Rear wheelchair lift floor plan

Other Capital Equipment

Applicant must attach three (3) estimates of equipment **with** this application. The average of the 3 estimates will be the requested grant amount. If equipment is to be sole sourced, written justifications must be attached. Other eligible equipment includes: wheelchair lifts and restraints; radios and communication equipment; initial component installation costs; computer hardware and software (scheduling and vehicle maintenance software); transit related intelligent transportation systems (ITS); and the introduction of new technology through innovative and improved products into public transportation.

Equipment	Number	Unit Cost	Total Cost
Computer Hardware			
Computer Software			
Maintenance Equipment			
Other Eligible Equipment (describe)			
Communications Equipment	Number	Unit Cost	Total Cost
Base Station			
Mobile Radio			

**FTA SECTION 5316 JARC/5317 NEW FREEDOM PROGRAM
Proposed Budget – Capital Project (Part 2 of 2)**

State Program Type: JARC FTA
(Choose One)

ITEM DESCRIPTION	COST
Purchase vehicle and cellular phone	\$21,000
	\$
	\$
	\$
NET PROJECT COST:	\$21,000

LOCAL SHARE (Itemize by Source Type & Amount)	AMOUNT
State Funding (Prop 42 and/or Prop 1B)	\$4,200
	\$
	\$
	\$
TOTAL LOCAL SHARE = Allowable Percentage (20%)	\$4,200
TOTAL FEDERAL SHARE= Allowable Percentage (80%)	\$16,800