

# Job Access Reverse Commute Program & New Freedom Program 2011 FUNDING APPLICATION

## Important Dates

1. **Pre-Application Workshop:** 9 a.m. CST, Wednesday, March 9, 2011, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, Mo.
2. **Application Due Date:** 12 noon CST on April 20, 2011

## Contact Information

Direct all questions and inquiries to Stewart Nelson, [snelson@marc.org](mailto:snelson@marc.org), or Ron Achelpohl, [rona@marc.org](mailto:rona@marc.org), at (816) 474-4240.

## Application Submission Instructions

1. Please combine this application and all supporting documentation into **one electronic file** for submission to the Mid-America Regional Council (MARC). If you need assistance attaching documents onto this form, contact MARC.
2. Submit your application file via e-mail to [snelson@marc.org](mailto:snelson@marc.org) by 12 p.m. CST on April 20, 2011.
3. Refer to the Competitive Selection Booklet for more details about how to provide information requested in the application.  
[www.marc.org/transportation/pdf/2011jarcnewfreedom\\_booklet.pdf](http://www.marc.org/transportation/pdf/2011jarcnewfreedom_booklet.pdf)
4. Applicants **must submit a separate, fully completed application** for each funding program.
5. Each applicant must provide three years of budget information for each project. This requirement is detailed under the Sustainability and Project Financing section.
6. Please make sure that all supporting documentation is appropriately labeled and electronically attached to the application document before submitting it.

Each text box in Section 3 of this application is limited to **500 words**. Microsoft Word counts all words, even if the word is a single letter, such as “a” or “I”; however, it does not count spaces between words. The software program can automatically count words in a document. For help using the Word Count feature, search for “Word Count” in Microsoft Word Help.

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## 1. General Information

### 1.1. Program Applying for (choose one):

Section 5316 **JARC** (Operating)     Section 5317 **New Freedom** (Operating)

### 1.2. Funding will be used for which of the following:

New Service     Continuation of Service     Expansion of Service

### 1.3 Legal Name of Organization: OATS, Inc.

### 1.4 Person Submitting Application

Name: Linda Yaeger

Address: 2501 Maguire Blvd, Ste 101

City/State/Zip: Columbia, Missouri 65201

Phone: 573-443-4516 Ext 1100

E-mail: lyaeger@oatstransit.org

#### Contact Person (if different)

Name: Sara Davis

Address: 2109 Plaza Drive

City/State/Zip: Harrisonville, Missouri 64701

Phone: 816-380-7433

E-mail: sdavis@oatstransit.org

### 1.5 List the names of individuals authorized to enter into contract(s) and amendments with the Kansas City Area Transportation Authority (KCATA).

Name: Linda N. Yaeger

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

Title: Executive Director

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

Phone: 573-443-4516 Ext 1100

Phone: \_\_\_\_\_

Fax: 573-874-1914

Fax: \_\_\_\_\_

Address: 2501 Maguire Blvd Ste 101

Address: \_\_\_\_\_

City/State/Zip: Columbia, Missouri 65201

City/State/Zip: \_\_\_\_\_

E-mail: lyaeger@oatstransit.org

E-mail: \_\_\_\_\_

### 1.6 Applicant Status (choose one):

- Private Nonprofit Organization  
 State or Local Government  
 Public Transportation Operator  
 Private Operator of Public Transportation

### 1.7 Project Name: Belton to CASCO Area Workshop

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## 1.8 Amount of Federal Request per FFY:

JARC	New Freedom
2010: <u>\$72,000.00</u>	2010: _____
2011: <u>\$76,000.00</u>	2011: _____

## 1.9 Please list all the information for the contact at your labor union:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## 2. Sustainability and Project Financing

Provide budget information for your project that identifies the amount and source of local match in the tables below. Also indicate which local match sources are capable of sustaining the project once FFY 2010 and FFY 2011 JARC or New Freedom funds are completely expended. See *Section III Program Objectives* and *Section IV.C Project Evaluation Criteria* that address supplanting of financial support.

### 2.1 Start Date or Date of Planned Implementation: October 1, 2011

### 2.2

	Total Cost (\$)	Program Funds (\$)	Local Match (\$)	Source
	Enter the total project cost per year in this column.	Enter the amount of federal funding requested per year in this column.	Enter the amount of local match you are providing per year in this column. (The Program Funds and the Local Match must at least equal the Total Cost.)	Enter the source(s) of the local match your agency is providing in this column. Address the sustainability of those funds.
<b>Year 1</b>	\$72,000	\$36,000	\$36,000	CASCO - receives funding from Cass County Board of Services SB40

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<b>Year 2</b>	\$76,000	\$38,000	\$38,000	CASCO - receives funding from Cass County Board of Services SB40
<b>Year 3</b>	\$80,000	\$40,000	\$40,000	CASCO - receives funding from Cass County Board of Services SB40

**2.3 Please describe the activities or steps involved in implementing your project and the associated milestones from project start to end.**

	<b>Project Details</b>	<b>Action Steps</b>	<b>Expected Outcomes / Milestones</b>
	Enter information on the activities you expect to offer with these federal funds each year.	Enter the action steps you will take to support the project activities listed in the Project Details column.	Enter the expected outcomes from each action step listed, and address sustainability. Establish annual milestones to achieve.
<b>Year 1</b>	To provide safe and reliable transportation to disabled/low income individuals that reside in Belton to the CASCO Area Workshop in Harrisonville for the purpose of employment. OATS have used JARC funds in the past to help subsidize this route. Therefore, this would be a continuation of an existing service.	To secure funding to subsidize this workshop route.	Continued employment transportation of disabled/low income individuals and allow for transportation services as space becomes available. OATS will maximize the effectiveness and efficiencies of this service by ensuring the funding for this project and the overall services are utilized to the greatest extent.

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<p><b>Year 2</b></p>	<p>To provide safe and reliable transportation to disabled/low income individuals that reside in Belton to the CASCO Area Workshop in Harrisonville for the purpose of employment. OATS have used JARC funds in the past to help subsidize this route. Therefore, this would be a continuation of an existing service.</p>	<p>To secure funding to subsidize this workshop route.</p>	<p>Continued employment transportation of disabled/low income individuals and allow for transportation services as space becomes available. OATS will maximize the effectiveness and efficiencies of this service by ensuring the funding for this project and the overall services are utilized to the greatest extent.</p>
<p><b>Year 3</b></p>	<p>To provide safe and reliable transportation to disabled/low income individuals that reside in Belton to the CASCO Area Workshop in Harrisonville for the purpose of employment. OATS have used JARC funds in the past to help subsidize this route. Therefore, this would be a continuation of an existing service.</p>	<p>To secure funding to subsidize this workshop route.</p>	<p>Continued employment transportation of disabled/low income individuals and allow for transportation services as space becomes available. OATS will maximize the effectiveness and efficiencies of this service by ensuring the funding for this project and the overall services are utilized to the greatest extent.</p>

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2.4 Can this project be scaled to a more limited scope with less funding? (Select one)

Yes

No

2.5 If no, please explain.

2.6 If yes, how might the scope of the project be limited?

OATS is able to scale this project to a more limited scope. However, this would result in transportation needs for individuals in the Belton area that are eligible for employment at the CASCO Area Workshop not being fully met. The funding for this project is being utilized for transportation services to disabled and low-income individuals being transported to and from the CASCO Area Workshop. Without the full amount of funding, OATS will not be able to meet the demand for service in the Cass County Belton area. However, OATS will strive to serve as many disabled and low-income individuals as possible to maintain or obtain employment. OATS will continue to look for additional funding partners to assist in meeting the service demands for the future.

## 3. Project Criteria

### 3.1 Local Government Partnerships (if applicable)

Please refer to *Section IV.C.1.d Local Government Partnerships for Competitive Prioritization* of the Competitive Selection Booklet for more information on this section. List up to three local government partnerships associated with this project. Attach relevant copies of partnership agreements with your local government partner(s) in *Section 4 Supplemental Information and Attachments* of this document and label each attachment as "Local Government Partnerships Attachment 1," etc.

Local Government Partner: SB40 Org CASCO

Contact Person: Peggy Kutchback

Phone: 816-380-7359

Fax: 816-380-7363

Address: 1800 Vine Street

City/State/Zip: Harrisonville, Missouri 64701

E-mail: peggy@casco-aw.org

Local Government Partner: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Local Government Partner: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **3.2 Cooperative/Partnering Operations**

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Please refer to *Section III Program Objectives* and *Section IV.C Project Evaluation Criteria* of the Competitive Selection Booklet for more information on this section.

3.2.1 Do you have an agreement with another agency(ies) in addition to your local government partnerships that enhances mobility services among and/or between communities?

Yes                       No

3.2.2 If yes, please list the name of the agency(ies) with whom you cooperate to enhance mobility services. Coordination can include such activities such as joint purchasing of vehicles, joint planning, sharing vehicles, dispatching, scheduling, training and maintenance, or coordinating client trips.

Agency Name: Medical Transportation Management - MTM

Agency Name: City of Belton

Agency Name: City of Pleasant Hill

3.2.3 In the text box below, describe how the project demonstrates coordination or partnering with local jurisdictions, other agencies, and interested stakeholder organizations. Summarize the nature of your cooperative activities with the partners listed in Question 3.2.2 above, and attach copies of your cooperative agreements or memoranda of understanding to *Section 4 Supplemental Information and Attachments* (found at the end of this application). Label any attachments as "Cooperative/Partnering Operations Attachment 1", etc. **(500 words or less)**

OATS goal is to work with all partners to provide the most economical, efficient, reliable transportation service viable and to coordinate those various services as much as physically possible. OATS staff will coordinate services with CASCO Area Workshop, Case Managers and Cass County School District Transition Teams.

## **3.3 Community-Based Transportation**

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Please refer to *Section III Program Objectives* and *Section IV.C Project Evaluation Criteria* of the Competitive Selection Booklet for more information on this section. In the text box below each question, provide the information requested in **500 words or less**.

3.3.1 Describe how your project supports the concept of community-based transportation found in the Coordinated Public Transportation–Human Services Plan, and fits within the Smart Moves service concept described in *Transportation Outlook 2040*. How does your project support the concept of using activity centers, transit centers and/or transfer centers? List the specific

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citations where this project is derived from the Coordinated Public Transportation–Human Services Plan.

OATS actively participated in the Transportation Outlook 2030 plan as well as in the development of the Smart Moves Plan and the Coordinated Public Transportation-Human Service Plan for MARC. OATS actively participates in the Transportation Outlook 2040 Plan and the Coordinated Public Transportation-Human Service Plan for MARC. OATS has other contracts in the area such as MARC Senior Centers/Meal Delivery, Medicaid and many Special Contracts which allows us to coordinate public transportation. OATS is providing service to individuals within the Belton area that rely on transportation because of their disabilities and that have no other options for transportation available to them to get to the CASCO Area Workshop for employment. (Please refer to 5.0 of the Transportation Outlook 2040 Plan, 5.6.3-Action Plan, #'s 1 & 3 pages 21 & 22)

- 3.3.2 List the transportation goals and objectives of your organization. How will your proposed project address these transportation goals and objectives?

OATS goal is provide reliable transportation for transportation disadvantaged Missourians so they can live independently in their own communities. The success of this program depends upon a community based approach and the partnership with CASCO who depend on the service to assist their employees.

- 3.3.3 Describe how this project will serve needs that are unserved or underserved in the geographic service area. Such needs may include evening, weekend, split shift, childcare issues, holidays, etc.

OATS will continue to serve the needs of Belton individuals who qualify for low income employment transportation to and from the CASCO Area Workshop through the JARC program. These individuals currently only have the ability to use OATS as their transportation mode due to there not being any other means of transportation in the Belton area.

### **3.4 Current Service Description and Statistics (if applicable)**

Please refer to *Section III Program Objectives* and *Section IV.C Project Evaluation Criteria* of the Competitive Selection booklet for more information on this section. Note that both sections address the supplanting of financial support. As mentioned in *Section III Program Objectives*, the methodology for calculating the number of jobs accessed can be found in Appendix B of the Federal Transit Administration report "Connecting People to Employment" at: [www.fta.dot.gov/documents/JARC\\_FY09\\_FINAL\\_2010\\_10\\_04.docx](http://www.fta.dot.gov/documents/JARC_FY09_FINAL_2010_10_04.docx).

In the text box below each question, provide the information requested in **500 words or less**.

- 3.4.1 Geographic area currently served: List all counties, cities, and other locations served. If available, please attach a map to this document in *Section 4 Supplemental Information and Attachments* (found at the end of this application), and label the document "Service Description and Service Level Attachment 1, etc."

This particular program is available to individuals that reside in Cass County, Belton, MO area going to and from the CASCO Area Workshop in Harrisonville, MO.

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- 3.4.2 Describe the target population(s) currently served, how the consumer is involved in the planning/design of the services, how the service is marketed to this target population, and how this population accesses the service.

The target population for the workshop route is handicapped and low income individuals. OATS works with CASCO to plan and coordinate routes. Individuals access the service by contacting CASCO and/or OATS. OATS and CASCO attend transition fairs throughout Cass County to market the services that are available. OATS West Regional Director and CASCO Executive Director have participated in the Cass County Community Transition Team.

- 3.4.3 Describe the operational characteristics of the proposed service, such as fares, operating hours, days of operation, number of jobs accessed, type of service (fixed route, demand response, subscription, coupon).

This service is available Monday through Friday from 6:00 am to 6:00 pm. This subscription route has the same individuals riding everyday from Belton, MO to the CASCO Area Workshop in Harrisonville, MO. By using the formula to calculate current number of jobs accessed as stated on p. 46 of the FTA document "Connecting People to Employment", there were approximately 3,704 jobs accessed (12,348 one way trips by 2 = 6,174 individuals x 60% = 3,704 jobs accessed).

- 3.4.4 Indicate whether the applicant will operate the service directly or via contract with another entity.

This service is provided by OATS directly.

- 3.4.5 Indicate the number of average one-way passenger trips — per day, per month and annually — that the service currently provides. If possible, break down by trip type (medical, employment, daycare, etc.) or target population served.

On this particular route OATS has provided approximately 49 one way trips per day, 1,029 one way trips per month and 12,348 one way trips per year. All trips are to the CASCO Area Workshop in Harrisonville for employment.

- 3.4.6 Indicate the cost per one-way passenger trip for each trip type, or other quantifying performance measurements. If needed, provide a brief explanation or justification of the costs.

The cost per unit for this service is being estimated for FY12 at \$6.35 per unit. The current average cost for OATS' West Region is slightly over \$12 per unit. The reason OATS is able to provide this service at a much lower cost is due to the coordination and grouping of riders.

- 3.4.7 Describe the administrative characteristics of the existing service, such as number of employees (differentiate between part-time and full-time), operation and maintenance costs, as well as manner in which the service is currently financed.

The administrative services are those that support the operations of OATS. Even though many have classified all of the regional office staff as direct operating costs, OATS internally classifies the dispatchers and maintenance individuals only as direct expenses for the daily operations. The rest of the office services are considered administrative services. There are

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approximately 716 employees of OATS and approximately 35 of those are considered administrative services.  
The operation and maintenance costs are those costs directly related to moving the vehicles. These costs are broken out by operating expenses such as vehicle insurance, driver wages, fuel, maintenance and repairs of the vehicles, licensing and driver's expenses. The costs are tracked by vehicle (county).  
There are a number of funding sources for OATS. The largest supporter of OATS is the federal government through Section 5311 funding. The rest of the funding comes from the Medicaid program, Area Agency on Aging, various contracts, State of Missouri and local communities.

### 3.5 Proposed Service Description and Service Level

Please refer to *Sections III Program Objectives for JARC and New Freedom Project Selection and IV.C Project Evaluation Criteria* of the Competitive Selection booklet for more information on this section. As mentioned in *Section III Program Objectives*, the methodology for calculating the number of jobs accessed can be found in Appendix B of the Federal Transit Administration report "Connecting People to Employment" at [www.fta.dot.gov/documents/JARC\\_FY09\\_FINAL\\_2010\\_10\\_04.docx](http://www.fta.dot.gov/documents/JARC_FY09_FINAL_2010_10_04.docx).

Base your responses to the following sections on the requirements reference in *Section III A.2-4* of the Competitive Selection booklet (i.e., inappropriate, insufficient, unavailable).

In the text box below each question, provide the information requested in **500 words or less**.

- 3.5.1 Geographic area to be served: List all counties, cities, and other locations to be served. If available, please attach a map to this document in *Section 4 Supplemental Information and Attachments* (found at the end of this application), and label the document "Service Description and Service Level Attachment 1," etc.

This particular program is available to individuals that reside in the Cass County, Belton, MO area going to and from the CASCO Area Workshop in Harrisonville, MO.

- 3.5.2 Describe the target population(s) to be served, how the consumer will be involved in the planning/design of the services, how the service will be marketed to this target population, and how this population will access the service.

The target population for this workshop route is handicapped and low income individuals in the Cass County Belton Area. OATS works with CASCO to plan and coordinate routes. Individuals access the service by contacting CASCO and/or OATS. OATS and CASCO attend transition fairs and various other activities throughout Cass County to market the services that are available. OATS west regional director and CASCO Executive Director participate on the Community Transition Team in Cass County.

- 3.5.3 Describe the operational characteristics of the proposed service, such as fares, operating hours, days of operation, number of jobs accessed, type of service (fixed route, demand response, subscription, coupon).

This service will be available Monday through Friday from 6:00 am to 6:00 pm. This subscription route will routinely have the same individuals riding everyday from Belton to the CASCO Area Workshop in Harrisonville. By using the formula to calculate number of jobs to be accessed as stated on p. 46 of the FTA document "Connecting People to Employment", there will be approximately 5,594 jobs accessed (18,648 one way trips by 2 = 9,324 individuals x 60% = 5,594 jobs to access).

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- 3.5.4 Indicate whether the applicant will operate the proposed service directly or via contract with another entity.

The service will be provided by OATS directly.

- 3.5.5 Indicate the number of average one-way passenger trips — per day, per month and annually — that the project hopes to provide. If possible, break down by trip type (medical, employment, daycare, etc.) or target population served.

OATS will provide approximately 74 one way trips per day, 1,554 one way trips per month and 18,648 one way trips per year. All trips will be to the CASCO Area Workshop for employment.

- 3.5.6 Indicate the proposed cost per one-way passenger trip for each trip type, or other performance measurements. If needed, provide a brief explanation or justification of the costs.

The cost per unit for this service is being estimated for FY12 at \$6.35 per unit. The current average cost for OATS' West Region is slightly over \$12 per unit. The reason OATS is able to provide this service at a much lower cost is due to the coordination and grouping of riders.

### **3.6 Administrative Capacity (Feasibility)**

Please refer to *Sections III Program Objectives for JARC and New Freedom Project Selection and IV.C Project Evaluation Criteria* of the Competitive Selection booklet for more information on this section. Does your organization have the manpower and the resources to carry out your proposed project? Describe how your organization will address federal requirements for record keeping. In the text box below each question, provide the information requested in **500 words or less**.

- 3.6.1 ORGANIZATION: equipment, office capability and location, communications system and institutional capacity

OATS was organized in 1971 and currently provides door to door service in 87 counties in Missouri with a fleet designed to carry OATS passengers safely and comfortably to the places they need to go. OATS has been providing transportation services to the CASCO Area Workshop for approximately 26 years.

A 24 passenger vehicle and a 16 passenger wheel chair accessible vehicle has been designated for this route Monday through Friday from 6:00 am to 6:00 pm. The regional office is located in Harrisonville, MO along with a support office in Columbia, MO. These vehicles are funded 80% by FTA and the 20% match is obtained through various local means.

- 3.6.2 ABILITY: reporting requirements, record keeping, documentation, book keeping, invoicing required by federal regulation

OATS, Inc follows all federal regulations due to various federal funds. An independent audit is performed annually that follows U.S. GAAP Standard OMB Circular A-133

## 4. Supplemental Information and Attachments

## **Job Access Reverse Commute Program & New Freedom Program 2011 FUNDING APPLICATION**

Electronically attach properly labeled supplemental information as referenced above. This may include cooperative agreements, memoranda of understanding, service map(s), and any other documents necessary to fully describe your project. If you have technical problems or questions about attaching documents to this form, please contact MARC for assistance.