

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, or Ron Achelpohl, 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 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
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: Kansas City Area Transportation Authority

1.4 Person Submitting Application

Name: Bryan Beck

Address: 1200 E. 18TH Street

City/State/Zip: Kansas City, MO 64108

Phone: 816-346-0886

E-mail: bbeck@kcata.org

Contact Person (if different)

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

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

Name: _____

Name: _____

Title: _____

Title: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

E-mail: _____

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: Travel Training

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1.8 Amount of Federal Request per FFY:

JARC	New Freedom
2010: _____	2010: <u>\$100,000</u>
2011: _____	2011: <u>\$100,000</u>

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.
Year 1	\$100,000	\$50,000	\$50,000	KCATA'S local funding sources - contractual agreements with local communities and 1/2 cent transportation sales tax and 3/8 cent ATA sales tax.

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Year 2	\$100,000	\$50,000	\$50,000	KCATA'S local funding sources - contractual agreements with local communities and 1/2 cent transportation sales tax and 3/8 cent ATA sales tax.
Year 3				

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

	Project Details	Action Steps	Expected Outcomes / Milestones
	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.
Year 1	KCATA's Travel training program will begin in 2011. Funding is expected to last 2 years. This funding request is to enable the program to continue for an additional 2 years.	Travel Training will be provided to Share-A-Fare applicants that may benefit from one-on-one training to help maximize their transportation options.	Transportation provides access. Many individuals with disabilities are unable to utilize the fixed route public transportation system because they do not know how to use the system safely. Travel training is a crucial element in empowering individuals with disabilities to use the fixed route bus service to reach a wide variety of destinations. Travel training will

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			<p>inform individuals of the public transportation options available, how to access these, how to plan their travel, and how to execute their travel plans safely.</p> <p>The goal of this training is to establish a program in which all individuals with disabilities will have access to assistance in learning to use public transit. KCATA's goal is to maximize disabled individuals transportation options.</p>
Year 2	Continuation of the travel training program utilizing New Freedom's funding as requested in this project.	Travel Training will be provided to Share-A-Fare applicants that may benefit from one-on-one training to help maximize their transportation options.	The positive impact of the Travel Training program is expected to continue. KCATA will sustain the service as long as need and funding allows.
Year 3	Continuation of the travel training program utilizing New Freedom's funding as requested in this project.	Travel Training will be provided to Share-A-Fare applicants that may benefit from one-on-one training to help maximize their transportation options.	he positive impact of the Travel Training program is expected to continue. KCATA will sustain the service as long as need and funding allows.

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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?

The program can be scaled based on available funding by expanding or limiting the number of participants registered and served by this project.

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: _____

Contact Person: _____

Phone: _____

Fax: _____

Address: _____

City/State/Zip: _____

E-mail: _____

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

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: _____

Agency Name: _____

Agency Name: _____

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)**

3.3 Community-Based Transportation

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

This program increases mobility options for all Share-A-Fare participants by providing training for individuals on the different transportation options available in the KC Metro including access to the Metro fixed route bus service with exceptional access to transit centers, and many of the local activity centers, etc.

Mobility management is a goal of Smart Moves and will ensure the most efficient use of limited financial resources.

This projects supports the concept of community-based transportation found in the

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Coordinated Public Transportation -Human Services Plan and fits within the Smart Moves service concept described in the following sections of Transportation Outlook 2040:

5.6.3.1 - Support the maintenance and operations of existing services for the elderly, individuals with disabilities and low income persons.

5.6.3.2 –Pursue enhanced usability of existing services.

5.6.3.5- Manage and coordinate resources effectively.

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

KCATA/Share-A-Fare is focused on providing the correct transportation options for persons in the Kansas City Metro area. This project increases the mobility options and encourages participants to take advantage of the fixed route service.

- 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.

Share-A-Fare's ADA service is a reservation based transportation option that requires next day advance reservations. This project increases mobility options by training individuals to utilize same-day trips on the Metro's fixed route bus service.

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.

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."

Kansas City Metro

- 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.

This project will be available to all participants of the Share-A-Fare paratransit service. Public participation in the planning and design of services is encouraged during monthly service review meetings. This project will be marketed primarily during the certification and eligibility review process.

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- 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 program will be provided free of charge to qualified participants. Days and hours of the program are TBD and can be customized to meet individual needs.

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

This program is expected to be outsourced to an entity outside of the KCATA. A request for Proposal will be issued in May, 2011.

- 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.

Share-A-Fare currently provides approximately 300,000 trips annually primarily to the disabled and elderly populations. 85% of all trips are ADA eligible and 15% are provided by Kansas City's non-ADA Share-A-Fare program. Approximately 1100 trips per weekday and 25,000 trips per month. The project is projected to provide trainign for individuals to utilize alternate transportation options.

- 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.

- 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.

This project will be managed by KCATA and performed by a contractor. All necessary qualifications will be determined and indicated in a contract between KCATA and the contractor.

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.

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**.

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- 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.

Kansas City Metro

- 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.

This project will be available to all participants of the Share-A-Fare paratransit service. Public participation in the planning and design of services is encouraged during monthly service review meetings. This project will be marketed primarily during the certification and eligibility review process.

- 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 program will be provided free of charge to qualified participants. Days and hours of the program are TBD and can be customized to meet individual needs.

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

This program is expected to be outsourced to an entity outside of the KCATA. A request for Proposal will be issued in May, 2011.

- 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.

Share-A-Fare currently provides approximately 300,000 trips annually primarily to the disabled and elderly populations. 85% of all trips are ADA eligible and 15% are provided by Kansas City's non-ADA Share-A-Fare program. Approximately 1100 trips per weekday and 25,000 trips per month. The project is projected to provide training for individuals to utilize alternate transportation options.

- 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.

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

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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

Contracting agency will be responsible for all equipment, communications, etc. regarding this program; however, KCATA will provide guidance and oversight.

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

Contractor will provide all required documentation to KCATA in monthly reports. KCATA is the recipient of federal funds and conforms to the terms and conditions of applicable federal regulations.

4. Supplemental Information and Attachments

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.