

# JARC PROGRAM CIRCULAR SUMMARY AND TABLE OF CONTENTS

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a) Access to Jobs Project, Chief Executive officer of a State, Competitive Selection Process, Coordinated Plan, Designated Recipient, Elderly Individuals with Disabilities Program, Eligible Low Income Individual, Human Service Transportation, Individual With a Disability, Locally Developed, Coordinated Public Transit Human Services Transportation Plan, Mobility Management, New Freedom program, Non-Profit Organization, non-urbanized Area, Program of Projects, Recipient, Reverse Commute Project, Subrecipient, Urbanized Area, Welfare Recipient.	
6. <u>Program History</u> .....	I-4
a) The JARC program has had a dramatic impact on the lives of thousands of welfare recipients as well as low income families. JARC was established as part of TEA-21 to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to get and keep jobs.	
b) With the passage of SAFETEA-LU, JARC funding is allocated by formula to States for areas with populations below 200,000 persons, and to designated recipients for areas with populations of 200,000 persons and above. The formula is based on the number of eligible low-income and welfare recipients in urbanized and rural areas.	
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b) 60 percent of the funds shall be distributed among designated recipients in urbanized areas with a population of 200,000 or more, 20 percent among the States with in urbanized areas less than 200,000, and 20 percent to the States in non urbanized areas	
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a) 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 and to transport residents of urbanized areas, nonurbanized areas to suburban employment opportunites, and of reverse commuters regardless of income	
3. <u>Job Access and Reverse Commute Program Measures</u> .....	II-1
a) FTA is required by law to “establish performance goals to define the level of performance” and also to establish performance indicators used in measuring relevant outputs.	
b) The two measures established for the JARC Program are:	
• Actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage of JARC projects implemented in the current reporting year.	
• Actual or estimated number of rides (as measured by one-way trips) provided as a result of the JARC projects implemented in the current reporting year.	

4. Recipient Role in Program Administration .....II-2
  - a) The State agency has the principal authority and responsibility for administering the JARC program in urbanized areas with under 200,000 residents.
  - b) Responsibilities include notifying of funding availability, developing project selection criteria, determining applicant eligibility, conducting competitive selection process, ensuring subrecipients comply with federal requirements, certifying all grants are fairly and equitably distributed, and certifying that all projects are derived from a locally developed human services coordination plan
5. FTA Role in Program Administration .....II-3
  - a) FTA headquarters serves a broad program level role in administering the program, provides policy and program guidance, apportions funds to designated recipients.
  - b) FTA regional offices review and approve grant applications, obligate funds, and provide technical assistance, and conduct triennial reviews
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  - a) Section 5307 and section 5311, the Urbanized Area and Non-urbanized area formula Programs, Coordination Provisions Sections 5310, 5316, 5317 and Flexible Funds.
  - b) SAFETEA-LU requires projects be derived from a locally developed plan that includes representatives of public, private and non-profit transportation and human services providers, and participation by the public.
7. Coordination with Other Federal Programs .....II-4
  - a) The federal Interagency Transportation Coordinating Council on Access and Mobility(CCAM), Other Interagency Coordination and Welfare to Work. Funding is also available under Dept. of Labor, Dept. of Health and Human Services, and TANF.

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  - a) FTA encourages the designation of a single designated recipient for each urbanized area with a population over 200,000.
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  - a) Responsible for conducting the competitive selection process in cooperation with the MPO and rewarding grants to subrecipients.
  - b) The Designated Recipient is responsible for conducting a competitive selection process, certifying a fair and equitable distribution of funds and certifying that each project was derived from a locally developed coordinated human service transportation plan.
  - c) The recipient must certify to FTA annually that the recipient and subrecipients have met or will meet all Federal requirements, including all metropolitan and statewide planning requirements
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  - a) Urbanized areas over 200,000, small urbanized areas under 200,000 and nonurbanized areas.
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  - a) Non-profit organizations, governmental authority and operators of public transportation services.
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  - 60 % to large urbanized areas
  - 20% to small urbanized areas
  - 20% to rural or small urban areas with a population under 50,000.
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  - a) Funds are available during the fiscal year of apportionment plus two additional years.

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a) If all objectives of JARC are being met in a specific area of the state, <i>funds can then be transferred to the area where the difference is needed.</i> (eg; if all JARC program goals had been met in a rural area, then funds can be transferred to an area of less than 200,000 and so on).	
b) JARC funds may also be <i>transferred to other FTA programs.</i>	
c) <i>FHWA flexible funds may be transferred to FTA</i> for transit projects. Although not directly flexed into the JARC program, FHWA funds may be transferred for programs that support the JARC program.	
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a) Up to 10 % of the recipient’s total fiscal year apportionment may be used to fund program administration cost.	
b) Allowable administrative costs may include, but are not limited to, general administrative and overhead costs, staff salaries, office supplies, and development of specifications for vehicles and equipment.	
c) These eligible program administrative costs may be used directly by the designated recipient or may be passed through by the designated recipient to subrecipients for administration, planning, or technical assistance purposes. This eligible activity can be awarded before the completion of the competitive selection process	
11. <u>Eligible Activities</u> .....	III-8
d) Transportation maintenance and services for low income individuals to and from their place of work as well as multiple activities relating to their employment. Some activities include late night and weekend service, guaranteed ride home service, shuttle service, ridesharing and carpooling activities, expanding fixed route-route public transit routes, demand responsive van service, transit related aspects of bicycling, local car loan programs, promotion through marketing efforts, supporting the administration and expenses related to voucher programs, acquiring GIS tools, implementing ITS, integrating automated regional public transit and human service transportation information, deploying monitoring systems, subsidizing the costs associated with adding reverse commute bus, train, carpool van routes, subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus to shuttle employees to and from work and lastly, supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation.	
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a) JARC funds may be used to finance capital, planning and operating expenses. The Federal share of capital and planning costs can not exceed 80%, operating costs can not exceeded 50%.	
b) The federal share is 90% for vehicle-related equipment and facilities required by the Clean Air Act or the Americans with Disabilities Act.	
c) Local match may be derived from other federal funds derived from federal programs.	
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a) As a condition of assistance from FTA, fair and equitable arrangements must be made to protect the interests of employees affected by such assistance.	

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- 2. Planning Requirements .....IV-1
  - a) JARC projects in urbanized areas must be included in the Metropolitan Transportation Plan, the Transportation Improvement Plan, and the Statewide Transportation Improvement Plan.
- 3. Competitive Selection Process .....IV-1
  - a) The recipient of funds shall conduct a competitive selection process that is separate from, but coordinated with the planning process with specific roles of the Designated Recipient in Competitive Selection and guidance for conducting a competitive selection process.
  - b) Frequency of competition may be annually or at intervals up to three years.
  - c) Several formats exist for solicitation of projects, the Selection Process and Public notification
  - d) Strategies to enhance competition include process transparency, published announcements, and strategies to rank projects
  - e) Evaluation criteria can include addressing gaps in current services, leveraging available resources, funding coordination, technical capacity, and
- 4. Relationship between Planning and Competitive Selection .....IV-5
  - a) Program of Projects and grant application feed into the areas TIP/STIP as well as the Coordinated Plan and Long Range Plan. The Coordinated Plan provides the basis/priorities under the Competitive Selection process.
- 5. Fair and Equitable Distribution of Funds .....IV-6
  - a) Regardless of the competitive selection process used, it is important to demonstrate that the competition was open and transparent resulting in a fair and equitable distribution of funds.
- 6. Program of Projects (POP).....IV-6
  - a) Identifies the sub-recipients and projects for which the state or designated recipient is applying for financial assistance.
- 7. Categories of Approval .....IV-7
  - a) FTA’s approval of a program of projects does not reflect unconditional approval of all projects within the program.
    - Category A includes projects certified by the designated recipient as having met all of the Federal statutory and administrative requirements.
    - Category B are projects that the designated recipient anticipates approving the current year, but which have not met all of the Federal statutory or administrative requirements.
- 8. Approval .....IV-7
  - a) FTA is committed to promptly processing grants upon receipt of a complete and acceptable grant application.
- 9. Revisions to Program of Projects .....IV-8
  - a) Prior FTA approval is not required to advance projects from category b to category a , or to reallocate funds among projects included in the POP, with exceptions.
- 10. Certification and Assurances .....IV-8
  - a) FTA’s annual certifications and assurances include basic requirements for section 5310, JARC and new freedom programs, as categories 17,19, and 20. The designated recipient should maintain adequate files documenting the basis for all assurances that makes it to FTA.
- 11. Costs Incurred Before Grant Approval .....IV-8
  - a) Costs may be incurred under the JARC program before FTA approval of a grant under certain circumstances. FTA extends automatic pre-award authority to the 10 percent of funds that can be used for program administrative costs including planning, administration and technical assistance.

**V. COORDINATED PLANNING** .....V-1

- 1. The Coordinated Public Transit-Human Services Transportation Plan.....V-1
  - a) Federal transit law requires that projects selected are derived from a locally developed human services transportation plan.
- 2. Development of the Coordinated Public Transit-Human Services Transportation Plan.....V-1
  - a) A locally developed transportation plan identifies the needs of the disabled and the elderly as well as low income individuals and develops strategies to meet those needs. In urbanized

areas where there are multiple designated recipients, there may be multiple plans and each designated recipient will be responsible for the competitive selection of projects in the designated recipient's area.

- b) Required elements include an Assessment of services, assessment of individual transportation needs, strategies, activities and/or projects to address identified gaps and inefficiencies, and priorities for implementation
- c) Local flexibility is available in the development of a local coordinated public transit –human services transportation plan. FTA supports communities building on existing assessments, plans and action items. As all new Federal requirements must be met, however, communities may need to modify their plans or processes as necessary to meet these requirements. This type of planning is also eligible under Section 5303, Section 5304, and Section 5307.
- d) Tools and strategies for developing plan include Community planning sessions, the self-assessment tool, Focus groups, Survey, and detailed study and analysis.

3. Participation in the Coordinated Public Transit-Human Services Transportation Planning Process .....V-4

- a) Recipients shall certify that the coordinated plan was developed through a process that included representatives of public, private, and non-profit transportation and human services providers, and participation by members of the public. Note that the required participants include not only transportation providers but also providers of human services, and members of the public.
- b) *Adequate outreach* to allow for participation such as Notices or flyers, newspaper/ newspaper announcements, and e-mail lists/website postings
- c) Representatives of this process include of public, private and non-profit transportation and human-services providers as well as members of the public. Groups and organizations in the planning process include:
  - a. Transportation partners include DOT's and local governments, paratransit providers, private providers, and human service agencies funding transportation
  - b. Passengers and advocates include potential riders in the target populations, advocate organizations
  - c. Human Service partners include agencies that administer health, employment programs, housing agencies, non-profit human service providers, job training agencies, and health facilities
  - d. Other partners include security or emergency management agencies, economic development agencies, faith based organizations, school districts, policy experts and elected officials
- d) *Participation* is not limited to groups mentioned above nor is it mandatory for groups listed to participate.
- e) *Adoption* of a plan should be identified by the lead agencies in consultation with participants.

4. Relationship to Other Transportation Planning Processes .....V-8

- a) Coordination can be developed separately from metropolitan and statewide planning. It can be incorporated at a later time, or can be part of the initial planning process.
- b) Requirement for public participation in the coordinated plan and in the metropolitan and statewide planning process is that MPO's and states are required to engage the public and stakeholder groups in preparing plans, TIPS and STIPS.
- c) The cycle and duration of the coordinated plan should follow the updated cycles for metropolitan transportation plans.
- d) Transportation providers that receive FTA funding (sections 5307 and sections 5311) under urbanized and other than urbanized formula programs, participation is assumed and expected.

**VI. PROGRAM MANAGEMENT AND ADMINISTRATIVE REQUIREMENTS**.....VI-1

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- a) The basic grant management requirements for state and local governments are contained in the Department of Transportation regulations, "Uniform Administrative Requirements for Grants and Cooperative Agreements to state and local Governments," 49 CFR part 18.

2. <u>Program Administrative Requirements</u> .....	VI-1
a) Requirements include, equipment management, procurement, and financial management systems. The designated recipient must enter into a written agreement with each subrecipient stating the terms and conditions of assistance by which the project will be undertaken and completed.	
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a) Recipients of JARC funded vehicles are permitted to establish capital reserve accounts to replace existing equipment, with exceptions.	
4. <u>Equipment Management</u> .....	VI-2
a) Under the common grant rule, States use, manage, and dispose of equipment acquired under a JARC grant in accordance with state laws and procedures.	
b) Vehicle Useful Life and Replacement Standards	
c) Disposition	
d) Transfer of Property	
5. <u>Vehicle Use</u> .....	VI-3
a) FTA encourages maximum use of vehicles funded under the JARC program.	
b) For JARC project and program purposes.	
c) For other federal programs or Project purposes	
d) When no longer needed for original project or program purposes.	
6. <u>Title to Vehicles</u> .....	VI-4
a) The designated recipient is either encouraged to either hold title or record a lien against the title to vehicles.	
7. <u>Satisfactory Continuing Control and Responsibility</u> .....	VI-4
a) When capital equipment or facilities are acquired, built, or improved, provisions must be made to assure satisfactory continuing control of that capital equipment and facilities.	
8. <u>Procurement</u> .....	VI-4
a) When procuring property, supplies, equipment or services under an FTA grant, the state will follow the same policies and procedures it uses for procurements from its non-federal funds, to the extent permitted by federal statutes and regulations.	
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c) New Model Bus Testing	
d) Buy America	
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13. <u>Audit</u> .....	VI-11
a) Designated recipients are responsible for ensuring that audits are performed pursuant to the requirements of OMB circular A-133.	
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- 16. Reporting Requirements .....VI-12
  - a) Annual Program of Projects Status Reports, Milestone Activity Reports, Financial Status Reports, Program Measures, Disadvantaged Business Enterprise (DBE) Reports.
- 17. Management Plan .....VI-13
  - a) The State Management Plan is a document that describes the State’s policies and procedures in administering the JARC program.
- 18. Management Review .....VI-13
  - a) FTA’s administration of JARC results in relatively little Federal involvement in the day-to-day program activities or in the review of individual applications.
- 19. Other Reviews .....VI-14
  - a) FTA conducts more specific reviews in particular areas focusing on financial management, procurement, drug and alcohol testing compliance, and the various aspects of the civil rights compliance

**VII. STATE AND PROGRAM MANAGEMENT PLAN**.....VII-1

- 1. General .....VII-1
  - a) The State Management Plan (SMP) is a document that describes the State’s policies and procedures for administering FTA’s section 5310 and 5311 programs and the state-managed portions of the JARC and new freedom programs. The Program Management Plan (PMP) is a document that describes the designated recipients policies and procedures for administering FTA’s JARC and New Freedom programs in large urbanized areas.
- 2. Purpose .....VII-1
  - a) SMP/PMP is intended to facilitate both designated recipient management and FTA oversight by documenting the state’s and designated recipient’s procedures and policies for administering the JARC program.
- 3. Management Plan Reviews .....VII-1
  - a) FTA conducts State management reviews to examine each State’s management procedures, and the relationship of the procedures to the SMP.
- 4. Management Plan Content .....VII-2
  - a) Plan should address following content: Program goals and objectives, Roles and Responsibilities, Coordination, Eligible Subrecipients, Local Share and Local Funding Requirements, Project Selection Criteria and Method of Distributing Funds, Annual Program of Projects Development and Approval Process, Administration, Planning and Technical Assistance, Transfer of Funds, Private Sector Participation, Civil Rights, Section 504 and ADA Reporting, Program Measures, Designated Recipient Program Management and other Provisions.
- 5. Management Plan Revisions .....VII-4
  - a) All designated recipients must have an SMP/PMP approved by FTA on file with the FTA regional office.

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- 3. Public Hearing Requirements .....VIII-2
  - a) The law now associates more clearly the public involvement and hearing requirements for capital projects with the environmental review required by the National Environmental Policy Act (NEPA) and it’s implementing regulations.
- 4. Environmental Protections .....VIII-3
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a) FTA requires grant recipients purchasing a number of revenue passenger rolling stock to undertake reviews of the stock before the award of the contract and following delivery of vehicles.	
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