**GRANT APPLICATION FOR**

**Maryland Jobs Access Reverse Commute Program**

**FISCAL YEARS 2020, 2021 AND 2022**



**Issued February 2019**

**UPDATED FEBRUARY 15, 2019**

COMPLETE **ENDORSED** APPLICATIONS must be received by the Office of Local Transit Support by **May 10, 2019 at 3:00 pm.** If applications are not received by this deadline, the Maryland Department of Transportation (MDOT) Maryland Transit Administration (MTA) may not be able to secure state funds for your project.

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## FY 2020-FY2022

**MARYLAND JOBS ACCESS AND**

**REVERSE COMMUTE PROGRAM**

**Grant Application Overview**

**INTRODUCTION**

During the 2018 session, the Maryland General Assembly enacted legislation that established the Maryland Jobs Access Reverse Commute Program. Fiscal Year 2020, Fiscal Year 2021 and Fiscal Year 2022 will be the first three years (of five years) of funding for this program The Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) will administer the program.

**PROGRAM DESCRIPTION AND PURPOSE**

The Maryland Jobs Access Reverse Commute (MD-JARC) grant program is modeled after the Federal Transit Administration (FTA) grant program, Jobs Access Reverse Commute (JARC). By using transportation services, this program is designed to connect targeted populations with employment areas that have experienced significant growth.

**PROGRAM GRANT CYCLE**

The first grant cycle for this program will be for a three-year period from FY2020 through FY2022. The program will begin on July 1, 2019 and last through June 30, 2022.

**ELIGIBLE RECIPIENTS**

Eligible MD-JARC grant recipients include:

* Private Non-Profit 501c3 organizations
* Local Transit Systems, and
* One or More Employers/Corporations (that implement a job access and reverse commute project/program)

Regardless of funding, the recipient must be able to provide the services for more than three (3) years.

**DISTRIBUTION OF GRANT AWARDS**

A total of $2 million state funds over the next five years is allotted for the MD-JARC program; no more than $400,000 per year is to be used for this program. Seventy percent (70%), or $280,000) is to be used in the urbanized areas, while thirty percent (30%), or $120,000 is for the rural areas.

The MDOT MTA will award grants based on funding availability, the number of eligible applications received, and the quality of the proposed projects. Minimum award amount will be $10,000 each year of the grant cycle.

The grant application will be distributed among five geographic area and must be endorsed by one of the following Metropolitan Planning Organizations (MPOs) or Regional Coordinating Body (RCB) to be endorsed prior to final submission to the MDOT MTA:

**The Baltimore Metropolitan Area**

* Baltimore County
* the City of Baltimore
* Harford County
* Carroll County
* Anne Arundel County
* Howard County
* Cecil County

**The Washington D.C. Metropolitan Area**

* Montgomery County
* Prince George’s County
* Frederick County

**Southern Maryland**

* Calvert County
* Charles County
* St. Mary’s County

**The Eastern Shore**

* Kent County
* Caroline County
* Talbot County
* Queen Anne’s County
* Dorchester County
* Somerset County
* Wicomico County
* Worchester County

**Western Maryland**

* Garrett County
* Allegany County
* Washington County

**MATCH REQUIREMENTS**

Cash match is required. For operating grants there is an 75/25 (state/local) split.

No more than ten percent (10%) can be used for administrative fees.

**TARGETED POPULATIONS**

The targeted populations for this grant are as follows:

1. Reside in low income areas (see maps at <http://www.taminc.org/Office-of-Local-Transit-Support>)
2. Have limited or no access to use of a personal vehicle; and
3. Reside in an area that has limited access to fixed route services.

*If you have a project that serves a targeted population and if you can make a case for the project, please provide appropriate justification.*

**TARGETED EMPLOYMENT AREAS**

A targeted employment area is one that has experienced significant growth in employment opportunities in sectors including construction, manufacturing, logistics, warehousing, retail trade or the service industry. You are encouraged to work with your local economic development agency to identify targeted employment areas and the appropriate employment sectors.

*If you have a project for a future targeted employment area and if you can make a case for the project in that targeted employment area, please provide appropriate justification.*

**PERMISSIBLE MD-JARC PROJECTS**

Allowable projects will provide transportation services and solutions to targeted populations that serve targeted employment centers.

Projects may include:

* Extension of service hours on local fixed route systems
* Vanpool subsidy program(s)
* Employer-provided transportation services
* Demand-response and/or deviated fixed route service

Projects not permissible for this grant:

* Ride-matching services
* Mobility Management
* Commuter Assistance programs
* For-hire vehicle or transportation network services
* Carpool services
* Volunteer driver programs

**Application Evaluation**

**Each MD-JARC application will be scored up to a maximum of 100 points, based upon the score for each of the following six criteria:**

|  |  |  |
| --- | --- | --- |
|  | Ability to determine and reach the targeted population, those that reside in a low-income area and have limited or no access to public transit and have limited or no use of a personal vehicle. | 15 Points |
|  | Ability to determine the appropriate targeted employment centers which has experienced significant growth in employment opportunities in sectors of construction, manufacturing, logistics, warehousing, retail trade or the service industry, etc. | 15 Points |
|  | Projected number of participants in the project. | 10 Points |
| 4. | Marketing and outreach to attract participants in the project. | 15 Points |
| 5. | Ability to sustain project/services for more than three (3) years. | 20 Points |
| 6. | Ability to coordinate proposed transportation project both internally and externally. | 25 Points |
|  | **Total** | **100 Points** |

**MD-JARC Project Evaluation Committee**

A committee comprised of representatives from several MDOT MTA departments will review and evaluate the endorsed applications and make funding recommendations to the MDOT Secretary for funding.

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**APPLICATION INSTRUCTIONS**

**Part I**

This section contains the information that will be distributed first to the appropriate Metropolitan Planning Organization (MPO) or Regional Coordinating Body (RCB) for review and endorsement. This application package includes forms and questions, which must be completed in its entirety in order for your submission to be considered. Part I must follow the format as structured so that the review/selection committee can fairly evaluate your application.

For endorsement: **Submit Part I to the appropriate MPO/RCB no later than 3:00 pm on Friday, March 29, 2019.** You should submit one hard copy and one electronic copy (via Flash Drive) to the MPO or RCB for the region in which the project will take place.

**Part II**This section contains the certifications and assurances that must be met in order for the application of your organization/agency to be considered by the selection committee. ***These forms must be completed and signed exactly as printed in this package; alterations to the text of the assurances will invalidate your application***.

If the prospective grantee is not a Public Entity, For-Profit Corporations should submit Articles of Incorporation and Non-Profit Organizations should attach a copy of the IRS §501c3 certification.

**FINAL SUBMISSION OF PART I AND PART II**

**Submit the final, endorsed complete package no later than 3:00 pm on Friday,**

**May 10, 2019 (hard copies and via CD or DVD).**

The **complete package** will include:

Part 1: one original, two copies, electronic copy

Part II: one original, electronic copy

***(Part I and Part II can be on same CD or DVD.)***

To: Nancy Huggins

Program Manager

Maryland Department of Transportation

Maryland Transit Administration

6 St. Paul Street, 8th Floor

Baltimore MD 21202

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**APPLICATION SCHEDULE**

All applicants must adhere to the following schedule.

**There will be NO EXCEPTIONS to these deadlines.**

**January 31, 2019**

* Program Announcement and application meetings with MDOT MTA staff.

**February 4-15, 2019**

* Application Meetings for any agencies/organizations/companies that wish to apply for the Maryland Jobs Access Reverse Commute grant:

|  |  |  |  |
| --- | --- | --- | --- |
| February 6, 2019  *Snow Date: February 8*  *Follow Allegany County Government snow policy* | 10:30 AM | Tri-County Council for Western Maryland | 1 Technology Drive  Suite 1000  Frostburg MD 21532 |
| February 7, 2019  *Snow date: February 15*  *Visit BMC website for update; follows Baltimore County Government snow policy* | 9:30 AM | Baltimore Metropolitan Council  *Please note:*  *those in the Metropolitan Washington Council of Government Region are encouraged to attend this meeting* | 1500 Whetstone Way  Suite 300  Baltimore MD 21230 |
| February 12, 2019  *Snow Date: February 14*  *Follow Dorchester County Government snow policy* | 10:30 AM | Eastern Shore:  MUST and Tri-County Council Lower Eastern Shore | Eastern Shore Innovation Center  104 Tech Park Drive  Cambridge MD 21613 |
| February 13, 2019  *Snow Date: February 21*  *Follow Charles County Government snow policy* | 10:00 AM | Southern Maryland Regional Transportation Coordination Committee | Tri-County Council for Southern Maryland  15045 Burnt Store Road  Hughesville MD 20637 |

**March 15, 2019**

* Deadline for publishing public notice of application.
* Deadline for mailing letter of notification of application to existing private providers.

**March 29, 2019 – 3:00 pm**

* Application Submission: Submit Part I (1 hard copy and 1 electronic copy via Flash drive) to the Regional Planning offices: Baltimore Metropolitan Council, Metropolitan Washington Council of Governments or the Regional Coordination Body: Tri County Council of Lower Eastern Shore, Maryland Upper Shore Transit (MUST), Southern Maryland Regional Transportation Coordination Committee (RTCC) or Tri County Council of Western Maryland (For complete listing, visit: <http://www.taminc.org/Office-of-Local-Transit-Support>)

**April 15, 2019**

* Deadline for submission of comments by transportation providers and private citizens.

**April 30, 2019**

* Deadline for MPOs/RCBs to contact applicants to notify them that their projects were endorsed or not endorsed. *(Endorsed applications must include the Maryland Jobs Access Reverse [MD-JARC] Certificate of Endorsement with their application to MDOT MTA).*
* Deadline for MPOs/RCBs to send list of endorsed applications to MDOT MTA.
* Deadline for response from applicant to transportation providers and private citizens on their comments.

**May 10, 2019 – 3:00 PM FINAL SUBMISSION**

* Deadline for submission of endorsed applications to the Maryland Department of Transportation (MDOT) Maryland Transit Administration. 
  + Part I: submit 1 paper original, 2 paper copies, 1 electronic copy
  + Part II: submit 1 paper original, 1 electronic copy

*(Electronic copies should be delivered to MDOT MTA via CD or DVD)*

**DO NOT USE THE UNITED STATES POSTAL SERVICE (USPS) REGULAR MAIL TO SEND YOUR APPLICATION. PLEASE HAND CARRY IT TO OUR OFFICES, SEND BY CERTIFIED MAIL OR USE A COURIER.**

**May 13-24, 2019**

* Endorsed applications will be reviewed, scored and ranked by MD-JARC Review Committee.
* MDOT MTA will review Part II of the application for completeness.

**May 30, 2019**

* Final recommendations will be sent to MDOT MTA Capital Programing.

**June 2019**

* Notification will be made to approved grantees.

**MARYLAND JOBS ACCESS AND REVERSE COMMUTE PROGRAM**

***APPLICATION CHECKLIST***

A COMPLETE application shall consist of the following items in the sequence they are mentioned – the cover page is first.

**FY2020-FY2022 Maryland Jobs Access and Reverse Commute Program Application:**

* Grant Application Overview
* Application Evaluation
* Application Instructions
* Application Schedule
* Application Checklist

PART I - PROGRAM SUMMARY AND BUDGET FORMS

Part I, Section 1 – Program Description

* Section A: Snapshot of Organization/Corporation and Request
* Section B: Project/Service/Marketing Description
* Section C: Project Coordination

Part I, Section 2 – Budget Request

* Form B-2: Operating Budget
* Form B-3: Contract Operators Budget

**PART 2 – COMPLIANCE, CERTIFICATIONS AND ASSURANCES**

Part II, Section 3 – Program Compliance

Civil Rights

* Complete Sections A, B & C, use “N/A” where appropriate.

D. Notifying Transportation Providers and Interested Citizens

* Certified Copy of the Public Notice received from the newspaper

***and***

If Public Hearing requested and conducted:

* a list of attendees
* minutes of the public hearing
* copies of any written statements received

***or***

If Public Hearing was NOT requested:

* A letter from the Applicant stating that there were no requests for a Public Hearing (See Appendix C)
* Notification of private operators contacted
* copy of the notification letter (sample format provided in Appendix D-1)

If comments were received:

* copies of any comments received
* copies of any responses sent

PART 2, Section 5 – State of Maryland Certificates and Assurances

* For-Profit Corporation Certification or Non-Profit Organization §501c3 certification
* Civil Rights Information
* Authorizing Resolution and Certificate

Appendices

* Appendix A: Definitions
* Appendix B: Glossary of Terms Used on the Operating Budget Worksheets
* Appendix C: Example of a Letter to Submit in the Event That No Public

Hearing was Conducted

* Appendix D-1: Example of a Letter to Send to Private Operators

(Non-profit and For-profit)

* Appendix D-2: Example of Letter to Local Transit and Paratransit Operators
* Appendix E: Additional Resources (located on the Transportation Association of

Maryland Website:

<http://www.taminc.org/Office-of-Local-Transit-Support>

**FY2020-FY2022**

**MARYLAND JOBS ACCESS REVERSE COMMUTE**

**PART I, SECTION 1**

**PROGRAM DESCRIPTION**

The first section will be page one of your grant application.

Please make sure to include full information as this will be a critical part of your application.

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Legal Name of Applicant Organization:  DBA (Doing Business As) Name: IMPORTANT: DO NOT FORGET TO FILL IN THIS BOX  Federal Tax ID #: DUNS #: CAGE: | | | | |
| Address | | | | |
| **Contact Person** | **Name** | **Telephone Number** | **Fax Number** | **Email** |
| Executive Director |  |  |  |  |
| Project Director |  |  |  |  |
| Primary Contact Person |  |  |  |  |
| Operator Contact  Public Transportation Program |  |  |  |  |
| Counties Served |  | | | |
|  | | | | |
| **\*MDOT MTA Region(s) Which Proposed Projects Will Serve (check all that apply)** | | | | |
| \_\_\_Baltimore Region (Annapolis, Anne Arundel, Baltimore, Carroll, Harford, and Howard counties and  Baltimore City)  \_\_\_Lower Eastern Shore (Somerset, Wicomico, and Worcester counties)  \_\_\_Southern Maryland (Calvert, Charles, and St. Mary’s counties)  \_\_\_Upper Eastern Shore (Caroline, Cecil, Dorchester, Kent, Queen Anne’s, and Talbot counties)  \_\_\_Western Maryland (Allegany, Frederick, Garrett, and Washington counties)  \_\_\_Washington Region (Montgomery and Prince George’s) | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total number of participants to be served:** | | | |
| **Targeted Employment Area Location(s):** | | | |
| **Targeted Employment Sector(s):** | | | |
| **Permissible MD-JARC Project(s):** | | | |
| **Application Budget (Estimated)** | FY2020 | FY2021 | FY2022 |
| Total Budget | $ | $ | $ |
| State Funds (75%) | $ | $ | $ |
| Local Funds (25%) | $ | $ | $ |
| Total Three-Year Budget | $ | | |

1. **Snapshot of Organization/Corporation and Request *(Please make this your first page.)***

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**B. PROJECT/SERVICE/MARKETING DESCRIPTION *(Please follow this outline.)***

1. **Project Description**
2. Provide a general description of the proposed project that will provide transportation services to the target population(s), employment sector(s) and employment area(s).
3. Describe how the project will be managed?
4. Will there be an oversight body for this project (e.g. corporate/non-profit board, organization committee, transportation board or committee, etc.). If so, please identify the oversight body.
5. **Current Service Description**
6. Provide a general description of all the transportation services your organization provides or administers, including employer-provided transportation.
7. What is your current transportation budget and funding sources?
8. **Population/Demographic Information**
9. How does the population proposed for this project fit into the criteria?

*Submit appropriate justification and documentation that supports this research/claim.*

1. What is the number of participants to be served?
2. **Employment Area Location(s) and Sector(s)**
3. How will your project support the needs of the targeted employment area(s)?

*Submit appropriate justification and documentation that supports this research/claim*

1. What sectors of employment are readily available in the targeted employment area(s)?

*.*

1. **Marketing/Advertising**
2. Describe your proposed outreach and marketing efforts in order to support this project.
3. How will the participants be reached/notified of the project?
4. How will these efforts fit into the organization’s overall marketing plan?

*Submit one (1) copy or sample of existing marketing collateral.*

1. **Scalability**
2. Is this project scalable?
3. If so, please describe how those services could be increased or decreased.

**C. PROJECT COORDINATION**

State and Federal funding streams encourage and require coordination of resources and effort in order to minimize duplication, recognize efficiencies, increase transportation options and opportunities, and to improve overall mobility.

1. **Coordination *Within* Your Organization.**

Describe how your proposed project will integrate with your existing service, if applicable?

1. **Coordination with Other Organizations**
2. Describe how this project will be coordinated with other organizations and/or transportation providers.
3. Describe previous coordination on existing transportation projects and provide a list of the participating organizations.

**FY2020-FY2022**

**Maryland Jobs Access and Reverse Commute**

**PART I, SECTION 2**

**BUDGET REQUEST**

***Electronic Excel Spreadsheets***

**FY2020-FY2022**

**Maryland Jobs Access and Reverse Commute**

**PART II, SECTION 3**

**PROGRAM COMPLIANCE**

**To be included in Part II of your grant application**

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**PROGRAM COMPLIANCE**

**A. CIVIL RIGHTS**

Do you: 1) employ **100 or more** transit-related employees (including temporary, full-time, or part-time employees either directly and/or through contractors); **AND** 2) request or receive State/Federal capital or operating assistance in excess of $1 million in the FY2018, or request or receive planning assistance in excess of $250,000 in FY2018? ***If "Yes", to both questions, provide one copy of your current MDOT MTA approved EEO Program according to the naming protocol illustrated on the Application Checklist.***

**YES  NO**

Do you: 1) employ **50-99** transit-related employees (including temporary, full-time, or part-time employees either directly and/or through contractors); **AND** 2) request or receive State/Federal capital or operating assistance in excess of $1 million in the FY2018, or request or receive planning assistance in excess of $250,000 in FY2018? ***If "Yes", to both questions, provide one copy of your current MDOT MTA approved EEO Program according to the naming protocol illustrated on the Application Checklist.***

**YES  NO**

If your organization does not have an MDOT MTA approved EEO Program or Abbreviated Program, please contact your Regional Planner.

The State and any subrecipients that receive funds from FTA for planning, capital, or operating assistance or any combination thereof in excess of $250,000 to award in prime contracts, **NOT** including funds for transit vehicle purchases, in a given Federal Fiscal Year must prepare a DBE Program.

Is the amount of State/Federal funds received in FY 2018 for planning, capital, operating assistance, or any combination thereof more than $250,000? ***If "Yes", please provide a copy of your approved DBE Program. If your organization does not have an MDOT MTA approved DBE Program, please contact your regional planner.*** ***You must prepare and submit a DBE Program.***

**YES  NO**

If your project received **less than $250,000**, do you have an MDOT MTA approved DBE Policy Statement? ***If "Yes", please provide a copy of your approved DBE Policy Statement. If your organization does not have an MDOT MTA approved DBE Policy Statement, please contact your regional planner.*** ***You must prepare and submit a DBE Policy Statement.***

**YES  NO**

Do you have a purchase of service agreement with a private operator/contractor? ***If "Yes", please provide one copy of the contractor's EEO Program AND their DBE Program or Policy Statement according to the naming protocol illustrated on the Application Checklist.***

**YES  NO**

Have you submitted a Title VI Plan to the MDOT MTA within the past three years? If so, when?

**YES  NO**

If “Yes”, has your Title VI Plan been approved by MDOT MTA?

**YES  NO**

Are you in a census area with a population more than 200,000?

**YES  NO**

Date of Approval

*If your organization does not have an approved Title VI plan, please contact your program manager, Nancy Huggins at 410-767-8356 or nhuggins@mta.maryland.gov.*

**B. CIVIL RIGHTS CONTACTS – Applicant (Please provide current information)**

**EEO CONTACT - Applicant**

Name

Title

Department/Organization

Phone        E-Mail

Address

City, State ZIP       -    -

**MBE/DBE CONTACT - Applicant**

Name

Title

Department/Organization

Phone        E-Mail

Address

City, State ZIP      -    -      

**Title VI CONTACT - Applicant**

Name

Title

Department/Organization

Phone        E-Mail

Address

City, State ZIP      -    -      

1. Does your organization have a purchase of service agreement with a private operator?

**YES  NO**

If "Yes", please provide one (1) copy of your agreement with the contractor and fill out the information on the following page.

**C. CIVIL RIGHTS CONTACTS - Contractors**

**EEO CONTACT - Contractor**

Name

Title

Department/Organization

Phone        E-Mail

Address

City, State ZIP

**MBE/DBE CONTACT - Contractor**

Name

Title

Department/Organization

Phone        E-Mail

Address

City, State ZIP        

**Title VI CONTACT - Contractor**

Name

Title

Department/Organization

Phone        E-Mail

Address

City, State ZIP        

**D. PROCEDURES FOR NOTIFYING ALL TRANSPORTATION PROVIDERS**

**AND INTERESTED CITIZENS**

The following procedures and schedules must be followed in notifying all existing transportation providers in your agency's proposed MD-JARC project service area and private citizens.

**1. Public Notice - Must be published by March 15, 2019**

Your organization must publish a public notice in a local area wide newspaper briefly describing the transportation services your organization is proposing.

This notice must be published by **March 15, 2019.** This will give your agency sufficient time to respond to any comments received**.**

*When you place the public notice in the newspaper, ask the paper to send*

*you a certified copy of the public notice to be included in your MD-JARC*

*application.*

**REQUIRED PUBLIC NOTICE FORMAT**

The (name of Organization), located in (Name of County) County, is applying to the Maryland Department of Transportation Maryland Transit Administration for financial assistance for the (Description of project) for a (total funds applied for in application) designed to meet the special transportation needs of the Maryland Jobs Access Reverse Commute Program.

The (Name of Organization) plans to provide the project and/or services as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The detailed service plan is available for review at (location of office) from (hours and dates). Any private citizen, public or private transit or paratransit operator requesting a public hearing, wishing additional information or desiring to submit comments on the project applied for or on the performance of (your agency's name) may be obtained by calling (area code and telephone number of agency office).

1. **Written Notification - Mail by March 15, 2019**

To ensure that the MD-JARC Program does not fund projects that will duplicate or

compete with existing services, all transportation providers in the proposed service

area of the MD-JARC grant application must be notified of the submittal in writing.

All providers in the proposed service area must be informed of the proposed service

so, they can submit comments to you on your performance. This notification must

be postmarked using regular mail in a time period sufficient for transportation

providers to review your application for funding and comment upon the

intended service prior to submission. All such comments and your

response must be included as part of the application.

1. Send the letter to operators in your service area by March 15, 2019.

*List of operators can be located on the Transportation Association of Maryland website* (<http://www.taminc.org/Office-of-Local-Transit-Support>).

Operators to be notified include:

* + Public transit operators, particularly those funded under Federal Transit Administration (FTA) Section 5307 or Section 5311 programs or the former Section 5316 or 5317 programs;
  + Private transit and paratransit operators such as charter bus and taxi operators;
  + Social service operators, particularly those funded previously under the FTA Section 5310 or other Federal programs;
  + Transit operators funded by the Maryland Statewide Special Transportation Assistance Program (SSTAP);

For your convenience, lists of past recipients of FTA and Section 5310 grants are provided at http://www.taminc.org/Office-of-Local-Transit-Support. Private and public operators can be identified by using resources such as the telephone company Yellow Pages or through internet searches, under heading of "Bus Lines", and/or "Taxicabs". For other social service providers, county or city social service offices and the county or city transportation planner may know of such operators.

***REMEMBER, YOUR ORGANIZATION NEED CONTACT ONLY THOSE***

***OPERATORS THAT PROVIDE SERVICE IN YOUR AREA.***

1. **Dated sample Copy of the Letter – March 15, 2019**

A sample copy of the letters that were sent to existing private operators advising them of your agency's intent to operate the proposed service:

1. The operator Notification Certification listing the mailing list for all operators notified;
2. All forums, meetings, hearings. or other opportunities for involving the private sector early in the project development process; describe your Citizens Advisory Committee;
3. Copies of all comments received and your responses to the comments from both the transportation operators and the private sector that were offered for consideration.

**4. Receipt of Comments from Operators/Private Citizens – April 15, 2019**

All comments must be submitted to the MD-JARC applicant by

April 15, 2019.

1. **Review Comments from Providers and Private Citizens - Must be completed**

**by April 30, 2019 and comments must be included in the grant application.**

When the comments are returned to you, review them carefully to determine

which, if any, of the comments could affect your application submittal. The

MDOT MTA requires that before you submit your final application, you must

consider the views and comments of private transportation providers and citizens

and if appropriate modify your application. Your organization must respond to

the individual or provider making the comment, **in writing**, that their comments

were received.

*All comments and responses must be included with the MD-JARC application to*

*MDOT MTA due on May 10, 2019*

Maryland Department of Transportation

Maryland Transit Administration

Maryland Jobs Access Reverse Commute Program

#### **OPERATORS NOTIFICATION CERTIFICATION**

Letters requesting comments on the proposed project were sent to each of the transit and paratransit operators, both public and private, listed below who are known to be providers of transportation in our service area.

Comments Received

Operator Contacted Address Yes No

I certify that I have made a good faith effort to notify all transit and paratransit operators, both public and private, in my service area, and they have been contacted concerning the transportation service we propose to provide for the elderly and persons with disabilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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**FY2020-FY2022**

**Maryland Jobs Access and**

**Reverse Commute**

**PART II, SECTION 4**

**CERTIFICATIONS AND ASSURANCES**

**To be included in Part II of your grant application**

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**Certification of Agency/Corporation/Non-Profit**

This application is being submitted by:

Public Entity/Government Agency

Non-Profit §501c3 Organization

*Submit copy of §501c3 certification*

For-Profit Corporation

*Submit corporate articles of incorporation*

Agency/Organization/Corporation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of authorized official date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print authorized official’s name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of authorized official

**CIVIL RIGHTS INFORMATION**

As a condition of receipt of funding Maryland Department of Transportation information is needed from you on the implementation of Title VI, Civil Rights. You must submit the following as part of your application.

1. **Lawsuits or Complaints**

Attach to this certification a list of any active lawsuits or complaints naming your agency which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits. The list should include; the date the lawsuit or complaint was filed, a summary of the allegation, the status of the lawsuit or complaint, including whether the parties to a lawsuit have entered into a consent decree.

\_\_\_\_\_\_\_\_\_\_ Check here if no such lawsuits or complaints have occurred within the past year, a statement to this effect must be submitted.

2. **Federal Financial Assistance**

Attach a description of all pending applications for financial assistance, and all financial assistance currently provided by other Federal agencies.

3. **Civil Rights Compliance Reviews**

Attach a summary of all civil rights compliance review activities conducted in the last three years. The summary should include; the purpose or reason for the review, the name of the agency or organization that performed the review, a summary of the findings and recommendations of the review, a report on the status and/or disposition of such findings and recommendations.

\_\_\_\_\_\_\_\_\_\_ Check here if a summary of all civil rights compliance review activities is not needed.

(Signature of authorized official & date)

(Print authorized official’s name)

(applicant’s title)

*SAMPLE*

**Authorizing Resolution** #\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, MARYLAND**

(Name of Authorizing Body)

A RESOLUTION authorizing

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(title/position of person authorized to file the application)

to file an application with the Maryland Department of Transportation Maryland Transit Administration for a Section(s) 5303, 5304, 5307, 5309, 5310, 5311, 5316, 5317 grant(s) under the Federal Transit Act, Statewide Coordination and Technical Assistance grant and/or a Maryland Jobs Access/Reverse Commuter (MD-JARC) grant.

WHEREAS, the Administrator of the Maryland Transit Administration of the Maryland Department of Transportation is authorized to make grants to counties and to local governments for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

WHEREAS, it is required by the United States Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964 that, in connection with the filing of an application for assistance under the Federal Transit Act, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Maryland, (Name of Authorizing Body)

the filing of the aforesaid application be endorsed, and

BE IT FURTHER RESOLVED that the Chief Executive Officer is hereby requested to endorse this resolution, thereby indicating approval thereof; and

BE IT FURTHER RESOLVED that copies of this resolution be sent to the Maryland Department of Transportation Maryland Transit Administration.

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Chair/Council Leader

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Chief Executive Officer

ADOPTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Certificate**

This certifies that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ did in fact before me this date, sign and execute this application and the foregoing Resolution.

Approved as to Form and Legal Sufficiency:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Recording Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Recording Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Commission Expires\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**FY2020-FY2022**

**Maryland Jobs Access and Reverse Commute**

**APPENDICES**

* Appendix A: Definitions
* Appendix B: Glossary of Terms Used on the Operating Budget Worksheets
* Appendix C: Example of a Letter to Submit in the Event That No Public

Hearing was Conducted

* Appendix D-1: Example of a Letter to Send to Private Operators

(Non-profit and For-profit)

* Appendix D-2: Example of Letter to Local Transit and Paratransit Operators
* Appendix E: Additional Resources (located on the Transportation

Association of Maryland Website)

<http://www.taminc.org/Office-of-Local-Transit-Support>

* Population Map courtesy of MDOT
* Economic Development Agencies
* List of Non-Profit organizations
* List of Locally Operated Transit Agencies
* Chambers of Commerce
* Metropolitan Planning Organizations (MPOs) and Regional Coordinating Bodies (RCBs)

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**APPENDIX A: Definitions**

**Jobs Access Reverse Commute (JARC)**

*New or expanded public transportation services for targeted populations and commutes to targeted (and in many cases suburban) employment centers.*

**Targeted Populations**

*Those who reside in low-income areas, have no or limited access to use of a person vehicle and reside in an area with limited or no access to fixed route services.*

**Targeted Employment Area**

*A center of employment in a location that has experienced significant growth opportunities in a particular sector, including construction, manufacturing, logistics, warehousing, retail trade or in the service industry*.

**DOT**

*Department of Transportation is an agency within the United States Federal Government that provides financial and technical assistance to local public transportation systems.*

**MDOT**

*The Maryland Department of Transportation (MDOT) is an organization comprised of five business units and one Authority, including The Secretary's Office, MDOT State Highway Administration, MDOT Maryland Transit Administration, MDOT Motor Vehicle Administration, MDOT Maryland Port Administration, MDOT Maryland Aviation Administration and the Maryland Transportation Authority.*

**MDOT MTA**

*The Maryland Transit Administration (MTA) is a division of the Maryland Department of Transportation, and one of the largest multi-modal transit systems in the United States. MTA operates Local Buses (CityLink and LocalLink), Commuter Buses, Light RailLink, Metro SubwayLink, Maryland Area Regional Commuter (MARC) Train Service, and a comprehensive Paratransit (MobilityLink) system. MTA also manages the Taxi Access system and directs funding and statewide assistance to Locally Operated Transit Systems (LOTS) in each of Maryland's 23 counties, Baltimore City, Annapolis and Ocean City.*

**MPO**

*Metropolitan Planning Organization (MPO) is a federally-mandated and federally-funded transportation policy-making*organization*that is made up of representatives from local governments and governmental transportation authorities serving urban regions.*

**RCB**

*Regional Coordinating Body, under Federal mandate, carries the responsibility for developing and carrying out a continuing, cooperative, and comprehensive transportation process for the region in which it is located.*

**Transportation Association of Maryland**

*A statewide organization that is dedicated to improving mobility for all of Maryland's citizens. TAM is a viable and effective advocate for its members and provides professional development, training, and forums for the pursuit of excellence in public transportation by public, private, and specialized transportation providers.  Community transportation services provided by TAM members link people to community resources and promote business, tourism and economic development.*

**APPENDIX B: Glossary of Terms Used on the Operating Budget Worksheets**

**GENERAL DEFINITIONS AND EXPLANATIONS**

***Eligible Operating Expenses:***

Those expenses directly associated with the daily operation of a transportation program. For example:

* Salaries and fringe benefits of the transportation project director, secretary, bookkeeper, drivers, mechanics, dispatchers or other personnel performing job duties of an administrative nature;
* License fees and taxes;
* Fuel and oil;
* Office supplies and items associated with office operations;
  + Facilities and vehicle rental.

***Ineligible Expenses:***

Expenses relating to the transportation program which are not directly related to the daily operations of the program. For example:

* Expenses of a city council in considering transit matters;
* Charitable contributions and donations;
* Entertainment expenses;
* Fines and penalties;
* Interest expenses on loans; and
* Depreciation accrued on facilities or equipment purchased with Federal and/or State grants.

**Definitions of Terms Used on Operating Budget Worksheet**

***Vehicle Operations:***

* Driver salaries: Includes all wages paid to drivers for the operation of passenger vehicles or the value of time spent driving.
* Dispatcher salaries: Includes all wages paid to individuals responsible for the dispatching of passenger vehicles or the value of time spent dispatching.
* Fringe benefits: Includes the cost of fringe benefits for drivers and dispatchers.
* Fuel and oil: Includes the cost of gasoline, diesel fuel, engine oil and other lubricants.
* Tubes and tires: includes maintenance, purchase, and rental of tubes and tires.
* Vehicle insurance: Includes the cost of vehicle and transportation related types of insurance.
* Vehicle lease: Includes the cost of leasing vehicles used to transport passengers.
* Vehicle license: Includes the cost of licensing and/or registering vehicles used to transport passengers and vehicles used to support operations.
* Vehicle storage: Includes the costs of renting a facility to store passenger vehicles or project related equipment.
* Training: Includes training costs for operations employees.
* Other: the cost of expenses not categorized above that contribute to the operation of your program. All items must be specified.

***Purchased Service****:*

These items must include the cost of any portion of service purchased from another.

*Please note: Organization will be subjected to following the FTA and MDOT MTA guidelines for procurement.*

***Maintenance***

* Mechanic salaries: Includes all wages paid to mechanics on staff or the value of their time.
* Fringe benefits: Includes the cost of fringe benefits for mechanics on staff.
* Maintenance service: Includes the cost of outside contracts for maintenance of passenger vehicles.
* Preventative Maintenance: Includes monthly service and supplies to maintain the vehicle in state of good repair in order to reach the expected Useful Life of the vehicle.
* Materials & supplies: Includes the cost of materials and supplies to maintain passenger vehicles and includes any materials and supplies not provided through a maintenance service contract.
* Maintenance facility: Includes costs incurred by renting a facility in which vehicles are maintained by staff mechanics.
* Equipment rental: Includes costs of renting maintenance equipment and includes any equipment rental costs not provided through a maintenance service contract.
* Utilities: Includes all utility costs for maintenance facilities. If maintenance facilities are not metered separately, all utility costs should be included in the Administration utilities costs.
* Training: Includes training costs for maintenance employees.
* Other: Includes other maintenance costs not categorized above that contribute to the operation of your transportation program. All items must be specified.

***Administration***

* Administrator salary: Includes all wages paid to the administrator of the agency for time allotted to the transportation programs or the value of their time spent on transportation‑type administrative duties.
* Manager salary: Includes all wages paid to the manager of the transportation program for time allotted to the transportation programs or the value of their time spent on transportation management duties.
* Secretary salary: Includes all wages paid for secretarial/clerical support for the duties.
* Bookkeeper salary: Includes all wages paid for bookkeeping support for the transportation programs or the value of time spent on bookkeeping duties.
* Other staff: Includes all wages paid to other staff not categorized above supporting the transportation programs or the value of their time. Other staff must be itemized.
* Fringe benefits: Includes the cost of fringe benefits for the staff included in the salary categories listed above.
* Materials & supplies: Includes all the cost of office materials and supplies.
* Telephone: Includes all telephone rental, purchase and installation costs.
* Office rental: Includes the cost of renting office space for the transportation program.
* Utilities: Includes all utility costs for the administrative offices or for all facilities if they are not metered separately that are attributed to the space allocated to transportation.
* Office equipment: Includes the cost of renting office equipment for the use of the transportation program or a proportionate amount.
* Training: Includes training costs for administrative employees.
* Other: Includes other administrative costs not categorized above that contribute to the operation of your transportation program. All items must be specified.

***Revenue***

List all revenues received by the project which cannot be included as the local match.

* Contracts: Revenues earned from special services on a continuing contract basis. Revenues derived from purchase of transportation passenger service contracts may be treated as contract revenue to the system if payments are made directly to the transportation operator by a human service agency.
* Advertising: Amounts earned from advertising on vehicles or facilities.
* Other: Revenues earned from transportation of mail, newspapers and other miscellaneous revenue attributable to operations. Non‑passenger transportation is allowed only if passengers are not displaced to provide these services.

***Net Project Cost***

This amount represents the difference between total operating expenses and revenues and is the amount of eligible expenses to be covered by local and Federal/State shares.

***Local Share***

The local share includes all local funds contributed to meet the net project cost. The local share must be provided for in cash. Cash may include local appropriations or cash derived from other non-DOT sources.

***Funds Requested***

This is the amount of State funds requested and cannot exceed allowable percent of the net project cost.

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**APPENDIX C:**

**Example of a Letter to Submit in the Event**

**That No Public Hearing was Conducted**

Date

*(name of your regional planner)*

Office of Planning

Maryland Transit Administration

6 St. Paul Street

Baltimore, MD 21202-1614

Dear \_\_\_\_:

This letter serves to confirm that:

* \_\_\_\_\_\_\_(*Name of Applicant*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ afforded an opportunity for a public hearing on the FY2020-FY2022 Maryland Jobs Access/Reverse Commute program/project and budget. This notice was published in \_\_(*name of newspaper*)\_\_\_\_\_\_ on \_\_\_(*date*)\_\_\_\_\_, with the proposed public hearing to be held on \_\_\_(*date*)\_\_\_ if any requests were received by \_\_\_\_(*date*)\_\_\_\_\_(see attached copy of ad).
* No requests to hold the public hearing were received by the due date.
* Written comments received during the 30-day public comment period are attached. These comments were addressed in the manner described as follows: \_\_(*describe*)\_\_\_ (*Delete this paragraph if no written comments were received*.)
* No written comments on the program/project or budget were received from the public. *(Delete this sentence if written public comments were received)*

As a result, the program of projects in the FY2020-FY2022 Maryland Jobs Access/Reverse Commute grant is finalized as submitted.

Sincerely,

*Signature of authorized official*

**APPENDIX D-1:**

**Example of a Letter of Notification to be**

**Sent to Private Operators**

*(Non-Profit and For-Profit)*

Date

Company Name

Address

Subject: FY2020-FY2022 Maryland Jobs Access Reverse Commute Program

Salutation:

*Your organization’s name* is submitting an application for grant funds from the Maryland Department of Transportation and the Maryland Transit Administration. This letter is to notify you about *your organization’s* application, our FY2020-FY2022 Maryland Jobs Access Reverse Commute (MD-JARC) program, and to solicit your comments on the proposed plan.

*your organization’s name* is a *Describe Organization Services* . *Your organization’s name*  is applying for grant funding to commence this specialized transportation service.

The FY2020-FY22 Statewide Jobs Access Reverse Commute Program contains requests for funding assistance from the Maryland Department of Transportation Maryland Transit Administration (MDOT MTA)

The details of how these funds will be used are documented in the FY2020 Statewide Jobs Access Reverse Commute Program, which will be available for review beginning \_\_(*date*)\_\_, at \_\_(*location*)\_\_ between the hours of \_\_\_\_ a.m. and \_\_\_\_ p.m. Monday through Friday. Written comments on this plan may be submitted through \_\_(*date*)\_\_ to \_\_\_(*name/mailing address*)\_\_\_.

***(Depending on whether you have a public hearing or an opportunity for a public hearing, the closing paragraph should be one of the following two options.)***

***(if Public Hearing:)***

A public hearing on this plan will be conducted at \_\_(*time*)\_\_, on \_\_(*date*)\_\_, at \_\_(*location*)\_\_. Should anyone attending the meeting require special assistance, such as a sign language interpreter, notify \_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_ no later than \_\_(*date*)\_\_.

* ***(if Opportunity for Public Hearing:)***

A public hearing will be held only upon request. Any person desiring a public hearing must submit a written request to \_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_ no later than \_\_(*time*)\_\_, on \_\_(*date*)\_\_. Should a public hearing be requested, it will be held at \_\_(*time*)\_\_, on \_\_(*date*)\_\_, at \_\_(*location*)\_\_. Even if you do not request a public hearing, you are welcome to submit your written comments for consideration.

If you should need any additional information on our service proposal, please contact \_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

*Signature of chief officer*

cc: *the MDOT MTA MD-JARC Program Manager*

**APPENDIX D-2:**

**Example of a Letter of Notification to be**

**Sent to Local Transit and Paratransit Operators**

Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Salutation:

The (Applicant), located in (Name of County) County, is applying to the Maryland Department of Transportation Maryland Transit Administration for financial assistance for the (Description of Project) designed to meet the special transportation needs of individuals in (the targeted population) for transportation to/from (targeted employment area). Seventy-five percent (75%) of the cost of this project is funded by the State of Maryland for the Jobs Access Reverse Commute program. The remaining costs are provided by the local applicant organization. Funds available under this State program are limited in Maryland to private non-profit organizations, for-profit corporations and local government agencies.

Federal and State guidelines require that all existing local transportation operators must be given an opportunity to comment on the proposed, should they so desire. It is not the intent of the State of Maryland when making these funds available to preclude possible participation by private operators. It is the desire of the State of Maryland to effectively utilize available funds to improve the transportation options to the targeted population through projects sponsored by private non-profit organizations, for-profit corporations, local government agencies, where such services are currently unavailable, insufficient or inappropriate.

Comments must be received no later than **April 15, 2019**. If you intend to make comments on the proposed project or service plan, please send your comments in writing directly to us. Send a copy of your comments to **Ms. Nancy Huggins, Program Manager, Maryland Transit Administration, 8th Floor, 6 St. Paul Street, Baltimore, MD 21202**.

If you should need any additional information on our service proposal, please contact us.

(Name and Title)

(Applicant Agency)

(Address and Telephone )