

January 2014

Portland Urbanized Job Access Reverse
Commute (JARC) Grant

Application Packet
Fiscal Year 2015



FY2015 JOB ACCESS AND REVERSE COMMUTE (JARC) TRANSPORTATION GRANTS APPLICATIONS AVAILABLE FOR TRI-COUNTY URBANIZED AREA

\$1M total of Unobligated Carryover Balance Available in the Form of Transportation Transit Commute Service Grants Announced for Tri-County Urbanized Areas

The Tri-County Metropolitan Transportation District of Oregon (TriMet) announces the availability of applications (*page 19*) for the total unobligated carryover balance of JARC. The \$1M total unspent funds remaining from SAFETEA-LU section 5216 JARC is available for a final round of disbursement through a regional competitive selection process. Eligible applicants are current JARC sub-recipients operating transit commute services in metro Portland area.

Funds are limited. The priority for spending down the remaining funds is to maintain existing and eligible cost effective transit commute services derived from the Tri-County Employment Transportation Services Plan that currently provide essential services which low-income populations rely on to access employment centers. Project selection criteria are updated to maximize the utility of the grant (& matching) funds and to prevent short-term loss of essential service for current riders. Selected projects may draw down their grant award over the course of up to four years (FY15-18).

The JARC program funds projects that benefit transportation for low-income job seekers and encourage innovations in public transportation. Eligible applicants may apply for funds to finance up to four fiscal years of transit commute services operating expenses. After awards are announced, service contracts will begin July 1, FY15. These awards will disperse all remaining JARC funds available under SAFETEA-LU. MAP-21 effectively repealed the JARC program in 2012 and going forward JARC activities are only eligible under 5307 Urbanized Area Formula Grants and 5311 Rural Area Formula Grants. Applicants please note: In this final round of funding, sub-recipients will be responsible for providing the required match for eligible operating costs (no less than 50 percent of the net operating

costs). TriMet may choose to partner to with any eligible project applicant to provide match for a project that demonstrates a history of cost-effective, valued transit commute service to low-income populations.

For more information about the competitive selection process and updated selection criteria please review the application packet.

All applications are due at TriMet no later than 5 PM on February 28, 2014.

Please email or mail applications to:

Care of: Hannah Ritchie

1800 SW 1st Ave., Suite 300, Portland, OR 97201

Phone: 503-962-4912

Email: ritchieh@trimet.org

Applicants will present submitted applications to the JARC Advisory Committee (JAC) at a public meeting held at Metro offices on March 20, 2014. There will be time for public testimony at the meeting before the JAC scores the applications.

Public Meeting details:

Applicants required to present applications and JARC Advisory Committee required to score applications:

2 PM

March 20, 2014

Metro Offices, Room 270

600 NE Grand Ave, Portland, OR

Contents

Grant Purpose – page 5

General Information on Portland JARC Program – page 5

Guiding Principles – page 9

Funding & Local Match – page 10

Selection Process & Timeline – page 12

Updated Selection Criteria – page 14

JARC Advisory Committee – page 15

JARC Subrecipients & FY14 Projects – page 16

Application – page 19

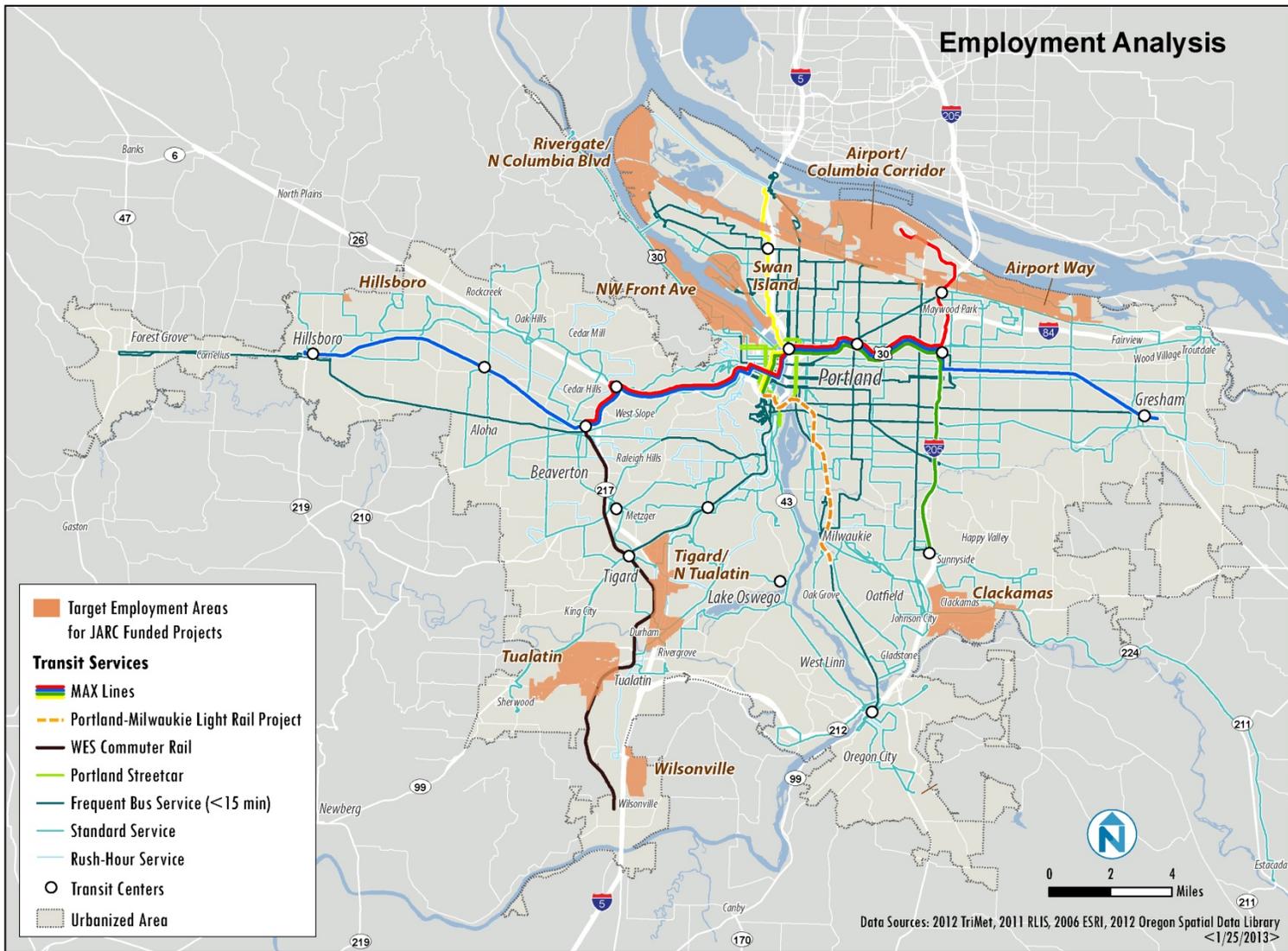
GRANT PURPOSE

The [Job Access and Reverse Commute \(JARC\) program](#) was established to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment. Many new entry-level jobs are located in suburban areas, and low-income individuals have difficulty accessing these jobs from their inner city, urban, or rural neighborhoods. In addition, many entry level-jobs require working late at night or on weekends when conventional transit services are either reduced or non-existent. Many employment related-trips are complex and involve multiple destinations including reaching childcare facilities or other services.

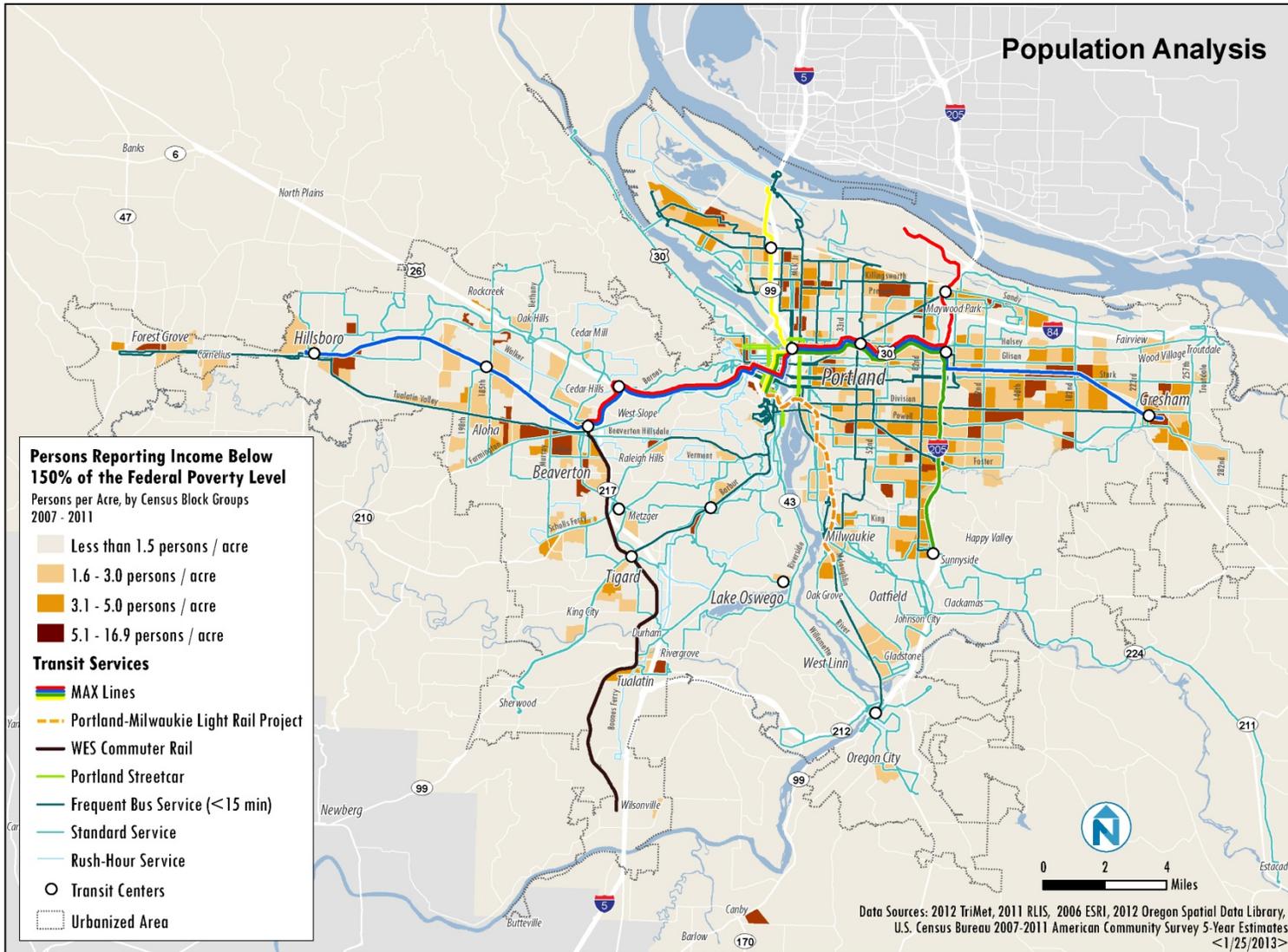
GENERAL INFORMATION ON PORTLAND JARC PROGRAM

The Portland Urbanized JARC Program maximizes use of existing transportation and social services in order to provide Temporary Aid for Needy Families (TANF) recipients, Supplemental Security Income (SSI) recipients, and low-income populations with improved access to jobs and job-related activities. TriMet's facilitation of program planning, project selection process and project administration assure that services are delivered in a coordinated and cost-effective manner.

Since its implementation in September 2000, the Portland Urbanized JARC Program has provided over five million new rides on tri-county transportation programs and services, which are made possible through grant funding. These programs and services, developed under the guidance of the Tri-County Employment Transportation Services Plan, increase the mobility of low-income populations (see maps) and improve access to areas with entry-level employment opportunities (see maps). Investments have been made in bus/van commute services, bicycling programs, travel training, and non-commute transportation options.



Population Analysis



GUIDING PRINCIPLES

Seven principles guide program planning and development, as shown below. These principles stress collaboration and coordination among transportation providers, social service agencies, employers, and other stakeholders to most effectively identify and address priority needs with available resources.

- **Improve Access to Jobs:** Improve access for eligible low-income individuals to industries and geographic areas that provide entry-level job opportunities.
- **Improve Access to Job-Related Support Services:** Improve access to job-related support services such as education, vocational and skills training, and child-care.
- **Regional Coordination:** Take a coordinated regional approach, bringing together the regional public transportation agency, community-based, and alternative transportation providers, human services agencies, employment and training programs, employers, transportation associations, and other stakeholders in a collaborative process. Make best use of existing resources and services, leverage JARC funds whenever possible, and target JARC-funded services to address priority needs.
- **Provide Appropriate Transportation Options:** Address travel needs at times of day and on days of the week that correspond with entry-level employment opportunities. Services such as travel training enable people to find transportation solutions even if their needs change in the future. A network of services may offer alternatives and options to address identified needs.
- **Use Resources Effectively:** Be cost-effective in service design and delivery in order to provide the maximum levels of transportation and related support with the program resources available.

- **Accessibility for People With Disabilities:** Assure that the program, as a whole, includes and takes account of service choices that are accessible for people with disabilities.
- **Regional Planning Framework:** The JARC program plan is one component of the Coordinated Transportation Plan for the greater Portland region. As such, the plan is a part of the region’s broader strategy to invest in and manage the multi-modal transportation network as guided by Metro’s Regional Transportation Plan (RTP). The Portland Regional JARC Plan acknowledges the contribution of public and alternative transportation programs in pursuing the broader mobility goals of the region.

FUNDING & LOCAL MATCH

Under Federal Transit Administration (FTA) guidelines, TriMet is the designated applicant and recipient for regional JARC funds and administrator of the Program. Sub-recipients will be responsible for providing the required match for eligible operating costs (no less than 50 percent of the net operating costs). TriMet may choose to partner to with any eligible project applicant to provide match for a project that demonstrates a history of cost-effective, valued transit commute service to low-income populations.

Under the 2005 Federal transportation reauthorization bill, Safe, Accountable, Flexible, and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) the annual funding for the Portland Regional (Urbanized) JARC program decreased considerably from years FY98-FY05. Annual federal fiscal funding allocations for the JARC Program under SAFETEA-LU are represented in the table below.

FEDERAL FY06:	\$571,191 (TM FY8)
FEDERAL FY07:	\$610,675 (TM FY9)
FEDERAL FY08:	\$604,212 (TM FY10)
FEDERAL FY09:	\$709,187 (TM FY11)
FEDERAL FY10:	\$678,066 (TM FY12)
FEDERAL FY11:	\$677,046 (TM FY13)

FEDERAL FY12: \$683,513 (TM FY14)

Signed into law on July 6, 2012, the Federal transportation reauthorization bill, Moving Ahead for Progress in the 21st Century Act (MAP-21) extends SAFETEA-LU until September 30, 2012. Effective on October 1, 2012, MAP-21 authorizes significant changes to FTA programs. **The JARC (5316) program has been repealed under MAP-21**; however, JARC programs are now eligible under two other consolidated programs – Urbanized Area Formula Grants (5307) and Rural Area Formula Grants (5311).

SELECTION PROCESS & TIMELINE

A region-wide competitive solicitation will take place for Portland Regional Urbanized JARC projects. Federal unobligated carryover funds available under SAFETEA-LU for the urbanized area within the tri-county region total \$1M and are available for a final round of disbursement that finances up to four fiscal years of existing levels of transit commute services' operating expenses (FY 2015-18; July 1, 2014 – June 30, 2018).

TriMet is the designated recipient for JARC funds allocated to the greater Portland Urbanized Area. TriMet is responsible for developing a coordinated plan for program services and competitively selecting projects for JARC funding. The process for selection of projects is intended to be straightforward and transparent, following steps and using criteria established in consultation with the JARC Advisory Committee.

Eligible applicants

Private non-profit organizations, state or local governments, and operators of public transportation services including private operators of public transportation services are eligible to apply for JARC funds. Private for-profit agencies are not directly eligible; however, such entities may be a partner in a project. If it is determined that a project recipient will contract for goods and services, the entity receiving the funds must follow Federal Transit Administration (FTA) procurement procedures ([FTA Circular 4220.1E](#)) in a separate process.

Eligible projects

JARC unobligated carryover funds will be spent on projects that maintain existing and eligible cost effective transit commute services derived from the Tri-County Employment Transportation Services Plan that currently provide essential services which low-income populations rely on to access employment centers. **Eligible applicants are FY14 JARC sub-recipients operating transit commute services in metro Portland area.**

Selection of Projects

TriMet, as the designated regional recipient of grant funds, will conduct the competitive selection process and select projects for funding with the assistance of the JARC Advisory Committee (JAC). Projects will be presented to the JAC at a public meeting on March 20, 2014 and scored on criteria listed in the application packet. TriMet will make the final selection of projects. In keeping with Title VI of the Civil Rights Act of 1964, TriMet prohibits discrimination on basis of race, color or national origin in programs and activities receiving federal financial assistance.

Timeline

January 31, 2014	Announcement of available unobligated carryover balance & Application materials available on-line
February 28, 2014	Applications due to TriMet
March 7, 2014	Application information sent to committee members for review
March 20, 2014	Applications presented to JAC committee for scoring
Early April 2014	Projects selected
April – June 2014	Contracts completed
July 1, 2014	Project start date
July 1, 2018	JARC program close date

SELECTION CRITERIA

Applications will be evaluated in a two-step process, based on the following considerations and criteria:

TriMet Review

1. Applicant entity is eligible to receive JARC funds.
2. Applicant is FY14 JARC sub-recipient operating a transit commute service in metro Portland area
3. Proposed project is eligible under the JARC program regulations.
4. Proposed project is consistent with the 2013 Employment Transportation Services Plan for the tri-county urbanized area.
5. Project is in an urbanized area.
6. Project is fully described.
7. Budget and performance information is documented, accurate, and complete.

Scoring Criteria

Committee members will assign a numeric, or point, value to all criteria. This value will reflect how well the proposed project satisfies each criterion. For example:

Extent to which the project would coordinate with other community resources and transportation providers, and leverage JARC funds.

Greatest 5 4 3 2 1 Least

Committee members will submit a point total for each proposal. This number will reflect the perceived overall strength of the proposal. This information will assist TriMet with the selection of the projects.

Criteria will include the following:

1. To what extent does the project improve services to the low-income population and/or the employment area(s) identified in the CHSTP? Does

the project serve one of the target employment area defined in the Coordinated Human Services Transportation Plan?

2. Does the project fill a clearly identified transportation gap? How strong is the case for the gap presented? (Please cite plan or other document identifying the transportation gap and/or the project.)
3. Does the project operate or contract out an existing transit commute service that low-income individuals rely on to access their employment center?
4. Does the project coordinate with other community resources and transportation providers (such as TriMet or a local jurisdiction) or is part of a strong partnership to strategically leverage JARC funds?
5. How strong is the project's long-term funding strategy? Is the program able to sustain operations after JARC funding is no longer available?
6. What is the project's existing efficiency of service provided as measured in boarding rides per revenue hour? (e.g 1-3 BR/VH = 1, 4-6 BR/VH = 2, 7-9 BR/VH = 3, 10-12 BR/VH = 4, 13-15 (or above) BR/VH = 5)

JARC ADVISORY COMMITTEE

The JARC Advisory Committee is a regional body of urban jurisdictions, social service providers, and transportation organizations that assist TriMet with the implementation and oversight of the Portland Urbanized JARC Grant Program. The Committee advises TriMet on the content of the regional JARC plan and the implementation of its related strategies. The Committee also assists TriMet with the biennial competitive solicitation and selection process for JARC projects.

The JARC Advisory Committee reports directly to TriMet, the regional JARC applicant and administrator.

Current Committee Members are listed below. Committee members are not eligible to apply for JARC funds.

Organization	Contact	Email Address	Phone Number
WTA	Jenny Cadigan	jenny@wta-tma.org	(503) 906-7961 (503) 226-7387,
Central City Concern	Elissa Black	Elissa.Black@ccconcern.org	ext. 230

City of Gresham	Sandi Doubleday	Sandra.Doubleday@GreshamOregon.gov	503-618-2816
City of Portland	Steve Hoyt-McBeth	Steve.Hoyt-McBeth@portlandoregon.gov	503-823-7191
Clackamas County	Teresa Christopherson	teresachr@co.clackamas.or.us	503-650-5718
Metro	Caleb Winter	Caleb.Winter@oregonmetro.gov	503-797-1758
Constructing Hope	Pat Daniels	patd@constructinghope.com	503-281-1234
IRCO	TBD	TBD	TBD
ODOT Public Transit Division	Sherrin Coleman, Regional Transit Coordinator for Region 1	sherrin.k.coleman@state.or.us	503-986-4305
TriMet Transit Equity	Jake Warr	warrj@trimet.org	503-962-2234

FY14 JARC SUBRECIPIENTS & PROJECTS

Subrecipients are project administrators that contract with TriMet to spend federal JARC grant funds on eligible projects. Fiscal Year 2014 JARC Projects:

Transit commute services

Tualatin Chamber of Commerce’s Tualatin Shuttle - \$147,513

The Tualatin Shuttle operates east-west service to the northwest quadrant of town identified in the 2013 Employment Transportation Services Plan as a “Target Employment Area for JARC-Funded Projects”. This area of Tualatin has the greatest concentration of jobs that is not directly served by TriMet. It attracts significant traffic due to the concentration of jobs, location between I-5 and Highway 99W, and lack of TriMet service. Tualatin Shuttle provides last-mile connections from TriMet service in central Tualatin and buses are currently at capacity. This grant will allow the program to expand to accommodate the high ridership demand.

Ride Connection’s Forest Grove, Cornelius and Tigard Connector Service - \$141,000

Ride Connection’s Connector Service provides transportation service to low-income areas that do not have transit service, helping individuals traveling for employment, job training or employment-related activities. Riders are able to connect to and utilize the TriMet system and create local community connections. Last-mile connector service will be made available in urbanized areas in Forest Grove, Cornelius and Tigard.

Swan Island Business Association's Swan Island Evening Shuttle - \$120,000

The Swan Island Evening Shuttle provides a last-mile shuttle service between the Rose Quarter Transit Center and the Swan Island employment area via Basin Avenue weekday evenings between 6:30 p.m. and midnight. The shuttle, which serves shift times when transit is not offered, connects to TriMet bus and MAX service on Swan Island at Anchor Street (Line 72), at the Albina/Mississippi MAX station (Yellow Line & Line 35) and at the Rose Quarter Transit Center (Red, Blue & Green lines; bus lines 4, 8, 35, 44, and 77; and C-Tran 157).

City of Tigard's SW 72nd Avenue Employment Area Service - \$40,000

Local and regional planning efforts identify the SW 72nd Avenue Employment Corridor in Tigard as a priority target area for added service. Those planning efforts include the 2013 Employment Transportation Services Plan, 2004 TriMet Transit Investment Priorities (TIP) Update, Tigard Transportation System Plan and the Southwest Corridor Plan. Adding last-mile connection service to this area will better serve current travel demand and future growth. It will improve transit connections and service options for low-income workers and job-seekers in the corridor.

Clackamas Community College's (CCC) Green Line Shuttle - \$30,000

The CCC Green Line Shuttle runs express service between the college's main campus in Oregon City and the MAX Green Line terminus at Clackamas Town Center. It is full during rush hours. Seventy-two percent of incoming CCC students receive financial aid; slightly over half of these students live below the federal poverty level and 42 percent work more than 20 hours a week. The shuttle service provides a direct trip that is not available on TriMet and connects the MAX infrastructure to the under-served area around Clackamas Community College.

Transit support/travel training/job retention services

Portland Community College's Steps to Success (STS) Shuttle - \$50,000

The STS Shuttle provides comprehensive educational, social and employment services to Temporary Assistance to Needy Families (TANF) recipients. STS offers individualized coaching, classes and training that allows clients to gain the skills and qualifications necessary to obtain permanent jobs or to transition into a new career. The 15-passenger STS shuttle van transports TANF clients to volunteer opportunities, employer hiring events and employment training services.

Portland Community College's Job Link - \$30,000

PCC's Workforce Network (WFN) provides employment and training services for unemployed and under-employed residents of southeast, north and northeast Portland. Joblink is a program offered through WFN that is designed to solve immediate and short-term post-employment (within the first 90 days of new employment) transportation needs that can make the difference between obtaining, retaining or losing a job.

Clackamas County Social Services' Catch-a-Ride - \$25,000

Catch-a-Ride provides first-mile connectivity to fixed-route transit and other services from 8 a.m. to 5 p.m. for the residents of public housing and other low-income households in Oregon City, Milwaukie and other sections of Clackamas County. The program also provides work training for drivers, clerical positions and dispatch operators.

Other transportation services

Community Cycling Center's Create a Commuter - \$60,000

The Create a Commuter program provides healthy and reliable alternative transportation options for adults living on lower incomes and in underserved communities so they can access jobs, and/or job-related services. With this grant, up to 170 eligible participants will receive bicycle safety education and fully-equipped commuter bicycles that will allow them to integrate into a multi-modal transportation system and access underserved transit areas or job-training programs.

Metropolitan Family Service's Ways to Work - \$40,000

Ways to Work is a national program operated locally that provides vital access to jobs and job-related support services for low-income parents. Funds will support staffing and direct program costs to provide low interest loans and financial education. Loan sizes range up to \$8,000 with an interest rate of 8 percent.

SAMPLE CONTRACT

Sample Contract is available upon request.

JARC APPLICATION (Required; due February 28, 2014)

1. Organization's Information

Name of Organization:	Contact Person:
Address:	Telephone:
E-Mail:	Fax:

Project Name: _____

2. Project Budget & Funding Request

Project Start Date: _____

Project End Date (No later than June 30, 2018) : _____

Budget and Funding Summary

	FY15	FY16	FY17	FY18	Total:
Total Project Cost	\$	\$	\$	\$	\$
Grant Funding Requested	\$	\$	\$	\$	\$

3. Project Description

Provide a narrative fully describing:

- 1) The proposed services that would be provided;
- 2) The primary purpose of the service, targeted passengers/clients;

- 3) How the project supports the guiding principles of the JARC program;
- 4) How the project addresses each of the evaluation criteria;
- 5) Geographic areas covered;
- 6) Eligibility requirements to use service;
- 7) How many years for which the application is requesting funding (up to four years FY15-18);
- 8) Other funding sources committed for project;
- 9) Method to measuring results and documenting service., and;
- 10) Minimum financial requirements to operate or contract service.

Service description must include:

Fares or any other charges to users:	
Hours and days of service:	
Days, weeks, or months planned for no service (e.g. holidays, summer months):	
Most recent boarding rides per vehicle hour:	
Most recent Cost per ride:	
Total rides provided in FY2014:	

Applicants should describe the relationship of the proposed service with the existing public transportation system, and how services would be coordinated with other services, projects and programs. If the applicant proposes to use another entity to deliver project services (i.e., a third-party purchased service agreement) or matching requirement, describe the project services that would be provided by such an entity and the method by which such services would be procured and managed.

4. Budget and Ridership Information

Budget Information

Please provide a breakdown of individual cost elements that make up the project budget. Please show total amounts including grant and matching funds.

Operating Budget	FY14
Administration:	
Labor and Fringe Benefits	
Insurance	
Facility	
Other (list):	
Operations Expense:	
Cost of purchased service	
Or, Cost of Directly-Provided Service:	
Labor and Fringe Benefits	
Insurance	
Fuel	
Vehicle Maintenance	
Facility	
Utilities	
Other (list) :	
Total	\$

5. Applicant Certification:

I certify, to the best of my knowledge, that the information in this application is true and accurate and this organization has the necessary fiscal and managerial capacity to implement and manage the project described in this application.

Applicant Agency (legal name): _____

Printed name of authorized signatory: _____

Title of authorized signatory: _____

Date: _____

Signature: _____