



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



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**Public Transportation Grant Application State FY 2014 (July 1, 2013-June 30, 2014)**

For application materials visit: <http://www.nh.gov/dot/org/aerorailtransit/railandtransit/grants.htm>

These applications should be used to request funding from the following sources:

**FTA Section 5311 (Rural Transit Program)**

**FTA Section 5316 (Job Access and Reverse Commute -- JARC)**

**FTA Section 5317 (New Freedom)**

Applicants should complete one Summary Section (pages 1-2) and the applicable Project Section for each project type applied for. (Please note that one application is for CAPITAL requests only and the other application is for OPERATING requests, which includes mobility management.) If an agency is requesting both 5316 capital and 5316 operating funds, two separate applications must be submitted. If an agency is requesting a vehicle or equipment only, one CAPITAL application must be submitted.

**Eligible recipients:** private nonprofit organizations, public entities

**Eligible projects:** vary by program. See program circulars online at the FTA website: [http://www.fta.dot.gov/laws/leg\\_reg\\_circulars\\_guidance.html](http://www.fta.dot.gov/laws/leg_reg_circulars_guidance.html) or call for information.

**5316 (JARC):** capital, planning, and operating expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment, or reverse-commute projects.

**5317 (New Freedom):** capital or operating expenses for new transportation services or alternatives beyond the requirements of the ADA, designed to assist individuals with disabilities with accessing transportation services, e.g. expanded paratransit beyond ADA requirements, travel training, alternatives such as vouchers, shared taxi or vanpool programs to volunteer driver, mobility management, or coordination systems.

**Matching fund requirements:**

Capital Grants require a 20% local match

- ✓ This year vehicle requests *may* be eligible for 10% State match subject to the approval of the legislative Capital Budget Overview Committee.

Operating Grants require a 50% local match of net operating expenses. Although FTA defines preventive maintenance and ADA paratransit service as capital, with certain restrictions, these costs are to be included in the operating budget submission.

- ✓ Attachment A (Excel budget worksheet) will assist in identifying applicable operating expenses and required local match amounts.
- ✓ Mobility management applications should use the Operating Grants form and the Mobility Management worksheet on Attachment A which calculates expenses with a 20% local match.

In-Kind Match / Donated Services are able to be used as match in accordance with NHDOT guidance as posted on NHDOT Rail & Transit's website (<http://www.nh.gov/dot/org/aerorailtransit/railandtransit/grants.htm>)

## Application submission

Format: Double-sided, signed paper copy. No fax or electronic (except for Attachment A budget spreadsheet which should be emailed to [fbutler@dot.state.nh.us](mailto:fbutler@dot.state.nh.us))

**Deadline: August 21, 2013 @ 3:00 pm**

Submit to: NHDOT-Bureau of Rail & Transit, PO Box 483, Concord, NH 03302-0483

**Evaluation and selection:** DOT staff will evaluate the applications and make selections based on the criteria spelled out in the Department's State Management Plans for FTA programs:

Selection criteria:

## NHDOT FFY 2014 Application Scoring & Evaluation Criteria

5311 Applications	5316 Applications	5317 Applications	
10%	10%	10%	The proposed service effectively addresses a demonstrated community need.
15%	15%	15%	The applicant has the fiscal and technical capacity and adequate budget to operate its service.
15%	10%	10%	The applicant has successful experience in providing transportation services.
10%	15%	15%	The application shows coordination with other transportation providers in the service area: public, nonprofit, and for-profit.
10%	10%	10%	The applicant demonstrates involvement in and support for the project, financial and otherwise, on the part of citizens and local government.
5%	5%	5%	The applicant demonstrates effort to involve the private sector in the delivery of transportation services.
10%	10%	15%	Elderly and disabled citizens have full access to the applicant's services.
15%	15%	10%	The applicant successfully demonstrates service efficiency and effectiveness, measured in ridership, service miles and hours, costs, and fare recovery. New applicants must demonstrate the ability to measure performance and achieve goals.
10%	10%	10%	The applicant complies with relevant Federal and state regulations, and has a history of compliance with regulations and reporting requirements.
100%	100%	100%	

Note: For applicants that meet the above criteria, the Department determines funding levels based on existing funding to subrecipients, on anticipated or available funding, and on applicants' service measures such as ridership and service hours and miles. **The Department will not reduce funding for continued service that meets the selection criteria in order to fund new or expansion projects.** To the extent that funding permits, the Department will consider applications for existing, new, or expanded service from all regions of the state.

The grant selection process seeks to extend service to a wide range of geographical regions as well as minority and disadvantaged groups. Capital grants for vehicles emphasize replacement of vehicles at the end of their useful life to sustain existing service.

Operating funds: For applicants that meet the above criteria, the Department determines funding levels based on existing funding to recipients, on anticipated funding, and on applicants' service measures such as ridership and service hours and miles. The Department does not distinguish between local revenues and funds derived from service contracts from other agencies, including those contracts paid with federal funds; both are considered local matching funds. Recipients may use in-kind contributions as local share, with the approval of the Department and in accordance with the aforementioned In-Kind match memo.

## **Other information:**

### Transportation plans

Coordinated Public Transit-Human Services Transportation Plan: FTA regulations require all 5310, 5316 and 5317 projects to be derived from a locally developed, coordinated public transit-human services transportation plan. Generally the development of these plans is managed by regional planning commissions. If a plan has not been adopted in a region, funds may not be granted for these programs. The planning process must include all stakeholders in a region and include a needs assessment and prioritized strategies for addressing transportation needs in the region.

Statewide Transportation Improvement Program (STIP). All USDOT-funded transportation projects must be listed in the STIP. For State-administered programs, the DOT includes a single statewide listing for each program, which fulfills this requirement. It is not necessary to request separate regional inclusion of proposed projects in the STIP.

### Attachments

Note that some attachments are required for certain programs only, such as requests for operating assistance. Contact the Bureau of Rail & Transit with questions about attachments.

### Other Requirements

Certifications and Assurances: All successful applicants will be required to sign Federal Transit Administration (FTA) Certifications and Assurances prior to contract award and annually to verify compliance with all Federal requirements.

### Vehicle information

Purchasing. Vehicles are normally purchased by the State and titled to the receiving agency, with the State retaining a lien to protect the Federal interest. Agencies capable of adhering to FTA procurement guidelines may request permission to purchase vehicles themselves if it can be shown to be cost-effective to do so.

Vehicle types. A variety of vehicle types may be purchased under the FTA programs. The DOT has developed specifications for most of these; contact the Bureau of Rail & Transit for more information.

### Program Measures

In addition to program-specific ridership requirements, each program has specific program goals, which must be tracked and periodically reported on. Current program measures include:

#### 5316

Actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage of projects implemented.

#### 5317

Actual Increases or enhancements related to geographic coverage, service quality and/or service times that impact availability of transportation services for individuals with disabilities.

Additions or changes to environmental infrastructure (e.g., transportation facilities, side walks, etc), technology, and vehicles that impact availability of transportation services as a result of the New Freedom projects implemented.