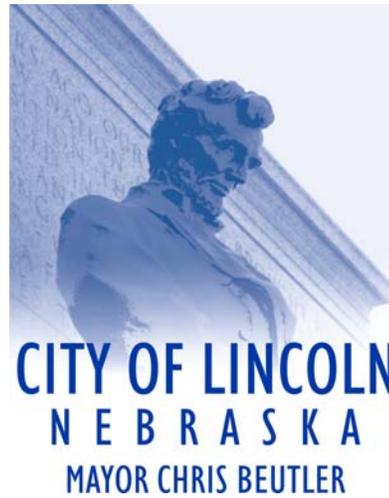


Program Management Plan

**Federal Transit Administration
5316 Job Access & Reverse Commute
and
5317 New Freedom Programs**

June 9, 2008



Lincoln Metropolitan Planning Organization

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Lincoln Metropolitan Planning Organization

Program Management Plan

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5317 New Freedom Programs**



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June 9, 2008

Lincoln Metropolitan Planning Organization

Program Management Plan

Federal Transit Administration 5316 Job Access & Reverse Commute 5317 New Freedom Programs

Introduction

This Program Management Plan (PMP) describes the City of Lincoln/Lincoln Metropolitan Planning Organization (Lincoln MPO) policies and procedures for administering the Federal Transit Administration (FTA) Section 5316 Job Access & Reverse Commute (JARC) and Section 5317 New Freedom (NF) programs. The Governor of Nebraska designated the City of Lincoln, as the MPO, to receive and dispense FTA Section 5316 and 5317 funds. The Lincoln MPO as the designated recipient is responsible for overseeing and administering the JARC and New Freedom Programs in Lancaster County.

The PMP is designed to meet federal requirements, facilitate the Lincoln MPO's management and administration of the JARC and New Freedom Programs as the designated recipient for these funds in Lancaster County. The PMP serves as a guide for the general public and prospective applicants to the JARC and New Freedom Programs, and assists FTA in its oversight responsibilities by documenting the Lincoln MPO's procedures and policies for administering these programs.

This PMP is intended to fulfill several functions:

1. Serve as the basis for FTA to perform management reviews in the MPO's administration of the program;
2. Provide public information on the MPO's administration of the program; and,
3. Provide program guidance to local project applicants.

Overview of the Lincoln Metropolitan Planning Organization

The Governor of Nebraska designated the City of Lincoln as the Metropolitan Planning Organization (Lincoln MPO) in 1974 to provide Transportation Planning in the Lincoln Metropolitan Planning Area which includes the City of Lincoln and all of Lancaster County. The current *Memorandum of Understanding for Transportation Planning for the Metropolitan Area* is the cooperative agreement between the City of Lincoln, Lancaster County, and the State of Nebraska that was executed in 1977.

SAFETEA-LU Requirements

The Safe, Accountable, Flexible, Efficient Transportation Act, a Legacy for Users (SAFETEA-LU) was enacted in August 2005 and provides funding for Federal surface transportation programs through FY2009. SAFETEA-LU required the establishment of a locally developed, coordinated public transit – human services transportation plan in order for the Lincoln Metropolitan Planning Area to access three specific FTA funding programs: Section 5310 Elderly and Individual with Disabilities, Section 5316 Job Access & Reverse Commute (JARC) and Section 5317 New Freedom programs.

In response to this requirement, the Lincoln MPO completed the coordinated public transit – human services transportation planning process to identify strategies that encourage more efficient use of available service providers. This allows providers to bring enhanced mobility to the region’s older adults, persons with disabilities, and individuals with lower incomes, the three segments of the population for whom these particular transportation programs are designed to serve. The development of the Lincoln MPO *Coordinated Public Transportation- Human Services Transportation Plan* (Coordinated Plan) was initiated by the Lincoln MPO Technical Advisory Committee and developed by a task force of the Basic and Emergency Needs Coalition of Community Services Initiatives (CSI). The final study and report was recommended by CSI and accepted by the MPO Technical and Officials Committees. The Coordinated Plan is the basis for project selection and prioritization of FTA funding for local projects and programs. These programs are designated to support the development and maintenance of transportation services to address unmet transportation needs of the elderly, disabled, and low income workers.

The Coordinated Plan, combined with a competitive selection process, serves as the foundation for developing the annual JARC and New Freedom “Program of Projects”. While the State of Nebraska retains responsibility for the Section 5310 Elderly and Individual with Disabilities Program, the over arching goal embodied in the Coordinated Plan is the development of strategies to maximize these three programs’ collective impact by minimizing the duplication of services and ensures the provision of transportation for the Lincoln MPO planning area. The plan is flexible and designed to meet federal requirements while encouraging ongoing locally driven planning and coordination efforts through a framework for planning and coordinating strategies.

Program Goals and Objectives

JARC: The goal of the Job Access and Reverse Commute Program (Section 5316) is intended to fund services designed to transport welfare recipients and eligible low-income individuals to and from employment and activities related to employment, and to transport residents of urbanized areas and nonurbanized areas, regardless of income level, to suburban employment opportunities.

The objectives of the program are:

- a. To increase the number of jobs that can be accessed as a result of geographic or temporal coverage; and,
- b. To increase the number of rides provided.

FTA has defined the goal of the JARC program, in *FTA Circular 9050.1 Job Access and Reverse Commute*, (dated May 1, 2007) 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 and nonurbanized areas to suburban employment opportunities.” Toward this goal, the FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals, and of reverse commuters regardless of income.”

New Freedom: The goal of the New Freedom Program (Section 5317), according to the FTA, is to provide improved public transportation services and alternatives to public transportation, for people with disabilities, beyond those required by the Americans with Disabilities Act of 1990 (ADA).

The objectives of the program are:

- a. To increase or enhance geographic coverage, service quality and/or service times that impact availability of transportation services for individuals with disabilities;
- b. To add or change environmental infrastructure (such as transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services; and
- c. To increase the number of rides provided for individuals with disabilities.

FTA has defined the goal of the New Freedom program in *FTA Circular 9045.1 New Freedom*, (dated May 1, 2007) is “to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. The New Freedom formula grant program seeks to reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements of the ADA of 1990.” Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of individuals with disabilities.

Both the JARC and New Freedom programs will be administered towards the goals and objectives of the Lincoln MPO *Coordinated Public Transportation- Human Services Transportation Plan* (Coordinated Plan) in order to make the most efficient use of Federal resources.

Program Guidelines

An FTA approved PMP will be on file with the FTA regional office and updated regularly to incorporate any changes in program guidelines or new requirements. Portions of the PMP were developed based on input received during the Coordinated Plan planning process. This process also included a public outreach program through the use of open houses, workshops, public MPO Committee meetings and a project website. The PMP will also be reviewed by the FTA as part of its triennial review of the Lincoln MPO.

Roles and Responsibilities

The City of Lincoln/Metropolitan Planning Organization (Lincoln MPO) as the designated recipient is responsible for overseeing and administering the JARC and New Freedom Programs in Lancaster County including the development of an annual Program of Projects. The Lincoln MPO also has the responsibility of providing ongoing technical assistance to subrecipients and prospective subrecipients and overseeing the compliance of those subrecipients that will be direct grantees of the Lincoln MPO.

The Nebraska Department of Roads (NDOR) is the designated recipient of FTA Section 5310 funds and remains the agency responsible for that program. NDOR is a member of the MPO Technical and Officials Committees and will assist through the MPO Technical Advisory Committee and Project Selection Task Force which are responsible for evaluating applications and recommending a Program of Projects.

The MPO Technical and Officials Committees and the Community Services Initiatives: Basic and Emergency Needs Coalition (CSI/BEN) play integral roles in program development. The CSI/BEN is made up of public and private transportation providers, human service providers and advocates of older adults, persons with disabilities, and individuals with lower incomes. The

MPO Technical Advisory Committee relied heavily on the input from CSI/BEN in the development and implementation of the Coordinated Plan including the program strategies that will begin to address the identified gaps and needs for the public transit-human services transportation system. The result is a Coordinated Plan that lists the communities hopes in what it would like to accomplish with the projects funded

The Lincoln MPO is the designated MPO for the Lincoln Urban Area and Lancaster County and works closely with the Lincoln/Lancaster Planning Department who has the responsibility for long range transportation and land-use planning in the region. The MPO Technical Advisory Committee is made up of members of transportation professionals and public transportation providers from the City of Lincoln and Lancaster County, the NDOR, and the Lincoln and Lancaster Health Department. The Lincoln StarTran manager is a member of the MPO Technical Advisory Committee, staffs the StarTran Advisory Board and assists the Project Selection Task Force. The City of Lincoln Urban Development Department is a member of the MPO Technical Advisory Committee, staffs the CSI/BEN and also assists the Project Selection Task Force. The Lincoln and Lancaster Health Department works with a range of health services committees and organizations, is a member of the MPO Technical Advisory Committee and assists the Project Selection Task Force. A member of the CSI/BEN continues to serve in assisting the Project Selection Task Force. The MPO Technical Advisory Committee will endorse and recommended the Program of Projects prior to Lincoln MPO Officials approval.

The Lincoln MPO Officials approved the Coordinated Plan on October 30, 2007 and has final approval on the annual Program of Projects that will be submitted to FTA.

Technical Advisory Committee - Project Selection Task Force. The Lincoln MPO draws upon a Technical Advisory Committee to assist in the development of a variety of materials, including the development and updating of the Coordinated Plan and project evaluation criteria. Lincoln MPO Technical Advisory Committee established the *Project Selection Task Force* to review and prioritize all project proposals based upon the selection criteria. A Task Force member with a project proposal under review will withdraw from participation.

The Project Selection Task Force represents a variety of special needs transportation interests, and is comprised of the following:

1. Lincoln-Lancaster Planning Department, Transportation Planner
2. Lincoln StarTran, Transit Planner
3. Lincoln Urban Development Department, Community Planner
4. Community Services Initiatives: Basic and Emergency Needs Coalition Representative
5. Lincoln-Lancaster Health Department, Health Promotion & Outreach
6. Nebraska Department of Roads (NDOR), Rail and Public Transportation Division

Coordination

The Lincoln MPO, in addition to its on going consultations with its planning partners and its participation in the regional planning process, will use the Coordinated Plan as a fundamental tool to enhance coordination in the Metropolitan Planning Area. Recommendations have already been made to NDOR that they consider the Coordinated Plan as part of their evaluation process for FTA Section 5310 funding in Lancaster County. The MPO will review all Section 5310 project proposals for Lancaster County and comment to the degree to which the application meets the needs identified in the plan. There are continuing planning activities under development that will address project coordination as identified in the Coordinated Plan.

Every effort is made to implement the JARC and New Freedom program funding in an effective and efficient manner. One way to provide quality service under these constraints is to coordinate agencies and projects. As part of the application to the competitive selection process, potential applications are asked to identify any inter-agency and/or service coordination efforts they have been engaged in, as well as any financial partnership that they may be a part of. These are important portions of the application and have the ability to either negatively impact or increase the chances that a project sponsor will secure JARC and/or New Freedom program funding. The Lincoln MPO, as the lead planning agency, will coordinate the planning and implementation of the grant program, long with the MPO Technical Advisory Committee, on all transportation planning and service within the Metropolitan Planning Area. Likewise, the services related to this program will be coordinated with both public and private providers such as StarTran, Human Service Agencies, Lincoln Area on Aging and the League of Human Dignity. Other participating organizations include the Human Services Federation and the Community Services Initiative (CSI) with the Basic and Emergency Needs Coalition of CSI taking a lead role in the development of the Coordinated Plan and counseling staff on project selection.

Eligible Subrecipients

Entities considered eligible under federal guidelines for the JARC and New Freedom programs are eligible for funding in Lincoln Metropolitan Planning Area. Eligibility requirements are no more restrictive than the Federal eligibility requirements. The Lincoln MPO, however, is continuing the practice of encouraging prospective applicants, which may not have the resources to assume the responsibilities of a sub recipient, to consider partnering with other agencies in ride or service time sharing programs. A successful partnering approach eases the administrative burden on the smaller or inexperienced agency, while allowing the more experienced transit operator and partnering agency to pool their expertise to develop a successful project.

JARC and New Freedom programs are formula grant programs for use in the Lincoln Metropolitan Planning Area. There are four categories of eligible subrecipients:

- Private non-profit organizations. A non-profit organization is a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501© which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under State law to be non-profit and for which the designated State agency or urbanized area designated recipient has received documentation certifying the status of the non-profit organization;
- State or local governmental authorities; and
- Operators of public transportation services, including private operators of public transportation services

Only transportation-related programs that fall within the Metropolitan Planning Area will qualify for funding. As noted above, the funds are open to all state or local government's authorities; private non-profit organizations; and operators of public transportation services including private operators of public transportation services.

Local Share and Local Funding Requirements

The federal guidelines allow the JARC and New Freedom program funds to be utilized for either capital or operating assistance. Lincoln MPO has decided to be more restrictive than federal

guidelines and limit funding to planning and operating assistance. Capital project expenses will not be considered for either JARC or New Freedom program funds. This excludes purchases such as: vehicles, service and support equipment, preventative maintenance, mobile radio units, bus stop signs, and capital support equipment.

The Lincoln MPO is focusing the JARC program funds to finance planning and operating expenses. And the New Freedom program funds to finance operating expenses. Federal match requirements are determined according to the type of expenditure funded. The federal share of eligible planning costs may not exceed 80 percent of the net cost of the activity. The federal share of the eligible planning and operating costs may not exceed 50 percent of the net costs of the activity. The match requirement for operating expenses is a 50/50 (federal/local) split. **All of the local match share must be provided from sources other than federal Department of Transportation (DOT) funds.**

Matching share requirements are flexible to encourage coordination with other federal programs that may provide transportation, such Health and Human Service or Medicaid. Some examples of sources of local match which may be used for any or the entire local shares include:

- State or local appropriations
- Tax revenues
- Private donations
- Revenues from human service transportation contracts
- Non-cash share such as donations, volunteered services, or other in-kind contributions are eligible to be counted as a local match so long as the value of each is documented and supported, AND is a cost that would otherwise be eligible under the program.
- Other non-Department of Transportation federal funds that are eligible to be expended for transportation such as TANF and Medicaid.

Other federal, non-DOT funds may be used for local match when transportation is an allowable expense under the given program. Examples of types of programs that are potential sources of local match include: employment training, aging, community services, vocational rehabilitation services, and Temporary Assistance for Needy Families (TANF). To be eligible for local match for FTA funds, the other Federal funds must be used for activities included in the total net project costs of the FTA grant. Expenditures of other federal funds for transportation outside of the scope of the project cannot be applied as a credit for local match in the FTA grant.

The MPO may use up to 10 percent of their apportionment to support program administrative costs including administration, planning, and technical assistance, which may be funded at 100 percent Federal share.

Project Selection Criteria and Method of Distributing Funds

Project funds will be awarded through a competitive selection process. The process will begin in January/February of each year with a call for projects. The applications received by the Lincoln MPO will be forwarded to the JARC and New Freedom **Project Selection Task Force** set up by the MPO Technical Advisory Committee. The Task Force will review and score all applications and make a selection based on the responsiveness of individual applications. Members of this Task Force are very familiar with local human service agencies and service, the target population documented in the Coordinated Plan, and the transportation issues affecting this target populations. After scoring the proposals, the Task Force will recommend projects for funding to the MPO Technical Advisory Committee. The Committee will review the projects

recommended for funding and make further recommendations as needed to the MPO Officials Committee (the MPO Policy Body). The MPO Officials will have the final vote on the selection and funding of the recommended projects. The list of approved projects will then be published, included in the Lincoln/Lancaster Transportation Improvement Program (TIP) and submitted to the FTA for funding.

All proposals would reflect public transportation and human service transportation strategies or activities documented in the Coordinated Plan. The Coordinated Plan established nine strategies that will begin to address the identified gaps and needs for the public transit-human services transportation system. Below is an abbreviated listing of nine strategies or priority needs to be addressed that provide applicants with an idea what the MPO hopes to accomplish with the projects funded.

- Continue to support and expand the “Ride for Five” bus passport program.
- Support the Lincoln Transit Development Plan recommendations for improving the fixed route services.
- Promote use of vanpools, carpooling, or other innovative transportation services to provide transportation service when StarTran is not available or an option.
- Expand availability of specialized transportation services to accommodate needs of the elderly and disabled.
- Encourage human services agencies to expand education efforts to their clients on using StarTran.
- Develop and fund voucher program(s) for low income people to purchase rides for work.
- Support of a service, or the purchase or lease of a vehicle, by a nonprofit or public agency to shuttle low-income people between their residence and a place of employment, job training, or for education.
- Support volunteer driver and aide programs for elderly and disabled people. The definition of “aide” will need to be clearly defined since it is open to interpretation.
- Support collaboration and coordination of nonprofit agencies that provide transportation services and programs.

Annual Program of Projects Development and Approval Process

The federal transportation law, SAFETEA-LU, requires that projects receiving funding under the JARC or the New Freedom program must be “derived from a locally developed, coordinated public transit - human services transportation plan.” Rather than developing specific services or projects for funding, the Coordinated Plan identifies nine strategies or priority needs to be addressed (see above). This allows the flexibility of applicants to propose strategies for addressing these needs, and puts the MPO in the position of evaluating competing proposals, as required under the federal guidance.

The Project Selection process will be conducted annually, as long as JARC and New Freedom grant funds are available. The call for project applications is to be announced as early in each calendar year as is feasible (ie; January/February time frame), to provide applicants with ample time to develop complete proposals and allow further public input at the TIP public hearing.

All applicants will be required to submit a completed application that is to be reviewed and scored by the Project Selection Task Force of the MPO Technical Advisory Committee. This Task Force is to make funding recommendations to the Committee, who in turn will make final recommendations to the MPO Officials Committee. The criteria recommended for use in

evaluation of competing applications are listed below. The intent is that the selected projects each year will enable all the stakeholders to cooperatively move toward a coordinated transportation system. This will better serves the needs in the community, but particularly those who have traditionally been transportation-disadvantaged.

The MPO Technical Advisory Committee is to review and make all necessary updates to the Coordinated Plan and selection process as it deems necessary.

Project Selection Criteria /Application and Scoring. The MPO Technical Advisory Committee will hold a competitive selection process for projects seeking JARC or New Freedom funds apportioned to the Lincoln MPO. Projects will be awarded through a competitive selection process. Each complete project proposal will undergo a two step screening and evaluation process. The initial screening process will seek to confirm basic requirements such as agency, program, and project eligibility, as well as consistency with the *Coordinated Public Transit-Human Services Transportation Plan*. Accepted proposals will be evaluated based on the following criteria:

All applications must meet the following:

1. The proposed project must be a nonduplicative service or program.
2. Eligible matching funds must be identified and available.
3. The proposed project must be a new or expanded service or program.
4. The primary focus of the proposed service or program must serve the target populations (i.e., persons with low-income for the JARC funds, or persons with disabilities or elders for the New Freedom funds).
5. The project must benefit the Lincoln MPO metropolitan planning area.

Eligible applications will then be evaluated on the following Selection Criteria:

1. *Project meets documented need (60%)*
The project directly addresses transportation gaps or barriers identified in the *Coordinated Public Transit-Human Services Transportation Plan*. This is to clearly meet the overall program goals and objectives, and demonstrate how it will meet a specified need.
2. *Project is cost effective (20%)*
The project application indicates the number of trips or other units of service that will be provided with the new funds. The applicant provides a clear rationale for requesting the funds and describes that no other sources of funds are available for this purpose. The project application clearly defines the budget showing project expenditures, revenues and matching funds (if applicable).
3. *Project Oversight/Coordination (20%)*
The application provides a well-defined service operations plan and describes implementation steps and timelines for carrying out the plan. Project sponsors demonstrate their institutional capability to carry out the service as described. Applicants describe their ability to coordinate with other transportation and/or social service resources. Project sponsors also identify project stakeholders, and how they will keep stakeholders involved and informed about the project activities.

The Lincoln MPO is not obligated to fund a proposal from a project sponsor that has demonstrated marginal or unsatisfactory performance on previous grants and contracts and is not obligated to fund a proposal from a project sponsor based on a determination of the risks associated with the project or sponsor. The Lincoln MPO Project Selection Task Force of the MPO Technical Advisory Committee will base funding decisions on factors associated with best achieving the goals of the program, and the MPO is not obligated to select a project for funding. The MPO may also select parts of a proposal for funding and may offer to fund less than the dollar amount requested in a proposal.

Annual Approval Process Schedule

After review and scoring the proposals, the Task Force will recommend projects for funding to the MPO Technical Advisory Committee. The Committee will review the recommendations and forward these along with further recommendations to the MPO Officials Committee. The MPO Officials will have the final vote on the selection and funding of the recommended projects. The list of approved projects will then be published, included in the Transportation Improvement Program (TIP) and submitted to the FTA for funding.

The overall timeline for the development of the FY 2008 Program of Projects is detailed below:

SCHEDULE

<u>Task</u>	<u>Date</u>
Call for Projects Opens	February 1, 2008
Pre-Proposal Workshop	February 14, 2008
Call for Projects Closes (approximately 6 weeks)	March 14, 2008
Task Force Evaluate & Select Proposals	April 1, 2008
MPO Technical Committee (Action Item)	April 10, 2008
MPO Officials Committee (Action Item)	April 24, 2008
Project Selections included in the Proposed TIP	May 14, 2008
Lincoln MPO Submits Grant Applications to FTA	June, 2008
FTA Awards Lincoln MPO Grant Application	August, 2008
Lincoln MPO Executes Agreements	September, 2008

Administration, Planning and Technical Assistance

The City of Lincoln as the Metropolitan Planning Organization is the designated recipient of JARC and New Freedom funds and will utilize allowable program funds to support staff time and administration expenses. Designated recipient of JARC and NF funding may utilize up to 10% of each yearly apportionment to support program administrative costs including planning and

technical assistance, the competitive selection process, and ongoing program administration. These activities may be funded entirely by federal funds and does not require a local match. Program funds will offset the cost of overhead and staff salaries associated with the planning, application process, project approval and grant management activities. These dollars will also be used to support of the competitive selection process and updates to the *Coordinated Public Transit-Human Services Transportation Plan*.

Transfer of Funds

The Lincoln MPO does not have a specific policy for the transfer of funds. There is no authority to transfer JARC or New Freedom funds awarded to the grant recipient or subrecipients. Upon successful program selection and funds approval by the Lincoln MPO, the designated recipient will apply for grants and pass-through funds to subrecipients under the guideline outlined in this PMP and consistent with passthrough agreements.

Private Sector Participation

The Lincoln MPO, through the public outreach efforts specific to the Coordinated Plan planning process, has kept the private sector apprised of opportunities relative to these Programs. To the extent possible, the Lincoln MPO will provide equal and adequate access for all public and private transportation and Human service providers in the Metropolitan Planning Area to enable them apply for the grant, and if qualified, receive funding from the program.

Civil Rights

The City of Lincoln as the Metropolitan Planning Organization will require that subrecipients recommended for federal funding submit all project appropriate FTA certifications and assurances prior to contract execution and annually thereafter. The Lincoln MPO will not execute any grant contract without having first received these items. These include, but are not limited to:

- Standard Assurances
- Nondiscrimination Assurances
- Private Mass Transportation Companies
- Assurance of Nondiscrimination on the Basis of Disability

The City of Lincoln is in compliance with all FTA Civil Rights Requirements which include Title VI, Equal Employment Opportunity and Disadvantaged Business Enterprise Program. The City of Lincoln will ensure that all fund recipients comply with federal civil rights requirements related to the execution of the funded project and ensure that recipients of the funds provide equal access and mobility for any person without regard to race, color or national origin. Consequently, the Lincoln MPO will make certain that projects funded by the grant have in place adequate measures to meet or exceed federal Title VI assurance and DBE goals, that prohibit discrimination on basis of race, color, creed, national origin, sex, or age and prohibit discrimination in employment or business opportunity. Also, the Lincoln MPO, in the process of selecting fund recipients will make sure that potential fund recipients have incorporated minority programs into their proposal and that the disadvantaged population group have been given due consideration and are not harmed by the execution of the project

Section 504 and ADA Reporting

The Lincoln MPO project funding guidelines will guarantee that all programs funded by JARC and New Freedom money comply with all Section 504 and ADA rules and regulations. Accordingly, all applicants will be made to certify that their respective projects comply with all applicable rules and regulations related to Section 504 and ADA. Also, program selection will be made with Section 504 and ADA compliance requirements in mind and the level of compliance may influence the selection of a program. Additionally, the New Freedom will require that fund recipients have endorsement from other human service agencies that cater to the needs of ADA clients. Also, any ADA violation by a fund recipient may be ground for termination of the funds. The Lead Planning Agency will notify each grant recipient at the time of the grant award that allegations made in regards to discrimination in service or employment, including Section 504 and ADA will be reported and investigated.

Program Measures

Overall the program administration is to ensure that all applicants, both public and private, are given equal opportunity to submit application for financial assistance under this program; that all recipients understand the purpose of the funding program, general reporting standards, and requirements set by the program administrators; and that all recipients and subrecipients are in compliance with the requirements contained in the provisions of the program, including the provision of all relevant information or reports related to the execution of the program.

At the beginning of each program year a set of criteria is to be outlined that will be the basis for selection of projects. As part of the compliance and monitoring process, projects will have reporting benchmarks that must be met in order to stay compliant and be eligible for continuous funding. On a quarterly basis, all fund recipients will provide reports to the fund administrator, and such reports will be compiled and forwarded to the Lincoln MPO for further review and also for filing. Such reports will be required when invoices are submitted for payment by the recipient. Twice a year, the Lincoln MPO will review the benchmarks and make necessary notations as may be required to ensure that the recipients are in full compliance and are also doing what they said they were going to do.

The reporting and data collection measures by the JARC and New Freedom programs will be prescribed in the grant agreements with subrecipients. Generally, subrecipients will be required to collect the following specific data.

JARC:

- 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.

New Freedom:

- Services provided that impact availability of transportation services for individuals with disabilities as a result of the New Freedom projects implemented in the current reporting year. Examples include geographic coverage, service quality and/or service times.
- Actual or estimated number of rides (as measured by one-way trips) provided for individuals with disabilities as a result of New Freedom projects implemented in the current reporting year.

Designated Recipient Program Management

The daily monitoring as well as management of the program will be done by the designated recipient, the City of Lincoln as the Metropolitan Planning Organization. All project funding reimbursements emanating from the grant must comply with the established compliance guidelines set by the program. In cases of gross mismanagement, fraud or non-performance of the project, the MPO would set in motion a process to cut off funds, involve the City of Lincoln's attorneys or do both. Additionally the Lincoln MPO is to establish the following annual process for managing the program:

- Establish timeline and procedure for announcing, selecting, disbursing funds and monitoring of programs.
- Establish procedure for developing updates and maintaining local standards for compliance with the program.
- Establish internal guidelines for making determinations of compliance with the program, and contract administration.
- Conduct end-of –program assessment to assure that all goals were met and also the program complied with all requirements of the guidelines established.
- Provide avenue for further review, updates or amendments to the local program requirement.

Other Provisions

The Lincoln MPO makes appropriate certifications of compliance with Federal requirements. Lincoln MPO cites language regarding these Federal requirements in its contracts with subrecipients and requires each subrecipient to execute a certification of compliance with the relevant Federal requirements. Subrecipient certifications are required of the subrecipient prior to the execution of a contract by Lincoln MPO. In addition to monitoring subrecipient's adherence to Title VI requirements, all other applicable federal requirements and certifications will be monitored under the Lincoln MPO compliance program currently under development.

Environmental Protection: The Lincoln MPO anticipates funding only projects with categorical exclusions from both the National Environmental Protection Act (NEPA), the State Environmental Protection Act (SEPA) and the Clean Air and Water Pollution Acts. Therefore, there should be no further documentation necessary. However, should a project be approved that is subject to environmental regulations, the Lincoln MPO will ensure that the subrecipient meets all environmental requirements. If such a project were funded, the Lincoln MPO will require the subrecipient to submit all necessary documentation.

Restrictions on Lobbying: The Lincoln MPO requires each subrecipient receiving more than \$100,000 to complete FTA's Certification on Lobbying prior to contract execution.

Prohibition on Exclusive School Transportation: Subrecipients may not provide school bus transportation. School bus transportation is defined by FTA as transportation exclusively for school students or personnel. Subrecipients are required to certify compliance. An exception will be the transportation of students with disabilities who are eligible passengers.

The Applicant and subrecipients understand that a violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.

Drug and Alcohol Testing: The Lincoln MPO makes appropriate certifications of compliance with federal requirements for Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations. Subrecipients are required to certify compliance with the same.

Upon notification of grant award to a subrecipient, the Lincoln MPO requires that the subrecipient submit their policies and procedures for review and approval.

Monitoring Compliance by Subrecipients: The Lincoln MPO makes appropriate certifications of compliance with Federal requirements. The Lincoln MPO includes language regarding these Federal requirements in its contracts with subrecipients and requires each subrecipient to execute a certification of compliance with the relevant Federal requirements. Subrecipient certifications are required of the subrecipient prior to the execution of a contract by the Lincoln MPO . The Lincoln MPO may also conduct on-site visits as appropriate.

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