



JARC and New Freedom Call For Projects 2007 - 2008 Frequently Asked Questions

Acronyms/Definitions

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|--------------|---|
| ADA | Americans with Disabilities Act |
| Department | Texas Department of Transportation |
| ITS | Intelligent Transportation Systems (Examples are software and hardware associated with dispatching and vehicle locating, fare cards, etc.) |
| MTP | (Non-Emergency) Medical Transportation Provider |
| Partner | An agency named in the application that functions as a contractor to the subrecipient. A partner must fall within the definition of a subrecipient. Subrecipients will execute a legal agreement with partners to enable partners to be reimbursed for their expenses, but a competitive procurement process is not required. |
| PTC | TxDOT District Public Transportation Coordinator |
| PTN | TxDOT Public Transportation Division |
| RFP | Request for Proposals |
| Subrecipient | The term for an applicant whose project has been chosen for funding |
| TA | Technical assistance |
| TAC | Texas Administrative Code |
| TMA | Transportation Management Area - an urbanized area of 200,000 population or more. |
| TRACS | Texas Review and Comment System |
| TxDOT | Texas Department of Transportation |

Questions and Answers

Questions are grouped under the following headings:

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|------------------------|---------------------|--------------------------|
| 1. General Questions | 4. Funding | 7. Regional Coordination |
| 2. Definitions | 5. Match | 8. Vehicles |
| 3. Eligible Activities | 6. Partner Agencies | 9. Grant Administration |

District Public Transportation Coordinators (PTCs) listed in Attachment C to the RFP can provide additional technical support for local NF projects.

| | Question | Answer |
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| #1 | GENERAL QUESTIONS | |
| 1-1 | Is a letter of intent to be sent prior to the proposal due date? | No, a letter of intent is NOT required. |
| 1-2 | Proposals are due to Austin on February 1, 2008. Do they also have to be submitted to the district? | Yes, the applicant must send a copy of the RFP response to the local PTC. PTN expects that the local PTC will be fully informed about all projects coming from the district. |
| 1-4 | The evaluation criteria component is limited to 16 pages. Are the components for project manager, staff, etc., considered extra pages. | Yes, information on project manager, staff, etc., as well as the responses to §2.9, <i>Project Preferences</i> , do not have a page limitation. However, TxDOT requests that applicants be succinct with their answers. |
| 1-5 | Are air quality benefits important to the evaluation under §2.7.4? It is not listed there. | Air quality benefits are important for supporting TxDOT's overall goals and are referenced in §2.9. Air quality impacts should be addressed but are not a scorable item. |
| 1-6 | Can an applicant apply for capital only? | Yes, but the capital must clearly support a New Freedom project. |

| | Question | Answer |
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| 1-7 | Can any one ride the bus even if they are not JARC or New Freedom riders? | JARC or New Freedom vehicles must be primarily used for the target population. However, if seats are available, they can be filled by any type of rider. This is a form of incidental use permitted by the TAC. |
| 1-8 | How will the TRACS review be handled for New Freedom funding? | PTN will handle the TRACS review for all the projects. |
| 1-9 | Will the PTCs be preparing the local applications? | PTCs are available to provide technical assistance to applicants; however, applicants are responsible for filling out their own applications. |
| 1-10 | What is meant by technical merit? | The response to the RFP is clear and concise, and all questions are addressed. The information is organized so the project is easily understood by someone not familiar with the New Freedom program. |
| 1-11 | Can urban areas with population over 200,000 apply for funds? An example would be North Central Texas COG. Could they apply for rural New Freedom funds to bring people in from those areas to the urban area? | TxDOT projects are based on the origin of the riders. The COG could apply for TxDOT rural funds to bring people from non-urbanized areas into the metroplex. |
| #2 | DEFINITIONS | |
| 2-1 | Section 2.7.4.4 of the Evaluation Criteria asks for "expected average cost per trip of the proposed service." What costs (fuel, driver salary, maintenance, administration, insurance, etc.) are to be included in the numerator and what trip determinants (miles, passengers, one-way round trip runs, etc.) should be used in the denominator? | Average cost per trip is calculated by dividing total operating expense by the number of one-way passenger trips. Operating expense covers the following four functions: vehicle operations, vehicle maintenance, non-vehicle maintenance and general administration (including insurance). A one-way trip carries a person from a single origin to a single destination. A person traveling from home to a doctor's office is one trip; the return home is counted as a second trip. |
| #3 | ELIGIBLE ACTIVITIES | |
| 3-1 | Will the JARC or New Freedom program pay the fare for an urban fixed route trip? | JARC or New Freedom funds can pay for vouchers, but not bus passes, nor can the program give cash to an individual to put in the fare box. |
| 3-2 | Does the procurement of capital such as buses have to benefit the JARC or New Freedom program solely? | The vehicle can be used for multiple purposes to support regional coordination, as long as the transportation needs of individuals with disabilities are met first. |
| 3-3 | Since JARC and New Freedom funds are now available through formula, can these funds be counted on for sustainability? | No. First, the need for a competitive selection process means there is no assurance an applicant will receive funding on a continuous basis. Second, the department expects applicants to plan with sufficient care that a project will reach sustainability in three years. This is why TxDOT is allowing a 3-year budget. |
| 3-4 | Can a project cross state lines? | Trips <i>to destinations</i> across state lines are allowable. |
| #4 | FUNDING | |
| 4-1 | Is there a cap on the amount that can be applied for? | No. |
| 4-2 | How much money is available? | For Federal FY 2006, TxDOT has carry over balances for the small urban JARC and New Freedom program that are referenced: FY06 Sm Urban JARC \$437,067 FY07 Sm Urban JARC \$2,907,843 FY07 Non Urban JARC \$2,068,004 FY08 Sm Urban JARC \$3,150,163 FY08 Non Urban JARC \$2,888,339 FY06 Sm Urban NF \$1,133,585 FY07 Sm Urban NF \$1,282,140... FY07 Non Urban NF \$1,000,401 FY08 Sm Urban NF \$1,385,026 FY 08 Non Urban NF \$1,230,557 |
| 4-3 | How is funding going to be split geographically? How much per region? | There is no set allocation by region or district. The geographic distribution will be a function of the areas represented in the applications. |

| | Question | Answer |
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| 4-4 | If a single agency submits an application with both rural and urban projects, does the proposal need to identify projected costs for urban and rural, or can it all be grouped together? | If a proposal includes both an urban and rural project, separate budgets will have to be included in order for TxDOT to use the appropriate apportionment to fund the project. Remember, it is the trip origination of the majority of riders that determines which apportionment funds the project. The program assumes most riders will be making round trips, so the person who travels from his rural home to an urbanized area and then home again, uses rural program funds. |
| 4-5 | If a project has multiple partners, does the applicant submit a budget for each partnering organization? | No. One budget that "rolls up" individual agency costs into single line item entries should be submitted. |
| 4-6 | In the second and third years of the project, will there be any opportunity to renegotiate rates to take into account higher than anticipated fuel costs or other unforeseen external factors? | No. A project will be awarded a fixed amount by the State; consideration should be given to external factors such as higher fuel costs when preparing the second and third year budgets. |
| 4-7 | Can funds be moved around in a budget? For example, in a multi-year project, can the subrecipient ask for year two funds during the first year of the project? | Possibly. These requests will be handled on a case-by-case basis. |
| 4-8 | Please clarify: §2.3.1 an applicant can request up to 10% of the local project for administration; and §2.5.1 TxDOT will provide up to 50% of the cost of local administration. | <p>\$90,000 Project cost, excluding administration <u>9,000</u> Maximum administrative cost @ 10% \$99,000 Project request</p> <p><u>\$ 9,000</u> Expended administrative cost 4,500 Federal share reimbursement @ 50% 4,500 Local share requirement @ 50%</p> |
| 4-9 | The JARC or New Freedom grant will be a reimbursement contract. Can the subcontractor or provider of transportation use a unit rate; i.e., cost per trip or cost per mile? | Yes, if TxDOT approves the unit rate methodology. However, the subrecipient must request reimbursement on a line item basis using the appropriate match ratio for the net operating expenses. |
| 4-10 | Who will determine if a JARC or New Freedom program will be funded the second and third year of a three year RFP? | The department expects to commit to multi-year funding reflected in the budget as part of its project selection. |
| #5 | MATCH | |
| 5-1 | Is there a maximum percentage of in-kind match that can be provided to a project? | There is no limitation on in-kind match. However, past projects (in other programs) that relied solely on in-kind match became problematic when the match did not materialize and there was no cash available to provide the local share. |
| 5-2 | Will in-kind contributions provided by project partners count toward the local match? | Yes, in-kind match is allowable; however, it must be fully documented and it must support the actual project. |
| 5-3 | Will vehicle donation count as match? | TxDOT will consider this on a case-by-case basis. |
| 5-4 | If the JARC or New Freedom applicant is an existing MTP, can the value of the MTP provider's vehicles purchased with a Section 5310 grant be considered match when dedicated exclusively to New Freedom trips? | No. You cannot use the funds from one FTA program to match another. |
| 5-5 | Can the value of expenditures on an integrated JARC or New Freedom/MTP trip be considered match? | Yes. The operating expenses paid through earned contract revenue (any human service contract) can be considered as match. However, any capital expense funded through an FTA-funded program is not eligible as match. |

| | Question | Answer |
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| 5-6 | If a company wishes to support the JARC New Freedom program with cash (letter of commitment), can the company stipulate the cash can only benefit the company employees needing JARC or New Freedom assistance? | A private company could support a route to its place of business; however, vacant seats must be available to the general public. |
| 5-7 | If the private company submits a letter of commitment and fails to go through with it, what happens to the JARC or New Freedom project? | The subrecipient will have to find a replacement source of funding for the local share or request a reduction in its grant award. |
| 5-8 | How does an agency value the time of volunteer drivers for match purposes? | If the agency has paid drivers, their hourly wage rate should be used for the volunteers. If the agency does not have paid drivers, a call to other agencies with paid drivers performing similar duties is a way to determine the value of volunteer drivers. (This same approach applies to any volunteer situation.) A straight hourly rate, excluding fringe benefits, should be used. |
| 5-9 | At any point will there be transit development credits available? | There are a limited amount of transportation development credits (TDCs) available to match JARC or New Freedom projects. TDCs can be requested as match for eligible capital expenses as part of the proposal. Eligible capital expenses include: fleet replacement, fleet expansion, maintenance facilities; and capital projects that support regional coordination. It is not planned that TDCs be available for preventive maintenance or mobility management. |
| 5-10 | Should the project award timeline not coordinate well with a private funding source's budget planning process, and the private source is only able to offer, at the time of submitting the application, a letter of commitment to provide matching funds or in-kind match later in the project timeline; will TxDOT accept this commitment and award the project extra points as though the matching funds or in-kind match are immediately available? | In the event that an applicant is working with a private funding source for project match, the private funding source must submit a letter stating that the <i>specific</i> project is being considered for match funding during the <i>current</i> funding cycle. |
| #6 | PARTNER AGENCIES | |
| 6-1 | Can Workforce provide transit operators proposed guidance on the use of workforce transit funds? | The Workforce Commission issued a guidance letter to the local boards about using TWC funds for transportation projects. The guidance specifically references JARC; however, the same principles can be applied to New Freedom. The TWC guidance is posted on the TxDOT-PTN website: http://www.dot.state.tx.us/services/public_transportation/default.htm |
| 6-2 | Are staff costs for a human service or a workforce agency partner associated with eligibility determination/referral an allowable expense through this request for proposals? | Yes. This is a form of in-kind match. |
| 6-3 | If a Workforce Board is the applicant for the JARC or New Freedom project, can it enter into an interlocal agreement with the local urban and/or rural transit district to actually perform the transportation services? | Yes. |
| 6-4 | Is it allowable for a non-incorporated Local Workforce Development Board to serve as subrecipient? | Yes. According to Texas Government Code, §551.001 (3), “a local workforce development board created under §2308.253” is defined as a “governmental body” and is eligible to serve as a subrecipient. |

| #7 | REGIONAL COORDINATION | |
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| 7-1 | Who will ultimately be responsible for determining whether a project is consistent with the region's coordination plan? | The department anticipates the applicant's narrative response to §2.6.2 of the S.O.W. will demonstrate the relationship of the project to the plan. If there are questions about consistency with the plan, TxDOT will contact the regional planning lead. |
| 7-3 | Does the department have a preference in how gaps in service are filled? | <p>TxDOT generally looks first to existing public transit providers (whether public, private or non-profit) that are currently providing public transportation services. Note that this response concerns who actually provides the service (picks up the passengers), not who applies for a grant (possibly a human service or a non-profit advocacy group).</p> <p>In the latter case, the department recommends that the applicant obtain a letter of endorsement from existing urban and rural providers indicating they are not willing or able to provide the service themselves and that the "new" entity is in fact participating in local transportation coordination activities.</p> <p>Note: Where:</p> <ol style="list-style-type: none"> 1. the service area is within the boundaries of a rural transit district (RTD); and 2. the applicant is not the RTD; and 3. a letter of endorsement from the RTD is not included in the application materials.... <p>TxDOT will consult with the rural transit district to ensure the district does not consider the service a conflict with its authority under Transportation Code §458.012.</p> <p>Contact information and a map showing rural transit boundaries can be found on the TxDOT-PTN website. http://www.dot.state.tx.us/services/public_transportation/default.htm</p> |
| 7-4 | When can you begin submitting amendments to a regional plan? And to whom? | Amendments to the regional plan can be submitted at any time. The amendments should be submitted to the regional lead agency to be approved by the regional coordination steering committee. |
| #8 | VEHICLES | |
| 8-1 | Can the cost of a vehicle be split between FTA programs? | No. You cannot use multiple FTA programs to purchase one vehicle. |
| 8-2 | Will subrecipients be allowed to purchase used vehicles as long as they are safe and accessible? | Possibly. Historically, few used vehicles have been purchased with FTA grant funds. |
| 8-3 | Will vehicles have to be ADA-compliant and alternatively fueled? | Vehicles must be ADA-compliant. TxDOT recently changed its policy on vehicle fuels. Conventionally - fueled vehicles can now be used to meet air quality goals. PTCs can provide guidance in this area. |
| 8-4 | What happens to vehicles purchased with JARC or New Freedom funds when the project is over? | Provided the vehicle continues to serve a JARC or New Freedom purpose, it can remain with the subrecipient. Otherwise, disposition procedures at 43 TAC 31.57 apply. |

| #9 | GRANT ADMINISTRATION | |
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| 9-1 | What will be the contracting instrument for the JARC or New Freedom projects? | <p>The department will use its standard Master Grant Agreement (MGA) for basic contract requirements and a Project Grant Agreement (PGA) for the JARC or New Freedom award itself. An Application Part II, including the federal certification and assurances, will also be required of applicants new to FTA funding. Where a selected applicant already has an MGA and an Application Part II in place, only a PGA will be needed. (Samples of these documents are available on the TxDOT-PTN website: http://www.dot.state.tx.us/services/public_transportation/default.htm)</p> <p>If an applicant has an MGA in place but did not indicate JARC or New Freedom as a potential funding source, the application will serve as its formal notification of intent to request such funds.</p> |
| 9-2 | Will new subrecipients be required to meet ITS architecture requirements (§2.3.2.9)? | Yes. This is a federal requirement. PTCs can provide information on ITS requirements. |
| 9-3 | Will subrecipients be required to have procurement procedures and policies as required by TxDOT for other grants? | Yes. This is a federal requirement. PTCs can provide information on procurement. |
| 9-4 | Do drug and alcohol and other FTA requirements flow down to private providers and non-profits, especially since no RFPs are required if named as a partner in the JARC or New Freedom application? | <p>The JARC and New Freedom circulars state that “subrecipients that receive only JARC, New Freedom or Section 5310 assistance are not subject to FTA’s Drug and Alcohol testing rules, but must comply with the Federal Motor Carrier Safety Administration rule for employees who hold commercial drivers licenses.” The circular is available on the TxDOT-PTN website, http://www.dot.state.tx.us/services/public_transportation/default.htm and additional information is found on page VIII-10.</p> |
| 9-5 | Will the 10-day rule apply for subrecipients to pay their 3rd party contractors apply? | Yes. The requirement of paying (partners) contractors and vendors within ten (10) days will apply. This requirement is also applicable to all sub-tier subcontractors and shall be made a part of all subcontracts. |
| 9-6 | Why are monthly reports required in addition to the quarterly milestone reports (§3.1.3)? | <p>Past experience suggests this is a prudent practice. As this is a new program, the monthly reports flag early on any obstacles that may arise, and if they are specific to one subrecipient or common to several, suggesting a need for TA or a possible change in administrative procedures.</p> <p>Remember, the monthly reports are not expected to be more than a few paragraphs long, and might in fact be a bulleted list of activities. A copy of the form is available on the TxDOT- PTN website.</p> |
| 9-7 | Section 10.2 of the Terms and Conditions says that grants could be cancelled if not significantly started within 90 days. Will vehicle ordering timelines for delivery be an acceptable reason for delayed start-ups? | If procurement milestones (Article 2 of the PGA) have not been met, the department may cancel the grant agreement. Acceptable reasons for delayed service start-ups will be considered by PTN on a case-by-case basis. |
| 9-8 | If in year one of a three year JARC or New Freedom application we request capital (vehicles) to be funded, what happens to the vehicles should TXDOT terminate the JARC or New Freedom grant at the end of year one? | Vehicle disposition will follow the procedures in 43 TAC §31.57. |

-- End of Frequently Asked Questions --



JARC and New Freedom Call For Projects 2008 Frequently Asked Questions

Acronyms/Definitions

| | |
|--------------|---|
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| MTP | (Non-Emergency) Medical Transportation Provider |
| Partner | An agency named in the application that functions as a contractor to the subrecipient. A partner must fall within the definition of a subrecipient. Subrecipients will execute a legal agreement with partners to enable partners to be reimbursed for their expenses, but a competitive procurement process is not required. |
| PTC | TxDOT District Public Transportation Coordinator |
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Questions and Answers

Questions are grouped under the following headings:

1. General Questions
2. Eligible Activities
3. Match
4. Vehicles

District Public Transportation Coordinators (PTCs) listed on Page 4 of the RFP can provide additional technical support for local NF projects.

| | Question | Answer |
|-----|---|---|
| #1 | GENERAL QUESTIONS | |
| 1-1 | A CD containing the proposal is required. What format are documents to be saved in? Is PDF acceptable? | PDF, WORD and Excel are acceptable formats for your documents. It was suggested that once the documents are loaded on the CD, burn the hard copy submission from the CD to ensure the proper documents have been loaded on the CD and that all print correctly. |
| 1-2 | What is involved in local TxDOT Review? | Any proposal submitted to TxDOT for funding should be shared with the local Public Transportation Coordinator(s) (PTCs) prior to submitting to Austin. |
| 1-3 | Exactly what type of information or documentation is required or expected in the demonstrated need section? | This section should document why this particular project is needed: e.g., what the target population in the project area is (potential riders), what business or services are in the project area (potential destinations), results from focus groups or surveys; basically, enough information to justify the need for the specific project. |

| | Question | Answer |
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| 1-4 | The JARC and New Freedom Service Area question in Section 2.8 asks for a letter of endorsement. Who would this letter be from? | <p>TxDOT generally looks first to existing public transit providers (whether public, private or non-profit) that are currently providing public transportation services. Note that this response concerns who actually provides the service (picks up the passengers), not who applies for a grant (possibly a human service or a non-profit advocacy group).</p> <p>In the latter case, the department recommends that the applicant obtain a letter of endorsement from existing urban and rural providers indicating they are not willing or able to provide the service themselves and that the "new" entity is in fact participating in local transportation coordination activities.</p> <p>Note: Where:</p> <ol style="list-style-type: none"> 4. the service area is within the boundaries of a rural transit district (RTD); and 5. the applicant is not the RTD; and 6. a letter of endorsement from the RTD is not included in the application materials.... <p>TxDOT will consult with the rural transit district to ensure the district does not consider the service a conflict with its authority under Transportation Code §458.012.</p> <p>Contact information and a map showing rural transit boundaries can be found on the TxDOT-PTN website. http://www.dot.state.tx.us/services/public_transportation/grant_programs/jarc_nf.htm</p> |
| 1-5 | Can we submit an RFP on Job Access only? | Yes. |
| 1-6 | Would transportation services from one suburban area to another suburban area be eligible for reverse commute funding? | Yes. This is one definition of a reverse commute project. |
| 1-7 | TxDOT Review Panel: What agencies will be represented on the Review Panel? PTN & PTC? or outside agencies? | TxDOT Public Transportation Division (PTN) and the PTCs will comprise the proposal review panel. TxDOT may assemble a group of subject matter experts to advise on how the projects are scored, however only TxDOT employees will score the proposals. |
| 1-8 | If a rural project is in the planning region of an MPO, is a letter from the MPO director required? | Such a letter is desirable, since it indicates the MPO is aware of a project within its planning area. However, since the MPO will not be required to list the project in its TIP at a later time, it is not mandatory. |
| 1-9 | What is involved in the annual TxDOT monitoring? | The local PTC does an annual site visit to the subrecipient. The actual service that is being provided is compared to the project proposal to determine if all milestones are being met and project funds are being spent in a timely manner. The PTC also checks on continuing compliance with federal and state regulations. |
| #2 | ELIGIBLE ACTIVITIES | |
| 2-1 | What type of ITS Systems would be considered under the JARC or New Freedom Program? | ITS systems that support the actual project scope and regional coordination. Examples are software and hardware associated with dispatching and vehicle locating, fare cards, etc. |
| 2-2 | In Section 2.10 JARC Preferences, it mentions innovative partnerships; what type of innovative partnerships are you referencing? | For the JARC funding, innovative partnerships can include any relationship with a private entity that would involve coordinated financial support of the project. Another example of innovate partnerships would be working with a faith based or similar organizations that have not traditionally been a partner in FTA-funded projects. |

| | Question | Answer |
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| 2-3 | In Section 2.2.6 of the New Freedom SOW section of the RFP, it mentions service expansion. Does this include expansion of demand response services in small urban/rural systems where no fixed route is provided? | That section specifically discusses hours of operation for paratransit services. If a specific project was going to increase demand response service using New Freedom funds, the scope would have to address the relationship of the service increase and the documented need for the service from the disability community |
| 2-4 | This RFP allows some capital expenses with prior department approval. What is the timeline and process for this approval? | The department approval is given at the time the project is awarded. |
| 2-5 | Because all maintenance is preventive maintenance under the TxDOT definition, should it be listed under capital on the budget sheet due to its 80/20 match benefit? | All maintenance <u>can be</u> but does not have to be a capital expense. If you choose to treat it is capital, list it in the "A. Capital Costs" section of the budget sheet. |
| 2-6 | How does mobility management relate to capital expense? | Mobility management should be list in the "A. Capital Costs" section of the budget sheet since it is so defined in the Texas Administrative Code. All activities that fit within the definition (Proposal Attachment A) of mobility management can be reimbursed at the 80/20 ratio. |
| #3 | MATCH | |
| 3-1 | For local match, is the separate form entitled "Subrecipient Obligation Certification" all that is needed to document local match or are separate letters required? | The subrecipient obligation form is only for the applicant to turn in with their application for funding; this form does not replace letters of commitment for local match. |
| 3-2 | In the local share sections of the RFP it states that local share provided by private fund matches will be given extra consideration, what does this mean? | In the proposal scoring process there is the possibility of gaining extra points (minimum 5 points) for "value added features." In a response, if a project has gained support or match from a non-public source, the response could be awarded 5 extra points depending on the level of engagement of the non-public partner. |
| 3-3 | This RFP states in the local share Section 2.5, that prior department approval is needed for in-kind contributions, volunteer services, and donations directly attributable to the project if the value is documented. What is the timeframe and process for prior approval? | The department approval is given at the time the project is awarded. |
| 3-4 | Are TDCs available only for vehicle capital, or for all capital expenses? What about capital cost of contracting in a purchase of service agreement? | There are a limited amount of transportation development credits (TDCs) available to match JARC or New Freedom projects. TDCs can be requested as match for eligible capital expenses as part of the proposal. Eligible capital expenses include: fleet replacement, fleet expansion, maintenance facilities; and capital projects that support regional coordination. It is not planned that TDCs be available for preventive maintenance, mobility management or capital cost of contracting. |

| | Question | Answer |
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| 3-5 | Capital Cost of Contracting. Round Rock's local match is based on the assumption that they will contract for service, and that they can use "capital cost of contracting-turnkey contract" match assumptions available under FTA Circular C9030.1C Section 4 (f). (This reduces their minimum match, by allowing them to assume an 80/20 split for 50% of the cost of the contract.) Is this assumption correct for JARC projects? | Yes. |
| 3-6 | I know that JARC operations require a 50 percent non-federal match. Can any of the match be in-kind from a third party? | Yes, in-kind match is allowable; however, it must be fully documented and it must support the actual project. |
| #4 | VEHICLES | |
| 4-1 | What type of vehicle data will be required and how often? | Annually, the local PTC conducts a vehicle inventory that at a minimum includes the location, use, and condition of the vehicle, |
| 4-2 | What are the requirements for vehicle use after the grant period ends? | Provided the vehicle continues to serve a JARC or New Freedom purpose, it can remain with the subrecipient. Otherwise, disposition procedures at 43 TAC 31.57 apply. |