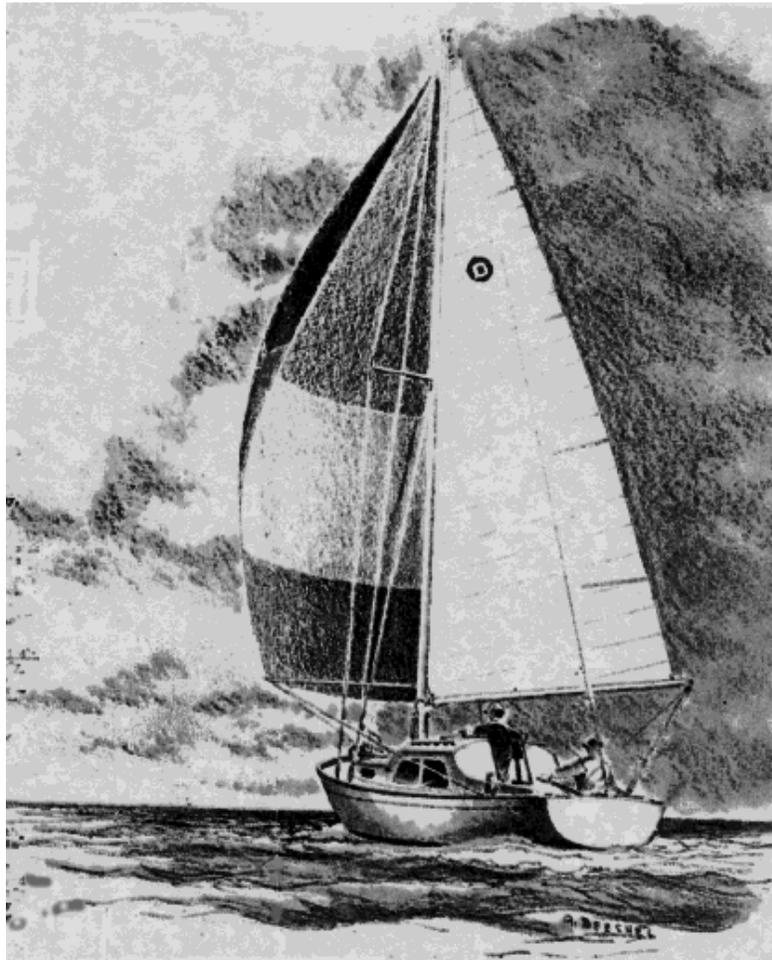


Coordinated Human Service Transportation Plan for the Barnstable Urbanized Area

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Human
Services



Peoplefirst

1. Background

Coordinated Human Services Transportation Planning

Enacted in August 2005, SAFETEA-LU-the Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users - authorized \$45.3 billion in transportation funding over a four year period (2005-2009). Under the new SAFETEA-LU regulations, the previous Job Access and Reverse Commute (JARC) Grant program has now been made a component of a new Coordinated Human Services Transportation Plan (CHSTP).

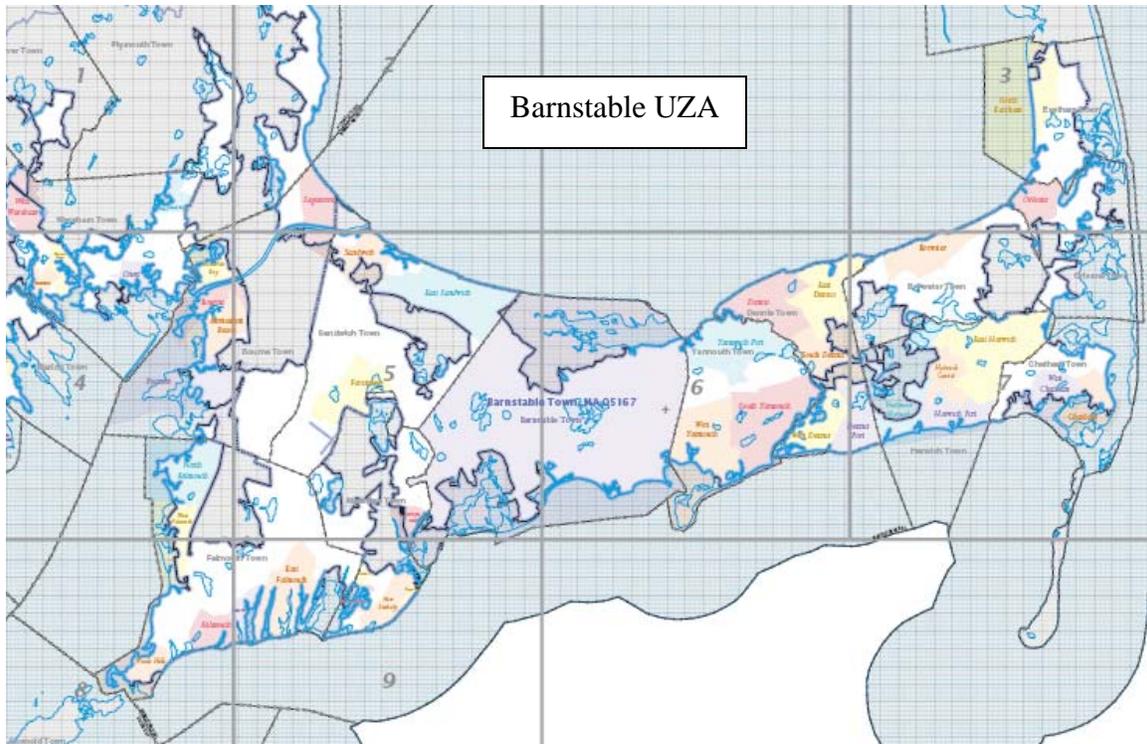
In February 2004, Executive Order on Human Service Transportation #13330 directed eleven Federal departments and agencies to work together to ensure that transportation services are seamless, comprehensive and accessible; and established the Federal Interagency Transportation Coordinating Council on Access and Mobility (CCAM), tasked to simplify access to transportation for people with disabilities, people with lower incomes, and older adults. The CCAM launched United We Ride (UWR), a national initiative to implement the Executive Order and the Action Plan established by the CCAM.

The Federal Coordinating Council on Access and Mobility defined the coordination of specialized transportation services as "a process through which representatives of different agencies and client groups work together to achieve any one or all of the following goals: more cost effective service delivery; increased capacity to service unmet needs; improved quality of service; and service which are more easily understood and accessed by riders." Within the new CHSTP, three programs must be coordinated through the regional plan:

- Job Access and Reverse Commute (JARC) Program (Section 5316)
- New Freedoms Initiative (Section 5317)
- Transportation for Elderly Persons and Persons with Disabilities (Section 5310)

2. Introduction

This Coordinated Human Service Transportation Plan is for human service transportation in the Barnstable Urbanized Area (UZA) defined by the 2000 U.S. Census. The area includes; the Cape Cod Metropolitan Planning Organization (CCMPO) region, a portion of the Old Colony Metropolitan Planning Organization region, and a portion of the Southeastern Massachusetts Metropolitan Planning Organization region. The 2000 Census ranked the Barnstable UZA as 128th largest by population with 243,667 residents.



This plan is not intended to be prescriptive; instead it will identify needs and goals. The plan will then be supported by the associated funding programs that will generate proposals to address the plan goals and objectives.

3. Assessment of Needs

A survey of the human service transportation agencies represented by Human Service Transportation Advisory Council (HSTAC) was done to develop information for this study. HSTAC includes approximately 40 Human service transportation agencies and private carriers operating in the Barnstable UZA.

The survey resulted in 20 responses that included the following organizations:

- Greater Attleboro Taunton Regional Transit Authority
- Community Connections, Inc.
- DWD-Division of Career Services
- Cape Cod Regional Transit Authority
- Bourne Council on Aging
- Cape Abilities
- Community Connections, Inc.
- Housing Assistance Corporation
- Massachusetts Rehabilitation Commission
- Independence House
- Eastham Senior Center
- CCCC/ACCESS

- Housing Assistance Corporation
- Real Transportation
- Checker Transportation
- Harwich Council on Aging
- Elder Services of Cape Cod & Islands
- Greater Attleboro Taunton Regional Transit Authority
- Churchill Transportation Inc
- Community Connections, Inc

This group of responses represent a good cross section of the service providers including the two regional transit authorities serving the Barnstable UZA.

3.1. Summary of responding Agencies

Type

Public	50.0%
Massachusetts Non-Profit	25.0%
501(c)3	15.0%
Private, for profit	20.0%
(One response was both MA non-profit and 501(c)3)	

Passenger Summary

Commuters	18.8%
Disabled	87.5%
Elderly	68.8%
Students	25.0%
Veterans	37.5%
Economically Disadvantaged	62.5%
Mentally impaired	62.5%
Aids Patients	18.8%
Other Medical Transportation	31.3%
Drug Rehabilitation	31.3%

Trip Purpose

Medical	92.3%
Work Commute	38.5%
Social Services	69.2%
School Commute	30.8%
Recreation	53.8%
Shopping	53.8%

3.2. Significant needs included:

- Weekend and evening service

- Sunday morning worship service
- Later service on weekdays
- Service in the Bourne/Falmouth area, especially fixed route service
- Service between Barnstable and Sandwich
- Medical escorts
- Adequate funding
- Means to receive payment
- More service to the three Cape Cod career centers
- Need an accessible vehicle for demand response services for Wareham, Carver, Marion, Rochester, Bourne, and Plymouth Areas
- Demand response wait times for return trips
- The disabled population who may not qualify for the ADA service may find it difficult to fit into a transportation schedule that coincides with work.
- Transit dependant seeking employment are limited by existing routes or times the B-Bus operates.

3.3. Coordination Issues:

- Human service policies and regulations
- Rides segregated by types of funding
- Extremely limited or no service
- Geographically dispersed development
- Duplication of services and reluctance to move towards regionalization
- Rides should be consolidated not separated by funding agency
- The wait period from drop off by human service agencies and return home on public transportation (RTA) services

3.4. Coordination Needs and Opportunities:

- A real transportation plan with the RTA
- We could contract with a service if it saved us money and improved quality
- Greater use of internet for communicating scheduling and billing
- Inter-agency arrangements where shared cost is possible
- Partnership between agencies and the various funding sources

3.5. Customer Issues:

- The disabled population who do not qualify for ADA service find it difficult to fit into a transportation schedule that coincides with work.
- Elderly riders seem to find a stigma attached to using the bus or van; they prefer car rides and one on one services and attention
- Customers who obtain employment are limited by existing routes or times B-Bus operates.
- Alternatives such a taxi services for times when services are not available are expensive.
- No medical escort programs available

4. Plan Goals and Objectives

The purpose of this plan is the identification of coordinated actions to eliminate or reduce duplication in services and strategies for more efficient utilization of resources. The following goals and objectives identify goals for projects related to the assessment of needs. These goals and objectives will provide criteria for the selection of projects using JARC and New Freedom program funds.

4.1. Service Improvements

- 4.1.1. Goal 1 – provide service to address barriers and unmet needs for: journey to work, weekends and available span of service.

Objectives

- Provide weekend and evening service
- Improve journey to work options
 - Improve service opportunities for day care access
 - Improve outreach to employers

- 4.1.2. Goal 2 – Encourage service opportunities in underserved areas.

Objectives

- Provide opportunities for:
 - Fixed route service in the Bourne/Falmouth area
 - Service between Barnstable and Sandwich, especially to support elder day care programs
 - Service to the Cape Cod Career Centers
 - Increased use of taxi services

- 4.1.3. Goal 3 – Improve accessible services

Objectives

- Provide additional accessible vehicles in:
 - Wareham
 - Carver
 - Marion
 - Rochester
 - Bourne
 - Plymouth
 - Sandwich
 - Other underserved areas
- Improve demand response scheduling
- Encourage medical escort services
- Expand the number of handicap accessible taxis

4.2. Service Coordination

4.2.1. Goal 4 - Reduce duplication of services.

Objectives

- Form a coordination body
- Development of a regional reservation and dispatch process
- Consolidation of trips for different funding agencies, where possible
 - Encourage interagency cooperation where cost and ride sharing is possible.

4.2.2. Goal 5 – Improve service planning

Objectives

- Update the Cape Cod 5-Year Public Transportation Plan
- Support more inter regional RTA planning for services
- Develop more outreach programs to schools, employers, and human service organizations to determine barriers to transportation, unmet needs and opportunities.

4.3. Program Goals and Objectives

4.3.1. Job Access and Reverse Commute (JARC)

FTA's goal for the JARC program 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 non-urbanized areas, regardless of income level to suburban employment opportunities.

FTA's objectives for the JARC program are:

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

4.3.2. New Freedom

FTA's goal for the New Freedom program is to:

Reduce barriers to transportation services and expand the transportation mobility options available to people with disabilities beyond the requirements for the Americans with Disabilities Act of 1990.

FTA's objective for the New Freedom program are:

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

5. Program Management Plan

This Human Service Coordinated Transportation Plan defines the goals and objectives based on an assessment of needs identified through public meetings and a survey process. The plan allows access to FTA section 5316 Job Access and Reverse Commute and section 5317 New Freedom program funds to address these needs. This section describes the process in the Barnstable UZA for applying for, evaluating and awarding these funds.

Section 5316 of the Federal Transit Act (as amended by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)) provides for capital and operating assistance to private, nonprofit corporations and certain public agencies. Funds are for the purchase of vehicles and related equipment to be used in the provision of transportation services, as well as increased service, to welfare recipients and eligible low-income individuals.

Section 5317 of the same Act provides for capital and operating assistance to private, nonprofit corporations and certain public agencies for the purchase of vehicles and related equipment to be used in the provision of transportation services, as well as increased service, to people with disabilities beyond the requirements of the Americans with Disabilities Act (ADA) of 1990. Massachusetts has placed special emphasis on the coordination and cooperation of agencies serving the transportation needs of low-income persons and persons with disabilities through the Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) process.

5.1. Roles and Responsibilities

5.1.1. The Cape Cod Commission is responsible for:

- a. Notifying eligible local entities of the availability of the program. This responsibility is accomplished by announcing the availability of Federal Section 5316 and/or Section 5317 funds to all agencies in the Barnstable UZA including private providers, the Regional Transit Authorities, human service agencies, Councils on Aging, and community organizations. In addition, staff also distributes a press release to local newspapers in the region.

- b. Developing project selection criteria. The Cape Cod Commission has developed project selection criteria within its Coordinated Public Transit–Human Services Transportation Plan. Applicants must fully address the following key areas: (a) need for vehicles and/or service; (b) new vehicle request and cost summary; (c) coordination and cooperation among agencies providing services in a geographic region; (d) experience in serving the special needs of the elderly, persons with disabilities, persons of low income, and others on a seats-available basis; (e) participation of the elderly, persons with disabilities, minority and low-income persons in the planning process; (f) commitment by the local community; and (g) compliance with all Federal and/or State requirements and guidelines.
- c. Determining applicant eligibility. The Cape Cod Commission has determined that the following categories are eligible for funding: (a) Private, nonprofit corporations and associations; (b) State or local government authorities; and (c) Operators of public transportation services, including private operators of public transportation services.
- d. Conducting the competitive selection process. The Cape Cod Commission conducts its competitive selection process in coordination with the Metropolitan Planning Organization (MPO) planning process. Competitive selection will be conducted a minimum of once annually based on needs identified in the Coordinated Plan and available funding.
- e. Forwarding an annual Program of Projects (POP) and grant application(s) to FTA. The Cape Cod Commission will submit a POP annually to FTA identifying which subrecipients and projects are being applied to the Section 5316 and/or Section 5317 programs. The POP also includes a brief description of the projects, total costs for each project, and the amount of funds required for planning and program administration.
- f. Selecting projects for funding. The Cape Cod Commission staff will review applications using the above-mentioned eligibility and selection criteria. The staff will make funding recommendations to the Cape Cod Metropolitan Planning Organization (CCMPO). The CCMPO reviews the recommendations and approves the POP to be submitted as a part of the Section 5316 and/or Section 5317 application to FTA.
- g. Ensuring adherence to Federal program guidelines by all recipients. All applicants, through the application process and again prior to receiving a final award, certify compliance with all Federal program guidelines. Continuing monitoring of compliance, including monitoring subrecipients for adherence to a preventive maintenance program as recommended by the vehicle manufacturer in the case of vehicle awards or monitoring subrecipients for

service performance in the case of operations awards, is accomplished through an Annual Certification of Use of Program Equipment and field visits.

5.1.2. Subrecipients are responsible for:

- a. Submitting applications for assistance to the designated recipient. Applications must be fully completed and address the goals outlined in the Region's Coordinated Plan as well as the criteria outlined above.
- b. Providing transportation services to the elderly, persons with disabilities, persons of low income and others on a space available basis as described in the subrecipient's application. Subrecipients are monitored through both a monthly reporting requirement and field visits to insure compliance with the application filed and the goals of the Coordinated Plan.
- c. Complying with all relevant, applicable Federal and State statutes and regulations. All subrecipients must certify compliance with all relevant, applicable Federal and State regulations and commit to future compliance with the same.

5.1.3. FTA is responsible for:

- a. Providing overall policy and program guidance for the Section 5316 and Section 5317 Programs;
- b. Apportioning funds annually to designated recipients;
- c. Developing and implementing financial management procedures;
- d. Initiating and managing program support activities;
- e. Conducting national program reviews and evaluations; and
- f. Conducting a Triennial Review and evaluation.

In addition, FTA is responsible for reviewing and approving grant applications, obligating funds, working with the Cape Cod Commission to implement the annual program, providing technical assistance, receiving the Cape Cod Commission's certifications and amendments to the POP, monitoring and closing grants, reviewing and approving the Cape Cod Commission's Program Management Plan, overall program management, and conducting a Program Management Review every three years or as circumstances warrant.

5.2. Coordination

The Cape Cod Commission participates in the Section 5303 planning program in addition to administering the Section 5316 and Section 5317 programs. On the regional level, the Cape Cod Commission provides planning services related to a range of programs including State Contract Assistance, the Mobility Assistance Program (which uses Section 5310 funds), and the RTA Capital Assistance Program. As a result, the Cape Cod Commission can assist in coordinating transit funding, capital and operating programs, and optimize use of Federal, State, and local resources.

Access to affordable, reliable, safe, and timely transportation is an essential component of the Commonwealth of Massachusetts' programs providing employment, training, childcare, medical care, and an array of other services for needy citizens of the Commonwealth. The goal of the initiative is to have State, regional and local agencies work together to build an efficient, cost effective approach to transportation for human service programs and consumers that eliminates duplication of effort and services while better addressing unmet need. Other participating agencies include: the Executive Office of Health and Human Services, the Department of Mental Retardation, the Department of Transitional Assistance, the Massachusetts Rehabilitation Commission, Executive Office of Transportation, Regional Transit Authorities, private transportation providers, local Councils on Aging, local housing authorities, regional employers, disability groups and non-profit social service agencies.

5.3. Eligible Subrecipients

There are three categories of eligible recipients of Section 5316 and Section 5317 funds:

a. Private nonprofit organizations.

To be considered a private nonprofit corporation, an organization must be duly incorporated under Massachusetts General Laws Chapter 180 and must have Internal Revenue Service (IRS) 501 (c) (3) tax-exempt statuses.

b. State or local government authority.

Authorities that have overall responsibility for the provision of regional public transit and complementary paratransit.

c. Operators of public transportation services, including private operators of public transportation services.

Operators include Regional Transit Authorities, taxi companies, private bus companies, limousine companies, ambulance/chair car companies, van service companies, and other transportation service providers.

5.4. Local Share and Local Funding Requirements

Funds for Section 5316 and Section 5317 programs may be used to finance capital and operating expenses. The Federal share of eligible capital and planning costs may not exceed 80 percent of the net cost of the activity. The Federal share of the eligible operating costs may not exceed 50 percent of the net cost of the activity. The remaining 20 percent (or more) for capital and 50 percent (or more) for operating costs must be provided in cash match by the recipient organization and must be provided from sources other than Federal DOT funds. Non-cash share such as donations, volunteer services, or in-kind contributions are eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost that would otherwise be eligible under the program, and is included in the net project costs in the project budget. At the time of application, applicants must clearly identify when the local share will be available and the source of funds.

5.5. Project Selection Criteria and Method of Distributing Funds

A copy of the most recent Coordinated Plan Grant Application is attached as Appendix A. Information, which is required from applicants and used in evaluating applications, includes:

- a. Statement of Need. The applicant must provide a clear description of the transportation services and identify the number of elderly persons, persons with disabilities, low-income persons, and others to be served. Priority is given to those agencies which have no other significant systems in place to transport the elderly, persons with disabilities, low-income persons, and others on a space available basis and have a high percentage of such populations residing in the service area. The applicant must provide a clear and logical description for arriving at the identified unmet need. Priority is given to those applicants who would serve a high percentage of unmet need.
- b. Coordination and Cooperation. In some cases, the Cape Cod Commission will receive applications from several applicants in the same area. Due to the limited funding of the program, a requirement of the program is that coordination among potential applicants be sought in order to avoid highly fragmented, duplicative, or potentially underutilized services to people in a geographic area. Documentation that the proposed service will meet several needs or enhance existing programs and has documented support and involvement of other agencies will also be considered. In addition, applicants should indicate how they would work in serving a variety of client groups so as to create a multi-client public base.

- c. Experience. Priority is given to applicants who have two to four or more years of experience in serving the elderly, persons with disabilities, persons of low income and others.
- d. Participation. Priority is given to applicants who have participated in the Coordinated Plan process. Applicants are graded on a well-defined method of reaching out to elderly groups, persons with disabilities, persons of low income and others, and a description of a diversified marketing and outreach efforts planned to promote the service.

Each recipient organization or agency must be willing to enter into a contract with the Cape Cod Commission. The requirements included in the contract are in the attachment section of the application.

All applicants for Federal Section 5316 and/or Section 5317 funding must submit required assurances, certifications, verifications, and resolutions including a valid Affirmative Action Policy and Title VI statement, and the most recent audited financial statement.

The Cape Cod Commission will conduct a fair and equitable competitive selection process that is open and transparent resulting in a fair and equitable distribution of funding to subrecipients. As required by FTA, the Cape Cod Commission will certify that each year's funds were distributed on a fair and equal basis.

5.6. Annual Program of Projects Development and Approval Process

Upon the MPO's review of the staff's recommendations, a Program of Projects (POP) is developed and is included in the Cape Cod Commission's Section 5316 and/or Section 5317 application to FTA. The process by which the Cape Cod Commission allocates funds among projects is outlined below:

The Cape Cod Commission notifies the selected agencies as to the amount of the awards subject to FTA's approval of the Cape Cod Commission's application. Those agencies that are not selected to be awarded a grant are notified in writing and are given recommendations to improve their grant applications for future rounds as well as to obtain service from existing providers. Applicants that are not selected for receipt of awards are given an opportunity to appeal the process.

5.7. Administration, Planning and Technical Assistance

The Cape Cod Commission uses up to 10 percent of its Section 5316 and Section 5317 fiscal year apportionment to fund program administration costs as well as provide planning and technical assistance to eligible subrecipients through the Coordinated Plan process.

a. Transfer of Funds

The Cape Cod Commission may transfer Section 5316 and/or Section 5317 funds to a Section 5307 or Section 5311 recipient. Prior to transferring funds to a designated subrecipient, the Cape Cod Commission will notify the FTA Regional Administrator of the Cape Cod Commission's intent to have the funds transferred so that FTA can initiate the transfer. The Cape Cod Commission must indicate the amount of funds transferred, the program to which they are being transferred, and specific projects selected under the Section 5316 and/or Section 5317 programs.

b. Notification

Applicant organizations must provide reasonable notice to transportation providers, including private for-profit, private non-profit, and public agencies, regarding proposed services and opportunities for private transportation providers to participate in such services. This notice can be provided in one of the following ways:

1. By providing public notice in a prominent newspaper or newspapers that cover the service area describing the equipment being applied for and/or the services to be offered. This notice should invite any interested public or private for-profit operator to comment on the proposed service. A minimum of 15 days must be provided for response; or
2. By requesting sign-off letters from public and private for-profit operators in the service area. These letters must state that the services that the for-profit or public operators are prepared to provide are not designed to meet the special needs of the elderly, persons with disabilities, and others on a space-available basis proposed in the application for funding.

c. Program Complaint Process

It is the policy of the Cape Cod Commission, as the Section 5316 and Section 5317 grantee, that there shall be a mechanism for members of the community served by the recipient of Section 5316 and/or Section 5317 funds to present complaints against the Program should their attempt to resolve such complaints at the subgrantee level be unsuccessful.

The process is as follows:

1. The complainant shall inform the Program Coordinator of his/her concern in writing. The Program Coordinator shall, immediately upon receiving the complaint, provide the complainant with a copy of this written procedure. The Program Coordinator shall prepare a written report that

clearly states the complaint and outlines steps taken to resolve the issue. If the matter cannot be resolved to the satisfaction of the complainant within ten (10) working days, the matter shall be brought to the attention of the Cape Cod Commission Executive Director.

2. The Cape Cod Commission Executive Director shall reaffirm that the complainant has received a copy of this written procedure. The Cape Cod Commission Executive Director shall review the Program Coordinator's case report and decide whether the complaint merits further attention. If the Cape Cod Commission Executive Director believes that the complaint merits further attention, he/she shall, within ten (10) working days, call a meeting with the complainant and the Program Coordinator and shall chair the meeting. If, however, the Cape Cod Commission Executive Director believes that the complaint has been adequately addressed by the Program Coordinator, he/she shall inform the complainant, in writing, within ten (10) working days, of the complainant's right to present his/her complaint to FTA.

d. Civil Rights

The Cape Cod Commission requires that each applicant for an administered grant file a form entitled "Assurance of Compliance with Title VI of the Civil Rights Act of 1964."

In addition, each applicant must file a current Affirmative Action Statement/Equal Employment Opportunity Plan with the completed Application Form, as well as a Disadvantaged Business Enterprise (DBE) Program application if applicable. Successful applicants must agree to comply with the terms of the plan and all applicable Federal and State statutes, regulations, and policy governing non-discrimination in employment and affirmative action. Failure to comply constitutes a breach of contract and results in termination and/or the imposition of sanctions by the Cape Cod Commission.

Section 5316 and/or Section 5317 applicants are required to submit a signed certification that special efforts are being made to provide transportation for elderly persons, persons with disabilities, low income and minority persons that is reasonable in comparison to the service being provided to the general public.

e. Section 504 and ADA Reporting

Upon awarding of funding for Section 5316 and/or Section 5317 projects, all subrecipients shall provide to the Cape Cod Commission and FTA a copy of all applicable assurances and program submissions, either approved by FTA

or seeking approval from the Cape Cod Commission and/or FTA, developed to comply with federal laws, including but not limited to the following:

- Title VI of the 1964 Civil Rights Act
Nondiscrimination in Federally-Funded Programs
(FTA Circular 4702.1A)
- 49 CFR Part 23
Disadvantaged Business Enterprise
(FTA Circular 4716.1A)
- Section 19 Federal Transit Act, as amended
Equal Employment Opportunity
(FTA Circular 4704.1)
- Section 504 of the Rehabilitation Act of 1973, as amended
- Americans with Disabilities Act of 1990, as amended

Where established thresholds are not met by the subrecipient requiring program development, a written statement of explanation shall be submitted to the Cape Cod Commission, outlining reasons for its exemption, citing specific regulations and practices precluding the requirement.

The subrecipient shall also submit quarterly reports to the Cape Cod Commission and FTA as required under applicable federal law regarding DBE utilization in contracts and required updates regarding changes to other civil rights programs and policies.

f. Program Measures

All subrecipients are required to provide financial billings and ridership data to the Cape Cod Commission on a monthly basis. This information includes, but is not limited to: actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage of Section 5316 and/or Section 5317 projects implemented in the current year; services provided that impact availability of transportation services for individuals with disabilities as a result of Section 5317 projects, including geographic coverage, service quality and/or service times, implemented in the current reporting year; additions or changes to environmental infrastructure (e.g. transportation facilities, sidewalks, etc.) technology, vehicles that impact availability of transportation services as a result of Section 5316 and/or Section 5317 projects implemented in the current reporting year; and actual or estimated number of rides (as measured one-way trips) provided as a result of the Section 5316 and/or Section 5317 projects implemented in the current reporting year.

The Cape Cod Commission will process all of the data received into reports as required by FTA Circulars 9045.1 and 9050.1.

g. Designated Recipient Program Management

i. Procurement

As part of its State procurements procedures, The Cape Cod Commission will comply with FTA Circular 4220.1 as outlined in FTA Circulars 9045.1 and 9050.1.

ii. Financial Management, Reporting and Reviews

The Cape Cod Commission's financial management meets the standards set forth in 49 CFR 18.20(b) of the common grant rule, as well as FTA Circulars 9045.1 and 9050.1 to provide accurate, current, and complete disclosure of the financial results of financially-assisted activities.

iii. Property Management and Monitoring

Title 49 U.S.C. 5334(h) (1) through (3) allows facilities, equipment and other assets (including land) which are no longer needed for the purposes for which they were acquired to be transferred to a local governmental authority to be used for a public purpose with no further obligation to the Federal government, if authorized by the Secretary of Transportation (e.g., approved by FTA). The Cape Cod Commission may consult with State appraisers to prepare required independent appraisals regarding the transfer of any real property acquired as outlined under the acquisitions standards in FTA Circular 5010.1, "Grant Management Guidelines."

iv. Vehicle Use

Consistent with the requirements of 49 CFR parts 18 and 19, vehicles are to be used first for program related needs for which a Section 5316 and/or Section 5317 grant is made and then meet other transportation needs of other Federal programs or project needs, providing they do not interfere with the project activities originally funded. Vehicles may be used:

- For JARC and/or New Freedom Project and Program Purposes.

The designated recipient must first use the equipment to deliver the JARC and/or New Freedom program services or to provide additional services that are a part of the locally developed coordinated plan. The recipient shall use the vehicle in the project or program for which it was acquired as long as needed, even if the project does not continue to receive Federal funding.

- For other Federal Programs or Project Purposes.

During the period the vehicle is used to serve the project or program needs for which it was acquired, the designated recipient or subrecipient shall make it available for use on other projects or programs, as long as such other use does not interfere with the service for which the vehicle was originally acquired. First preference for such other use will be given to other projects or programs sponsored by FTA, and second preference will be given to projects or programs previously or currently sponsored by other Federal agencies.

- When No Longer Needed for Original Project or Program Purposes.

If the original subrecipient no longer needs the vehicle for the purposes for which it was acquired, the designated recipient may choose to keep the vehicle in use for JARC and/or New Freedom program purposes by transferring the vehicle to another subrecipient. The transfer may be shown in the Program of Projects for any active grant. It does not have to be in the grant under which the equipment or property was originally funded. Once the vehicle is no longer needed for JARC and/or New Freedom Program purposes, the vehicle may be used first in connection with other FTA-sponsored activities, and then for activities sponsored by other Federal agencies.

v. Maintenance and Disposition

The Cape Cod Commission follows the disposition procedures established in part 18 of the Common Rule at 49 CFR 18.32(e). The Cape Cod Commission is not required to return to FTA proceeds from the disposition of equipment where the fair market value of the per unit item being disposed of is less than \$5,000.00 dollars. If the per unit fair market value exceeds \$5,000.00 dollars, FTA will calculate the amount of proceeds it is owed based on the approved disposition method applied. In addition, the Cape Cod Commission adheres to maintenance procedures as outlined in the vehicle useful life criteria that are detailed in FTA Circular 9030.1.

vi. Accounting Systems

The Cape Cod Commission will maintain records that adequately identify the source and application of funds provided for financially assisted activities. Records contain information pertaining to designated recipient or subrecipient awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

Actual expenditures or outlays will be compared with budgeted amounts for each subrecipient. Accounting records will also be supported by such

source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and subrecipient award documents.

vii. Auditing

The Cape Cod Commission will ensure that audits are performed pursuant to the requirements of OMB Circular A-133, "Audits of State and Local Governments." In addition, the Cape Cod Commission will resolve audit findings and bring any problems to FTA's attention.

viii. Closeouts

The Cape Cod Commission will initiate closeout procedures with subrecipients 90 days after all funds have been expended and all work activities for the projects are completed. In addition, the Cape Cod Commission will initiate POP closeout with FTA within 90 days after all work activities for the POP are completed.

h. Other Provisions

The Cape Cod Commission assures that local recipients have submitted (or will submit as projects advance) all certifications currently required. These include the following:

- Assurance of Compliance with Title VI of the Civil Rights Act of 1964
- Affirmative Action/Equal Employment Opportunity Plan
- Resolution of Support and Verification
- Fiscal and Managerial Capability Certification
- Assurance of Nondiscrimination on the Basis of a Disability
- Certification of Lower Tier Participants Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion

The following exhibits must be complete and on file:

- Public Notice of Intention to File for a Federal Grant; and/or
- Sample Sign-Off Letter from area operators

The following forms must be executed and on file:

- Private Sector Involvement Policy
- Complaint Procedure

Cape Cod Commission complies with all Federal "Buy America" requirements. Vehicle bid specifications include "Buy America" provisions. As a part of the agreement with the manufacturer of vehicles, the Cape Cod Commission requires and reviews, as a part of the Pre-Award Audit, the

following itemized breakout of the components to be used in the manufacture of vehicles under the unified procurement:

- Dollar value associated with each component;
- The name of the manufacturer, the manufacturer's address, and the origin of the components of the particular product, i.e., steel, wire, fittings, etc.
- "Buy America" documentation from the chassis manufacturer to be utilized in the procurement.

Upon delivery of vehicles, recipients are required to conduct a post-award audit to ensure that all aspects of the "Buy America" provisions have been met.

Records of both pre-award and post-award audits are kept on file at the Cape Cod Commission.

6. Plan Summary

The goals and objectives identified in Section 4 of this plan address the needs identified by service providers in the Barnstable UZA. Identification of coordinated actions to eliminate or reduce duplication in services and strategies for more efficient utilization of resources will be done through a proposal process identified in section 5 of the plan.