



**NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001  
Andrew M. Cuomo  
Governor**

**Local Commissioners Memorandum**

**Section 1**

<b>Transmittal:</b>	12-LCM-11
<b>To:</b>	Local District Commissioners Employment Coordinators
<b>Issuing Division/Office:</b>	Employment and Advancement Services
<b>Date:</b>	November 26, 2012
<b>Subject:</b>	Transportation Initiative
<b>Contact Person(s):</b>	Archiah Phillips, (518) 474-9109, Archiah.Phillips@otda.ny.gov
<b>Attachments:</b>	<a href="#">Attachment 1 - Application Cover Page</a> <a href="#">Attachment 2 – Program Narrative</a> <a href="#">Attachment 3 – Budget Form</a> <a href="#">Attachment 4 – Budget Narrative</a> <a href="#">Attachment 5 – Budget Instructions</a>
<b>Attachment Available On – Line:</b>	Yes

**Section 2**

**I. Purpose**

This Local Commissioners Memorandum is to provide Social Services Districts (SSD) with information regarding the opportunity to apply for funding to support Transportation Initiatives. The funds available through this initiative merge Community Solutions for Transportation (CST) and Wheels for Work (WfW) funds to provide SSDs the opportunity to seek funding needed to meet the transportation needs of individuals eligible under the Temporary Assistance for Needy Families (TANF) program who are employed or participating in other allowable work activities.

**II. Background**

Transportation continues to play a critical role in enabling parents to engage in work preparation activities, and to seek, accept and maintain employment so they are better able to provide financially for their families. In the past CST and WfW funds have been available to support a variety of transportation services. Individuals often require targeted transportation supports

such as help paying required car insurance, purchasing a vehicle, or mass transit changes to address access to employers. Reliable transportation is a critical need to enable individuals to work.

### **III. Program Implications**

#### **A. Funding –Award Levels**

A total of \$554,982 is available to support services provided through the Transportation Initiative. Funds will be awarded to SSDs on a competitive basis. At least 12 SSDs will receive up to \$45,000. Should additional funds be made available, awards may be made in excess of this amount. OTDA reserves the right to fund proposals for more or less than the requested amount and to determine the number of proposals funded based on the number and quality of proposals submitted.

#### **B. Program Period**

The anticipated program period will be January 1, 2013 through December 31, 2013. The deadline for expending Transportation Initiative funds will be December 31, 2013 with a claiming deadline of February 17, 2014.

#### **C. Eligible Applicants**

Only SSDs that have fully claimed previous CST allocations or have a combined amount of less than 15% of their CST allocation remaining at the time of submission of their application, will be considered for an award. This funding restriction does not include CST XI allocations provided through 11-LCM-13.

#### **D. Eligible Participants**

Individuals eligible for Transportation Initiative services include Family Assistance (FA) and Safety Net MOE recipients who are employed or participating in other allowable work activities and non-Public Assistance individuals employed and eligible under 200% of poverty guidelines pursuant to 00-LCM-20.

#### **E. Eligible Transportation Services**

SSDs and their partner agencies should design a program that best meets the needs of the TANF eligible population. Funds available through this LCM are to support non-mandated transportation expenditures to support individuals' ability to obtain and retain employment. The types of services that can be funded under the Transportation Initiative include, but are not limited to:

- Car donation/car loan programs;
- Car repairs and auto insurance;
- Registration/License fees;
- Vanpool and carpool programs;
- Modifications to public transportation, such as the addition/extension of routes, realignment of service, increasing frequencies, changing days and hours of service;
- Driver education/defensive driving courses;
- Mileage reimbursement;
- Transit pass programs, and;
- Gas cards.

Transportation Initiative funds cannot be used for the following costs:

- Mileage reimbursement, gas cards or transit passes for individuals with guaranteed transportation reimbursement as a support service associated with participation in a required work activity. These cost should be claimed through the normal Family Assistance claiming mechanisms;
- Advertising costs, except for recruitment of personnel or procurement of scarce items;
- Capital expenditures for improvement or acquisition of facilities;
- Entertainment costs, including social activities or cost of alcoholic beverages;
- Interest costs incurred by provider agencies;
- Costs of organized fund raising;
- Medical costs;
- Costs for attendance at conferences or meetings of professional organizations, unless attendance is necessary for project purposes;
- Costs for preparation of continuation agreements and other proposal development costs;
- Costs associated with the payment of fines;
- Costs associated with anti-fraud related activities; and
- Costs associated with planning and coordination studies.

## **F. Funding Priorities**

Priority will be given to applications that:

1. Are submitted from a SSD that has demonstrated the ability to effectively implement past CST and/or WfW funded programs;
2. Address the transportation needs connected with helping individuals accept or retain employment;
3. Provide clients with a permanent transportation solution (i.e. car donation/car loan, extending bus routes/hours) rather than a temporary solution (i.e. gas cards, transit pass);
4. Limit administrative costs in favor of direct client services;
5. Use Transportation Initiative funds to leverage other funding sources to expand transportation services. For example:
  - TANF funds can be used as a match to draw down an equal amount of Job Access Reverse Commute (JARC) funding available through NYSDOT. JARC was established to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment. Regional transportation providers and local departments of social services can collaborate in developing initiatives with the needs of this population in mind. Extending hours of bus runs and expanding routes has enabled people to accept/maintain employment otherwise inaccessible to them and has provided access to better paying jobs with career opportunities.
  - Many former WfW providers have generated a significant amount of program income that can support donation/car loan programs, vehicle repair and insurance costs. SSDs can partner with WfW providers to pool resources to provide vehicle related service and continue to generate additional program income to sustain the program.
  - Foundation grants, such as those available through the Alliance of Children and Families Ways to Work are available to help poor working families with transportation needs.
6. Are submitted from a SSD that has complied with reporting requirements associated with past CST and/or WfW awards.

## **G. Application Format**

Each Transportation Initiative application must include the following:

1. Application Cover Page (Attachment 1)
2. Program Narrative (Attachment 2)

Narratives must not exceed 5 pages in 12 inch font using standard one inch margins. Supporting documents are not included in this limit. The narrative should address the following:

- a. What services will be provided and what specific service goals will be achieved?
  - b. What TANF eligible populations will be targeted for these services?
  - c. Why can't other public assistance funds be used to meet the costs of these services?
  - d. How will these services enable individuals to accept or retain employment?
  - e. What organizations will be involved in the delivery of services and what are their specific roles?
  - f. How many participants will be assisted by each of the proposed transportation services to be provided?
  - g. During what period will the proposed services be offered within the January 1, 2013 – December 31, 2013 program timeframe?
  - h. Describe past and/or present experiences of the SSD or project partner organizations providing transportation services.
3. Budget and Budget Narrative (Attachments 3 & 4)

All applications must include a completed Budget Form, and a Budget Narrative to describe the costs included in categories 4 through 15. If a SSD plans to subcontract with another agency, a separate Budget Form and Budget Narrative must be submitted for each subcontractor.

## **H. Evaluation and Selection Process**

Each application will be reviewed by a committee of OTDA representatives. Applications will be evaluated based on the quality of responses to questions posed in Section G, the reasonableness of proposed costs, and the degree to which funding priorities outlined in Section F have been met.

## **I. Due Date and Forwarding Instructions**

Applications must be received at OTDA by December 28, 2012. Completed applications may be e-mailed to Archiah Phillips at Archiah.Phillips@otda.ny.gov, or mailed to her at:

NYS Office of Temporary and Disability Assistance  
Center for Employment and Economic Supports  
40 North Pearl Street, 11-D  
Albany, New York 12243-0001

District Commissioners will receive an email confirming receipt of the submitted application and are required to contact OTDA no later than two business days after the application due date if a confirming email was not received and the district submitted an application.

## **IV. Claiming Instructions**

Expenditures for the Transportation Initiative should be claimed through the RF17 claim package for special project claiming. The costs should be identified as F17 functional costs and reported on the Schedule D “DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347)” in the F17 column in the RF2A claim package. The individual project costs should also be reported under the project label Transportation Initiative on the LDSS-4975A “RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs.”

Time studies should be prepared to support salary costs of staff allocated to the Transportation Initiative.

Non-salary Administrative costs are reported with the appropriate Object of Expense(s) on the LDSS-923B Summary-Administrative (page 1) “Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs.” Client related program costs should be reported on the LDSS-923B Summary-Program (page 2) “Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs.”

Total project costs and shares should be reported on the LDSS-4975 “Monthly Statement of Special Project Claims Federal and State Aid (RF-17).”

Instructions for completing the Schedule D and RF17 claim package are found in Chapters 7 and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on-line at <http://otda.state.ny.net/bfdm/finance/>.

Any claiming questions should be directed to:  
Regions I-V; Ed Conway, 1-800-343-8859, ext 4-7549 or (518) 474-7549  
Email at [Edward.Conway@otda.ny.gov](mailto:Edward.Conway@otda.ny.gov)

Region VI: Michael Simon, (212) 961-8250  
Email at [Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

**Issued By** \_\_\_\_\_  
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