

**MEMORANDUM OF UNDERSTANDING BETWEEN  
NEW YORK CITY DEPARTMENT OF TRANSPORTATION AND NEW YORK CITY  
HUMAN RESOURCES ADMINISTRATION**

This memorandum shall confirm an understanding between the New York City Department of Transportation ("NYCDOT") and the New York City Human Resources Administration ("HRA").

WHEREAS, NYCDOT, on behalf of HRA, applied to the Federal Transit Administration ("FTA") for a grant concerning a certain project ("Project"), the application for which is attached as "Exhibit A";

WHEREAS, the FTA awarded a grant to NYCDOT, as grantee, and HRA, as sub-recipient, for the Project;

WHEREAS, the FTA is providing \$1,540,000, and NYC HRA is providing \$375,000 as the local match, for the Project;

WHEREAS, NYCDOT will be the project manager oversight agency and will be responsible to the FTA for the grant administration of the Project;

WHEREAS, HRA will be the project manager for this Project;

WHEREAS, HRA will enter into agreements with the New York City Department of Parks and Recreation ("DPR") and/ or third parties to implement the Project;

WHEREAS, HRA will make payments under such procurements and agreements;

WHEREAS, NYCDOT will draw down FTA grant monies pursuant to payments made by HRA, subject to the terms and conditions of this Memorandum of Understanding and applicable Federal requirements;

NOW, THEREFORE, in consideration of the mutual benefits, each of the parties to this Memorandum of Understanding ("MOU") agrees as follows:

1. NYCDOT shall:
  - (a) Manage all aspects of grant distribution and oversight for sub-recipients receiving Project funds;
  - (b) Ensure that all sub-recipients comply with Federal requirements;
  - (c) Submit reports as required by FTA; and

(d) Oversee Project audits and closeouts.

2. HRA shall be responsible for the following tasks, all of which shall be subject to NYCDOT's review and approval:

(a) Provide \$ 375,00000 (\$125,000 from HRA and \$250,000 from DPR) as its share of the local match for the Project;

(b) Enter into a contract with NYC DPR to implement the Project in compliance with any and all applicable Federal requirements;

(c) Oversee and administer such contract, including matters concerning insurance;

(d) Review and approve any requisitions for payment submitted by NYC DPR under such contracts;

(e) Coordinate with all relevant agencies to obtain required permits;

(f) Keep NYCDOT informed about the progress of the Project as frequently as needed, and provide NYCDOT such reports and other information about the Project as are needed to enable NYCDOT to fulfill its obligations under paragraph 1 above;

(g) Conduct outreach to the public and public officials;

(h) Keep the software, and hardware designated for installation in Exhibit A ("Software, Hardware") in good, clean, and safe condition and take all necessary action to maintain the Hardware & Software in such condition to the satisfaction of NYCDOT for seven (7) years after the installation, including, but not limited to, performing all repair work, including resetting and/or replacing of damaged or off-grade or off-aligned elements. HRA shall obtain any approval, permit, license, grant, right, or other authorization required by any law, rule, or order in connection with the reconstruction, repair, replacement, and/or maintenance of the Hardware and Software;

(i) Use the Hardware and Software for the purpose described in Exhibit A ("Hardware/Software Purpose") for the duration of the seven (7) year useful life of the Hardware/Software, as required by NYCDOT. Should HRA unreasonably delay or fail to use the Hardware/Software for the Hardware/Software Purpose during the useful life, HRA agrees that it may be required to return the entire amount of the grant funds. HRA further agrees to notify NYCDOT immediately when any portion of the Hardware/Software is withdrawn from the Hardware/Software Purpose or when any portion of the Hardware/Software is used in a manner substantially different from the representations in Exhibit A;

(j) Maintain the Hardware/Software listed under Exhibit B ("Hardware/Software") to the satisfaction of NYCDOT for seven (7) years after the initial installation, including, but not limited to, purchasing, installing, maintaining, repairing, and/or replacing existing and future

parts, and associated part support structures when such items become damaged, defaced, worn, insufficiently supported, or otherwise require repair, replacement, or relocation, as determined by NYCDOT. HRA shall obtain any approval, permit, license, grant, right, or other authorization required by any law, rule, or order in connection with the installation, repair, replacement, and/or maintenance of the Hardware/Software; and

(k) Use the Hardware/Software for the purpose described in Exhibit A ("Hardware/Software Purpose") for the duration of the seven year useful life of the hardware/software, as required by NYCDOT. Should HRA unreasonably delay or fail to use the Hardware/Software for the hardware/software Purpose during the useful life, HRA agrees that it may be required to return the entire amount of the grant funds. HRA further agrees to notify NYCDOT immediately when any portion of the Hardware/Software is withdrawn from the Hardware/Software Purpose or when any portion of the Hardware/Software is used in a manner substantially different from the representations in Exhibit A.

NYCDOT shall, at its sole discretion, have the right to direct the management of the Project at any time.

3. HRA shall comply with all applicable Federal requirements, including, but not limited to, FTA Circular 5010.1D. HRA shall send its project manager to FTA training courses when requested by NYCDOT.

4. HRA shall be responsible for keeping NYCDOT informed as frequently as needed but not less than once a month about the progress of the Project and will provide quarterly progress reports and any other information about the Project to enable NYCDOT to fulfill its obligations to the FTA in connection with the Project grant. Additionally, HRA shall provide to NYCDOT any information that NYCDOT requests about the Project. Failure to provide such information may result in this Project being listed on the critical project list at future progress meetings with the FTA.

5. Timely payments to contractors, vendors, and NYCDPR will be made by HRA. Once payment is made, NYCDOT will review the payment and their related invoice on a quarterly basis and, upon approval, initiate the process of drawdown of grant funds by checking the FMS for verification of payment. After the payment is verified, NYCDOT will submit the Electronic Clearing House Operation ("ECHO") payment request to the FTA. HRA acknowledges that the payment of FTA grant monies to HRA is subject to Federal requirements. HRA will ensure that all payment requests submitted meet the requirements of the Invoice Checklist (Exhibit D), and that other necessary documentation is submitted to NYCDOT upon request.

6. The Project budget shall not exceed the total cost of the Project grant in addition to the local match, the total being \$1,915,000. No change orders to contracts entered into pursuant to the grant may be made which would result in the Project budget exceeding the total cost of the grant. However, should the Project budget exceed the total cost of the grant, NYCDOT shall not be responsible for any such increased costs. In the event that the Project budget exceeds the total grant amount, HRA agrees that it shall be solely responsible for such increased costs.

7. Notwithstanding anything to the contrary in this MOU, NYCDOT shall be under no obligation to make payments, and HRA shall have no obligation to implement the Project, except when, and to the extent, such funds are available. NYCDOT shall not be liable to HRA in the event any or all of such funds are not made available. NYCDOT shall immediately notify HRA upon becoming aware that all or any of such funds are not or will not be available.

8. Should the FTA require a return of the grant funds for any reason, HRA hereby agrees to be liable for the reimbursement of such funds and shall hold NYCDOT harmless for such reimbursement.

9. The Project schedule is attached as "Exhibit C". HRA shall use its best efforts to adhere to this schedule. Should any changes to the schedule be necessary, NYCDOT shall immediately be informed of such changes and a new attachment shall be provided to NYCDOT.

10. All notices and requests hereunder by either party shall be in writing and directed to the address of the Parties as follows:

**If to HRA:**

Mr. Thomas Patrick Harper  
NYC Human Resources Administration  
FIA Office of Contracts  
180 Water Street, 20<sup>th</sup> Floor  
New York, NY 10038

**If to DOT**

Ms. Janet Luke  
NYC Department of Transportation  
FTA Grants Unit  
55 Water Street, 6<sup>th</sup> Floor  
New York, New York 10041

11. Retention of Records: NYCDOT and HRA will retain all books, records, and other documentation relevant to this Agreement for a minimum of six (6) years after the termination of this Agreement. Any City, State, and Federal auditors, and any other person duly authorized by the Mayor's Office or HRA will have full access and the right to examine any of these materials during this period.

12. Termination

(a) This MOU may be terminated: (a) by the mutual consent of NYCDOT and HRA; or (b) by HRA upon 30 days written notice to NYCDOT without cause.

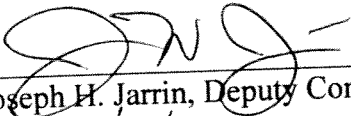
(b) NYCDOT may terminate this MOU immediately if federal reimbursement is terminated or not allowed.

13. Modification: This MOU may only be modified by the Parties in writing.
14. Pursuant to Local Law 40 of 2011, the Parties agree that this MOU may be posted on NYC.gov within 30 days of execution.
15. Entire Agreement: This MOU contains all the terms and conditions agreed upon by the Parties, and no other agreement, oral or otherwise, regarding the subject matter of this MOU will be deemed to exist or to bind any of the parties or vary any of the terms contained within this MOU.

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the New York City Department of Transportation and the New York City Human Resources Administration have executed this Memorandum of Understanding on the day and year first written.

NEW YORK CITY  
DEPARTMENT OF TRANSPORTATION

By:  Joseph H. Jarrin, Deputy Commissioner

Date

7/18/13

NEW YORK CITY  
HUMAN RESOURCES ADMINISTRATION

By: 

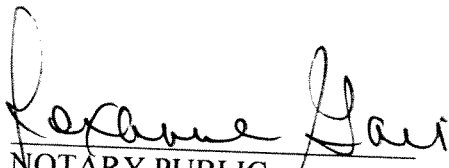
Date

7/16/13

ACKNOWLEDGEMENT FOR NYCDOT

STATE OF NEW YORK  
COUNTY OF NEW YORK

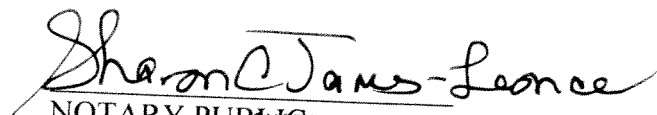
On this 19 day of July 2013, before me personally came Joseph H. Jarrin, to me known and known to be the Deputy Commissioner of the New York City Department of Transportation, the person described as such in and who as such executed the foregoing instrument and he acknowledged to me that he executed the same for the purpose therein mentioned.

  
NOTARY PUBLIC  
ROXANNE GAIR  
Commissioner of Deeds  
City of New York No. 2-10225  
Commission Expires 5-1-2014

ACKNOWLEDGEMENT FOR NYCHRA

STATE OF NEW YORK  
COUNTY OF NEW YORK

On this 16 day of July 2013, before me personally came Roy Enard to me known and known to be the ACCO of the New York City Human Resources Administration, the person described as such in and who as such executed the foregoing instrument and he acknowledged to me that he executed the same for the purpose therein mentioned.

  
NOTARY PUBLIC  
SHARON C. JAMES  
Commissioner of Deeds  
City of New York No. 2-13862  
Commission Expires April 1, 2014

## EXHIBIT A

DOT



FTA

**U.S. Department of  
Transportation**

**Federal Transit Administration**

### Application

Recipient ID:	1788
Recipient Name:	NEW YORK CITY DEPARTMENT OF TRANSPORTATION
Project ID:	NY-37-X070-00
Budget Number:	1 - Budget Approved
Project Information:	JARC Projects

### Part 1: Recipient Information

Project Number:	NY-37-X070-00
Recipient ID:	1788
Recipient Name:	NEW YORK CITY DEPARTMENT OF TRANSPORTATION
Address:	JANETTE SADIK-KHAN, COMMISSION 55 WATER STREET, NEW YORK, NY 10041 0004
Telephone:	(212) 839-6400
Facsimile:	(212) 839-6453

### Union Information

Recipient ID:	1788
Union Name:	AMALGATED TRADE UNION
Address 1:	5025 WISCONSIN AVE., N. W.,
Address 2:	
City:	WASHINGTON , DC 20016 4139
Contact Name:	JIM LA SALA
Telephone:	(202) 537-1645
Facsimile:	(202) 244-7824



E-mail:	
Website:	

Recipient ID:	1788
Union Name:	MARINE ENGINEERS BENEFICIAL ASSOCIATION, DISTRICT #1
Address 1:	30 MONTGOMERY STREET
Address 2:	
City:	JERSEY CITY, NJ 07302 0000
Contact Name:	JIM LA RIEVERE
Telephone:	(201) 433-7700
Facsimile:	
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	UNITED MARINE DIVISION/LOCAL 333
Address 1:	52 BAY STREET
Address 2:	
City:	STATEN ISLAND, NY 10304 0000
Contact Name:	JAY DADY
Telephone:	(718) 727-5675
Facsimile:	
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	TRANSPORT WORKERS UNION
Address 1:	
Address 2:	80 West End Avenue
City:	New York, NY 10023
Contact Name:	Frank McCann
Telephone:	
Facsimile:	(212) 721-3114

E-mail:	
Website:	

Recipient ID:	1788
Union Name:	AMALGATED TRADE UNION
Address 1:	
Address 2:	5025 Wisconsin Avenue N.W.
City:	Washington, DC 20016
Contact Name:	Leo Wetzel
Telephone:	(202) 537-1645
Facsimile:	(202) 244-7824
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	INTERNATIONAL LONGSHOREMEN'S ASSN.
Address 1:	
Address 2:	77 Battery Place, Room 1530
City:	NY, NY 10004
Contact Name:	John Bowers
Telephone:	
Facsimile:	(212) 425-2928
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	MARINE ENGINEERS BENEFICIAL ASSOCIATION, DISTRICT #1
Address 1:	
Address 2:	444 North Capital Street, N.W.
City:	Washington, DC 20001
Contact Name:	Alex Shandrowsky
Telephone:	
Facsimile:	(202) 638-5369

E-mail:	
Website:	

Recipient ID:	1788
Union Name:	ASSOCIATION OF COMMUTER RAIL EMPLOYEES
Address 1:	420 Lexington Avenue, S215
Address 2:	
City:	New York, NY 10170
Contact Name:	Jim Fahey
Telephone:	(212) 599-5856
Facsimile:	
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	INTERNATIOANL BROTHERHOOD OF TEAMSTERS, LOCAL UNION 808
Address 1:	
Address 2:	22-43 Jackson Avenue
City:	Long Island City, NY 11101
Contact Name:	Glenn Conkin
Telephone:	(718) 389-1900
Facsimile:	(718) 389-2171
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	TRANSPORT WORKERS UNION, LOCAL 252
Address 1:	
Address 2:	1600 Stewart Avenue, Suite 204
City:	Westbury, NY 11590,
Contact Name:	Peter Dempsey
Telephone:	(516) 794-0590

Facsimile:	(516) 794-0683
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LOCAL UNION 808
Address 1:	
Address 2:	99 Railroad Station Plaza
City:	Hicksville, NY 11801
Contact Name:	Robert Evers
Telephone:	(516) 932-7130
Facsimile:	(516) 932-7388
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
Address 1:	
Address 2:	20 Jerusalem Avenue, Suite 204
City:	Hicksville, NY 11801
Contact Name:	Thomas Leibold
Telephone:	(516) 433-7810
Facsimile:	(516) 433-8472
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	NATIONAL CONFERENCE OF FIREMEN & OILERS SRVS EMPLOYEES
Address 1:	
Address 2:	4201 Church Road, Suite #7
City:	Mount Laurel, NJ 08054
Contact Name:	Dean Devita

Telephone:	(856) 778-4411
Facsimile:	
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	NATIONAL TRANSPORTATION SUPERVISORS ASSOCIATION
Address 1:	
Address 2:	Lodge 78, P.O. Box 747
City:	Mineola, NY 11501
Contact Name:	Dennis Rodriguez
Telephone:	(516) 637-0586
Facsimile:	
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	TRANSPORTATION COMMUNICATIONS UNION
Address 1:	
Address 2:	64 Division Avenue
City:	Hicksville, NY 11801
Contact Name:	Fred Allen
Telephone:	(516) 681-0715
Facsimile:	(516) 681-5139
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	INDEPENDENT RAILWAY SUPERVISORS ASSOCIATION
Address 1:	
Address 2:	10 Lyman Avenue
City:	Patchogue, NY 11772
Contact Name:	Ralph Domenici

Telephone:	(631) 758-3889
Facsimile:	(631) 758-3889
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	UNITED TRANSPORTATION UNION
Address 1:	
Address 2:	200 West Main Street, Suite 10
City:	Babylon, NY 11702
Contact Name:	Michael Canino
Telephone:	(631) 661-3500
Facsimile:	(631) 661-2180
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	UNITED TRANSPORTATION UNION YARDMASTERS
Address 1:	
Address 2:	28 Continental Road
City:	Warwick, NY 10990
Contact Name:	John Eschmann
Telephone:	(212) 643-5182
Facsimile:	(212) 643-5188
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	INTERNATIONAL ASSOCIATION OF MACHINISTS & AEROSPACE WORKERS
Address 1:	
Address 2:	2031 Gerritsen Avenue
City:	Brooklyn, NY 11229

Contact Name:	Norman Brown
Telephone:	(718) 382-8523
Facsimile:	(718) 382-8523
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	SHEET METAL WORKERS INTERNATIONAL ASSOCIATION
Address 1:	
Address 2:	22 North Street
City:	Albany, NY 12205
Contact Name:	Charles Fraley
Telephone:	(518) 482-2070
Facsimile:	(518) 459-0211
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	ASSOCIATION OF COMMUTER RAIL EMPLOYEES
Address 1:	
Address 2:	420 Lexington Avenue, Suite 21
City:	NY, NY 10017
Contact Name:	Anthony Bottalico
Telephone:	(212) 599-5856
Facsimile:	(212) 599-2029
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	AMERICAN RAILWAY SUPERVISORS ASSOCIATION
Address 1:	
Address 2:	24 Tina Lane
City:	Hopewell Junction, NY 12533

Contact Name:	William Mills
Telephone:	(914) 271-1512
Facsimile:	(914) 271-1963
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	ASSOCIATION OF COMMUTER RAIL EMPLOYEES
Address 1:	
Address 2:	420 Lexington Avenue, Suite 21
City:	NY, NY 10017
Contact Name:	Michael Doyle
Telephone:	(212) 599-5856
Facsimile:	(212) 599-5856
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	ASSOCIATION OF COMMUTER RAIL EMPLOYEES
Address 1:	
Address 2:	420 Lexington Avenue, Suite 21
City:	NY, NY 10017
Contact Name:	Thomas Ryder
Telephone:	(212) 599-5856
Facsimile:	(212) 599-2029
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	AMERICAN RAILWAY SUPERVISORS ASSOCIATION
Address 1:	
Address 2:	15 Turtle Court
City:	Bethany, CT 06524



Contact Name:	James Kelly
Telephone:	(203) 977-4137
Facsimile:	
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	HOTEL & RESTAURANT EMPLOYEES INTERNATIONAL DINING CAR EMPLOYEES UNION
Address 1:	
Address 2:	1004 Ravens Worth Court
City:	Accokeek, MD 10607
Contact Name:	Dwayne Bateman
Telephone:	(301) 292-4219
Facsimile:	(301) 292-4731
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	INTERNATIONAL BROTHERHOOD OF BOILERMAKERS, IRON SHIP BUILDERS, BLACKSM
Address 1:	
Address 2:	9142711512
City:	,
Contact Name:	Gary Caliendo
Telephone:	
Facsimile:	
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	INTERNATIONAL BROTHERHOOD OF BOILERMAKERS, IRON SHIP

	BUILDERS, BLACKSM
Address 1:	
Address 2:	P.O. Box 459
City:	Soddy Daisy, TN 37379
Contact Name:	Alan Scheer
Telephone:	(423) 332-0111
Facsimile:	
E-mail:	4233320112
Website:	

Recipient ID:	1788
Union Name:	INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
Address 1:	
Address 2:	8 Depot Square, Suite 3
City:	Tuckahoe, NY 10707
Contact Name:	Richard Lombardi
Telephone:	(914) 961-2559
Facsimile:	(914) 961-2575
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (SUPERVISORS)
Address 1:	
Address 2:	112 High Street
City:	Yonkers, NY 10703
Contact Name:	Thomas Williams
Telephone:	(914) 969-5675
Facsimile:	(914) 969-1584
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	TRANSPORTATION COMMUNICATIONS INTERNATIONAL UNION
Address 1:	
Address 2:	309 A Street
City:	Wilmington, DE 19801
Contact Name:	Anthony Santoro Jr.
Telephone:	(302) 498-0959
Facsimile:	(302) 498-0969
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	TRANSPORT WORKERS UNION OF AMERICA
Address 1:	
Address 2:	1700 Broadway, 2nd Floor
City:	NY, NY 10019
Contact Name:	Timothy Grandfield
Telephone:	(212) 259-4900
Facsimile:	(212) 265-4537
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	TRANSPORT WORKERS UNION OF AMERICA
Address 1:	
Address 2:	129 Main Street
City:	Irvington, NY 10533
Contact Name:	Peter McMahon
Telephone:	(914) 591-3706
Facsimile:	(914) 591-9727
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	CIVIL SERVICE BAR ASSOCIATION
Address 1:	216 W. 14 Street
Address 2:	
City:	NY, NY 10011
Contact Name:	Gloria Johnson
Telephone:	(212) 924-2000
Facsimile:	(212) 242-8772
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	CIVIL SERVICE TECHNICAL GUILD, CHAPTER 2, LOCAL 375A, AFSCME
Address 1:	2 Broadway, Room A7.132
Address 2:	
City:	NY, NY 10004
Contact Name:	Bob Mariano
Telephone:	(646) 252-3657
Facsimile:	
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	COMMUNICATIONS WORKERS OF AMERICA, LOCAL 1180
Address 1:	6 Harrison Street, 4th Floor
Address 2:	
City:	NY, NY 10013
Contact Name:	Arthur Cheliotis
Telephone:	(212) 226-6565
Facsimile:	(212) 966-6831
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	DISTRICT COUNCIL 37, LOCAL 1407 ,AFSCME
Address 1:	125 Barclay Street
Address 2:	
City:	NY, NY 10007 2179
Contact Name:	Maf Misbah Uddin
Telephone:	(212) 815-1933
Facsimile:	(212) 815-1553
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	DISTRICT COUNCIL 37, LOCAL 154 ,AFSCME
Address 1:	125 Barclay Street
Address 2:	
City:	NY, NY 10007 2179
Contact Name:	Barry Jamison
Telephone:	(212) 815-1040
Facsimile:	(212) 815-1553
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	DISTRICT COUNCIL 37, LOCAL 1655 ,AFSCME
Address 1:	125 Barclay Street
Address 2:	
City:	New York, NY 10007 2179
Contact Name:	Donald Afflick
Telephone:	(212) 815-1978
Facsimile:	(212) 815-1553
E-mail:	
Website:	

Recipient ID:	1788
Union Name:	DISTRICT COUNCIL 37, LOCAL 2627 ,AFSCME
Address 1:	125 Barclay Street
Address 2:	
City:	NY, NY 10007 2179
Contact Name:	Edward Hysyk
Telephone:	
Facsimile:	(212) 815-1553
E-mail:	
Website:	

## Part 2: Project Information

Project Type:	Grant	Gross Project Cost:	\$2,115,000
Project Number:	NY-37-X070-00	Adjustment Amt:	\$0
Project Description:	JARC Projects	Total Eligible Cost:	\$2,115,000
Recipient Type:	City	Total FTA Amt:	\$1,700,000
FTA Project Mgr:	James Goveia	Total State Amt:	\$0
Recipient Contact:	Janet Luke	Total Local Amt:	\$415,000
New/Amendment:	None Specified	Other Federal Amt:	\$0
Amend Reason:	Initial Application	Special Cond Amt:	\$0
Fed Dom Asst. #:	20516	Special Condition:	None Specified
Sec. of Statute:	5316	S.C. Tgt. Date:	None Specified
State Appl. ID:	None Specified	S.C. Eff. Date:	None Specified
Start/End Date:	Oct. 01, 2009 - Aug. 31, 2014	Est. Oblig Date:	None Specified
Recvd. By State:	Aug. 06, 2009	Pre-Award Authority?:	No
EO 12372 Rev:	Not Applicable	Fed. Debt Authority?:	No
Review Date:	None Specified	Final Budget?:	No
Planning Grant?:	NO		
Program Date (STIP/UPWP/FTA)	Jul. 23, 2009		

Prm Plan) :	
Program Page:	None Specified
Application Type:	Electronic
Supp. Agreement?:	No
Debt. Delinq. Details:	

### **Urbanized Areas**

UZA ID	UZA Name
360010	NEW YORK--NEWARK, NY-NJ-CT

### **Congressional Districts**

State ID	District Code	District Official
36	5	Gary L Ackerman
36	6	Gregory W Meeks
36	7	Joseph Crowley
36	8	Jerrold L Nadler
36	9	Anthony D Weiner
36	10	Edolphus Towns
36	11	Yvette D Clarke
36	12	Nydia M Velazquez
36	13	Michael E McMahon
36	14	Carolyn B Maloney
36	15	Charles B Rangel
36	16	Jose E Serrano
36	17	Eliot L Engel
36	18	Nita M Lowey
36	19	Nan Hayworth
36	20	Scott Murphy

### **Project Details**

NYCDOT is requesting \$1,700,000 in Job Access and Reverse Commute (JARC) program funds

for two projects to support activities and develop tools to improve access to transportation services, employment and employment related activities for welfare recipients and eligible low-income individuals and to support activities that will lead to transport of residents of urbanized areas and non-urbanized areas to suburban employment opportunities in the New York City region. The projects are as follows:

1. NYCDOT Mobility Managers (\$160,000 JARC funding) This project is for one mobility manager at NYCDOT to assist in coordination of transportation-related programs and dissemination of information to low-income individuals, community organizations, human services, employment services, and other related agencies and organizations. Note that there is a separate grant request for \$160,000 in New Freedom funding for one mobility manager.
2. NYC Human Resources Administration (HRA) Job Access Screening Tool (\$1,540,000 JARC funding) This project will develop kiosk platforms and software tools to improve access to information on transportation options to jobs for low-income and welfare recipients in the City of New York.

Please note that due to the current economic situation and continuing financial austerity measures adopted by the City of New York, it is anticipated that the normal duration for the staff hiring process will be extended. The milestones reflect this anticipated delay.

Federal funds for this grant application can be found in the March 23, 2007 Federal Register, Table 19, page 13957, New York-Newark, NY-NJ-CT, \$9,542,399.

Planning coordination for this project falls under the New York Metropolitan Transportation Council (NYMTC) coordination plan entitled A Coordinated Public Transit-Human Services Transportation Plan, June 18, 2009. The public has been afforded the opportunity to comment through NYMTC's public involvement process for the Coordinated Public Transit-Human Services Transportation Plan and it is published on the NYMTC website.

These projects were selected as part of the competitive selection process by NYMTC and were based on the Coordinated Plan.

The Section 5316 funds will be managed utilizing the NYMTC Program Management Plan for Section 5316 & 5317, September 2008, developed by NYSDOT for the New York metropolitan region in coordination with NYMTC. (See attached.)

NYCHRA is the lead agency for the Job Access Screening Tool project. NYCDOT will execute a Memorandum of Understanding with HRA for the purposes of administering the funds according to the grant requirements. HRA will also ensure that this project is consistent with the ITS regional architecture.

For further information, please contact Janet Luke, Director of FTA Grants Program, NYCDOT, at 212-487-8363 (T), 212-487-8305 (F), [jlake@dot.nyc.gov](mailto:jlake@dot.nyc.gov); or the appropriate PM for the project:

1. NYCDOT Mobility Managers: David Stein, Senior Project Manager, NYCDOT, 212-839-



6683 (T), 212-839-9892 (F), dstein@dot.nyc.gov  
 2. HRA Job Access Screening Tool: Seth Diamond, Executive Deputy Commissioner, HRA,  
 212-331-6180 (T), diamonds@hra.nyc.gov

**Earmarks**

**No information found.**

**Security**

**No information found.**

**Part 3: Budget**

**Project Budget**

	<u>Quantity</u>	<u>FTA Amount</u>	<u>Tot. Elig. Cost</u>
<b><u>SCOPE</u></b>			
<b>646-00 JARC PROJECTS</b>	0	\$1,700,000.00	\$2,115,000.00
<b><u>ACTIVITY</u></b>			
<b>11.42.07 DEVELOP &amp; ACQUIRE - ADP HARDWARE</b>	0	\$400,000.00	\$500,000.00
<b>11.41.08 DEVELOP &amp; ACQ - ADP SOFTWARE</b>	0	\$740,000.00	\$925,000.00
<b>11.7L.00 MOBILITY MANAGEMENT</b>	0	\$520,000.00	\$650,000.00
<b>11.79.00 PROJECT ADMINISTRATION</b>	0	\$40,000.00	\$40,000.00
<b>Estimated Total Eligible Cost:</b>			<b>\$2,115,000.00</b>
<b>Federal Share:</b>			<b>\$1,700,000.00</b>
<b>Local Share:</b>			<b>\$415,000.00</b>

OTHER (Scopes and Activities not included in Project Budget Totals)

**None**

SOURCES OF FEDERAL FINANCIAL ASSISTANCE

<u>UZA ID</u>	<u>Accounting Classification</u>	<u>FPC</u>	<u>FY</u>	<u>SEC</u>	<u>Previously Approved</u>	<u>Amendment Amount</u>	<u>Total</u>
360010	2007.25.37.JL.2	00	2009	37	\$0.00	\$1,700,000.00	\$1,700,000.00
<b>Total Previously Approved:</b>							<b>\$0.00</b>
<b>Total Amendment Amount:</b>							<b>\$1,700,000.00</b>
<b>Total from all Funding Sources:</b>							<b>\$1,700,000.00</b>

#### Alternative Fuel Codes

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#### Extended Budget Descriptions

<b>11.42.07</b>	DEVELOP & ACQUIRE - ADP HARDWARE	0	\$400,000.00	\$500,000.00
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The NYC Human Resource Administration (HRA) as the lead agency will work in cooperation with NYC Department of Small Business Services (SBS), NYC Department of Information Technology & Telecommunications (DOITT), and the 511NY project team for NYSDOT as well as other state agencies the Office of Temporary Disability Assistance (OTDA) and the NYS Department of Labor (NYSDOL) to develop tools to improve access to information on transportation options to jobs for low-income residents and welfare recipients in the City of New York. The software tool will be deployed at kiosks around New York City and will be developed into a web-based application that can be used by case workers at HRA and other city agencies.

A MOU will be developed between the stakeholder agencies to outline project management responsibilities amongst the parties involved.

The Interim Coordinated Human Services Public Transit Plan identified a number of barriers to finding transportation to job opportunities in adjacent counties, especially on pages 23 and 25. The Coordinated Plans Recommended Region-Wide Actions include activities directly related to this project, including: Disseminating Information and Promoting the Use of Services that Assist Job Seekers in Using Available Transportation Services (page 32), Enhancing Traveler Assistance Services (page 32), and Providing New Traveler Assistance Services (page 33).

The 511NY regional, multi-agency transit trip planning tool will be deployed at approximately 45 kiosks at service agency centers throughout New York City. The specific locations will be chosen in consultation with the various stakeholder agencies. Several requirements meetings and

focus groups will be held with the stakeholders to gain information about how the kiosks will be developed, placed, and maintained and how they will work within the NYC network. The kiosks will be secure, standalone computer systems with printing capability. Costs include scoping requirements and kiosk procurement, configuration, installation and maintenance.

Interim Coordinated Human Services Public Transit Plan (November 16, 2006), NYMTC.  
A Coordinated Public Transit-Human Services Transportation Plan, NYMTC, approved June 18, 2009.

A MOU will be developed between NYCDOT and HRA to ensure that the project complies with FTA regulations and guidelines.

STIP/TIP No. X770.72

STIP approval date: 7/22/09

Environmental findings: Class II(c) Type 1: Engineering/Design/Planning/Tech. Studies; Class II(c) Type 8: Install Shelters, Fencing, & Amenities.

<b>11.41.08</b>	<b>DEVELOP &amp; ACQ - ADP SOFTWARE</b>	<b>0</b>	<b>\$740,000.00</b>	<b>\$925,000.00</b>
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HRA, in coordination with the other stakeholder agencies and vendors of employment services, will develop and deploy a prototype desktop application to be used by case workers to inform clients on job opportunities, child care and transit options. Several requirements meetings will be held and requirements for interfaces with existing systems and programs will be outlined. The resulting requirements will then be used to develop a job access screening tool based on standard system development methodology. The prototype will then be tested at several job centers throughout the city. Placement counselors will be trained to use the application and their experiences will be gathered to determine its user friendliness. Most important, clients feedback will be obtained to fine-tune application development. In addition to software development and training costs, funds will also be used to purchase training materials, user manuals, and other support items.

STIP/TIP No. X770.72

STIP approval date: 7/22/09

Environmental finding: Class II(c) Type 1: Engineering/Design/Planning/Tech. Studies.

<b>11.7L.00</b>	<b>MOBILITY MANAGEMENT</b>	<b>0</b>	<b>\$520,000.00</b>	<b>\$650,000.00</b>
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These funds will support the costs of two mobility managers, one at HRA and one at NYCDOT. The mobility manager at HRA will be the lead individual on all coordination activities associated with development and acquisition of the kiosks and software tools. Funds in this line item (\$360,000 JARC; \$450,000 with match) will support the personnel costs of the mobility manager, outreach activities associated with the project, and program evaluation. Due to the

current economic climate and financial outlook, the city has taken a number of austerity measures to address shortfalls. Therefore, it is expected that the mobility manager will not begin work before July 2010; the project milestones reflect this situation.

The availability of the 511NY transit trip planner will be promoted to employment service agencies, contractors and their staff as well as job seekers. Promotional brochures and informational packets may be prepared and distributed and show-and-tell opportunities will be pursued. Training materials will be developed and made available to agency and contract staff. This task will also require analysis of the deployment to determine how the test site improved their service delivery to clients. In addition, methodology for tracking the software use will be developed and, along with performance of the on-going kiosk project and the prototype, will be summarized in a report recommending next steps and methods to improve services at HRA.

STIP/TIP No. X770.72

STIP approval date:

Environmental finding: Class II(c) Type 16: Program Admin. & Operating Assistance.

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These JARC funds (\$160,000 JARC; \$200,000 with match) will also support one of the two NYCDOT mobility managers, who will be responsible for management and oversight of the NYCDOT program and activities in all five boroughs of New York City. Due to the current economic climate and financial outlook, the city has taken a number of austerity measures to address shortfalls. Therefore, it is expected that the mobility manager will not begin work before July 2010; the project milestones reflect this situation. The JARC funding will be used for staff costs of one mobility manager, materials for outreach activities, and for data collection and analysis services in order to support the planning activities of the mobility managers. In some cases data may be gathered in-house by the mobility manager and in other cases consultants may be utilized from established federally-procured engineering service agreements to collect data and or undertake surveys. While the other NYCDOT mobility manager is being funded with New Freedom funds, both NYCDOT mobility managers will work with other mobility managers in the region as well as human service agencies and non-profit organizations from the NYMTC steering committees and advisory groups serving the targeted population.

The requested funding for the mobility managers is a direct response to identification of growing need to establish Mobility Managers throughout the region by the New York Metropolitan Transportation Council and its members have identified. This critical need is identified in both the Interim Coordinated Human Services Public Transit Plan as well as the Coordinated Public Transit û Human Services Transportation Plan for the NYMTC region. These positions are intended to provide a voice within the coordinated human services realm that feeds back into the NYMTC forum and provide a link through which governmental agencies, community groups and other human service organizations exchange information and shed light on opportunities to improve mobility for older adults, persons with disabilities and persons of low income. Nationally, Mobility Managers play various roles in facilitating services to these at-risk populations. Typical responsibilities include outreach and coordination, trip planning and operational support for organizations and programs providing services. Within New York City, the role of Mobility Managers is more diversified, due primarily to the size of the vulnerable

population. There are currently several governmental and not-for-profit institutions that are responsible for providing these services, and existing jurisdictional responsibilities. While these requested positions would assume some responsibility for providing improved linkages between existing services and providers, the NYCDOT mobility managers work is intended to result in a comprehensive work program that is driven by community-based transportation initiatives that are supportive of, and meet the needs of the targeted populations.

It is envisioned that the office and these positions, in coordination with the other mobility managers in the NYMTC region, will engage in the following essential functions:

- ò Assist in community planning activities that identify transportation solutions for unmet needs in the City of New York and raise community awareness of these needs. This includes facilitating workshops in communities; development of community-based needs and associated activities throughout the five boroughs. Various mediums such as print, web and other informational resources would be utilized.
- ò Gather and analyze data to evaluate intermodal transportation options and design efficient and cost-effective solutions that meet the needs of these groups. These activities will help shape programs targeting the unmet transportation needs in neighborhoods throughout the City. Document these community-based needs and work with relevant agencies to address. Areas such as Staten Island have already been identified as locations where targeted programs are needed.

The mobility managers needs assessment and project management activities may include some of the following:

- ò Assess the feasibility of a web-based tool to draw together, in a single location, all the accessible and community transportation services that are available city-wide.
- ò Identify locations for expansion of the Safe Routes to Transit program, which aims to reduce/remove barriers to transit facilities for low-income individuals, welfare recipients, and disabled individuals.
- ò Investigate possible pilot locations for a bike to rail/subway program in areas targeted by the Coordinated Public Transit-Human Services Transportation Plan
- ò Examine the feasibility for off-peak car-sharing opportunities in low-income areas.

A Coordinated Public Transit-Human Services Transportation Plan, NYMTC, approved June 18, 2009.

STIP/TIP No. X770.75

STIP approval date: 7/23/09

Environmental finding: Class II(c) Type 16: Program Admin. & Operating Assistance.

11.79.00	PROJECT ADMINISTRATION	0	\$40,000.00	\$40,000.00
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Funds for project administration will be used for the support of New York City personnel overseeing the projects.

STIP/TIP No. X770.72

STIP approval date:

STIP/TIP No. X770.75

STIP approval date: 7/23/09

Environmental finding: Class II(c) Type 16: Program Admin. & Operating Assistance.

**Changes since the Prior Budget**

**No information found.**

**Part 4. Milestones**

**11.42.07 DEVELOP & ACQUIRE - ADP  
HARDWARE**

0      \$400,000      \$500,000

	<u>Milestone Description</u>	<u>Est. Comp. Date</u>
1.	Project start date	Oct. 01, 2009
2.	Develop reqmnts for RFP - N/A	Oct. 31, 2010
	Finalization of requirements includes many items including coordination meetings with the various stakeholder agencies, making determination on content and specifications for hardware to be procured, assuring consistency with the ITS regional architecture, and siting the locations for the kiosks.	
3.	Develop RFP - N/A	Jun. 30, 2011
	RFP development requires editing of RFP language by various agencies and their legal departments, more coordination meetings, and the inclusion of appropriate FTA and federal requirements.	
4.	Release RFP - N/A	Sep. 30, 2011
5.	Contract Award - N/A	Jan. 31, 2012
6.	Contract Registration - N/A	Apr. 30, 2012
7.	1st phase kiosk install. begin	May. 31, 2012
8.	1st phase kiosk install. compl	Nov. 30, 2012
9.	2nd phase kiosk install. begin	Dec. 15, 2012
10.	2nd phase kiosk install. compl	Apr. 30, 2013
11.	Installation Complete	Jun. 30, 2013
12.	Project closeout	Aug. 31, 2013

**11.41.08 DEVELOP & ACQ - ADP SOFTWARE**

0

\$740,000

\$925,000

	<u>Milestone Description</u>	<u>Est. Comp. Date</u>
1.	Project start date	Jun. 30, 2010
2.	RFP/IFB Issued	Sep. 30, 2011
	Finalization of RFP/IFB includes many items including coordination meetings with the various stakeholder agencies, making determinations on software requirements and content, assuring consistency with the ITS regional architecture, and editing of RFP/IFB language.	
3.	Contract Pre-Award	Jan. 31, 2012
4.	Contract registration	Apr. 30, 2012
5.	Requirements Analysis Complete	Apr. 30, 2013
6.	Prototype Development	Oct. 31, 2013
7.	Installation of Software	Nov. 30, 2013
8.	Testing of Software	Dec. 31, 2013
9.	Installation Complete	Jan. 31, 2014
10.	Project closeout	Apr. 30, 2014

**11.7L.00 MOBILITY MANAGEMENT**

0

\$520,000

\$650,000

	<u>Milestone Description</u>	<u>Est. Comp. Date</u>
1.	HRA Project Begin	None Specified
2.	HRA 1st Assessment Report	None Specified
3.	HRA 2nd Assessment Report	None Specified
4.	Project Begin Date	Oct. 01, 2009
5.	DOT 1st Assessment Report	Dec. 01, 2010
6.	DOT 2nd Assessment Report	Dec. 01, 2011
7.	DOT 3rd Assessment Report	Dec. 01, 2012
8.	HRA 3rd Assessment Report	Dec. 01, 2013
9.	Project Complete	Apr. 30, 2014

**11.79.00 PROJECT ADMINISTRATION**

0

\$40,000

\$40,000

	<u>Milestone Description</u>	<u>Est. Comp. Date</u>
1.	Project Begin	Oct. 01, 2009
2.	Project Complete	Apr. 30, 2014
3.	Grant Close-out	Aug. 31, 2014

## Part 5. Environmental Findings

**114207 DEVELOP & ACQUIRE - ADP** 0 \$400,000 \$500,000  
**HARDWARE**

### Finding No. 1 - Class II(c)

#### **C01 - Engineering/Design/Planning/Tech.Studies**

Activities which do not involve or lead directly to construction, such as planning and technical studies; projects for training and research programs; planning activities eligible for assistance listed in 23 U.S.C. 134, 135, and 307(c); planning activities related to approval of a unified work program and any findings required in the planning process pursuant to 23 C.F.R. Part 450, activities for state planning and research programs pursuant to 23 C.F.R. Part 420; engineering to define the elements of a proposed action or alternatives so that social, economic, and environmental effects can be assessed.\n\n

#### **C08 - Install Shelters, fencing, & Amenities**

Installation of fencing, signs, pavement markings, small passenger shelters, traffic signals, and railroad warning devices where no substantial land acquisition or traffic disruption will occur.

Finding Details: Installation of Kiosk

**114108 DEVELOP & ACQ - ADP** 0 \$740,000 \$925,000  
**SOFTWARE**

### Finding No. 1 - Class II(c)

#### **C01 - Engineering/Design/Planning/Tech.Studies**

Activities which do not involve or lead directly to construction, such as planning and technical studies; projects for training and research programs; planning activities eligible for assistance listed in 23 U.S.C. 134, 135, and 307(c); planning activities related to approval of a unified work program and any findings required in the planning process pursuant to 23 C.F.R. Part 450, activities for state planning and research programs pursuant to 23 C.F.R.



Part 420; engineering to define the elements of a proposed action or alternatives so that social, economic, and environmental effects can be assessed.\n\n

Finding Details: Design of Software and Installation

117L00 MOBILITY MANAGEMENT	0	\$520,000	\$650,000
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Finding No. 1 - Class II(c)

**C16 - Program Admin. & Operating Assistance**

Program administration, technical assistance activities, and operating assistance to transit authorities to continue existing service or increase service to meet routine changes in demand.

117900 PROJECT ADMINISTRATION	0	\$40,000	\$40,000
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Finding No. 1 - Class II(c)

**C16 - Program Admin. & Operating Assistance**

Program administration, technical assistance activities, and operating assistance to transit authorities to continue existing service or increase service to meet routine changes in demand.

**Part 6: Fleet Status**

**No information found.**

**Part 7. FTA Comments**

**Part 9: Agreement**

**UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION**

**GRANT AGREEMENT  
(FTA G-15, October 1, 2008)**

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official's electronic signature is entered for this Grant Agreement, FTA has Awarded Federal assistance in support of the Project described below. Upon Execution of this Grant Agreement by the Grantee named below, the Grantee affirms this FTA Award, and enters into this Grant Agreement with FTA. The following documents are incorporated by reference and made part of this Grant Agreement:

- (1) \"Federal Transit Administration Master Agreement,\" FTA MA(15), October 1, 2008, <http://www.fta.dot.gov/documents/15-Master.pdf>
- (2) The Certifications and Assurances applicable to the Project that the Grantee has selected and provided to FTA, and
- (3) Any Award notification containing special conditions or requirements, if issued.

FTA OR THE FEDERAL GOVERNMENT MAY WITHDRAW ITS OBLIGATION TO PROVIDE FEDERAL ASSISTANCE IF THE GRANTEE DOES NOT EXECUTE THIS GRANT AGREEMENT WITHIN 90 DAYS FOLLOWING THE DATE OF THIS FTA AWARD SET FORTH HEREIN.

### **FTA AWARD**

FTA hereby awards a Federal grant as follows:

Project No: NY-37-X070-00

Grantee: NEW YORK CITY DEPARTMENT OF TRANSPORTATION

Citation of Statute(s) Authorizing Project: 49 USC 5316 - Job Access and Reverse Commute/TEA-21 3037

Estimated Total Eligible Cost (in U.S. Dollars): \$2,115,000

Maximum FTA Amount Awarded [Including All Amendments] (in U.S. Dollars): \$1,700,000

Amount of This FTA Award (in U.S. Dollars): \$1,700,000

Maximum Percentage(s) of FTA Participation:

Percentages of Federal participation are based on amounts included in the Approved Project Budget, modified as set forth in the text following the Project Description.

U.S. Department of Labor Certification of Public Transportation Employee Protective Arrangements:

Original Project Certification Date: 9/15/2009

Project Description:

## JARC Projects

The Project Description includes information describing the Project within the Project Application submitted to FTA, and the Approved Project Budget, modified by any additional statements displayed in this Grant Agreement, and, to the extent FTA concurs, statements in other documents including Attachments entered into TEAM-Web.

Awarded By:  
Mr. Anthony G Carr  
Deputy Regional Administrator  
FEDERAL TRANSIT ADMINISTRATION  
U.S. DEPARTMENT OF TRANSPORTATION  
09/21/2009

## EXECUTION OF GRANT AGREEMENT

The Grantee, by executing this Grant Agreement, affirms this FTA Award; adopts and ratifies all statements, representations, warranties, covenants, and materials it has submitted to FTA; consents to this FTA Award; and agrees to all terms and conditions set forth in this Grant Agreement.

By executing this Grant Agreement, I am simultaneously executing any Supplemental Agreement that may be required to effectuate this Grant Agreement.

Executed by:  
Jai P Therattil  
Director, Capital Programs  
NEW YORK CITY DEPARTMENT OF TRANSPORTATION  
09/22/2009

## **EXHIBIT B**

### **Project Scope**

#### JARC Scope of Work

##### **A. HRA Share of Scope**

- i) HRA will modernize the current Business Link system, to make it accessible through the Internet and to add features that would allow users to match jobs with client's skills, interests, and geographic preferences.
- ii) Expand system to add functionality to connect the system to various web services (e.g. 511.org) to find the best routes of travel for clients to job interviews, taking into account the location of the client's home, their children's day care facilities or schools. These web services should entail mapping and /or route directions and an easier method of travel planning for clients.
- iii) The system will have two modules:
- iv) A Trip Planner Module – map job search results and give directions to and from home, daycare, and work.
- v) Job Seeker Module – most of the current functionality of BusinessLink and upgrades as needed. It will contain views for employers, BusinessLink staff, HRA vendors, and DPR.
- vi) Make the system available to HRA employment vendors utilizing the Internet.
- vii) Link and integrate the system to job development software utilized by the NYC DPR .

##### **B. DPR Parks Opportunity Program (POP) Share of Scope**

- i) Implement a "One-stop shop" computer-based services that will be available at selected DPR district offices that will enable POP trainee access to workforce and transportation resources outside of the traditional service model.
- ii) POP will add staff who will focus on developing transportation plans with trainees, incorporating local and regional public transportation networks. These plans will improve access to employment and regional services, and these staff members will work in conjunction with other area mobility managers to share resources. Additionally, staff will focus on building relationships with companies located throughout the New York metropolitan region, including businesses located in Westchester and Nassau counties.

### Program Budget

The total program budget for this project is \$1,915,000, of which \$375,000 is the City match. Of this amount, \$1,250,000 (including \$250,000 City match) is allocated to the DPR POP share of the project, and the remaining \$665,000 (including \$125,000 City match) is allocated to HRA.

A. The Human Resources Administration has been allocated the following resources for the purposes of this project:

- i) \$625,000 for information technology work: \$500,000 from the JARC funds; and  
\$125,000 as a City match.  
\$40,000 for project administration from the JARC funds

B. DPR has been allocated the following resources for the purposes of this project:

\$ 965,410 for Mobility Managers: from the JARC funds;  
\$26,960 for computers from JARC;.  
\$560 for software licenses from the grant;  
\$7,070 in Indirect Cost from JARC funds

\$150,400 in kind matching funds for other POP staff salary and fringe working on the JARC project (includes Job Developers, Employment Counselors, Case Managers, Resume Assistants, and all Managerial Staff and MIS staff salaries spent on JARC-related operations), and  
\$42,000 in kind matching funds for broadband services, and  
\$57,600 in kind matching funds for other operating expenses, costs associated with the operation of Computer Resource Centers (CRC).

**EXHIBIT C**  
**Updated Milestones**

**Part 4. Milestone/Progress Report**

**11.42.07 DEVELOP & ACQUIRE - ADP  
HARDWARE**

Quantity  
0

FTA Amount  
\$400,000

Elig. Proj. Cost  
\$500,000

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
1.	Develop reqmnts for RFP - N/A	10/31/2010	5/30/2011	2		
	DETAILED DESCRIPTION: Finalization of requirements includes many items including coordination meetings with the various stakeholder agencies, making determination on content and specifications for hardware to be procured, assuring consistency with the ITS regional architecture, and siting the locations for the kiosks.					
	PROGRESS: N/A - HRA/Parks plan to purchase the computers through an existing contract					
2.	Develop RFP - N/A	6/30/2011	1/30/2012	4		
	DETAILED DESCRIPTION: RFP development requires editing of RFP language by various agencies and their legal departments, more coordination meetings, and the inclusion of appropriate FTA and federal requirements.					
	PROGRESS: N/A - HRA/Parks plan to purchase the computers through an existing contract					
3.	Release RFP - N/A	9/30/2011	4/30/2012	3		
	PROGRESS: N/A - HRA/Parks plan to purchase the computers through an existing contract					
4.	Project start date	10/1/2009	8/30/2012	10	8/30/2012	
5.	Contract Award - N/A	1/31/2012	8/30/2012	2		
	PROGRESS: N/A - HRA/Parks plan to purchase the computers through an existing contract					
6.	Contract Registration - N/A	4/30/2012	11/30/2012	2		
	PROGRESS: N/A - HRA/Parks plan to purchase the computers through an existing contract					
7.	1st phase kiosk install. begin	5/31/2012	6/30/2013	10		

8.	2nd phase kiosk begin NA	12/15/2012	7/30/2013	9		
	DETAILED DESCRIPTION: No longer needed because purchase will be done in one phase.					
9.	1st phase kiosk install. compl	11/30/2012	8/30/2013	10		
10.	2nd phase kiosk compl NA	4/30/2013	8/30/2013	9		
	DETAILED DESCRIPTION: No longer needed because installation will be done in one phase.					
11.	Installation Complete	6/30/2013	10/30/2013	11		
12.	Project closeout	8/31/2013	10/30/2013	9		

**11.41.08 DEVELOP & ACQ - ADP SOFTWARE**

Quantity  
0

FTA Amount  
\$740,000

Elig. Proj. Cost  
\$925,000

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
1.	Project start date	6/30/2010	8/30/2012	10	8/30/2012	
2.	Contract Pre-Award	1/31/2012	9/30/2012	10		
3.	RFP/IFB Issued	9/30/2011	6/30/2013	9		
	DETAILED DESCRIPTION: Finalization of RFP/IFB includes many items including coordination meetings with the various stakeholder agencies, making determinations on software requirements and content, assuring consistency with the ITS regional architecture, and editing of RFP/IFB language.					
4.	Requirements Analysis Complete	4/30/2013	9/30/2013	4	11/30/2012	
5.	Contract registration	4/30/2012	10/30/2013	9		
6.	Prototype Development	10/31/2013	10/30/2013	4		
7.	Installation of Software	11/30/2013	2/28/2014	4		
8.	Testing of Software	12/31/2013	3/30/2014	4		
9.	Installation Complete	1/31/2014	4/30/2014	3		
10.	Project closeout	4/30/2014	4/30/2014	1		

**11.7L.00 MOBILITY MANAGEMENT**

Quantity  
0

FTA Amount  
\$520,000

Elig. Proj. Cost  
\$650,000

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
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1.	Project Begin Date	10/1/2009	10/30/2009	1	10/30/2009	
2.	DOT 1st Assessment Report	12/1/2010	4/30/2011	2	6/30/2011	
3.	HRA Project Begin		8/30/2012	4	8/30/2012	
4.	DOT 2nd Assessment Report	12/1/2011	12/30/2012	5	12/30/2012	
5.	DOT 3rd Assessment Report	12/1/2012	5/30/2013	4		
6.	Mobility Mgrs Start		6/30/2013			
7.	HRA 1st Assessmt Rpt NA		9/30/2013	7		
	DETAILED DESCRIPTION: Replaced by milestone 'Mobility Mgrs Start'					
8.	HRA 2nd Assessmt Rpt NA		12/30/2013	3		
	DETAILED DESCRIPTION: Replaced by milestone 'HRA 1st Progress Report'					
9.	HRA 1st Progress Report		12/30/2013			
10.	HRA 3rd Assessmt Rpt NA	12/1/2013	3/30/2014	3		
	DETAILED DESCRIPTION: Replaced by milestone 'HRA 2nd Progress Report'					
11.	HRA 2nd Progress Report		6/30/2014			
12.	Project Complete	4/30/2014	8/30/2014	2		

**11.79.00 PROJECT ADMINISTRATION**

<u>Quantity</u>	<u>FTA Amount</u>	<u>Elig. Proj. Cost</u>
0	\$40,000	\$40,000

	<u>Milestone Description</u>	<u>Orig. Est. Comp. Date</u>	<u>Rev. Est. Comp. Date</u>	<u># Rev</u>	<u>Actual Comp. Date</u>	<u>Cont. Code</u>
1.	Project Begin	10/1/2009	10/30/2009	1	10/30/2009	
2.	Project Complete	4/30/2014	4/30/2014	1		
3.	Grant Close-out	8/31/2014	8/30/2014	1		



## EXHIBIT D

D-4 (06/12)

## NYCDOT INVOICE CHECKLIST

Instructions: This completed checklist is to be submitted with every invoice.

FOR EACH INVOICE PACKAGE	
1	Payment request letter to NYCDOT and time period for which it is requested
2	Contractor's requisition for progress payment, including narrative of work for which contractor is billing in current invoice.
3	Notice of Adjustment, if deductions are made
4	Cancelled checks or other proof of payment to contractors (with date)
5	Copies of Summary and Detailed 'Out of Pocket' Expense incurred on the project during the request period, if applicable. Cancelled checks or other proof of payment to contractors (with date)
FOR PERSONNEL COSTS	
6	Staffing table indicating the hourly rate for each individual working on the project.
7	Detailed timesheets indicating hours and days that individual staff worked on the project.

Contact information for the person who sends the package to NYCDOT:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

