



U.S. Department
of Transportation
**Federal Transit
Administration**

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REGION 10 BULLETIN NO: 09-38

Subject: Job Access Reverse Commute and New Freedom Recipient Reporting

Program Area: JARC and New Freedom

Date: June 2, 2009

The Federal Transit Administration (FTA) requires recipients of Job Access Reverse Commute (JARC) and New Freedom (NF) program funds to report on the performance of services funded under these programs. This requirement allows FTA to meet its obligations under the Government Performance and Results Act (GPRA) to establish goals and measure the performance of its grant programs. In addition, members of Congress, the Government Accountability Office (GAO) and the Obama Administration have recently expressed interest in understanding the effectiveness of the JARC and NF programs, and we anticipate additional interest in the programs' results in the course of the next surface transportation legislation's authorization. FTA established overall program measures for the JARC and NF programs and instituted the reporting requirement as part of its JARC Circular (9050.1) and NF Circulars (9045.1) which went into effect on May 1, 2007.

FTA is pleased to announce that JARC and NF reporting for the Fiscal Year (FY) 2007/FY 2008 reporting years will be open from June 1 through July 22, 2009. As you may recall, we had expected to begin reporting a few months ago. However, with the activities surrounding the American Recovery and Reinvestment Act (ARRA), we elected to postpone reporting to allow grantees time to focus on submitting their ARRA funding requests.

This message has two goals:

- Request verification of the email addresses of the individuals responsible for JARC and NF reporting in your organization.
- Provide updates on the reporting process.

If you are not the primary contact for JARC or NF reporting, please forward this email to the individual who handles these duties for your agency.

Verify Contact Information

Please take a moment now to verify your email address as the reporting contact for your agency. You will need to know the agency's four-digit Direct Recipient ID Number. If you do not know your four-digit ID number, contact fta.jarcnf@dot.gov for assistance.

Bulletin – Job Access Reverse Commute and New Freedom Recipient Reporting

To verify your email address, click this link or paste it into your web browser <http://ftajarcnf-report.cesnn.com/confirm-email.php>. Enter your organization's four-digit Direct Recipient ID Number and your email address; then click "Submit." On or after June 1, you'll be able to begin reporting as well.

Reporting Process

Who should report – Designated and direct recipients with active JARC and/or NF projects during Federal FY 2007 or 2008 are required to report on their activities and the activities of their sub-recipients, regardless of the grant year(s) from which funds were drawn down. If you did not have JARC and/or NF services active during those time periods, you will not be required to report during this reporting cycle. Designated recipients can report information on behalf of their sub-recipients or forward the reporting portal to their sub-recipients to allow them to enter information directly.

On-line training webinars – We encourage recipients that had JARC/NF projects active during FY 2007 and/or FY 2008 to participate in one of the two upcoming webinars. The webinar will provide an overview of the reporting process and answer any questions you may have. The webinars will be held from 2-3 p.m. EDT on Wednesday, June 24, 2009, and repeated from 2-3 p.m. EDT on July 8, 2009. You will receive registration information in a separate email.

If you are ready to begin reporting – Please go to <http://ftajarcnf-report.cesnn.com> on or after June 1 and follow the instructions.

Additional support – If you would like more information, please visit the FTA JARC and NF Reporting Support Center at <http://ftajarcnf.cesnn.com/>. This website will provide updated information about reporting, including forms, instructions, and frequently asked questions.

Please feel free to contact the JARC/NF Evaluation Team at fta.jarcnf@dot.gov if you have any questions. For further information, contact Region 10's John Witmer at (206) 220-7964 or email john.witmer@dot.gov.

Sincerely,



 R.F. Krochalis
Regional Administrator