Texas Department of Transportation®

Public Transportation Division

PUBLIC TRANSPORTATION COORDINATED CALL FOR PROJECTS FOR VARIOUS PROGRAMS

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Table of Contents

SECTION ONE – OVERVIEW 2
- PURPOSE 3
- FUNDING 3
- GRANT TYPES AND ELIGIBILITY 3
- SCOPE 4
- MATRIX OF FUNDING CHOICES 5

SECTION TWO – TERMS AND CONDITIONS 6
- TERMS AND CONDITIONS 7

SECTION THREE – APPLICATION SUBMISSION 11
- SCHEDULE 12
- DEVELOPMENT 12
- GETTING STARTED 13

SECTION FOUR – APPLICATION INSTRUCTIONS 15
- EGRANTS 16

SECTION FIVE – PROGRAMS 19
- PLANNING ASSISTANCE – PLN 20
  - *Scope* *20*
  - *Objectives* *20*
  - *Program Requirements* *20*
  - *Evaluation Criteria* *22*
- RURAL TRANSPORTATION ASSISTANCE PROGRAM – RTAP 30
  - *Scope* *30*
  - *Objectives* *30*
  - *Program Requirements* *30*
  - *Evaluation Criteria* *32*
- RURAL DISCRETIONARY – RD 38
  - *Scope* *38*
  - *Objectives* *38*
  - *Program Requirements* *38*
  - *Evaluation Criteria* *41*
- INTERCITY BUS – ICB 52
  - *Scope* *52*
  - *Objectives* *52*
  - *Program Requirements* *52*
  - *Evaluation Criteria* *55*
- FLEET REPLACEMENT – FR (RURAL AND URBAN) 67
  - *Scope* *67*
  - *Objectives* *67*
  - *Program Requirements* *67*
  - *Evaluation Criteria* *69*

SECTION SIX – GLOSSARY 76
- GLOSSARY 77

SECTION SEVEN – ATTACHMENTS 80
- ATTACHMENT A 81
- ATTACHMENT B 82

SECTION ONE – OVERVIEW

Purpose

In accordance with 43 Texas Administrative Code (TAC) Chapter 31, the Texas Department of Transportation (TxDOT) is requesting applications for various public transportation projects relating to Federal Transit Administration (FTA) programs. This Coordinated Call for Projects is for Planning (PLN), Rural Transportation Assistance Program (RTAP), Rural Discretionary (RD), Intercity Bus (ICB), and Fleet Replacement (FR) programs. This is a biennial call for projects. The next Coordinated Call for Projects Opportunity is scheduled for Fall 2021.

Funding

Authority and Responsibility for funding of the public transportation projects derives from the Fixing America's Surface Transportation (FAST) Act of 2015, and the Texas Transportation Code, §461 of 2003.

Grant Types and Eligibility

TxDOT requests grant applications for various public transportation projects relating to the following FTA programs:

- 49 U.S.C. § 5304 Planning Assistance (PLN)
- 49 U.S.C. § 5311(b)(3) Rural Transportation Assistance Program (RTAP)
- 49 U.S.C. § 5311 Rural Discretionary (RD)
- 49 U.S.C. § 5311(f) Intercity Bus (ICB)
- 49 U.S.C. § 5311 Fleet Replacement (FR), Flexed Surface Transportation Block Grant Program *
- 49 U.S.C. § 5307 Fleet Replacement (FR), Flexed Surface Transportation Block Grant Program *

* The inclusion of this program is dependent on availability of funds.

Eligible applicants are identified in the *Matrix on Funding Choices* section of this Call for Projects. Projects must meet the scope and objectives identified in the Program Information sections.

Any agency selected for funding must comply with all applicable federal, state, and local laws and regulations. If an agency does not have any required document, such as (but not limited to) a Master Grant Agreement (MGA) and the FTA Certification and Assurances, the agency will be required to complete the required documents prior to issuance of funds.

A copy of the MGA and the FTA Certification and Assurances can be found at: http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html.

Scope

The following table outlines projects/program areas for consideration for funding.

Program	Description
Planning Assistance (PLN)	Assist small urban and rural transit agencies to develop projects and strategies to support the coordination of public, private, specialized, and human service transportation services in order to further meet the transportation needs of local residents using current program resources. Funds may also be used to support operational effectiveness and efficiency studies or training and educational programs.
Rural Transportation Assistance Program (RTAP)	Design and implement training and technical assistance projects and other support services tailored to meet the specific needs of transit operators in rural areas. Projects can develop training and training materials to improve the quality of information and technical assistance available to local transit operators, develop networks of transit professionals, and support the coordination of public, private, specialized, and human service transportation services.
Rural Discretionary (RD)	Assist public transportation providers in rural areas to provide passenger transportation services to the general public using the most efficient combination of knowledge, materials, resources and technology. Rural Discretionary funds are available through this call for projects which cannot reasonably be funded through FTA and State program formula allocations or local resources and are consistent with identified objectives.
Intercity Bus (ICB)	Support connections, services, and infrastructure to meet the intercity mobility needs of residents in rural areas, consistent with identified objectives.
Fleet Replacement (FR)	Assist rural and small urban transit districts with maintaining capital assets in a state of good repair.

Matrix of Funding Choices

Organization Type	Category Types							
	Possible Funding Categories							
Organization Type	**Facility**	**Capital**	**Operating Assistance**	**Planning**	**Marketing**	**Training**	**Technical Assistance**	**Research**
Rural Transit District	ICB RD FR	ICB RD FR	ICB RD	ICB RD PLN	ICB RD	RTAP PLN	RTAP PLN	RTAP PLN
Urban Transit District	ICB FR*	ICB FR*	ICB	ICB PLN	ICB	RTAP ** PLN	RTAP ** PLN	RTAP ** PLN
Local governmental entity other than a Rural or Urban Transit District	ICB	ICB	ICB	ICB PLN	ICB			
Private for Profit	ICB	ICB	ICB	ICB	ICB			
Private Non-Profit	ICB	ICB	ICB	ICB PLN	ICB	RTAP PLN	RTAP PLN	RTAP PLN
State Agencies	ICB	ICB	ICB	ICB PLN	ICB	RTAP PLN	RTAP PLN	RTAP PLN
University State Transit Association				PLN		RTAP PLN	RTAP PLN	RTAP PLN

PLN: Planning
RTAP: Rural Transportation Assistance Program
RD: Rural Discretionary
ICB: Intercity Bus
FR: Fleet Replacement
* Small Urban only
** RTAP Funding choices may be limited for small urban operators since this program is primarily intended for rural projects.

SECTION TWO – TERMS AND CONDITIONS

Terms and Conditions

Publication

This call for projects is a product of the Texas Department of Transportation (TxDOT). It is the practice of TxDOT to support other entities by making this call for projects available through the Texas Register. This call for projects may not be sold for profit or monetary gain. If this call for projects is altered in any way, the header and all references to TxDOT must be removed. TxDOT does not assume any liability when this call for projects is used in the procurement process by any other entity. TxDOT will not be responsible for any applicant expenses relating to solicited offers or application development of documentation that may result from this call for projects. Applications become the property of TxDOT. TxDOT reserves the unrestricted right to use any information contained in the applications.

Period of Service

Applicants can request funds for a maximum of two (2) years for each application. For funds administered by TxDOT, the period of service will be defined in the Project Grant Agreement (PGA) and the project shall begin upon full execution of a PGA or September 1, as identified in the PGA. Agencies should assume a period of service beginning September of 2020 or 2021.

Project Budget

The applicant is expected to provide detailed, itemized, specific project cost information.

1. The application shall be considered the sole means of presenting project costs.
2. Funding obligated for a multi-year project is limited to the funding programmed for each year.
3. The required match amount must be included in the project budget. Match sources should be identified, and letters of commitment must be included for funds outside the applicant's control.

Phased Projects

A project must be divided into phases that are logical, consistent, and follow industry standard processes for that project type.

1. Regardless of the phase(s) for which grant funds are sought in the application, the applicant must identify the total project funding requirements, budget, and schedule, for all phases for all years, from all fund sources (federal, state, local, tribal, and other), and for all the past, present, and future project-development (or life cycle) phases.
2. Each phase of the project shall be defined with budgets and costs for each phase, by year.
3. An application that lists only a single phase of a multi-phase project will be considered as an incomplete application and may not be considered for selection.

Capital Construction/Reconstruction Projects

Applicants seeking FTA funds for capital construction/reconstruction projects shall also specify the amount of funds requested by project development (life cycle) phase as specified below. See Attachment A, the Transit Facility Pipeline, to determine in which phase specific activities occur.

- **Planning and Scoping:** The project level planning process begins after project initiation and continues through alternatives analysis and environmental clearance. This phase should be significantly completed by the
  end of preliminary engineering. Applicants seeking grant funds for the planning and scoping phase must include best available estimates of future project funding amounts through project completion.
- **Preliminary Engineering and Environmental**: The initial design phase, preliminary engineering further analyzes, validates, and defines the preferred alternative from the planning phase and arrives at a

baseline scope, budget, and schedule to be used in the environmental review. Environmental review clears the environmental impacts from the project, with acceptable mitigation measures, in accordance with the National Environmental Policy Act (NEPA) and other laws and regulations. Any project involving new construction of a facility or substantial rehabilitation of an existing facility must be discussed with TxDOT and FTA Region 6 to determine the environmental document classification and the applicability of any additional environmental requirements. Early coordination is important. All FTA-funded construction projects must have an FTA-approved environmental document before receiving funding for final design, real estate/right-of-way acquisition, procurement, and/or construction/reconstruction. Applicants seeking grant funds for preliminary engineering or environmental studies must include best available estimates of future project funding amounts for each phase through project completion.

- **Final Design and Real Estate/Right-of-Way Acquisition:** This phase produces the construction bid package that contains the final drawings and specifications for the project required to solicit and obtain construction contract awards. Acquisition of real estate for projects with federal funding must be carried out in accordance with provisions of federal law (Uniform Act, found at 42 United States Code Part 4601) and regulations (Title 49, Code of Federal Regulations, Part 24, and FTA Circular 5010.1E). An FTA-approved environmental document must be completed before this phase begins. Applicants seeking grant funds for the final design and real estate/right-of-way acquisition phase must include best available estimates of future project funding amounts for each phase through project completion.
- **Procurement:** In this phase, the project sponsor ensures the design documents are developed to an appropriate level of completion and the procurement packages and supporting documents are complete, accurate, and consistent with the project scope as established in the previous phases. The procurement package is reviewed to ensure it is consistent with appropriate Federal requirements, including Buy America requirements and that cost estimates accurately reflect contractual requirements. Additionally, the project sponsor has addressed the project risks identified by implementing mitigation measures to the greatest extent possible and has established a plan for qualification, bid, and award that follows accepted best industry practices. Procedures are in place to deal with unexpected procurement issues (e.g., no bids, single bid, unacceptably high bids, and protests) and the subrecipient is prepared to successfully manage the contract package. A preconstruction meeting is held prior to transitioning to the Construction phase.
- **Construction**: In this phase, contractors procured by the subrecipient construct the project's facilities and fabricate and install equipment, in accordance with the plans and specifications developed during the final design phase. An FTA-approved environmental document must be completed before this phase begins. If the agency does not have an FTA-approved environmental document by the application due date they may apply but must provide a detailed explanation regarding the status of the environmental document.

NOTE: When a project has advanced to the construction phase and is selected, TxDOT will consider the project approved at the scope and funding amounts negotiated. Further competitive applications will not be required unless subsequent funding increases are sought, at which point a new application will be required to compete with all other projects in the coordinated call for that year.

Selection of Projects

Projects will be selected for funding based on multiple criteria and conditions for each funding program.

1. Applications will be reviewed for basic acceptability (meeting program scope, objectives, and funding requirements). A review panel will evaluate, score, and rank acceptable applications.
2. Any application that is found to be incomplete, non-responsive, or fails to meet any call for projects requirement(s), may be rejected by TxDOT at any point in the selection process.
3. In selecting projects from the ranked lists, the available funding among programs, project cost, and geographic diversity of projects, project sustainability, industry initiatives, and innovative approaches in public transportation may be considered as additional criteria.
4. Projects that are not selected for funding or incompletely funded solely due to the funding constraints may receive consideration if funding becomes available later in the cycle. Funding may be offered to these applicants without issuing an additional call for projects.

5. Projects that involve partnering pledges and/or commitments to the project from any other entity, such as providing local match or other assistance, must attach a Letter of Commitment. If not, the application may be considered as an incomplete application and may not be considered for final selection.
6. TxDOT will be the sole judge of applications having the greatest technical merit when setting priorities for project selection. TxDOT has the right to accept or reject any part of an application or negotiate any application so as to select the projects that best serve the citizens of Texas. TxDOT has the right to limit the total amount awarded in any category and to determine the most appropriate fund source for a project.
7. TxDOT will take into consideration the applicants' technical, managerial, and financial capacity as well as the agencies' annual audit history when making award determinations.

Negotiations

During the evaluation review period, TxDOT reserves the right to ask for further clarification and conduct negotiations pertaining to an applicant's responses including but not limited to activities and cost. Requests for negotiations, additional meetings, and information will be at the option of and by the initiative of TxDOT.

Award of Projects

Selected projects for funds administered by TxDOT will be awarded in the form of grants made for allowable eligible expenses and defined activities/deliverables. A successful applicant will become a subrecipient of TxDOT. Agencies with projects selected for funding under the Urban Fleet Replacement Program will become direct recipients of FTA for the 5307 funds. The actual award of grant funds will be subject to available federal funds, state funds, or transportation development credit balances. Final award of grant funds administered by TxDOT will be made by the commission. Project grant agreements (PGA's) will be administered by a TxDOT Public Transportation Coordinator (PTC), with the option of the involvement and advice of additional parties.

Subrecipient Obligations

Once a project is selected for funding, the applicant has certain obligations to TxDOT to provide for proper and adequate project monitoring and supervision. Failure to fulfill these obligations is grounds for cancellation of the PGA at the sole discretion of TxDOT.

Specific tasks to fulfill these obligations are detailed below as follows:

1. **Compliance** – Compliance with all applicable federal, state, and local laws and regulations, including requirements found in the Master Grant Agreement and the FTA Certifications and Assurances. The applicant must meet all requirements pertaining to PGA's, project monitoring, safety, environment, accessibility, inclusion in the appropriate planning documents, and the specific requirements for each project type.

    a. If, at the conclusion of a project, the subrecipient elects to continue to utilize an asset purchased with grant funds, in accordance with 43 TAC § 31.57, the following responsibilities continue:

        i. All Federal and state requirements remain.
        ii. The subrecipient must provide data on ridership, vehicle use, and operating costs.
        iii. The subrecipient is subject to on-going annual monitoring by TxDOT.

    b. If a project includes the purchase of land, all environmental analyses, such as the finding of a Categorical Exclusion, must be completed prior to the purchase.

2. **Project Management** – Assure work is carried out as defined in the detailed scope of work and calendar of work.

a. All activities and/or deliverables will be approved according to the specifications of the scope of work. The calendar of work/timeline shall provide a minimum two-week evaluation period for each activity/deliverable.
b. If the project is divided into several activities/deliverables in accordance with the terms of the payment schedule, billable amounts for each activity/deliverable shall be specified.

3. **Reporting** – Participate in continuous, comprehensive dialogue with TxDOT throughout the life of the project. The TxDOT PTC shall be the applicant's primary point of contact with TxDOT.

   a. The required dialogue shall include reasonable access to data for project monitoring and, as appropriate, to the physical sites of projects.
   b. A status report reflecting progress and milestones accomplished shall be sent to the TxDOT PTC at least quarterly, or more frequently as negotiated, for the duration of the PGA. Formal progress meetings may be required at the discretion of the TxDOT PTC.
   c. Each project will be reviewed routinely by the local TxDOT PTC. No changes to processes or products shall be made without the prior knowledge and written approval of TxDOT.

SECTION THREE – APPLICATION SUBMISSION

Schedule

The application process schedule includes major milestones and target due dates culminating in a fully executed project grant agreement (PGA). The application submission due date is set; all other dates are subject to change. Any updates to the schedule will be posted at: http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html.

The following table outlines the call for projects schedule with tentative dates:

Activity / Milestone	Target Due Date
Submission and Training	
Notice of Opportunity available	11/15/2019
Instructions Overview Webinar	11/19/2019
Program Specific Webinar (PLN and RTAP)	11/21/2019
Program Specific Webinar (RD and ICB)	11/21/2019
Program Specific Webinar (Urban and Rural Fleet Replacement)	11/22/2019
Deadline for submitting written questions	1/3/2020
Deadline for application submission	2/14/2020
Scoring and Negotiations	
Applications Scored	3/20/2020
Application Negotiations Completed	4/15/2020
Funding	
Funding decision made	5/15/2020
PGA Development	
Texas Transportation Commission approval	6/25/2020
Project Grant Agreements distributed for FY21 projects	8/1/2020
Award Grants	
Project Grant Agreements executed and activated in eGrants for FY21.	9/1/2020

Development

eGrants

- Applications must be submitted via eGrants by changing the status in eGrants to "*Application Submitted for Review*."
- Ensure you save often when creating your application as eGrants will timeout after 15 minutes of inactivity.
- Specific application criteria vary by program. Applicants should demonstrate how their project addresses all criteria for the specific funding program(s) (PLN, RTAP, RD, ICB, FR) from which funds are sought. General eGrants forms applicable to all programs and program-specific forms were created for the development of applications.
- For help and resources regarding the eGrants system, contact the eGrants help desk Monday - Friday, 8 a.m. - 4 p.m. (closed federal holidays) at (512) 486-5957 or by email at PTN-eGrantshelp@txdot.gov. An eGrants Subgrantee User Manual can be found under the "Training Materials" section in eGrants.

Training and Guidance

- TxDOT will host a webinar which discuss the application process and changes from previous years call for projects.
- Additional webinars will be held to discuss specific program guidance.
- Webinar information can be found at http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html . Recorded webinars will be posted to this site as well.

Questions

- All application-related questions must be submitted via email to PTN_ProgramMgmt@txdot.gov by **5 P.M. CST** on January 3, 2020. To ensure a prompt response, label the email's subject line "Coordinated Call Question:" followed by the specific question related topic.
- A question-and-answer document will be posted online at http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html
- Telephone inquiries regarding the development of applications are not accepted.
- Please **DO NOT** contact TxDOT PTN Public Transportation Coordinators regarding questions for this call for projects.

Submission

- Grant applications must be in "*Application Submitted for Review*" status in eGrants no later than **5:00 P.M. CST February 14, 2020**.
- Submitted applications cannot be returned to the applicant for modifications or changes after the due date of **February 14, 2020**.
- Applications must be submitted by the responsible entity in eGrants.
- Separate documents with information pertaining to the applicant qualifications, commitment, availability of external resources, or previous public transportation or related experience may also be included (or required) with the application as attachments. **Do not mail hard copies of applications or support letters to TxDOT**.
- Failure to follow the above requirements may disqualify your application from the scoring process.

Getting Started

The following table outlines the steps and actions for getting started on the grant application:

Step	Action
1	Determine your system needs for the next 1-3 years.
2	Determine what kind of project(s) best address these needs. The category table gives some broad examples of possible types of projects.
3	Project eligibility is first determined by your type of organization. Identify all categories that apply to your organization. The organization table lists various types of organizations that can apply for a grant.
4	After determining your category and organization; refer to the *Matrix of Funding Choices* to determine your program options.
5	After identifying program options, locate and read the appropriate *Programs* section further determine if your organization meets the program requirements. The *Scope, Objectives, and Program Requirements* describes the program and what it can be used for. The *Evaluation Criteria* will lead you in the development of your application for the program(s) that you are interested in applying for.
6	If you need additional assistance, please attend a scheduled webinar or submit questions to PTN_ProgramMgmt@txdot.gov.

The following category table outlines the possible examples of projects:

Type	Description
Facility	• Construction or rehabilitation of a facility or building structure
Capital	• Purchase of vehicles and vehicle needs including testing, inspection, and acceptance costs, fare boxes, wheelchair lifts and restraints, equipment for transporting bicycles • Equipment and installation costs. • Preventive maintenance and other maintenance costs including vehicle rebuilding or overhaul. • Technology including computer hardware or software, transit-related intelligent transportation systems, radios, communication, other related technology. • Passenger shelters, bus stop signs, and similar passenger amenities. • Mobility management services.
Operating Assistance	• Fuel and oil • Driver, dispatcher, and mechanic salaries • Purchase of service • Purchase of transit vouchers
Planning	• Studies relating to management, operations, and capital requirements. • Evaluation of existing systems. • Other similar or related activities prior to and in preparation for the undertaking or improvement of eligible services.
Marketing	• Market research. • Production of route maps and schedules. • Website development. • Advertising. • Marketing including the use of transit vouchers by welfare recipients and eligible low-income individuals or employer-provided transportation, including employer transit pass tax benefits.
Training	• Specialized training courses designed specifically for an organization or regional coordination group. • Development of interagency peer-to-peer training, that incorporate local transportation providers and FTA funded transportation providers. • Engaging a specific trainer or training organization to provide a class or event.
Technical Assistance	• Development of cost allocation plans to assist agencies manage a variety of funding streams. • Operational and route studies to assist agencies in maximize resources by determining efficient route patterns. • Management / organizational reviews that will assist agencies to develop organizational structures appropriate to the size of their agencies; and/or provide management guidance.
Research	• Development of surveys to determine the effectiveness of a certain route or organization services. • Feasibility studies prior to initiating new services, facilities or technology projects • Consultation with a local institution; for example, to determine non-traditional sources for local match or other Organization needs.

SECTION FOUR – APPLICATION INSTRUCTIONS

eGrants

The online grant application is divided into 3 or more eGrants forms which vary by program. Guidance regarding data input for each specific form is provided in this document in blue. Guidance is given in this section for the Applicant Information form which is consistent for the PLN, RTAP, RD and ICB. All other form specific guidance is provided in the Evaluation Criteria for the specific program in Section Five. All questions must be answered thoroughly.

All items with a red asterisk* indicate a mandatory field and require a response. All responses need to be clear and concise and communicate how the agency will allocate and apply the funds. Also, all applicants are required to complete all appropriate sections of the application completely and thoroughly with the most current information.

Applicant Information Form

Provide primary contact information in the available fields. (See Figure 1).

Person to be contacted regarding **this** application

First Name *

Last Name *

Phone Number *

Email Address *

Figure 1: Contact Person

The applicant confirms that the agency *Service Profile* is accurate by checking the box as shown in image below. The *Service Profile* can be found by using the "*Service Profile*" link at the top of the eGrants page. (See Figure 2).

By checking this box, you are indicating that the service profile for this organization is accurate. *

Figure 2: Service Profile Certification

Project Summary

1. Provide a percentage breakdown of service area and a short project name. (See Figure 5)

Project Service Area, enter the percentage of each * Rural: % Urban: %

State Planning Region * 1 2 3 4 5

What is the project name? *

Figure 3: Service Area, Planning Region, Project Name

2. Provide a summary of the proposed project(s) for which the funds will be used. *

Provide an overview of your project(s) that includes:

- General concept of the project(s).
- Project timeline.
- Who is committing time or resources to the project(s).
- Project location(s).

0 of 2000

3. Describe how the proposed project aligns with the strategic goals outlined in the Texas Transportation Commission's Strategic Plan. *

Identify and explain how your project aligns with one or more of the goal(s):

- 1: Deliver the Right Projects
- 2: Focus on the Customer
- 3: Foster Stewardship
- 4: Optimize System Performance
- 5: Preserve our Assets
- 6: Promote Safety

NOTE: Link to TxDOT Values, Vision, Mission, and Goals.

0 of 2000

4. Identify project partners and describe what each partner will do for the project. (See Figure 5)

Partner Name	Description of Activity

Figure 4: Partner name and activity description

Name project partners and specifically identify what each will contribute and/or commit to for this project;

Obligation Certification Form

OBLIGATION CERTIFICATION

As an authorized official of the Ark-Tex Council of Governments

I certify to the following:

1. The information presented in the application is true and accurate to the best of my knowledge.
2. I have not intentionally made any misstatements or misrepresented the facts.
3. The organization has the resources and technical capacity to support the project.
4. The organization has the resources and technical capacity to provide the required match.
5. The organization uses generally accepted accounting standards for its financial recordkeeping functions.
6. The organization will participate in a continuous, comprehensive dialogue throughout the life of the project.
   This includes but is not limited to:
   - On-Site monitoring by TxDOT personnel
   - Timely submission of required reports
   - Timely written notification of events that will affect the outcome of the project
7. The organization will comply with all applicable federal, state, and local laws and regulations.
   This includes but is not limited to:
   - Annual Certifications and Assurances
   - Master grant agreements
   - Project grant agreements
   - Applicable federal program circulars and similar federal and state guidance
8. Applicant Affirmation: Compensation has not been received for participation in the preparation of the specifications for this call for projects.

☐ By checking and completing this document I certify that the above statements are true and that I have the authority to sign this document.

Name **Title** **Date**

Figure 5: Obligation Certification form

An agency representative with authority to sign the document should check the box at the bottom of the page. Their name and title along with the date will be inserted into the page.

SECTION FIVE – PROGRAMS

Planning Assistance – PLN

Scope

The Texas Department of Transportation (TxDOT) requests projects which assist small urban and rural transit agencies, and other eligible agencies, to develop projects and strategies to support the coordination of public, private, specialized, and human service transportation services to further meet peoples' transportation needs. Funds also may be used to support operational effectiveness and efficiency studies, training programs, educational programs, and demonstration projects.

Objectives

- Make better use of existing resources;
- Conduct operational efficiency and effectiveness studies;
- Develop best practice asset management and safety programs;
- Develop initial feasibility and concept elements of facility project development projects; and
- Develop and evaluate public transportation related demonstration projects.

Program Requirements

Context

In accordance with 43 TAC § 31.22, TxDOT currently provides funding for public transportation projects for planning purposes. This call for projects is being offered to solicit applications to address the stated objectives.

Eligible Subrecipients

Refer to the *Matrix of Funding Choices* of this call for projects.

Eligible Project Types

Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, and in accordance with FTA Circular 8100.1C Program Guidance for Metropolitan and State Planning and Research Program Grants. All PLN projects will use ALI code 44.24.00 exclusively.

NOTE: Depending on the applications received and the available funds, TxDOT reserves the right to focus on specific project types**.**

Eligible Work or Activities

- Studies relating to management, operations, capital requirements, innovative financing opportunities, security and economic feasibility of transit projects;
- Evaluation of previously funded projects;
- Similar work or activities preliminary to the construction of or improved operation of facilities and equipment and other improvements that enhance the usability and community-friendliness of the transit system environment;
- Systems analysis;
- Analyses of social, economic, and environmental factors related to travel and transportation;
- Demonstration projects to assist planning regions in achieving strategies, priorities or projects identified in regional public transit-human services transportation plans;
- Public involvement in the transit/transportation planning process;
- Multimodal facilities planning;
- Computer hardware and software needed to support planning work.

Funding Percentages and Reimbursement Cap

Projects will be reimbursed with FTA grant funds in accordance with Title 49 U.S.C. § 5304, with a percentage of local match.

- TxDOT may provide up to 80% in federal funds for eligible project costs.
- TxDOT may provide up to 20% in state funds or transportation development credits (TDC) as match.
- Preferential consideration will be given to applicants providing local cash to reduce or replace the state matching funds and/or TDC.
- In-kind match is not accepted for planning grants.

Evaluation Criteria

All projects submitted must meet the scope, objectives, and funding requirements identified for the PLN program. The use of quantitative data and estimates, whenever possible, improves the application's clarity in comparison to all the evaluation criteria.

General Project Evaluation Form

Demonstrated Need and Project Description

1. Describe the specific need for the project: what service gaps, performance gaps, or unmet needs will be filled by the proposed project? For each gap or unmet need, provide convincing data to demonstrate why the project is needed. *

- Describe the individual elements of the gaps or unmet needs that this project will address.
- Convincing data includes objective material like survey results, planning studies, or other measurable information that supports the need for the project.

0 of 4000

2. Describe the project, detailing how the project addresses the demonstrated need. *

The project description should be concise and identify:

- A purpose statement for this project, clearly stating what is proposed;
- How this project will help with the needs demonstrated in question 1;
- How this planning project will be conducted (the methodology);
- The geographic scope of this project;
- What operational aspects will be examined, such as transit operations, maintenance, or coordination;
- The duration for this project (specify one or two years).

0 of 4000

3. Identify the goals, objectives and/or priorities in the area's most recent five-year public transportation/human services transportation plan that relate to the need for the project. *

Save for additional rows

Five-year plan goal, priority, or objective	How the project relates
0 of 500	0 of 500

- **Five-year plan goal, priority, or objective:** Enter one goal, priority, or objective per line.
- **How the project relates**: Briefly describe how this project relates to the five-year plan, goal, or objective.

4. Identify goals for this project and describe the associated objectives of each goal. *

(press the save button for additional rows)

Save for additional rows

Project Goals	Associated objectives
0 of 500	0 of 500

- **Project Goals:** Enter one project goal (desired result) per line.
- **Associated Objectives:** Enter the objectives (steps that will be taken) to meet the goal.

5. Describe specific project task to achieve the objectives identified above. *

Save for additional rows

Objectives	Tasks
0 of 500	0 of 500

- **Objectives:** Enter objectives identified in question 4, one per line.
- **Tasks**: List the tasks (activities) associated with each objective.

6. Identify how this project meets the objectives of the grant program and priorities outlined in this call for projects. *

- Describe how the project connects to achieving planning program priorities and objectives identified in the Program Guide, Section Five.

0 of 4000

Project Implementation

1. Provide a step-by-step workplan. List the tasks identified in question 5 above. Identify the responsible party (individual or group) for the task, estimated completion date for each task, and identified deliverables as appropriate. *

Task	Responsible party	Estimated completion date	Deliverable

- **Tasks**: List the tasks (activities) and provide a detailed explanation. Project tasks should be specific, measurable, and time-bound.
- **Responsible party**: Identify who will be responsible for the task.
- **Estimated completion date**: Enter the date by which the task will be completed
- **Deliverable:** Provide the desired outcome(s) of the tasks (activities) that will fulfill the objective(s).

2. Describe any other funds, in addition to the grant funds, that will be used to implement and sustain the project or service. *

- Identify the source and duration of any other funds that will be used to implement and sustain this project.

0 of 2000

Roles and Responsibilities of Stakeholders

Examples of local stakeholders can include, but are not limited to, the following: local businesses, workforce agencies, human services agencies, city officials, county officials, riders or the general public.

1. Describe what groups/entities (stakeholders) were consulted or assisted in the development of this specific project. Describe how they participated in the project development. *

- List the names of organizations, entities and/or individuals who participated in the development of this project.
- Explain at which steps in the development of the project the stakeholders participated and what they did.

0 of 6000

2. Identify specific stakeholders who will actively participate in proposed project activities. Describe the specific activities in which they will be involved and their roles. *

- List names of organizations, entities and/or individuals who have committed to actively participate in proposed project activities. Describe their specific role and specifically what they have committed. Identify individuals by name, title, and agency where possible.
- Attach in the space provided under the Project Evaluation section letters of commitment from these partnering organizations, entities and/or individuals. A letter of commitment (as opposed to simply a letter of support) is a letter documenting an organization's, entity's or individual's pledge of resources for this proposed project. This may be a commitment of financial support, staff support, services, or other resources. A letter of commitment must describe the nature of the commitment and state exactly what the organization, entity or individual commits. The activities should connect to the step-by-step workplan in the previous section of the application.
- Letters must be signed by a person fully authorized to bind the organization, entity or individual.

0 of 6000

3. Describe steps the agency has taken or will take to coordinate with the Regionally Coordinated Transportation Planning lead agency(ies) in the project area. *

- List the name(s) of the lead agency(ies) for the planning region(s) for which you propose this project.
- Describe how you have coordinated with this/ these lead agency(ies) in developing this application and how you will coordinate with this/these agency(ies) should your project be funded. Provide a timeline for the steps.

0 of 4000

Experience and Capacity

1. Describe the applicant agency's experience with oversight and management of projects similar to the project in the application *

- Describe specific, convincing examples of projects similar to this proposed project that the applicant oversaw and managed. Agencies must demonstrate their capacity to complete a project to obtain funding.
- Present a timeline(s) showing development of the project(s). Include previously funded projects of similar scope or level of difficulty.

0 of 4000

2. Identify staff who will carry out the project, their qualifications and their role in the project. *

- Identify individuals by name, title, and agency where possible; describe their role and qualifications for successfully completing this project. Include relevant details about the experience of each staff member.

0 of 4000

3. If a consultant will be used to carry out the project, describe the type of consultant services that will be procured. If an applicant already has a contract with a consulting firm that covers the proposed scope of work, include information regarding previous similar projects this consultant has worked on. *

- Provide name of consultant(s) whether currently secured or are anticipated to contribute to the project.
- Describe the specific services the consultant will provide.
- Provide the names and types of projects the consultant has experience with.

0 of 4000

NOTE: When consultant services are used, TxDOT must ensure all federal and state procurement processes are/have been followed. TxDOT usually oversees each phase of the procurement process.

Project Evaluation

1. Describe how the applicant, including any partners, intends to evaluate the success of the project. Include information on the evaluation of this project at different milestones or stages and identify specific areas to measure. *

Identify
  - who will evaluate this project and their relevant experience in evaluating similar projects;
  - the types of data to be collected as part of this project;
- Clearly describe a reliable methodology/approach for (1) designing this project to assure collection of reliable data, (2) gathering data, (3) analyzing, distilling and synthesizing data to measure success of the project, and (4) the rationale for using this particular approach. Include information on the evaluation of the project at different milestones or stages.
- Demonstrate how this methodology will assure (a) sufficient data collection for effectively evaluating this project, and (b) incorporate checkpoints during to allow for interim evaluation and adaptive management. Identify specific elements to measure.
- Describe how data and the data collection process will be managed and monitored for quality assurance.
- Explain what the plan is to get back on course it the project does not meet a milestone.

0 of 2000

Attach originally developed letters of commitment from stakeholders or other partners who will *provide resources* for this specific project.

Choose File No file chosen

Attach originally developed letters of support from stakeholders that are endorsing the proposed project.

Choose File No file chosen

Upload other attachments, as appropriate

Choose File No file chosen

Any documents called for elsewhere in this application should be uploaded in the space identified above (Other Attachments per Instructions).

Planning Specific Evaluation Form

The applicant must complete Questions 1-5 below. Responses should be concise and specific to the project proposed in this funding application. *

Is this a pilot project?

○ Yes ○ No

Answer "Yes" or "No"

NOTE: For the purposes of this call, a pilot/demonstration project is a study to evaluate effectiveness, efficiencies, feasibility, time, cost or other aspects or effects of a specific attempt to improve services, products, methods or systems.
NOTE: Pilot/Demonstration projects must concern public transportation and may involve planning, providing and evaluating services or technical studies, research, training, technical assistance, marketing, outreach, activities and services to be tested or some combination of these, depending on the project. A study is inclusive of research and whatever activities are being tested.

1. Identify specific pre- and post-pilot project data to be collected.

- Identify the types of data to be collected as part of this proposed demonstration project.
- This shall include (1) pre-project/baseline data, (2) data collected during the activities or intervention being tested, and (3) data collected following the activities or intervention being tested.

0 of 6000

2. Describe how the data will be collected.

- Clearly describe a reliable, sound methodology for (1) designing this study, (2) gathering both quantitative and qualitative data, and (3) distilling, synthesizing and analyzing these data.
- Demonstrate that the proposed methodology is designed to collect sufficient data to effectively evaluate the proposed project. Incorporate checkpoints during project implementation to allow for interim evaluation and adaptive management.

0 of 6000

3. Describe how the data collection process will be managed and monitored for quality assurance. *

- Describe specific methods and steps for assuring the consistent gathering of high quality data.
- Identify specific checkpoints to allow adaptive management.

0 of 6000

4. Describe how the data will be analyzed, distilled and synthesized to measure success of the project.

- It is not sufficient to simply collect and report data.
- Clearly articulate how the collected data will be distilled, synthesized and analyzed using a reliable methodology.

0 of 6000

5. Explain the rationale for using this particular methodology.

- Clearly articulate the rationale for using this particular methodology which you have chosen.
- Explain and offer evidence to support why your proposed methodology is the best methodology for evaluating this project (instead of other possible methodologies or approaches).

0 of 6000

The agency must commit to preparing a final report with observations and recommendations based on lessons learned and data analysis. This will include recommendations on whether the project could/should be replicated or implemented on a larger scale and resources required. If implementation is recommended, explain why and include any suggested modifications. If implementation is not recommended, explain why not.

☐ By checking this box the agency agrees to prepare a final report as described above. *

Check the box indicating that your agency agrees to prepare a final report as described on this form in eGrants.

Budget and Milestones Form

The budget and milestones page contains information about how the agency will spend the funds, on a per line item basis.

Attachments
You may upload additional documentation here.
(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload
	Choose File No file chosen

Applications requesting funding for more than one year must attach the Multiyear Budget Worksheet. This worksheet can be downloaded at http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html. The Multiyear Budget Worksheet is not required for single year projects.

Line Items

The following table outlines the columns located in the Budget and Milestones section in eGrants. Additional rows are added by pressing the [SAVE] button:

Column Heading	Comments
Description	Choose the short-range transportation planning option, ALI 44.24.00
Scope	Completed by grant program manager
Suffix #	Completed by grant program manager
TPN	Completed by grant program manager
Fuel Type	N/A
# of Units	N/A
Award Amount	Amount requested by subrecipient
State Match	Agency documents the amount of State funds to be provided from the agency's State formula award, if applicable. This field does not document a request for state match funds
Local Match	Agency documents the amount
In-Kind Match	N/A
Total Funds	eGrants system will calculate.
TDC requested?	Check the box if requesting TDC
Match Ratio	Completed by grant program manager
TDC Amount	Calculated based on match ratio
Estimated RFP/IFB Issued	If hiring a consultant, enter date when RFP/IFB will be issued
Estimated Contract Award	Enter date when the agency and/or consultant intends to start work
Estimated First Vehicle Delivered	N/A
Estimated Last Vehicle Delivered	N/A
Estimated Contract Complete	Enter the date when all funds will be expended. This field is required.

Rural Transportation Assistance Program – RTAP

Scope

TxDOT requests projects which design and implement training and technical assistance and other support services tailored to meet the specific needs of transit operators in rural areas. Projects can develop training and training materials to improve the quality of information and technical assistance available to local transit operators, develop networks of transit professionals, and support the coordination of public, private, specialized, and human service transportation services.

Objectives

- to promote the safe and effective delivery of public transportation in rural areas and to make more efficient use of public and private resources;
- to foster the development of State and local capacity for addressing the training and technical assistance needs of the rural transportation community;
- to improve the quality of information and technical assistance available through the development of training and technical assistance resource materials;
- to facilitate peer-to-peer assistance through the development of local networks of transit professionals; and;
- to support the coordination of public, private, specialized, and human service transportation services.

Projects should also support and promote the coordination of public transportation services across geographies, jurisdictions, and program areas. Coordination between rural and urbanized agencies is encouraged.

TxDOT may prioritize coordination activities with explicit objective of making better use of existing resources, operational efficiency and effectiveness studies, and development of best practice asset management and safety programs.

Program Requirements

Context

In accordance with 43 TAC § 31.37, TxDOT currently provides funding for public transportation projects for RTAP purposes. This call for projects is being offered to solicit a variety of applications to address the objectives listed above.

Eligible Subrecipients

Refer to the *Matrix of Funding Choices* in this call for projects.

Eligible Project Types

Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, in consultation with members of the public transportation and the disability service and advocacy communities.

NOTE: Depending on the applications received and the available funds, TxDOT reserves the right to focus on specific project types**.**

Training, ALI 43.50.01

- Specialized training courses designed specifically for an organization or regional coordination group;
- Development of inter-agency peer-to-peer training that includes local transportation providers and FTA funded transportation providers;
- Engaging a specific trainer or training organization to provide a class or event.

Technical assistance, ALI 43.50.02

- Development of cost allocation plans to assist agencies to manage a variety of funding streams;
- Operational and route studies to assist agencies in maximizing resources by determining efficient route patterns;
- Management / organizational reviews that will assist agencies to develop organizational structures appropriate to the size of their agencies; and/or provide management guidance.

Research, ALI 43.50.03

- Development of surveys to determine the effectiveness of a certain route or organization services;
- Feasibility studies prior to initiating new services, facilities or technology projects;
- Consultation with a local institution; for example, to determine non-traditional sources for local match or other organization needs.

The purchase of equipment to support one of the three eligible activities is an eligible expense.

Funding Percentages

Projects will be funded with FTA grant funds in accordance with Title 49 U.S.C. § 5311(b) (3).

Eligible Projects

TxDOT may provide up to 100% of the cost of eligible projects.

Local Share Sources

If less than 100% is awarded, the local applicant must provide the funding for the balance of the project costs.

Evaluation Criteria

All projects submitted must meet the scope, objectives, and funding requirements identified in the Program Information for the RTAP program. Give quantitative data and/or estimates whenever possible. Use clear and concise language.

Demonstrated Need and Project Description

1. Is this project for training, technical assistance, transit research, and/or related support services? *

Is this project for training, technical assistance, transit research, and/or related support services? *

- ☐ Training
- ☐ Technical Assistance
- ☐ Transit Research
- ☐ Related Services

- Identify which of the eligible funding categories are part of the project.

2. Describe the specific need for the project: what service gaps, performance gaps, or unmet needs will be filled by the proposed project? For each gap or unmet need, provide convincing data to demonstrate why the project is needed. *

- Describe the individual elements of the gaps or unmet needs that this project will address. Convincing data includes objective material like survey results, planning studies, or other measurable information that supports the need for the project.

0 of 4000

3. Describe the project, detailing how the project addresses the demonstrated need. *

The project description should be concise and identify:

- A purpose statement for this project, clearly stating what is proposed;
- How this project will help with the needs demonstrated in question 2;
- How this project will be conducted (the methodology);
- The geographic scope of this project;
- What operational aspects will be examined, such as transit operations, maintenance, or coordination;
- The duration for this project (specify one or two years).

0 of 4000

4. Identify the goals, objectives and/or priorities in the area's most recent five-year public transportation/human services transportation plan that relate to the need for the project. *

Five-year plan goal, priority, or objective	How the project relates
0 of 500	0 of 500

- **Five-year plan goal, priority, or objective:** Enter one goal, priority, or objective per line.
- **How the project relates**: Briefly describe how this project relates to the five-year plan, goal, or objective.

5. Identify goals for this project and describe the associated objectives of each goal. *

Project Goals	Associated objectives
0 of 500	0 of 500

- **Project Goals:** Enter one project goal (desired result) per line.
- **Associated Objectives**: Enter the objectives (steps that will be taken) to meet the goal.

6. Describe specific project tasks to achieve the objectives identified above. *

Objectives	Tasks
0 of 500	0 of 500

- **Objectives:** Enter objectives identified in question 5, one per line.
- **Tasks**: List the tasks (activities) associated with each objective.

7. Describe the relationship of the project to current or proposed activities or services of the rural transit agency or agencies. *

- Describe how the project connects to achieving planning program priorities and objectives identified in the Program Guide, Section Five

0 of 4000

Project Implementation

1. Provide a step-by-step workplan. List the tasks identified in question 6 above. Identify the responsible party (individual or group) for the task, estimated completion date for each task, and identified deliverables as appropriate. *

Task	Responsible party	Estimated completion date	Deliverable

- **Tasks**: List the tasks (activities) and provide a detailed explanation. Project tasks should be specific, measurable, and time-bound.
- **Responsible party**: Identify who will be responsible for the task.
- **Estimated completion date**: Enter the date by which the task will be completed
- **Deliverable:** Provide the desired outcome(s) of the tasks (activities) that will fulfill the objective(s).

2. Describe any other funds, in addition to the grant funds, that will be used to implement and sustain the project or service. *

- Identify the source and duration of any other funds that will be used to implement and sustain this project.

0 of 2000

Roles and Responsibilities of Stakeholders

Examples of local stakeholders can include, but are not limited to, the following: *local businesses, workforce agencies, human services agencies, city officials, county officials, riders or the general public.*

1. Describe what groups/entities (stakeholders) were consulted or assisted in the development of this specific project. Describe how they participated in the project development. *

- List the names of organizations, entities and/or individuals who participated in the development of this project.
- Explain at which steps in the development of the project the stakeholders participated and what they did.

0 of 6000

2. Identify specific stakeholders who will actively participate in proposed project activities. Describe the specific activities in which they will be involved and their roles. *

- List names of organizations, entities and/or individuals who have committed to actively participate in proposed project activities. Describe their specific role and specifically what they have committed. Identify individuals by name, title, and agency where possible.
- Attach in the space provided under the Project Evaluation section letters of commitment from these partnering organizations, entities and/or individuals. A letter of commitment (as opposed to simply a letter of support) is a letter documenting an organization's, entity's or individual's pledge of resources for this proposed project. This may be a commitment of financial support, staff support, services, or other resources. A letter of commitment must describe the nature of the commitment and state exactly what the organization, entity or individual commits. The activities should connect to the step-by-step workplan in the previous section of the application.
- Letters must be signed by a person fully authorized to bind the organization, entity or individual.

0 of 6000

3. Describe steps the agency has taken or will take to coordinate with the Regionally Coordinated Transportation Planning lead agency or agencies in the project area. *

- List the name(s) of the lead agency(ies) for the planning region(s) for which you propose this project.
- Describe how you have coordinated with this/ these lead agency(ies) in developing this application and how you will coordinate with this/these agency(ies) should your project be funded. Provide a timeline for the steps.

0 of 4000

Experience and Capacity

1. Describe the applicant agency's experience with oversight and management of projects similar to the project in this application. *

- Describe specific, convincing examples of projects similar to this proposed project that the applicant oversaw and managed. Agencies must demonstrate their capacity to complete a project to obtain funding.
- Present a timeline(s) showing development of the project(s). Include previously funded projects of similar scope or level of difficulty.

0 of 4000

2. Identify staff who will carry out the project, their qualifications and their role in the project. *

- Identify individuals by name, title, and agency where possible; describe their role and qualifications for successfully completing this project. Include relevant details about the experience of each staff member.

0 of 4000

3. If a consultant will be used to carry out the project, describe the type of consultant services that will be procured. If an applicant already has a contract with a consulting firm that covers the proposed scope of work, include information regarding previous similar projects this consultant has worked on. *

- Provide name of consultant(s) whether currently secured or are anticipated to contribute to the project.
- Describe the specific services the consultant will provide.
- Provide the names and types of projects the consultant has experience with.

0 of 4000

NOTE: When consultant services are used, TxDOT must ensure all federal and state procurement processes are/have been followed. TxDOT usually oversees each phase of the procurement process.

Project Evaluation

1. Describe how the applicant, including any partners, intends to evaluate the success of the project. Include information on the evaluation of this project at different milestones or stages and identify specific areas to measure. *

Identify

- who will evaluate this project and their relevant experience in evaluating similar projects;
- the types of data to be collected as part of this project;

- Clearly describe a reliable methodology/approach for (1) designing this project to assure collection of reliable data, (2) gathering data, (3) analyzing, distilling and synthesizing data to measure success of the project, and (4) the rationale for using this particular approach. Include information on the evaluation of the project at different milestones or stages.
- Demonstrate how this methodology will assure (a) sufficient data collection for effectively evaluating this project, and (b) incorporate checkpoints during to allow for interim evaluation and adaptive management. Identify specific elements to measure.
- Describe how data and the data collection process will be managed and monitored for quality assurance.
- Explain what the plan is to get back on course it the project does not meet a milestone.

0 of 2000

Attach originally developed (not from a template) letters of commitment from stakeholders who will *provide resources* for this specific project.

Choose File No file chosen

Attach originally developed (not from a template) letters of support from stakeholders endorsing the proposed project.

Choose File No file chosen

Upload other attachments, as appropriate.

Choose File No file chosen

Any documents called for elsewhere in this application should be uploaded in the space identified above (Upload other attachments, as appropriate).

Budget and Milestones

The budget and milestones page contains information how the agency will spend the funds, on a per line item basis.

Attachments
You may upload additional documentation here.
(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload
	Choose File No file chosen

Applications requesting funding for more than one year must attach the Multiyear Budget Worksheet. This worksheet can be downloaded at http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html. The Multiyear Budget Worksheet is not required for single year projects.

Line Items

The following table outlines the columns located in the Budget and Milestones section in eGrants. Additional rows are added by pressing the [SAVE] button:

Column Heading	Comments
Description	Choose one of these options from the drop-down list: Training, ALI 43.50.01, Technical assistance, ALI 43.50.02, or Research, ALI 43.50.03
Scope	Completed by grant program manager
Suffix #	Completed by grant program manager
TPN	Completed by grant program manager
Fuel Type	N/A
# of Units	N/A
Award Amount	Amount requested by subrecipient
State Match	Agency documents the amount of State funds to be provided from the agency's State formula award, if applicable. This field does not document a request for state match funds.
Local Match	Agency documents the amount
In-Kind Match	Agency documents the amount. Support documents and amount entered in this field must concur.
Total Funds	eGrants system will calculate.
TDC requested?	N/A
Match Ratio	N/A
TDC Amount	N/A
Estimated RFP/IFB Issued	If hiring a consultant, enter date when RFP/IFB will be issued
Estimated Contract Award	Enter date when the agency and/or consultant intends to start work
Estimated First Vehicle Delivered	N/A
Estimated Last Vehicle Delivered	N/A
Estimated Contract Complete	Enter the date when all funds will be expended. This field is required.

Rural Discretionary – RD

Scope

TxDOT requests projects which assist public transportation providers in rural areas to provide passenger transportation services to the general public using the most efficient combination of knowledge, materials, resources and technology. Rural Discretionary funds are available through this call for projects which cannot reasonably be funded through FTA and State program formula allocations or local resources and are consistent with identified objectives.

Objectives

- Project development for new capital infrastructure projects that support regional multi-use, shared facilities, or multi-modal opportunities including but not limited to maintenance, training, communication, and other infrastructure improving the movement of people and goods.
- Protect the investment in transit facilities by supporting major projects involving the maintenance and rehabilitation of existing facilities and advancing facility projects currently under way.
- Support collaborative efforts of governments, communities, and service providers to implement a locally based, regionally linked network of public transportation services and facilities addressing regional, intercity, and local service needs including but not limited to partnerships among different public and/or private providers expanding mobility options in rural areas of the state.

Program Requirements

Context

In accordance with 43 TAC § 31.36, TxDOT currently provides discretionary funding for rural public transportation projects. This call for projects is being offered to solicit a variety of applications to address the objectives listed above.

Eligible Subrecipients

Refer to the *Matrix of Funding Choices* of this call for projects.

Eligible Project Types

Demonstration or pilot projects involving partnering initiatives, service integration, regional initiatives, or other creative processes and capital infrastructure projects which meet one or more of the objectives are desired.

NOTE: Depending on the applications received and the available funds, TxDOT reserves the right to focus on specific project types**.**

Eligible activities should be derived from issues as follows:

- Coordination and technical support activities such as regional initiatives for maintenance, training, communication. Such projects may involve multi-use facilities, regional maintenance facilities, or multi-modal initiatives.
- Major rehabilitation of existing facilities which have been and will continue to be used for public transportation activities. Examples include major rehabilitation of multimodal, maintenance, and administrative facilities used for rural public transportation activities to achieve a state of good repair.
- Coordination with urban providers, intercity bus carriers, transit providers in other states, health and human service organizations, and private non-profits such as community organizations, senior centers, faith-based organizations, and other similar organizations.
- Maximize coverage in the provision of public transportation services such as increased service areas or the ability to serve more or different citizens.

- Coordination with community officials and leaders to develop broad-based regional transportation, connectivity, one-stop transportation hubs; call centers, links to 211, transit between urban centers and rural areas, etc.

Eligible Assistance Categories

Eligible assistance categories have been defined by TxDOT in accordance with FTA guidelines and other laws and regulations.

The following table outlines the categories and description for eligible assistance:

Category	Description
Local Administrative Expenses	• Salary and fringe benefits; • Office supplies and equipment; • Professional services and fees; • Employee training (new and ongoing); • Computer network maintenance; • Processing accounts payable and receivable; • Outreach, advertising, and marketing.
Capital Expenses	• Buses, vans, or other paratransit vehicles, fare boxes, wheelchair lifts and restraints; • Equipment for transporting bicycles on public transit vehicles; • Radios and communication equipment; • Equipment installation, Vehicle procurement, testing, inspection, and acceptance costs; • Preventive maintenance, including all maintenance costs; • Vehicle rehabilitation, remanufacture, or overhaul; • Capital and operating support including computer hardware or software; • New technology, both innovative and improved products; • Construction or rehabilitation of transit facilities including design, engineering, and land acquisition; • Passenger shelters, bus stop signs, park and ride lots, and similar passenger amenities; • Mobility management; • The lease of vehicles or equipment, provided that the subrecipient, with the concurrence of the department, determines that a lease is more cost effective than purchase after considering management efficiency, availability of equipment, staffing capabilities, and guidelines on capital leases as contained in 49 CFR Part 639; • The capital portions of costs for service under contract as described in FTA Circular 9040.1G or its latest published version.
Planning Activities	• Studies relating to management, operations, and capital requirements; • Evaluation of previously funded projects; • Other similar or related activities prior to and in preparation for the undertaking or improvement of eligible services.
Marketing Activities	• Market research; • Production of route maps and schedules; • Information delivery; • Website development; • Advertising.
Operating Expenses	• Costs directly tied to system operations. FTA Circular 9040.1G or its latest published version shall be the guide for determining eligible operating expenses. Operating expenses may include: o Fuel;

Category	Description
	o Oil; o Driver, dispatcher, and mechanic salaries; o Purchase of service.

Funding Percentages

Projects will be funded with FTA grant funds in accordance with Title 49 U.S.C. § 5311, with the percentage of cost provided and expected match percentage by applicant depending on the type of project.

The following table outlines the project types and funding percentages:

Project Type	Funding Percentage
Local Administration	• Up to 80% of the cost of local administration
Capital Projects	• Up to 80% of the cost of capital projects. The percentage may increase if the project is Americans with Disabilities Act (ADA) or Clean Air Act related. Up to 90% of the costs of eligible mobility aid modifications may be provided. New vehicles complying with ADA or Clean Air Act are eligible up to 85%.
Planning Projects	• Up to 80% of the cost of planning projects provided.
Marketing Projects	• Up to 80% of the cost of planning projects provided.
Operating Assistance	• Up to 50% of net operating expenses provided.
Local Share sources	• The applicant must provide the funding for the balance of the project costs. Eligible match sources include local, state, non-US DOT federal program funds, and private funding. With prior department approval, in-kind contributions, volunteer services, and donations directly attributable to the project are eligible as local share if the value is documented. If the funds are not under the applicant's direct control, a letter of commitment from the "donor agency" is required with the fund source identified. TDC may be requested for projects excluding operating projects.

Evaluation Criteria

All projects submitted must meet the scope, objectives, and funding requirements identified for the RD program. The use of quantitative data and estimates, whenever possible, improves the application's clarity in comparison to all the evaluation criteria.

Demonstrated Need and Project Description

1. Describe the specific need for the project: what service gaps, performance gaps, or unmet needs will be filled by the proposed project? For each gap or unmet need, provide convincing data to demonstrate why the project is needed. *

   - Describe the individual elements of the gaps or unmet needs that this project will address.
   - Convincing data includes objective material such as survey results and planning studies.

   0 of 4000

2. Provide a detailed project description and describe how the project addresses the demonstrated need. *

   - Using qualitative and quantitative data, provide a detailed explanation that outlines the background, description, and justification need for the project.
   - Provide the conclusion, study, or analysis that supports the demonstrated need. Use specific information to identify how the project addresses the need.
   - Include the scope of the project and parties involved.

   0 of 8000

3. Provide clear and concise project goals and describe the associated objectives of each goal. *

Project Goals	Associated Objectives
0 of 500	0 of 500

- **Project Goals:** Enter one project goal (desired outcome) per line.
- **Associated Objectives**: Enter the objectives (specific, measurable, actions that will be taken) to meet the goal.

4. Describe specific project tasks and deliverables to achieve the objectives identified above. *

Objectives	Tasks	Deliverables
0 of 500	0 of 500	0 of 500

- **Objectives:** Enter objectives identified in question 3, one per line.
- **Tasks**: List the tasks (activities) associated with each objective and provide a detailed explanation. Project tasks should be specific, measurable, and time-bound.
- **Deliverables:** Provide the desired outcome(s) of the tasks (activities) that will fulfill the objective(s).

5. Describe how this project meets the scope and objectives of the grant program and how it correlates to priorities outlined in this call for projects. *

- Describe what specific area(s) of the grant program objectives will be satisfied with this project.

0 of 4000

6. Identify the goals, objectives and/or priorities in the area's most recent five-year public transportation/human services transportation plan that relate to the need for the project. *

Five-year plan goal, priority, or objective	**How the project relates**
0 of 500	0 of 500

- **Five-year plan goal, priority, or objective:** Enter one goal, priority, or objective per line.
- **How the project relates**: Briefly describe how this project relates to the five-year plan, goal, or objective.

7. Describe how the project supports regional multi-use or multi-modal opportunities. *

- Describe how the project encourages local and regional initiatives/priorities through coordination among stakeholders and integration of services.
- Provide specific examples.

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8. Describe how the project integrates and coordinates between different public and /or private providers to expand options or maximize performance in rural areas of the state. *

- Provide the names of the public and/or private providers and the anticipated level of integration and coordination amongst each.
- Describe how these partnerships will expand options in rural areas.
- Describe how the coordination efforts will improve performance. Provide anticipated measures to be used.

0 of 4000

Project Implementation

1. Identify benchmarks or milestones that will be used to determine if the project is on track to be completed on time, within scope, and on budget. *

- Benchmarks and milestones should be specific and measurable.
- Describe the timeline for the project and include approximate dates.

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2. Describe risk mitigation strategies that will be used to keep the project on schedule and within the scope and budget.*

- Provide a documented risk mitigation or risk response strategy.
- Provide specific details regarding the risk mitigation and risk response strategy.

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3. Describe any other fund sources that will be used to plan, initiate, implement, or sustain the project/service.*

- Provide the name(s) of the other fund sources, the amount, and duration of availability.
- Identify the aspects of the project for which the funds are anticipated to be used (plan, initiate, implement, or sustain)
- Upload evidence of documented commitment.
- Attach in the space provided under the Project Evaluation section letters of commitment from these partnering organizations, entities and/or individuals. A letter of commitment (as opposed to simply a letter of support) is a letter documenting an organization's, entity's or individual's pledge of resources for this proposed project. This may be a commitment of financial support, staff support, services, or other resources. A letter of commitment must describe the nature of the commitment and state exactly what the organization, entity or individual commits. The activities should connect to the step-by-step workplan in the previous section of the application.
- Letters must be signed by a person fully authorized to bind the organization, entity or individual.

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4. Describe how the project's benefit value to the community will be evaluated.*

- Identify how the proposed project will benefit the rural area, the community, transit riders and the agency.
- Provide specific measures that will be assessed to determine a benefit to the community.
- Use qualitative and quantitative data when applicable.

0 of 4000

Roles and Responsibilities of Stakeholders

Examples of local stakeholders can include, but are not limited to, the following: local businesses, workforce agencies, human services agencies, city officials, county officials, riders or the general public.

1. Describe what groups/entities (stakeholders) were consulted or assisted in the development of this specific project. Describe how they participated in the project development. *

   - Identify stakeholder involvement in the development of the project using a timeline.
   - List the names of organizations, entities and/or individuals who participated in the development of this project. Identify individuals by name, title, and agency where possible.
   - Explain at which steps in the development of the project the stakeholders participated and what they did.

   0 of 4000

2. Identify specific stakeholders who will actively participate in proposed project activities. Describe the specific activities in which they will be involved and their roles. *

   - List names of organizations, entities and/or individuals who have committed to actively participate in proposed project activities.
   - Identify individuals by name, title, and agency where possible.
   - Describe their specific role and specifically what they have committed.
   - The activities of the stakeholder should connect to the milestones previously identified.
   - Attach in the space provided under the Project Evaluation section letters of commitment from these partnering organizations, entities and/or individuals. A letter of commitment (as opposed to simply a letter of support) is a letter documenting an organization's, entity's or individual's pledge of resources for this proposed project. This may be a commitment of financial support, staff support, services, or other resources. A letter of commitment must describe the nature of the commitment and state exactly what the organization, entity or individual commits. The activities should connect to the step-by-step workplan in the previous section of the application.
   - Letters must be signed by a person fully authorized to bind the organization, entity or individual.

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3. Describe how the agency has or will coordinate with the Regionally Coordinated Transportation Planning lead agency or agencies in the project area. *

   - Provide a timeline of events for coordination.
   - List the name(s) of the lead agency(ies) for the planning region(s) for which you propose this project.
   - Describe how you have coordinated with this/ these lead agency(ies) in developing this application and how you will coordinate with this/these agency(ies) should your project be funded. Provide a timeline for the steps.

   0 of 4000

Experience and Capacity

1. Describe qualifications the agency has for management and oversight for a project of this type, size, and scope. *

- Explain how the agency demonstrates the capacity to complete a project to obtain funding.
- Include previously funded projects of similar scope or level of difficulty.
- Describe specific, convincing examples of projects similar to this proposed project that the applicant oversaw and managed.
- Present a timeline(s) showing development of the project(s).

0 of 4000

2. Identify project staff who will contribute the project. Describe their roles, responsibilities, and qualifications.*

- Include staff titles and names, and agency when applicable; describe position and function for this project.
- Include relevant details about the experience of each staff member.
- Provide credentials or certifications of staff.

0 of 4000

3. If a consultant will contribute to the project, describe the type of services they will provide. If a consultant is presently secured, describe their prior experience with similar *projects. *

- Provide name of consultant(s) whether currently secured or are anticipated to contribute to the project.
- Describe the specific services the consultant will provide.
- Provide the names and types of projects the consultant has experience with.

0 of 4000

NOTE: When consultant services are used, TxDOT must ensure all federal and state procurement processes are/have been followed. TxDOT usually oversees each phase of the procurement process.

Project Evaluation

1. Describe how the agency, including any partners, intends to evaluate the overall success of the project. Include information on the evaluation of this project at major milestones or stages and identify specific areas to measure.*

- Identify:
  - who will evaluate this project and their relevant experience in evaluating similar projects;
  - the types of data to be collected as part of this project;
- Clearly describe a reliable methodology/approach for (1) designing this project to assure collection of reliable data, (2) gathering data, (3) analyzing, distilling and synthesizing data to measure success of the project, and (4) the rationale for using this particular approach.
- Demonstrate how this methodology will assure (a) sufficient data collection for effectively evaluating this project, and (b) incorporate checkpoints during to allow for interim evaluation and adaptive management.
- Describe how data and the data collection process will be managed and monitored for quality assurance.

0 of 4000

Attach originally developed letters of commitment from stakeholders who will *provide resources* for this specific project.

Browse... No file selected.

Attach originally developed letters of support from stakeholders that are endorsing the proposed project.

Browse... No file selected.

Upload other attachments, as appropriate.

Browse... No file selected.

NOTE: Any documents called for elsewhere in this application without a designated upload field should be uploaded in the space identified above (Upload other attachments, per Instructions).

Facilities Specific Evaluation

1. Provide a project schedule which identifies each phase of the project, general activities in each phase, and the cost per phase. *

Phase	Activities	Cost	Date(s) or Time frame
0 of 100	0 of 500	0 of 10	0 of 50

- **Phase:** Provide all your internally defined phases of the project schedule.
- **Activities**: Provide the general activities in each phase that are to be accomplished.
- **Cost:** Provide a dollar amount in terms of cost for each phase. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Date(s) or Time frame:** Include an attachment that illustrates all the project phases and cost per phase.

2. Identify the project phases(s) that are included as part of this application for funding. **

A. Planning and Scoping ☐

B. Preliminary Engineering and Environmental Review ☐

C. Final Design and Real Estate Acquisition ☐

D. Procurement ☐

E. Construction ☐

If **C, D,** or **E** are selected above, please upload a copy of your *FTA Region 6 Categorical Exclusion Worksheet* (if this project is not eligible as a categorical exclusion please contact PTN).

FTA Region 6 Categorical Exclusion Worksheet — Browse... No file selected.

- Please refer to Attachment A: Transit Facility Pipeline and select the appropriate phase that the application is seeking funding.

3. This question is divided into 3 subparts - 3a through 3c - for the purpose of obtaining detailed information on status and funding for the various phases:

3a. Identify **completed** phases and describe the activities that have taken place for those phases. Identify actual costs per phase and funding sources.*

Phase	Activities which have taken place	Cost	Funding source
0 of 100	0 of 500	0 of 10	0 of 50

- **Phase:** Provide all the internally defined phases in a timeline showing which activities have occurred to date.
- **Activities which have taken place**: Provide the general activities in each phase that are to be accomplished.
- **Cost:** Provide a dollar amount for actual costs incurred for each phase to date and identify each funding source. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source:** Provide source(s) from where the funds were secured. Include an attachment that outlines all funding sources for the project.

3b. Describe any current activities **in progress**, by project phase. Identify the cost per phase, funding sources and amounts committed. *

Phase	Activities in progress	Cost	Funding source	Amount committed
0 of 100	0 of 500	0 of 10	0 of 50	0 of 10

- **Phase:** Provide all the internally defined phases in a timeline that are in progress.
- **Activities in progress**: Provide the activities in each phase that are in progress.
- **Cost:** Provide a dollar amount for each phase in progress and funding sources. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source:** Include an attachment that outlines all funding sources thus far for the project.
- **Amount committed:** Include an attachment that outlines the amount of funds committed to date for the project.

3c. Describe **future** activities, by project phase. For each phase provide estimated cost, secured funding sources and amounts, and funds being requested. *

Phase	Activities in progress	Cost	Funding source	Amount committed	Amount requested
0 of 100	0 of 500	0 of 10	0 of 50 Total	0 of 10	0 of 10

- **Phase:** Provide all the internally defined phases in a timeline that will occur in the future.
- **Activities to be accomplished**: Provide the activities in each phase that are planned for the future.
- **Cost:** Provide a dollar amount for each phase planned for the future. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source:** Provide names of secured funding sources.
- **Amount committed:** Provide amount of funds committed for this call for projects.
- **Amount requested:** Provide amount of funds being requested for this call for projects.

4. Provide the facility location if available. *

N/A ☐

Address
City
State
Zip

Maps

Please provide a map showing the area of the facility, if location is known or proposed. Maps should be uncrowded, clearly marked, and legibly labeled. Maps should be zoomed in enough to clearly see the location of marked features, such as the locations of safety hazards, connecting facilities, or barriers. Include important street names or landmarks.

Description

Upload

Browse... No file selected.

Google Map Instructions: Google digital maps can be provided as a weblink in the application. Minimum requirements for Google Maps include:

- Map Name must include the subrecipient's name and the name of the project
- Map must be made publicly accessible on the web

Several Google tutorial web links are provided below for assistance:

Google Map Tutorials:
Create a new map:
https://support.google.com/mymaps/answer/3024454?hl=en&ref_topic=3188329
Add places to your map:
https://support.google.com/mymaps/answer/3024925?hl=en
Draw lines and shapes:
https://support.google.com/mymaps/answer/3433053?hl=en&ref_topic=3024924
Add/save directions:
https://support.google.com/mymaps/answer/3502610?hl=en&ref_topic=3024924
Share, download, or print map:
https://support.google.com/mymaps/answer/3109452?hl=en&co=GENIE.Platform=Desktop

Budget and Milestones Form

The budget and milestones page contains information regarding how the agency will spend the funds, on a per line item basis.

Attachments

You may upload additional documentation here.

(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload
	Browse... No file selected.

Applications requesting funding for more than one year must attach the Multiyear Budget Worksheet. This worksheet can be downloaded at http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html. The Multiyear Budget Worksheet is not required for single year projects.

Line Items

The following table outlines the columns located in the Budget and Milestones section in eGrants. Additional rows are added by pressing the [SAVE] button:

Column Heading	Comments
Description	Choose the description from the pre-populated drop-down list
Scope	Completed by grant program manager
Suffix #	Completed by grant program manager
TPN	Completed by grant program manager
Fuel Type	Fuel type is required for all vehicle ALIs
# of Units	Enter the number of units for capital items as appropriate
Award Amount	Federal amount requested by subrecipient
State Match	Agency documents the amount. State match would come from the agency's formula State award. This field does not document a request for state match funds.
Local Match	Agency documents the amount
In-Kind Match	Agency documents the amount, support documents and amount entered in this field must concur
Total Funds	eGrants system will calculate
TDC requested?	Check the box if requesting TDC
Match Ratio	Field is locked and does not need to be completed
TDC Amount	Calculated by eGrants based on match ratio
Estimated RFP/IFB Issued	Date must be entered for all capital, or procured services
Estimated Contract Award	Date must be entered for all line items. Estimated grant award date.
Estimated First Vehicle Delivered	Date must be entered for all vehicle ALIs
Estimated Last Vehicle Delivered	Date must be entered for all vehicle ALIs
Estimated Contract Complete	Date must be entered for all line items. Date when all funds will be expended for that line item. Estimated grant completion date.

Intercity Bus – ICB

All projects submitted must meet the scope, objectives, and funding requirements identified for the ICB program. The use of quantitative data and estimates, whenever possible, improves the application's clarity in comparison to all the evaluation criteria.

Scope

This section of the call for projects requests projects which support connections, services, and infrastructure designed to address the intercity mobility needs of residents in rural areas, consistent with identified objectives.

Objectives

- Support connections between rural areas and the larger regional or national system of ICB service,
- Support services responding to the intercity travel needs of residents in rural areas,
- Support the infrastructure needs of the ICB network through planning and marketing assistance and capital investments.

Projects are also to support and promote the coordination of public transportation services across jurisdictions, and program areas, coordinate between rural and urbanized areas, and between agencies that provide human service transportation and other types of public transportation. TxDOT may prioritize ICB operating projects and small-scale investments to access points in rural areas which connect to rural service providers.

Program Requirements

Context

In accordance with the 43 TAC § 31.36, TxDOT currently provides funding for Intercity Bus projects. This call for projects is being offered to solicit a variety of applications to address the objectives listed above.

Eligible Subrecipients

Refer to the *Matrix of Funding Choices* of this call for projects.

Eligible Project Types

Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, and in consultation with members of the public transportation and the intercity bus industries. Only the proportional share of the project which can be directly related to the rural area and intercity bus will be considered. The following general types of projects have been defined as follows:

Operating Assistance: Operating assistance may be provided for new or existing ICB routes and improvements to existing routes or service to areas that otherwise demonstrate a lack of reasonable access to the intercity bus system. While routes with segments that lie outside Texas may be considered, only the portion of the route mileage that is within Texas will be eligible for funding. Funding for operating assistance is limited to a 2-year period.

Capital Projects: Applications for capital projects to address documented ICB vehicle inventory needs may include, but not limited to:

Capital Projects
• Modification of over-the-road coaches to transport persons with disabilities;
• Purchase of wheelchair lifts;
• Installation of wheelchair securement devices;
• Retrofitting of onboard restroom accommodations;
• Purchase of lift-equipped vehicles with provisions for passenger luggage;
• Purchases of eligible vehicle types; conversion vans, cutaway vehicles, and medium-duty buses. Due to funding constraints, applications to purchase over-the-road coaches may not be considered a priority.

Applications for public transit operational, maintenance, or administrative facilities that meet a demonstrated intercity bus access or mobility need are eligible.

Applications for operational facilities must include open and equal access for all intercity bus carriers serving the community and at least one of the following:

Operational Facilities
• Rural area public transit
• Urbanized area public transit
• Human service transportation
• Passenger rail
• Common carrier air passenger service.

Applications for the rehabilitation of a facility to address compliance with the requirements of the Americans with Disabilities Act (ADA) are eligible and are strongly encouraged in those instances where compliance is not otherwise required by law. Facilities in urbanized areas are eligible to the extent that the project directly benefits and supports mobility for rural areas. Renovation projects in rented or leased facilities do not qualify and will not be considered. TxDOT will only fund the portion/percentage of a facility project that is used by ICB and ICB customers.

Planning Projects: Eligible applications for planning projects must demonstrate that they are addressing a defined need in intercity mobility and must document how they address issues of system-wide connectivity, geographic coverage, effectiveness, efficiency, and coordination of services. Eligible project examples are, but not limited to:

Planning Projects
• Studies for new routes or alignments;
• Studies of facility needs;
• Studies of local feeder service coordination with intercity bus providers;
• Plans for improved service efficiency;
• Studies of public-private partnerships to provide increased mobility or quality of service;
• Inventories of services and facilities.

Marketing Projects: Marketing application examples include, but are not limited to:

Marketing Projects
• Market research
• Production of route maps and schedules
• Information delivery
• Website development
• Advertising

Funding Percentages

Projects will be funded with FTA grant funds in accordance with Title 49 U.S.C. § 5311(f), with the percentage of local match varying with the type of project. No state appropriated funds will be available as match for the federal funds.

The following table outlines the project types and funding percentages:

Project Type	Funding Percentage
Operating Assistance	• The maximum reimbursable amount of funding for each route will be specified at the time of an award by the commission. Awards will be made on a per-mile basis, with a maximum award of 50% of the net operating expense.
Capital Projects	• Generally, TxDOT may provide up to 80% of the cost of capital projects. The percentage may increase if the project is ADA or Clean Air Act related. TxDOT may provide up to 90% of the costs of eligible mobility aid modifications. New vehicles complying with ADA or Clean Air Act are eligible up to the 85% level. If land has been purchased only with local funds, then the appraised value of the land may be applied toward the local match. Applicants must consult with TxDOT prior to offering land as local match.
Planning Projects	• TxDOT may provide up to 80% of the cost of eligible planning projects.
Marketing Projects	• TxDOT may provide up to 80% of the cost of eligible marketing projects.

Local Share sources

The applicant must provide the funding for the balance of the project costs. Innovative financing methods may be submitted in an application; however, the applicant should document how they intend to finance the local share if the innovative financing method is not approved. If the funds are not under the applicant's direct control, a letter of commitment from the "donor agency" is required with the source of funding identified. TDC may be requested for projects excluding operating projects.

Mobility needs-based components

All applications must include components documenting how they address issues of ICB mobility needs and demonstrate service integration and coordination among stakeholders and providers. Coordination with other public transportation providers must be documented in the form of letters of endorsement or commitment, and/or commitment from appropriate U.S. and Mexican-flagged ICB providers, local public transportation providers, agencies that provide human service transportation, and other appropriate agencies or individuals. Applicants are encouraged to propose creative approaches and solutions that will meet demonstrated needs.

Evaluation Criteria

All projects submitted must meet the scope, objectives, and funding requirements identified for the ICB program. The use of quantitative data and estimates, whenever possible, improves the application's clarity in comparison to all the evaluation criteria.

Demonstrated Need and Project Description

1. Describe the specific need for the project: what service gaps, performance gaps, or unmet needs will be filled by the proposed project? For each gap or unmet need, provide convincing data to demonstrate why the project is needed. *

   - Describe the individual elements of the gaps or unmet needs that this project will address.
   - Convincing data includes objective material such survey results and planning studies.

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2. Provide a detailed project description and describe how the project addresses the demonstrated need. *

   - Using qualitative and quantitative data, provide a detailed explanation that outlines the background, description, and justification need for the project.
   - Provide the conclusion, study, or analysis that supports the demonstrated need. Use specific information to identify how the project addresses the need.
   - Include the scope of the project and parties involved.

   0 of 8000

3. Provide clear and concise project goals and describe the associated objectives of each goal. *

Project Goals	Associated Objectives
0 of 500	0 of 500

- **Project Goals:** Enter one project goal (desired outcome) per line.
- **Associated Objectives**: Enter the objectives (specific, measurable, actions that will be taken) to meet the goal.

4. Describe specific project tasks and deliverables to achieve the objectives identified above. *

Objectives	Tasks	Deliverables
0 of 500	0 of 500	0 of 500

- **Objectives:** Enter the objectives identified in question 3, one per line.
- **Tasks**: List the tasks (activities) associated with each objective.
- **Deliverables:** Provide the desired outcome(s) of the tasks (activities) that will fulfill the objective(s).

5. Describe how this project meets the scope and objectives of the grant program and how it correlates to priorities outlined in this call for projects. *

- Describe what specific area(s) of the grant program objectives will be satisfied with this project.

0 of 4000

6. Identify the goals, objectives and/or priorities in the area's most recent five-year public transportation/human services transportation plan that relate to the need for the project. *

Five-year plan goal, priority, or objective	How the project relates
0 of 500	0 of 500

- **Five-year plan goal, priority, or objective:** Enter one goal, priority, or objective per line.
- **How the project relates**: Briefly describe how this project relates to the five-year plan, goal, or objective.

7. Describe how the project supports regional multi-use or multi-modal opportunities. *

- Describe how the project encourages local and regional initiatives/priorities through coordination among stakeholders and integration of services.
- Provide specific examples.

0 of 4000

8. Describe how the project integrates and coordinates between different public and /or private providers to expand options or maximize performance in rural areas of the state. *

- Provide the names of the public and/or private providers and the anticipated level of integration and coordination amongst each.
- Describe how these partnerships will expand options in rural areas.
- Describe how the coordination efforts will improve performance. Provide anticipated measures to be used.
- Describe how this project encourages seamless trip and ticket integration between carriers.

0 of 4000

Project Implementation

1. Identify benchmarks or milestones that will be used to determine if the project is on track to be completed on time, within scope, and on budget. *

- Benchmarks and milestones should be specific and measurable.
- Describe the timeline for the project and include approximate dates.

0 of 4000

2. Describe risk mitigation strategies that will be used to keep the project on schedule and within the scope and budget. *

- Provide a documented risk mitigation or risk response strategy.
- Provide specific details regarding the risk mitigation and risk response strategy.

0 of 4000

3. Describe any other fund sources that will be used to plan, initiate, implement, or sustain the project/service. *

- Provide the name(s) of the other fund sources, the amount, and duration of availability.
- Identify the aspects of the project for which the funds are anticipated to be used (plan, initiate, implement, or sustain)
- Upload evidence of documented commitment.
- Attach in the space provided under the Project Evaluation section letters of commitment from these partnering organizations, entities and/or individuals. A letter of commitment (as opposed to simply a letter of support) is a letter documenting an organization's, entity's or individual's pledge of resources for this proposed project. This may be a commitment of financial support, staff support, services, or other resources. A letter of commitment must describe the nature of the commitment and state exactly what the organization, entity or individual commits. The activities should connect to the step-by-step workplan in the previous section of the application.
- Letters must be signed by a person fully authorized to bind the organization, entity or individual.

0 of 4000

4. Describe how the project's benefit value to the community will be evaluated. *

- Identify how the proposed project will benefit the rural area, the community, transit riders and the agency.
- Provide specific measures that will be assessed to determine a benefit to the community.
- Use qualitative and quantitative data when applicable.

0 of 4000

Roles and Responsibilities of Stakeholders

Examples of local stakeholders can include, but are not limited to, the following: local businesses, workforce agencies, human services agencies, city officials, county officials, riders or the general public.

1. Describe what groups/entities (stakeholders) were consulted or assisted in the development of this specific project. Describe how they participated in the project development. *

- Identify stakeholder involvement in the development of the project using a timeline.
- List the names of organizations, entities and/or individuals who participated in the development of this project. Identify individuals by name, title, and agency where possible.
- Explain at which steps in the development of the project the stakeholders participated and what they did.

0 of 4000

2. Identify specific stakeholders who will actively participate in proposed project activities. Describe the specific activities in which they will be involved and their roles. *

- List names of organizations, entities and/or individuals who have committed to actively participate in proposed project activities.
- Identify individuals by name, title, and agency where possible.
- Describe their specific role and specifically what they have committed.
- The activities of the stakeholder should connect to the milestones previously identified.
- Attach in the space provided under the Project Evaluation section letters of commitment from these partnering organizations, entities and/or individuals. A letter of commitment (as opposed to simply a letter of support) is a letter documenting an organization's, entity's or individual's pledge of resources for this proposed project. This may be a commitment of financial support, staff support, services, or other resources. A letter of commitment must describe the nature of the commitment and state exactly what the organization, entity or individual commits. The activities should connect to the step-by-step workplan in the previous section of the application.
- Letters must be signed by a person fully authorized to bind the organization, entity or individual.

0 of 4000

3. Describe how the agency has or will coordinate with the Regionally Coordinated Transportation Planning lead agency or agencies in the project area. *

- Provide a timeline of events for coordination.
- List the name(s) of the lead agency(ies) for the planning region(s) for which you propose this project.
- Describe how you have coordinated with this/ these lead agency(ies) in developing this application and how you will coordinate with this/these agency(ies) should your project be funded. Provide a timeline for the steps.

0 of 4000

Experience and Capacity

1. Describe qualifications the agency has for management and oversight for a project of this type, size, and scope. *

   - Explain how the agency demonstrates the capacity to complete a project to obtain funding.
   - Include previously funded projects of similar scope or level of difficulty.
   - Describe specific, convincing examples of projects similar to this proposed project that the applicant oversaw and managed.
   - Present a timeline(s) showing development of the project(s).

   0 of 4000

2. Identify project staff who will contribute the project. Describe their roles, responsibilities, and qualifications. *

   - Include staff titles and names, and agency when applicable; describe position and function for this project.
   - Include relevant details about the experience of each staff member.
   - Provide credentials or certifications of staff.

   0 of 4000

3. If a consultant will contribute to the project, describe the type of services they will provide. If a consultant is presently secured, describe their prior experience with similar projects. *

   - Provide name of consultant(s) whether currently secured or are anticipated to contribute to the project.
   - Describe the specific services the consultant will provide.
   - Provide the names and types of projects the consultant has experience with.

   0 of 4000

   NOTE: When consultant services are used, TxDOT must ensure all federal and state procurement processes are/have been followed. TxDOT usually oversees each phase of the procurement process.

Project Evaluation

1. Describe how the agency, including any partners, intends to evaluate the overall success of the project. Include information on the evaluation of this project at major milestones or stages and identify specific areas to measure. *

- Identify:
  - who will evaluate this project and their relevant experience in evaluating similar projects;
  - the types of data to be collected as part of this project.
- Clearly describe a reliable methodology/approach for (1) designing this project to assure collection of reliable data, (2) gathering data, (3) analyzing, distilling and synthesizing data to measure success of the project, and (4) the rationale for using this particular approach.
- Demonstrate how this methodology will assure (a) sufficient data collection for effectively evaluating this project, and (b) incorporate checkpoints during to allow for interim evaluation and adaptive management.
- Describe how data and the data collection process will be managed and monitored for quality assurance.

0 of 4000

Attach originally developed letters of commitment from stakeholders who will *provide resources* to this specific project.

Choose File No file chosen

Transit entities requesting funds for Feeder Service Routes and Facility Projects must include at least one Letter of Commitment from an ICB Carrier, which states the ICB Carrier's actual future commitment to the project.

Attach originally developed letters of support from stakeholders that are endorsing the proposed project.

Choose File No file chosen

Letters of endorsement from the ICB agency should be from the corporate office and not local staff.

Description	Upload

Choose file No file chosen

Any documents called for elsewhere in this application without a designated upload field should be uploaded in the space identified above (Upload other attachments per Instructions).

For-Profit ICB Carriers should provide the following items:

- Current federal operating authority certification, or some other proof of certification by the federal government as an authorized/approved ICB Carrier.
- A copy of the company snapshot at https://safer.fmcsa.dot.gov/CompanySnapshot.aspx or a statement on why it is not available.
- Proof of vehicle liability insurance.
- Proof of valid Texas DOT registration, which can be a copy of the TxDOT Motor Carrier, Carrier Information with an acceptable Certificate Status indication for the company, located at https://apps.txdmv.gov/apps/mccs/truckstop/.

Transit Entities requesting funding for operating assistance for interlining feeder service:

- Must attach a current federal operating authority certification.

Facilities Specific Evaluation

1. Provide a project schedule which identifies each phase of the project, general activities in each phase, and the cost per phase. *

Phase	Activities	Cost	Date(s) or Time frame
0 of 100	0 of 500	0 of 10	0 of 50

- **Phase:** Provide all the internally defined phases of the project schedule.
- **Activities**: Provide the general activities in each phase that are to be accomplished.
- **Cost:** Provide a dollar amount in terms of cost for each phase. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Date(s) or Time frame:** Include an attachment (Upload other attachments, per Instructions) that illustrates all the project phases and cost per phase.

2. Identify the project development life cycle(s) that are included as part of this application for funding. *

A. Planning and Scoping ☐

B. Preliminary Engineering and Environmental Review ☐

C. Final Design and Real Estate Acquisition ☐

D. Procurement ☐

E. Construction ☐

If **C, D,** or **E** are selected above, please upload a copy of your *FTA Region 6 Categorical Exclusion Worksheet* (if this project is not eligible as a categorical exclusion please contact PTN).

FTA Region 6 Categorical Exclusion Worksheet Browse... No file selected.

3. This question is divided into 3 subparts - 3a through 3c - for the purpose of obtaining detailed information on status and funding for the various phases:

3a. Identify **completed** phases and describe the activities that have taken place for those phases. Identify actual costs per phase and funding sources. *

Phase	Activities which have taken place	Cost	Funding source
0 of 100	0 of 500	0 of 10	0 of 50

- **Phase:** Provide all the internally defined phases in a timeline showing which activities have occurred to date.

- **Activities which have taken place**: Provide the general activities in each phase that are to be accomplished.
- **Cost:** Provide a dollar amount for actual costs incurred for each phase to date and identify each funding source. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source:** Include an attachment that outlines all funding sources for the project.

3b. Describe any current activities **in progress**, by project phase. Identify the cost per phase, funding sources and amounts committed. *

Phase	Activities in progress	Cost	Funding source	Amount committed
0 of 100	0 of 500	0 of 10	0 of 50	0 of 10

- **Phase:** Provide all the internally defined phases in a timeline that are in progress.
- **Activities in progress**: Provide the activities in each phase that are in progress.
- **Cost:** Provide a dollar amount for each phase in progress and funding sources. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source:** Include an attachment that outlines all funding sources thus far for the project.
- **Amount committed:** Include an attachment that outlines the amount of funds committed to date for the project.

3c. Describe **future** activities, by project phase. For each phase provide estimated cost, secured funding sources and amounts, and funds being requested. *

Phase	Activities in progress	Cost	Funding source	Amount committed	Amount requested
0 of 100	0 of 500	0 of 10	0 of 50	0 of 10	0 of 10

- **Phase:** Provide all the internally defined phases in a timeline that will occur in the future.
- **Activities to be accomplished**: Provide the activities in each phase that are planned.
- **Cost:** Provide a dollar amount for each phase planned. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source:** Provide names of secured funding sources.
- **Amount committed:** Provide amount of funds committed for this call for projects.
- **Amount requested:** Provide amount of funds being requested for this call for projects.

4. Provide the facility location if available. *

N/A ☐

Address
City
State
Zip

Maps

Please provide a map showing the area of the facility, if location is known or proposed. Maps should be uncrowded, clearly marked, and legibly labeled. Maps should be zoomed in enough to clearly see the location of marked features, such as the locations of safety hazards, connecting facilities, or barriers. Include important street names or landmarks.

Description

Upload

Browse... No file selected.

Google Map Instructions: Google digital maps can be provided as a weblink in the application. Minimum requirements for Google Maps include:

- Map Name must include the subrecipient's name and the name of the project
- Map must be made publicly accessible on the web

Several Google tutorial web links are provided below for assistance:

Google Map Tutorials:
Create a new map:
https://support.google.com/mymaps/answer/3024454?hl=en&ref_topic=3188329
Add places to your map:
https://support.google.com/mymaps/answer/3024925?hl=en
Draw lines and shapes:
https://support.google.com/mymaps/answer/3433053?hl=en&ref_topic=3024924
Add/save directions:
https://support.google.com/mymaps/answer/3502610?hl=en&ref_topic=3024924
Share, download, or print map:
https://support.google.com/mymaps/answer/3109452?hl=en&co=GENIE.Platform=Desktop

Operating Assistance Form

When selecting "Yes" by using the radio button for this page, 10 additional questions will appear, guidance has been provided below as well space to type in your response before copying and pasting into online grant application.

1. Is this an operating assistance project? *

   ○ Yes ○ No

   Route Name*

   Provide a route name and description that includes departure and destination locations. e.g. "*Route # - Departure Location – Destination Location*"

2. Is this a new or existing route? *

   ○ New ○ Existing

New routes are defined as never having been in service or not been in service in the prior year.
Existing routes are defined as routes that have been in service even if they have been modified.

3. Is this a feeder service route? *

   ○ Yes ○ No

   Note: Reference FTA Circular C 9040.1G for definition and criteria for feeder service routes.

   If so, what intercity service or intercity facility does it feed into? *

   Provide a service name, station name and location.

4. If multiple routes are submitted, rank each in priority order. *

   Provide a numerical value with 1 identifying the highest priority

5. Does this route travel outside of Texas? *

   ○ Yes ○ No

6. What is the total route mileage within Texas (one way) *

   Provide a numerical value.

7. Insert the amount of funds awarded in the past 3 years, if applicable. *

Fiscal Year	Amount

8. Insert the total amount of operating funds requested per year. (up to 2 years). *

Fiscal Year	Amount
Year 1	
Year 2	

9. How many years has this route received operating assistance from TxDOT? *

This pertains to number of years versus the number of awards that were received from TxDOT.

10. If this route has received operating assistance for more than 2 years, describe how this route has shown improvements and any actions taken to make this route profitable. *

- Provide a response to the question and attach support documentation that contains performance data or that demonstrates measurable and tangible improvements.
- If there are no measurable improvements, please provide steps or actions taken to make the route profitable.

When do you forecast this route not needing assistance?

- Provide a forecast/best estimate date when you anticipate this route not needing assistance or becoming self-sufficient.
- Provide a timeline or roadmap of activities that will take place to lead this route no longer needing assistance.

11. Ridership data for the last 3 years (if applicable), repeat information for each year (limit to 1 year time frame).

The following table outlines the columns located in the *Operating Assistance* section in eGrants. Additional rows are added by pressing the [SAVE] button:

Column Heading	Comments
Beginning Date	Provide a specific date.
End date	Provide a specific date.
Average Daily passenger count	Count divided by 365
Total Passengers (yearly)	Provide an exact yearly count.
Total miles (yearly)	Provide an exact yearly total of miles.
Number of scheduled stops (one way)	Provide for one way only.
All admin/operating/other (expenses) for year	Provide exact expenses for entire year.
All fares/donations/other (revenues) for year	Provide exact revenues for entire year.
Cost per passenger	Expenses divided by yearly passenger count.
Cost per mile	Expenses divided by total miles.

Budget and Milestones Form

The budget and milestones page contains information on how the agency will spend the funds, on a per line item basis.

Attachments

You may upload additional documentation here.

(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload
	Browse... No file selected.

Applications requesting funding for more than one year must attach the Multiyear Budget Worksheet. This worksheet can be downloaded at http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html. The Multiyear Budget Worksheet is not required for single year projects.

Line Items

The following table outlines the columns located in the Budget and Milestones section in eGrants. Additional rows are added by pressing the [SAVE] button:

Column Heading	Comments
Description	Choose the description from the pre-populated drop-down list
Scope	Completed by grant program manager
Suffix #	Completed by grant program manager
TPN	Completed by grant program manager
Fuel Type	Fuel type is required for all vehicle ALIs
# of Units	Enter the number of units for capital items as appropriate
Award Amount	Federal amount requested by subrecipient
State Match	Agency documents the amount. State match would come from the agency's formula State award. This field does not document a request for state match funds.
Local Match	Agency documents the amount
In-Kind Match	Agency documents the amount, support documents and amount entered in this field must concur
Total Funds	eGrants system will calculate
TDC requested?	Check the box if requesting TDC
Match Ratio	Field is locked and does not need to be completed
TDC Amount	Calculated by eGrants based on match ratio
Estimated RFP/IFB Issued	Date must be entered for all capital, or procured services
Estimated Contract Award	Date must be entered for all line items. Estimated grant award date.
Estimated First Vehicle Delivered	Date must be entered for all vehicle ALIs
Estimated Last Vehicle Delivered	Date must be entered for all vehicle ALIs
Estimated Contract Complete	Date must be entered for all line items. Date when all funds will be expended for that line item. Estimated grant completion date.

Fleet Replacement – FR (Rural and Urban)

Scope

This call for project's section seeks projects to replace fleet or assist in keeping the current capital in a state of good repair for rural and urban transit districts. To qualify, agencies must contribute 50% of the total project cost from other source(s) which can include §5307, §5311, §5339, State funds, and local funds.

Objectives

To maintain capital assets in a state of good repair.

Program Requirements

Context

In accordance with 43 TAC § 31.26 and § 31.36, TxDOT currently provides funding for urban and rural public transportation projects. This call for projects is being offered to solicit applications to address the objectives listed above. Beginning in FY2015, the Unified Transportation Program identified Surface Transportation Block Grant Program funds to be flexed to the §5307 and §5311 programs for the scope and objective identified in this call.

Eligible Subrecipients

Refer to the *Matrix on Funding Choices* of this call for projects.

Eligible Project Types

Eligible project types are fleet related capital projects projected to maintain assets in a state of good repair. If replacing fleet, only vehicles exceeding their useful life according to bus testing standards (Altoona) are eligible for replacement. Lower thresholds will be considered for vehicle rehabilitation projects. Vehicles previously identified for disposition through other FTA grants and/or were disposed prior to this application are not eligible.

NOTE: Depending on the applications received and the available funds, TxDOT reserves the right to focus on specific project types**.**

Eligible project types may include but are not limited to:

- Fleet replacement
- Fleet rehabilitation
- Minor fleet facility renovations and/or improvements
- Shop equipment and other miscellaneous equipment
- Fleet maintenance hardware and/or software

Eligible Assistance Categories

Eligible assistance categories have been defined by TxDOT in accordance with FTA guidelines and other laws and regulations.

Funding Percentages

TxDOT will provide funding for up to 50% of the total cost for capital projects.

At a minimum, 50% of the capital project must be funded with other funding sources ~~of funds~~ which can include §5307, §5311, §5339, State funds, and local funds. Federal funding sources must include match as appropriate. If other federal funds have not been programmed with other sources of match, TDC can be requested as match.

Match Requirement

Funds awarded under this program have a 20% federally required match requirement. TDC can be requested to meet the match requirement; however, if using local or state funds to contribute towards 50% of the total cost for the capital project, the match requirement could be met with those funds and TDC may not be necessary.

Evaluation Criteria

All projects submitted must meet the scope, objectives, and funding requirements identified for the FR program. The use of quantitative data and estimates, whenever possible, improves the application's clarity in comparison to all the evaluation criteria.

General Information Form

1. Describe the proposed project(s) for which the funds will be used. *

Provide an overview of your project that includes:

- General concept of the project.
- Project timeline.
- Who is committing time or resources to the project.
- Location of the project.

0 of 2000

2. Describe how the need/demand for the proposed project(s) was determined. *

- FTA useful life standards must be met. Confirm that FTA useful life standards have been met for all Vehicle replacement projects.
- For rebuild or other capital, describe what criteria was used to determine the need.

0 of 2000

3. Describe the anticipated benefits of the project. *

- Describe benefits to the agency, the community, and the service that will be achieved with this project.

0 of 2000

4. Identify and describe methods to procure goods and/or services related to this project.

- If the agency will procure goods or services identify the method of procurement and steps to be taken to procure the goods or services.
- If the contract had been previously procured and approved by PTN or FTA, provide information on the method of procurement, steps taken, and the date of PTN approval, if applicable.
    - Methods of procurement could include a State Co-Op, Joint Procurement, individual RFP. Identify specifics, for example:
    - Oklahoma State Co-Op, Georgia State Co-Op, Golden Crescent Joint Procurement, etc.

0 of 2000

5. If vendors have been previously selected, complete the following (press the save button for additional rows).

Vendor Name	Description of goods/services

- Provide the vendor name for any goods or services for which a vendor was previously selected along with a short description of the goods or services.
- If a vendor has previously been selected, responses to questions 4 and 5 must be consistent.

6. Is the proposed project consistent with continuing, cooperating, and comprehensive regional transportation planning implemented in accordance with 49 U.S.C. §5301? *

(•) Yes ( ) No

- General policies for receiving federal funds are identified in 49 U.S.C. §5301. Agencies must certify the information.

Vehicle and Other Capital Projects Form

Vehicle Projects

Vehicle projects include the purchase, rebuild and overhaul of vehicles.

1. Are vehicle capital expenses part of the proposed project? *

(•) Yes ( ) No

- If "No" is selected then proceed to question 7; questions 2 – 6 will be hidden as they are not applicable.

2. Describe the need for the project. Specifically, identify how the project was selected and summarize the anticipated service improvements and/or project benefits to your area

- Identify if specific vehicles have been selected for replacement or the method the agency will use to determine which vehicles to replace.
- Identify if specific vehicles have been selected for rebuild or overhaul or the method the agency will use to determine which vehicles to rebuild or overhaul.

3. Identify the specific vehicle(s) to be replaced or rebuilt.

(press the save button for additional rows)

Enter License and VIN of vehicle to be replaced/rebuilt

License #	VIN	Reason to select this vehicle

0 of 2000

- **License # and VIN:** Enter the vehicle's current license and VIN number
- **Reason to select this vehicle:** Use information from your Fleet Condition Report to provide a summary explaining why each vehicle was chosen. The submitted information must justify the vehicle's replacement need or vehicle rehabilitation request.
    - Confirm the selected vehicle(s) were not identified for replacement in a previous opportunity and/or has not been disposed of previously
    - Confirm the vehicle(s) have meet useful life standards
- **NOTE**: *If multiple vehicles are replacement/rebuild options, enter all vehicles in consideration.*

4. Identify the vehicle type(s) to be purchased.*
   (press the save button for additional rows)

Vehicle type to be purchased	Reason to select this vehicle

0 of 2000

- **Vehicle type to be purchased:** Enter the vehicle type you are requesting to purchase.
    - For example: Type 3
    - See attached life standards form, Attachment B, for a comprehensive vehicle list
- **Reason to select this vehicle**: Provide a brief summary regarding why this type was selected; include variables that contributed to its selection such as ridership information, your geographical area, and/or other factors unique to your district. In addition, if purchasing more than one, include the quantity requested.
    - If rehabbing a vehicle without an additional vehicle purchase, skip this section.

5. Identify the amount requested, contribution amount required, funding source, year, and amount attributed to the entered funding source.

Amount Requested *

Contribution Amount Required *

Funding Source	Year	Amount per Source
	Total	0

- Amount Requested: Enter the total amount requested for this application.
- Contribution Amount Required: Enter the amount of local, state, or other funds being contributed to this project. The contribution amount must be at least 50% of the total project cost.
    - For example: If the Amount Requested is $50,000, the Contribution Amount Required is $50,000 (at minimum).
- Funding Source: Enter the source of the contribution amount. The contribution amount may include §5307, §5311, §5339, State funds, and local funds.
    - Only one funding source per line. Additional lines will generate upon save.

- Year: Enter the fiscal year of your contribution funds.
- Amount per Source: Enter the amount attributed to the source indicated under Funding Source.
- Total: Cell will auto-calculate your Amount per Source entry totals.
    - Total cell must equal contribution amount required

6. If vehicles are proposed to be purchased, will the vehicles be ADA accessible? *

Note 1: A non-accessible vehicle requires a "waiver" with the Public Transportation Coordinator's endorsement prior to entering into a grant agreement.
Note 2: All fixed route service vehicles are required by FTA to be accessible and will not be granted waivers.

○ Yes ○ No ○ N/A

Other Capital

Other Capital includes, but is not limited to: shop equipment, hardware and/or software, preventive maintenance, purchase of service, and other miscellaneous equipment..

7. Are Other Capital expenses part of the proposed project description? *

◉ Yes ○ No

- If "No" is selected then proceed to the attachments section; questions 2 – 6 will be hidden as they are not applicable.

8. Describe the specific elements of the Other Capital project in detail. *

- Provide a clear and concise description of the other capital project.
- Provide a project timeline and tasks.

0 of 2000

9. Describe the need for the Other Capital project. Specifically, identify how the project was selected and what service improvements and/ or project benefits are to be addressed. *

- Describe how the need was determined and the benefits to be addressed
- Identify how the project will keep or assist in keeping assets in a state of good repair

0 of 2000

10. Identify the amount requested, contribution amount required, funding source, year, and amount attributed to the entered funding source.

Amount Requested *

Contribution Amount Required *

Funding Source	Year	Amount per Source
	Total	0

- Amount Requested: Enter the total amount requested for this application.
- Contribution Amount Required: Enter the amount of local, state, or other funds being contributed to this project. The contribution amount must be at least 50% of the total project cost.
    - For example: If the Amount Requested is $50,000, the Contribution Amount Required is $50,000 (at minimum).
- Funding Source: Enter the source of the contribution amount. The contribution amount may include §5307, §5311, §5339, State funds, and local funds.
    - Only one funding source per line. Additional lines will generate upon save.
- Year: Enter the fiscal year of your contribution funds.
- Amount per Source: Enter the amount attributed to the source indicated under Funding Source.
- Total: Cell will auto-calculate your Amount per Source entry totals.
    - Total cell must equal contribution amount required

11. Provide the facility location if available.*

Address

City

State

Zip

Maps

Please provide a map showing the area of the facility, if location is known or proposed. Maps should be uncrowded, clearly marked, and legibly labeled. Maps should be zoomed in enough to clearly see the location of marked features, such as the locations of safety hazards, connecting facilities, or barriers. Include important street names or landmarks.

Google Map Instructions: Google digital maps can be provided as a weblink in the application. Minimum requirements for Google Maps include:

- Map Name must include the subrecipient's name and the name of the project
- Map must be made publicly accessible on the web

Several Google tutorial web links are provided below for assistance:

Google Map Tutorials:

Create a new map:
https://support.google.com/mymaps/answer/3024454?hl=en&ref_topic=3188329
Add places to your map:
https://support.google.com/mymaps/answer/3024925?hl=en
Draw lines and shapes:
https://support.google.com/mymaps/answer/3433053?hl=en&ref_topic=3024924
Add/save directions:
https://support.google.com/mymaps/answer/3502610?hl=en&ref_topic=3024924
Share, download, or print map:
https://support.google.com/mymaps/answer/3109452?hl=en&co=GENIE.Platform=Desktop

12. Describe the facility including facility function if applicable. *

- Provide details on the facility including its age and size

0 of 2000

Attachments

Attachments
Upload any additional documents relevant to this application.

Description	Upload
	Choose File No file chosen

The Fleet Condition Report is required for any projects that include vehicles replacement or rebuild. Highlight in yellow the fleet to be replaced and highlight in green the fleet to be rebuilt or overhauled. The Fleet Condition Report must be obtained from your Public Transportation Coordinator.

Any documents called for elsewhere in this application without a designated upload field should be uploaded in the space identified above (Other Attachments per Instructions).

Budget and Milestones Form

The budget and milestones page contains information how the agency will spend the funds, on a per line item basis.

Attachments
You may upload additional documentation here.
(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload
	Choose File No file chosen

Applications requesting funding for more than one year must attach the Multiyear Budget Worksheet. This worksheet can be downloaded at http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html. The Multiyear Budget Worksheet is not required for single year projects.

Line Items

The following table outlines the columns located in the Budget and Milestones section in eGrants. Additional rows are added by pressing the [SAVE] button:

Column Heading	Comments
Description	Choose the description from the pre-populated drop-down list
Scope	Completed by grant program manager
Suffix #	Completed by grant program manager
TPN	Completed by grant program manager
Fuel Type	Fuel type is required for all vehicle ALIs
# of Units	Enter the number of units for capital items as appropriate
Award Amount	Federal amount requested by subrecipient
State Match	Agency documents the amount. State match would come from the agencies formula State award. This field does not document a request for state match funds.
Local Match	Agency documents the amount
In-Kind Match	Agency documents the amount, support documents and amount entered in this field must concur
Total Funds	eGrants system will calculate
TDC Requested	Check the box if requesting TDC
Match Ratio	Field is locked and does not need to be completed
TDC Amount	Completed by grant program manager
Estimated RFP/IFB Issued	Date must be entered for all capital, or procured services
Estimated Contract Award	Date must be entered for all line items
Estimated First Vehicle Delivered	Date must be entered for all vehicle ALIs
Estimated Last Vehicle Delivered	Date must be entered for all vehicle ALIs
Estimated Contract Complete	Date must be entered for all line items. Date when all funds will be expended for that line item.

SECTION SIX – GLOSSARY

Glossary

The following table outlines the terms and definitions used throughout this document and the application submission process:

Term	Definition
Americans with Disabilities Act (ADA)	Public Law 336 of the 101st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.
Calendar of Work	The timelines and due dates for all aspects of the project, including any defined deliverables.
Commission	Texas Transportation Commission
Coordination	The cooperative development of plans, programs, and projects among agencies and entities with legal standing and adjustment of such plans, programs, and projects to achieve general consistency, as appropriate.
Deliverable	A specific product, such as a report or a database, as opposed to a reimbursable expense. Deliverables for a project are defined in the scope of work. Billable amounts and due dates for each deliverable must be specified in the PGA. All deliverables are subject to review by the TxDOT PTC, with the option of assistance by a review panel at their sole discretion.
Project Grant Agreement (PGA)	The contract executed between the TxDOT and a successful applicant after its application has been selected and approved for funding by the commission. The PGA includes the scope and calendar of work, and the budget. While not part of the PGA, reporting and reimbursement request forms are established before the PGA is signed.
Eligible Expenses	Planning, administration, capital and/or operating expenses that will vary depending on program laws, rules and regulations, the scope of the particular project and the established budget.
Feeder Service	The coordination of rural connections between small transit operations and intercity bus carriers, which may include the provision of service, which acts as a feeder to intercity bus service.
Fixed Route	A transportation service provided on a repetitive, fixed schedule along a specific route with vehicles stopping to pick up and discharge passengers at designated locations and times.
Google Maps	A web mapping service developed by Google. It offers satellite imagery, aerial photography, street maps, 360° panoramic views of streets (Street View), real-time traffic conditions, and route planning for traveling by foot, car, bicycle and air (in beta), or public transportation.
Human Service Transportation	Transportation services provided by or on behalf of a human service agency to provide access to organization services and/or to meet the basic day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults and people with low incomes.
In-kind Match	The intrinsic value of goods and services, such as donated equipment, office space, or labor that is used to provide the required local match for grants and must support the project.
Incomplete Application	An application which fails to adequately describe the project or otherwise fails to furnish required documentation and may be rejected at the sole discretion of the department.

Term	Definition
Intercity bus service	Regularly scheduled bus service for the general public which operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, and which has the capacity for transporting baggage carried by passengers. It must also make meaningful connections with scheduled intercity bus service to more distant points, if such service is available.
Letter of Commitment	The mechanism for documenting when an entity/project partner actively pledges support (financial or in-kind) and/or actual participation or use in the project.
Letter of Endorsement	The mechanism for documenting coordination or support of the project with the appropriate local public transportation providers, agencies that provide employment or human service transportation, and other appropriate agencies or individuals.
Local Governmental Entity	Any local unit of government including a city, town, village, municipality, county, city transit department, metropolitan transit authority, coordinated county transportation authority, or regional transit authority.
Mobility Management	Eligible capital expense consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity. Mobility management does not include operation of public transportation services.
Milestone Report	A quarterly status report required of each project.
Net Operating Expense	Those expenses that remain after operating revenues are subtracted from operating expenses. Operating revenues must include fare box revenues; but exclude package service, freight, and charter revenue. Operating expenses may include driver labor and associated fringe benefits, fuel, vehicle maintenance, administrative costs, etc.
Rural Area	An area outside an urbanized area determined by the current United States census.
Phase	A specific aspect, part, or portion of the project.
Private For-Profit	Businesses engaged in the transportation of the general public and their hand-carried packages / baggage for a fee. Includes taxi cab companies and intercity bus carriers.
Private Non-Profit	A non-public agency or company that provides a service or services not conducted or maintained for the purpose of making a profit.
Program Manager	A TxDOT staff person located in Austin with the primary responsibility for monitoring overall program initiatives and relaying information to the PTC.
Public Transportation Coordinator (PTC)	A TxDOT Public Transportation Division employee charged with carrying out public transportation grant management activities and providing technical assistance to transit agencies at the local level.
Review Panel	TxDOT personnel who evaluate and prioritize projects for funding.
Rural Transit District	A political subdivision of the state that provides and coordinates rural public transportation within its boundaries in accordance with the provisions of Transportation Code, Chapter 458.
Scope of Work	Establishes the tasks to be performed for all aspects of the project, including any deliverables that are defined.
Service Area Map	If appropriate to the type of application, a map of the service area (within Texas) that is covered by the application. If the application comprises an expansion of the service area, maps of the existing and the proposed areas must be provided.
Significant Start of Work	Varies according to the type of project. Must be demonstrated within 90 days after the PGA is finalized. The issuance of purchase orders to subcontractors is specifically accepted as a significant start to work.

Term	Definition
State Agency	A board, commission, council, committee, department, office, agency or other governmental entity in the executive, legislative or judicial branch of state government. The term includes an institution of higher education, but not a public junior college or community college.
State Transit Association	A statewide association whose members are comprised of transit stakeholders.
Stop Work Order	An order issued by TxDOT to direct the subrecipient to immediately cease all work and refrain from incurring any reimbursable expenses related to the project.
Subrecipient	Refers to the legal status of applicants who enter into a project grant agreement with TxDOT under this call for projects.
Sustainable Route	As part of the ICB needs-based analysis, applications for operating assistance must include an analysis showing either the potential for the route to become self-supporting within 5 years, or showing that it provides the only reasonable access to the ICB system for a specified area. The potential to become self-supporting indicates a reasonable opportunity for the route to have no net operating expense.
TxDOT	Texas Department of Transportation
Transit Pass	Pre-paid fare media that allows the holder unlimited use of transit service either for a specified period of time (day, month, year) or until the value is consumed.
Transit Voucher	Authorization for a specific person to use transit service to and from specific origins and destinations at specific times.
Transportation Development Credits - TDC	Non-cash credits given to subrecipients to assist with local match needs.
University	An institution of higher education and research, which grants academic degrees in a variety of subjects.
Urbanized Area	A core area and surrounding densely populated area with a population of 50,000 or more, with boundaries fixed by the U.S. Census Bureau.
Urban Transit District	A local government entity or political subdivision of the state that provides and coordinates public transportation within an urbanized area in accordance with Transportation Code, Chapter 458. This definition includes urban transportation providers under Transportation Code, Chapter 456, that received state money through the department on September 1, 1994. The definition excludes transit authorities.

SECTION SEVEN – ATTACHMENTS

Transit Facility Pipeline

Planning & Scoping Phase

Service Area Snapshot
- Existing resources
- Gaps in system
- How would a new facility help?

Opportunities/Community Input
- Community needs
- Opportunities for new service or serving population subsets?
- Local partnerships

Feasibility Study/Assessment
- Why is the project needed?
- Demographic and economic conditions

Facility Project Formation
- Formation of initial project concept

Joint Development
- Is there an opportunity for joint development with another agency?
- Revenue opportunities within?

Feasibility/Risk Assessment
- Is the project attainable?
- Want vs. need
- What might be some initial risks?

Facility Project Proposal
- Project moves from concept to proposal and is solidified enough to begin the next phase
- Presentation to TxDOT?

Support/Commitment
- Documentation of local support

Regionally Coordinated Trans. Plan (RCTP)
- Transit entity works with PTC and HQ staff to ensure the project gets into the area RCTP
- Major projects would be in TIP/STIP

Preliminary Engineering & Environmental Phase

Preliminary Design & Critical Components
- General framework of the project
- Initial project elements, plans, designs and schematics

Utility Analysis/Site Survey
- What utilities are available?
- Applicable site surveys

Right-of-Way (ROW)
- ROW issues and discovery
- Hazmat Initial Site Assessment

Value Engineering & Alternatives
- Substitution of materials or less expensive options – funding impact?
- Is the facility cost reasonable?
- Does it meet investment objectives?

Cost Estimation
- All cost estimation to achieve a level of confidence for the project sponsor
- Lays the foundation for a financing strategy and quantifies funding needs

Financial Plan
- Sources of funding?
- Schedule of activities by phase & cost
- Tentative/solidified funding mapped
- Critical at each stage, but crucial here

Schedule of Activities & Facility Staging
- Preliminary staging plans.
- Activities laid-out by phase

CE / EA / EIS - Environmental
- NEPA document classification
- ESA, CWA & CAA
- DOT Act 4(f) & Section 106
- FTA Approval and HQ coordination

Final Design & Real Estate Acquisition (ROW) Phase

Final Design, Layout and Specifications
- NEPA decision must have been made
- Final drawing, design and specs
- Final property needs and overall layout

Design review 60/90/100%
- Each phase refines the previous
- PTN reviews at key points
- Incorporation of comments from prior reviews

Project Constructability review
- Construction processes from start to finish reviewed prior to project initiation
- Helps identify potential cost overruns

Permits and Documentation
- Permits and documentation complete?

VE/VE refinement (if not done in prior stage)
- VE from previous phase finalized

Final Phasing and Schedule of Activities
- The final preconstruction schedule of activities and phases are documented

Final Legal Requirements
- Federal, State and Local legal requirements are detailed and complete.

Final cost estimate
- Including funding mechanisms and updates from initial cost estimate
- Real estate appraisal/independent review

Peer Review (if required)
- If sufficient doubt exists for the project, the department can ask for a peer review

Procurement Phase

Transit Development Credits
- Will TDC credits be used toward the project match requirements?

Development of Bid Packet Formal Solicitation Process IFB or RFP
- What selection process will be used to select the builder?
- Competitive procurement of services
- PTN-130, DBE and Buy American requirements
- PTN provides assistance as necessary for preparation of bid documents.

TxDOT Review of Selection
- Review the recommendation for award
- Review bid document results

Purchase, Titling & Deed
- Proper recordation of real property lien
- Selling existing property to buy new?
- Deed of trust?

Local Match
- All local match requirements and conditions have been met

Timing requirements
- Project meets TxDOT requirements for bidding, use of funds, procurement, start of construction, compliance, etc.

Pre-construction Meeting
- A meeting between the transit agency, the construction company, the architect and PTC/HQ staff
- Construction milestones are laid-out
- Billing processes and concerns
- Contingencies in the event of an unforeseen problem or delay

Construction Phase

Monitoring Activities
- Oversight mechanisms
- Are milestones being achieved in regard to completion and cost?
- DBE and Davis-Bacon requirements
- Use of a construction manager
- Project and financial schedule on target?

Construction Update
- Quarterly, bi-annual or monthly meetings
- Report any issues, errors, cost overruns
- Report any changes in project size, scope or location that might change environmental clearance or DBE compliance
- Project schedule generally being met?

QC/QA
- Selected equipment or construction items tested to make sure they function as required
- Detection of nonconforming issues and appropriate corrective action

Project Close-Out
- Administrative requirements are complete
- Contractors and sub-cons compliance
- Grantee has made all required payments and will seek reimbursement
- Scope of work completion verification
- All liens or deeds of trust in place
- Facility is reported as active inventory
- In NTD when completed

Lessons Learned
- Did the project have any unique features that might be used in others?
- Any administrative issues that other projects might encounter or could be resolved more smoothly in the future?
- Did the project accomplish what was envisioned at the initial scoping phase?

Facility Maintenance
- Are facility upkeep costs accounted for?
- Maintenance Plan/TAM Plan

Public Transportation Division (PTN)

Attachment B

Life Standards Form

TxDOT Type	Description	NTD Class	NTD Norms		ALI ~	Duty Cycle		Duty Cycle Reference:
			Length	Capacity		Years	Miles	
1	raised –roof van w) lift	VN	19'	8	11.XX.15	4	100,000	49 CFR 665
2	small LD cutaway (138" wb)	CU	21'	10	11.XX.04	4	100,000	49 CFR 665
3	regular LD cutaway (158" wb)	CU	23'	16	11.XX.04	5	150,000	49 CFR 665
3	large LD cutaway (176" wb)	CU	25'	20	11.XX.04	5	150,000	49 CFR 665
4*^	sport utility vehicle	SV	16'	4	11.XX.16	4	100,000	SMR workbook
5*^	pickup truck	AU	16'	2	11.42.11	4	100,000	SMR workbook
6 *	shop truck	AU	16'	1	11.42.11	4	100,000	SMR workbook
7	low-floor mini-van w) ramp	MV	16'	4	11.XX.15	4	100,000	49 CFR 665
8*^	sedan or small station wagon	AU	16'	4	11.XX.16	4	100,000	SMR workbook
9*	full-size passenger van	VN	19'	8	11.XX.15	4	100,000	SMR workbook
10*	mini-van	MV	16'	4	11.XX.15	4	100,000	SMR workbook
11	MD cutaway	CU	32'	26	11.XX.YY	7	200,000	49 CFR 665
11	MD bus	BU	30'	22	11.XX.YY	7	200,000	49 CFR 665
12	school bus	SB	length & capacity vary		11.XX.05	varies by type		NASDPTS~~
14	trolley	OR	length & capacity vary		11.XX.09	varies MD-HD		49 CFR 665
15	HD cutaway	CU	length & capacity vary		11.XX.YY	10	350,000	49 CFR 665
15	HD bus	BU	length & capacity vary		11.XX.YY	10	350,000	49 CFR 665
16	HD cutaway	CU	length & capacity vary		11.XX.YY	12	500,000	49 CFR 665
16	HD bus	BU	length & capacity vary		11.XX.YY	12	500,000	49 CFR 665
17	over-the-road coach	BR	length & capacity vary		11.XX.YY	12	500,000	49 CFR 665

notes:

* These types are not wheelchair-accessible. All other types are typically wheelchair-accessible. Some types that are combined by class (1 & 9 are VN and 7 & 10 are MV) are ultimately made distinct to NTD by reporting a different total count and accessible count.

^ These types may or may not be revenue service vehicles. All others (except type 6) are assumed to be revenue service vehicles.

Length is not a required PTMS entry. Standard measurements are assigned by type and were obtained from state co-op specifications and bus manufacturer product brochures.

~ "Activity Line Item"
XX – "12" for a replacement vehicle, "13" for an expansion vehicle
YY – "03" for a 30' vehicle, "02" for a 35' veh., "01" for a 40' veh.

~~ National Association of State Directors of Pupil Transportation suggests an 8-10 year lifespan for type A & B SBs, 12-15 years for type C & D SBs (with a mileage standard @ 15 years = 250,000). Jan. 2002 "School Bus Replacement Considerations".

Capacity is the average of the passenger capacities reported in the same apparent type or sub-type (by wheel base) in PTMS (count does not include the driver).

NTD – National Transit Database (transit statistics reporting)
CFR – Code of Federal Regulations (49 CFR 665 is bus testing regulation)
SMR – State Management Review (see ch. 7, p. 5 of FY2010 workbook)

VN-van
MV-mini van
AU – auto
BU-bus

BR – coach
CU-cutaway
SB–school bus
SV - SUV

OR – other
wb –wheel base
LD – light duty

MD-medium duty
HD-heavy duty