



# §5310

## Application Instructions

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Project Call FY 2020-2021

Issued: February 1, 2019

Due: March 13, 2019

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# 1. Overview

## 1.1 Introduction

This document contains instructions on completing the application for Federal Transit Act, 49 USC §5310 funds. This formula-based program provides funding to traditional non-profit organizations and other eligible recipients for the purpose of supporting enhanced mobility of seniors and individuals with disabilities in rural and small urban areas. Eligible applicants must comply with all applicable federal, state, and local laws and regulations.

TxDOT is a recipient of 49 USC §5310 funds, which are passed through to eligible subrecipients. Eligible activities include traditional capital projects, other capital projects, operating, and Above and Beyond ADA projects.

TxDOT awards grants on a competitive basis. Requests for funding typically exceed available funds.

Additional information regarding Section 5310 funds can be found in section 43 TAC 31.31 and FTA Circular 9070.1G or the latest edition of the FTA Circular.

**Applications are due on March 13, 2019 at 5:00 PM Central Standard Time. Please contact your Public Transportation Coordinator with any questions before February 22, 2019. Any application that does not meet any of the stated criteria may not be accepted. Late applications may not be accepted.**

## 1.2 Program Goal

The department's goal in administering the §5310 program is to promote the availability of cost-effective, efficient, and coordinated passenger transportation services planned, designed and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable, using the most efficient combination of financial and other resources. To achieve this goal, the objectives of the department are to:

1. Promote the development and maintenance of a network of transportation services for seniors and individuals with disabilities throughout the state, in partnership with local stakeholders
2. Fully integrate the §5310 program with other federal, state, and local resources and programs that are designed to serve similar populations
3. Promote public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA)
4. Promote public transportation projects that decrease the reliance of individuals with disabilities on ADA complementary paratransit services
5. Promote and encourage local participation, especially by seniors and individuals with disabilities or their advocates, in decision making;
6. Improve the efficiency, effectiveness, and safety of §5310 transit systems through the provision of technical assistance
7. Include private-sector operators in the overall plan to provide transportation for seniors and individuals with disabilities

### 1.3 Funding

This project call is for FY 2020-2021. Projects will be funded September 1, 2019 – August 31, 2021.

- First Year Project Grant Agreement (PGA): September 1, 2019 – August 31, 2020
- Second Year PGA: September 1, 2020 – August 31, 2021

Each PGA is for 12 months of funding

Second year funding amounts are not determined until spring 2020. The second year awards will be based on:

- the amount requested in the approved application's multiyear worksheet
- the demonstrated project costs based on Requests for Reimbursement (RFRs)
- the estimated remaining balance of the FY 2020 PGA

The total amount of available funding for the §5310 program is dependent upon FTA appropriations. The funding represented for each district includes a "Minimum Amount for Traditional Projects". The balance of the funds are a maximum amount for "Other Eligible Capital and Operating" Projects.

Of the total §5310 funds available, FTA apportions 60% to designated recipients in large Urbanized Areas (UZAs); 20 percent to the states for small UZAs; and 20 percent to the states for rural areas with less than 50,000 in population. §5310 funds are apportioned among the recipients by formula. The formula is based on the ratio that the number of seniors and individuals with disabilities in each such area bears to the number of seniors and individuals with disabilities in all such areas.

§5310 provides that of the amounts apportioned to states and designated recipients, not less than 55% shall be available for traditional §5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55% is a floor, not a ceiling;—recipients may use more than 55% of their apportionment for this type of project.

#### Residual Funds

Upon the completion of project selection, if any portion of the allocation is not needed, the commission or the executive director may distribute the balances, as appropriate, to satisfy unmet needs in other areas of the state. This action may require the department to transfer funds, at the state level, between small urbanized and rural areas to fully obligate the state's apportionment.

In the absence of the federal apportionment of Fiscal Year (FY) 2019 funds, use the following table from the FY 2018 as a guide for estimating fund availability.

1.4 § 5310 FY 2018 Federal Apportionment by District, Rural and Small Urban

							Total	\$6,719,757
	Rural Program			Small Urban Program				
DISTRICT	Total Rural Allocation	Rural Minimum Amount for Capital/Traditional Projects	Rural Maximum Amount for Other Projects	Total Small Urban Allocation	Small Urban Minimum Amt for Capital/Traditional Projects	Small Urban Maximum Amount for Other Projects	District Totals	
Abilene	\$96,882	\$59,205	\$37,676	\$190,134	\$116,193	\$73,941	\$287,016	
Amarillo	97,667	59,686	37,982	258,524	157,987	100,537	356,191	
Atlanta	149,897	91,604	58,293	124,921	76,341	48,580	274,818	
Austin	194,035	118,577	75,458	94,261	57,604	36,657	288,296	
Beaumont	139,773	85,417	54,356	362,651	221,620	141,031	502,424	
Brownwood	94,805	57,936	36,869	0	0	0	94,805	
Bryan	140,233	85,698	54,535	184,539	112,774	71,765	324,772	
Childress	52,637	32,167	20,470	0	0	0	52,637	
Corpus Christi	140,723	85,997	54,726	0	0	0	140,723	
Dallas	150,703	92,096	58,607	156,209	95,461	60,748	306,911	
El Paso	51,835	31,677	20,158	0	0	0	51,835	
Fort Worth	196,901	120,329	76,573	0	0	0	196,901	
Houston	168,025	102,682	65,343	252,830	154,507	98,323	420,855	
Laredo	92,117	56,294	35,823	0	0	0	92,117	
Lubbock	118,844	72,627	46,217	0	0	0	118,844	
Lufkin	171,299	104,683	66,616	0	0	0	171,299	
Odessa	70,468	43,064	27,404	253,324	154,809	98,515	323,792	

	Rural Program			Small Urban Program			
DISTRICT	Total Rural Allocation	Rural Minimum Amount for Capital/ Traditional Projects	Rural Maximum Amount for Other Projects	Total Small Urban Allocation	Small Urban Minimum Amount for Capital/ Traditional Projects	Small Urban Maximum Amount for Other Projects	District Totals
Paris	167,397	102,298	65,099	135,204	82,624	52,579	302,601
Pharr	105,534	64,493	41,041	213,695	130,591	83,103	319,229
San Angelo	63,017	38,510	24,506	167,827	102,561	65,266	230,844
San Antonio	233,753	142,849	90,904	0	0	0	233,753
Tyler	231,427	141,427	89,999	346,512	211,757	134,755	577,939
Waco	135,098	82,560	52,538	355,691	217,367	138,324	490,789
Wichita Falls	99,045	60,527	38,517	174,460	106,615	67,846	273,505
Yoakum	150,768	92,136	58,632	136,093	83,168	52,925	286,860
Project Totals	\$3,312,882	\$2,024,539	\$1,288,343	\$3,406,875	\$2,081,979	\$1,324,896	\$ 6,719,757

## 1.5 Grant Eligibility

Eligible recipients are:

1. A private nonprofit organization; or
2. A state or local governmental authority that:
  - a. is approved by a state to coordinate services for seniors and individuals with disabilities; or
  - b. certifies that there are no nonprofit organizations readily available in the area to provide the service.

Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are eligible.

**Projects selected in small urban areas *must* have a letter of support from the Metropolitan Planning Organization (MPO) director stating that the project is consistent with the long range transportation plan and will be amended into the Transportation Improvement Program (TIP) when so directed by TxDOT.**

Non-profit organizations must provide proof of non-profit status and certify that proposed service does not compete with existing transit service.

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

## 2. Terms and Conditions

### 2.1 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. Agencies should assume a period of service beginning September 2019 and/or September 2020.

### 2.2 Project Budget

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

- The application shall be considered the sole means of presenting project costs.
- Funding obligated for a multi-year project is limited to the funding programmed for each year.
- 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.

Projects requesting two years of funding must have a Multiyear Funding Worksheet attached.

### 2.3 Local Share Requirements

Eligible sources to satisfy local share requirements may be derived from the following:

1. An undistributed cash surplus, or a replacement or depreciation cash fund or reserve
2. A service agreement with a state or local social service agency, or a private social service organization
3. Amounts appropriated or otherwise made available to a U.S. department or agency that are eligible to be expended for transportation
4. Funds to carry out the federal lands highway program established by 23 U.S.C. Section 204;
5. Funds available under Section 403(a)(5)(C)(vii) of the Social Security Act (4 U.S.C. 603(a)(5)(C)(vii))
6. In-kind contributions, volunteer services and donations attributable to the project if the value is documented and previously approved by the department
7. Transportation development credits, with prior department approval

**Funds from any other U.S. DOT program are not eligible for use as local matching funds. Funds from other federal programs, however, are eligible.**

### 2.4 Scoring

Based on the goals and objectives identified in the regional human services public transportation coordinated plan for the applicable planning district(s) and input provided in a series of public listening sessions, Public

Transit Coordinators (PTCs) who do not represent the district(s) covered in the application will score the projects.

Because this is a competitive program, projects are scored on their merits, which include:

- Meeting the specific transportation needs of seniors and persons with disabilities
- Agency capacity to financially and administratively manage grant projects
- Agency performance on prior §5310 program grants
- Ability to meet federal and state program requirements
- Consistency with program goals and §5310 key concepts
- Demonstrated need

The scoring team will base evaluations on the information included in the application. Insufficient documentation will result in a lower score.

The scoring team will evaluate the applicant's past performance with Public Transportation Division grants as part of the scoring process. This includes any open Improvement Action Plans and reasons for funds not expended by the end of previous grant periods.

On receipt of the applications recommended for funding, the director, or the director's designee, will review all funding requests for completeness and compliance with all statutory and program administrative requirements. This review will also take into consideration statewide equitable distribution of §5310 funds.

Following commission approval, the department will negotiate a contract with the selected local entities and organizations to implement the projects selected for funding.

## **2.5 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, geographic diversity of projects, project sustainability, industry initiatives, and innovative approaches in public transportation may be considered as additional criteria.
4. Projects which are prioritized, but not selected for funding solely due to the constraint of the amount of funds available, may be retained for consideration in the event that funding becomes available during this funding 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 incomplete 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 or 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.

## **2.6 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.

## **2.7 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. 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 persons.

## **2.8 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. **Task** – 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 ongoing 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. **Task** – 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. **Task** – 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. The required dialogue shall include reasonable access to data for project monitoring and, as appropriate, to the physical sites of projects.
- a. 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.
  - b. 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.

## 2.9 Eligible Capital Expenses for “Traditional” Projects

Funds for the §5310 program are available for capital expenses to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the “Traditional” requirement, which must be carried out by an eligible recipient or subrecipient as described above include, but are not limited to:

- a. Rolling stock and related activities for §5310-funded vehicles
  - 1. Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs
  - 2. Vehicle rehabilitation or overhaul
  - 3. Preventive maintenance
  - 4. Radios and communication equipment
  - 5. Vehicle wheelchair lifts, ramps, and securement devices
- b. Passenger facilities related to §5310-funded vehicles
  - 1. Purchase and installation of benches, shelters, and other passenger amenities.
- c. Support facilities and equipment for §5310-funded vehicles
  - 1. Extended warranties that do not exceed the industry standard
  - 2. Computer hardware and software
  - 3. Transit-related intelligent transportation systems (ITS)
  - 4. Dispatch systems
  - 5. Fare collection systems
- d. Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, “Capital Leases,” 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same;
- e. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or

subrecipient as defined above. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the § 5310 program.

- f. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the “Traditional” Allocation, so long as the service is provided by an eligible recipient/subrecipient as defined above, and is included in the coordinated plan.

The list of eligible activities is intended to be illustrative, not exhaustive. TxDOT encourages recipients to develop innovative solutions to meet the needs of seniors and individuals with disabilities in their communities and discuss proposed projects with TxDOT staff to confirm eligibility.

## **2.10 Eligible Recipients for §5310 Operating Projects**

Eligible subrecipients for other eligible §5310 activities include a state or local governmental authority, or a private nonprofit organization.

Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore eligible subrecipients. “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

## **2.11 Eligible Operating Expenses**

- a. A percentage of a rural, small urbanized area, or large urbanized area’s annual apportionment may be utilized for:
  1. Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate;
  2. Public transportation projects (capital and operating) that exceed the requirements of ADA;
  3. Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
  4. Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.
  5. Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. §5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.
  6. Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public

transportation. The §5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

7. Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible.
8. Limits on operating assistance. Given the requirement for “Traditional” §5310 capital projects, a recipient may allocate a percentage of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in 49 U.S.C. 5310(b)(1)(B-D) and described in this section (b and c), above.

Mobility management and ITS projects may be eligible under both categories.

## **2.12 Administrative Expenses**

Administrative expenses are not reimbursable.

### 3. Application Submission

#### 3.1 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
<b>Submission and Training</b>	
Notice of Opportunity available	2/1/2019
Application webinar I	2/5/2019
Application webinar II	2/7/2019
Deadline for submitting written questions	2/15/2019
Deadline for application submission	3/13/2019 at 5PM CST
<b>Scoring</b>	
Applications Scored	April 2019
<b>Funding</b>	
Funding decision made	May 2019
<b>PGA Development</b>	
Texas Transportation Commission approval	June 2019
Project Grant Agreements distributed for FY19 projects	August 2019
<b>Award Grants</b>	
Project Grant Agreements executed and activated in eGrants for FY19.	9/1/2019

#### 3.2 Development

##### eGrants

- Applications must be submitted via eGrants by changing the status in eGrants to “*Application Submitted for Review.*”
- Applicants should demonstrate how their project addresses all criteria for which funds are sought.
- 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](mailto: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 webinars 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>
- eGrants training is available online at <http://www.txdot.gov/inside-txdot/division/public-transportation/training-videos.html>

## Questions

- All application-related questions must be submitted via email to [PTN\\_ProgramMgmt@txdot.gov](mailto:PTN_ProgramMgmt@txdot.gov) by **5 P.M. CST** on February 15, 2019. Email subject line should read “*Coordinated Call Question:*” followed by a specific 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 March 13, 2019**.
- Submitted applications cannot be returned to the applicant for modifications or changes after the due date of **March 13, 2019**.
- 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 to TxDOT.**
- Failure to follow the above requirements may disqualify your application from the scoring process.

## 4. Application Instructions

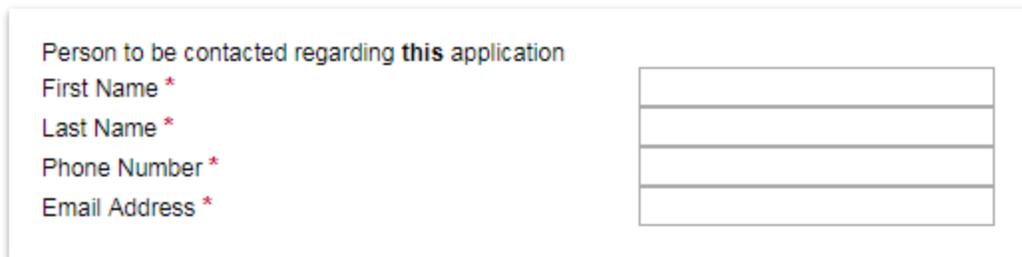
### 4.1 eGrants

Guidance regarding data input for each specific form is provided in this document in blue. 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.

### 4.2 Applicant Information Form

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



Person to be contacted regarding this application

First Name \*

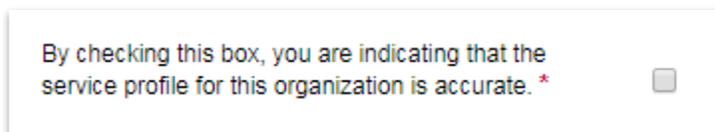
Last Name \*

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* is located in the “*Administrative Requirements Menu*” under “*Supplementals*.” (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 select the planning region(s) in which this project will occur.  
A planning region map with numbers is found at [http://txregionalcouncil.org/display.php?page=regions\\_map.php](http://txregionalcouncil.org/display.php?page=regions_map.php)

Enter a brief, descriptive project name that reflects the purpose of the project, what category of funds are sought, and if it is a new or existing activity. (See Figure 3)

1. 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 that includes:

- General concept of the project.
- Timeline of the project
- Who is committing time or resources to the project
- Project location

**NOTE:** The general history of the agency is not required

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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](#).

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

Partner Name	Description of Activity
<input type="text"/>	<input type="text"/>

Figure 4: Partner name and activity description

**NOTE:** Description of activity, including: participation in planning, operations coordination, provides funding, provides services.

**NOTE:** Partnerships must be documented with a letter of commitment. 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 to. This letter must be signed by a person fully authorized to bind the organization, entity or individual.

### 4.3 General Information Form

1. Select which district(s) are included in the project. Control-Click to select multiple districts. (See Figure 5)

1. Which district(s) are included in this project? \*

Abilene	▲
Amarillo	
Atlanta	
Austin	▼

Figure 5: Project district(s)

2. Select if this project continues existing service. (See Figure 6)

2. Does this project continue existing service? \*

Yes  No

Figure 6: Continuing service

3. Select if this project increases service times or service area. If yes, describe the increase(s). (See Figure 7)

3. Does this project increase service times or service area? \*

Yes  No

---

Figure 7: Service increases

If yes, describe the increase(s).

Provide an overview of how this project increases service, including a description of all elements that apply:

- Expanded service times
- Expanded service area
- Shorter timeframe to schedule trips
- Identify other features as they apply

0 of 2000

4. Select yes if this is the only public transportation option available in the service area. If no, describe how this transit service is different from other services in the area. (See Figure 8)

4. Is this the only public transportation option available in the service area? \*

Yes  No

Figure 8: Other public transportation availability

If no, describe how this transit service is different from other services in the area.

Provide an overview of how this service differs from other public transportation in the area:

- Service times
- Access to destinations outside of other provider service area
- Shorter timeframe to schedule trips
- Other features that apply

0 of 2000

5. Enter how many one way §5310-funded trips your agency provided **via purchase of service from another transit operator in the past year**. This information is required to be reported to the FTA. (See Figure 9)

5. In the past year how many one way 5310 trips did your agency provide through purchased trips? \*

purchased trips per year

Figure 9: Purchase of service trips

6. Enter how many one way §5310-funded trips your agency **provided in vehicles operated by the agency itself in the past year**. This information is required to be reported to the FTA. (See Figure 10)

6. In the past year how many one way 5310 trips did your agency provide in agency operated vehicles? \*

trips per year by vehicles operated by the agency

Figure 10: Agency operated trips

7. Which specific gaps/barriers identified in the coordinated public transit-human service transportation plan(s) does this project address and how does it address them? \*

- Describe individual elements of the unmet needs, gaps or inefficiencies this project will address.
- Include convincing quantitative (hard) data. This should include objective material such as ridership data, survey results, and planning studies.
- You may supplement hard data with qualitative (soft) data such as findings from focus groups or interviews.

0 of 2000

8. Every project must relate to the 5310 Key Concepts. Explain how the project relates to each concept.\*

- What makes this project sustainable for the future?

Responses to this question must be forward-looking. Prior funding does not establish sustainability.

Examples of sustainability include:

- Funding sources beyond grants from TxDOT
- Future commitment of time or resources to the project from other sources
- Developing partnerships
- Developing coordination
- Demonstrated response to demographic or economic trends identified in the coordinated plan

0 of 2000

- How does the project provide service continuity?

Describe what elements of the project assist in continuing service for the project area:

- Maintaining service times
- Maintaining service areas
- Identifying services that had been provided by others that will now be provided under this project
- Describing ongoing project partnerships and coordination

0 of 2000

- How does the project use resources effectively and efficiently? Does it leverage existing resources?

Identify what elements of this project make it effective and efficient, including:

- Project partnerships
- Matching funds
- Operational efficiencies
- Existing resources such as fleet, staff, and other materials

0 of 2000

- How does this project promote innovation?

Describe innovative aspects of the project, such as:

- New partnerships
- Coordination with other areas or types of agencies
- Use of technology

0 of 2000

9. How will partners stay involved throughout the project? What is the schedule for meetings? \*

Identify methods partners will use to be involved:

- Regular conversations
- Standing agenda items at local and/or regional meetings
- Public events
- Meeting schedules

0 of 2000

10. How will local stakeholders stay involved throughout the project? What is the schedule for meetings? \*

Identify methods will be used to keep local stakeholders involved:

- Public workshops
- Standing agenda items at local and/or regional meetings
- Public events
- Media outreach
- Surveys or other research
- Meeting schedules

0 of 2000

11. Does this project increase service times and/or service area? \*  
If yes, describe the increase of service times and/or service area. \*

Identify the increased service elements:

- New service hours
- New service area
- Attach maps if available

0 of 2000

12. Will this project require new procurement of goods/services? \*  
If yes, identify the vendors and what goods/services they will provide.

Identify:

- Vendor name
- Services/goods provided

0 of 2000

13. Have vendors already been selected for this project? \*If yes, Identify the vendors and what goods/services they will provide (press the save button for additional rows). (See Figure 11)

Identify the vendors and what goods/services they will provide (press the save button for additional rows).

Vendor Name	Description of goods/services
<input type="text"/>	<input type="text"/>

Figure 11: Vendor name and description

14. List the names of local senior organizations and individuals with disabilities organizations and/or local non-profit agencies that have provided letters of support.\* (See Figure 12)

Supporter Name	Type of Entity
<input type="text"/>	<input type="text"/>

Figure 12: Support letters from non-profits that serve the senior and individuals with disabilities community in the project area.

**NOTE:** Letters of support must be composed by the supporting organization specifically about this project and grant program. No form letters.

**NOTE:** Submit all letters through this application. Do not mail letters to PTCs or division staff in Austin

15. List the names of local public bodies and officials that have provided letters of support. (See Figure 13)

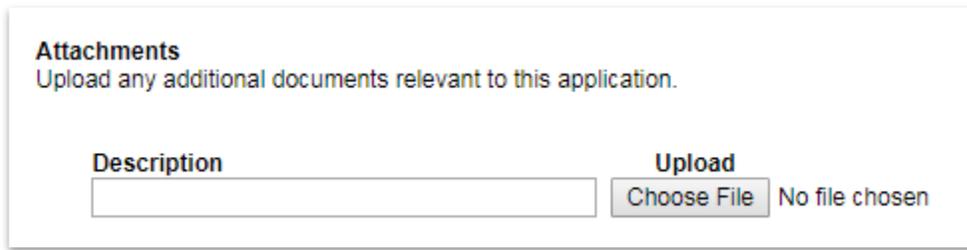
Supporter Name	Type of Entity
<input type="text"/>	<input type="text"/>

Figure 13: Support letters from local public bodies and officials in the project area.

**NOTE:** Submit all letters through this application. Do not mail letters to PTCs or division staff in Austin.

## Attachments

Upload letters of support and any additional documents relevant to this application. (See Figure 14)



**Attachments**  
Upload any additional documents relevant to this application.

**Description**

**Upload**  
Choose File No file chosen

Figure 14: Attachment uploads

#### 4.4 Mobility Management, Operating, Above and Beyond ADA

##### Mobility Management

Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management is split into 4 categories:

1. Enabling mobility access:
  - a. Travel training
  - b. Facilitation of access to transportation services
    - i. Ride referrals
    - ii. Trip planning activities for customers
    - iii. Centralized information on specialized transportation services in the community
  - c. Customer-oriented travel navigator systems
  - d. Ridesharing and assistance for volunteer and community based transportation services
2. Coordination:
  - a. Working with other agencies that serve the same population
  - b. Sharing services provided to an agency's own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other non-profits
  - c. Expanding the availability of service among existing public transportation providers and other transportation service providers
  - d. Support for short-term management activities to plan and implement coordinated services
  - e. Improving transportation service efficiency and effectiveness
3. Public education/marketing
  - a. Improving information that is available about those services.
4. Technology
  - a. The development and operation of one-stop transportation traveller call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.

- b. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).

Examples of allowable expenses:

- a. Salary and fringe for mobility management staff
- b. Prorated expense of phone service for call center
- c. Marketing and educational materials
- d. Training for staff
- e. Travel training equipment
- f. Technology hardware and software for coordinating travel, unifying fare system (also eligible under capital purchase)

Expenses not allowed:

- a. Operating expenses: gas, repair work, utilities
- b. Indirect costs
- c. Single provider single mode dispatch
- d. Rides themselves (these are handled under Purchase of Service)

1. Is Mobility Management part of the proposed project? \*

If yes, questions 2-5 are required.

2. What Mobility Management activities are included in this grant (i.e. Enabling mobility access, Coordination, Technology, and/or Public Education)? \*

[List project activities by type](#)

3. Describe the specific elements of the Mobility Management project in detail.\*

Clearly describe the individual project elements for each mobility management activity:

- Project type
- Activities involved
- Connection to other programs or services
- Timeframe
- Who outside the agency is committing time or resources to the project

0 of 2000

4. Describe the need for the Mobility Management project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed. \*

Provide specific information on each activity that includes:

- How need was identified
- Target audience
- Specific information to explain the value of the project
- Project impact on the current transit service
- How project success would be measured

0 of 2000

5. Which staff will work on mobility management activities? What percentage of time will these staff members spend on mobility management? Will new staff be hired? \* (See Figure 15)

Name	Position	Percent of time
<input type="text"/>	<input type="text"/>	<input type="text"/> %

Figure 15: Mobility management staff and time commitments to the project.

### Operating

6. Are operating expenses part of the proposed project description? \*

If yes, questions 7-9 are required.

7. Describe the specific elements of the operating project in detail. \*

Provide specific information on your project that includes:

- What elements of operation the project would fund
- How the project would impact the current transit service
- How project success will be measured

0 of 2000

8. Describe the need for the operating project. \*

Provide specific information on your project that includes:

- How was the need identified
- Who is the target audience
- Possible result of not receiving project funding

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9. What funding source(s) will provide the 50% required match? Will in kind match be used? \* (See Figure 16)

Source of Funding	Amount of Funds
<input type="text"/>	<input type="text"/>

Figure 16: Source and amount of funds for operating match.

**Note:** Fifty percent (50%) of the funds for the project must come from other sources which can include State funds, and local funds. TDC are not eligible to be used as match for operating awards.

### Above and Beyond ADA

Above & Beyond ADA is not a common category. It applies to the required paratransit services associated with fixed route service and requires 50% match.

- b. Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.
  1. Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the § 5310 program in several ways:
    - a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
    - b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
    - c) The incremental cost of providing same day service;
    - d) The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
    - e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
    - f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (i.e., larger than 30" × 48" and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and
    - g) Installation of additional securement locations in public buses beyond what is required by the ADA.
  2. Feeder services. Accessible "feeder" service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
  3. Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.
    - a) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. § 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public

transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:

- 1) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features;
  - 2) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
  - 3) Improving signage or wayfinding technology; or
  - 4) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.
- b) Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- c. Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation.

**Operating assistance for required ADA complementary paratransit service is not an eligible expense.**

10. Are Above and Beyond ADA expenses part of the proposed project description? \*

If yes, question 11 is required.

11. Describe the need for the Above and Beyond ADA project. How does the project distinguish itself from existing projects in the area to provide a service that is "above and beyond" ADA requirements? \*

Provide a detailed description of your project:

- How was the need identified
- Explain how the project would impact the current transit service
- Explain the specific activity that goes "above and beyond"
- Cites the specific provision in the ADA that it surpasses
- How will project success be measured

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Source of Funding	Amount of Funds
<input type="text"/>	<input type="text"/>

Figure 17: Source and amount of funds for Above and Beyond ADA match.

**Note:** Fifty percent (50%) of the funds for the project must come from other sources which can include State funds, and local funds. TDC are not eligible to be used as match for operating awards.

### Attachments

Upload any additional documents relevant to this application. (See Figure 18)

**Attachments**  
Upload any additional documents relevant to this application.

**Description**

**Upload**  
Choose File No file chosen

Figure 18: Attachment upload

**4.5 Vehicles and Other Capital Projects**

**Vehicle Projects**

1. Are Vehicle Capital expenses parts of the proposed project? \*

If yes, questions 2-5 are required.

2. Describe the need for the project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be. \*

Demonstrate the need for vehicle replacement and/or expansion:

- For replacement, document justification via maintenance records or other information
- For expansion, document how need was determined
- Explain how the project would impact the current transit service

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3. Identify the specific vehicle(s) to be replaced or rebuilt. \* (See Figure 19)

**License plate of vehicle to be replaced/rebuilt**

Figure 19: License plate of vehicle to be replaced or rebuilt.

Reason to select this vehicle

Provide specific reasons for vehicle choice:

- Confirm that FTA useful life standards have been met for all Vehicle replacement projects.
- For Rebuild, describe criteria used to determine the need.

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4. Identify the vehicle type(s) to be purchased. (See Figure 20)

**Vehicle type to be purchased**

Figure 20: Vehicle type to be purchased for this project.

Reason to select this vehicle

Provide an overview of your project that includes:

- Explain how vehicle size/type reflects service needs

0 of 2000

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

Note1: A non-accessible vehicle requires a “waiver” with the Public Transportation Coordinator’s endorsement prior to entering into a grant agreement.

Note2: All fixed route service vehicles are required by FTA to be accessible and will not be granted waivers.

**Other Capital**

6. Are Other Capital expenses part of the proposed project description? \* If yes, questions 7-9 are required.

7. 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.
- How project success will be measured

0 of 2000

8. 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. \*

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

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9. Identify the source, year, and amount of other funds to be contributed to the project. \*

- By project, provide a total project cost, identify the information requested, and provide a total contribution amount.

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10. Provide the facility location if available.\* (See Figure 21)

Provide the facility location if available.

N/A

Address

City

State

Zip

Figure 21: Facility location

### Attachments

Upload any additional documents relevant to this application. (See Figure 22)

**Attachments**  
Upload any additional documents relevant to this application.

Description	Upload
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

Figure 22: Attachment upload

#### 4.6 Construction and Rehabilitation Projects

1. Are Construction and/or Rehabilitation related expenses part of the proposed project? \*
2. Identify the Construction and Rehabilitation project phases that will be included as part of the proposed project. \* (See Figure 23)

A. Planning	<input type="checkbox"/>
B. Preliminary Engineering (including environmental review)	<input type="checkbox"/>
C. Final Design and Real Estate Acquisition	<input type="checkbox"/>
D. Construction/Rehabilitation	<input type="checkbox"/>

Figure 23: Construction and rehabilitation phases

If **C** or **D** 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 your PTC).

3. Describe the scope of the Construction and Rehabilitation project in detail. \*

Provide an overview of your project that includes:

- Activities in each phase
- Timeline with anticipated milestones or accomplishments
- Time frame of activities to be accomplished within the timeline.
- Who is committing time or resources to the project
- How project success will be measured

0 of 2000

4. Describe the need for the Construction and Rehabilitation project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed.

Provide an overview of your project that includes:

- Project identification and selection process
- Individual elements of the gaps or unmet needs that this project will address.
- Describe using qualitative and quantitative data

0 of 2000

5. Provide the facility location if available. (See Figure 24)

Provide the facility location if available.

N/A

Address

City

State

Zip

Figure 24: Facility location

6. Describe the facility including the facility function if applicable. \*

Provide an overview of the facility that includes:

- [Type](#)
- [Uses](#)
- [Other entities who would be using the facility](#)

0 of 2000

Note: Agencies must receive consultation with PTN prior to Construction and Rehabilitation projects. Consultation is necessary prior to the inclusion of Construction and Rehabilitation projects in a PGA

**Attachments**

Upload any additional documents relevant to this application. (See Figure 25)

**Attachments**  
Upload any additional documents relevant to this application.

**Description**

**Upload**  No file chosen

Figure 25: Attachment upload

#### 4.7 Obligation Certification

This form is required to submit the application. Only an authorized person should fill out the form. Check the box and click Save to record the name, title, and date of certification. (See Figure 26)

Figure 26: Obligation certification

#### 4.8 Budget and Milestones Form

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

Figure 27: Attachment upload

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

Column Heading	Comments
	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?	Check the box if requesting TDC
Match Ratio	Field is locked and does not need to be completed
TDC	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.

#### 4.9 Glossary

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

Term	Definition
<b>Americans with Disabilities Act (ADA)</b>	Public Law 336 of the 101 <sup>st</sup> 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.
<b>Calendar of Work</b>	The timelines and due dates for all aspects of the project, including any deliverables that are defined.
<b>Commission</b>	Texas Transportation Commission
<b>Coordination</b>	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.
<b>Deliverable</b>	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

Term	Definition
	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.
<b>Project Grant Agreement (PGA)</b>	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.
<b>Eligible Expenses</b>	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.
<b>Fixed Route</b>	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.
<b>Human Service Transportation</b>	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.
<b>In-kind Match</b>	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.
<b>Incomplete Application</b>	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.
<b>Letter of Commitment</b>	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.
<b>Letter of Endorsement</b>	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.
<b>Local Governmental Entity</b>	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.
<b>Mobility Management</b>	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.

Term	Definition
<b>Milestone Report</b>	A quarterly status report required of each project.
<b>Net Operating Expense</b>	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.
<b>Rural Area</b>	An area outside an urbanized area determined by the current United States census.
<b>Phase</b>	A specific aspect, part, or portion of the project.
<b>Private For-Profit</b>	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.
<b>Private Non-Profit</b>	A non-public agency or company that provides a service or services not conducted or maintained for the purpose of making a profit.
<b>Program Manager</b>	A TxDOT staff person located in Austin with the primary responsibility for monitoring overall program initiatives and relaying information to the PTC.
<b>Public Transportation Coordinator (PTC)</b>	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.
<b>Review Panel</b>	TxDOT personnel who evaluate and prioritize projects for funding.
<b>Rural Transit District</b>	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.
<b>Scope of Work</b>	Establishes the tasks to be performed for all aspects of the project, including any deliverables that are defined.
<b>Service Area Map</b>	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.
<b>Significant Start of Work</b>	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.
<b>State Agency</b>	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.
<b>State Transit Association</b>	A statewide association whose members are comprised of transit stakeholders.
<b>Stop Work Order</b>	An order issued by TxDOT to direct the subrecipient to immediately cease all

Term	Definition
	work and refrain from incurring any reimbursable expenses related to the project.
<b>Subrecipient</b>	Refers to the legal status of applicants who enter into a project grant agreement with TxDOT under this call for projects.
<b>TxDOT</b>	Texas Department of Transportation
<b>Transit Pass</b>	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.
<b>Transit Voucher</b>	Authorization for a specific person to use transit service to and from specific origins and destinations at specific times.
<b>Transportation Development Credits</b>	Non-cash credits given to subrecipients to assist with local match needs.
<b>University</b>	An institution of higher education and research, which grants academic degrees in a variety of subjects.
<b>Urbanized Area</b>	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.
<b>Urban Transit District</b>	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.