



Public Transportation Division

Application Instructions for Federal Section 5304 Grant  
Call for Innovative Demonstration Projects  
2017

Issued: Feb. 10, 2017  
Response Due: March 27, 2017

## **INTRODUCTION**

This document contains instructions on how to fill out the application for Federal Transit Administration, 49 U.S.C. §5304 funds, a program that provides funding to eligible recipients for the purpose of supporting regionally coordinated transportation planning. Eligible applicants must comply with all applicable federal, state, and local laws and regulations.

The Texas Department of Transportation (TxDOT) is a recipient of 49 U.S.C. §5304 funds, which are passed through to eligible subrecipients. The Federal Section 5304 Grant application is the process to apply for the Section 5304 federal funds.

### Purpose

The purpose of this call for projects is to assist planning regions in Texas in achieving strategies identified in recently developed regional public transit-human services transportation plans.

### Definition

For the purposes of this call, an innovative demonstration project is the umbrella term for a small-scale study to evaluate effectiveness, efficiencies, feasibility, time, cost or other aspects or effects of a specific attempt to improve services, products, methods or systems. This demonstration project is inclusive of research-design, provision of activities or services that are being tested, data collection and analysis, and overall project evaluation. Evaluation shall determine if and how a similar project might be refined and replicated elsewhere or on a larger scale.

### Eligible Projects

Eligible projects are ones that will help achieve strategies identified in recently developed regional public transit-human services transportation plans. In addition, eligible projects shall be presented as studies designed for measurement and evaluation and shall include a preliminary/baseline assessment and post-activity evaluation. 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.

### Eligible Applicants

Eligible applicants may include state agencies, local public bodies and agencies thereof, private nonprofit organizations, operators of public transportation services, transit districts and lead agencies responsible for regional public transit-human services transportation planning. In addition, eligible applicants are ones who demonstrate

support from lead agencies for the Regionally Coordinated Transportation Program and other regional stakeholders. These lead agencies are eligible applicants, but funds are not available exclusively to these lead agencies.

### Funding Criteria

Successful proposals must be for innovative demonstration projects that are:

*Strategic.* Proposed projects must be designed to help achieve a strategy specifically identified in a current, completed five-year regionally coordinated transportation plan

*Collaborative.* Proposed projects must be designed with the support of lead agencies tasked with monitoring progress in coordinated plans and other regional stakeholders. Projects shall provide, prior to execution of a PGA, evidence of formal partnerships with other entities to commit funding, staff, time, expertise, facilities, or other resources to accomplish this innovative demonstration project.

*Able to be Evaluated.* Proposed projects shall be designed for evaluation using reliable, sound methodologies for study-design as well as for gathering and analyzing a combination of quantitative and qualitative data.

*Thought-through.* Proposed projects should include a thorough plan for beginning and completing the project during the contract period. Proposals shall clearly describe what is being proposed, where the project will happen, when activities and milestones will occur, how activities will be carried out, and who will be responsible for what.

### Project Period

These funding awards will support competitively selected demonstration projects from September 1, 2017 or the date a project grant agreement is fully executed between TxDOT and grantees, whichever is later. It is anticipated that projects will terminate on August 31, 2018, however, it is possible for projects to extend beyond Aug. 2018 depending on the possible phased nature of individual projects.

Availability of Funds The division anticipates awarding a statewide total of between \$500,000 and \$700,000 to successful applicants under this call for projects, depending on availability of funds. These funds shall be administered through project grant agreements between the TxDOT and grantees. The department will award these funds competitively. Funding will be from a mixture of federal and state sources. Funding recipients are not required to provide local funds as match; however TxDOT will give points when scoring proposals to proposals that include local funds as match. The actual award of grant funds will be based on the merits of applications and subject to the availability of federal and state funds. Every applicant is not guaranteed a funding award. Proposals will be evaluated, scored and ranked by a TxDOT review panel. During the evaluation period, TxDOT reserves the right to ask for further clarification and conduct negotiations concerning the applicant's initial responses including but not

limited to activities and prices. Final award of grant funds will be made by the Texas Transportation Commission. Awards likely will result in project grant agreements with reimbursements made for allowable expenses. Successful applicants will become a subrecipient of TxDOT. Reimbursements shall be based on actual costs and receipt of completed, approved deliverable(s) and correct invoices for reimbursable expenses judged to be acceptable by Public Transportation Division staff assigned to manage each respective grant agreement. Subrecipients must obtain prior approval from the Public Transportation Division for any subcontract prior to execution of the subcontract as a condition of reimbursement.

### Deliverables

A deliverable is a product developed as part of this project such as a report, plan, manual, or some other document or product. Deliverables shall be tailored for each innovative demonstration project, depending on the nature of the project. Each deliverable shall be clearly described as part of the proposal. There is no limit to the number of deliverables.

All demonstration projects shall include, at a minimum, two specific deliverables:

- *Required Deliverable: A Preliminary Assessment report*

This report shall include (a) a description and assessment of baseline data, and (b) a detailed description of the final methodology to be used to conduct this demonstration project including a final list(s) of required data sets, affirmation of a study-design that includes collection of sufficient data to evaluate the proposed project's effectiveness, and identified checkpoints or milestones during project implementation to allow for interim evaluation and adaptive management.

- *Required Deliverable: A Final Report on the Innovative Demonstration Project*

This report shall include (a) a detailed description of the methodology used to conduct this demonstration project, (b) observations/findings/conclusions, (c) recommendations concerning possible replication, (d) appendices including data collection forms, data assessment documents, all collateral materials (such as training materials, promotional or marketing materials, forms and any other materials developed as part of this demonstration project), minutes, sign-in sheets and other materials as appropriate.

### Compliance Documents

Successful applicants must have an executed Master Grant Agreement (MGA) with TxDOT prior to executing a Project Grant Agreement. An MGA template is posted at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>. The successful applicant must begin the process to execute an MGA upon notification that an award will be recommended. In addition, the successful applicant must provide

all required compliance documents if the applicant does not have these on file with TxDOT. This includes a completed Certifications and Assurances document. The Certifications and Assurances document is posted at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>.

Additional information regarding Section 5304 funds can be found in section 43 TAC 31.22 and FTA circular 9070.1G

The Federal Section 5304 Grant application is divided into the following sections, which must be completed per these instructions:

### **APPLICANT INFORMATION FORM**

- General Information
- Project Summary

### **EVALUATION FORM**

- Project Description
- Demonstration Need
- Project Implementation
- Roles & Responsibilities of Stakeholders
- Experience & Capacity
- Project Evaluation

### **PLANNING SPECIFIC EVALUATION FORM**

### **PROJECT WORKPLAN**

- **Leave this form blank.** It is not functioning properly due to technical errors in eGrants.
- Nevertheless, **save** this blank form.
- Then **upload a completed Project Workplan template in the Evaluation form.**
- The Project Workplan template is at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>

### **BUDGET AND MILESTONES FORM**

Each section includes required fields and questions. **All responses should relate to how the agency will use the specific funds for which they are applying.**

Applicants should complete all sections of the application completely, concisely and provide current information.

To better aid the applicant, screen shots of the application are included in this document for visual reference. Character limits are identified below some of the text boxes, for

example 0 of 2000. The first number identifies how many characters are currently entered into the textbox the second number identifies how many characters can be entered into the textbox.

Summary of Proposal and Awards Schedule

<b>Event</b>	<b>Date</b>
Publication of Request for Proposals; eGrants opportunity opens	Feb 10, 2017
Informational Webinar, 10 am CST	Feb. 15, 2017
Informational Webinar, 10 am CST	Feb. 22, 2017
Deadline for submitting 1 <sup>st</sup> round of written questions, 5:00 pm, CST	Feb. 28, 2017
Posting of written responses to questions on TxDOT/PTN Website	Mar. 3, 2017
Deadline for submitting 2nd round of written questions, 5:00 pm, CDT	Mar. 14, 2017
Posting of written responses to questions on TxDOT/PTN Website	Mar. 17, 2017
<b>Deadline for submitting proposals, 5:00 pm CDT</b>	<b>Mar. 27, 2017</b>
Target date for completing evaluations & beginning negotiations of proposals	Apr. 7, 2017
Presentation of project selection recommendations to the Texas Transportation Commission	Jun 29, 2017
Execution of project grant agreements	Sept 1, 2017

Informational Webinars

The Public Transportation Division will share information and answer questions about this request for proposals during two webinars:

<b>Webinar Date &amp; Time</b>	<b>Instructions for Joining</b>
Feb. 15, 2017 10 am, CST	<a href="http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html">http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html</a>
Feb. 22, 2017 10 am, CST	<a href="http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html">http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html</a>

## Questions Concerning this Request for Proposals

**All** questions concerning this application process must be sent in writing to PTN Program Management at [PTN\\_ProgramMgmt@txdot.gov](mailto:PTN_ProgramMgmt@txdot.gov) Reference: Call for Demonstration Projects 2017.

TxDOT will post all submitted questions and responses to these questions at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>. The first round of questions and answers will be posted Mar. 3, 2017; the second round of questions and answers will be posted March 17, 2017.

Send written questions for the first posting by **5:00 pm (CST) on Feb. 28, 2017**. Send written questions for the second posting by **5:00 pm (CDT) on Mar. 14, 2017**.

## Due Dates

Completed applications must be submitted in eGrants **no later than 5:00 pm CDT, March 27, 2017**.

## Screening Requirements

TxDOT shall screen all applications for completeness. Applications must be complete and meet the following criteria to be considered for funding:

1. An application must be submitted to the Public Transportation Division in eGrants no later than 5:00 pm, CDT, on March 27, 2017. The Division encourages applicants to review the eGrants application for completeness before submitting to TxDOT.
2. Include responses to all questions, as instructed in the Application Instructions, in the eGrants application. Failure to furnish all completed forms may result in the proposal being deemed incomplete and non-responsive, resulting in rejection.
3. Include all completed, required attachments including the **Project Workplan**, **Budget Worksheet** and **Cost Projection Worksheet**. Failure to furnish all completed attachments may result in the proposal being deemed incomplete and non-responsive, resulting in rejection.

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## Evaluation Criteria

Proposals shall be evaluated based on responses to questions and information requested in the eGrants Application. The following table indicates percentage of the overall score for various sections of the funding proposal:

<b>Section</b>	<b>Proportion of Score</b>
Project Description	5 %
Demonstrated Need	15 %
Project Implementation	20 %
Roles & Responsibilities of Stakeholders	15 %
Experience and Capacity	5 %
Project Evaluation	20%
Workplan for the Demonstration Project	20 %

## Reimbursement Schedule

The Public Transportation Division will negotiate a reimbursement schedule with each successful applicant. The method of reimbursement will vary based on the nature of individual demonstration projects. Reimbursement may be based on costs of completed and approved deliverables and/or costs of activities and services to be tested, as appropriate. Part of reimbursement will be based on the two TxDOT-required deliverables: a Preliminary Assessment Report, and a Final Report on the Innovative Demonstration Project

## Projected Costs

Complete the Projected Cost Worksheet located at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html> to show how projected costs were derived for required deliverables (see above), additional deliverables, and operational or implementation activities, if applicable and as appropriate.

## eGrants

For access to the eGrants system contact the [help desk](#) or contact [ptn-egrantshelp@txdot.gov](mailto:ptn-egrantshelp@txdot.gov).

## APPLICANT INFORMATION FORM

### General Information

“Person to be contacted regarding this application” is the designated primary contact for all questions regarding the application.

Person to be contacted regarding <b>this</b> application	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Phone Number *	<input type="text"/>
Email Address *	<input type="text"/>

“Obligation Certification” is a certification form that must be downloaded by the applicant, signed by an official with signature authority then uploaded into the system using the choose file button.

Click <a href="#">here</a> to download an Obligation Certification	
Obligation Certification *	<input type="button" value="Choose File"/> No file chosen

The “Service Profile” is a separate form in the eGrants system which contains information about the applicant. The agency must complete the Service Profile and it must be kept be up-to-date. There is a required check box that must be checked by the applicant, which verifies the Service Profile is accurate.

By checking this box, you are indicating that the service profile for this organization is accurate. *	<input type="checkbox"/>
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## Project Summary

Questions 1-4 below are completed by the applicant. Responses should be concise and specific to the project proposed in this funding application.

### Question 1: Project

- Estimate to the best of your ability the percent of the proposed service area that is urban and the percent that is rural.
- Enter the number of the State Planning Region for which this demonstration project is proposed.
- Enter the name of this proposed demonstration project.

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

State Planning Region \*

- 1
- 2
- 3
- 4
- 5

What is the project name? \*

### Question 2

Provide a concise, high-level overview of the proposed demonstration project, including a stated purpose of this project.

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

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**Question 3**

Briefly state how this proposed demonstration project will help achieve one or more of the Strategic Plan goals established by the Texas Transportation Commission.

3. The Texas Transportation Commission has established the [Strategic Plan](#). Demonstrate to what extent the project responds to one or more of the Strategic Plan goals. \*

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**Question 4**

Provide a list of partners for this proposed demonstration project and specify what each will contribute. Additional lines will generate once the page is saved.

4. Identify project partners and describe what each partner will do for the project.

**Partner Name**

**Description of Activity**

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## EVALUATION FORM

### Project Description

The applicant must complete Questions 1-4. Responses should be concise and specific to the demonstration project proposed in this funding application.

#### Question 1

- Provide a detailed description of the proposed demonstration project, reiterating the purpose of the project and elaborating on *what* will be tested; *why* this will be tested; *how* this will be tested; *where* this will be tested; and *when* this will be tested. Include a brief explanation of how the proposed demonstration project addresses the demonstrated need for this project (see Demonstrated Need section below). Clarify if a separate research component/phase is proposed prior to testing.

1. Provide a project description, detailing the proposed project and how the project addresses the demonstrated need for the project. \*

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#### Question 2

- Provide a clearly stated goal

*Example: Reduce the percentage of health appointments missed at public health clinics in Your Town due to lack of transportation*

- Provide clearly measurable and time-specific objectives for achieving the goal

*Example Obj. 1: By Sept. 15, 2017, execute agreements with the local health dept., Health Agency X, Health Agency Y, Health Agency Z, Transit Provider A, and Transit Provider B to participate in a demonstration project to develop a training curriculum and program to train case managers on available transportation resources, how to use these resources and how to most effectively connect health agency clients to these transportation resources and to train all case managers using this new training curriculum and program.*

*Example Obj. 2: By Dec. 1, 2017, collaboratively develop and finalize a training curriculum and program including new protocols to be used by health agency case managers for sharing information with clients on public transportation resources that clients can use to get to and from health care appointments.*

*Example Obj. 3: By Feb. 1, 2018, train 100 percent of case managers from the local health dept., Health Agency X, Health Agency Y and Health Agency Z on how to implement the new protocol for sharing information with health dept. and health agency clients on public transportation resources and how to use these resources to get to and from health care appointments.*

*Example Obj. 4: By Feb. 1, 2018, collaboratively train health agency staff and transit provider staff on data collection methodology to measure ridership among clients and health care appointments missed due to lack of transportation.*

*Example Obj. 5: By Mar. 1, 2018, implement the new case management protocol*

*Example Obj. 6: By June 30, 2018, complete collection of all data.*

*Example Obj. 7: By July 31, 2018, complete data analysis.*

*Example Obj. 8: By Aug. 31, 2018, complete final report that includes information on project-methodology, data, discussion of data analysis, observations and recommendations.*

2. Provide clear goals with associated objectives for the project. \*

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### Question 3

Describe clear-cut tasks or activities for achieving each objective.

*Example for Objective 2, above:*

*Activity/Task 1: Identify and convene a working group to draft the training curriculum, protocols and program, including representatives from each public health agency and transit provider agency*

*Activity/Task 3: Collect and review appropriate literature and conduct additional research as needed*

*Activity/Task 4: Collaboratively develop a draft training curriculum, protocols and program with the working group*

*Activity/Task 5: Collaboratively finalize the training curriculum, protocols and program*

3. Specifically describe project tasks to achieve the objectives identified above. \*

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#### Question 4

Enter these words: "See responses to Questions 1-3"

4. Identify how this project meets the scope and objectives of the grant program and any specified priorities outlined in this call for projects. \*

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## Demonstration Need

The applicant must complete Questions 1 and 2 below. Responses should be concise and specific to the demonstration project proposed in this funding application.

### Question 1

Clearly describe specific unmet transportation needs that will be met or gaps in service or performance that will be bridged by this proposed demonstration project.

1. Describe service gaps, performance gaps, or unmet needs that will be filled or met by the proposed project. Provide convincing data to validate that the project is needed. \*

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### Question 2

Cite specific goals, objectives, strategies and/or priorities identified in the five-year public transit-human services transportation plan for this planning region(s) that this proposed demonstration project will help achieve.

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

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## Project Implementation

The applicant must complete Questions 1-3 below. Responses should be concise and specific to the demonstration project proposed in this funding application.

### Question 1

Enter these words: “See the Project Workplan attached to the Project Evaluation form.”

Then provide a detailed workplan using the attached Project Workplan template at at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html> for completing the proposed demonstration project. Identify (1) goal(s), (2) objectives, (3) tasks for achieving the respective objectives and goal, (4) name of the responsible party for each task, (5) a completion date for each task, and (6) deliverables associated with sets of tasks. A sample completed Project Workplan template is attached below.

1. Provide a detailed workplan for the project; include tasks that relate to the projected goal or objective, the responsible party (individual or group) for the task, estimated completion date for each task, and identified deliverables as appropriate. \*

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See Attachment A “Sample Project Workplan” at the end of this Instruction document.

### Question 2

Identify benchmarks or milestones as requested.

2. Identify benchmarks or milestones that can be used to guide tasks and make a determination if the project is on track to be completed in the time specified in the workplan. \*

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### Question 3

List the source and amount of any matching funds that will be used for this proposed demonstration project.

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

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## Roles and Responsibilities of Stakeholders

The applicant must complete Questions 1-3 below. Responses should be concise and specific to the demonstration project proposed in this funding application.

### Question 1

List the names of organizations, entities and/or individuals who participated in discussions concerning the development of this demonstration project proposal and briefly describe how they participated.

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. \*

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### Question 2

- List the names of organizations, entities and/or individuals who have committed to active participation in proposed demonstration project activities. Describe their specific role and which activities in which they will engage.
- 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 a proposed project or activity**. 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.

2. Of those groups/entities described above who will actively participate in proposed project activities? Describe the specific activity and their role in the activity. \*

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### Question 3

- List the name(s) of the lead agency(ies) for the planning region(s) for which you propose this demonstration project.
- Provide a letter from this lead agency(ies) supporting your application for funding for this proposed demonstration project.
- Describe how you have coordinated with this lead agency(ies) in developing this proposal and how you will coordinate with the lead agency(ies) should your proposed demonstration project be funded.

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

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## **Experience and Capacity**

The applicant must complete Questions 1-3 below. Responses should be concise and specific to the demonstration project proposed in this funding application.

### Question 1

Describe specific, convincing examples of demonstration projects similar to the one proposed that your agency oversaw and managed.

1. Describe the applicant agency's experience with oversight and management of projects similar to the project being applied for. \*

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**Question 2**

Identify individuals who will manage and otherwise work on this proposed demonstration project, describe their role and qualifications for successfully completing this proposed project. Specify whether work will be performed in-house by your agency's staff, through a partnership arrangement with another entity or by contractors.

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

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**Question 3**

Provide information on any consultant services as requested.

- 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 an existing contract with a consulting firm that covers the proposed scope of work, include information regarding previous similar projects this consultant has worked on. \*

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## Project Evaluation

The applicant must complete Question 1 below. Responses should be concise and specific to the demonstration project proposed in this funding application.

### Question 1

- Enter the words, “see responses to questions under “Planning Specific Evaluation.”
- 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 a proposed project or activity**. 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.

1. Describe how the applicant, including any partners, intends to evaluate the success of the project. \*

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Attach originally developed letters of commitment from stakeholders who will *provide resources* to 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 the following attachments:

### Project Workplan

Upload a completed detailed workplan using the attached Project Workplan template at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html> for completing the proposed demonstration project. Identify (1) goal(s), (2) objectives, (3) tasks for achieving the respective objectives and goal, (4) name of the responsible party for each task, (5) a completion date for each task, and (6) deliverables associated with sets of tasks. A sample completed Project Workplan (Attachment A) is provided at the end of this Instructions document. Additional lines will generate once the page is saved for each of these templates.

### Budget Worksheet

Upload a completed Budget Worksheet using the attached Budget Worksheet template showing how you propose spending requested grant funds. An Excel - Budget Worksheet is available at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>. A sample completed Budget Worksheet (Attachment B) is provided at the end of this Instructions document. Additional lines will generate once the page is saved for each of these templates.

### Projected Cost Worksheet

Upload a completed Projected Cost Worksheet located at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html> to show how projected costs were derived for required deliverables as described earlier in these instructions, additional deliverables, and operational or implementation activities, if applicable and as appropriate. A sample Projected Cost Worksheet (Attachment C) is provided at the end of this Instructions document. Additional lines will generate once the page is saved for each of these templates.

Other attachments per instructions.

  
 No file chosen

## **PLANNING SPECIFIC EVALUATION FORM**

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

Is this a pilot project?

Answer “yes”

Describe the methodology that will be used to evaluate the proposed project.

Is this a pilot project? \*

Yes  No

### Question 1

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.

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

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### Question 2

Clearly describe a reliable, sound methodology that you will use for (1) designing this study, (2) gathering both quantitative and qualitative data, and (3) analyzing these data.

*Quantitative* (or empirical) data accurately and precisely *measures* something and can be *expressed in numbers*. This is often referred to as hard data. Quantitative data are analyzed through numerical comparisons and statistical inferences. Statistical analysis lets us derive important facts from research data including preference trends and differences between demographic groups. Quantitative data may be gathered through structured surveys with close-ended questions; observations and recordings of well-defined events (such as counting the number of riders on a certain route at specified times); obtaining data from management information systems; or other methods.

*Qualitative* data, on the other hand, describe *qualities* or *characteristics* of something and help to answer the question, “why?” Unlike quantitative data, qualitative data cannot easily be reduced to numbers and are better described with words. These are often referred to as soft data. Qualitative data include information about user behaviors, needs, desires and other information essential for designing a product or service that will actually fit into a user’s lifestyle. Qualitative data may be gathered from individual interviews, focus groups, literature reviews, researchers’ observations of peoples’ behaviors or other methods. For example, quantitative data might provide insight as to *why* transportation services are unsatisfactory or *what* would make a service or product more appealing or *how* a service or product can be modified to better fit users’ needs.

Demonstrate that this methodology is designed so there will be sufficient data collected to effectively evaluate the proposed project and incorporate checkpoints during the project implementation to allow for interim evaluation and adaptive management.

2. Describe how the data will be collected. \*

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### Question 3

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

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

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### Question 4

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

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

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### Question 5

Explain the rationale for using this particular methodology. Why is this the best evaluation methodology for this demonstration project?

5. Explain the rationale for using this particular methodology. \*

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

*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. \*

## PROJECT WORKPLAN

Leave this form blank. It is not functioning properly due to technical errors in eGrants. Nevertheless, **save** this blank form. Then **upload a completed Project Workplan template in the Evaluation form**. The Project Workplan template is at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>

## BUDGET AND MILESTONES FORM

The budget and milestones form details how the agency will spend the **5304 federal funds** and identifies anticipated milestones. Complete the budget and milestones form as directed below.

Complete all applicable form fields

### *Indirect Cost*

Document the indirect cost rate if applicable. *Subrecipients that have not previously had a negotiated indirect cost rate may elect for a 10% de minimus rate of modified total direct cost without negotiating an indirect cost rate or submitting an indirect cost rate agreement plan.*

### *“In-Kind” Funds*

Form PTN - 143 (posted at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>) plus supporting documentation must be included if in-kind funds will be used as match. Use the “Choose File” tab and upload the documentation.

Line Items – complete one row then press the save button for additional rows

Description: Choose “short range transit planning, ALI Code 44.24.00 from the drop-down menu  
Scope: Field is locked and does not need to be completed  
Fuel Type: Leave blank  
Cost Per Unit: Enter the number “1”

<u># of Units</u>	Enter total cost of project
<u>Total Cost:</u>	System will calculate
<u>Award Amount:</u>	Federal amount requested by subrecipient
<u>State Match:</u>	Agency documents the amount, if any
<u>Local Match:</u>	Agency documents the amount, if any
<u>In-Kind Match:</u>	Agency documents the amount, support documents and amount entered in this field must concur
<u>Total Funds:</u>	System will calculate
<u>Match ration -</u>	Field is locked and does not need to be completed
<u>TDC -</u>	Not Applicable

Leave all milestone dates blank

### Budget Worksheet

Respondents must provide a **detailed** project budget showing how the respondent proposes to spend requested grant funds. An Excel - Project Budget Worksheet is available at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>.

Attachment B at the end of this Instructions document is a sample of a completed budget worksheet.



	<p><b>Activity 1.4:</b> Meet w/all transit providers to give update; gain agreement from all providers on options for moving forward.</p> <p><b>Activity 1.5:</b> Collaborate with all transit agencies to finalize methodology for implementing and assessing demo project.</p> <p><b>Activity 1.6:</b> Coordinate w/all transit agencies to develop procedures to support regional maintenance of vehicles for use in demo project</p>	<p>Millie Miller, Agency X</p> <p>Millie Miller, Agency X</p> <p>Millie Miller, Agency X</p>			
<p><b>Objective 2:</b></p> <p><i>By Aug. 31, 2018, complete activities and services to be tested as part of this demo project</i></p>	<p>Activity 1.1: Meet with team</p> <p>Activity 1.2: Develop training program and materials for all appropriate staff for implementing demo project</p> <p>Activity 1.3: Train all appropriate staff from participating transit agencies</p> <p>Activity 1.4: Collect and maintain data</p>	<p>Millie Miller, Agency X</p> <p>Sally Smith, Agency Z</p> <p>Sally Smith, Agency Z</p> <p>Jill Jackson, Agency A</p>		<p><b>No Deliverable</b></p>	<p><b>Objective 2 Activities &amp; Services to be Tested</b></p> <p><b>Projected Cost: \$_____</b></p> <p>Indicate a projected cost for Objective 2 activities. Provide calculations for how each cost figure was derived.</p>

<p><b>Objective 3:</b></p> <p><i>By Aug. 31, 2018, finalize a report on this demonstration project, including observations &amp; recommendations</i></p>	<p>Activity 1.1: Meet with team</p> <p>Activity 1.2: Evaluate data per terms of methodology</p> <p>Activity 1.3: Prepare draft report</p> <p>Activity 1.4: Share draft report with team</p>	<p>Millie Miller, Agency X</p> <p>Sally Smith, Agency Z</p> <p>Millie Miller, Agency X</p> <p>Millie Miller, Agency X</p>		<p><b>Deliverable 2:</b> A report including (a) a detailed description of the methodology used to conduct this demonstration project, (b) observations/findings/conclusions, (c) recommendations concerning possible replication, (d) appendices including data collection forms, data assessment documents, all collateral materials such as training materials, promotional or marketing materials, forms and any other materials developed as part of this demonstration project, minutes, sign-in sheets and other materials as appropriate.</p>	<p><b>Deliverable 2</b>  <b>Projected Cost: \$_____</b></p> <p>Indicate a projected cost for developing Deliverable 2.</p> <p>Provide calculations for how each cost figure was derived.</p>
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## BUDGET WORKSHEET - SAMPLE

<b>Applicant Name:</b>	ORGANIZATION NAME (Project: "Case Management Training")	<b>Fiscal Year:</b>	FY 2018
<b>Federal Program:</b>	§ 5304 Planning (PLN)		

Attachment B

PERSONNEL (List all personnel to be reimbursed by planning funds by job title, not individuals' names)	Number of Units	Unit of Measure (such as hours or items)	Rate (cost per unit)	TOTAL	Award Amount	Match Amount	Total
Manager	30	Hours	\$52	\$1,560	1248	312	\$ 1,560
Planner	250	Hours	\$44	\$11,000	8800	2200	\$ 11,000
Administrative Asst.	75	Hours	25.00	\$1,875	1500	375	\$ 1,875
Billing Coordinator	25	Hours	34.00	\$850	680	170	\$ 850
Driver	200	Hours	23.00	\$4,600	3680	920	\$ 4,600
				\$0			\$ -
<b>Total Personnel</b>				<b>\$19,885</b>	<b>\$ 15,908</b>	<b>\$ 3,977</b>	<b>\$ 19,885</b>

FRINGE	Number of Units	Unit of Measure (such as hours or items)	Rate (cost per unit)	TOTAL	Award Amount	Match Amount	Total
Manager	1,560	Dollars	0.15	\$234	187	47	\$ 234
Planner	11,000	Dollars	0.15	\$1,650	1320	330	\$ 1,650
Admin. Asst.	1,875	Dollars	0.15	\$281	225	56	\$ 281
Billing Coordinator	850	Dollars	0.15	\$128	102	26	\$ 128
Driver	4,600	Dollars	0.15	\$690	552	138	\$ 690
				\$0			\$ -
<b>Total Fringe</b>				<b>\$2,983</b>	<b>\$ 2,386</b>	<b>\$ 597</b>	<b>\$ 2,983</b>

EQUIPMENT	Number of Units	Unit of Measure (such as hours or items)	Rate (cost per unit)	TOTAL	Award Amount	Match Amount	Total
Widgets	2	widgets	150.00	\$300	240	60	\$ 300
				\$0			\$ -
				\$0			\$ -
				\$0			\$ -
				\$0			\$ -
				\$0			\$ -
<b>Total Equipment</b>				<b>\$300</b>	<b>\$ 240</b>	<b>\$ 60</b>	<b>\$ 300</b>

SUPPLIES	Number of Units	Unit of Measure (such as hours or items)	Rate (cost per unit)	TOTAL	Award Amount	Match Amount	Total
Gadget	3	gadget	35.00	\$105	84	21	\$ 105
Paper for printing and copying reports	4	box of paper	30.00	\$120	96	24	\$ 120
Notebooks for project staff and committee members	18	notebook	5.00	\$90	72	18	\$ 90
Flip charts for committee meetings and focus groups	12	flip chart	15.00	\$180	144	36	\$ 180
Fuel				\$0			\$ -
				\$0			\$ -
				\$0			\$ -
				\$0			\$ -
<b>Total Supplies</b>				<b>\$495</b>	<b>\$ 396</b>	<b>\$ 99</b>	<b>\$ 495</b>

TRAVEL	Number of Units	Unit of Measure (such as hours or items)	Rate (cost per unit)	TOTAL	Award Amount	Match Amount	Total
4 trips round trip to Texas Town for committee meetings	78	miles	0.55	\$43	34	9	\$ 43
2 trips round trip to Planville to meet with research team	102	miles	0.55	\$56	45	11	\$ 56
4 trips round trip to Idea Land to observe test site activities	121	miles	0.55	\$67	54	13	\$ 67
				\$0			\$ -
				\$0			\$ -
				\$0			\$ -
<b>Total Travel</b>				\$166	\$ 133	\$ 33	\$ 166

CONTRACTUAL (lump sum*)	Number of Units	Unit of Measure (such as hours or items)	Rate (cost per unit)	TOTAL	Award Amount	Match Amount	Total
Project Manager	115	hours	80.00	\$9,200	7360	1840	\$ 9,200
Admin Tech.	35	hours	28.00	\$980	784	196	\$ 980
4 trips round trip to Headquartersville to discuss study-design	88	miles	0.55	\$48	38	10	\$ 48
Name tags for meetings	2	box of name tags	42.00	\$84	67	17	\$ 84
				\$0			\$ -
<b>Total Contractual</b>				\$10,312	\$ 8,249	\$ 2,063	\$ 10,312

INDIRECT	Number of Units	Unit of Measure (such as hours or items)	Rate (cost per unit)	TOTAL	Award Amount	Match Amount	Total
Personnel costs + fringe	17,578	dollars	0.09	\$1,529	1223	306	\$ 1,529
				\$0			\$ -
				\$0			\$ -
				\$0			\$ -
				\$0			\$ -
				\$0			\$ -
<b>Total Indirect</b>				\$1,529	\$ 1,223	\$ 306	\$ 1,529

TOTAL							
				\$35,670	\$ 28,535	\$ 7,135	\$ 35,670

## PROJECTED COST WORKSHEET -- SAMPLE -- Attachment C

Applicants shall present use this template to specify costs to produce each deliverable using the following budget categories: personnel; fringe; equipment; supplies; travel; contractual; indirect; and other. The budget worksheet shall follow the following format **(add pages and specify additional deliverables as needed)**.

**Project: "Outreach to Senior Citizens"**

<b>Deliverable 1</b>	<b>Prelim./Baseline Report</b>	
	Personnel (itemize)	\$ 2,979.00
	Fringe (itemize)	\$ 447.00
	Equipment (itemize)	\$ -
	Supplies (itemize)	\$ 150.00
	Travel (itemize)	\$ 279.00
	Contractual (itemize)	\$ 3,000.00
	Indirect (itemize)	\$ 298.00
	Other (itemize)	\$ -
	<b>Sub-Total</b>	<b>\$ 7,153.00</b>

<b>Deliverable 2</b>	<b>Interim Report</b>	
	Personnel (itemize)	7,888
	Fringe (itemize)	1183
	Equipment (itemize)	300
	Supplies (itemize)	299
	Travel (itemize)	433
	Contractual (itemize)	5000
	Indirect (itemize)	789
	Other (itemize)	0
	<b>Sub-Total</b>	<b>\$ 15,892.00</b>

<b>Deliverable 3</b>	<b>Final Report</b>	
	Personnel (itemize)	6000
	Fringe (itemize)	900
	Equipment (itemize)	0
	Supplies (itemize)	270
	Travel (itemize)	209
	Contractual (itemize)	2090
	Indirect (itemize)	600
	Other (itemize)	0
	<b>Sub-Total</b>	<b>\$ 10,069.00</b>

<b>Deliverable 4</b>	<b>None</b>	
	Personnel (itemize)	0
	Fringe (itemize)	0
	Equipment (itemize)	0
	Supplies (itemize)	0
	Travel (itemize)	0
	Contractual (itemize)	0
	Indirect (itemize)	0
	Other (itemize)	0
	<b>Sub-Total</b>	\$ -

**TOTAL**

\$

33,114.00