



SECTION 5310

Application Overview

December 15, 2015

To ask questions during the webinar.....

E-mail: PTN_ProgramMgmt@txdot.gov

TxDOT's responses to questions will be posted on the Public Transportation Division (PTN) website. If there is time we will respond to them during the call.

Agenda

1. Deadline
2. Obligations with State and Federal Funds
3. Qualifying Agencies and Funding Types
4. Completing the Application
5. What to Submit
6. Budget Workbook
7. Key Dates
8. Questions

March 21, 2016 at 5pm Central Time

The application must be submitted electronically, via

- **Your PTC's Drop Box, ask them for the link, or**
- **email to the PTC for each district where you want to apply**

TxDOT reserves the right to deem an application ineligible for funding if not received by 5:00 p.m. CST, March 21, 2016.

TxDOT *will not be responsible* for locating or securing information not included in the electronic application. We recommend that applicants review the files for completeness and clarity prior to submission.

Accepting state and federal funds requires compliance with applicable laws and regulations

- Master Grant Agreements
- Project Grant Agreements
- Annual Federal Certifications and Assurances
- Applicable federal program circulars and similar federal guidance

The first page of the Program Information and Agency Detail contains the Obligation Certification, a full list of requirements for receiving funds.

The Master Grant Agreement is available on our website:

<http://ftp.dot.state.tx.us/pub/txdot-info/ptn/programs/master-grant-agreement-sample.pdf>

TxDOT maintains an interest for the life of the vehicle.

General Obligations

- Following procurement requirements
- Developing and following procedures to keep the equipment maintained and in good condition
- Notifying TxDOT immediately in the event that vehicles are not used for 5310 service or are withdrawn from public transportation services

FTA: “Traditional Provider” is

- a **private nonprofit organization** that provides services for senior and individuals with disabilities populations (such as a Center for Independent Living, Area Agency on Aging, Adult Disability Resource Council etc.); or
- **A state or local governmental authority that is approved by a state to coordinate services for seniors and individuals with disabilities** (City or County Health and Human Services for example).

Capital and Operating Funds

A Traditional Provider is eligible for Traditional Capital: a *minimum* of 55% of the district allocation. These funds require 20% local match but are eligible for TDCs*.

- Traditional Capital: Vehicles, Purchase of Service, Mobility Management, Radios/ITS, Preventive Maintenance for 5310 funded Vehicles, etc.

Operating and former “New Freedom” projects that exceed ADA requirements require a 50% local match and do not qualify for TDCs*.

*Transportation development credits (TDCs) can cover the local match with federal funds. However, use of TDCs expends federal funds more quickly which can limit the number of projects able to be funded

More information on Transportation Development Credits is here: <https://ftp.dot.state.tx.us/pub/txdot-info/lgp/tech-memo-transportation-development-credits.pdf>

Capital and Operating Funds

Local transit agencies who do not partner with private nonprofits or state approved authorities are *only* eligible for funds at 50% local match.

Operating and former “New Freedom” funds are limited by the FTA to no more than 45% of the district total allocation. There is no minimum amount available as with “Traditional” Capital.

Private shared ride taxi operators are eligible for both kinds of funds.

If you have received funding through TxDOT *and* have received a contract extension for the 2014–2015 cycle:

Funding for Ongoing Projects

Contract Period: September 2016 through December 2017

- Estimate the amount your agency will need during the contract period
 - Subtract any previous 5310 program funding you anticipate still having in September 2016
- Apply for that amount

Reason: Texas can only fund a limited number of projects each year. Funds that are obligated but not spent reduce that amount.

Additional Instructions

The Obligation Certification must be signed by an authorized representative of the agency applying for the funds. Another agency/consultant *may not* submit the application “on behalf of” another.

This limitation is only on the submission of the application. Other agencies or consultants may prepare the application

An application submitted by one partner that represents the project partnership is permitted.

Letters of Support should be submitted with the application. Any letters sent directly to the PTC or to PTN may not be included in the application review.

Completing the Application

1. Complete one **Program Information and Agency Detail** application.
2. Complete one **Project Supplement** for each project.
 - If the project is for more than one district, complete a separate Project Supplement for each district with answers for that specific district.
3. Create a **Budget Workbook** for each **Project Supplement**.
 - Small Urban and Rural projects need separate budgets (but only one Project Supplement). If the project is for more than one district, the requested amounts should represent the specific district, not the total.
4. Include the following other documents with your application:
 - Partnership and Support Letters
 - Agency Budget

What to Submit

Submit one copy of the

- Program Information and Agency Detail;
- Project Supplement(s);
- Budget Workbook(s);
- and Required Attachments

via the PTC's Dropbox, or email to each district's Public Transportation Coordinator.

Save the confirmation email from Dropbox. In case of any technical difficulty, that is your proof of the time and date of your submission.

TxDOT will not be responsible for locating or securing information not included in the electronic application. We recommend that applicants review the files for completeness and clarity prior to submission.

- TDCs are available for capital projects
 - ***TDCs requests must be submitted with the application. Any requests made after the application is submitted may not be granted due to FTA limitations.
- If in-kind match will be used, the project total cost should be inflated by the in-kind amount and the federal column should be the amount requested.
- Ask your PTC if you have any questions about what descriptions and ALI codes to use

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Timeline – Key Dates and Deadlines

January 12, 2015	Second Statewide Pre-Application Webinar. To include response to written questions submitted by January 5.
February 24, 2016	Deadline for submitting written questions about the call for projects is 5:00 p.m. CST
March 2, 2016	Target date for responses to all written questions to be posted to the TxDOT PTN website
March 21, 2016	Deadline for receipt of applications is 5:00 p.m. CST
September 1, 2016	Target date for PGAs to be executed, with approved scopes of work and calendars of work.

**Also look for regional public meetings held at various dates in your district

Where to ask questions...

- For clarification of the specification(s) of this Call for Projects, proposers may contact:
E-mail: PTN_ProgramMgmt@txdot.gov
- TxDOT's responses to written questions will be posted on the Public Transportation Division (PTN) website.
- Interested proposers should check the website periodically for updates.
- Questions due by February 24, 2016

<http://www.txdot.gov/inside-tdot/division/public-transportation/local-assistance.html>