



Public Transportation Division

**PUBLIC TRANSPORTATION
COORDINATED CALL FOR
PROJECTS FOR VARIOUS
PROGRAMS**

**ISSUED: November 13, 2015
DUE: February 16, 2016**



Table of Contents

Table of Contents	0
Acronyms	1
Funding Advisory – Special note	2
Introduction	3
Matrix on Funding Choices	4
Terms and Conditions	5
Submission and Significant Dates	9
How to Get Started	12
Planning Assistance – PLN	14
<i>Program Information</i>	<i>14</i>
<i>Evaluation Criteria (Section D)</i>	<i>16</i>
Rural Transportation Assistance Program – RTAP	18
<i>Program Information</i>	<i>18</i>
<i>Evaluation Criteria (Section D)</i>	<i>20</i>
Rural Discretionary – RD	22
<i>Program Information</i>	<i>22</i>
<i>Evaluation Criteria (Section D)</i>	<i>25</i>
Intercity Bus – ICB	28
<i>Program Information</i>	<i>28</i>
<i>Evaluation Criteria (Section D)</i>	<i>30</i>
Glossary	32
Section A - Applicant Information	1
Section B - Project Summary	1
Section C - Obligation Certification	1
Section D – Evaluation Criteria	1
Section E - Service Area Map(s), if applicable	1
Section F - Letters of Endorsement	1
Section G - Letters of Commitment	1
Section H - Project Budget	1
Section I - Intercity Bus Operating Assistance Route Report	1



Acronyms

ADA	Americans with Disabilities Act
CD	Compact Disk
DVD	Digital Video Disk
FTA	Federal Transit Administration
ICB	§5311 Intercity Bus
PGA	Project Grant Agreement
PTC	Public Transportation Coordinator
PTN	Public Transportation Division
PLN	§5304 Planning Assistance
RD	§5311 Rural Discretionary
RTAP	§5311 Rural Transportation Assistance Program
TAC	Texas Administrative Code
TDC	Transportation Development Credits
TxDOT	Texas Department of Transportation
U.S.C.	U.S. Code



Funding Advisory – Special Note

This Coordinated Call for Projects is the last **annual** call for projects for the following programs Planning (PLN), Rural Transportation Assistance Program (RTAP), Rural Discretionary(RD), and Intercity Bus (ICB). Beginning this year the Coordinated Call for projects will be distributed biannually. The next Coordinated Call for Projects will be published in the Fall of 2017. The Texas Department of Transportation-Public Transportation Division is adjusting the schedule for competitive project calls in order to reduce the administrative burden on Texas Transit agencies.

PLN and RTAP funds may be available for out of cycle requests for unforeseen, immediate needs based on the availability of funds. Projects submitted as such will be evaluated on a case-by-case basis.



Introduction

The Texas Department of Transportation (TxDOT), in accordance with 43 Texas Administrative Code (TAC) Chapter 31, requests applications for various public transportation projects relating to the following Federal Transit Administration (FTA) programs.

49 U.S.C. § 5304 Planning Assistance (PLN)

49 U.S.C. § 5311(b)(3) Rural Transportation Assistance Program (RTAP)

49 U.S.C. § 5311 Rural Discretionary (RD)

49 U.S.C. § 5311(f) Intercity Bus (ICB)

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

Planning Assistance (PLN)

Assist small urban and rural transit agencies to develop projects and strategies to support the coordination of public, private, specialized, and human service transportation services in order to further meet the transportation needs of local residents using current program resources. Funds may also be used to support operational effectiveness and efficiency studies or training and educational programs.

Rural Transportation Assistance Program (RTAP)

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

Rural Discretionary (RD)

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

Intercity Bus (ICB)

Support connections, services, and infrastructure to meet the intercity mobility needs of residents in rural areas, consistent with identified objectives.

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 and the FTA Certification and Assurances, the agency will be required to complete the required documents prior to issuance of funds. A copy of the Master Grant Agreement and the FTA Certification and Assurances can be found at:

<http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>. Contact your local Public Transportation Coordinator (PTC) to learn more about compliance with regulations.



Matrix on Funding Choices

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

PLN - Planning
 ICB - Intercity Bus
 RD - Rural Discretionary
 RTAP - Rural Transportation Assistance Program

RTAP * - Funding choices may be limited for small urban operators since this program is primarily intended for rural projects.



Terms and Conditions

PUBLICATION: This call for projects is a product of TxDOT. It is the practice of TxDOT to support other entities by making this call for projects available through the *Texas Register*. This call for projects may not be sold for profit or monetary gain. If this call for projects is altered in any way, the header and all references to TxDOT must be removed. TxDOT does not assume any liability when this call for projects is used in the procurement process by any other entity. TxDOT will not be responsible for any applicant expenses relating to solicited offers or application development of documentation that may result from this call for projects.

Applications become the property of TxDOT. TxDOT reserves the unrestricted right to use any information contained in the applications.

1. **PERIOD OF SERVICE:** Applicants can request funds for a maximum of three (3) years with the exception of PLN and ICB operating which can be requested for a maximum of 2 years. The period of service will be defined in the PGA and the project shall begin upon full execution of a PGA.
2. **PROJECT BUDGET:** The applicant is expected to provide detailed, itemized, specific project cost information.
 - 2.1. The application shall be considered the sole means of presenting project costs.
 - 2.2. Funding obligated for a multi-year project is limited to the funding programmed for each year.
 - 2.3. The required match amount must be included in the project budget. Match sources should be identified and letters of commitment must be included for funds outside the applicant's control.
3. **PHASED PROJECTS:** A project must be divided into phases that are logical, consistent, and follow industry standard processes for that type of project.
 - 3.1. Regardless of the phase(s) for which grant funds are sought in this application, the applicant must identify the total project funding requirements, budget, and schedule, for all phases for all years, from all fund sources (federal, state, local, tribal, and other), and for all of the past, present, and future project-development (or life cycle) phase(s).
 - 3.2. Each phase of the project shall be defined with budgets and costs for each phase, by year.
 - 3.3. An application that lists only a single phase of a multi-phase project will be considered as an incomplete application and may not be considered for selection.
4. **CAPITAL CONSTRUCTION/RECONSTRUCTION PROJECTS:** Applicants seeking FTA funds for capital construction/reconstruction projects shall specify the amount of funds requested by project development (life cycle) phase as specified below.
 - **Planning.** The project level planning process begins after project initiation and continues through alternatives analysis and environmental clearance. This phase should be significantly completed by the end of preliminary engineering. Applicants seeking grant funds for the planning phase must include best available estimates of future project funding amounts through project completion.
 - **Preliminary engineering.** The initial design phase, preliminary engineering further analyzes, validates, and defines the preferred alternative from the planning phase and arrives at a baseline scope, budget, and schedule to be used in the environmental review phase. Applicants seeking grant funds for the preliminary engineering phase must include best available estimates of future project funding amounts for each phase through project completion.



- Environmental review. This phase ensures that the project clears the environmental impacts from the project, with acceptable mitigation measures, in accordance with the National Environmental Policy Act (NEPA) and receives clearance from FTA. Any project involving new construction of a facility or substantial rehabilitation of an existing facility must be discussed with TxDOT and FTA Region 6 to determine the need for information supporting environmental work and the applicability of any additional environmental requirements. Early coordination is also necessary to identify those projects for which the applicant must prepare environmental documents. All FTA-funded construction projects must have the FTA-approved environmental document before receiving funding for final design, real estate/right-of-way acquisition, and/or construction/reconstruction phases. Applicants seeking grant funds for the environmental phase must include best available estimates of future project funding amounts for each phase through project completion.
 - Real estate/right-of-way acquisition. Acquisition of real estate for projects with federal funding must be carried out in accordance with provisions of federal law (Uniform Act, found at 42 United States Code Part 4601) and regulations (Title 49, Code of Federal Regulations, Part 24, and FTA Circular 5010.1D). An FTA-approved environmental document must be completed before this phase begins. Applicants seeking grant funds for the real estate/right-of-way acquisition phase must include best available estimates of future project funding amounts for each phase through project completion.
 - Final design. This phase produces the construction bid package that contains the final drawings and specifications for the project required to solicit and obtain construction contract awards. Applicants seeking grant funds for the final design phase must include best available estimates of future project funding amounts for each phase through project completion. An FTA-approved environmental document must be completed before this phase begins.
 - Construction/Reconstruction. In this phase, contractors procured by the subrecipient construct the project's facilities, and fabricate and install equipment, in accordance with the plans and specifications developed during the final design phase. An FTA-approved environmental document must be completed before this phase begins. If the agency does not have FTA-approved environmental documents by the application due date they may submit an application but must provide a detailed explanation regarding the status of the document.
 - **IMPORTANT NOTE:** When a project has advanced to the construction/ reconstruction phase and is selected, TxDOT will consider the project approved at the scope and funding amounts negotiated. Further competitive applications will not be required unless subsequent funding *increases* are sought, at which point a new application will be required to compete with all other projects in the coordinated call for that year.
5. **SELECTION OF PROJECTS:** Projects will be selected for funding based on multiple criteria and conditions for each funding program.
- 5.1. Applications will be reviewed for basic acceptability (meeting program scope, objectives, and funding requirements). Each program review panel will evaluate, score, and rank acceptable applications.
 - 5.2. 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.
 - 5.3. 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.
 - 5.4. Projects which are prioritized, but not selected for funding solely due to the constraint on 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.



- 5.5. Projects that involve partnering pledges and/or commitments to the project from any other entity, such as providing local match or other assistance, must attach a Letter of Commitment. If not, the application may be considered as an incomplete application and may not be considered for final selection.
- 5.6. 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
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, information, etc., will be at the option of and by the initiative of TxDOT.
7. **AWARD OF PROJECTS:** Selected projects 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 will be made by the commission and may not increase during the term of the agreement. 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.
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

- 8.1. **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.
 - 8.1.1. 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:
 - 8.1.1.1. All Federal and state requirements remain.
 - 8.1.1.2. The subrecipient must provide data on ridership, vehicle use, and operating costs.
 - 8.1.1.3. The subrecipient is subject to on-going annual monitoring by TxDOT.
 - 8.1.2. 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.
- 8.2. **Task** – Assure work is carried out as defined in the detailed scope of work and calendar of work.
 - 8.2.1. 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.
 - 8.2.2. 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.



- 8.3. **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.
- 8.3.1. The required dialogue shall include reasonable access to data for project monitoring and, as appropriate, to the physical sites of projects.
- 8.3.2. A status report reflecting progress and milestones accomplished shall be e-mailed 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.
- 8.3.3. 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.



Submission and Significant Dates

RESPONSE FORMAT: For each specific project, the applicant shall submit one complete application file in Adobe (pdf) format and the Excel Budget file(s) using either the TxDOT Drop Box or a CD/DVD. If an applicant is requesting funds from multiple grant programs for the same project, the Evaluation Criteria, and budget should be completed separately for each program fund source. A table of contents must be included, and each page must be numbered. Each page in the file should print on 8.5 x 11 inch (standard) paper and use a minimum of **11 pt** Arial, Times New Roman, Calibri or Cambria font. Only the material submitted for the project through either the TxDOT Drop Box or by CD/DVD will be scored. **Any application that does not meet any or all of the above or below criteria may be rejected. We recommend that applicants review their files for completeness and clarity.**

The response content should be submitted in the following order:

Applicant Information: Complete the Applicant Information (Section A). The Primary Contact identified will be the contact used by TxDOT, in the future and for the call for projects. This information must be kept current for the life of the PGA.

Project Summary: Complete the Project Summary information (Section B).

Obligations Certification: Complete and sign the Obligations Certification Form (Section C) that the applicant understands and will comply with the items listed in this section.

Evaluation Criteria by Funding Program: Specific criteria varies by program, applicants should demonstrate how their project addresses **ALL** evaluation criteria for the specific funding program(s) (RTAP, PLN, ICB, RD) from which funds are sought. A general list of evaluation criteria categories is identified below (Section D).

- **Project Description**
- **Planning and/or Coordination Efforts**
- **Demonstrated Need & Benefits**
- **Evaluation Process including Timeline**
- **Project Management Personnel**
- **How the project relates to TxDOT's State Transportation Goals**

Service Area Map: If applicable, provide a map of the service area (Section E). If the application is an expansion of the service area, provide maps of the existing and the proposed areas.

Letters of Endorsement: Letter(s) of Endorsement (Section F) are 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/individuals (non-financial support).

Letters of Commitment: Letter(s) of Commitment (Section G) is 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. This form of letter must state exactly what the partner is committing to provide or use, describe the nature of the commitment and be signed by a person fully authorized to bind the entity.

Project Budget: Complete a project budget (Section H) for each specific funding program (RTAP, PLN, ICB, RD) for which funds are sought. Excel Budget Workbooks are available at:
<http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>

Operating Assistance Route Report: ICB Applicants must submit an Operating Assistance Route Report (Section I) for each route they requesting operating assistance.



TxDOT will not be responsible for locating or securing information not included in the electronic application. Failure to furnish required documentation with the application may result in the application being deemed incomplete and non-responsive, resulting in rejection. We recommend that applicants review the files for completeness and clarity prior to submission.

SUMMARY OF DATES AND DEADLINES:

November 13, 2015	Call for Projects posted on the TxDOT PTN website.
November 19, 2015	Statewide Pre-Application Webinar.
November 23, 2015	Target date for TxDOT to begin posting responses to written questions on the TxDOT PTN website.
December 8, 2015	Statewide Pre-Application Webinar. To include response to written questions submitted by November 30 th .
January 6, 2016	Deadline for submitting written questions about the call for projects. Questions will no longer be accepted after this date.
January 15, 2016	Target date for responses to all written questions to be posted to the TxDOT PTN website.
February 16, 2016	Deadline for receipt of applications is 5:00 p.m. CST at TxDOT's PTN office in Austin, Texas.
April 1, 2016	Target date for TxDOT to complete the evaluation, prioritization, and negotiation of applications. Deadline for approved FTA environmental clearance for capital projects.
May 26, 2016	Target date for presentation of project selection recommendations to the Texas Transportation Commission (commission) for action.
September 1, 2016	Target date for PGA's to be executed, with approved scopes of work and calendars of work.

PRE-APPLICATION WEBINARS: TxDOT-PTN will host two statewide webinars. The webinars will discuss the application process and changes from the previous year. TxDOT will include responses to written questions during the webinars. Webinar information can be found at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>. The division recommends, but does not require, participation in the webinars. A third webinar may be scheduled after January 6, 2016, if necessary, based on the volume of written questions. Interested applicants should check the website periodically for updates.

CONTACT FOR CLARIFICATION: For clarification of the specification(s) of this call for projects, written questions may be submitted by email to: PTN_ProgramMgmt@txdot.gov Attn: Coordinated Call for Projects. Responses to written questions will be posted on the TxDOT PTN website at: <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>. Interested applicants should check the website periodically for updates.

DUE DATE AND SUBMISSION INSTRUCTIONS: Project applications in response to this call for projects are due on or before **5:00 p.m.** central standard time (CST) on **February 16, 2016**. TxDOT reserves the right to deem an application ineligible for funding if not received by 5:00 p.m. CST, February 16, 2016. Applications can be submitted electronically through the drop box or a CD/DVD can be submitted to TxDOT – PTN office (addresses below).

To submit using the Drop Box: TxDOT's Drop Box feature is located at <https://ftp.dot.state.tx.us/dropbox/?action=mainmenu>. Click the Drop Off tab and enter the information requested. Follow these steps:

1. Information About the Sender;



2. Information About the Recipient (enter **Coordinated Call for Projects** and PTN_ProgramMgmt@txdot.gov);
3. Choose the Files You Would Like to Upload;
4. Click the tab labeled "Drop off the File(s)";
5. Once you click the "Drop off the File(s)" tab, you will immediately be directed to a completion page with confirmation of your drop-off including the date and time of your drop-off. **Keep a copy of this confirmation page for your records.** This page may be requested in the event there are questions concerning timeliness of submissions.

To submit a CD/DVD: The CD/DVD should be sent to one of the following addresses:

Mail response to:

125 E. 11th St.
Austin, TX 78701-2483

Courier Service/Deliver to:

3712 Jackson Ave (Camp Hubbard Bldg 6 - PTN 5th Floor)
Austin, TX 78731

Packaging should be clearly marked:

**Texas Department of Transportation
Attn: PTN Program Services Section (Confidential)
Coordinated Call for Projects
Due Date: February 16, 2016**

Note: Proposers submitting their proposals via mail or courier must allow sufficient time for delivery of their proposal by the time and date specified to the above location.



How to Get Started

STEP 1 - Determine your system needs for the next 1-3 years.

STEP 2 - Determine what kind of project(s) best address these needs. The **CATEGORY TABLE** gives some broad examples of possible projects.

STEP 3 - Project eligibility is first determined by your type of organization. Identify all categories that apply to your organization. The **ORGANIZATION TABLE** lists various types of organizations that can apply for a grant.

STEP 4 - After determining your **CATEGORY** and **ORGANIZATION**; refer to the **MATRIX ON FUNDING CHOICES** to determine your possible program options.

STEP 5 - After identifying your program(s) options, locate and read the appropriate Program Information and Evaluation Criteria for each specific program to further determine if your organization meets the program requirements. The Program Information describes the program and what it can be used for. The Evaluation Criteria will lead you in the development and layout for your application for the program(s) that you are interested in applying for.

STEP 6 - Submit one comprehensive application packet for each project.

STEP 7 - If you need additional assistance please attend the Statewide Pre-Application Webinar or submit questions to PTN_ProgramMgmt@txdot.gov.

Example: ABC Transit Agency wants to improve their mechanics' knowledge on preventive maintenance.

- a) In the **CATEGORY TABLE**, training is identified in the first column.
- b) In the **ORGANIZATION TABLE**, ABC Transit Agency is identified as an Operator of Public Transportation.
- c) Next refer to the **MATRIX ON FUNDING CHOICES**. The Matrix shows that this organization could be eligible for either RTAP or RD funding.
- d) This organization should then refer to the RTAP and RD "Program Information" and the "Evaluation Criteria" documents to determine if an application should be submitted.

Possible Examples of Projects	
Type	
Facility	Construction or rehabilitation of a facility or building structure
Capital	Purchase of vehicles and vehicle needs including testing, inspection, and acceptance costs, fare boxes, wheelchair lifts and restraints, equipment for transporting bicycles Equipment and installation costs Preventive maintenance and other maintenance costs including vehicle rebuilding or overhaul Technology including computer hardware or software, transit-related intelligent transportation systems, radios, communication, other related technology Passenger shelters, bus stop signs, and similar passenger amenities Mobility management services



Operating Assistance	<p>Operating expenses such as:</p> <ul style="list-style-type: none"> Fuel and oil Driver, dispatcher, and mechanic salaries Purchase of service Purchase of transit vouchers
Planning	<p>Studies relating to management, operations, and capital requirements</p> <p>Evaluation of existing systems</p> <p>Other similar or related activities prior to and in preparation for the undertaking or improvement of eligible services</p>
Marketing	<p>Market research</p> <p>Production of route maps and schedules</p> <p>Website development</p> <p>Advertising</p> <p>Marketing including the use of transit vouchers by welfare recipients and eligible low income individuals or employer-provided transportation, including employer transit pass tax benefits</p>
Training	<p>Specialized training courses designed specifically for an organization or regional coordination group</p> <p>Development of inter-agency peer-to-peer training, that incorporate local transportation providers and FTA funded transportation providers</p> <p>Engaging a specific trainer or training organization to provide a class or event</p>
Technical Assistance	<p>Development of cost allocation plans to assist agencies manage a variety of funding streams</p> <p>Operational and route studies to assist agencies in maximize resources by determining efficient route patterns</p> <p>Management / organizational reviews that will assist agencies to develop organizational structures appropriate to the size of their agencies; and/or provide management guidance</p>
Research	<p>Development of surveys to determine the effectiveness of a certain route or organization services</p> <p>Feasibility studies prior to initiating new services, facilities or technology projects</p> <p>Consultation with a local institution; for example, to determine non-traditional sources for local match or other Organization needs</p>



Planning Assistance – PLN

Program Information

SCOPE AND OBJECTIVES: This section of the call for projects requests projects which assist small urban and rural transit agencies to develop projects and strategies to support the coordination of public, private, specialized, and human service transportation services in order to further meet the transportation needs of local residents using current program resources. Funds may also be used to support operational effectiveness and efficiency studies or training and educational programs.

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

DESCRIPTION OF OVERALL PROJECT REQUIREMENTS:

1. **CONTEXT:** In accordance with 43 TAC § 31.22, TxDOT currently provides funding for public transportation projects for planning purposes. This call for projects is being offered to solicit proposals to address the objectives listed above.
2. **ELIGIBLE SUBRECIPIENTS:** Refer to the Matrix on Funding Choices of this call for projects.
3. **ELIGIBLE PROJECT TYPES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, and in accordance with FTA Circular 8100.1C Program Guidance for Metropolitan and State Planning and Research Program Grants.

Eligible work or activities include, but are not limited to:

- 3.1. Studies relating to management, operations, capital requirements, innovative financing opportunities, security and economic feasibility of transit projects;
 - 3.2. Evaluation of previously funded projects;
 - 3.3. Similar work or activities preliminary to the construction of or improved operation of facilities and equipment and other improvements that enhance the usability and community-friendliness of the transit system environment;
 - 3.4. Systems analysis;
 - 3.5. Analyses of social, economic, and environmental factors related to travel and transportation;
 - 3.6. Public involvement in the transit/transportation planning process;
 - 3.7. Multimodal facilities planning;
 - 3.8. Computer hardware and software needed to support planning work.
4. **FUNDING PERCENTAGES AND REIMBURSEMENT CAP:** Projects will be reimbursed with FTA grant funds in accordance with Title 49 U.S.C. § 5304, with a percentage of local match. For this call for projects, TxDOT limits the federal share of a planning grant to a maximum of \$100,000 over a two-year period
 - 4.1. TxDOT may provide up to 80% in federal funds for eligible project costs.
 - 4.2. TxDOT may provide up to 20% in state funds or transportation development credits (TDCs) as match.



4.3. Preferential consideration will be given to applicants providing local cash to reduce or replace the state matching funds and/or TDC.

4.4. In-kind match is not accepted for planning grants.



PLN

Evaluation Criteria (Section D)

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

1. **Project Description:** (4 page maximum)
 - 1.1. Describe the project. Begin with a 1-2 sentence paragraph describing the project; orient the reviewer to what s/he is about to read.
 - 1.2. Explain who is doing what and where, length of time, etc.
 - 1.3. Include a specific scope of work. Indicate whether the work will be done by staff or through consultant services.
 - 1.4. Include agreements of participation from another entity if the project involves the participation of another agency (staff and/or funds). Its commitment to participate must be documented by a letter from the agency.
2. **Project Planning and Coordination:** (2 page maximum) In this section, the applicant should describe how the proposed project was developed and demonstrate that there is a sound basis for the project and that it is ready to begin work if funded. Specific references to the applicant's Regional Transportation Coordination Plan must include the appropriate page and section number. Projects will be rated on the following:
 - 2.1. How the project contributes to the area's locally developed, coordinated public, employment / human service transportation plan prepared in response to Texas Transportation Code Chapter 461.
 - 2.2. Describe what groups/entities were consulted or who will participate in developing the project, and identify their role, e.g., local businesses, workforce, human service agencies, city officials, riders or the general public as related to your specific application. Note: This question concerns this specific request for planning assistance, not stakeholders for the coordinated plan.
 - 2.3. Any other planning or coordination efforts that were not mentioned above, such as local/agency-specific plans.
3. **Demonstrated Need and Benefits of the Proposed Project:** (4 page maximum) In this section, the applicant should justify the need for the project and then describe how the project activities address the need and produce a beneficial outcome. Examples could include improvements of service, operations or coordination. Based on the information provided, the proposals will be rated on the following:
 - 3.1. How does the project address the demonstrated need?
 - 3.2. How does the project fill the gap between the need and the final expected results of the project?
 - 3.3. What are the specific goals, objectives and benchmarks to measure progress on this project?
4. **Implementation:** (2 page maximum) This section relates to actions to implement the planning project after completion of the activities funded by this coordinated call.
 - 4.1. When are implementation activities expected to begin (and end, if appropriate)?
 - 4.2. What benchmarks, milestones, etc., can be used to guide implementation activities?



- 4.3. What source(s) of funds will be used to implement the project? For example: FTA urban or rural formula funds, FTA § 5339 funds, State funds, future TxDOT coordinated call funds.
- 4.4. If the implementing agency is different than the call for projects applicant, a letter documenting that agency's intent to carry out implementation is required.
5. **Project/Service Evaluation:** (1 page maximum)
- 5.1. How does the applicant, including any partners, intend to evaluate the success of the PLN project?
- 5.2. Provide specific goals, objectives and benchmarks that will be used to measure project success.
- 5.3. Describe the implementation plan and its funding source(s).
6. **Project Management and Personnel:**
- 6.1. Describe the schedule/timeline and budget by year, for the proposed project, including a detailed timeline for staffing, procurements and outreach, etc. Include a bar chart showing specific project milestones.
Assume the work begins on September 1st. Note that the calendar of work is subject to negotiation.
- 6.2. Identify project staff that will carry out the project, their qualifications and role in the project. If a consultant will be used to carry out the project, describe the type of consultant services that will be procured. If a consultant is a project team member (.i.e. the agency has an existing evergreen contract with a consulting firm that covers the proposed scope of work), include information regarding previous similar projects the consultant has worked on. Note: when consultant services are used, TxDOT will approve the scope of services in advance of the execution of a contract between the grant recipient and the consultant.
7. **State Transportation Goals:** (1 page maximum) The commission has established the Strategic Plan. Applicants must demonstrate to what extent their project responds to one or more of the following goals.
- Goal: Maintain a Safe System
- Reduce crashes and fatalities on the system through innovations, technology, and public awareness
 - Maintain and preserve the transportation assets of the state of Texas
- Goal: Address Congestion
- Partner with local officials to develop and implement congestion mitigation plans in Texas
 - Ensure consideration of all modes of transportation in the development of more reliable solutions for moving people and goods
- Goal: Connect Texas Communities
- Support efficient multimodal options that serve the transportation needs of metropolitan, urban, and rural communities and their economies
 - Improve freight movement, enhance international trade, and expand access to markets to support the economic competitiveness of Texas



Rural Transportation Assistance Program – RTAP

Program Information

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

Objectives:

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

In the process of meeting these objectives, projects are also to support and promote the coordination of public transportation services across geographies, jurisdictions, and program areas. Coordination between rural and urbanized areas and between agencies that provide public transportation are particular objectives.

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

DESCRIPTION OF OVERALL PROJECT REQUIREMENTS:

1. **CONTEXT:** In accordance with 43 TAC § 31.37, TxDOT currently provides funding for public transportation projects for RTAP purposes. This call for projects is being offered to solicit a variety of applications to address the objectives listed above.
2. **ELIGIBLE SUBRECIPIENTS:** Refer to the Matrix on Funding Choices of this call for projects.
3. **ELIGIBLE PROJECT TYPES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, in consultation with members of the public transportation and the disability service and advocacy communities.

3.1. **Training**

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



3.2. **Technical assistance**

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

3.3. **Research**

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

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

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

4.1. **Eligible Projects:** TxDOT may provide up to 100% of the cost of eligible projects.

4.2. **Local Share Sources:** If less than 100% is awarded, the local applicant must provide the funding for the balance of the project costs.



RTAP

Evaluation Criteria (Section D)

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

1. **Project Description:** (1 page maximum) Provide a concise project description, specifically detailing the proposed idea and how the project addresses the scope and objectives of the program.
2. **Project Planning and Coordination:** (3 page maximum) In this section, the applicant should describe how the proposed project was developed and demonstrate that there is a sound basis for the project and that it is ready to implement if funded. Specific references to the applicant's Projects will be rated on the following:
 - 2.1. Describe how the project implements or compliments the area's locally developed, coordinated public, employment / human service transportation plan prepared in response to Texas Transportation Code Chapter 461.
 - 2.2. Describe the relationship of the project to current or proposed activities or services of the rural transit agency(ies).
 - 2.3. Describe how the affected rural populations and representatives of rural public, private, and nonprofit transportation providers have been included in planning the project.
 - 2.4. If the project is research or training related, describe how the determination was made to apply for RTAP funds and the value the project would add to current or proposed services.
3. **Demonstrated Need and Benefits of the Proposed Project:** (3 page maximum) Projects as they relate to the enhancement of transportation services in rural areas of Texas.
 - 3.1. What is the demonstrated need for the project?
 - 3.2. How does the project address the need?
4. **Project/ Service Evaluation:** (3 page maximum) In this section, applications should identify expected project benefits, including basic goals and objectives for the project.
 - 4.1. Describe performance measures that can reflect the benefits of the project.
 - 4.2. Describe how this project will add value to current or proposed services that benefit the rural area.
5. **Project Management and Personnel:**
 - 5.1. Describe the implementation schedule for the proposed project, including a detailed timeline for staffing, procurements, outreach and service delivery, etc. This time line should define specific project milestones. **Assume the work begins on September 1st.** Note that the calendar of work is subject to negotiation.
 - 5.2. Identify project staff that will carry out the project. If a consultant will be used to carry out the project, describe the type of consultant services that will be procured. Include in the description of the consultant services the value that will be added to the project by the consultant. If a consultant is a project team member, include information regarding previous similar projects the consultant has worked on. Note: when consultant services are used, TxDOT will approve the scope of services in advance of the execution of a contract between the grant recipient and the consultant.



6. **State Transportation Goals:** (1 page maximum) The commission has established the Strategic Plan. Applicants must demonstrate to what extent their project responds to one or more of the following goals.

Goal: Maintain a Safe System

- Reduce crashes and fatalities on the system through innovations, technology, and public awareness
- Maintain and preserve the transportation assets of the state of Texas

Goal: Address Congestion

- Partner with local officials to develop and implement congestion mitigation plans in Texas
- Ensure consideration of all modes of transportation in the development of more reliable solutions for moving people and goods

Goal: Connect Texas Communities

- Support efficient multimodal options that serve the transportation needs of metropolitan, urban, and rural communities and their economies
- Improve freight movement, enhance international trade, and expand access to markets to support the economic competitiveness of Texas



Rural Discretionary – RD

Program Information

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

Objectives:

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

DESCRIPTION OF OVERALL PROJECT REQUIREMENTS:

1. **CONTEXT:** In accordance with 43 TAC § 31.36, TxDOT currently provides discretionary funding for rural public transportation projects. This call for projects is being offered to solicit a variety of applications to address the objectives listed above.
2. **ELIGIBLE SUBRECIPIENTS:** Refer to the [Matrix on Funding Choices](#) of this call for projects.
3. **DESIRED PROJECT TYPES:** Demonstration or pilot projects involving partnering initiatives, service integration, regional initiatives, or other creative processes and capital infrastructure projects which meet one or more of the objectives are desired. **NOTE: Depending on the proposals received and the available funds, TxDOT reserves the right to focus on specific project types.**

Eligible activities should be derived from issues involving:

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



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

4. **ELIGIBLE ASSISTANCE CATEGORIES:** Eligible assistance categories have been defined by TxDOT in accordance with FTA guidelines and other laws and regulations. Assistance for categories identified below must be associated with a desired project type.

4.1. **Local administrative expenses:** An applicant may request up to 10% of the local project for administration.

4.2. **Capital expenses:** may include:

- 4.2.1. Buses, vans, or other paratransit vehicles, fare boxes, wheelchair lifts and restraints;
- 4.2.2. Equipment for transporting bicycles on public transit vehicles;
- 4.2.3. Radios and communication equipment;
- 4.2.4. Equipment installation, Vehicle procurement, testing, inspection, and acceptance costs;
- 4.2.5. Preventive maintenance, including all maintenance costs;
- 4.2.6. Vehicle rehabilitation, remanufacture, or overhaul;
- 4.2.7. Capital and operating support including computer hardware or software;
- 4.2.8. New technology, both innovative and improved products;
- 4.2.9. Construction or rehabilitation of transit facilities including design, engineering, and land acquisition
- 4.2.10. Passenger shelters, bus stop signs, park and ride lots, and similar passenger amenities;
- 4.2.11. Mobility management;
- 4.2.12. The lease of vehicles or equipment, provided that the subrecipient, with the concurrence of the department, determines that a lease is more cost effective than purchase after considering management efficiency, availability of equipment, staffing capabilities, and guidelines on capital leases as contained in 49 CFR Part 639;
- 4.2.13. The capital portions of costs for service under contract as described in FTA Circular 9040.1F or its latest published version; and

4.3. **Planning activities** may include:

- 4.3.1. Studies relating to management, operations, and capital requirements;
- 4.3.2. Evaluation of previously funded projects; and
- 4.3.3. Other similar or related activities prior to and in preparation for the undertaking or improvement of eligible services.

4.4. **Marketing activities** may include:

- 4.4.1. Market research;



4.4.2. Production of route maps and schedules;

4.4.3. Information delivery;

4.4.4. Website development;

4.4.5. Advertising;

4.5. **Operating expenses** are those costs directly tied to system operations. FTA Circular 9040.1F or its latest published version shall be the guide for determining eligible operating expenses. Operating expenses may include:

4.5.1. Fuel;

4.5.2. Oil;

4.5.3. Driver, dispatcher, and mechanic salaries;

4.5.4. Purchase of service

5. **FUNDING PERCENTAGES:** Projects will be funded with FTA grant funds in accordance with Title 49 U.S.C. § 5311, with the percentage of local match varying with the type of project.

5.1. **Local Administration:** TxDOT may provide up to 80% of the cost of local administration;

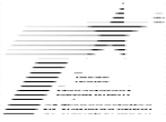
5.2. **Capital Projects:** Generally, TxDOT may provide up to 80% of the cost of capital projects. The percentage may increase if the project is Americans with Disabilities Act (ADA) or Clean Air Act related. TxDOT may provide up to 90% of the costs of eligible mobility aid modifications. New vehicles complying with ADA or Clean Air Act are eligible up to the 85% level;

5.3. **Planning Projects:** TxDOT may provide up to 80% of the cost of planning projects;

5.4. **Marketing Projects:** TxDOT may provide up to 80% of the cost of marketing projects;

5.5. **Operating Assistance:** TxDOT may provide up to 50% of net operating expenses;

5.6. **Local Share Sources:** The applicant must provide the funding for the balance of the project costs. Eligible match sources include local, state, non-US DOT federal program funds, and private funding. With prior department approval, in-kind contributions, volunteer services, and donations directly attributable to the project are eligible as local share if the value is documented. If the funds are not under the applicant's direct control, a letter of commitment from the "donor agency" is required with the fund source identified. TDC may be requested for projects excluding operating projects.



RD

Evaluation Criteria (Section D)

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

1. **Project Description:** (4 page maximum) Provide a concise project description, specifically detailing the proposed project for which funds are being requested and how the project addresses the scope and objectives of the program. If the project was previously funded by TxDOT, explain what was funded.

For phased projects: regardless of the phase(s) for which grant funds are sought in this application, the applicant must describe the entire project concept, identify the current phase the project is in, provide the total funding requirements, budget, and schedule, **for all years, from all fund sources** (federal, state, local, tribal, and other), and for all of the past, present, and future project-development (or life cycle) phase(s). See the Terms and Conditions Section 4 for information regarding specific phases for construction/reconstruction. (Charts, budget information, or other illustrative tools used do not count towards the 4 page max. Information provided in this section does not replace the project budget requested in section 8 below.)

2. **Project Planning and Coordination** (3 page maximum) In this section, the applicant should describe how the proposed project was developed and demonstrate that there is a sound basis for the project and that it is ready to implement if funded. Specific references to the applicant's Regional Transportation Coordination Plan must include the appropriate page and section number. Projects will be rated on the following:
 - 2.1. Describe how the project reflects and implements the area's locally developed, coordinated public, employment / human service transportation plan prepared in response to Texas Transportation Code Chapter 461.
 - 2.2. Describe the relationship of the project partners to the proposed project. Note: Reference should be made to partners for this specific request for RD funds.
 - 2.3. Describe how the project supports regional multi-use or multi-modal opportunities and/or how the project supports the rehabilitation or replacement of current facilities.
 - 2.4. Describe how the project will support partnerships between different public and/or private providers and expands options in rural areas of the state.
 - 2.5. Describe what opportunities for public participation were provided in the planning process (including but not limited to current and potential riders, local businesses, chambers of commerce, local economic development entities and elected officials.)
 - 2.6. Describe how the proposed transit service will be coordinated with transportation provided for the clients of human service and workforce agencies, with intercity bus transportation in the area, or with any other rural or urban public transit providers.
3. **Demonstration of Need for the Proposed Project:** (3 page maximum) In this section, the applicant should demonstrate the need. Applications should include information about opportunities not currently met by existing funding. Based on the information provided the applications will be rated on the following:
 - 3.1. What is the demonstrated need for the project?
 - 3.2. How does the project address the need?
 - 3.3. Discuss how the project fills the gap between the need and the final expected result of the project.



4. **Benefits of the Project:** (3 page maximum) In this section applications should identify expected project benefits, including basic goals and objectives for the project. Applications will be rated on the basis of:
 - 4.1. Improved efficiency or increased ridership;
 - 4.2. Improved mobility;
 - 4.3. Improved access;
 - 4.4. Expected savings or financial efficiencies;
 - 4.5. How the project will promote the development of shared transit information or opportunities;
 - 4.6. How the project will support local economic development and expand economic opportunity;
 - 4.7. How the project will improve the efficiency and effectiveness of the transit operations; and
 - 4.8. Other benefits or desired results.
5. **Project Management and Personnel:**
 - 5.1. Describe the schedule/timeline and budget for each year and for each phase, if applicable, for the proposed project, including all major activities. The schedule/timeline should define specific project milestones. **Assume the work begins on September 1st**. Note that the calendar of work is subject to negotiation.
 - 5.2. Identify each project staff member for the application. Summarize their individual experience in similar projects. Describe the value the staff member will add to the project implementation.
 - 5.3. In the event new staff will be hired for the project, provide a job description for the new staff person. Describe the value the new position will add to the project implementation.
 - 5.4. If a consultant will be used to carry out the project, describe the type of consultant services that will be procured. Include in the description of the consultant services the value that will be added to the project by the consultant. If a consultant is a project team member, include information regarding previous similar projects the consultant has worked on. Note: when consultant services are used, TxDOT will approve the scope of services in advance of the execution of a contract between the grant recipient and the consultant.
6. **Project/Service Evaluation:** (2 page maximum) In this section applications should describe the methodology that will be used to evaluate the project, determine the project's value to the community, and ensure that the objectives of the rural discretionary funds are met.
 - 6.1. Describe how the applicant intends to evaluate success of the project. Provide specific measures that will be used to measure project success. Include in the description what data will be collected and relevant to the specific measures.
 - 6.2. Describe how community information will be used to evaluate the project's value to the community.
 - 6.3. Describe how the applicant will ensure that the objectives of the rural discretionary funds are met.
7. **State Transportation Goals:** (1 page maximum) The commission has established the Strategic Plan. Applicants must demonstrate to what extent their project responds to one or more of the following goals.

Goal: Maintain a Safe System



- Reduce crashes and fatalities on the system through innovations, technology, and public awareness
- Maintain and preserve the transportation assets of the state of Texas

Goal: Address Congestion

- Partner with local officials to develop and implement congestion mitigation plans in Texas
- Ensure consideration of all modes of transportation in the development of more reliable solutions for moving people and goods

Goal: Connect Texas Communities

- Support efficient multimodal options that serve the transportation needs of metropolitan, urban, and rural communities and their economies
- Improve freight movement, enhance international trade, and expand access to markets to support the economic competitiveness of Texas



Intercity Bus – ICB

Program Information

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

Objectives:

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

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

DESCRIPTION OF OVERALL PROJECT REQUIREMENTS:

1. **CONTEXT:** In accordance with the 43 TAC § 31.36, TxDOT currently provides funding for Intercity Bus projects. This call for projects is being offered to solicit a variety of applications to address the objectives listed above.
2. **ELIGIBLE SUBRECIPIENTS:** Refer to the Matrix on Funding Choices of this call for projects.
3. **ELIGIBLE PROJECT TYPES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, and in consultation with members of the public transportation and the intercity bus industries. The following general types of projects have been defined:
 - 3.1. **Capital Projects:** Applications for capital projects to address documented ICB vehicle inventory needs may include, modification of over-the-road coaches to transport persons with disabilities, purchase of wheelchair lifts, installation of wheelchair securement devices, retrofitting of onboard restroom accommodations, purchase of lift-equipped vehicles with provisions for passenger luggage, and purchases of eligible vehicle types. Typical vehicles eligible through this program include conversion vans, cutaway vehicles, and medium-duty buses. Due to funding constraints, applications to purchase over-the-road coaches may not be considered a priority.

Applications for public transit operational, maintenance, or administrative facilities that meet a demonstrated intercity bus access or mobility need are eligible. Applications for operational facilities must include open and equal access for all intercity bus carriers serving the community and at least one of the following: rural area public transit, urbanized area public transit, human service transportation, passenger rail, or common carrier air passenger service. Applications for the rehabilitation of a facility to address compliance with the requirements of the Americans with Disabilities Act (ADA) are eligible and are strongly encouraged in those instances where compliance is not otherwise required by law. Facilities in urbanized areas are eligible to the extent that the project directly benefits and supports mobility for rural areas. Renovation projects in rented or leased facilities do not qualify and will not be considered. TxDOT can only fund the portion/percentage of a facility project that is used by ICB and ICB customers.



- 3.2. **Planning Projects:** Eligible applications for planning projects must demonstrate that they are addressing a defined need in intercity mobility and must document how they address issues of system-wide connectivity, geographic coverage, effectiveness, efficiency, and coordination of services. Eligible project examples are studies for new routes or alignments, studies of facility needs, studies of local feeder service coordination with intercity bus providers, plans for improved service efficiency, studies of public-private partnerships to provide increased mobility or quality of service, and inventories of services and facilities.
- 3.3. **Marketing Projects:** Marketing application examples include market research, production of route maps and schedules, information delivery, website development, and advertising.
- 3.4. **Operating Assistance:** Operating assistance may be provided for new or existing ICB routes and improvements to existing routes or service to areas that otherwise demonstrate a lack of reasonable access to the intercity bus system. While routes with segments that lie outside Texas may be considered, only the portion of the route mileage that is within Texas will be eligible for funding. Funding for operating assistance is limited to a 2 year period.
4. **FUNDING PERCENTAGES:** Projects will be funded with FTA grant funds in accordance with Title 49 U.S.C. § 5311(f), with the percentage of local match varying with the type of project. No state appropriated funds will be available as match for the federal funds.

 - 4.1. **Capital Projects:** Generally, TxDOT may provide up to 80% of the cost of capital projects. The percentage may increase if the project is ADA or Clean Air Act related. TxDOT may provide up to 90% of the costs of eligible mobility aid modifications. New vehicles complying with ADA or Clean Air Act are eligible up to the 85% level. If land has been purchased only with local funds, then the appraised value of the land may be applied toward the local match. Applicants must consult with TxDOT prior to offering land as local match.
 - 4.2. **Planning Projects:** TxDOT may provide up to 80% of the cost of eligible planning projects.
 - 4.3. **Marketing Projects:** TxDOT may provide up to 80% of the cost of eligible marketing projects.
 - 4.4. **Operating Assistance:** The maximum reimbursable amount of funding for each route will be specified at the time of an award by the commission. Awards will be made on a per-mile basis, with a maximum award of 50% of the net operating expense.
 - 4.5. **Local Share Sources:** The applicant must provide the funding for the balance of the project costs. Innovative financing methods may be submitted in an application; however the applicant should document how they intend to finance the local share if the innovative financing method is not approved. If the funds are not under the applicant's direct control, a letter of commitment from the "donor agency" is required with the source of funding identified. TDC may be requested for projects excluding operating projects.
5. **MOBILITY NEEDS-BASED COMPONENTS:** All applications must include components documenting how they address issues of ICB mobility needs. Coordination with other public transportation providers must be documented in the form of letters of endorsement or commitment, and/or commitment from appropriate U.S. and Mexican-flagged ICB providers, local public transportation providers, agencies that provide human service transportation, and other appropriate agencies or individuals. Applicants are encouraged to propose creative approaches and solutions that will meet demonstrated needs.



ICB

Evaluation Criteria (Section D)

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

1. **Project Description:** (4 page maximum) Provide a concise project description, specifically detailing the proposed project for which funds are being requested and how the project addresses the scope and objectives of the program. Including the percentage of the project related to ICB mobility and that serves the State of Texas.

For phased projects: regardless of the phase(s) for which grant funds are sought in this application, the applicant must describe the entire project concept, identify the current phase the project is in, provide the total funding requirements, budget, and schedule, **for all years, from all fund sources** (federal, state, local, tribal, and other), and for all of the past, present, and future project-development (or life cycle) phase(s). See the Terms and Conditions Section 4 for information regarding specific phases for construction/reconstruction. (Charts, budget information, or other illustrative tools used do not count towards the 4 page max. Information provided in this section does not replace the project budget requested in section 8 below.)
2. **Project Planning and Coordination:** (2 page maximum), Applications should describe how the proposed project idea was developed and that it is ready to implement if funded. Describe any planning/coordination efforts or partnerships associated with the project. For non-ICB agencies include any planning/coordination efforts or partnerships associated with the ICB community. Specific references to the applicant's Regional Transportation Coordination Plan must include the appropriate page and section number.
3. **Demonstration of Need and Benefits of the Proposed Project:** (3 page maximum) Applicants should demonstrate the need for the service and should identify expected project benefits, including basic goals and objectives for the project. Please document, explain or show the benefits in whatever format is reasonable to present them.
 - 3.1. Describe how it was determined that the project is needed.
 - 3.2. Describe specifically, how the planned project meets the demonstrated need.
 - 3.3. Discuss rider origination and destination location.
 - 3.4. Describe how the project benefits riders and mobility needs;
 - 3.5. Describe how the project improves access or connectivity;
 - 3.6. Describe how the project supports local economic activities.
4. **Project/Service Evaluation:** (2 page maximum) In this section applications should describe the methodology that will be used to evaluate the project and determine the project's value to the community.
 - 4.1. Describe how the applicant intends to evaluate success of the project. Provide specific measures that will be used to measure project success. Include in the description what data will be collected and relevant to the specific measures.
 - 4.2. Describe how community information will be used to evaluate the project's value to the community.
 - 4.3. Expecting the project under this grant to be successful, describe how the agency plans to sustain the service/project after the end of the grant period.



5. Project Management and Personnel: (no page maximum)

- 5.1. Describe the schedule/timeline and budget for each year and for each phase, if applicable, for the proposed project, including all major activities. The schedule/timeline should define specific project milestones. **Assume the work begins on September 1st**. Note that the calendar of work is subject to negotiation.
- 5.2. Identify each project staff member for the application. Summarize their individual experience in similar projects. Describe the value the staff member will add to the project implementation.
- 5.3. In the event new staff will be hired for the project, provide a job description for the new staff person. Describe the value the new position will add to the project implementation.

6. State Transportation Goals (1 page maximum) The commission has established the Strategic Plan. Applicants must demonstrate to what extent their project responds to one or more of the following goals.

Goal: Maintain a Safe System

- Reduce crashes and fatalities on the system through innovations, technology, and public awareness
- Maintain and preserve the transportation assets of the state of Texas

Goal: Address Congestion

- Partner with local officials to develop and implement congestion mitigation plans in Texas
- Ensure consideration of all modes of transportation in the development of more reliable solutions for moving people and goods

Goal: Connect Texas Communities

- Support efficient multimodal options that serve the transportation needs of metropolitan, urban, and rural communities and their economies
- Improve freight movement, enhance international trade, and expand access to markets to support the economic competitiveness of Texas

7. Required Additional Documentation:

7.1. For-Profit ICB Carriers should provide the following items:

- 7.1.1. Legal name, physical address and web address of Company or DBA,
7.1.2. Legal name, physical address, and web address of parent company, if applicable,
7.1.3. Current federal operating authority certification, or some other proof of certification by the federal government as an authorized/approved ICB Carrier.
7.1.4. A copy of the company snapshot at www.saftersys.org/CompanySnapshot.aspx or a statement on why it is not available,
7.1.5. Proof of vehicle liability insurance, and
7.1.6. Proof of valid Texas DOT registration, which can be a copy of the TxDOT Motor Carrier, *Carrier Information* with an acceptable Certificate Status indication for the company, located at <https://apps.txdmv.gov/apps/mccs/truckstop/>.

7.2. Transit Entities should provide the following items:

- 7.2.1. Feeder Service Routes and Facility Projects must include at least one Letter of Commitment from an ICB Carrier, which states the ICB Carrier's actual future commitment to the project, or the application may be considered as an incomplete application and may not be considered for selection. Letters of endorsement from the ICB agency should be from the corporate office and not local staff.
- 7.2.2. If requesting operating assistance for Interlining Feeder Service, the following must be attached or provided before a contract will be executed:
- 7.2.2.1. Current federal operating authority certification, and
7.2.2.2. Proof of membership to the National Bus Traffic Association.



Glossary

Americans with Disabilities Act (ADA)	Public Law 336 of the 101 st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation.
Calendar of Work	The timelines and due dates for all aspects of the project, including any deliverables that are defined.
Commission	Texas Transportation Commission
Coordination	The cooperative development of plans, programs and projects among agencies and entities with legal standing and adjustment of such plans, programs and projects to achieve general consistency, as appropriate.
Deliverable	A specific product, such as a report or a database, as opposed to a reimbursable expense. Deliverables for a project are defined in the scope of work. Billable amounts and due dates for each deliverable must be specified in the PGA. All deliverables are subject to review by the TxDOT PTC, with the option of assistance by a review panel at their sole discretion.
Project Grant Agreement (PGA)	The contract executed between the TxDOT and a successful applicant after its application has been selected and approved for funding by the commission. The PGA includes the scope and calendar of work, and the budget. While not part of the PGA, reporting and reimbursement request forms are established before the PGA is signed.
Eligible Expenses	Planning, administration, capital and/or operating expenses that will vary depending on program laws, rules and regulations, the scope of the particular project and the established budget.
Feeder Service	The coordination of rural connections between small transit operations and intercity bus carriers, which may include the provision of service, which acts as a feeder to intercity bus service.
Fixed Route	A transportation service provided on a repetitive, fixed schedule along a specific route with vehicles stopping to pick up and discharge passengers at designated locations and times.
Human Service Transportation	Transportation services provided by or on behalf of a human service agency to provide access to organization services and/or to meet the basic day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults and people with low incomes.
In-kind Match	The intrinsic value of goods and services, such as donated equipment, office space, or labor that is used to provide the required local match for grants and must support the project.
Incomplete Application	An application which fails to adequately describe the project or otherwise fails to furnish required documentation and may be rejected at the sole discretion of the department.
Intercity bus service	Regularly scheduled bus service for the general public which operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, and which has the capacity for transporting baggage carried by passengers. It must also make meaningful connections with scheduled intercity bus service to more distant points, if such service is available.
Letter of Commitment	The mechanism for documenting when an entity/project partner actively pledges support (financial or in-kind) and/or actual participation or use in the project.
Letter of Endorsement	The mechanism for documenting coordination or support of the project with the appropriate local public transportation providers, agencies that provide employment



	or human service transportation, and other appropriate agencies or individuals.
Local Governmental Entity	Any local unit of government including a city, town, village, municipality, county, city transit department, metropolitan transit authority, coordinated county transportation authority, or regional transit authority.
Mobility Management	Eligible capital expense consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity. Mobility management does not include operation of public transportation services.
Milestone Report	A quarterly status report required of each project.
Net Operating Expense	Those expenses that remain after operating revenues are subtracted from operating expenses. Operating revenues must include fare box revenues; but exclude package service, freight, and charter revenue. Operating expenses may include driver labor and associated fringe benefits, fuel, vehicle maintenance, administrative costs, etc.
Rural Area	An area outside an urbanized area determined by the current United States census.
Phase	A specific aspect, part, or portion of the project.
Private For-Profit	Businesses engaged in the transportation of the general public and their hand-carried packages / baggage for a fee. Includes taxi cab companies and intercity bus carriers.
Private Non-Profit	A non-public agency or company that provides a service or services not conducted or maintained for the purpose of making a profit.
Program Manager	A TxDOT staff person located in Austin with the primary responsibility for monitoring overall program initiatives and relaying information to the PTC.
Public Transportation Coordinator (PTC)	A TxDOT Public Transportation Division employee charged with carrying out public transportation grant management activities and providing technical assistance to transit agencies at the local level.
Review Panel	TxDOT personnel who evaluate and prioritize projects for funding.
Rural Transit District	A political subdivision of the state that provides and coordinates rural public transportation within its boundaries in accordance with the provisions of Transportation Code, Chapter 458.
Scope of Work	Establishes the tasks to be performed for all aspects of the project, including any deliverables that are defined.
Service Area Map	If appropriate to the type of application, a map of the service area (within Texas) that is covered by the application. If the application comprises an expansion of the service area, maps of the existing and the proposed areas must be provided.
Significant Start of Work	Varies according to the type of project. Must be demonstrated within 90 days after the PGA is finalized. The issuance of purchase orders to subcontractors is specifically accepted as a significant start to work.
State Agency	A board, commission, council, committee, department, office, agency or other governmental entity in the executive, legislative or judicial branch of state government. The term includes an institution of higher education, but not a public junior college or community college.
State Transit Association	A statewide association whose members are comprised of transit stakeholders.
Stop Work Order	An order issued by TxDOT to direct the subrecipient to immediately cease all work and refrain from incurring any reimbursable expenses related to the project.
Subrecipient	Refers to the legal status of applicants who enter into a project grant agreement with TxDOT under this call for projects.
Sustainable Route	As part of the ICB needs-based analysis, applications for operating assistance must include an analysis showing either the potential for the route to become self-



	supporting within 5 years, or showing that it provides the only reasonable access to the ICB system for a specified area. The potential to become self-supporting indicates a reasonable opportunity for the route to have no net operating expense.
TxDOT	Texas Department of Transportation
Transit Pass	Pre-paid fare media that allows the holder unlimited use of transit service either for a specified period of time (day, month, year) or until the value is consumed.
Transit Voucher	Authorization for a specific person to use transit service to and from specific origins and destinations at specific times.
Transportation Development Credits	Non-cash credits given to subrecipients to assist with local match needs.
University	An institution of higher education and research, which grants academic degrees in a variety of subjects.
Urbanized Area	A core area and surrounding densely populated area with a population of 50,000 or more, with boundaries fixed by the U.S. Census Bureau.
Urban Transit District	A local government entity or political subdivision of the state that provides and coordinates public transportation within an urbanized area in accordance with Transportation Code, Chapter 458. This definition includes urban transportation providers under Transportation Code, Chapter 456, that received state money through the department on September 1, 1994. The definition excludes transit authorities.



Section A - Applicant Information

1. Legal Name of Applicant:	
2. Name of Parent Company , if applicable:	
3. Applicant Physical Address Information (must include all the following information):	
Physical Address: Street: City: County: State: Zip Code:	
4. Applicant Mailing Address Information if different:	
Mailing Address: Street: City: County: State: Zip Code:	
5. Website URL , if available:	
6. Payee Identification (PIN) Number (14 digits):	
7. D-U-N-S Number (9 digits) :	
8. Type of Organization (Mark all that are applicable):	
<input type="checkbox"/> Rural Transit District <input type="checkbox"/> Private Non-Profit Organization <input type="checkbox"/> Urban Transit District <input type="checkbox"/> Private For-Profit Organization <input type="checkbox"/> Metropolitan Planning Organization <input type="checkbox"/> State Transit Association <input type="checkbox"/> Metropolitan Transit Authority <input type="checkbox"/> University <input type="checkbox"/> Governmental Entity <input type="checkbox"/> Other: _____ <input type="checkbox"/> Native American Tribe / Indian Tribal Organization	
8. Primary Contact	9. Financial Officer
Name: Title: Phone: Fax: Email:	Name: Title: Phone: Fax: Email:
10. Signature Authority	
Name: Title: Phone: Fax: Email:	
11. Services to be procured competitively. List all services which you plan to procure competitively.	
13. Partnering Entities Please list any and all entities that are considered partners in this application.	



Section B - Project Summary

1. Indicate below all requested sources of funding:		
<input type="checkbox"/> PLN	<input type="checkbox"/> RTAP	<input type="checkbox"/> ICB <input type="checkbox"/> RD
2. Project Name with Brief Project Description:		
3. Type of Project: (Capital, Marketing, Facility, Operating Assistance, Planning, Training, Technical Assistance, Research, State Administrative, Project Administration or Other):		
4. List all Counties Served by this Project:		
5. This project serves approximately what percentage of urbanized and rural areas?		
Urbanized: _____ %	Rural: _____ %	Total: _____ % must equal 100%



Section C - Obligation Certification

As an authorized official of the _____
(Organization Name)

I certify to the following:

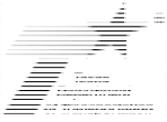
1. The information presented in the application is true and accurate to the best of my knowledge.
2. I have not intentionally made any misstatements or misrepresented the facts.
3. The organization has the resources and technical capacity to support the project.
4. The organization has the resources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

Signed: _____

Printed/Typed Name: _____

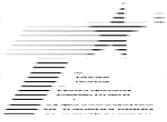
Title: _____

Date: _____



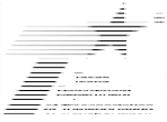
Section D – Evaluation Criteria

Specific criteria varies by program, applicants should demonstrate how their project addresses **ALL** evaluation criteria for the specific funding program(s) (RTAP, PLN, ICB, RD) from which funds are sought. Refer to pages 14-31 for program information and evaluation criteria.



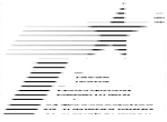
Section E - Service Area Map(s), if applicable

If applicable, provide a map of the service area (Section E). If the application is an expansion of the service area, provide maps of the existing and the proposed areas.



Section F - Letters of Endorsement

Letter(s) of Endorsement are 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/individuals (non-financial).



Section G - Letters of Commitment

Letter(s) of Commitment is 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**. This form of letter must state exactly what the writer is committing to provide or use, describe the nature of the commitment and be signed by a person fully authorized to bind the entity.



Section H - Project Budget

Provide a Project Budget which shows how the applicant intends to spend requested grant funds.

Excel - Project Budget Workbooks are available at:

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

When using the Excel Project Budget(s) workbook:

1. Use a new Budget workbook for each proposed project and for each program for which funds are sought.
2. Do not change the spreadsheet format or internal codes in any way.
3. Use the budget to represent items which you are requesting funds for.
4. Follow the directions provided in the workbook.
5. If In-kind will be used as match, the project total should be "inflated" by the in-kind amount so that the federal funds requested is the correct total cost.
6. If Transportation Development Credits (TDC) are requested as all or part of the match
 - Select Yes from the drop down box in the TDC column to indicate TDC are being requested as match. Make sure the full cost of the capital item (minus any local match if any) is shown in the in the "Federal Funds" Column
 - More information on TDCs can be found at 43 TAC Chapter 5 at [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=43&pt=1&ch=5&sch=H&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=43&pt=1&ch=5&sch=H&rl=Y)

For more information on ALI codes refer to FTA at http://www.fta.dot.gov/documents/ALI_tree_March30_2006.pdf



Section I - Intercity Bus Operating Assistance Route Report

(If applicable, complete for each route)

Organization Name: _____ Date: _____

Route: _____

Information for segments of route in Texas only:

- Is this a new or existing route? _____
- Is this a Feeder Service Route? If so, who does it feed into? _____
- Ranking Order, if multiple routes submitted: _____
- Does route travel outside of Texas? _____
- Total route mileage within Texas (one way): _____
- Total Interstate Highway route mileage within Texas (one way): _____
- State FY 2014 Granted Amount (50% of the net operating expense) _____
- State FY 2015 Granted Amount (50% of the net operating expense) _____
- State FY 2016 Granted Amount (50% of the net operating expense) _____
- State FY 2017 Requested Amount (50% of the net operating expense) _____
- State FY 2018 Requested Amount (50% of the net operating expense) _____
- How many times has this route received operating assistance from TxDOT? _____

If this route has received Operating Assistance (more than twice before), describe **in detail** in what ways this route has shown improvement?

If you answered the above question, when do you forecast this route not needing assistance?



Section I - Intercity Bus Operating Assistance Route Report (Con't)
Actual Ridership Data for Last 3 Years for existing route

Year 1 (most recent Year) - Beginning date: _____ Ending date: _____

1. Average daily passenger count: _____
 2. Total passengers (yearly): _____
 3. Total miles (yearly): _____
 4. Number of scheduled stops (one way): _____
 5. All Admin. / Operating / Other (expenses) for year: _____
 6. All Fares / Donations / Other (revenues) for year: _____
-

Year 2 (previous year) - Beginning date: _____ Ending date: _____

1. Average daily passenger count: _____
 2. Total passengers (yearly): _____
 3. Total miles (yearly): _____
 4. Number of scheduled stops (one way): _____
 5. All Admin. / Operating / Other (expenses) for year: _____
 6. All Fares / Donations / Other (revenues) for year: _____
-

Year 3 (next previous year) - Beginning date: _____ Ending date: _____

1. Average daily passenger count: _____
2. Total passengers (yearly): _____
3. Total miles (yearly): _____
4. Number of scheduled stops (one way): _____
5. All Admin. / Operating / Other (expenses) for year: _____
6. All Fares / Donations / Other (revenues) for year: _____