



# COORDINATED CALL FOR PROJECTS

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# Agenda:

- Programs in the Call
- Important points
- Major items to note
- Minor changes
- What to submit
- Budget sheet information
- Timeline
- Where to submit
- Where to ask questions

To ask questions during the webinar.....

E-mail: [PTN\\_ProgramMgmt@txdot.gov](mailto:PTN_ProgramMgmt@txdot.gov)

TxDOT's responses to questions will be posted on the Public Transportation Division (PTN) website.

# Programs Contained in the Coordinated Call for Projects

- 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)

# Important Points

- Read the Entire Call for Projects
  - Regardless of what funding you are applying for, pages 1-13 apply to all applications.
    - Acronyms
    - Funding Advisory – Special note
    - Introduction
    - Matrix of funding choices
    - Terms and conditions
    - Submission and Significant Dates
    - How to get started
  
- Respond to all criteria elements of the program(s) for which you are applying
  
- Be specific and to the point
  
- One application per project
  
- Applicants must have a Master Grant Agreement and the current FTA Certification and Assurances in place prior to the issuance of a PGA

# Major items to note

**Beginning this year the Coordinated Call for Projects will be distributed biannually. The next call for projects will be published in the Fall of 2017.**

- **Multiphase projects**
  - Requesting detailed information regarding the past, current, and future phases and all funding sources.
  
- **Intercity Bus Operating Projects**
  - Submit one application per route.
  - Requests for ICB operating can be for two years worth of funds.

# Minor Changes from Previous Coordinated Call

- Layout and verbiage changed for consistency and clarity
- Dates/ Time Frames
- Forms revised

# What to submit .....

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

- Applicant Information
- Project Summary
- Obligations Certification
- Evaluation Criteria by Funding Program
  - 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
- Project budget

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

# Budget Sheet Information

- TDC will be available,
  - must be requested on the budget sheet
- Submit one budget workbook for each program and project
- Instructions are included in the workbook.
- If in-kind match will be used, the project total cost should be inflated by the in-kind amount and the federal column should be the amount requested.

For questions regarding the Budget Workbook....

Contact: Bobby Hidrogo

Email: [Bobby.Hidrogo@TxDOT.gov](mailto:Bobby.Hidrogo@TxDOT.gov)

Phone: 512-374-5236

# Timeline – Key dates and Deadlines

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

# Where to Submit Proposals

Proposals are to be submitted electronically. (no paper applications)

- Can be submitted through the TxDOT Dropbox:
  - TxDOT's Drop Box feature is located at <https://ftp.dot.state.tx.us/dropbox/?action=mainmenu>
- Can also be submitted as a CD/DVD.
  - Mail to: 125 E. 11<sup>th</sup> St. Austin, TX 78701-2483 or
  - Courier or deliver to: 3712 Jackson Ave. (Camp Hubbard Bldg 6 – PTN 5<sup>th</sup> Floor) Austin, TX 78731.
- Proposals submitted by CD/DVD should be clearly marked.
  - Texas Department of Transportation
  - Attn: PTN Program Services Section (Confidential)
  - Coordinated Call for Projects
  - Due Date: **February 16, 2016**

Allow sufficient time for delivery of the proposal. TxDOT reserves the right to deem an application ineligible for funding if not received by 5:00 p.m. CST, February 16, 2016.

# Where to Submit Proposals – Dropbox



This web page will allow you to drop-off (upload) one or more files for a Texas Department of Transportation user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will be logged and sent to the recipient, as well, for identity confirmation purposes.

## 1. Information about the Sender

Your name:   
(required)

Your organization:

Your email address:   
(required)

Send an email to me when the recipient picks-up the file(s).

### PLEASE NOTE

You should send email or talk to recipient(s) before sending files, so they know who you are and don't delete the notification. Users are also **strongly encouraged** to encrypt any files containing sensitive information (e.g. personal non-public information, PNPI) before sending them via the Dropbox!

## 2. Information about the Recipient

Recipient 1: Name:   
Email:  @



## 3. Choose the File(s) you would like to Upload

File 1:  Coordinated...ation.docx  
Description:

File 2:  Coordinated...udget.xlsm  
Description:

File 3:  No file chosen  
Description:

[Return to the Dropbox Service main menu.](#)

# Where to Submit Proposals – Dropbox confirmation




**PLEASE NOTE**  
To download a file, click the filename once. Exercise the same degree of caution as you would with any other file you download from the inter net, if you don't know what this is don't download it.

Drop-Off Summary	
Claim ID:	tqzm6BQA2b9eYcFy
Claim Passcode:	i2pStfB1jHUV0hhj
F R O M	Name: Applicant Name
	Organization: Applicant Organization
	Email: applicant.email@abc.org
	Sent From: ptn-740002-1.dot.state.tx.us 18 Nov 2015 08:58:33 AM
Confirm Delivery:	no
T O	Name & Email: Coordinated Call for Projects (ptn_programgmt@txdot.gov)

Filename	Type	Size	Description
Coordinated Call PLN application.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	12.2 KB	
Coordinated Call PLN budget.xlsx	application/vnd.ms-excel.sheet.macroEnabled.12	8.2 KB	
2 files			

None of the files have been picked-up yet.

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Version 2.1 | TxDOT Dropbox Service

# Where to ask questions.....

- For clarification of the specification(s) of this Call for Projects, proposers may contact:

E-mail: [PTN\\_ProgramMgmt@txdot.gov](mailto:PTN_ProgramMgmt@txdot.gov)

- TxDOT's responses to written questions will be posted on the Public Transportation Division (PTN) website.
- Interested proposers should check the website periodically for updates.
- Questions due by January 6, 2016

## Webpage Information

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