

# Coordinated Call for Projects Questions and Answers

|           | Question   | Answer  |
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| <b>#1</b> | <b>GENERAL QUESTIONS</b>   |   |
| 1-1       | <p>Since we are to be looking at needs for the next 2 fiscal years and requesting funding for those, how do we handle projects that do not extend for full 2 years? Or the 2 projects are related but one project precedes the other.</p>                        | <p>The schedule for the coordinated call has changed from an every year call to an every other year call. Project funding requests <b>do not</b> have to be for 2 year projects. What must be considered is if an agency will want to request funds for either of the two years covered by the current call for projects. an application must be submitted for either of the two years at this time.</p> <p>An agency requesting funding for each of the two years would submit separate and discreet applications for each project for each year and funding stream. It must be clear in the project timeline and budget which of the two FY's is being requested for.</p> <p>If two projects are being requested, one for each of the two years included in the call and the projects are related, two applications are required. The relationship of one project to the other can be discussed in the project narrative and in the time line; however the project budgets need to show the expenses for each unique project, year and funding stream.</p> <p>If the project is a multi-year construction project with phases, one application is all that would be required.</p> |
| 1-2       | <p>Can a multi-modal facility serve not only as a connection point for all transit operators, but also serve as a preventive maintenance facility, parking area for transit users and the general public in order to reduce congestion in the downtown area?</p> | <p>Yes.</p>   |
| 1-3       | <p>Can a facility such this (a multi-modal facility) be a revenue generating facility? If yes, from whom and where can those revenues be appropriated?</p>   | <p>Yes, revenue would be distributed among the partners, in the same ratio as the funding for construction. The circular states: "These and other joint development improvements will be eligible for FTA funding if they satisfy the eligibility criteria set forth at 49 U.S.C. 5302(a)(1)(G), and do not fall within the exclusion detailed at 49 U.S.C. 5302(a)(1)(G)(ii), which excludes the construction of a commercial revenue producing facility (other than an intercity bus station or terminal) or a part of a public facility not related to public transportation</p>   |
| 1-4       | <p>Are costs incurred for grant consultants in preparation of the application eligible expenses?</p>   | <p>If an agency has a current grant that has consulting services as an allowable activity and a current consultant procurement that includes preparing grant applications in the current contract the consultant costs could be allowable.</p> <p>If an agency is requesting funds to pay the consultant for activities that occur outside of the contract period, TxDOT does not allow pre-award authority to subrecipients of federal funds. Therefore, only costs incurred after TxDOT and the subrecipient have a fully executed grant agreement are eligible.</p>  |

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| 1-5  | For successful grant applications, can third party grant administration be an eligible expense?  | Third-party grant administration can be an eligible expense, as long as the all costs are part of the submitted and approved application (proposal) and meet the federal cost guidelines outlined in the OMB Circular A-87 "Cost Principles for State, Local, and Indian Tribal Governments."  |
| 1-6  | Can in-kind services be included as all/part of the 20% match requirement, or does it have to be cash?   | In kind match can be used for all of the 20% match, as long as the in-kind match is well documented and TxDOT has preapproved the match and the match <b>specifically relates to the project</b> . A letter of commitment from the agency providing the match delineating exactly what the match is and how it will be calculated must be included in the project application. The TxDOT "In-Kind Contribution Form – PTN 143" <a href="http://www.txdot.gov/inside-txdot/forms-publications/forms/public-transportation.html">http://www.txdot.gov/inside-txdot/forms-publications/forms/public-transportation.html</a> must be included with each reimbursement request to validate the contribution for the billing period. |
| 1-7  | Which type of non-profit status does TxDOT require?  | Non-profit Organization means a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under State law to be non-profit and for which the designated State agency has received documentation certifying the status of the non-profit organization.<br>Other restrictions may apply we recommend you contact TxDOT for further clarification if necessary   |
| 1-8  | If I am not sure which funding stream my project falls under how should I submit?  | Submit under the program which the project best qualifies. TxDOT may determine that the project is eligible under another program and may move the project to the other program.   |
| 1-9  | Can capital costs for radios and communication equipment also include recurring airtime costs?   | Recurring airtime costs would be considered an operating cost and matched at 50/50%.   |
| 1-10 | When will projects begin?  | For projects selected for award, we anticipate contracts will be executed either Sept 2016 or Sept. 2017 depending on the project timeline and fund availability.  |
| 1-11 | If building costs go up after I have been awarded funds for a project can I request more funds?  | TxDOT does not ask agencies to pad or apply a multiplier to the project costs; the proposal should to the best of its ability reflect the projected payout amount. Additional funds, if needed, will need to be addressed through future project calls or from other available revenue streams.  |
| 1-12 | Will contracts be extended or will new contracts be issued for multi-year projects?  | Contracts will be written for an appropriate time frame usually dependent on project phases.   |
| 1-13 | If an agency gets funding in one year will they be penalized in future years when applying for the coordinated call?   | Agencies will not be penalized for prior years funding but TxDOT does review statewide funding amounts to ensure equitable distribution across the state. TxDOT may also consider performance on previously awarded projects when evaluating future awards.  |
| 1-14 | If an agency is urban and rural and have a project which would be in both areas how can they apply for funds?  | The agency should include a cost allocation plan which shows how rural and urban funds will be used.   |
| 1-15 | What is the total amount of funding available?   | At this point apportionments have not been released; funding amounts are dependent on federal apportionment amounts for each year.   |
| 1-16 | Can a project to construct a facility which includes paving and entries and a paving project in another city be submitted as one proposal? Both requests will be from the same funding stream. | The projects are considered two separate projects and require two separate proposals.  |

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| 1-17      | If an agency is submitting more than one intercity bus route project, does the agency need to submit separate applications per route?  | Yes, however all agency specific agency information only needs to be submitted once and evaluation criteria and budget should be completed for each route.   |
| <b>#2</b> | <b>INTERCITY BUS</b>   |  |
| 2-1       | If an agency is submitting more than one intercity bus route project, does the agency need to submit separate applications per route?  | Yes, however all agency specific agency information only needs to be submitted once and evaluation criteria and budget should be completed for each route.   |
| 2-2       | When applying for a facility project is it better to submit an exaggerated timeline in order to ensure the project will be done within the timeframe submitted?  | An agency should not submit an exaggerated time line; TxDOT understands that the timeline is an estimate.  |
| 2-3       | Can Intercity Bus companies which are not based in the USA apply for ICB funds?  | Any Intercity Bus company applying for ICB funds must be a registered carrier in the USA.  |
| 2-4       | Can a transit agency apply for Intercity Bus funds?  | Yes, the project must meet the requirements of the intercity bus program.  |
| 2-5       | Can we submit one application for three separate routes?   | Yes you can. The application can have one agency information section and then 3 separate evaluation criteria section, one for each route.  |
| 2-6       | If we are submitting 2 year budgets for three routes does the budget need to be separated by FY?   | The budget needs to be separated by route and by FY. It is critical to show the amount of funding being requested for each route for each FY.  |
| 2-7       | The agency is proposing to fund an administrative position to manage three routes, how should we budget for that?  | How the position is funded is an agency decision. If the position will have a relationship with all three routes, it is recommended the position be cost allocated across all routes.                            |
| <b>#3</b> | <b>RURAL DISCRETIONARY</b>   |  |
| 3-1       | Our agency intends to submit a request for several projects in the RD category; the projects are distinct from one another. Can each project be written as a separate application, or should they be combined into one RD project request? | Each project should be written as a separate project. The entire submission of all project requests could be sent together in one submission package.  |
| 3-2       | Since JARC type projects are now eligible under 5311 can mobility management projects be submitted under the Rural Discretionary program?  | Mobility management projects can be submitted under the Rural Discretionary program but projects submitted will still need to meet the scope and objectives of the rural discretionary program.                  |
| 3-3       | Are private for profit transit providers eligible for 5311 funds directly through this coordinated call?   | Private for profit organizations are considered eligible applicants in the §5311(f) Intercity Bus Program. Please refer to the 'Matrix on Funding Choices' on page 4 of the FY 17 Coordinated Call for Projects. |
| <b>#4</b> | <b>PLN and RTAP</b>  |  |
| 4-1       | Can a county government apply for PLN funds and ICB funds?   | Yes, to both funding sources, however to be eligible for the ICB funds, the project would need to include, and have the support of, an intercity bus company.  |
| 4-2       | Can a private non-profit apply for Rural Discretionary funds?  | Refer to the Matrix on Funding Choices to determine which sources of funding a private non-profit is eligible for.   |
| 4-3       | If we propose a project that includes consulting services, can the budget request include our agency's cost to administer the project?   | Yes, we would prefer that projects limit administration costs to no more than 10% of the total project.  |