



Texas Department of Transportation
Public Transportation Division

**Public Transportation Division
Coordinated Call for Projects
For Various Programs**

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Section One – Overview

Purpose

In accordance with 43 Texas Administrative Code (TAC) Chapter 31, the Texas Department of Transportation (TxDOT) is requesting proposals for various public transportation projects relating to Federal Transit Administration (FTA) programs. This Coordinated Call for Projects is for Planning (PLN), Rural Transportation Assistance Program (RTAP), Rural Discretionary (RD), and Intercity Bus (ICB) programs. This is a biennial call for projects. The next Coordinated Call for Projects Opportunity is scheduled for Fall 2027.

Funding

Authority and Responsibility for funding of the public transportation projects derives from the Bipartisan Infrastructure Law, as enacted in the Infrastructure Investment and Jobs Act of 2021, and the Texas Transportation Code, §461.

Grant Types and Eligibility

TxDOT requests grant applications for various public transportation projects relating to the following 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 of Funding Choices* section of this Call for Projects. Projects must meet the scope and objectives identified in the Program Information sections.

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 (MGA) 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 MGA and the FTA Certification and Assurances can be found at: <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>.

Scope

The following table outlines projects/program areas for consideration for funding.

Program	Description
Planning Assistance (PLN)	Assist small urban and rural transit agencies and other eligible agencies, to develop projects and strategies to support the coordination of public, private, specialized, and human service transportation services in order to further meet people's transportation needs. Funds may also be used to support training educational programs, and demonstration projects.
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.

Program	Description
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.

Matrix of Funding Choices

Category Types and Funding Categories

Organization Type	Facility	Capital	Operating Assistance	Planning	Marketing	Training	Technical Assistance	Research
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			
Private Non-Profit		ICB	ICB	ICB PLN	ICB	RTAP PLN	RTAP PLN	RTAP PLN
State Agencies/ Universities/ State Transit Association				PLN		RTAP PLN	RTAP PLN	RTAP PLN

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

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

Section Two – Terms and Conditions

Terms and Conditions

Publication

This call for projects is a product of the Texas Department of Transportation (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.

Period of Service

Applicants can request funds for a maximum of two (2) years for each application. The period of service will be defined in the Project Grant Agreement (PGA) and the project shall begin upon full execution of a PGA by both parties or September 1, whichever is later, as identified in the PGA. Applicants should assume a period of service beginning September of 2026 or 2027.

Applicants should design their proposed projects to be fully implemented within the two-year performance period defined by a PGA. This means that all project activities, deliverables, and expenditures must be planned and completed within the grant's active lifecycle. When preparing an application, applicants should align their scope, timeline, and budget accordingly to reflect readiness and feasibility within this timeframe. Readiness refers to how prepared a project is to move into implementation upon receiving funding. It ensures that the project can meet federal obligation and expenditure deadlines, minimize delays and maximize the efficient use of grant funds within the period of performance defined in the PGA. Feasibility demonstrates that the project is practical and achievable within the grant's timeframe and budget. It includes technical, financial, environmental, and operational dimensions.

Project Budget

The applicant is expected to provide detailed, itemized, specific project cost information.

1. The application shall be considered the sole means of presenting project costs.
2. Funding obligated for a multi-year project is limited to the funding programmed for each year.
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.

Phased Projects

A project must be logically divided into phases that align with industry-standard processes for that specific project type.

1. Regardless of the phase(s) the grant funds are sought for in the application, the applicant must clearly identify the total project funding requirements, budget, and schedule, for all phases and years, covering all fund sources (federal, state, local, tribal, and other). This should include all the past, present, and future project-development (or life cycle) phases.
2. Each phase should be distinctly defined with its respective budgets and costs detailed by year.
3. An application that addresses only a single phase of a multi-phase project will be considered incomplete and may not be eligible for selection.

Capital Construction/Reconstruction Projects

Applicants requesting FTA funding for new construction, restoration, rehabilitation, renovation, or remodeling projects are required to indicate the amount of funds sought for each project development (life cycle) phase as outlined below.

See Attachment A, the Transit Facility Pipeline, to determine in which phase specific activities occur.

Many construction terms for design and redesign projects appear similar but result in different outcomes. Below is a brief overview of common project types to help clarify your goals.

- New Construction involves building a new structure or replacing an old one, it includes planning, site prep, and construction.
- Rehabilitation is updating a building for modern use while preserving its historic or architectural features.

- Restoration is returning a property to its original historical state, preserving materials and details with minimal modern additions.
 - Renovation is improving a structure's condition through upgrades like plumbing and electrical, without altering its layout.
 - Remodel is changing a structure's layout, design, or function to meet new needs, is more extensive than renovation.
- **Planning and Scoping:** This phase is the first step and is considered the problem-definition phase, developing a comprehensive roadmap, known as a Project Management Plan (PMP) that outlines the project's scope, goals, timelines, budget, tasks, roles, resources, and risk management strategies to guide the project from concept to completion. No actual design is being developed during this phase, it's more about asking questions to gain an understanding of problems, wants, and needs. This is the time for research and decision-making, to conduct a feasibility study that develops a preliminary analysis, defines the project's scope, conducts market research, assess financial viability, evaluates technical and operational feasibility, analyze risks, and compiles a final report to make a "go/no-go" decision. Understanding how all the processes, requirements, and regulations involved are determined and understood. A scope of work will then be created, a template that identifies what services are needed and required. Applicants seeking grant funds for the planning and scoping phase must include best available estimates of future project funding amounts through project completion; budgets, milestones, and deliverables are developed.
 - **Preliminary Engineering and Environmental:** 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. Environmental review clears the environmental impacts from the project, with acceptable mitigation measures, in accordance with the National Environmental Policy Act (NEPA) and other laws and regulations. Utility analysis, site review, value engineering, cost estimation, the financial plan and schedule of activities also take place during the Preliminary Engineering and Environmental phase. 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 environmental document classification and the applicability of any additional environmental requirements. Early coordination is important. All FTA-funded construction projects must have an FTA-approved environmental document before receiving funding for final design, real estate/right-of-way acquisition, procurement, and/or construction/reconstruction. Applicants seeking grant funds for preliminary engineering or environmental studies must include best available estimates of future project funding amounts for each phase

through project completion. This phase also includes procurement of qualified professionals, in this case Architect and Engineering (A&E) Services are acquired. All subrecipients receiving funds through TxDOT must demonstrate that all procurement and third-party contracting activities comply with applicable federal, state, and local laws and regulations; the PTN-130 ensures that this is achieved. The process begins by developing a Request for Qualifications (RFQ), the RFQ outlines the requirements to be met by prospective respondents wishing to make a bid to deliver the required solutions.

- **Final Design and Real Estate/Right-of-Way Acquisition:** This phase produces the construction bid package that contains the final drawings and project manual (including specifications) for the project required to solicit and obtain construction contract awards. Design reviews, constructability reviews, value engineering refinement, permit and other documentation reviews, final phasing of activities and the construction schedule, final legal requirements, preparation of the final cost estimate and peer reviews take place during this phase. Acquisition of real estate for all projects using federal funding for the purchase or for future construction 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 5010.1E). An FTA-approved environmental document must be completed before this phase begins. Applicants seeking grant funds for the final design and real estate/right-of-way acquisition phase must include best available estimates of future project funding amounts for each phase through project completion.
- **Procurement:** In this phase, the project sponsor ensures the construction documents and project manual (specifications) are developed to an appropriate level of completion and the procurement packages, known as Request For Proposals (RFP), and supporting documents are complete, accurate, and consistent with the project scope as established in the previous phases. The RFP is reviewed to ensure it is consistent with appropriate Federal requirements, including the PTN 130, Buy America requirements and that the independent cost estimates (ICE) accurately reflect contractual requirements. Additionally, the project sponsor has addressed the project risks identified by implementing mitigation measures to the greatest extent possible and has established a plan for qualification, bid, and award that follows accepted best industry practices. Procedures are in place to deal with unexpected procurement issues (e.g., no bids, single bid, unacceptably high bids, and protests) and the subrecipient is prepared to successfully manage the contract package. If real property is being acquired or a substantial amount of construction is required, a deed of trust in favor of TxDOT must be recorded by the subrecipient no later than 30 days after project completion. A Notice To Proceed is issued and a

preconstruction meeting is held prior to transitioning to the Construction phase.

- **Construction:** 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 an FTA-approved environmental document by the application due date, they may apply but must provide a detailed explanation regarding the status of the environmental document.

Note: When a project has advanced to the construction phase and is selected, TxDOT will consider the project approved at the scope and funding amounts negotiated. At any point during the construction phase there may be a need for increased funding or a change in scope in which case coordination with PTN is necessary as soon as practical. PTN may determine that a subsequent application is necessary.

Selection of Projects

Projects will be evaluated and selected for funding according to specified criteria and the requirements of each funding program.

1. All applications will undergo an initial review to determine basic acceptability, including alignment with program scope, objectives, and funding requirements. Acceptable applications will then be evaluated, scored, and ranked by a review panel.
2. Applications that are incomplete, non-responsive, or fails to meet any requirement specified in the call for projects may be rejected by TxDOT at any stage of the selection process.
3. When selecting projects from the ranked lists, the following criteria will be considered in addition to project scores:
 - available funding across programs,
 - total project cost,
 - project readiness and feasibility within the grant timeframe as described above under "Period of Service",
 - geographic diversity of selected projects,
 - project sustainability,
 - alignment with industry initiatives,
 - support for TxDOT priorities,
 - inclusion of innovative approaches in public transportation.

4. Projects not selected for funding, or those receiving partial funding solely due to budgetary limitations, may be reconsidered if additional funds become available during the cycle. In such instances, applicants may be offered funding without the need for a subsequent application.
5. Projects that include partnering pledges or commitments from any other entity, such as providing local match or additional assistance, are required to attach a Letter of Commitment. If this is not provided, the application may be considered incomplete and may not be included in the final selection process.
6. TxDOT will be the sole judge of an application's technical merit. TxDOT may accept, reject, or negotiate any portion of an application to select projects that align with the interests of Texas citizens. TxDOT has the right to limit the total amount awarded in any category and to determine the most appropriate source of funds for a project.
7. TxDOT will take into consideration the applicants' technical, managerial, and financial capacity as well as the agencies' annual audit history when making award determinations. Past performance of project progress and expending grant funds in a timely manner may also impact project selection.

Negotiations

During the evaluation review period, TxDOT retains the right to request further clarification and enter into negotiations regarding an applicant's responses, including, but not limited to, activities and associated costs. All requests for negotiations, additional meetings, or information shall be at the sole discretion of TxDOT.

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 administered by TxDOT will be made by the commission. Project grant agreements (PGAs) will be administered by a TxDOT Public Transportation Coordinator (PTC), with the option of the involvement and advice of additional parties.

Subrecipient Obligations

Once a project is selected for funding, the applicant has certain obligations to TxDOT to provide 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 as follows:

1. **Compliance** – 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.
 - a. If, at the conclusion of a project, the subrecipient elects to continue to utilize a grant funded asset for its intended purpose, the following responsibilities continue in accordance with 43 TAC § 31:
 - i. All Federal and state requirements remain.
 - ii. The subrecipient must provide data on ridership, vehicle use, and operating costs.
 - iii. The subrecipient is subject to on-going monitoring by TxDOT.
 - iv. Disposition of grant-funded assets must be coordinated with TxDOT-PTN.
 - b. If a project includes the purchase of real property, the following requirements and approvals must be met, a survey and title search must be performed, the Uniform Act must be followed, an environmental analysis performed, including a Categorical Exclusion (CE), and two TxDOT approved appraisals performed.
2. **Project Management** – Assure work is carried out as defined in the detailed scope of work and calendar of work.
 - a. 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.

- b. 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.
- 3. **Reporting** – 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.
 - a. The required dialogue shall include reasonable access to data for project monitoring and, as appropriate, to the physical sites of projects.
 - b. A status report reflecting progress and milestones accomplished shall be sent to the TxDOT PTC at least quarterly, or more frequently as negotiated, for the duration of the PGA. Projects for Construction/Reconstruction require monthly status reports. Formal progress meetings may be required at the discretion of the TxDOT PTC.
 - c. 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.

Section Three – Application Submission

Schedule

The application process schedule includes major milestones and target due dates culminating in a fully executed project grant agreement (PGA). The application submission due date is set; all other dates are subject to change. Any updates to the schedule will be posted at: <https://www.txdot.gov/business/grants-and-funding/public-transportation-grants.html>.

The following table outlines the call for projects schedule with tentative dates:

Activity / Milestone	Target Due
Submission and Training	
Notice of Opportunity available	10/31/2025
PLN and RTAP Webinar	11/12/2025
RD and ICB Webinar	11/13/2025
Deadline for submitting written questions	12/12/2025
Deadline for application submission	01/23/2026
Scoring and Negotiations	
Applications Scored	02/26/2026
Application Negotiations Completed	04/02/2026
PGA Development	
Texas Transportation Commission approval	07/2026
Project Grant Agreements distributed for Year 1	08/01/2026
Award Grants	
Project Grant Agreements executed and activated for Year 1.	09/01/2026

Development

IGX

- Applications must be submitted via IGX by changing the status in IGX to *"Application Submitted for Review."*
- Ensure you save often when creating your application as IGX will timeout after 15 minutes without clicking Save.
- Specific application criteria vary by program. Applicants should demonstrate how their project addresses all criteria for the specific funding program (PLN, RTAP, RD, ICB) from which funds are sought. General IGX forms applicable to all programs and program-specific forms were created for the development of applications.
- For help and resources regarding the IGX system, contact the IGX help desk Monday - Friday, 8 a.m. - 4 p.m. (closed federal and state holidays) at (512) 486-5957 or by email at PTN_IGXHelp@txdot.gov. An IGX Subgrantee User Manual can be found under the *"Training Materials"* section in IGX.

Training and Guidance

- TxDOT will host webinars which discuss the application process, changes from previous years call for projects, and specific program guidance.
- Webinar information can be found at <https://www.txdot.gov/business/grants-and-funding/public-transportation-grants.html>. Presentations will be posted to this site as well.

Questions

- All application-related questions must be submitted via email to PTN_ProgramMgmt@txdot.gov by **5 P.M. CST** on **December 12, 2025**. To ensure a prompt response, label the email's subject line "Coordinated Call Question:" followed by the specific question related topic.
- A question-and-answer document will be posted online at <https://www.txdot.gov/business/grants-and-funding/public-transportation-grants.html>.
- Telephone inquiries regarding the development of applications are not accepted.
- Please **Do Not** contact TxDOT PTN Public Transportation Coordinators (PTC) regarding questions for this call for projects.

Submission

- Each grant application must be limited to a single project submission.
- Applications must be submitted by the responsible entity in IGX.
- Grant applications must be in "*Application Submitted for Review*" status in IGX no later than **5:00 P.M. CST January 23, 2026**.
- Submitted applications cannot be returned to the applicant for modifications or changes after the due date of **January 23, 2026**.
- Separate documents with information pertaining to the applicant qualifications, commitment, availability of external resources, or previous public transportation or related experience may also be included (or required) with the application as attachments. **Do not mail hard copies of applications or support letters to TxDOT.**
- Failure to follow the above requirements may disqualify your application from the scoring process.

Getting Started

The following table outlines the steps and actions for getting started on the grant application:

Step	Action
1	Determine your system needs for the next 1-3 years.
2	Determine what kind of project(s) best address these needs. The category table gives some broad examples of possible types of projects.
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.
4	After determining your category and organization; refer to the <i>Matrix of Funding Choices</i> to determine your program options.
5	After identifying program options, locate and read the appropriate <i>Programs</i> section further determine if your organization meets the program requirements. The <i>Scope, Objectives, and Program Requirements</i> describes the program and what it can be used for. The <i>Evaluation Criteria</i> will lead you in the development of your application for the program(s) that you are interested in applying for.
6	If you need additional assistance, please attend a scheduled webinar or submit questions to PTN_ProgramMgmt@txdot.gov .

The following category table outlines the possible examples of projects:

Type	Description
Facility	• Construction of a facility or building structure. • Restoration of a facility or building structure. • Rehabilitation of a facility or building structure. • Renovation of a facility or building structure. • Remodeling of a facility or building structure.
Other 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.

Type	Description
Operating Assistance	• Mobility management services. • Fuel and oil • Driver, dispatcher, and mechanic salaries • Purchase of service • Purchase of transit vouchers
Planning	• Studies relating to management, operations, and capital requirements. • Evaluation of existing systems. • Other similar or related activities prior to and in preparation for the undertaking or improvement of eligible services. • Pilot projects • Planning of a facility or building structure
Marketing	• Market research. • Production of route maps and schedules. • Website development. • Outreach
Training	• Specialized training courses designed specifically for an organization or regional coordination group. • Development of interagency peer-to-peer training, that incorporate local transportation providers and FTA funded transportation providers. • Engaging a specific trainer or training organization to provide a class or event.
Technical Assistance	• Development of cost allocation plans to assist agencies manage a variety of funding streams. • Operational and route studies to assist agencies in maximizing resources by determining efficient route patterns. • Management / organizational reviews that will assist agencies to develop organizational structures appropriate to the size of their agencies; and/or provide management guidance.
Research	• Development of surveys to determine the effectiveness of a certain route or organization services. • Feasibility studies prior to initiating new services, facilities, or technology projects • Consultation with a local institution; for example, to determine non-traditional sources for local match or other organization needs.

Section Four – Application Instructions

IGX

The online grant application is divided into 3 or more forms which vary by program. Guidance regarding data input for each specific form is provided in this document in blue. Guidance is given in this section for the Applicant Information form, which is consistent for the PLN, RTAP, RD and ICB. All other form specific guidance is provided in the Evaluation Criteria for the specific program in Section Five. **All questions must be answered thoroughly based on both the form question and the guidance given in this document.**

All items with a red asterisk* indicate a mandatory field and require a response. All responses need to be clear and concise and communicate how the agency will allocate and apply the funds. Also, all applicants are required to complete all appropriate sections of the application completely and thoroughly with the most current information.

Applicant Information Form

Provide primary contact information in the available fields. (See Figure 1).

First Name *	0 of 20
Last Name *	0 of 20
Email Address *	0 of 100
Phone Number *	0 of 15

Figure 1: Contact Person

The applicant confirms that the agency Service Profile is accurate by checking the box as shown in image below. The Service Profile can be found by using the "Service Profile" link under the search dropdown in IGX. (See Figure 2).

By checking this box, you are indicating that the service profile for this organization is accurate. *

☐

Figure 2: Service Profile Certification

Project Summary

1. Provide a percentage breakdown of service area and a short project name.
(See Figure 3)

1. Project Service Area, enter the percentage of each *

Rural: %

Urban: %

State Planning Region *

☐ 1
☐ 2
☐ 3
☐ 4

What is the project name? *

0 of 100

Figure 3: Service Area, Planning Region, Project Name

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

- Provide an overview of your project that includes:
- General concept of the project.
- Project timeline.
- Who is committing time or resources to the project.
- Project location(s).

0 of 2000

3. Describe how the proposed project aligns with the strategic goals outlined in the Texas Transportation Commission's [Strategic Plan](#). *

Identify and explain how your project aligns with one or more of the goal(s):

- Promote Safety
- Deliver the Right Projects
- Focus on the Customer
- Foster Stewardship
- Optimize System Performance
- Preserve our Assets
- <https://www.txdot.gov/about/leadership/strategic-plans.html>

0 of 2000

4. Identify project partners and describe what each partner will do for the project. (See Figure 4)

Partner Name	Description of Activity
	0 of 200

Figure 4: Partner name and activity description

Name project partners and specifically identify what each will contribute and/or commit to for this project.

Obligation Certification Form

As an authorized official of

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 and technical capacity 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.
This includes but is 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:
 - Annual Certifications 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.

☐ By checking and completing this document I certify that the above statements are true and that I have the authority to sign this document.

Name Title Date

Figure 5: Obligation Certification form

Note: An agency representative with authority to sign the document should check the box at the bottom of the page. Their name and title along with the date will be inserted into the page.

Section Five – Programs

Planning Assistance – PLN

Scope

The Texas Department of Transportation (TxDOT) requests projects which assist small urban and rural transit agencies, and other eligible agencies, to develop projects and strategies to support the coordination of public, private, specialized, and human service transportation services to further meet peoples' transportation needs. Funds also may be used to support educational programs and demonstration projects. Projects for operational effectiveness and efficiency studies, and initial feasibility and concept elements of facility project development projects may be funded by the [Transit Technical Services Program](https://www.txdot.gov/business/grants-and-funding/public-transportation-grants/transit-technical-services-program.html) (<https://www.txdot.gov/business/grants-and-funding/public-transportation-grants/transit-technical-services-program.html>) at TxDOT's discretion.

Objectives

- Make better use of existing resources;
- Improve the coordination of transit services;
- Improve the delivery of transit services;
- Develop best practice asset management and safety programs;
- Develop and evaluate public transportation related demonstration projects; and
- Integrate transit through local and regional planning.

Program Requirements

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 applications to address the stated objectives.

Eligible Subrecipients

Refer to the "*Matrix of Funding Choices*" for this call for projects.

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 8100.1D Program Guidance for Metropolitan and State Planning and Research Program Grants. All PLN projects will use ALI code 44.24.00 exclusively.

Note: Depending on the applications received and the available funds, TxDOT reserves the right to focus on specific project types.

Eligible Work or Activities

- Studies relating to management, operations, capital requirements, innovative financing opportunities, security and economic feasibility of transit projects;
- Evaluation of previously funded projects;
- 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;
- Systems analysis;
- Analyses of social, economic, and environmental factors related to travel and transportation;
- Demonstration projects to assist planning regions in achieving strategies, priorities or projects identified in regional public transit-human services transportation plans;
- Public involvement in the transit/transportation planning process;
- Customer and community satisfaction surveys;
- Multimodal facilities planning and integration with other modes;
- Computer hardware and software needed to support planning work.

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.

- TxDOT may provide up to 80% in federal funds for eligible project costs.
- TxDOT may provide up to 20% in state funds or transportation development credits (TDC) as match.
- Preferential consideration will be given to applicants providing local cash to reduce or replace the state matching funds and/or TDC.
- In-kind match is not accepted for planning grants.

Evaluation Criteria

All projects submitted must meet the scope, objectives, and funding requirements identified 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.

General Project Evaluation Form

Demonstrated Need and Project Description

1. What type of project is this? *

Note: If 'Pilot/Demonstration Project' is selected the '*Demonstration Project Evaluation*' form must be completed.

- ☐ Facility Planning
- ☐ Service Planning
- ☐ Asset management program
- ☐ Pilot/demonstration project
- ☐ Operational efficiency and/or effectiveness study
- ☐ Safety program
- ☐ Other

2. Describe the specific need for the project: what service gaps, performance gaps, or unmet needs will be filled by the proposed project? For each gap or unmet need, provide convincing data to demonstrate why the project is needed.

*

Convincing data includes results of studies, surveys, stakeholder input, and other objective information that shows need.

- Describe the individual elements of the gaps or unmet needs that this project will address.
- Convincing data includes objective material like survey results, planning studies, or other measurable information that supports the need for the project.

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3. Describe the project, detailing how the project addresses the demonstrated need. *

The project description should be concise and identify:

- A purpose statement for this project, clearly stating what is proposed;
- How this project will help with the needs demonstrated in question 1;
- How this planning project will be conducted (the methodology);
- The geographic scope of this project;
- What operational aspects will be examined, such as transit operations, maintenance, or coordination;
- The duration for this project (specify one or two years).

0 of 4000

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

If the plan update is pending, those goals, objectives, and/or priorities may be included as secondary sources. Prefix pending plan information with "*Pending:*"

Five-year plan goal, priority, or objective

How the project relates



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0 of 500

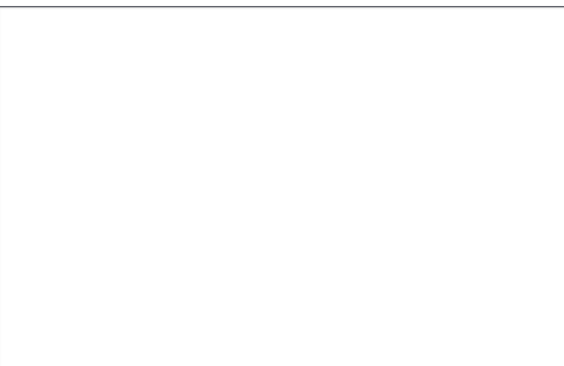
+

- **Five-year plan goal, priority, or objective:** Enter one goal, priority, or objective per line.
- **How the project relates:** Briefly describe how this project relates to the five-year plan, goal, or objective.

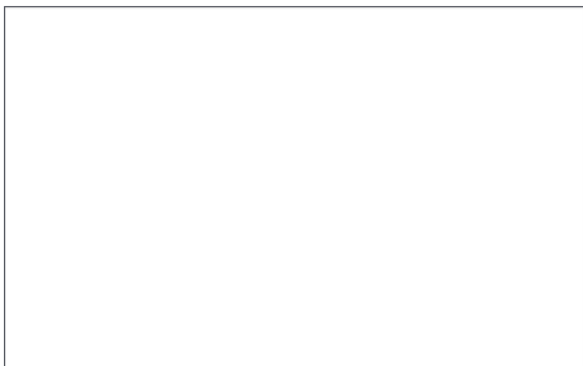
5. Identify goals for this project and describe the associated objectives of each goal. *

Project Goals

Associated objectives



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+

- **Project Goals:** Enter one project goal (desired result) per line.
- **Associated Objectives:** Enter the objectives (steps that will be taken) to meet the goal.

6. Describe specific project task to achieve the objectives identified above. *

Objectives	Tasks
0 of 500	0 of 500

- **Objectives:** Enter objectives identified in question 4, one per line.
- **Tasks:** List the tasks (activities) associated with each objective.

7. Identify how this project meets the objectives of the grant program and priorities outlined in this call for projects. *

- Describe how the project connects to achieving planning program objectives identified in the Program Guide, Section Five.

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Project Workplan

- Provide a step-by-step workplan. List the tasks identified in question 5 above. Identify the responsible party (individual or group) for the task, estimated completion date for each task, and identified deliverables as appropriate. *
Minimum required steps: project start, project completion, and final project evaluation.
Other steps required (as applicable): procurement start, deliverable(s), and key meetings.

Task	Responsible party	Estimated completion date	Deliverable
0 of 250	0 of 100	MM/DD/YYYY	0 of 500
0 of 250	0 of 100	MM/DD/YYYY	0 of 500

- **Tasks:** List the tasks (activities) and provide a detailed explanation. Project tasks should be specific, measurable, and time-bound.
- **Responsible party:** Identify who will be responsible for the task.
- **Estimated completion date:** Enter the date by which the task will be completed
- **Deliverable:** Provide the desired outcome(s) of the tasks (activities) that will fulfill the objective(s).

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

- Applicants must identify the source and duration of any other funds that will be used to implement and sustain this project after the duration of the pilot.

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Note: Pilot projects require a funding source to sustain the project after the duration of this grant.

Roles and Responsibilities of Stakeholders

Examples of local stakeholders can include, but are not limited to, the following: *local businesses, workforce agencies, human services agencies, city officials, county officials, riders or the general public.*

1. Describe what groups/entities (stakeholders) were consulted or assisted in the development of this specific project. Describe how they participated in the project development. *

- List the names of organizations, entities and/or individuals who participated in the development of this project.
- Explain at which steps in the development of the project the stakeholders participated in and what they did.

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2. Identify specific stakeholders who will actively participate in proposed project activities. Describe the specific activities in which they will be involved and their roles. *

- List names of organizations, entities and/or individuals who have committed to actively participate in proposed project activities. Describe their specific role and specifically what they have committed. Identify individuals by name, title, and agency where possible.

- Attach in the space provided under the Project Evaluation section **letters of commitment** from these partnering organizations, entities and/or individuals. A letter of commitment (as opposed to simply a letter of support) is a letter documenting an organization's, entity's or individual's pledge of resources for this proposed project. This may be a commitment of financial support, staff support, services, or other resources. A letter of commitment must describe the nature of the commitment and state exactly what the organization, entity or individual commits. The activities should connect to the step-by-step workplan in the previous section of the application.
- Letters must be signed by a person fully authorized to bind the organization, entity or individual.

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3. Describe steps the agency has taken or will take to coordinate with the Regional Public Transportation Coordination lead agency(ies) in the project area. *

- List the name(s) of the lead agency(ies) for the planning region(s) for which you propose this project.
- Describe how you have coordinated with this/ these lead agency(ies) in developing this application and how you will coordinate with this/these agency(ies) should your project be funded. Provide a timeline for the steps.

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Experience and Capacity

1. Describe the applicant agency's experience with oversight and management of projects similar to the project in the application *

- Describe specific, convincing examples of projects similar to this proposed project that the applicant oversaw and managed. Agencies must demonstrate their capacity to complete a project to obtain funding.
- Present a timeline showing development of the project. Include previously funded projects of similar scope or level of difficulty.

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

- Identify individuals by name, title, and agency where possible; describe their role and qualifications for successfully completing this project. Include relevant details about the experience of each staff member.

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3. If a consultant will be used to carry out the project, describe the type of consultant services that will be procured. If an applicant already has a contract with a consulting firm that covers the proposed scope of work, include information regarding previous similar projects this consultant has worked on. *

- Provide name of consultant(s) whether currently secured or are anticipated to contribute to the project.
- Describe the specific services the consultant will provide.
- Provide the names and types of projects the consultant has experience with.

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Note: When consultant services are used, TxDOT must ensure all federal and state procurement processes are/have been followed. TxDOT usually oversees each phase of the procurement process.

Project Evaluation

1. Describe how the applicant, including any partners, intends to evaluate the success of the project. Include information on the evaluation of this project at different milestones or stages and identify specific areas to measure. *

Identify:

- who will evaluate this project and their relevant experience in evaluating similar projects;
- the types of data to be collected as part of this project;
- Clearly describe a reliable methodology/approach for (1) designing this project to assure collection of reliable data, (2) gathering data, (3) analyzing, distilling and synthesizing data to measure success of the project, and (4) the rationale for using this particular approach. Include information on the evaluation of the project at different milestones or stages.
- Demonstrate how this methodology will assure (a) sufficient data collection for effectively evaluating this project, and (b) incorporate

checkpoints during to allow for interim evaluation and adaptive management. Identify specific elements to measure.

- Describe how data and the data collection process will be managed and monitored for quality assurance.
- Explain what the plan is to get back on course if the project does not meet a milestone.

0 of 2000

Attach originally developed letters of commitment from stakeholders or other partners who will *provide resources* for this specific project.

Browse

Drag Files Here

Attach originally developed letters of support from stakeholders that are endorsing the proposed project.

Browse

Drag Files Here

Upload other attachments, as appropriate

Browse

Drag Files Here



Note: Documents requested throughout this application that do not have a specified upload field should be submitted in the section indicated above (Upload other attachments, as per instructions).

Demonstration Project Evaluation Form

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

Is this a pilot project? *

Is this a pilot project? *

☐

Yes

☐

No

Answer "Yes" or "No"

Note: For the purposes of this call, a pilot/demonstration project is a study to evaluate effectiveness, efficiencies, feasibility, time, cost or other aspects or effects of a specific attempt to improve services, products, methods or systems.

Note: Pilot/Demonstration projects must concern public transportation and may involve planning, providing and evaluating services or technical studies, research, training, technical assistance, marketing, outreach, activities and services to be tested or some combination of these, depending on the project. A study is inclusive of research and whatever activities are being tested.

Note: The agency must commit to preparing a final report with observations and recommendations based on lessons learned and data analysis. This will include recommendations on whether the project could/should be replicated or implemented on a larger scale and resources required. Suggested modifications for future implementation or an explanation of why not to implement the project is also required.

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

- Identify the types of data to be collected as part of this proposed demonstration project.
- This shall include (1) pre-project/baseline data, (2) data collected during the activities or intervention being tested, and (3) data collected following the activities or intervention being tested.

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2. Describe how the data will be collected. *

- Clearly describe a reliable, sound methodology for (1) designing this study, (2) gathering both quantitative and qualitative data, and (3) distilling, synthesizing and analyzing these data.
- Demonstrate that the proposed methodology is designed to collect sufficient data to effectively evaluate the proposed project. Incorporate checkpoints during project implementation to allow for interim evaluation and adaptive management.

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

- Describe specific methods and steps for assuring the consistent gathering of high quality data.
- Identify specific checkpoints in the data collection process to allow for adaptive management, the intentional approach to making decisions and adjustments in response to new information and changes in context.

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

- It is not sufficient to simply collect and report data.
- Clearly articulate how the collected data will be distilled, synthesized and analyzed using a reliable methodology.

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

- Clearly articulate the rationale for using this particular methodology which you have chosen.
- Explain and offer evidence to support why your proposed methodology is the best methodology for evaluating this project (instead of other possible methodologies or approaches).

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The agency must commit to preparing a final report with observations and recommendations based on lessons learned and data analysis. This will include recommendations on whether the project could/should be replicated or implemented on a larger scale and resources required. If implementation is recommended, explain why and include any suggested modifications. If implementation is not recommended, explain why not.

☐ By checking this box the agency agrees to prepare a final report as described above. *

Check the box indicating that your agency agrees to prepare a final report as described on this form in IGX.

Budget and Milestones Form

The budget and milestones page contains information about how the agency will spend the funds, on a per line-item basis.

Attachments

You may upload additional documentation here.
(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload
	Browse Drag Files Here +

Note: For requests covering multiple years, attach the Multiyear Budget Worksheet, available at <https://www.txdot.gov/business/grants-and-funding/public-transportation-grants.html>. This worksheet is not needed for single-year projects.

Line Items

Description	Scope	Suffix #	TPN	Fuel Type	# of Units	Award Amount	State Match	Local Match	In-Kind Match	Total Funds
						\$	\$	\$	\$	\$0
		0 of 2	0 of 2							
Subtotal:						\$0	\$0	\$0	\$0	\$0

TDC Requested?	TDC Match Ratio	TDC Amount	Estimated RFP/IFB Issued	Estimated Contract Award	Estimated First Vehicle Delivered	Estimated Last Vehicle Delivered	Estimated Contract Complete
	v	0	 MM/DD/YY...	 MM/DD/YY...	 MM/DD/YY...	 MM/DD/YY...	 MM/DD/YY...
		0					

Note

- Click on the “+” to add a new row.
- Click on the “-” to remove a row when more rows are added than needed.

The following table outlines the columns located on the “*Budget and Milestones*” page in IGX:

Column Heading	Comments
Description	Choose Short-Range Transportation Planning, ALI 44.24.00
Scope	Completed by grant program manager
Suffix #	Completed by grant program manager
TPN	Completed by grant program manager
Fuel Type	N/A
# of Units	N/A
Award Amount	Amount requested by agency
State Match	Agency documents the amount of State funds to be provided from the agency’s State formula award, if applicable. This field does not document a request for state match funds
Local Match	Agency documents the amount
In-Kind Match	N/A
Total Funds	IGX system will calculate
TDC requested?	Check the box if requesting TDC
Match Ratio	Completed by grant program manager
TDC Amount	Calculated based on match ratio
Estimated RFP/IFB Issued	If hiring a consultant, enter date when RFP/IFB will be issued
Estimated Contract Award	Enter date when the agency and/or consultant intends to start work or when the agency intends to begin the project
Estimated First Vehicle Delivered	N/A
Estimated Last Vehicle Delivered	N/A
Estimated Contract Complete	Enter the date when all funds will be expended. This field is required.

Rural Transportation Assistance Program – RTAP

Scope

TxDOT requests projects which design and implement training and technical assistance 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. Projects may be funded by the [Transit Technical Services Program](https://www.txdot.gov/business/grants-and-funding/public-transportation-grants/transit-technical-services-program.html) (<https://www.txdot.gov/business/grants-and-funding/public-transportation-grants/transit-technical-services-program.html>) at TxDOT's discretion.

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;
- to support the coordination of public, private, specialized, and human service transportation services; and
- Promote comprehensive workforce development.

Projects should also support and promote the coordination of public transportation services across geographies, jurisdictions, and program areas. Coordination between rural and urbanized agencies is encouraged.

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.

Program Requirements

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.

Eligible Subrecipients

Refer to the *Matrix of Funding Choices* in this call for projects.

Eligible Project Types

Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations.

Note: Depending on the applications received and the available funds, TxDOT reserves the right to focus on specific project types.

Training, ALI 43.50.01

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

Technical assistance, ALI 43.50.02

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

Research, ALI 43.50.03

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

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

Funding Percentages

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

Eligible Projects

TxDOT may provide up to 100% of the cost of eligible projects.

Local Share Sources

If less than 100% is awarded, the local applicant must provide the funding for the balance of the project costs.

Evaluation Criteria

All projects submitted must meet the scope, objectives, and funding requirements identified in the Program Information for the RTAP program. Give quantitative data and/or estimates whenever possible. Use clear and concise language.

Demonstrated Need and Project Description

1. Is this project for training, technical assistance, transit research, and/or related support services? *

☐ Training

☐ Technical Assistance

☐ Transit Research

☐ Related Services

- Identify which of the eligible funding categories are part of the project.

2. Describe the specific need for the project: what service gaps, performance gaps, or unmet needs will be filled by the proposed project? For each gap or unmet need, provide convincing data to demonstrate why the project is needed. *

Convincing data includes results of studies, surveys, stakeholder input, and other *objective information that shows need*.

- Describe the individual elements of the gaps or unmet needs that this project will address. Convincing data includes objective material like survey results, planning studies, or other measurable information that supports the need for the project.

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3. Describe the project, detailing how the project addresses the demonstrated need. *

The project description should be concise and identify:

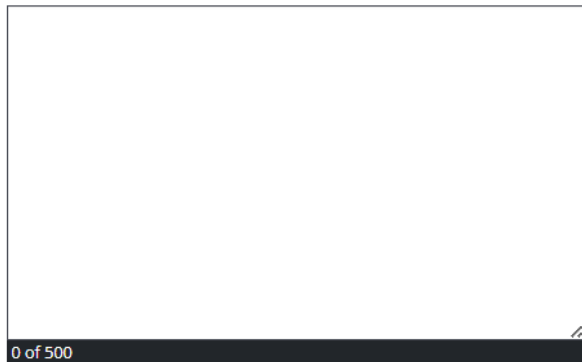
- A purpose statement for this project, clearly stating what is proposed;
- How this project will help with the needs demonstrated in question 2;
- How this project will be conducted (the methodology);
- The geographic scope of this project;
- What operational aspects will be examined, such as transit operations, maintenance, or coordination;
- The duration for this project (specify one or two years).

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

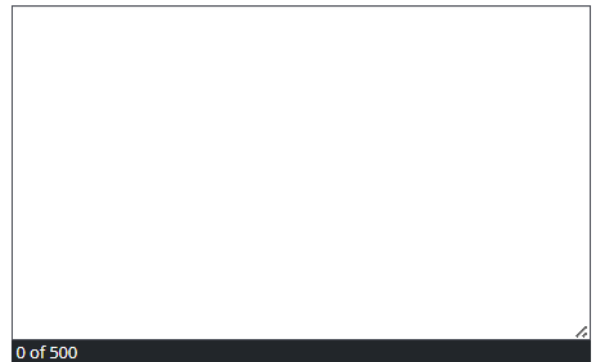
Note: If the plan update is pending, those goals, objectives, and/or priorities may be included as secondary sources. Prefix pending plan information with "Pending:"

Five-year plan goal, priority, or objective



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How the project relates



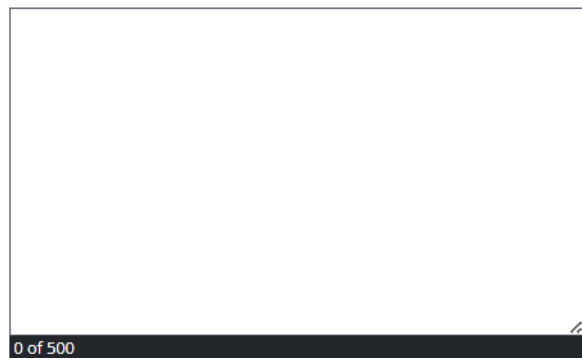
0 of 500



- **Five-year plan goal, priority, or objective:** Enter one goal, priority, or objective per line.
- **How the project relates:** Briefly describe how this project relates to the five-year plan, goal, or objective.

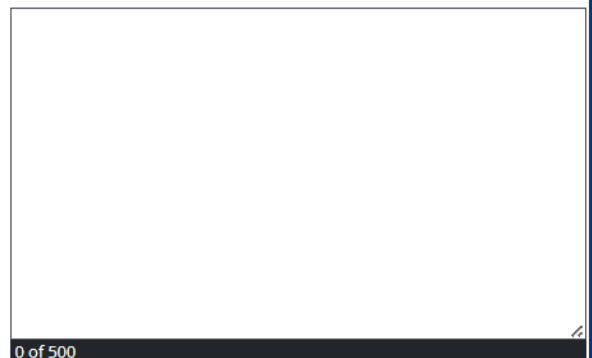
5. Identify goals for this project and describe the associated objectives of each goal. *

Project Goals



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Associated objectives



0 of 500



- **Project Goals:** Enter one project goal (desired result) per line.
- **Associated Objectives:** Enter the objectives (steps that will be taken) to meet the goal.

6. Describe specific project tasks to achieve the objectives identified above. *

Objectives	Tasks
0 of 500	0 of 500

- **Objectives:** Enter objectives identified in question 5, one per line.
- **Tasks:** List the tasks (activities) associated with each objective.

7. Describe the relationship of the project to current or proposed activities or services of the rural transit agency or agencies. *

- Describe how the project connects to achieving planning program priorities and objectives identified in the Program Guide, Section Five

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Project Workplan

1. Provide a step-by-step workplan. List the tasks identified in question 6 above. Identify the responsible party (individual or group) for the task, estimated completion date for each task, and identified deliverables as appropriate. *

Minimum required steps: project start, project completion, and final project evaluation. Other steps required (as applicable): procurement start, deliverable(s), and key meetings.

Task	Responsible party	Estimated completion date	Deliverable
0 of 250	0 of 100	MM/DD/YYYY	0 of 500

- **Tasks:** List the tasks (activities) and provide a detailed explanation. Project tasks should be specific, measurable, and time-bound.
- **Responsible party:** Identify who will be responsible for the task.

- **Estimated completion date:** Enter the date by which the task will be completed
- **Deliverable:** Provide the desired outcome(s) of the tasks (activities) that will fulfill the objective(s).

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

- Identify the source and duration of any other funds that will be used to implement and sustain this project.

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Roles and Responsibilities of Stakeholders

Examples of local stakeholders can include, but are not limited to, the following: *local businesses, workforce agencies, human services agencies, city officials, county officials, riders or the general public.*

1. Describe what groups/entities (stakeholders) were consulted or assisted in the development of this specific project. Describe how they participated in the project development. *

- List the names of organizations, entities and/or individuals who participated in the development of this project.
- Explain at which steps in the development of the project the stakeholders participated in and what they did.

0 of 6000

2. Identify specific stakeholders who will actively participate in proposed project activities. Describe the specific activities in which they will be involved and their roles. *

- List names of organizations, entities and/or individuals who have committed to actively participate in proposed project activities. Describe their specific role and specifically what they have committed. Identify individuals by name, title, and agency where possible.
- Attach in the space provided under the Project Evaluation section letters of commitment from these partnering organizations, entities and/or individuals. A letter of commitment (as opposed to simply a letter of support) is a letter documenting an organization's, entity's or individual's pledge of resources for this proposed project. This may be a commitment of financial support, staff support, services, or other resources. A letter

of commitment must describe the nature of the commitment and state exactly what the organization, entity or individual commits. The activities should connect to the step-by-step workplan in the previous section of the application.

- Letters must be signed by a person fully authorized to bind the organization, entity or individual.

0 of 6000

3. Describe steps the agency has taken or will take to coordinate with the Regionally Coordinated Transportation Planning lead agency or agencies in the project area. *

- List the name(s) of the lead agency(ies) for the planning region(s) for which you propose this project.
- Describe how you have coordinated with this/ these lead agency(ies) in developing this application and how you will coordinate with this/these agency(ies) should your project be funded. Provide a timeline for the steps.

0 of 4000

Experience and Capacity

1. Describe the applicant agency's experience with oversight and management of projects similar to the project in this application. *

- Describe specific, convincing examples of projects similar to this proposed project that the applicant oversaw and managed. Agencies must demonstrate their capacity to complete a project to obtain funding.
- Present a timeline showing development of the project. Include previously funded projects of similar scope or level of difficulty.

0 of 4000

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

- Identify individuals by name, title, and agency where possible; describe their role and qualifications for successfully completing this project. Include relevant details about the experience of each staff member.

0 of 4000

3. If a consultant will be used to carry out the project, describe the type of consultant services that will be procured. If an applicant already has a contract with a consulting firm that covers the proposed scope of work, include information regarding previous similar projects this consultant has worked on. *

- Provide name of consultant(s) whether currently secured or are anticipated to contribute to the project.
- Describe the specific services the consultant will provide.
- Provide the names and types of projects the consultant has experience with.

0 of 4000

Note: When consultant services are used, TxDOT must ensure all federal and state procurement processes are/have been followed. TxDOT usually oversees each phase of the procurement process.

Project Evaluation

1. Describe how the applicant, including any partners, intends to evaluate the success of the project. Include information on the evaluation of this project at different milestones or stages and identify specific areas to measure. *

Identify

- who will evaluate this project and their relevant experience in evaluating similar projects;
- the types of data to be collected as part of this project;
- Clearly describe a reliable methodology/approach for (1) designing this project to assure collection of reliable data, (2) gathering data, (3) analyzing, distilling and synthesizing data to measure success of the project, and (4) the rationale for using this particular approach. Include information on the evaluation of the project at different milestones or stages.

- Demonstrate how this methodology will assure (a) sufficient data collection for effectively evaluating this project, and (b) incorporate checkpoints during to allow for interim evaluation and adaptive management. Identify specific elements to measure.
- Describe how data and the data collection process will be managed and monitored for quality assurance.
- Explain what the plan is to get back on course if the project does not meet a milestone.

0 of 2000

Attach originally developed (not from a template) letters of commitment from stakeholders who will *provide resources* for this specific project.

Select

Drag Files Here

Attach originally developed (not from a template) letters of support from stakeholders endorsing the proposed project.

Select

Drag Files Here

Upload other attachments, as appropriate.

Select

Drag Files Here



Note: Documents requested throughout this application that do not have a specified upload field should be submitted in the section indicated above (Upload other attachments, as per instructions).

Budget and Milestones

The budget and milestones page contains information on how the agency will spend the funds, on a per line item basis.

Attachments

You may upload additional documentation here.
(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload
	Select Drag Files Here

Note: For requests covering multiple years, attach the Multiyear Budget Worksheet, available at <https://www.txdot.gov/business/grants-and-funding/public-transportation-grants.html>. This worksheet is not needed for single-year projects.

Line Items

Description	Scope	Suffix #	TPN	Fuel Type	# of Units	Award Amount	State Match	Local Match	In-Kind Match	Total Funds
						\$	\$	\$	\$	\$0
Subtotal:						\$0	\$0	\$0	\$0	\$0

TDC Requested?	TDC Match Ratio	TDC Amount	Estimated RFP/IFB Issued	Estimated Contract Award	Estimated First Vehicle Delivered	Estimated Last Vehicle Delivered	Estimated Contract Complete	
☐								+

Note

- Click on the "+" to add a new row.
- Click on the "-" to remove a row when more rows are added than needed.

The following table outlines the columns located on the “*Budget and Milestones*” page in IGX:

Column Heading	Comments
Description	Choose one of these options from the drop-down list: Training, ALI 43.50.01, Technical assistance, ALI 43.50.02, or Research, ALI 43.50.03
Scope	Completed by grant program manager
Suffix #	Completed by grant program manager
TPN	Completed by grant program manager
Fuel Type	N/A
# of Units	N/A
Award Amount	Amount requested by agency
State Match	Agency documents the amount of State funds to be provided from the agency’s State formula award, if applicable. This field does not document a request for state match funds.
Local Match	Agency documents the amount
In-Kind Match	Agency documents the amount. Support documents and amount entered in this field must concur.
Total Funds	IGX system will calculate
TDC requested?	N/A
Match Ratio	N/A
TDC Amount	N/A
Estimated RFP/IFB Issued	If hiring a consultant, enter date when RFP/IFB will be issued
Estimated Contract Award	Enter date when the agency and/or consultant intends to start work
Estimated First Vehicle Delivered	N/A
Estimated Last Vehicle Delivered	N/A
Estimated Contract Complete	Enter the date when all funds will be expended. This field is required.

Rural Discretionary – RD

Scope

TxDOT 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. Projects for some elements of facility development may be funded by the [Transit Technical Services Program](https://www.txdot.gov/business/grants-and-funding/public-transportation-grants/transit-technical-services-program.html) (<https://www.txdot.gov/business/grants-and-funding/public-transportation-grants/transit-technical-services-program.html>) at TxDOT's discretion.

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.

Program Requirements

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.

Eligible Subrecipients

Refer to the *Matrix of Funding Choices* for this call for projects.

Eligible 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 applications received and the available funds, TxDOT reserves the right to focus on specific project types.

Eligible activities should be derived from issues as follows:

- Coordination and technical support activities such as regional initiatives for maintenance, training, and communication. Such projects may involve multi-use facilities, regional maintenance facilities, or multi-modal initiatives.
- Construction of new facilities needed for transit purposes or major rehabilitation of existing facilities which have been and will continue to be used for public transportation activities. Examples include construction or major rehabilitation of multimodal, maintenance, and administrative facilities used for rural public transportation activities to achieve a state of good repair.
- 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.
- Maximize coverage in the provision of public transportation services such as increased service areas or the ability to serve more or different citizens.
- 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.

Eligible Assistance Categories

TxDOT has established assistance categories in alignment with FTA guidelines and applicable laws and regulations.

The following table outlines the categories and description for eligible assistance:

Category	Description
Local Administrative Expenses	• Salary and fringe benefits; • Office supplies and equipment; • Professional services and fees; • Employee training (new and ongoing); • Computer network maintenance; • Processing accounts payable and receivable; • Outreach, advertising, and marketing.

Category	Description
Capital Expenses	• Buses, vans, or other paratransit vehicles, fare boxes, wheelchair lifts and restraints; • Equipment for transporting bicycles on public transit vehicles; • Radios and communication equipment; • Equipment installation, Vehicle procurement, testing, inspection, and acceptance costs; • Preventive maintenance, including all maintenance costs; • Vehicle rehabilitation, remanufacture, or overhaul; • Capital and operating support including computer hardware or software; • New technology, both innovative and improved products; • Construction or rehabilitation of transit facilities including design, engineering; • Passenger shelters, bus stop signs, park and ride lots, and similar passenger amenities; • Mobility management; • The lease of vehicles or equipment, provided that the agency, 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; • The capital portions of costs for service under contract as described in FTA Circular 9040.1H or its latest published version.
Planning Activities	• Studies relating to management, operations, and capital requirements; • Evaluation of previously funded projects; • Other similar or related activities prior to and in preparation for the undertaking or improvement of eligible services.
Marketing Activities	• Market research; • Production of route maps and schedules; • Information delivery; • Website development; • Program outreach

Category	Description
Operating Expenses	- Costs directly tied to system operations. FTA Circular 9040.1H or its latest published version shall be the guide for determining eligible operating expenses. Operating expenses may include: - Fuel; - Oil; - Driver, dispatcher, and mechanic salaries; - Purchase of service.

Funding Percentages

Projects will be funded with FTA grant funds in accordance with Title 49 U.S.C. § 5311, with the percentage of cost provided and expected match percentage by applicant depending on the type of project.

The following table outlines the project types and funding percentages:

Project Type	Funding Percentage
Local Administration	Up to 80% of the cost of local administration
Capital Projects	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. Up to 90% of the costs of eligible mobility aid modifications may be provided. New vehicles complying with ADA or Clean Air Act are eligible up to 85%.
Planning Projects	Up to 80% of the cost of planning projects is provided.
Marketing Projects	Up to 80% of the cost of marketing projects provided.
Operating Assistance	Up to 50% of net operating expenses provided.
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

Project Type	Funding Percentage
	identified. TDC may be requested for projects excluding operating projects.

Evaluation Criteria

All projects submitted must meet the scope, objectives, and funding requirements identified 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.

Demonstrated Need and Project Description

1. Describe the specific need for the project: what service gaps, performance gaps, or unmet needs will be filled by the proposed project? For each gap or unmet need, provide convincing data to demonstrate why the project is needed. *

- Clearly describe the unmet need(s) addressed by the proposed project.
- Explain the gap(s) that would continue to exist or would be created without funding.
- Present current and relevant data supporting the identified gaps or unmet needs.
 - All supporting data must be properly documented, accurately sourced for each identified gap or unmet need, and included with the application.
- Gaps and unmet needs refer to problems that have been identified; an effective problem identification description defines the nature and extent of the specific issue(s) the proposed project will address.

0 of 4000

2. Provide a detailed project description and describe how the project addresses the demonstrated need. *

- Explain how the proposed project comprehensively addresses the identified need.
- Describe the strategies, tasks, and activities that will be used to meet the need.
- Provide properly sourced supporting data with the application.

0 of 8000

3. Provide clear and concise project goals and describe the associated objectives of each goal. *

Project Goals

0 of 500

Associated Objectives

0 of 500

- **Project Goals:** Need to be specific, measurable, achievable, relevant, and time-bound.
- **Project Goals:** Enter one project goal (desired outcome) per line.
- **Associated Objectives:** Enter the objectives (specific, measurable, actions that will be taken) to meet the goal.

4. Describe specific project tasks and deliverables to achieve the objectives identified above. *

Objectives

0 of 500

Tasks

0 of 500

Deliverables

0 of 500

- **Objectives:** Enter objectives identified in Question 3, one per line.
- **Tasks:** List the tasks (activities) associated with each objective and provide a detailed explanation. Project tasks should be specific, measurable, and time-bound.
- **Deliverables:** Provide the desired outcome(s) of the tasks (activities) that will fulfill the objective(s).

5. Describe how this project meets the scope and objectives of the grant program and how it correlates to priorities outlined in this call for projects. *

- Grant program objectives and project call priorities are located on [page 56](#).
- The proposed project should also align with one or more of the Texas Statewide Multimodal Transit Plan (SMTP) goals outlined below:
 - Promote Safety
 - Deliver the Right Projects
 - Focus on the Customer
 - Foster Stewardship
 - Optimize System Performance
 - Preserve out Assets

0 of 4000

6. Identify the goals, objectives and/or priorities in the area's most recent five-year public transportation/human services transportation plan or Texas Intercity Bus Study that relate to the need for the project. *

Five-year plan goal, priority, or objective

0 of 500

How the project relates

0 of 500

- **Five-year plan goal, priority, or objective:** Enter one goal, priority, or objective per line.
- **How the project relates:** Briefly describe how this project relates to the five-year plan, goal, or objective.

7. Describe how the project supports regional multi-use or multi-modal opportunities. *

- Explain how the proposed project promotes local and regional priorities by coordinating stakeholders and integrating services.
- Give concrete examples and cite sources when relevant.
- Review the goals and objectives outlined in the Texas Statewide Multimodal Transit Plan (SMTP).

0 of 4000

8. Describe how the project integrates and coordinates between different public and /or private providers to expand options or maximize performance in rural areas of the state. *

- Provide the names of the public and/or private providers and the anticipated level of integration and coordination amongst each.
- Describe how these partnerships will expand options in rural areas.
- Describe how the coordination efforts will improve performance. Provide anticipated measures to be used.

0 of 4000

Project Implementation

1. Identify benchmarks or milestones that will be used to determine if the project is on track to be completed on time, within scope, and on budget. *

- Benchmarks and milestones must be clearly defined and quantifiable.
- Provide a detailed project timeline, specifying key milestones and corresponding target dates.
- **The proposed project milestones must be within the 2-year performance period.**

0 of 4000

2. Describe risk mitigation strategies that will be used to keep the project on schedule and within the scope and budget. *

- Submit a documented risk mitigation or risk response strategy, such as a Risk Management Plan.
- Give specific details about risk mitigation and response strategies.

0 of 4000

3. Describe any other fund sources that will be used to plan, initiate, implement, or sustain the project/service. *

- Specify the names of any additional funding sources, the corresponding amounts, and the periods during which these funds will be available.
- Specify the components of the project for which the funds are expected to be allocated such as planning, initiation, implementation, or ongoing sustainability.

- Upload evidence of documented commitment.
- In the Project Evaluation section upload letters of commitment from partner organizations, entities, or individuals. These letters should detail pledged resources—such as funding, staff, services, or other support—and clearly state the nature and extent of the commitment. The activities described must align with the workplan outlined earlier in the application.
- Letters must be signed by someone authorized to bind the organization, entity, or individual.

0 of 4000

4. Describe how the project's benefit value to the community will be evaluated.*

- Describe the potential benefits of the proposed project on the rural area, the community, transit riders, and the agency.
- Outline the specific criteria that will be evaluated to determine the benefit to the community.
- Use both qualitative and quantitative data when relevant.

0 of 4000

5. How will this project impact your performance or the fulfillment of your services?

- Provide a summary of how this proposed project may affect your organization's overall operations or performance. Indicate the potential effects—both positive and negative—on current operations.
- How will current resources be affected? What mitigation strategies are planned?
- Describe how this proposed project will achieve better performance in the future.
- Qualitative and quantitative data may be utilized when relevant.

0 of 4000

Roles and Responsibilities of Stakeholders

Examples of local stakeholders can include, but are not limited to, the following: local businesses, workforce agencies, human services agencies, city officials, county officials, riders or the general public.

1. Describe what groups/entities (stakeholders) were consulted or assisted in the development of this specific project. Describe how they participated in the project development. *

- Present a timeline detailing stakeholder engagement throughout the proposed project's development.
- Provide the names of organizations, entities, and individuals involved in the development of this proposed project. Where available, include the individual's name, title, and agency.
- Indicate the stages of project development in which stakeholders were involved and describe their roles and activities.

0 of 4000

2. Identify specific stakeholders who will actively participate in proposed project activities. Describe the specific activities in which they will be involved and their roles. *

- Provide a list of organizations, entities, and individuals committed to participating in the proposed project activities.
- List names, titles, and agencies when available.
- State their role and detail the actions they have taken to indicate a commitment on their part.
- Stakeholder activities should align with the identified milestones.
- In the Project Evaluation section, upload letters of commitment from partnering organizations, entities, or individuals. These letters should detail pledged resources—such as funding, staff, or services—for the proposed project, clearly outlining the nature and scope of the commitment. Activities described must align with the step-by-step workplan in the previous application section.
- Letters must be signed by an individual who is fully authorized to legally bind the organization, entity, or individual.

0 of 4000

3. Describe how the agency has or will coordinate with the Regionally Coordinated Transportation Planning lead agency or agencies in the project area. *

- Prepare a detailed timeline of events to facilitate effective coordination.
- Provide the name(s) of the lead agency(ies) for the planning region(s) associated with this project proposal.
- Outline your organization's coordination efforts with the lead agency or agencies during the development of this application and describe your plan for ongoing collaboration should your project receive funding. Include a timeline detailing the steps involved.

0 of 4000

Experience and Capacity

1. Describe qualifications the agency has for management and oversight for a project of this type, size, and scope. *

- List previously funded projects with comparable scope or complexity.
- Give clear examples of similar projects that the applicant managed.
- Show a timeline of project development.
- Provide support document, as relevant.

0 of 4000

2. Identify project staff who will contribute the project. Describe their roles, responsibilities, and qualifications. *

- List staff titles, names, agencies (if relevant), and describe each person's role in this project.
- Please ensure that all pertinent information regarding each staff member's experience is included.
- List staff credentials or certifications.

0 of 4000

3. If a consultant will contribute to the project, describe the type of services they will provide. If a consultant is presently secured, describe their prior experience with similar projects. *

- List the names of any consultants who are currently secured or expected to participate in the project.
- List the services that the consultant will offer.
- List the consultant's prior projects by name, type, and scope.

0 of 4000

Note: When consultant services are used, TxDOT must ensure all federal and state procurement processes are/have been followed. TxDOT typically oversees each phase of the procurement process.

Project Evaluation

1. Describe how the agency, including any partners, intends to evaluate the overall success of the project. Include information on the evaluation of this project at major milestones or stages and identify specific areas to measure.*

Identify:

- Who will evaluate the project and their experience with similar evaluations.
- List the data types to be collected.
- Clearly describe a reliable methodology/approach for (1) designing this project to assure collection of reliable data, (2) gathering data, (3) analyzing, distilling and synthesizing data to measure success of the project, and (4) the rationale for using this particular approach. Show how this methodology ensures adequate data collection and includes checkpoints for interim evaluation and adaptive management.
- Describe how data and its collection will be managed and monitored for quality assurance.

0 of 4000

Attach originally developed letters of commitment from stakeholders who will *provide resources* for this specific project.

Select

Drag Files Here

Attach originally developed letters of support from stakeholders that are endorsing the proposed project.

Select

Drag Files Here

Upload other attachments, as appropriate.

Select

Drag Files Here

Note: Documents requested throughout this application that do not have a specified upload field should be submitted in the section indicated above (Upload other attachments, as per instructions).

Facilities Specific Evaluation

Will this project involve construction, alteration, repair, or purchase of buildings, structures, or other real property?*

☐

Yes

☐

No

1. Provide a project schedule which identifies each phase of the project, general activities in each phase, and the cost per phase. *

Phase	Activities	Cost	Date(s) or Time Frame
		\$	
0 of 500	0 of 100		0 of 50

- **Phase:** Fill out a row for each Transit Facility Pipeline phase and accompanying fields to the right of Phase. Reference Attachment A for phase title(s).
- **Activities:** Provide the general activities in each phase that are to be accomplished.
- **Cost:** Provide a dollar amount in terms of cost for each phase. Type in a numeric value only. Commas, dollar signs and decimal places are not required.

- **Date(s) or Time frame:** Include an attachment that illustrates all the project phases and cost per phase.

2. Identify the project phases(s) that are included as part of this application for funding. *

- A. Planning and Scoping ☐
- B. Preliminary Engineering and Environmental Review ☐
- C. Final Design and Real Estate Acquisition ☐
- D. Procurement ☐
- E. Construction ☐

3. **This question is divided into 3 subparts - 3a through 3c - for the purpose of obtaining detailed information on status and funding for the various phases:**

3a. Identify **completed** phases and describe the activities that have taken place for those phases. Identify actual costs per phase and funding sources.*

Phase	Activities that have taken place	Cost	Funding Source
		\$	
0 of 100	0 of 500		0 of 50

- **Phase:** Fill out a row for each completed Transit Facility Pipeline phase and accompanying fields to the right of Phase. Reference Attachment A for phase title.
- **Activities which have taken place:** List the activities accomplished in each phase. If the application includes construction of a new facility, indicate whether a feasibility study or needs assessment has been completed.
- **Cost:** Provide a dollar amount for actual costs incurred for each phase to date and identify each funding source used to cover those expenses. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source:** Provide source(s) from where the funds were secured. Include an attachment that outlines all funding sources for the project.

3b. Describe any current activities **in progress**, by project phase. Identify the cost per phase, funding sources and amounts committed. *

Phase	Activities in progress	Cost	Funding Source	Amount Committed
		\$		\$
0 of 100	0 of 500		0 of 50	

- **Phase:** Fill out a row for each in-progress Transit Facility Pipeline phase and accompanying fields to the right of Phase. Reference Attachment A for phase title.
- **Activities in progress:** Provide the activities in each phase that are in progress.
- **Cost:** Provide a dollar amount for each phase in progress and funding sources. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source:** Include an attachment that outlines all funding sources thus far for the project.
- **Amount committed:** Include an attachment that outlines the amount of funds committed to date for the project.

3c. Describe **future** activities, by project phase. For each phase provide estimated cost, secured funding sources and amounts, and funds being requested. *

Phase	Activities to be accomplished	Cost	Funding Source	Amount Committed	Amount Requested
		\$		\$	\$
0 of 100	0 of 500		0 of 50		
Total:				\$0	\$0

- **Phase:** Fill out a row for each future Transit Facility Pipeline phase and accompanying fields to the right of Phase. Reference Attachment A for phase title.
- **Activities to be accomplished:** Provide the activities in each phase that are planned for the future.
- **Cost:** Provide a dollar amount for each phase planned for the future. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source:** List all sources of funding that have been secured for this project. Include any local, state and federal funds.
- **Amount committed:** Provide amount of funds committed for this call for projects.
- **Amount requested:** Provide amount of funds being requested for this call for projects.

Describe how amounts were determined.

- Describe how the allocation of costs to transit service was determined.
- Provide the basis for the allocation (i.e., square footage, itemized equipment, etc.)
- If there will be incidental use, please specify the percentage breakdown anticipated for transit vs. Non-transit use.

0 of 2000

Upload funding source material

Description

Upload

Select

Drag Files Here

Provide support documentation or letter(s) of support that outline the source(s) of committed funds for the proposed project, as applicable.

4. Provide the facility location if available. *

N/A

☐

Address

City

State

Zip

Map

Description

Upload

0 of 250

Browse

Drag Files Here

Provide a map showing the area of the facility if location is known or proposed. Maps should be uncrowded, clearly marked, and legibly labeled. Maps should be zoomed in enough to clearly see the location of marked features, such as the locations of safety hazards, connecting facilities, or barriers. Include important street names or landmarks.

5. Do you own or rent the property? * If renting, upload a copy of the lease.

☐ Own ☐ Rent/Lease ☐ Location not selected

Lease Description

Upload

Select

Drag Files Here

5a. Does TxDOT PTN have a lien on this property?

☐ Yes ☐ No

5b. Are there any other liens on the property?

☐ Yes ☐ No

If so, please describe these liens and upload a copy of each:

Description

- Provide the county clerk's recoding number for each non-TxDOT lien
- Include the name of the grantee
- If a lien will need to be removed prior to approval of your request for funding, include a plan of action along with a timeline for removing that lien.
- Depending on the type of lien, TxDOT PTN may require those judgments to be satisfied prior to project approval.
- TxDOT may request a Deed of Trust in favor of TxDOT for construction projects.

Lien Holder Name

Upload Copy of Lien Documents

Select

Drag Files Here

6. Do you have an existing Categorical Exclusion (CE) that was approved by FTA for this project?

☐ Yes ☐ No

Upload copy of CE and FTA CE approval

Date Approved	Description	Upload
 MM/DD/YYYY		Select Drag Files Here

7. Do you plan on any joint development or incidental use including leasing space to other parties? *

☐ Yes ☐ No

Note: Definitions for joint development, incidental use and shared use are available on FTA's website at: <https://www.transit.dot.gov/faq/joint-development/what-are-differences-between-fta%E2%80%99s-definitions-joint-development-disposition>.

Describe your plan for joint development or incidental use.

- Identify all parties involved in these activities.
- If joint development, incidental or shared use will create rental income for the transit agency, describe any plans for reinvesting that income in transit. Provide a documented plan that outlines the disbursement of reinvested income.
- Indicate the total square footage of the facility and the amount to be occupied by non-transit partners.

0 of 2000

8. Is the facility located within a known flood plain? *

☐ Yes ☐ No ☐ Location not selected

Description

Upload

Select

Drag Files Here

Upload FEMA flood map.

- Flood maps are available at <https://msc.fema.gov/portal/home>
- Flood insurance may be required if any portion of the property is located within a 100-year flood plain.
- Coastal areas may require additional insurance.

8a. Do you have flood insurance?

☐ Yes ☐ No ☐ Location not selected

8b. If yes, upload a copy of your organization's flood insurance

Description

Upload

Select

Drag Files Here

Note: Upload a copy of your policy's declaration page as well as information showing the property's address and legal description.

Budget and Milestones Form

The budget and milestones page contains information regarding how the agency will spend the funds, on a per line item basis.

Attachments

You may upload additional documentation here.
(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload
	Browse... No file selected.

Note: For requests covering multiple years, attach the Multiyear Budget Worksheet, available at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>. This worksheet is not needed for single-year projects.

Line Items

Description	Scope	Suffix #	TPN	Fuel Type	# of Units	Award Amount	State Match	Local Match	In-Kind Match	Total Funds
						\$	\$	\$	\$	\$0
Subtotal:						\$0	\$0	\$0	\$0	\$0

TDC Requested?	TDC Match Ratio	TDC Amount	Estimated RFP/IFB Issued	Estimated Contract Award	Estimated First Vehicle Delivered	Estimated Last Vehicle Delivered	Estimated Contract Complete	
☐		0						+
		0						

Note

- Click on the "+" to add a new row.
- Click on the "-" to remove a row when more rows are added than needed.

The following table outlines the columns located on the “*Budget and Milestones*” page in IGX:

Column Heading	Comments
Description	Select an ALI description from the drop-down list.
Scope	The field is locked. For TxDOT-PTN internal use only.
Suffix #	The field is locked. For TxDOT-PTN internal use only.
TPN	The field is locked. For TxDOT-PTN internal use only.
Fuel Type	Select the fuel type from the drop-down list, for vehicle purchase only.
# of Units	Type in a numeric number, for vehicle purchase only.
Award Amount	Federal funds requested by the Subrecipient.
State Match	Subrecipient completes, if applicable.
Local Match	Subrecipient completes, if applicable.
In-Kind Match	Subrecipient completes, if applicable.
Total Funds	IGX calculates.
TDC requested?	TDCs are available upon request, by clicking on the checkbox and justification is attached to grant application.
Match Ratio	The field is locked. For TxDOT-PTN internal use only.
TDC Amount	The field is locked. For TXDOT-PTN internal use only.
Estimated RFP/IFB Issued	Date must be entered for all capital items and any contracted services by the Subrecipient.
Estimated Contract Award	Enter the start date provided by PTN.
Estimated First Vehicle Delivered	Vehicle projects only. To be filled out by the Subrecipient.
Estimated Last Vehicle Delivered	Vehicle projects only. To be filled out by the Subrecipient.
Estimated Contract Complete	Enter the start date provided by PTN.

Intercity Bus – ICB

Purpose

The purpose of the Federal Transit Administration (FTA) Section 5311(f) Intercity Bus (ICB) program is to help provide a rural area intercity bus transportation system designed to address the intercity bus transportation needs of the state by providing financial assistance for operating, capital, and/or planning grants that support the three (3) National objectives (see Objectives).

Funding from FTA allows the state of Texas to fulfill the transportation needs of the state by supporting projects that provide transportation between non-urbanized areas and urbanized areas that result in connections of greater regional, statewide, and national significance.

Scope

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

Objectives

The objectives of the federal intercity bus program are to:

1. Support connections between rural areas and the larger regional or national system of ICB service.
 - a. Provide a meaningful connection where intercity bus stations/intermodal terminal should be a primary destination or a designated stop on a public street immediately adjacent to the station.
2. Support services responding to the intercity travel needs of residents in rural areas.
 - a. Maintaining a focus on establishing a meaningful connection and connectivity to other modes of transportation.
 - b. Meet broader transportation needs at other common locations (i.e., medical facility, shopping center, etc.).
3. Support the infrastructure needs of the ICB network through planning and marketing assistance and capital investments.
 - a. Informational outreach marketing methods that enhance coordination, ridership, increase mobility, quality of service, and service efficiency.
 - b. Filling gaps in service on the Texas network, identified through planning and/or feasibility studies to include new service, routes, and/or public-private partnership that directly benefit the Texas intercity bus transportation network.

Consistent with these objectives, TxDOT seeks to maintain and expand access to intercity bus services provided in the state, including both of those it funds and the larger network of unsubsidized service.

TxDOT is seeking applications for rural area ICB services that either maintain well performing historically subsidized services or propose new service connections inclusive of priority connections identified in the 2021 Texas Intercity Bus (ICB) Study described below.

Following the approval of the Intercity Bus Program Strategic Direction Report by PTAC in 2019, a consultant was selected to conduct a statewide ICB Study. The ICB Study examined integrating and leveraging ICB funding with other funds to support and sustain access to intercity service connections for rural area residents to longer distance urbanized area destinations, including, but not limited to, connections to the national intercity bus, passenger rail, and general aviation networks. Priority ICB connections from the study are included in this Coordinated Call. Both documents can be found at: <https://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance/intercity-bus.html>.

Priorities

TxDOT priorities for this call for projects include the following:

1. Sustain historically subsidized intercity bus routes with continued demonstration of need and performance. Provide funding for capital needs in support of these services. (as provided for on pages 81 and 82)
2. Support new and/or previously unsubsidized routes with sufficient justification of need and proposed performance (eligible routes identified by the ICB Study will be prioritized over other new routes).

Program Requirements

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.

Definition

The definition of intercity bus service under the federal Section 5311(f) program includes the following elements:

- Operating between two or more urban areas over long distances (except feeder services)
- Service includes stops in non-urbanized areas (under 50,000 population)
- Fixed-route, fixed-schedule (except feeder services)
- Has space for baggage
- ADA Accessible-all services
- Services with a meaningful connection to the national intercity bus network
 - A meaningful connection is one in which the services being supported by the project serve the same stop (to allow for easy connections between buses) and have coordinated schedules to minimize the wait between buses.

The characteristics of intercity bus service identified in the Strategic Direction report are consistent with this definition.

Eligible Subrecipients

Refer to the “*Matrix of Funding Choices*” of this call for projects.

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. Only the proportional share of the project which can be directly related to the rural area and intercity bus will be considered.

Service routes

In the 2021 Texas ICB Study, TxDOT identified several rural area priority connections throughout the state. The revised list of connections for this call for projects is provided below. Rural connections are required for any priority connections listed below with urban start and end points.

Currently Unsubsidized Priority Rural Area Connections

- Amarillo-Vernon-Wichita Falls
- Dallas-Sherman-Bonham-Paris-Texarkana
- San Angelo-Brownwood-Fort Worth
- San Angelo-Sonora-Del Rio
- Waco-Hillsboro-Cleburne-Fort Worth
- Wichita Falls-Gainesville-Sherman-Paris-Texarkana

Currently Subsidized Priority Connections with Rural Area Access

- Amarillo-San Antonio
- Austin-Bastrop
- Austin-Luling
- Austin-San Marcos
- Corpus Christi-Houston
- Dallas-Houston
- El Paso-Amarillo
- El Paso-Anthony-Las Cruces
- El Paso-Lubbock
- Ft. Worth-Gatesville-Austin
- Ft. Worth-Wichita Falls
- McAllen-Laredo
- Midland/Odessa-Presidio
- San Antonio-Del Rio
- Taylor-Austin

Note: Routes are subject to the 2020 Census rural/urban area designations.

Link: <https://www.census.gov/programs-surveys/decennial-census/decade/2020/2020-census-results.html>

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. The applicant should describe their route and its functional relationship to the Texas intercity bus network and the National Intercity Bus Service. Each proposal shall describe how your system connects directly/indirectly with other transit service providers and/or modes of transportation to support meaningful connections and connectivity including layover time(s). 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.

For-Profit ICB Carriers

Private carriers should provide the following items:

- Current federal operating authority certification, or some other proof of certification by the federal government as an authorized/approved ICB Carrier.

- A copy of the company snapshot at <https://safer.fmcsa.dot.gov/CompanySnapshot.aspx> or a statement on why it is not available.
- Proof of vehicle liability insurance.
- 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/>.

Interlining Service

Transit Entities requesting funding for operating assistance for interlining feeder service:

- Must attach a current federal operating authority certification.

Capital Projects - Fleet

Applications for capital projects to address documented ICB vehicle inventory needs may include, but not limited to, purchase of lift-equipped vehicles with provisions for passenger luggage and eligible vehicle types; 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 and may only be funded up to a reasonably sized rural area fleet equivalent, based on Texas-based rural area ridership numbers.

Replacement Vehicles Criteria

- Must be an existing route with a minimum three (3) year history of being subsidized.
 - With sufficient ridership to qualify for continued subsidy.
- Need to justify size and type of vehicle and must meet ICB criteria.
- Must already meet useful life standards.
- Only a proportional share of the vehicle related to rural area service in Texas will be considered for funding.
- One (1) vehicle per route per Coordinated Call cycle.

Expansion/New Vehicles Criteria

- Will only be considered in support of a successful application for a new route or expansion of a currently subsidized route.
- Need to justify size and type of vehicle and must meet ICB criteria.
- Only a proportional share of the vehicle related to rural area service in Texas will be considered for funding.
- One (1) vehicle per route per Coordinated Call cycle, (other vehicles would be replacement and follow replacement guidelines).

Capital Projects - Facilities

Applications for capital projects to maintain current facilities, and plan and construct new, or modified, facilities shall be limited to the documented rural area service share of publicly owned and operated multi-modal passenger facilities. The project applicant will propose, and TxDOT will confirm the documented share calculation.

Project applicants are highly encouraged to apply for funding under the Rural Discretionary portion of the Call for Projects, if eligible, as this is a more flexible source of funding, without restrictions specific to the use of ICB program funds.

Facilities Criteria

- Must demonstrate the benefit to the rural areas of Texas.
- Must demonstrate a documented need and readiness (needs assessment and feasibility study, etc.)
- Must have land or funding to purchase land, as a prerequisite for application acceptance.
- Will award only a proportional share of the proposed project - applicant should present their best assessment of what the proportional share is, (miles, ridership, cost per mile) but must demonstrate what is a substantial benefit to the rural areas of Texas.
- Applicant must include a statement that, on receipt of funding, commits the applicant to sustained intercity service use of the facility or risk of repayment of remaining interest in the intercity grant program share of the overall project funding.

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, but not limited to:

Planning Projects
• Studies for new routes or alignments;
• 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;
• Inventories of services and facilities.
• Development of GTFS data to facilitate trip-planning apps connecting transit and intercity bus services.

Marketing Projects

Marketing application examples include, but are not limited to:

Marketing Projects
• Market research
• Production of route maps and schedules
• Information delivery
• Website development
• Outreach

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.

The following table outlines the project types and funding percentages:

Project Type	Funding Percentage
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.
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. Applicants must consult with TxDOT prior to offering land as local match.
Planning Projects	• TxDOT may provide up to 80% of the cost of eligible planning projects.
Marketing Projects	• TxDOT may provide up to 80% of the cost of eligible marketing projects.

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. Award of Transportation Development Credits (TDC) may be requested with provided justification.

In-Kind

In-kind match based on the value of connecting unsubsidized intercity bus service is allowed under this program (following FTA guidance), but the applicant must include a letter of commitment from the carrier providing the match. Prior to award the letter of commitment must be updated to indicate the connecting schedules or services used as match and the value of those services (based on the fully allocated per mile cost of the service without netting any revenues). A carrier providing unsubsidized intercity service may provide match for itself. In-kind miles do not have to be operated in the same state as the service being matched.

Mobility needs-based components

All applications must include components documenting how they address issues of ICB mobility needs and demonstrate service integration and coordination among stakeholders and providers. 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.

Evaluation Criteria

All projects submitted must meet the scope, objectives, and funding requirements identified 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.

Demonstrated Need and Project Description

1. Describe the specific need for the project: what service gaps, performance gaps, or unmet needs will be filled by the proposed project? For each gap or unmet need, provide convincing data to demonstrate why the project is needed. *

- Clearly describe the unmet need(s) addressed by the proposed project.
- Explain the gap(s) that would continue to exist or would be created without funding.
- Present current and relevant data supporting the identified gaps or unmet needs.
 - All supporting data must be properly documented, accurately sourced for each identified gap or unmet need, and included with the application.
- Gaps and unmet needs refer to problems that have been identified; an effective problem identification description defines the nature and extent of the specific issue(s) the proposed project will address.

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2. Provide a detailed project description and describe how the project addresses the demonstrated need. *

- Explain how the project comprehensively addresses the identified need.
- Describe the strategies, tasks, and activities used to meet the need.
- Provide properly sourced supporting data with the application.

0 of 8000

3. Provide clear and concise project goals and describe the associated objectives of each goal. *

Project Goals	Associated Objectives
0 of 500	0 of 500

- **Project Goals:** Need to be specific, measurable, achievable, relevant, and time-bound.
- **Project Goals:** Enter one project goal (desired outcome) per line.
- **Associated Objectives:** Enter the objectives (specific, measurable, actions that will be taken) to meet the goal.

4. Describe specific project tasks and deliverables to achieve the objectives identified above. *

Objectives	Tasks	Deliverables
0 of 500	0 of 500	0 of 500

- **Objectives:** Enter the objectives identified in question 3, one per line.
- **Tasks:** List the tasks (activities) associated with each objective.
- **Deliverables:** Provide the desired outcome(s) of the tasks (activities) that will fulfill the objective(s).

5. Describe how this project meets the scope and objectives of the grant program and how it correlates to priorities outlined in this call for projects. *

Grant program objectives and project call priorities begin on page 58.

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6. Identify the goals, objectives and/or priorities in the area's most recent five-year public transportation/human services transportation plan or Texas Intercity Bus Study that relate to the need for the project. *

Five-year plan goal, priority, or objective

0 of 500

How the project relates

0 of 500

- **Five-year plan or ICB Study goal, priority, or objective:** Enter one goal, priority, or objective per line.
- **How the project relates:** Briefly describe how this project relates to the five-year plan or ICB Study goal, or objective.

7. Describe how the project supports regional multi-use or multi-modal opportunities. *

- Explain how the proposed project promotes local and regional priorities by coordinating stakeholders and integrating services.
- Give concrete examples and cites sources when relevant.

0 of 4000

8. Describe how the project integrates and coordinates between different public and /or private providers to expand options or maximize performance in rural areas of the state. *

- Provide the names of the public and/or private providers and the anticipated level of integration and coordination amongst each.
- Describe how these partnerships will expand options in rural areas.
- Describe how the coordination efforts will improve performance. Provide anticipated measures to be used.
- Describe how this project encourages seamless trip and ticket integration between carriers.

0 of 4000

Project Implementation

1. Identify benchmarks or milestones that will be used to determine if the project is on track to be completed on time, within scope, and on budget. *

Benchmarks and milestones must be clearly defined and quantifiable.

- Provide a detailed project timeline, specifying key milestones and corresponding target dates.
- **The proposed project milestones must be within the 2-year performance period.**

0 of 4000

2. Describe risk mitigation strategies that will be used to keep the project on schedule and within the scope and budget. *

- Submit a documented risk mitigation or risk response strategy, such as a Risk Management Plan.
- Give specific details about risk mitigation and response strategies.

0 of 4000

3. Describe any other fund sources that will be used to plan, initiate, implement, or sustain the project/service. *

- Specify the names of any additional funding sources, the corresponding amounts, and the periods during which these funds will be available.
- Specify the components of the project for which the funds are expected to be allocated such as planning, initiation, implementation, or ongoing sustainability.
- Upload evidence of documented commitment.
- In the Project Evaluation section upload letters of commitment from partner organizations, entities, or individuals. These letters should detail pledged resources—such as funding, staff, services, or other support—and clearly state the nature and extent of the commitment. The activities described must align with the workplan outlined earlier in the application.
Letters must be signed by someone authorized to bind the organization, entity, or individual.

0 of 4000

4. Describe how the project's benefit value to the community will be evaluated. *

- Describe the potential benefits of the proposed project on the rural area, the community, transit riders, and the agency.
- Outline the specific criteria that will be evaluated to determine the benefit to the community.
Use both qualitative and quantitative data when relevant.

0 of 4000

5. How will this project impact your performance or the fulfillment of your services?

- Provide a summary of how this proposed project may affect your organization's overall operations or performance. Indicate the potential effects—both positive and negative—on current operations.
- What will be the impact to current resources? What strategies do you have to mitigate negative impacts?
- How will your organization sustain new or expanded services or assets? What performance targets justify continued support?
Include qualitative and quantitative data when relevant.

0 of 4000

Roles and Responsibilities of Stakeholders

Examples of local stakeholders can include, but are not limited to, the following: local businesses, workforce agencies, human services agencies, city officials, county officials, riders or the general public.

1. Describe what groups/entities (stakeholders) were consulted or assisted in the development of this specific project. Describe how they participated in the project development. *

- Present a timeline detailing stakeholder engagement throughout the proposed project's development.
- Provide the names of organizations, entities, and individuals involved in the development of this proposed project. Where available, include the individual's name, title, and agency.
- Indicate the stages of project development in which stakeholders were involved and describe their roles and activities.

0 of 4000

2. Identify specific stakeholders who will actively participate in proposed project activities. Describe the specific activities in which they will be involved and their roles. *

- Provide a list of organizations, entities, and individuals committed to participating in the proposed project activities.
- List names, titles, and agencies when available.
- State their role and detail the actions they have taken to indicate a commitment on their part.
- Stakeholder activities should align with the identified milestones.
- In the Project Evaluation section, upload letters of commitment from partnering organizations, entities, or individuals. These letters should detail pledged resources—such as funding, staff, or services—for the proposed project, clearly outlining the nature and scope of the commitment. Activities described must align with the step-by-step workplan in the previous application section.
- Letters must be signed by an individual who is fully authorized to legally bind the organization, entity, or individual.

0 of 4000

3. Describe how the agency has or will coordinate with the Regionally Coordinated Transportation Planning lead agency or agencies in the project area. *

- Prepare a detailed timeline of events to facilitate effective coordination.
- Provide the name(s) of the lead agency(ies) for the planning region(s) associated with this project proposal.
- Outline your organization's coordination efforts with the lead agency or agencies during the development of this application and describe your plan for ongoing collaboration should your project receive funding. Include a timeline detailing the steps involved.

0 of 4000

Experience and Capacity

1. Describe qualifications the agency has for management and oversight for a project of this type, size, and scope. *

- List previously funded projects with comparable scope or complexity.
- Give clear examples of similar projects that the applicant managed.
- Show a timeline of project development.
- Provide support document, as relevant.

0 of 4000

2. Identify project staff who will contribute the project. Describe their roles, responsibilities, and qualifications. *

- List staff titles, names, agencies (if relevant), and describe each person's role in this project.
- Please ensure that all pertinent information regarding each staff member's experience is included.
List staff credentials or certifications.

0 of 4000

3. If a consultant will contribute to the project, describe the type of services they will provide. If a consultant is presently secured, describe their prior experience with similar projects. *

- *List the names of any consultants who are currently secured or expected to participate in the project.*
- *List the services that the consultant will offer.*
- *List the consultant's prior projects by name, type, and scope.*

0 of 4000

Note: When consultant services are used, TxDOT must ensure all federal and state procurement processes are/have been followed. TxDOT typically oversees each phase of the procurement process.

Project Evaluation

1. Describe how the agency, including any partners, intends to evaluate the overall success of the project. Include information on the evaluation of this project at major milestones or stages and identify specific areas to measure. *

Identify:

- Who will evaluate the project and their experience with similar evaluations.
- List the data types to be collected.
- Clearly describe a reliable methodology/approach for (1) designing this project to assure collection of reliable data, (2) gathering data, (3) analyzing, distilling and synthesizing data to measure success of the project, and (4) the rationale for using this particular approach. Show how this methodology ensures adequate data collection and includes checkpoints for interim evaluation and adaptive management.
- Describe how data and its collection will be managed and monitored for quality assurance.

0 of 4000

Note: Approved applicants must provide monthly performance and ridership data to TxDOT-PTN.

Attach originally developed letters of commitment from stakeholders who will *provide resources* for this specific project.

Select

Drag Files Here

Note: Feeder services is defined as 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.

Attach originally developed letters of support from stakeholders that are endorsing the proposed project.

Select

Drag Files Here

Letters of endorsement from the ICB organization (agency) should be from the corporate office and not local staff.

Upload other attachments, as appropriate.

Select

Drag Files Here

Note: Attach a **Route Map**, **Schedule**, and **Timeframe** of service. Attachments should include a descriptive title; e.g., "Route Map", "Bus Schedule", "Hours of Operating". If available, attach service brochures as well.

Note: Documents requested throughout this application that do not have a specified upload field should be submitted in the section indicated above (Upload other attachments, as per instructions).

For-Profit ICB Carriers

Should provide the following items:

- Current federal operating authority certification, or some other proof of certification by the federal government as an authorized/approved ICB Carrier.
- A copy of the company snapshot at <https://safer.fmcsa.dot.gov/CompanySnapshot.aspx> or a statement on why it is not available.
- Proof of vehicle liability insurance.
- 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/>.

Transit Entities

A request for funding for operating assistance for interlining feeder service:

- Must attach a current federal operating authority certification.

Operating Assistance Form

When selecting "Yes" by using the radio button for this page, 14 additional questions will appear, guidance has been provided below as well space to type in your response before copying and pasting into online grant application. **Each route requires a separate Operating Assistance form.** Click on "Save" button to save then "Add" for a subsequent route.

1. Are you applying for operating assistance? *

☐ Yes ☐ No

1a. If Yes, select which one below best describes your service*

☐ New service - never operated

(A route that has never operated)

☐ Existing service - previously unsubsidized

(A route that is currently running or has a history of running even if temporarily halted and has not been subsidized by TxDOT in the past five (5) years.)

☐ Existing service - previously subsidized

(A route that is currently running or has a history of running even if temporarily halted and has been subsidized by TxDOT in the past five (5) years.)

2. Route Name*

- Provide a route name and description that includes departure and destination locations. e.g., "Route # - Departure Location - Destination Location"
- Each route requires a separate Operating Assistance form.
- Include the number of one-way trips per day for the route.

0 of 300

Note: A separate Operating Assistance form is required to be filled out for each individual route, no exceptions.

3. Is this a feeder service route? *

☐ Yes ☐ No

Note: Reference [FTA Circular C 9040.1H](#) for definition and criteria for feeder service routes.

3a. If Yes, what intercity service or intercity facility does it feed into?

Provide a service name, station name and location.

4. If multiple routes are submitted, rank each in priority order. *

Provide a numerical value with 1 identifying the highest priority.

5. Does this route travel outside of Texas? *

☐ Yes ☐ No

5a. If Yes, provide the name of the state(s)

Provide the full name of the state(s) here

6. What are the number of miles in Texas and/or other states (one way) *

Texas	
Other State(s)	
Total	0

7. What is the estimated annual number of roundtrip passengers originating from Texas and other state(s)? *

Texas	
Other State(s)	
Total	0

8. Insert the amount of funds awarded in the past 3 years, if applicable. *

Fiscal Year	Amount
	\$
	\$
	\$

9. Insert the total amount of operating funds requested per year. (up to 2 years). *

Fiscal Year	Amount
Year 1	\$
Year 2	\$

10. How many years has this route received operating assistance from TxDOT? *

- This pertains to number of years versus the number of awards that were received from TxDOT.

11. If this route has received operating assistance for more than 2 years, describe how this route has shown improvements and any actions taken to make this route profitable.

- Include documentation supporting performance data or measurable improvements.
- If measurable improvements are not observed, specify the steps or actions implemented to enhance the profitability of the route.

0 of 2000

11a. When do you forecast this route not needing assistance?

- Provide a forecast/best estimate date when you anticipate this route not needing assistance or becoming self-sufficient.
- Provide a timeline or roadmap of activities designed to make this route self-sustaining without further assistance.

0 of 2000

12. Ridership data for the last 3 years (if applicable), repeat information for each year (limit to 1 year time frame).

Beginning date	End date	Days in Operation	Average daily passenger count	Total passengers (yearly)	Total miles (yearly)	Number of scheduled stops (one way)	All admin/operating/other (expenses) for year	All fares/donations/other (revenues) for year	Cost per Passenger	Cost per Mile
 MM/DD/YY...	 MM/DD/YY...						\$	\$	\$	\$

The following table outlines the columns located on the "Operating Assistance" form in IGX. Additional rows are added by pressing the "+" button:

Column Heading	Comments
Beginning Date	Provide a specific start date.
End date	Provide a specific end date.
Days in operation	Provide an estimated value for new service, otherwise provide actual.
Average Daily passenger count	Count divided by total number of days in operation
Total Passengers (yearly)	Provide an exact yearly count.
Total miles (yearly)	Provide an exact yearly total of miles.
Number of scheduled stops (one way)	Provide for one way only.
All admin/operating/other (expenses) for year	Provide exact expenses for entire year.

Column Heading	Comments
All fares/donations/other (revenues) for year	Provide exact revenues for entire year.
Cost per passenger	Expenses are divided by yearly passenger count.
Cost per mile	Expenses are divided by total miles.

Facilities Specific Evaluation

Will this project involve construction, alteration, repair, or purchase of buildings, structures, or other real property?*

☐ Yes ☐ No

1. Provide a project schedule which identifies each phase of the project, general activities in each phase, and the cost per phase. *

Phase	Activities	Cost	Date(s) or Time Frame
		\$	
0 of 500	0 of 100		0 of 50

- **Phase:** Fill out a row for each Transit Facility Pipeline phase and accompanying fields to the right of Phase. Reference Attachment A for phase title(s).
- **Activities:** Provide the general activities in each phase that are to be accomplished.
- **Cost:** Provide a dollar amount in terms of cost for each phase. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Date(s) or Time frame:** Include an attachment (Upload other attachments, per Instructions) that illustrates all the project phases and cost per phase.

2. Identify the project development life cycle(s) that are included as part of this application for funding. *

- A. Planning and Scoping ☐
- B. Preliminary Engineering and Environmental Review ☐
- C. Final Design and Real Estate Acquisition ☐
- D. Procurement ☐
- E. Construction ☐

3. **This question is divided into 3 subparts - 3a through 3c - for the purpose of obtaining detailed information on status and funding for the various phases:**

3a. Identify **completed** phases and describe the activities that have taken place for those phases. Identify actual costs per phase and funding sources. *

Phase	Activities that have taken place	Cost	Funding Source
		\$	
0 of 100	0 of 500		0 of 50

- **Phase:** Fill out a row for each completed Transit Facility Pipeline phase and accompanying fields to the right of Phase. Reference Attachment A for phase title(s).
- **Activities which have taken place:** List the activities accomplished in each phase. If the application includes construction of a new facility, indicate whether a feasibility study or needs assessment has been completed.
- **Cost:** Provide a dollar amount for actual costs incurred for each phase to date and identify each funding source used to cover those expenses. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source:** Include an attachment that outlines all funding sources for the project.

3b. Describe any current activities **in progress**, by project phase. Identify the cost per phase, funding sources and amounts committed. *

Phase	Activities in progress	Cost	Funding Source	Amount Committed
		\$		\$
0 of 100	0 of 500		0 of 50	

- **Phase:** Fill out a row for each in-progress Transit Facility Pipeline phase and accompanying fields to the right of Phase. Reference Attachment A for phase title(s).
- **Activities in progress:** Provide the activities in each phase that are in progress.
- **Cost:** Provide a dollar amount for each phase in progress and funding sources. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source:** Include an attachment that outlines all funding sources thus far for the project.
- **Amount committed:** Include an attachment that outlines the amount of funds committed to date for the project.

- 3c. Describe **future** activities, by project phase. For each phase provide estimated cost, secured funding sources and amounts, and funds being requested.

Phase	Activities to be accomplished	Cost	Funding Source	Amount Committed	Amount Requested
		\$		\$	\$
0 of 100	0 of 500		0 of 50		
			Total:	\$0	\$0

- **Phase:** Fill out a row for each future Transit Facility Pipeline phase and accompanying fields to the right of Phase. Reference Attachment A for phase title(s).
- **Activities to be accomplished:** Provide the activities in each phase that are planned.
- **Cost:** Provide a dollar amount for each phase planned. Type in a numeric value only. Commas, dollar signs and decimal places are not required.
- **Funding source(s):** List all sources of funding that have been secured for this project. Include any local, state and federal funds. .
- **Amount committed:** Provide amount of funds committed for this call for projects.
- **Amount requested:** Provide amount of funds being requested for this call for projects.

Describe how amounts were determined.

• Describe how the allocation of costs to transit service was determined. • Provide the basis for the allocation (i.e., square footage, itemized equipment, etc.) • If there will be incidental use, please specify the percentage breakdown anticipated for transit vs. Non-transit use.
0 of 2000

Upload Funding Source Material

Description

Upload

Select

Drag Files Here

Provide support documentation or letter(s) of support that outline the source(s) of committed funds for the proposed project, as applicable.

Provide the facility location if available. *

N/A

☐

Address

City

State

Zip

Map

Description

0 of 250

Upload

Browse

Drag Files Here

Provide a map showing the area of the facility, if location is known or proposed. Maps should be uncrowded, clearly marked, and legibly labeled. Maps should be zoomed in enough to clearly see the location of marked features, such as the locations of safety hazards, connecting facilities, or barriers. Include important street names or landmarks.

4. Do you own or rent the property? * If renting, upload a copy of the lease.

☐

Own

☐

Rent/Lease

☐

Location not selected

Lease Description

Upload

Select

Drag Files Here

Depending on the lease terms, a new agreement may need to be negotiated prior to project approval.

5a. Does TxDOT PTN have a lien on this property?

☐ Yes ☐ No

5b. Are there any other liens on the property?

☐ Yes ☐ No

If so, please describe these liens and upload a copy of each:

Description

- Provide the county clerk's recoding number for each non-TxDOT lien
- Include the name of the grantee
- If a lien will need to be removed prior to approval of your request for funding, include a plan of action along with a timeline for removing that lien.
- Depending on the type of lien, TxDOT PTN may require those judgments to be satisfied prior to project approval.
TxDOT may request a Deed of Trust in favor of TxDOT for construction projects.

Lien Holder Name

Upload Copy of Lien Documents

Select

Drag Files Here

5. Do you have an existing Categorical Exclusion (CE) that was approved by FTA for this project?

☐ Yes ☐ No

Upload copy of CE and FTA CE approval

Date Approved	Description	Upload
MM/DD/YYYY		Select Drag Files Here

6. Do you plan on any joint development or incidental use including leasing space to other parties?

☐ Yes ☐ No

Note: Definitions for joint development, incidental use and shared use are available on FTA's website at: <https://www.transit.dot.gov/faq/joint-development/what-are-differences-between-fta%E2%80%99s-definitions-joint-development-disposition>

Describe your plan for joint development, or incidental use.

- Identify all parties involved in these activities.
- If joint development, incidental or shared use will create rental income for the transit organization (agency), describe any plans for reinvesting that income in transit. Provide a documented plan that outlines the disbursement of reinvested income.
- Indicate the total square footage of the facility and the amount to be occupied by non-transit partners.

0 of 2000

7. Is the facility located within a known floodplain?*

☐ Yes ☐ No ☐ Location not selected

Description

Upload

Select

Drag Files Here

Upload FEMA flood map.

- Flood maps are available at <https://msc.fema.gov/portal/home>
- Flood insurance may be required if any portion of the property is located within a 100-year flood plain.
- Coastal areas may require additional insurance.

Description	Upload
	Choose File No file chosen

8a. Do you have flood insurance?

☐ Yes

☐ No

☐ Location not selected

8b. If yes, upload a copy of your organization's flood insurance

Description	Upload
	Select Drag Files Here

Note: Upload a copy of your policy’s declaration page as well as information showing the property’s address and legal description.

Budget and Milestones Form

The budget and milestones page contains information on how the agency will spend the funds, on a per line item basis.

Attachments
You may upload additional documentation here.
(If this budget includes In-Kind funds you are required to upload supporting documentation.)

Description	Upload
	Select Drag Files Here

Note: A request for TDCs for operating must identify extenuating circumstances* justifying the need. TDCs for operating are awarded on a one-time-only basis.

*Extenuating circumstances refer to extraordinary, unexpected events beyond the applicant's control, such as natural disasters.

Note: For requests covering multiple years, attach the Multiyear Budget Worksheet, available at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>. This worksheet is not needed for single-year projects.

Note: Only the proportional share of the project which can be directly related to the rural area and intercity bus will be considered.

Line Items

Description	Scope	Suffix #	TPN	Fuel Type	# of Units	Award Amount	State Match	Local Match	In-Kind Match	Total Funds
						\$	\$	\$	\$	\$0
						Subtotal:	\$0	\$0	\$0	\$0

TDC Requested?	Match Ratio	TDC Amount	Estimated Contract Award	Estimated First Vehicle Delivered	Estimated Last Vehicle Delivered	Estimated RFP/IFB Issued	Estimated Contract Complete
☐		0					

Note

- Click on the "+" to add a new row.
- Click on the "-" to remove a row when more rows are added than needed.

The following table outlines the columns located on the "Budget and Milestones" page in IGX:

Column Heading	Comments
Description	Select an ALI description from the drop-down list.
Scope	The field is locked. For TxDOT-PTN internal use only.
Suffix #	The field is locked. For TxDOT-PTN internal use only.
TPN	The field is locked. For TxDOT-PTN internal use only.
Fuel Type	Select the fuel type from the drop-down list, for vehicle purchase only.
# of Units	Type in a numeric number, for vehicle purchase only .
Award Amount	Federal funds requested by the Subrecipient.
State Match	Subrecipient completes, if applicable.
Local Match	Subrecipient completes, if applicable.

Column Heading	Comments
In-Kind Match	Subrecipient completes, if applicable.
Total Funds	IGX calculates.
TDC requested?	TDCs are available upon request for eligible activities, by clicking on the checkbox and justification is attached to grant application.
Match Ratio	The field is locked. For TxDOT-PTN internal use only.
TDC Amount	The field is locked. For TXDOT-PTN internal use only.
Estimated RFP/IFB Issued	Date must be entered for all capital items and any contracted services by the Subrecipient.
Estimated Contract Award	Enter the start date provided by PTN.
Estimated First Vehicle Delivered	Vehicle projects only. To be filled out by the Subrecipient.
Estimated Last Vehicle Delivered	Vehicle projects only. To be filled out by the Subrecipient.
Estimated Contract Complete	Enter the start date provided by PTN.

Section Six – Glossary

Glossary

The following table outlines the terms and definitions used throughout this document and the application submission process:

Term	Definition
Agency	A business, organization, or entity established to provide a particular service, typically one that involves a grantee/subgrantee or client/vendor relationship.
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 defined deliverables.
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.

Term	Definition
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.
Google Maps	A web mapping service developed by Google. It offers satellite imagery, aerial photography, street maps, 360° panoramic views of streets (Street View), real-time traffic conditions, and route planning for traveling by foot, car, bicycle and air (in beta), or public transportation.
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.
Interlining Service	Combines two or more routes that arrive and depart from a common terminal. A bus can arrive at a downtown terminal as one route and after a brief layover, leave as a different route.
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.

Term	Definition
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 organization that provides a service or services not conducted or maintained for the purpose of making a profit.
Program Manager	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.
Qualitative Data	Information that describes attributes, characteristics, or properties that are not inherently numerical. This type of data is often descriptive and categorical, and it helps answer questions about qualities or “types” of something.
Quantitative Data	Information that can be measured and expressed numerically. This type of data allows for mathematical analysis, statistical testing, and comparison.
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.

Term	Definition
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.
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 - TDC	Non-cash credits are 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.

Term	Definition
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 Seven – Attachments

Attachment A

Facilities Pipeline					
Planning and Scoping Phase	Preliminary Engineering and Environmental Review Phase		Final Design and Real Estate Acquisition Phase	Procurement Phase	Construction Phase
Project Identification - Problem, Idea, or Goal	Monitoring and Oversight	Monitoring and Oversight	Monitoring and Oversight	Monitoring and Oversight	Monitoring and Oversight
Needs Assessment - determining the needs between a current and desired outcome	RFQ Packet Development - seeking professional services, such as Architects and Engineering in accordance with the Brooks Act	Programming and Planning - list of wants and needs, identifies the scope of work to be designed	Construction Documents (CD's) - to include Project Manual (Specs) - identifies the responsibilities and work by which the construction project will be completed	RFP / IFB Packet Development - outlines the requirements to be met by prospective respondents wishing to make a bid to deliver the required solutions	Permits - GC will obtain and begin processing all applicable permits
Project Control - Scope, Schedule, Budget	PTN 130 - Coordination for PTN Compliance for professional service	Environmental Site Assessment - site selected for acquisition or lease, prepare Phase I, FTA Uniform Act, NEPA, FHWA, THC Registration	Permits - begin process for specific permit needs, ROW, Utility, Site, etc.	PTN 130 - Coordination for PTN Compliance	PTN 138 - begin construction progress reporting
Monitoring and Oversight - to ensure: achieving expected results; represent good value for money; and are in compliance with applicable policies, laws, regulations, and ethical standards. Monthly Progress Reports begin	RFQ Packet Review and Receipt - Coordinate with PTN Compliance	Site Investigation - planning stage that involves a geotechnical and other characteristic that could affect construction or building safety	30% CD -basic plans & elevation / 60% CD -add'l drawings & revisions of 30%, begin Specs / 90% CD -add'l drawings, structural, MEP & revisions of 60%, finalizing Specs / develop Schedule, Logistics, and a detailed Cost Estimate / VE if needed	RFP Packet Review and Receipt - Coordinate with PTN Compliance	Pre-Construction Meeting - shall include the subrecipient, CG, Architect, or CM (overseer) of the construction phase, refer to Pre-Construction Meeting Outline for items to discuss.
Opportunities / Community Input - Community needs, Opportunities for new service and Local Partnerships	PTN 124 (Professional Services) - Checklist for procurement compliance	Site Analysis - issues such as site location, size, topography, zoning, easements, utilities, traffic conditions and climate	Independent Cost Estimate (ICE) - an independent assessment of what you would expect to pay to complete the project	PTN 124 (General Contractor) - Checklist for procurement compliance	Mobilization - the time and expenses contractors incur to organize, assemble, and transport equipment and materials to a jobsite before construction work begins
Feasibility Study - the assessment and practicality of the proposed project	Publish RFQ - May include website, newspapers, registries, message boards, plan rooms, etc.	Schematic Design - takes the programming and concept design, and translates it into architectural and spatial designs	Value Engineering (VE) - If needed, this is the last opportunity for VE before Bid Process	Publish RFP - May include Website, Newspapers, Registries, Message Boards, Plan Rooms, etc.	Meetings & Schedule Updates - construction meeting are typically held bi-monthly, meeting minutes and schedule updates should be submitted
Financial Planning / Funding Sources - researching options available	Pre-Proposal Conference - gives proposers an opportunity to learn about the details of the project	Property Acquisition, Requirements and Approvals - Survey, Title Search, Preliminary Appraisals, Env Approvals (CE), Appraisal and Appraisal Review, Lease Terms (if used) - Deed / Lease recorded - PTN Review	100% CD's and Final ICE, Review and Approve - ICE used for DBE percentage calculation	Pre-Bid Meeting - topics to include Guidelines, Regulations, Questions & Answers, Sign-in Sheet	Pay Apps, Submittals, & Buy America (BABA) - Monthly reviews, submissions, and approvals
Project Proposal - Developing an idea, making a plan, and proposing to TxDOT	Qualifications are Due	Schematics Approved - Agency approves projects concept, addresses needs, goals, schedules, and budget	Schedule of Activities - begin outlining a general schedule for next phase activities	Proposals are Due	Request For Information (RFIs) - Architect, Engineer, and/or CM shall be review, address, and resolve
Regionally Coordinated Transportation Plan (RCTP) - Agencies work with PTN to ensure the project gets into the area RCTP	Review and Evaluation of Submissions - procedures to accept, review, and evaluate proposals	Design Development (DD) - creating a more detailed, refined design by developing the important aspects of the projects exterior and interior layouts, and materials and equipment	TDLR/TAS/RAS Plan - compliance is generally a three-step process: (1) Registration , (2) Plan Review , and (3) Inspection (after substantial completion is issued)	Bid Opening, Review, Evaluation, and Tabulations - procedures to accept, review, and evaluate proposals	Disadvantaged Business Enterprise (DBE) - monthly DBE reports shall be submitted, and a CUF shall be submitted for each DBE involved on the project
Search for Real Estate or Lease Space - Begin process of identifying options, based on project goals	Interviews and Approvals, and Notice of selected Proposer - the process of selecting the best qualified proposer	30% DD Review - this is a good time to begin watching the cost estimates	Begin Construction Procurement Method - Request For Proposal or Invitation For Bid	Debarred Vendor List - verify that no proposers are listed	Change Order (CO) - addition to, omission of, or any substitution or alteration of the work agreed in the contract is treated as a variation (to include completion date)
FTA Uniform Act and NEPA - Begin to review and familiarize with the policies as soon as possible, for property funded by Federal dollars	Contract Execution - Signed agreement between Owner & Architect / Engineer	Procurement of Construction Manager (CM) - If being used, this is when a CM would be brought into the project		Negotiations and Value Engineering - opportunity to negotiate and value engineer conditions, if needed.	Inspections / Certificates - required to assure compliance of actions taken and to correct violations
Procurement Professional Services - takes the conceptual idea into practical working documents	Notice to Proceed - Issued to begin Design Development & Environmental Phase	60/90% DD Review - More detail is given to the Cost Estimating		Notice of Award - should include the tabulation of how winning proposal was selected	TDLR/TAS/RAS - ADA Inspection - certifies that the project is ADA compliant
Explore Joint / Shared Venture - Are there opportunities for joint development or revenue with other agencies		Value Engineering (VE) - If needed, this is the first opportunity for VE		Contract Execution - Signed Agreement between Owner / General Contractor	
Local Support / Commitment - Documentation of local support		Receipt of 100% DD Set - refinement of Cost Estimate		Notice to Proceed - issued to CG to begin	
Public Transportation Division (PTN)					

Attachment B

Life Standards Form

TxDOT Type	Description	NTD Class	Length	Capacity	ALI~	Duty Cycle Years	Duty Cycle Miles	Duty Cycle Reference
1	Raised-roof van with lift	VN	19'	8	11.XX.15	4	100K	49 CFR 665
2	Small LD cutaway (138" wheelbase)	CU	21'	10	11.XX.04	4	100K	49 CFR 665
3	Regular LD Cutaway (158" wheelbase)	CU	23'	16	11.XX.04	5	150K	49 CFR 665
3	Large LD cutaway (176" wheelbase)	CU	25'	20	11.XX.04	5	150K	49 CFR 665
4*^	Sport Utility Vehicle	SV	16'	4	11.XX.16	4	100K	SMR workbook
5*^	Pickup truck	AU	16'	2	11.42.11	4	100K	SMR workbook
6 *	Shop truck	AU	16'	1	11.42.11	4	100K	SMR workbook
7	Low-floor mini-van with ramp	MV	16'	4	11.XX.15	4	100K	49 CFR 665
8*^	Sedan or small station wagon	AU	16'	4	11.XX.16	4	100K	SMR workbook
9*	Full-size passenger van	VN	19'	8	11.XX.15	4	100K	SMR workbook
10*	Mini-van	MV	16'	4	11.XX.15	4	100K	SMR workbook
11	MD cutaway	CU	32'	26	11.XX.YY	7	200K	49 CFR 665
11	MD bus	BU	30'	22	11.XX.YY	7	200K	49 CFR 665

TxDOT Type	Description	NTD Class	Length	Capacity	ALI~	Duty Cycle Years	Duty Cycle Miles	Duty Cycle Reference
12	School bus	SB	Vary	Vary	11.XX.05	Vary (by type)	Vary (by type)	NASDPTS~ ~
14	Trolley	OR (Other)	Vary	Vary	11.XX.09	Vary (MD-HD)	Vary (MD-HD)	49 CFR 665
15	HD cutaway	CU	Vary	Vary	11.XX.YY	10	350K	49 CFR 665
15	HD bus	BU	Vary	Vary	11.XX.YY	10	350K	49 CFR 665
16	HD cutaway	CU	Vary	Vary	11.XX.YY	12	500K	49 CFR 665
16	HD bus	BU	Vary	Vary	11.XX.YY	12	500K	49 CFR 665
17	Over-the-road coach Large, comfortable buses designed for long-distance travel between cities.	BR	Vary	Vary	11.XX.YY	12	500K	49 CFR 665

Notes

- * These types are not wheelchair-accessible. All other types are typically wheelchair-accessible. Some types that are combined by class (1 & 9 are VN and 7 & 10 are MV) are ultimately made distinct to NTD by reporting a different total count and accessible count.
- ^ These types may or may not be revenue service vehicles. All others (except type 6) are assumed to be revenue service vehicles.

- ~ ALI (Activity Line Item)
 - XX
 - "12" for a replacement vehicle
 - "13" for an expansion vehicle
 - YY
 - "03" for a 30' vehicle
 - "02" for a 35' vehicle
 - "01" for a 40' vehicle
- ~ ~ National Association of State Directors of Pupil Transportation(NASDPT) suggests: 8-10 year lifespan for type A & B SBs, 12-15 years for type C & D School Buses (with a mileage standard @ 15 years = 250,000). Jan. 2002 "School Bus Replacement Considerations".
- Length is not a required PTAMS entry. Standard measurements are assigned by type and were obtained from state co-op specifications and bus manufacturer product brochures.

Capacity is the average of the passenger capacities reported in the same apparent type or sub-type (by wheel base) in PTAM (count does not include the driver).

Attachment C

ICB Priority Connections

