



RPTCP Application FY 2025

Application, Workplan, and Deliverables



August 5, 2025

Agenda

Application

Schedule

Workplans

Deliverables

RFRs

Tracking spending

Application requirements

Mostly the same as last year

Exceptions:

- One letter from the whole committee is enough. Application without a letter will be returned.
- New workplan form: use the new template or your application will be returned
- Download workplan template here:
<https://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>
- Must include Q3 2025 QPI: application without QPI will be returned

Application requirements: Letters

- Provide a letter from the stakeholder committee indicating their commitment to actively participate in this five-year public transit-human services transportation plan continuation effort. *
- *The letter should include the names and agencies for each of the stakeholders*

One letter from the whole committee is enough.

- Must include approval by all committee members listed
- Recommendation: collect commitments as email replies, convert to PDF and attach

Schedule

Activity / Milestone	Target Due Date
Submission and Training	
Application available	7/28/2025
Instructions Overview Webinar	8/5/2025
Deadline for application submission	8/15/2025
PGA Development	
Executed Project Grant Agreements active in IGX	9/1/2025

Workplan

- Documentation of intended deliverables, their due dates, and cost estimates
- Must be approved by PTN before the start of the PGA
 - Comparatively high cost amounts for deliverables will require supporting documentation
- Must be amended when schedule changes or items need to be added
 - Done via revision in IGX
 - Checked by deliverable completion date, not by RFR date

Workplan Deliverables specified in the PGA

At a minimum, three specific types of deliverables shall be included:

- Documentation of regular stakeholder meetings in the form of meeting minutes that contain detail on who was present, what topics were discussed, and any decisions made (assumes four)
- QPIs attached to the MPR (four)
- Performance metrics collected and reported to the Texas Transportation Institute upon request of TxDOT (once in the spring)

Total of nine (9) deliverables minimum

Deliverables

Eligible deliverables for these grants include:

- Meeting agendas, attendance, and minutes or other proof of attendance
 - Quarterly meetings, subcommittees, workshops, and external meetings
- Stakeholder outreach materials and documentation of dates and locations
- Surveys with survey instrument and summary/analysis of responses
- Educational materials developed with grant funds
- Revised, updated, or amended plans also sent to PM

Deliverables continued

- Performance metrics reporting
 - Quarterly Performance Index (QPI) and TTI survey (annually in February/March)
- Calendars or phone logs with notes showing individual meetings*

*Individual meetings with coordination committee members are not a substitute for quarterly meetings. If you are only submitting deliverables for individual meetings then you need to schedule and hold a full meeting of the coordination committee within the next quarter.

Deliverables and RFRs

Workplan deliverables determine frequency of RFRs.

If the RFR has

- no deliverable matching the workplan; or
- The RFR amount requested is more than the workplan says; or
- the deliverable presented is incomplete,

the agency needs to either

- update the workplan; or
- Adjust the RFR amount to match the workplan; or
- resubmit the RFR with a completed deliverable

Checking the deliverables

PTCs will check the deliverables to

- Make sure they match the description from the workplan
- Are complete products
 - Example: not just raw data or research

This is not a quality check, just looking for completeness

Approving RFRs

If

1. the amount of the RFR matches or is under the amount in the workplan for that deliverable

and
 2. the deliverable is complete
- RFR eligible to approve (pending issues not related to the deliverables)

Tracking spending

If the amount on a workplan line items increases:

- another line item will have to adjust downward; or
- A deliverable will need to be funded another way or removed (if it's not required)

The total award amount of the grant remains the same no matter what changes happen to the line items.

- PTN is not adding funds to these grants

Agency performance

Reminder: agency performance determines continuation funding award amounts during most years

First year after completion of the plan all agencies will receive \$40,000

In the following years, funding depends on factors including

1. Amount reimbursed on the PGA
2. Hours of public involvement
3. TTI performance matrix score in part determined by activity on the plan

Questions?

If you don't want to ask now, talk to your PTC

- They will reach out to me if you need further clarification or information



Thank You



August 5, 2025