



**Public Transportation Division**

**REGIONAL PUBLIC  
TRANSPORTATION  
COORDINATION PLAN  
5 YEAR PLAN UPDATE**

Issued: February 24, 2025  
Due: March 28, 2025

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# **SECTION ONE – OVERVIEW**

## **Introduction and Purpose**

This document contains instructions on how to fill out the application for Federal Transit Administration, 49 U.S.C. §5304 funds, a program that provides funding to eligible recipients for the purpose of supporting regionally coordinated transportation planning. Eligible applicants must comply with all applicable federal, state, and local laws and regulations.

The Texas Department of Transportation (TxDOT) is a recipient of 49 U.S.C. §5304 funds, which are passed through to eligible subrecipients. The Federal Section 5304 Grant application is the process to apply for the Section 5304 federal funds. Additional information regarding Section 5304 funds can be found in section 43 TAC 31.22 and FTA circular 9070.1H.

The purpose of this call for projects is to assist the planning regions in Texas in developing, adopting, implementing and updating a five-year public transit-human services transportation plan.

## **Grant Eligibility**

Eligible applicants are designated lead agencies responsible for regional public transit-human services transportation planning.

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>.

# **SECTION TWO – TERMS AND CONDITIONS**

# Terms and Conditions

## Period of Service

Applicants can request funds for a maximum of eighteen (18) months. For funds administered by TxDOT, the period of service will be defined in the Project Grant Agreement (PGA) and the project shall begin upon full execution of a PGA or June 1, as identified in the PGA. Agencies should assume a period of service beginning June 2025 and ending October 2026.

## Project Budget

The applicant is expected to provide detailed, itemized, specific project cost information. The application and its attachments shall be considered the sole means of presenting project costs. Match is not required, but if other funds will be utilized then the sources should be identified, and letters of commitment must be included for funds outside the applicant's control.

## Negotiations

During the evaluation review period, TxDOT reserves the right to ask for further clarification and conduct negotiations pertaining to an applicant's responses including but not limited to activities and cost. Requests for negotiations, additional meetings, and information will be at the option of and by the initiative of TxDOT.

## Award of Projects

Selected projects will be awarded in the form of grants made for allowable eligible expenses and defined 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 Texas Transportation 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 for proper and adequate project monitoring and supervision. Failure to fulfill these obligations is grounds for cancellation of the PGA at the sole discretion of TxDOT.

Specific tasks to fulfill these obligations are detailed below 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.
2. **Project Management** – Assure work is carried out as defined in the detailed scope of work and calendar of work.
  - a. All 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 deliverable, or four weeks for the required interim plan and final plan submissions.
  - 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. 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: <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>.

The following table outlines the schedule with tentative dates:

Activity / Milestone	Target Due Date
<b>Submission and Training</b>	
Notice of Opportunity available	02/12/2025
Instructions Overview Webinar	02/27/2025
Deadline for application submission	03/28/2025
<b>Negotiations</b>	
Application Negotiations Completed	04/11/2025
<b>PGA Development</b>	
Texas Transportation Commission approval	05/21/2025
Project Grant Agreements distributed	05/26/2025
<b>Award Grants</b>	
Project Grant Agreements executed and activated in IGX	06/01/2025

The Instruction Overview webinar will be a Teams meeting. The link to join is here:

### [Join the meeting now](#)

Meeting ID: 239 141 753 890

Passcode: z42MW2TP

#### Dial in by phone

[+1 737-787-8607](tel:+17377878607), [512929273#](tel:+1512929273) United States, Austin

[Find a local number](#)

Phone conference ID: 512 929 273#

## 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.
- 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](mailto: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 a webinar which discusses the application process.
- Recorded webinars will be posted to <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html> once available.

## Questions

- All application-related questions should be submitted via email to [kari.banta@txdot.gov](mailto:kari.banta@txdot.gov) and copying your PTC. To ensure a prompt response, label the email's subject line "5 year plan question".

## 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 March 28, 2025**.
- Submitted applications cannot be returned to the applicant for modifications or changes after the due date
- 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.**

# **SECTION FOUR – APPLICATION INSTRUCTIONS**

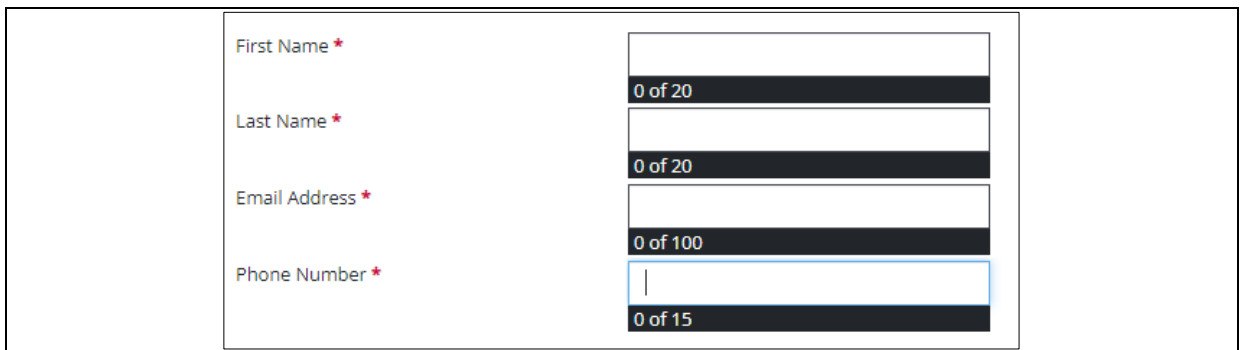
# IGX

The online grant application is specific to the 5 year plan update. Guidance regarding data input is provided in this document in blue. 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

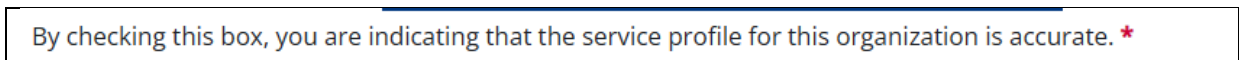
Provide primary contact information in the available fields. (See Figure 1).



The image shows a form with four input fields, each with a red asterisk indicating it is mandatory. The fields are: First Name (0 of 20 characters), Last Name (0 of 20 characters), Email Address (0 of 100 characters), and Phone Number (0 of 15 characters). Each field has a corresponding character count bar below it.

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).



The image shows a single checkbox with the text: "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. \*

Indicate that this is for the 5 year plan, identify the planning region by name, and add any key information about the area.

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3. The Texas Transportation Commission has established the [Strategic Plan](#). Demonstrate to what extent the project responds to one or more of the Strategic Plan goals. \*

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

- 1: Promote Safety
- 2: Deliver the Right Projects
- 3: Focus on the Customer
- 4: Foster Stewardship
- 5: Optimize System Performance
- 6: Preserve our Assets

**NOTE:** [Link to TxDOT Values, Vision, Mission, and Goals.](#)

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

Partner Name	Description of Activity
<input type="text"/>	<input type="text"/>

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Figure 4: Partner name and activity description

If project partners have been identified, identify what each will contribute and/or commit to for this project.

## Obligation Certification Form

As an authorized official of the [REDACTED]

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

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.

## 5 Year Plan Overview and Strategy

### Demonstrated Need and Project Description

1. Describe specific approaches and steps your agency will take to develop:
  - vision and mission statements;
  - goal(s) and objectives that are focused and strategic;
  - strategies, activities and/or projects to address identified overlaps and gaps between current transportation services;
  - opportunities to improve efficiencies in transportation service delivery. \*

• Refer to the [Coordination Plan Guidebook Chapter 3 and Appendix B, and Chapter 7](#)

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2. Describe specific approaches and steps your agency will take to effectively prioritize objectives, strategies and/or projects to pursue. \*

• Refer to the [Coordination Plan Guidebook Chapter 7](#)

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3. Describe how your agency will ensure that this plan will be consistent with other metropolitan, regional and statewide plans and promote integration of services funded by other federal/state programs. (Other programs may include Federal Transit Administration, Federal Highway Administration, the Department of Health and Human Services, other health and human services agencies, work force agencies, and veterans' agencies).\*

Describe how stakeholder representatives with connections to these plans, either because they are required to follow the plan or assisted in developing them, will bring this information to your plan development process. This is to meet federal requirements in FTA Circular C 9070.1H.

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4. Describe approaches and steps your agency will take to:
  - track activities and projects identified in the updated coordinated plan;
  - develop performance measures to evaluate progress in achieving the goal(s), objectives and priorities in your plan;
  - collect, maintain and assess data to evaluate these performance measures.\*

The description should be precise and identify:

- the method for tracking activities and projects or how that method will be developed—not just that you intend to develop it
- how you will work collaboratively to develop effective performance measures
- how you will work collaboratively to regularly check the progress on how well the goals, objectives, and priorities will be met

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5. Describe how your agency will keep stakeholders informed of progress regarding the updated coordinated plan.\*

Include methods beyond meetings.

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## Experience & Capacity

1. Describe your agency's financial and resource-capacity to begin proposed activities, and provide necessary staff support to completed all activities and deliverables. Specify whether work will be performed by your agency's staff, through a partnership or using contracted services.\*

If performing the work in house:

- Identify your technical and financial capacity and/or that of the partnership that will be used that that will be used to complete the plan.
- Indicate which staff, by title and name, would be performing the work (staff qualifications go in Question 4).
- Indicate which staff, by title and name, would be performing the work (staff qualifications go in Question 4).
- Include a personnel replacement plan in case the current staff should be unable to work on the plan for any reason.

If hiring a consultant:

- Identify your finance and resource capacity and/or that of the partnership that will be used to manage the consultant, including the internal review of work products.
- Indicate which staff, by title and name, would be performing the work (staff qualifications go in Question 4).
- Include a personnel replacement plan in case the current staff should be unable to work on the plan for any reason.

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2. Identify resources (financial and labor) to be leveraged to help sustain this planning process throughout.\*

Beyond this grant, what resources, financial or otherwise, will be used to sustain the planning process?

- Include resources from coordinating council organizations

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3. Describe how your agency effectively engaged stakeholders in a previously completed regional planning project and explain how the efforts were successful.\*

Use an example from the last 5 year plan or the continuation grants.

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- 4. Identify the individual who will manage the development of this plan and describe:
  - how he/she will make certain all activities are completed on time and as part of an inclusive process that meaningfully engages other stakeholders;
  - his/her relevant experience.\*

See Appendix M in the Coordination Guidebook for plan schedule.

- If you are completing the plan in house, identify how they intend to meet the milestones in how they will respond if milestones aren't met.
- If you are hiring a consultant, identify who will be managing the consultant and how they will hold the consultant to the schedule.

Only include relevant experience of this particular staff member(s). Agency experience and capacity goes in Question 1 in this section.

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**Roles and Responsibilities of Stakeholders**

- 1. Explain the process your agency will use to ensure active, effective and regular participation of representatives of each of the groups listed above in the development and approval of this five-year public transit-human services transportation plan and how your agency will document this ongoing participation.\*

What are the outreach methods to get coordination partners to the table? What documentation of this work will you provide with requests for reimbursement?

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- 2. Describe effective methodologies that your agency will use to conduct a comprehensive needs assessment to identify, document and assess unmet transportation needs, gaps, and overlaps in transportation services for:
  - a. individuals with disabilities
  - b. individuals 65 and older
  - c. individuals with low income
  - d. individuals with limited English proficiency
  - e. children
  - f. Veterans
  - g. workforce agencies
  - h. other members of the public

Include in your description how this needs assessment will be consistent with and not duplicate needs assessment conducted by other organizations.\*

- If doing the plan in house, please respond.
- If using a consultant, enter "Consultant".

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3. Describe how the inventory of transportation resources and comprehensive needs assessment will promote integration of services of programs funded by Federal Transit Administration, Federal Highway Administration, health and human services agencies, work force agencies, Veteran's agencies and others.\*

- If doing the plan in house, please respond
- If using a consultant, enter "Consultant".

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

Description

0 of 150

Upload

Browse Drag Files Here



Attach other attachments, as appropriate.

Description

0 of 150

Upload

Browse Drag Files Here



Attach letters of support from any stakeholders who are not on the coordination committee.

## Workplan

Attach workplan from provided template, identifying each deliverable and its projected cost

Browse Drag Files Here

The application requires submission of a workplan. The template will be distributed via email and also posted on the [PTN website](#) with the other information about this application. Since this grant is deliverables based, you need to identify the deliverables the agency intends to submit for reimbursement. Include estimated dates and costs. Your PTC will use this information when evaluating RFRs. Grant performance will be measured in part against the dates in this workplan.

This workplan may be revised during the active period of the grant, subject to PTN approval. PTN recommends reviewing the workplan to adjust after the recommended award amounts have been determined.

At a minimum there should be two deliverables:

1. The interim plan consisting of Chapters 1-6
2. The final approved plan including chapters 1-9

Refer to the Coordination Guidebook Appendix M for the required deadlines and suggested dates.  
Add cells and specify additional deliverables if needed.

## 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
<input type="text"/>	<input type="button" value="Select"/> <input type="text" value="Drag Files Here"/>

Indicate indirect rate at the top of the page.

### Line Items

Description	Scope	Suffix #	TPN	Fuel Type	# of Units	Award Amount	State Match	Local Match	In-Kind Match	Total Funds
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0
Subtotal:						\$0	\$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
<input type="radio"/>	<input type="text"/>	0	<input type="text" value="MM/DD/YY..."/>	<input type="text" value="MM/DD/YY..."/>	<input type="text" value="MM/DD/YY..."/>	<input type="text" value="MM/DD/YY..."/>	<input type="text" value="MM/DD/YY..."/>

### NOTE

You only need to enter one row, **Short-Range Transportation Planning, ALI 44.24.00.**

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

Column Heading	Comments
<b>Description</b>	<b>Choose Short-Range Transportation Planning, ALI 44.24.00</b>
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
<b>Award Amount</b>	Amount requested by agency
<b>State Match</b>	N/A, match provided with TDC
<b>Local Match</b>	Agency documents the amount
In-Kind Match	N/A
Total Funds	IGX system will calculate
<b>TDC requested?</b>	<b>Check the box</b>
Match Ratio	Completed by grant program manager
TDC Amount	Calculated based on match ratio
<b>Estimated RFP/IFB Issued</b>	If hiring a consultant, enter date when RFP/IFB will be issued
<b>Estimated Contract Award</b>	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
<b>Estimated Contract Complete</b>	Enter the date when all funds will be expended. This field is required.

## **SECTION SIX – GLOSSARY**

## Glossary

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

Term	Definition
<b>Agency</b>	A business, organization, or entity established to provide a particular service, typically one that involves a grantee/subgrantee or client/vendor relationship.
<b>Americans with Disabilities Act (ADA)</b>	Public Law 336 of the 101 <sup>st</sup> 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.
<b>Calendar of Work</b>	The timelines and due dates for all aspects of the project, including any defined deliverables.
<b>Commission</b>	Texas Transportation Commission
<b>Coordination</b>	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.
<b>Deliverable</b>	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.
<b>Project Grant Agreement (PGA)</b>	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.
<b>Eligible Expenses</b>	Eligible expenses tied to deliverables and are in the indicated categories on the workplan submitted with the application. Ask your PTC for specific information.
<b>Feeder Service</b>	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.
<b>Fixed Route</b>	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.
<b>Google Maps</b>	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.
<b>Human Service Transportation</b>	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.
<b>Incomplete Application</b>	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.

Term	Definition
<b>Intercity Bus Service</b>	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.
<b>Interlining Service</b>	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.
<b>Letter of Commitment</b>	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.
<b>Letter of Endorsement</b>	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.
<b>Local Governmental Entity</b>	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.
<b>Mobility Management</b>	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.
<b>Milestone Report</b>	A quarterly status report required of each project that requires the Quarterly Performance Index to be attached.
<b>Net Operating Expense</b>	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.
<b>Phase</b>	A specific aspect, part, or portion of the project.
<b>Private For-Profit</b>	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.
<b>Private Non-Profit</b>	A non-public agency or organization that provides a service or services not conducted or maintained for the purpose of making a profit.
<b>Program Manager</b>	A TxDOT staff person located in Austin with the primary responsibility for monitoring overall program initiatives and relaying information to the PTC.
<b>Public Transportation Coordinator (PTC)</b>	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.
<b>Rural Area</b>	An area outside an urbanized area determined by the current United States census.
<b>Rural Transit District</b>	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.
<b>Scope of Work</b>	Establishes the tasks to be performed for all aspects of the project, including any deliverables that are defined.



Term	Definition
<b>Service Area Map</b>	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.
<b>Significant Start of Work</b>	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.
<b>State Agency</b>	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.
<b>State Transit Association</b>	A statewide association whose members are comprised of transit stakeholders.
<b>Stop Work Order</b>	An order issued by TxDOT to direct the subrecipient to immediately cease all work and refrain from incurring any reimbursable expenses related to the project.
<b>Subrecipient</b>	Refers to the legal status of applicants who enter into a project grant agreement with TxDOT under this call for projects.
<b>TxDOT</b>	Texas Department of Transportation
<b>Transit Pass</b>	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.
<b>Transit Voucher</b>	Authorization for a specific person to use transit service to and from specific origins and destinations at specific times.
<b>Transportation Development Credits - TDC</b>	Non-cash credits given to subrecipients to assist with local match needs.
<b>University</b>	An institution of higher education and research, which grants academic degrees in a variety of subjects.
<b>Urbanized Area</b>	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.
<b>Urban Transit District</b>	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.