



**Public Transportation Division**

**CONTINUATION FUNDING FOR  
REGIONAL PUBLIC  
TRANSPORTATION COORDINATION  
PLANS**

Issued: June 3, 2024  
Due: June 28, 2024

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# **SECTION ONE – OVERVIEW**

## Introduction

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.

## Purpose

The purpose of this application is to assist planning regions in Texas in implementing, updating, and carrying out the coordination activities of their five-year public transit-human services transportation plan.

## Eligible Applicants

Eligible applicants are designated lead agencies responsible for regional public transit-human services transportation planning during the period of the grant.

## Project Period

These funding awards will support regional transportation planning continuation activities from September 1, 2024-August 31, 2025.

## Availability of Funds

Four tiers of funding, ranging from \$10,000 to \$40,000, are available based on agency performance in the previous year. Funding levels were determined by the performance metrics collected by the Texas Transportation Institute (TTI) and funding utilized in the previous year. The TTI performance metrics included lead agency activity reported on the Quarterly Progress Index (QPI) as well as the number of hours spent on coordination activities. Each agency's eligible funding amount was communicated via email to the agency and their TxDOT Public Transportation Coordinator (PTC) on June 3, 2024. These funds shall be administered through PGAs between the TxDOT and grantees.

Funds administered by TxDOT 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. Final award of grant funds administered by TxDOT will be made by the commission. Project grant agreements (PGA's) will be administered by a PTC, with the option of the involvement and advice of additional parties.

Any eligible activities carried out after the execution of the PGA or September 1, 2024, whichever is later, may be reimbursed by the grant. **The application must be submitted with the Workplan and Quarterly Progress Index to be approved and executed.** TxDOT reserves the right to ask for further clarification.

## 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 transportation development credits (TDC) as match.

## Eligible Work or Activities

Eligible work activities include, but are not limited to:

- Stakeholder/Coordination committee meetings;
- Stakeholder outreach and recruiting;
- Reviewing and updating the plan;
- Workshops
- Public involvement
- Performance metrics collection and reporting

## Deliverables

Grant reimbursement is dependent on submission and acceptance of deliverables. A deliverable is a product developed as part of this project such as a report, plan, manual, meeting minutes, agenda from a hosted conference, or some other document or product. This includes documentation of events related to the continuation activities conducted by the lead agency. There is no limit to the number of deliverables.

At a minimum, two specific deliverables shall be included:

- Documentation of four regular stakeholder meetings in the form of meeting minutes that contain detail on who was present, what topics were discussed, and any decisions made
- Performance metrics, for which a maximum of \$5,000 of the award can be used:
  - Quarterly Performance Index updates, using information collected in the stakeholder meetings and submitted with the Milestone Progress Reports in IGX
  - Annual performance metrics reported to TTI, which include:
    - Number of person-hours spent conducting public outreach related to coordinated transportation, activities performed, and total cost
    - List of stakeholders on coordination committee
    - List of key public transportation providers in the region
    - List of other transportation providers in the region and their transportation service characteristics
    - Status of driver training programs for all transportation providers
    - Number of denied trips
    - How transportation providers collect customer feedback

## 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. A copy of the MGA and the FTA Certification and Assurances can be found at:

<http://www.txdot.gov/inside-tdot/division/public-transportation/local-assistance.html>. 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 an asset purchased with grant funds, in accordance with 43 TAC § 31.57, the following responsibilities continue:
    - i. All Federal and state requirements remain.
    - ii. The subrecipient must provide relevant usage data including operating costs.
    - iii. The subrecipient is subject to on-going annual monitoring by TxDOT.
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. 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/Acquisition of Real Property 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.

Additional information regarding Section 5304 funds can be found in section 43 TAC and FTA circular 9070.1G

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

# **SECTION TWO – 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-tdot/division/public-transportation/local-assistance.html>.

The minute order for these funds is anticipated to be presented to the Texas Transportation Commission at their regularly scheduled meeting in July 2024.

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

Activity / Milestone	Target Due Date
<b>Submission and Training</b>	
Application available	6/10/2024
Instructions Overview Webinar	6/11/2024
Deadline for application submission	6/28//2024
<b>PGA Development</b>	
Project Grant Agreements executed and activated in IGX.	9/1/2024

## 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 of inactivity.
- For help and resources regarding the IGX system, contact the IGX help desk Monday - Friday, 8 a.m. - 4 p.m. (closed federal holidays) at (512) 486-5957 or by email at [PTN\\_IGXhelp@txdot.gov](mailto:PTN_IGXhelp@txdot.gov)
- The 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
- Webinar information can be found at <http://www.txdot.gov/inside-tdot/division/public-transportation/local-assistance.html>. Slides from the webinar will be posted as well.

### Questions

- Please contact TxDOT PTN Public Transportation Coordinators regarding questions for this application.

### Submission

- Applications must be submitted by the responsible entity in IGX.
- 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.**



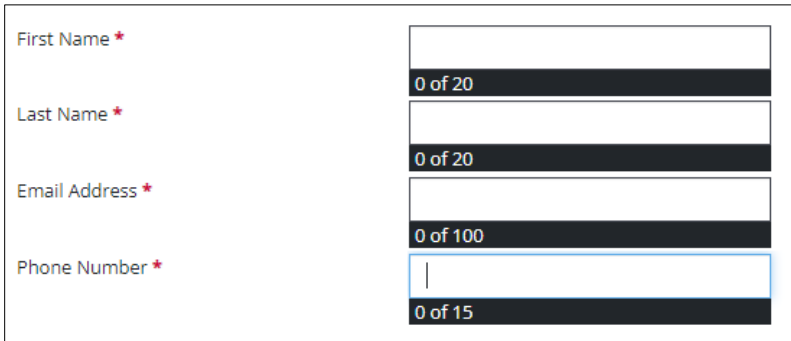
## **SECTION THREE – APPLICATION INSTRUCTIONS**

# IGX

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 screenshot 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 dark grey bar at the bottom showing the character count.

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 clicking the Searches link at the top of any IGX page and selecting Service Profile. (See Figure 2).



The screenshot shows a text box containing the following text: "By checking this box, you are indicating that the service profile for this organization is accurate.\*" To the right of the text is a radio button that is currently selected, indicated by a blue dot in the center.

Figure 2: Service Profile Certification

## Project Summary

1. Provide a percentage breakdown of service area. Project name should be "District [Name] FY 24a Continuation Funds". (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(s) for which the funds will be used. \*

Provide a concise, high-level overview of continuation activities planned for the FY 2024 period

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):

- 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"/>

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 the All Aboard America!

I certify to the following:

[REDACTED]

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:
  - o On-Site monitoring by TxDOT personnel
  - o Timely submission of required reports
  - o 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:
  - o Annual Certifications and Assurances
  - o Master grant agreements
  - o Project grant agreements
  - o 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.

# RPTCP Continuation Plan Overview and Strategy Form

## Continuation Plan

1. Describe approaches and steps your agency will take to:

- track activities and projects identified in the updated coordinated plan
- collect, maintain and assess data to evaluate these performance measures \*

- Describe how the agency will follow the activities and projects that contribute to implementing the plan.
- Explain how local performance measures will be evaluated. This includes qualitative and quantitative data like survey results, planning studies, or other measurable information.

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

- Identify:
- Method for informing stakeholders and getting their feedback
  - timeframe for stakeholder updates

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## Experience & Capacity

1. Describe your agency's financial and resource-capacity to carry out 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. \*

- Describe specific, convincing examples of projects similar to this proposed project that the applicant oversaw and managed.
- If using a consultant:
- 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 examples of where the consultant has performed similar work
- Details about individual staff are in the next question.

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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.

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

- Identify:

- Which individual lead agency staff or people from other agencies/stakeholders **not funded by this grant** will be involved, with their name, title, and agency (where possible)
- Describe their role(s)
- Include relevant details about the experience of each staff member with planning implementation.
- How many hours/the percentage of their time these individuals will spend on activities related to continuation efforts
- Additional sources of funding for planning continuation activities

Details about the individual responsible for managing the continuation activities are in the next question

0 of 4000

3. Identify the individual who will manage the continuation activities and describe:
- how they will make certain all activities are completed on time
  - as part of an inclusive process that meaningfully engages other stakeholders;
  - their relevant experience. \*

Identify:

- Individual's name and title
- Include relevant details about planning implementation experience
- How many hours/the percentage of their time this individual will spend on activities related to continuation efforts
- The individual's plan for staying on schedule

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## Roles and Responsibilities of Stakeholders

**Examples of local stakeholders can include, but are not limited to, the following: human services providers; metropolitan planning organizations (unless in a planning region with no MPO); individuals with disabilities; individuals 65 and older; individuals with low incomes; individuals with limited English proficiency; children; Veterans; workforce agencies; and other members of the public.**

1. Explain the process your agency will use to ensure active, effective and regular participation of the stakeholders in the implementation of this five-year public transit-human services transportation plan and how your agency will document this ongoing participation. \*

- 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 and what they did.

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2. Provide a letter from each member of the stakeholder committee. \*
- Letters need to be from individual stateholders committing to actively participate in the continuation effort.\*  
The letter may be an email addressed to the lead agency.
- The letters should be accompanied by a list of all stakeholders indicating which ones submitted letters.
  - Applications missing letters or containing letters that do not commit to active participation will be returned for revision.
  - Letters do not need to be on official letterhead. A PDF copy of an email addressed to the lead agency meets the requirement.



Description

Upload

0 of 150

*Drag Files Here*

Description

Upload

No file chosen

## Workplan

Attach Workplan form from PTN website (<https://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>). Refer to Application Instructions for more information.

- Download and use the new template form available at the link. The instructions have changed from prior years.
- Applications submitted with a previous year’s template will be returned for revision.
- Complete a thorough and appropriate workplan using the template provided to spell out the activities, responsible party or parties for the activity, estimated completion date, deliverable for the activity, and estimated cost.
- **Eligible Activity:** List the activities and provide a detailed explanation. There are a minimum of five activities: four stakeholder meetings and the performance metrics collection in February 2025.
- **Responsible Individual:** Identify who will be responsible for the task. Note that this may not be the name of the lead agency itself.
- **Estimated completion date:** Enter the date by which the task will be completed. If the exact date is unknown, indicate the month.
- **Deliverable (required):** This is a deliverables-based grant. Identify the product of the activity or appropriate documentation that will be submitted with the Request for Reimbursement.
- **Estimated cost for deliverable:** If the cost is not known at this time, use an estimate.

Description

Upload

0 of 150

*Drag Files Here*

## Quarterly Progress Index (QPI)

Attach Quarterly Progress Index form from PTN website (<https://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>). Refer to Application Instructions for more information.

- You may use the same QPI form as in previous quarters.
- At a minimum, the Progress Update needs to reflect changes since the previous submission.
- The Progress Update should reflect the Measure of Progress indicated for that activity.

Description

Upload

0 of 150

*Drag Files Here*

Attach other attachments, as appropriate.

Any documents called for elsewhere in this application should be uploaded in “Upload other attachments, as appropriate”.

Description

Upload

0 of 150

Browse

Drag Files Here

## 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. **This application requires one line only, ALI Short-Range Transportation Planning, 44.24.00.**

At the top of the page, indicate if your agency uses indirect costs.

- If “Yes” is selected, type in the approved indirect cost percentage.
- Subrecipients may elect for a 10% de minimis rate of modified total direct cost without negotiating an indirect cost rate or submitting an indirect cost rate agreement plan.

Does this budget include indirect costs? \*  Yes  No

If yes, please enter the Indirect Rate  %

### Line Items

Enter the information as shown below.

Column Heading	Comments
<b>Description</b>	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
<b>Award Amount</b>	Based on draft amount recommended.
<b>State Match</b>	N/A
<b>Local Match</b>	N/A
In-Kind Match	N/A
Total Funds	IGX system will calculate.
<b>TDC requested?</b>	<b>Yes</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>	August 31, 2025