Regionally Coordinated Transportation Planning

Request for Applications for Funding
FY 2016 & FY 2017

General Information and Instructions

Issued: February 17, 2015
Response Due: May 7, 2015

Texas Department of Transportation
Public Transportation Division

Texas Department of Transportation
Public Transportation Division

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INTRODUCTION

The Texas Department of Transportation (TxDOT), Public Transportation Division (PTN), announces the availability of federal and state funds to support regionally coordinated transportation planning activities in fiscal years 2016 and 2017 (September 1, 2015 through December 31, 2016).

TxDOT will administer **competitively** funded awards to support planning activities aligned with regionally coordinated transportation plans. Lead agencies are not required to apply for a regional planning grant nor automatically guaranteed to receive a grant for FY 2016 or FY 2017.

I. GOAL

The **goal** for awarding these funds is to assist planning regions in Texas prepare a five-year public transit-human services transportation plan for the period January 2017 through December 2021, to ensure a network of transportation services to effectively and efficiently get people where they need to go.

II. FUNDING PARAMETERS AND APPLICATION SUBMISSION

A. Recipients

Designated lead agencies in the regionally coordinated transportation planning effort are eligible to apply for these funds through a competitive process.

B. Project Period

These funding awards will support competitively selected regional transportation planning activities from the date a project grant agreement is fully executed between TxDOT and respective receiving agencies or September 1, 2015, whichever is later. Funding awards will likely result in two grants – one grant to terminate August 31, 2016; another grant to terminate December 31, 2016.

C. Use of Funds

The Public Transportation Division expects to make available up to $ 1.8 million (statewide total) to designated lead agencies to develop an updated, five-year, coordinated public transit – human services transportation plan. These plans will be for the period January 2017 through December 2021. The division expects award of these funds to be split across fiscal years 2016 and 2017. These funds shall be administered through project grant agreements between the Texas Department of Transportation and recipients. The Division will award these funds competitively. Note:

1. Funding will be from a mixture of federal and state sources. Recipients will not be required to provide local funds as match.
2. The actual award of grant funds will be based on the merits of applications and subject to the availability of federal and state funds.
3. Every applicant is not guaranteed a funding award.
4. Proposals will be evaluated, scored, and ranked by a TxDOT review panel. During the evaluation period, TxDOT reserves the right to ask for further clarification and conduct negotiations concerning the applicant's initial responses including but not limited to activities and prices. Final award of grant funds will be made by the Texas Transportation Commission.
5. Awards likely will result in project grant agreements with reimbursements made for allowable expenses. Successful applicants will become a subrecipient of TxDOT.
6. Reimbursements shall be based on actual costs and receipt of completed, approved deliverables and correct invoices for reimbursable expenses judged to be acceptable by Public Transportation Division staff assigned to manage each respective grant agreement.
7. Respondents must obtain prior approval from the Division for any subcontract prior to execution of the subcontract as a condition for reimbursement.

D. Eligibility

Respondents must comply with all applicable federal, state, and local laws and regulations and assure eligibility by providing:

1. Lead Agency Status
    i. Documentation of the respondent's lead agency status as selected by local stakeholders. Documentation may be in the form of minutes from a regional coordinated transportation planning (RCTP) steering committee meeting, a letter signed by RCTP steering committee members or other appropriate documentation. Respondents must provide this documentation to the Public Transportation Division by stakeholders no later than 5:00 pm (CDT) on March 20, 2015.
    ii. A letter stating the respondent's intention and commitment to assume all lead agency responsibilities (as described in TxDOT's Regionally Coordinated Transportation Planning guidebook) for FY 2016 and FY 2017. Respondents must provide this documentation to the Public Transportation Division no later than 5:00 pm (CDT) on March 20, 2015.

2. Federal and State Compliance Requirements
    i. Certification of having the financial and technical capacity to carry out coordinated planning activities.
    ii. Current signed federal certifications and assurances. A copy of FTA Certification and Assurances can be found at: http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html.

iii. Master grant agreement with TxDOT. A copy of the master grant agreement can be found at: http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html.
iv. Current approved cost allocation plan, including:
    1. Indirect cost approval letter from the lead agency's cognizant agency
    2. Cost allocation plan
    3. Certification of Indirect Costs
v. Current FTA-compliant Title VI plan.
vi. Ethics certification.
vii. Current DUNS number.
viii. Completed funding application.

E. Summary of Application and Awards Schedule

Event	Date
Distribution of application packet	Feb 17, 2015
Workshop, Lubbock	Feb 18/19, 2015
Workshop, Corpus Christi	Feb 24/25, 2015
Workshop, Houston	Feb 26/27, 2015
Workshop, Mesquite	Mar 4/5, 2015
Deadline for submitting 1st round of written questions, 5:00 pm, CDT	Mar 16, 2015
Posting of written responses to questions on TxDOT/PTN Website	Mar 19, 2015
Deadline for submitting 2nd round of written questions, 5:00 pm, CDT	Apr 14, 2015
Posting of written responses to questions on TxDOT/PTN Website	Apr 17, 2015
Deadline for providing: **(a**) documentation of respondent being selected or re-confirmed as lead agency by stakeholders, 5:00 pm, CDT and **(b)** a letter to the Public Transportation Division stating respondent's intention & commitment to assume all lead agency responsibilities (as described in TxDOT's Regionally Coordinated Transportation Planning guidebook) for FY 2016 & FY 2017, 5:00 pm, CDT	**Mar 20, 2015**
Deadline for receipt of applications, 5:00 pm CDT	**May 7, 2015**
Complete evaluation, prioritization & negotiation of proposals	Jun 24, 2015
Presentation of project selection recommendations to the Texas Transp. Comm.	Jul 30, 2015
Execution of project grant agreements	Sept 1,2015

F. Workshops

The Public Transportation Division will discuss this application process at workshops at the following times and locations with lead agencies as indicated:

Workshop Dates	Location	Planning Region	Lead Agency Attendees
Feb 18/19 * *funding application to be discussed on Feb. 18	Lubbock TxDOT Dist. Office	1, 2, 7, 8, 9, 10	• Panhandle Regional Planning Commission • South Plains Assoc. of Govts. • Central TX Rural Transit Dist. • El Paso Co. • Midland-Odessa Transportation Org. • Concho Valley Transit Dist.
Feb 24/25 * *funding application to be discussed on Feb. 24	Corpus Christi TxDOT Dist. Office	12, 17, 18, 19, 20, 21, 24	• Capital Area Metro. Planning Org. • Golden Crescent Reg. Planning Comm. • Alamo Area Council of Govts. • South Texas Development Council • Rural Economic Assistance League, Inc. / Transportation Coordination Network of the Coastal Bend • Lower Rio Grande Valley Development Council • Southwest Area Regional Transit Dist.
Feb 26/27 * *funding application to be discussed on Feb. 26	Houston TxDOT Dist. Office	13, 14, 15, 16	• Brazos Valley Council of Govts. • Deep East Texas Council of Govts. • South East Texas Reg. Planning Comm. • Houston-Galveston Area Council
Mar 4/5 * *funding application to be discussed on Mar. 4	Dallas TxDOT Dist. Office	3, 4, 5, 6, 11, 22, 23	• Nortex Reg. Planning Comm. • North Central Texas Council of Govts. • Ark-Tex Council of Govts. • East Texas Council of Govts. • Heart of Texas Council of Govts. • Texoma Area Paratransit System, Inc. • Central Texas Council of Govts.

G. Questions Concerning the Application Request

All questions concerning this application process must be sent in writing by **no later than 5:00 pm (CDT) on March 16, 2015** (1st found of questions) and **no later than 5:00 pm (CDT) on April 14, 2015** (2nd round of questions) to PTN Program Management at:

Email: PTN_ProgramMgmt or Fax: (512) 374-5244
Reference: FY 2016 & FY 2017 Funding Application

The Division will post responses to the questions on March 19, 2014 (1st round of responses) and April 17, 2015 (2nd round of responses) at www.txdot.gov/business/governments/grants/public_transportation.htm

H. Due Dates & Submission Address

Applications (including any part of an application such as appendix material) must be received by the Public Transportation Division **no later than 5:00 pm CDT, May 7, 2015**.

Send applications electronically (**pdf files only**) to PTN Program Management using TxDOT's Drop Box feature at https://ftp.dot.state.tx.us/dropbox/?action=mainmenu.. Click the Drop Off tab and enter the information requested. Follow these steps:

1. Information About the Sender;

2. Information About the Recipient (enter RCTP Call for Projects and PTN_ProgramMgmt@txdot.gov);

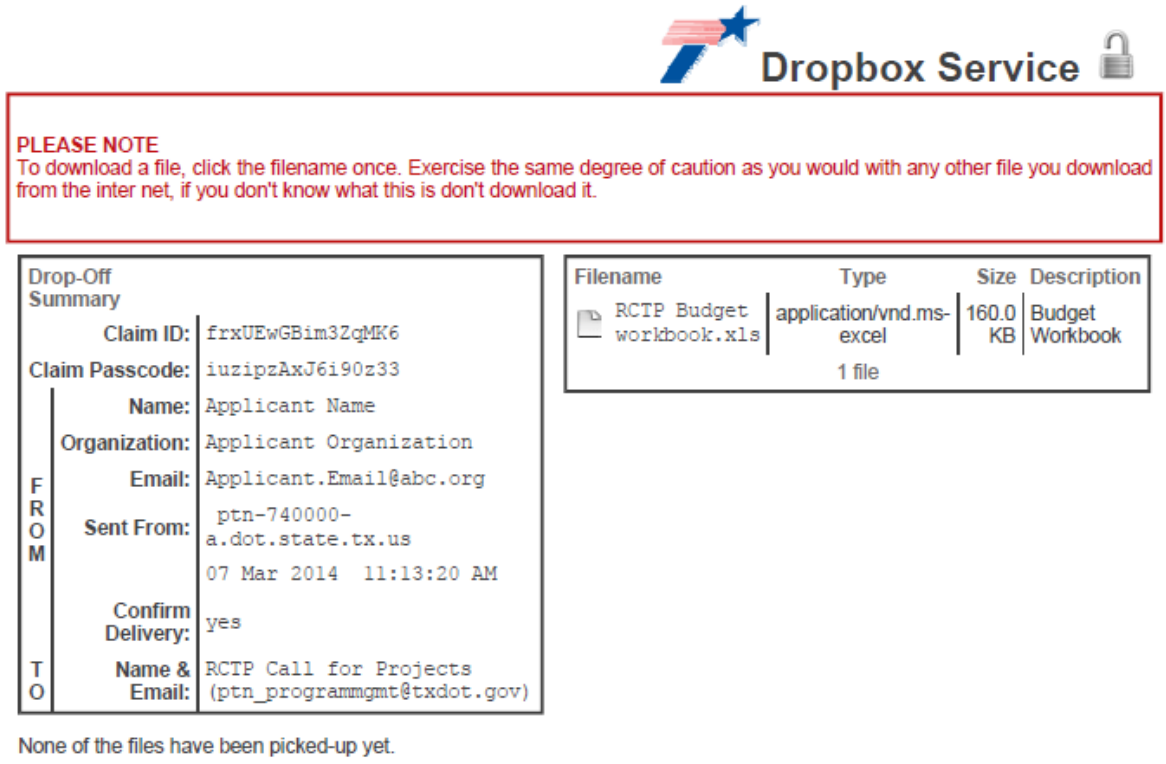
3. Choose the Files You Would Like to Upload;

4. Click the tab labeled "Drop off the File(s)";

5. Once you click the "Drop off the File(s)" tab, you will immediately be directed to a completion page with confirmation of your drop-off including the date and time of your drop-off. **Keep a copy of this confirmation page for your records. This page may be requested in the event there are questions concerning timeliness of submissions. The time it takes to receive this confirmation page may take longer than anticipated, depending on the size of the submitted file.**

Applications (including any part of an application such as appendix material) must be received by the Public Transportation Division **no later than 5:00 pm CDT, May 7, 2015**.

Below is a sample of the Dropbox confirmation page.



Dropbox Service

PLEASE NOTE
To download a file, click the filename once. Exercise the same degree of caution as you would with any other file you download from the inter net, if you don't know what this is don't download it.

Drop-Off Summary

	Claim ID:	frxUEwGBim3ZqMK6
	Claim Passcode:	iuzipzAxJ6i90z33
FROM	Name:	Applicant Name
	Organization:	Applicant Organization
	Email:	Applicant.Email@abc.org
	Sent From:	ptn-740000-a.dot.state.tx.us
		07 Mar 2014 11:13:20 AM
	Confirm Delivery:	yes
TO	Name & Email:	RCTP Call for Projects (ptn_programmgmt@txdot.gov)

Filename	Type	Size	Description
RCTP Budget workbook.xls	application/vnd.ms-excel	160.0 KB	Budget Workbook

1 file

None of the files have been picked-up yet.

Return to the Dropbox Service main menu.

Version 2.1 | TxDOT Dropbox Service

III. MONITORING AND REIMBURSEMENT

A. Monitoring

Funding recipients shall coordinate with the Public Transportation Division to participate in monitoring visits to assess timely progress with the scope of work and identify any need for assistance.

B. Reimbursement

Reimbursements shall be based on receipt of request for reimbursement forms including supporting documents for completed deliverables judged acceptable by the PTN public transportation coordinator assigned to manage each respective grant agreement.

IV. APPLICATION CRITERIA

Applications will be reviewed and evaluated using the screening and format requirements and evaluation criteria described below.

A. Screening Requirements

TxDOT shall screen all applications for completeness. Applications must be complete and meet the following criteria to be considered for funding:

1. A pdf file must be received by the Public Transportation Division **no later than 5:00 pm, CDT, on May 7, 2015**. The Division encourages applicants to review the pdf file for completeness before sending to TxDOT.

2. Include a cover letter bearing an original signature in ink by the authorized representative of the responding organization with the authorized representative's name typed immediately below the signature (electronically scanned signatures are acceptable);

3. Include responses to all sections identified in the Application for Funding Template. Respondents shall label all forms and attachments. TxDOT will not be responsible for locating or securing information not included in the response. Failure to furnish required documentation with the response may result in the response being deemed incomplete and non-responsive, resulting in rejection.

B. Format Requirements

The application shall meet the following format requirements:

1. Use the template provided by TxDOT. **Do *not* include the *wording* of each question, but *do* include the *number* of each question (such as 1.1, 1.2 and so on)** that appears in the template.
2. Clearly and consecutively number all pages;
3. Type all pages using no less than single spacing between lines;
4. Use no less than a 12-point font on 8 ½" X 11" paper with 1" margins; and
5. Send to TxDOT's Drop-Box feature as a pdf.

C. Evaluation Criteria

Proposals shall be evaluated based on responses to questions and information requested in the Application for Funding Template. The following table indicates percentage of the overall score for various sections of the funding application:

Section	Proportion of Score
FormF: Experience & Capacity	5 %
FormG: Stakeholder Engagement	20 %
FormH: Inventory of Transportation Resources, Comprehensive Needs Assessment, Gap Analysis & Identification of Inefficiencies	20 %
FormI: 5-Year Public Transit-Human Services Transportation Plan	20 %
FormJ: Quality Assurance	5 %
FormK: Leverage Other Resources	10%
FormsL & M: Workplans for FY 2016 & FY 2017	20 %

D. Budget

Respondents must provide a ***detailed*** project budget showing how the respondent proposes to spend requested grant funds. An Excel - Project Budget Worksheet is available at http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html.

Any entity requesting funds for "contractual" must complete a separate budget worksheet that details the cost items for the "contractual" amount.

E. Deliverables

These funds shall be awarded to produce three deliverables:

Deliverable 1

A report on an inventory of transportation resources. This report shall include (a) a description of the methodology used to conduct this inventory, (b) observations/findings/conclusions, (c) recommendations concerning the public transit – human services transportation plan, (d) appendices including data collection forms, assessment documents as applicable, minutes, sign-in sheets and documentation that stakeholders including individuals with disabilities, individuals 65 and older and persons with low incomes participated in the development and approval of this inventory and report.

Deliverable 2

A report on a comprehensive needs assessment and gap analysis. This report shall include (a) a description of the methodology used to conduct this needs assessment and gap analysis concerning the public's transportation needs, (b) observations/findings/conclusions concerning unmet needs and inefficiencies such as overlaps and gaps in services, (c) a discussion of recommendations and implications concerning the public transit – human services transportation plan, (d) appendices including data collection forms, assessment documents, minutes, sign-in sheets and documentation that stakeholders including individuals with disabilities, individuals 65 and older, persons with low incomes and representatives of these priority population groups who participated in the development and approval of this comprehensive needs assessment, gap analysis and report.

Deliverable 3

A final updated, five-year public transit human-services transportation plan that includes all required elements. This deliverable shall:

- Include support documentation including minutes, sign-in sheets and other documentation that stakeholders including individuals with disabilities, individuals 65 and older and persons with low incomes participated in the development and approval of this five-year plan; and
- Include the elements in the following table of contents:

REGIONALLY COORDINATED TRANSPORTATION PLAN
TABLE OF CONTENTS

EXECUTIVE SUMMARY

I. INTRODUCTION
This section shall include a general description of the background and purpose of this five-year plan and the methodology used to develop it including a description of how the development and approval process engaged priority populations including individuals with disabilities and individuals 65 and older.

II. TRANSPORTATION RESOURCES IN THE REGION
This section shall include a list and narrative description of:

- Transportation providers derived from a current, comprehensive inventory of providers including those offering public fixed route and demand-response services, and those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others. By August 31, 2015, the Public Transportation Division, under contract with the Texas A & M Transportation Institute (TTI), will update the 2013 provider inventory. TTI will obtain information directly from recipients of funding from the Federal Transit Administration (FTA). **Lead agencies shall survey *non-FTA recipients* for inclusion in the inventory.**
- All agencies responsible for transportation planning in the region.

III. COMPREHENSIVE ASSESSMENT OF THE PUBLIC'S UNMET TRANSPORTATION NEEDS, ASSESSMENT OF OVERLAPS & GAPS IN THE DELIVERY OF TRANSPORTATION SERVICES & GAP ANALYSIS

This section shall be based on a current, comprehensive regional needs assessment and gap analysis and include a narrative description with supporting data explaining the region's unmet needs and inefficiencies based on findings from this needs assessment. This section shall include:

- Geographic data
- Demographic data on overall population, age, race, income, persons with disabilities, persons with limited English proficiency, and other data to indicate need for transportation services.
- A list and narrative description of all health and human services agencies and programs, and work force agencies, and contact information derived from a current, comprehensive inventory of such agencies.
- Assessment of transportation overlaps and gaps in services including unmet transportation needs of individuals with disabilities, individuals 65 and older, people with low incomes, individuals with limited English proficiency, children , veterans, people lacking transportation to and from employment and other members of the public.
- A description of the research methodology, observations/findings and recommendations.
- Research instruments.

IV. PLANNING FOR COMPREHENSIVE SERVICES

This section shall describe how this five-year plan integrates services of various programs including:

- Section 5310 (Enhanced Mobility of Seniors and Individuals and Individuals with Disabilities) program and other FTA-funded programs
- Health and human services programs
- Work force programs
- Other

V. INTEGRATED PLANNING PROCESSES

This section shall describe how this five-year public transit-human services transportation plan will align or integrate with other metropolitan, rural, and statewide transportation plans, as appropriate. This section shall include a:

- Comprehensive list and narrative description of various planning processes concerning transportation needs and/or services conducted in the planning region such as those led by metropolitan planning organizations (MPOs), rural planning organizations (RPOs), other transportation agencies, work force agencies, health and human services agencies, and others.
- Explanation of how these plans are or will be integrated.

VI. VISION, MISSION, GOALS AND OBJECTIVES

This section shall include vision and mission statements as well as clearly articulated goal(s) and objectives for achieving the goal(s). Lead agencies shall determine the vision and mission statements, goals and objectives using a deliberative process actively involving the steering committee and other stakeholders including riders and potential riders. Lead agencies and other stakeholders shall collaboratively prioritize objectives (identifying those that are short- or long-term) and address implementation based on time, resources and feasibility.

VII. SUSTAIN PLANNING & IMPLEMENT PLAN

This section shall describe the planning region's capacity to sustain regional transportation planning activities and to implement or "work the plan" once it is developed and approved. This shall include a description of:

- Organizational infrastructure, staff capacity, and plans for leveraging resources to conduct and pay for activities and projects to achieve identified priorities;
- How the lead agency will regularly and meaningfully engage regional stakeholders including individuals with disabilities, individuals 65 and older, people with low incomes, veterans, advocates for children, and other members of the public;

VIII. PERFORMANCE MEASURES TO EVALUATE EFFECTIVENESS

This section shall list and describe specific, locally-determined metrics for each identified gap in transportation service (or for each priority identified in the plan). Each metric shall objectively measure the extent to which each priority was met or gap filled. This section shall describe how the lead agency will collect, maintain and assess this data

In addition, this section shall describe how the lead agency will collect, maintain and provide data on statewide performance measures to the Texas Department of Transportation which will collect common data elements statewide. The statewide performance metrics are listed on page 21 of the Regionally Coordinated Transportation Planning Guidebook.

F. Projected Cost to Develop Deliverables

Indicate a projected cost for developing each deliverable. ***Provide calculations for how each cost figure was derived*** either in the space provided in the worksheets (Forms L and M) or in an attached document that clearly identifies which calculations correspond to which deliverables.