



§5310

Application Instructions

Project Call FY 2021

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Overview

1.1 Introduction

This document contains instructions on completing the application for Federal Transit Act, 49 USC §5310 funds. This formula-based program provides funding to traditional non-profit organizations and other eligible recipients for supporting enhanced mobility of seniors and individuals with disabilities in rural and small urban areas. Eligible applicants must comply with all applicable federal, state, and local laws and regulations.

Texas Department of Transportation (TxDOT) is a recipient of 49 USC §5310 funds, which are passed through to eligible subrecipients. Eligible activities include traditional capital projects, other capital projects, operating, and Above and Beyond ADA projects.

TxDOT awards grants on a competitive basis. Requests for funding typically exceed available funds.

Additional information regarding Section 5310 funds can be found in section 43 TAC 31.31 and FTA Circular 9070.1G or the latest edition of the FTA Circular.

Applications are due on March 15, 2021 at 5:00 PM Central Standard Time. Any application that does not meet any of the stated criteria may not be accepted. Late applications may not be accepted.

1.2 Program Goal

The department's goal in administering the §5310 program is to promote the availability of cost-effective, efficient, and coordinated passenger transportation services planned, designed and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable, using the most efficient combination of financial and other resources. To achieve this goal, the objectives of the department are to:

1. Promote the development and maintenance of a network of transportation services for seniors and individuals with disabilities throughout the state, in partnership with local stakeholders
2. Fully integrate the §5310 program with other federal, state, and local resources and programs that are designed to serve similar populations
3. Promote public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA)
4. Promote public transportation projects that decrease the reliance of individuals with disabilities on ADA complementary paratransit services
5. Promote and encourage local participation, especially by seniors and individuals with disabilities or their advocates, in decision making;
6. Improve the efficiency, effectiveness, and safety of §5310 transit systems through the provision of technical assistance
7. Include private-sector operators in the plan to provide transportation for seniors and individuals with disabilities

1.3 Funding

This project call is for FY 2022-2023. Projects will be funded September 1, 2021 – August 31, 2023.

- First Year Project Grant Agreement (PGA): September 1, 2021 – August 31, 2022
- Second Year PGA: September 1, 2022 – August 31, 2023

Second year funding amounts are not determined until spring 2022. The second-year awards will be based on:

- the amount requested in the approved application's multiyear budget page
- the demonstrated project costs based on Requests for Reimbursement (RFRs)
- the estimated remaining balance of the FY 2022 PGA

The total amount of available funding for the §5310 program is dependent upon FTA appropriations. The funding represented for each district includes a "Minimum Amount for Traditional Projects". The balance of the funds is a maximum amount for "Other Eligible Capital and Operating" Projects.

Of the total §5310 funds available, FTA apportions 60 percent to designated recipients in large Urbanized Areas (UZAs); 20 percent to the states for small UZAs; and 20 percent to the states for rural areas with less than 50,000 in population. §5310 funds are apportioned among the recipients by formula in the small UZA and rural areas. The formula is based on the ratio that the number of seniors and individuals with disabilities in each such area in relationship to the number of seniors and individuals with disabilities in all such areas.

§5310 provides that of the amounts apportioned to states and designated recipients, not less than 55% shall be available for traditional §5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55% is a floor, not a ceiling; —recipients may use more than 55% of their apportionment for this type of project.

Residual Funds

Upon the completion of project selection, if any portion of the allocation is not needed, the commission or the executive director may distribute the balances, as appropriate, to satisfy unmet needs in other areas of the state. This action may require the department to transfer funds, at the state level, between small urbanized and rural areas to fully obligate the state's apportionment.

The following table reflects the FY2021 funding apportionments by District.

1.4 § 5310 FY 2021 Federal Apportionment by District, Rural and Small Urban Programs

							Total	\$ 7,171,164
	Rural Program			Small Urban Program				
DISTRICT	Total Rural Allocation	Rural Minimum Amount for Capital/Traditional Projects	Rural Maximum Amount for Other Projects	Total Small Urban Allocation	Small Urban Minimum Amt for Capital/Traditional Projects	Small Urban Maximum Amount for Other Projects	District Totals	
Abilene	\$103,395	\$63,186	\$40,209	\$202,897	\$123,993	\$78,905	\$306,292	
Amarillo	104,233	63,698	40,535	275,878	168,592	107,286	380,111	
Atlanta	159,974	97,762	62,212	133,307	81,465	51,842	293,281	
Austin	207,079	126,548	80,531	100,589	61,471	39,118	307,668	
Beaumont	149,169	91,159	58,010	386,995	236,497	150,498	536,164	
Brownwood	101,179	61,831	39,347	0	0	0	101,179	
Bryan	149,660	91,459	58,201	196,927	120,344	76,583	346,587	
Childress	56,176	34,330	21,846	0	0	0	56,176	
Corpus Christi	150,183	91,779	58,405	0	0	0	150,183	
Dallas	160,834	98,287	62,547	166,694	101,869	64,826	327,528	
El Paso	55,320	33,807	21,513	0	0	0	55,320	
Fort Worth	210,138	128,418	81,720	0	0	0	210,138	
Houston	179,320	109,585	69,736	269,802	164,879	104,923	449,122	
Laredo	98,310	60,078	38,232	0	0	0	98,310	
Lubbock	126,833	77,509	49,324	0	0	0	126,833	
Lufkin	182,815	111,720	71,095	0	0	0	182,815	
Odessa	75,205	45,959	29,246	270,329	165,201	105,128	345,535	

	Rural Program			Small Urban Program			
DISTRICT	Total Rural Allocation	Rural Minimum Amount for Capital/ Traditional Projects	Rural Maximum Amount for Other Projects	Total Small Urban Allocation	Small Urban Minimum Amount for Capital/ Traditional Projects	Small Urban Maximum Amount for Other Projects	District Totals
Paris	178,651	109,176	69,475	144,280	88,171	56,109	322,930
Pharr	112,629	68,829	43,800	228,039	139,357	88,682	340,668
San Angelo	67,253	41,099	26,154	179,093	109,446	69,647	246,346
San Antonio	249,467	152,452	97,015	0	0	0	249,467
Tyler	246,985	150,935	96,050	369,772	225,972	143,800	616,757
Waco	144,180	88,110	56,070	379,568	231,958	147,610	523,748
Wichita Falls	105,703	64,596	41,107	186,171	113,771	72,400	291,875
Yoakum	160,903	98,330	62,573	145,228	88,751	56,478	306,131
Project Totals	\$3,535,594	\$2,160,641	\$1,374,953	\$3,635,570	\$2,221,737	\$1,413,833	\$7,171,164

1.5 Grant Eligibility

Eligible recipients are:

1. A private nonprofit organization; or
2. A state or local governmental authority that:
 - a. is approved by a state to coordinate services for seniors and individuals with disabilities; or
 - b. certifies that there are no nonprofit organizations readily available in the area to provide the service.

Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are eligible.

Projects selected in small urban areas *must* have a letter of support from the Metropolitan Planning Organization (MPO) director stating that the project is consistent long-range range transportation plan and will be amended into the Transportation Improvement Program (TIP) when so directed by TxDOT.

Non-profit organizations must provide proof of non-profit status and certify that proposed service does not compete with existing transit service.

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

2. Terms and Conditions

2.1 Period of Service

Applicants can request funds for a maximum of two (2) years for each application. 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. Agencies should assume a period of service beginning September 2021 and/or September 2022.

2.2 Project Budget

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

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

Projects requesting two years of funding must complete the Multiyear Budget Form in eGrants.

2.3 Local Share Requirements

Eligible sources to satisfy local share requirements may be derived from the following:

1. An undistributed cash surplus, or a replacement or depreciation cash fund or reserve
2. A service agreement with a state or local social service agency, or a private social service organization
3. Amounts appropriated or otherwise made available to a U.S. department or agency that are eligible to be expended for transportation
4. Funds to carry out the federal lands highway program established by 23 U.S.C. Section 204;
5. Funds available under Section 403(a)(5)(C)(vii) of the Social Security Act (4 U.S.C. 603(a)(5)(C)(vii))
6. In-kind contributions, volunteer services and donations attributable to the project if the value is documented and previously approved by the department
7. Transportation development credits, with prior department approval

Funds from any other U.S. DOT program are not eligible for use as local matching funds. Funds from other federal programs, however, are eligible.

2.4 Scoring

Based on the goals and objectives identified in the regional human services public transportation coordinated plan for the applicable planning district(s) and input provided in a series of public listening sessions, Public Transit Coordinators (PTCs) who do not represent the district(s) covered in the application will score the projects.

Because this is a competitive program, projects are scored on their merits, which include:

- Meeting the specific transportation needs of seniors and persons with disabilities
- Agency capacity to financially and administratively manage grant projects
- Agency performance on prior §5310 program grants
- Ability to meet federal and state program requirements
- Consistency with §5310 program goals
- Demonstrated need

The scoring team will base evaluations on the information included in the application. Insufficient documentation will result in a lower score.

The scoring team will evaluate the applicant's past performance with Public Transportation Division grants as part of the scoring process. This includes any open Improvement Action Plans and reasons for funds not expended by the end of previous grant periods.

On receipt of the applications recommended for funding, the director, or the director's designee, will review all funding requests for completeness and compliance with all statutory and program administrative requirements. This review will also take into consideration statewide equitable distribution of §5310 funds.

Following Texas Transportation Commission (TTC) approval, the department will negotiate a contract with the selected local entities and organizations to implement the projects selected for funding.

2.5 Selection of Projects

Projects will be selected for funding based on multiple criteria and conditions for each funding program.

1. Applications will be reviewed for basic acceptability (meeting program scope, objectives, and funding requirements). A review panel will evaluate, score, and rank acceptable applications.
2. Any application that is found to be incomplete, non-responsive, or fails to meet any call for projects requirement(s), may be rejected by TxDOT at any point in the selection process.
3. In selecting projects from the ranked lists, the available funding among programs, project cost, geographic diversity of projects, project sustainability, industry initiatives, and innovative approaches in public transportation may be considered as additional criteria.
4. Projects which are prioritized, but not selected for funding solely due to the constraint of the amount of funds available, may be retained for consideration if funding becomes available during this funding cycle. Funding may be offered to these applicants without issuing an additional call for projects.
5. Projects that involve partnering pledges and/or commitments to the project from any other entity, such as providing local match or other assistance, must attach a Letter of Commitment. If not, the application may be considered incomplete and may not be considered for final selection.
6. TxDOT will be the sole judge of applications having the greatest technical merit when setting priorities for project selection. TxDOT has the right to accept or reject any or any part of an application, or negotiate any application to select the projects that best serve the citizens of Texas. TxDOT has the right to limit the total amount awarded in any category and to determine the most appropriate fund source 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.

2.6 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.

2.7 Award of Projects

Selected projects for 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. 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 (PGA's) will be administered by a TxDOT Public Transportation Coordinator (PTC), with the option of the involvement and advice of additional persons.

2.8 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. **Task** – Compliance with all applicable federal, state, and local laws and regulations, including requirements found in the (MGA) 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 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 data on ridership, vehicle use, and operating costs.
 - iii. The subrecipient is subject to ongoing annual monitoring by TxDOT.
 - b. If a project includes the purchase of land, all environmental analyses, such as the finding of a Categorical Exclusion, must be completed prior to the purchase.
2. **Task** – 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. **Task** – 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. The required dialogue shall include reasonable access to data for project monitoring and, as appropriate, to the physical sites of projects.
 - a. 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.
 - b. 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.

2.9 Eligible Capital Expenses for “Traditional” Projects

Funds for the §5310 program are available for capital expenses to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the “Traditional” requirement, which must be carried out by an eligible recipient or subrecipient as described above include, but are not limited to:

- a. Rolling stock and related activities for §5310-funded vehicles
 - 1. Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs
 - 2. Vehicle rehabilitation or overhaul
 - 3. Preventive maintenance
 - 4. Radios and communication equipment
 - 5. Vehicle wheelchair lifts, ramps, and securement devices
- b. Passenger facilities related to §5310-funded vehicles
 - 1. Purchase and installation of benches, shelters, and other passenger amenities.
- c. Support facilities and equipment for §5310-funded vehicles
 - 1. Extended warranties that do not exceed the industry standard
 - 2. Computer hardware and software
 - 3. Transit-related intelligent transportation systems (ITS)
 - 4. Dispatch systems
 - 5. Fare collection systems
- d. Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, “Capital Leases,” 49 CFR part 639 and OMB Circular A–94, which provides the necessary discount factors and formulas for applying the same;
- e. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient as defined above. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement.

Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the § 5310 program.

- f. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the “Traditional” Allocation, so long as the service is provided by an eligible recipient/subrecipient as defined above, and is included in the coordinated plan.

The list of eligible activities is intended to be illustrative, not exhaustive. TxDOT encourages recipients to develop innovative solutions to meet the needs of seniors and individuals with disabilities in their communities and discuss proposed projects with TxDOT staff to confirm eligibility.

2.10 Mobility Management

Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management is split into 4 categories:

1. Enabling mobility access:
 - a. Travel training
 - b. Facilitation of access to transportation services
 - i. Ride referrals
 - ii. Trip planning activities for customers
 - iii. Centralized information on specialized transportation services in the community
 - c. Customer-oriented travel navigator systems
 - d. Ridesharing and assistance for volunteer and community based transportation services
2. Coordination:
 - a. Working with other agencies that serve the same population
 - b. Sharing services provided to an agency’s own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other non-profits
 - c. Expanding the availability of service among existing public transportation providers and other transportation service providers
 - d. Support for short-term management activities to plan and implement coordinated services
 - e. Improving transportation service efficiency and effectiveness
3. Public outreach & education
 - a. Improving information that is available about those services.
4. Technology
 - a. The development and operation of one-stop transportation traveller call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
 - b. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated

system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).

Examples of allowable expenses:

- a. Salary and fringe for mobility management staff
- b. Prorated expense of phone service for call center
- c. Marketing and educational materials
- d. Training for staff
- e. Travel training equipment
- f. Technology hardware and software for coordinating travel, unifying fare system (also eligible under capital purchase)

Expenses not allowed:

- a. Operating expenses: gas, repair work, utilities
- b. Indirect costs
- c. Single provider single mode dispatch

2.11 Eligible Recipients for §5310 Operating Projects

Eligible subrecipients for other eligible §5310 activities include a state or local governmental authority, or a private nonprofit organization.

Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore eligible subrecipients. “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

2.12 Other Eligible Capital and Operating Expenses

Up to 45 percent of a rural, small urbanized area, or large urbanized area’s annual apportionment may be utilized for:

1. Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate;
2. Public transportation projects (capital and operating) that exceed the requirements of ADA;
3. Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service;
4. Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.
5. Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. §5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.

6. Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The §5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.
7. Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible.
8. Limits on operating assistance. Given the requirement for “Traditional” §5310 capital projects, a recipient may allocate a percentage of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in 49 U.S.C. 5310(b)(1)(B-D) .

Mobility management and ITS projects may be eligible under both categories.

2.13 Above and Beyond ADA

Above & Beyond ADA is not a common category. It applies to the required paratransit services associated with fixed route service and requires 50% match.

- b. Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.
 1. Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the § 5310 program in several ways:
 - a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
 - b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
 - c) The incremental cost of providing same day service;
 - d) The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
 - e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
 - f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (i.e., larger than 30" × 48" and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and
 - g) Installation of additional securement locations in public buses beyond what is required by the ADA.

2. Feeder services. Accessible “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
3. Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.
 - a) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. § 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:
 - 1) Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals, or other accessible features;
 - 2) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
 - 3) Improving signage or wayfinding technology; or
 - 4) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.
 - b) Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- c. Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation.

Operating assistance for required ADA complementary paratransit service is not an eligible expense.

2.14 Administrative Expenses

Administrative expenses are not reimbursable.

3. Application Submission

3.1 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 call for projects schedule with tentative dates:

Activity / Milestone	Target Due Date
Submission and Training	
Notice of Opportunity available	2/4/2021
Application webinar I	2/11/2021
Application webinar II	2/16/2021
Deadline for submitting written questions	2/26/2021
2021 Deadline for application submission	3/15/2021 at 5PM CST
Scoring	
Applications Scored	April 2021
Funding	
Funding decision made	May 2021
PGA Development	
Texas Transportation Commission approval	June 2021
Project Grant Agreements distributed for FY22 projects	August 2021
Award Grants	
Project Grant Agreements executed and activated in eGrants for FY22.	9/1/2021

3.2 Development

eGrants

- Applications must be submitted via eGrants by changing the status in eGrants to “*Application Submitted for Review.*”
- Applicants should demonstrate how their project addresses all criteria for which funds are sought.
- For help and resources regarding the eGrants system contact the eGrants help desk Monday - Friday, 8 a.m. - 4 p.m. (closed federal holidays) at (512) 486-5957 or by email at PTN-eGrantshelp@txdot.gov. An eGrants Subgrantee User Manual can be found under the “Training Materials” section in eGrants.

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 <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>
- eGrants training is available online at <http://www.txdot.gov/inside-txdot/division/public-transportation/training-videos.html>

Questions

- All application-related questions must be submitted via email to PTN_ProgramMgmt@txdot.gov by **5 P.M. CST** on February 26, 2021. Email subject line should read “*Coordinated Call Question:*” followed by a specific topic.
- A question-and-answer document will be posted online at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>
- Telephone inquiries regarding the development of applications are not accepted.
- Please **DO NOT** contact TxDOT PTN Public Transportation Coordinators regarding questions for this call for projects.

Submission

- Grant applications must be in “*Application Submitted for Review*” status in eGrants no later than **5:00 P.M. CST March 15, 2021**.
- Submitted applications cannot be returned to the applicant for modifications or changes after the due date of **March 15, 2021**.
- Applications must be submitted by the responsible entity in eGrants.
- 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 to TxDOT.**
- Letters of Support must be uploaded to eGrants.
- Failure to follow the above requirements may disqualify your application from the scoring process.

4. Application Instructions

4.1 eGrants

Guidance regarding data input for each specific form is provided in this document in [blue](#). All questions must be answered thoroughly.

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.

4.2 Applicant Information Form



Figure 1: Online Application Instructions

To access online application instruction, select the blue hyperlink (See Figure 1)

Provide primary contact information in the available fields. (See Figure 2)

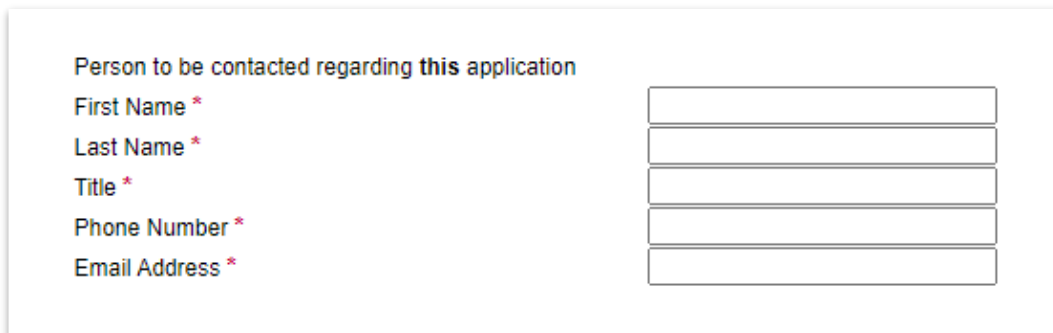
A form titled "Person to be contacted regarding this application". It contains five input fields, each with a red asterisk indicating it is mandatory: "First Name *", "Last Name *", "Title *", "Phone Number *", and "Email Address *".

Figure 2: Contact Person

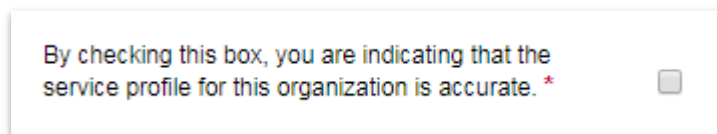
A form element for service profile certification. It contains the text "By checking this box, you are indicating that the service profile for this organization is accurate.*" followed by an unchecked checkbox.

Figure 3: Service Profile Certification

The applicant confirms the agency *Service Profile* is accurate by checking the box as shown in image. (See Figure 3).

The *Service Profile* can be accessed from “Service Profile” link in the top menu bar. (See figure 4)

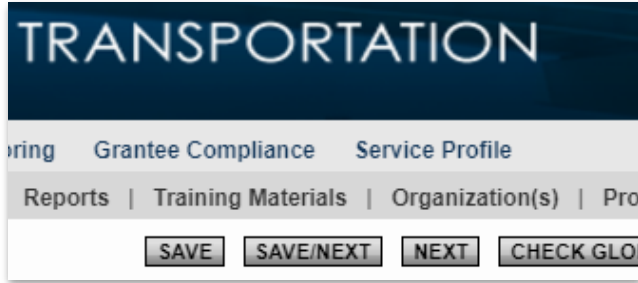


Figure 4: Service Profile link

4.3 Project Summary

1. Provide a percentage breakdown of service area and select the planning region(s) in which this project will occur. A planning region map with numbers is found at http://txregionalcouncil.org/display.php?page=regions_map.php
Enter a brief, descriptive project name that reflects the purpose of the project, what category of funds are sought, and if it is a new or existing activity. (See Figure 5)

A screenshot of a web form titled "1. Project Service Area, enter the percentage of each *". The form contains three main sections: "Rural: [input]%" and "Urban: [input]%" for percentage breakdown; "State Planning Region *" with a dropdown menu showing options 1, 2, 3, 4, and 5; and "What is the project name? *" with a text input field.

Figure 5: Service Area, Planning Region, Project Name

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

A screenshot of a text input area for providing a project overview. The text reads: "Provide an overview of your project that includes:" followed by a bulleted list: "General concept of the project.", "Timeline of the project", "Who is committing time or resources to the project", and "Project location". Below the list is a red "NOTE: The general history of the agency is not required".

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

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

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- Certification of Non-Profit Status *

If applying as a non-profit organization, attach documentation to certify non-profit status.

Accepted documentation:

- Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
- A statement from a State taxing body or State Attorney General certifying that:
 - The organization is a non-profit organization operating within the State; and
 - No part of its net earnings may lawfully benefit any private shareholder or individual;
- A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the non-profit status of the applicant; or
- Any item described above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a non-profit affiliate.

Certification of Non-Profit Status

Choose File

No file chosen

Figure 6: Certification of Non-Profit Status: upload file

4.4 General Information Form

- Select which district(s) are included in the project. Control-Click to select multiple districts. (See Figure 7)

1. Which district(s) are included in this project? *

Abilene
Amarillo
Atlanta
Austin

Figure 7: Project district(s)

2. Select if this project continues existing service. (See Figure 8)

2. Does this project continue existing service? *

Yes No

Figure 8: Continuing service

2a. If the service has been/will be modified, describe the changes. *

Provide an overview of how this project will be modified. Include details of how the including a description of all elements that apply:

- Reduced service times
- Reduced service area
- Service eligibility changes
- Service restrictions
- Public Health considerations
- Identify other features as they apply

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3. Select "yes" if this project increases service times or service area. (See Figure 9)

3. Is this an expansion project? *

Yes No

Figure 9: Expansion project

3a. What type of expansion project is this?

- Increase Service Area
- Increase Service Time

Describe the increase(s). *

Provide an overview of how this project will be expanded. Include details of all elements that apply in description.

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4. Select yes if this is the only public transportation option available in the service area. (See Figure 10)

4. Is this the only public transportation option available in the service area? *

Yes No

Figure 10: Other public transportation availability

How is this transit service different from other services in the area? *

Provide an overview of how this service differs from other public transportation in the area:

- Service times
- Access to destinations outside of other provider service areas
- Shorter timeframe to schedule trips
- Service Flexibility
- Other features that apply

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5. Select if you are able/unable to meet service demands and explain details in the narrative box below. (See figure 11)

5. Can you meet current service demands?

Yes No

Figure 11: Service demands

Explain

Provide an explanation of how the agency measures services demands. Can the current level of service, meet current demands for:

- Hours of Service
- Number of vehicles in service
- Availability
- Scheduling lead time

Identify number of trips declined and explain common reasons.

- Enter how many one way §5310-funded trips your agency provided **via purchase of service from another transit operator in the past year**. This information is required to be reported to the FTA. (See Figure 12)

6. In the past year how many one way 5310 trips did your agency provide through purchased trips? *

purchased trips per year

Figure 12: Purchase of service trips

- Enter how many one way §5310-funded trips your agency **provided in vehicles operated by the agency itself in the past year**. This information is required to be reported to the FTA. (See Figure 13)

7. In the past year how many one way 5310 trips did your agency provide in agency operated vehicles? *

trips per year by vehicles operated by the agency

Figure 13: Agency operated trips

- Enter specific goals, objectives and/or priorities identified in the area's most recent five year [Regional Public Transportation Coordination Plan](#) (RPTCP) that relate to the need for the project. Describe how the goal, priority or objective relates to the project activities. Press the save button in the upper right-hand corner for additional rows. (See Figure 14)

8. Identify the goals, objectives and/or priorities in the area's most recent five year Regional Public Transportation Coordination Plan (RPTCP) that relate to the need for the project. *

Five-year plan goal, priority, or objective	How the project relates
<input type="text"/>	<div style="border: 1px solid black; height: 60px;"></div>

press the save button for additional rows

Figure 14: Five-year plan goal, priority, or objective

Five-year plan goal, priority, or objective: Enter one goal, priority, or objective per line.

How the project relates: Briefly describe how the project relates to the five-year plan, goal, or objective.

Examples could include, how the project removes barriers to service, expands mobility options and how transportation services are planned, designed and implemented meets the special needs of the 5310 population.

- Use drop down arrow to select project element, describe how and why the project element is necessary to support the implementation and how it relates to the 5 yr. plan goals identified in question 8. Describe how you will identify when the goal has been met, this needs to describe how you intend to measure the outcomes. (See figure 15)

9. Describe the need for project activity. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed. *

Project Element	How the project addresses the five year plan	What is the measurement of success? How do you know you met the goal?
<input type="text"/>	<input type="text"/>	<input type="text"/>

press the save button for additional rows

Figure 15: Project Elements and measures of success

Project Element: Select the appropriate project element from drop-down list. Create a new row for each project element.

How the project addresses the five-year plan: Explain how the project element works towards achieving the goals, objectives and/or priorities of five plan, as identified in question 8.

What is the measurement of success? How do you know you met the goal?: Example: If the element is Vehicles, the success could be measured in number of trips. The goal could be achieved by an increase in percentage or number of trips. The agency must determine what it means to meet that goal, whether it is by increasing a specific percentage or increasing by a certain number of trips.

10. What actions are being taken or will be taken to make this project sustainable?*

Responses to this question must be forward-looking to address transportation services planned, designed, and carried out to meet the special transportation needs of the 5310 programs. Prior funding does not establish sustainability.

Examples of sustainability include:

- Funding sources beyond grants from TxDOT
- Future commitment of time or resources to the project from other sources
- Developing partnerships
- Developing coordination
- Demonstrated response to demographic or economic trends identified in the coordinated plan

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11. How does the transit service integrate with other services for seniors and individuals with disabilities in the community? *

Describe how the transit service relates to other community services to remove transportation barriers. Identify interactions with other community service providers.

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12. How are you informing your stakeholders and the community of your services?

Explain the processes the agency uses to actively, effectively and regularly communicate information.

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13. What is your communication strategy for feedback to evaluate services? *

Describe how the agency is receiving feedback and how the agency uses the information. Explain the role of feedback in decision making and service planning.

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Roles and Responsibilities of Stakeholders

Examples of local stakeholders can include, but are not limited to, the following:

- Representatives of public, private and non-profit transportation providers,
- Representatives of human services providers;
- Individuals with disabilities
- Individuals 65 and older
- Individuals with low income
- Individuals with limited English proficiency
- Veterans
- Workforce Agencies
- Local Businesses
- Local Government Officials
- Other members of the public.

Figure 16: Stakeholder examples

14. Describe what stakeholders were consulted or assisted in the development of this specific project. Describe how they participated in the project development. * (See figure 16)

Identify which stakeholders were involved with the project development. Explain their contributions to the project.

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15. How will stakeholders stay involved throughout the project? *

Describe what opportunities stakeholders have to stay actively involved. Explain what the agency is doing to keep the stakeholders engaged.

16. Will this project require new procurement of goods or non-transportation services? * (See figure 17)

Yes No

Figure 17: New Procurement

16a. Identify and describe methods to procure goods and/or non-transportation services related to the project. *

Provide details of procurement process:

- If the agency will procure goods or services identify the method of procurement and steps to be taken to procure the goods or services.
- If the contract had been previously procured and approved by PTN or FTA, provide information on the method of procurement, steps taken, and the date of PTN approval, if applicable.
 - Methods of procurement could include a State Co-Op, Joint Procurement, individual RFP. Identify specifics, for example:
 - Oklahoma State Co-Op, Georgia State Co-Op, Golden Crescent Joint Procurement, etc.

16b. Have vendors already been selected for these goods/non-transportation services? *

Yes No

If yes, list the vendors and what goods/services they will provide (press the save button for additional rows). (See Figure 18)

Identify the vendors and what goods/services they will provide (press the save button for additional rows).

Vendor Name

Description of goods/services

press the save button for additional rows

Figure 18: Vendor name and type of goods/service

17. Identify the related third party contracted services currently provided for the agency (press the save button for additional rows). Ensure that copies of the contracts are uploaded in the Service profile (See Figure 19)

Agency Name	Type(s) of Service	Upload Letters of Commitment
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<i>press the save button for additional rows</i>		

Figure 19: Agency name, type of service, and upload letters of commitment

18. Will this project require new procurement of third party contracted services? *

Yes No

18a. Identify and describe methods to procure third party contracted services related to this project. *

Provide details of procurement process:

- Identify the method of procurement and steps to be taken to procure services.
- If the contract had been previously procured and approved by PTN or FTA, provide information on the method of procurement, steps taken, and the date of PTN approval, if applicable.

18b. Have vendors already been selected for these third party contracted services? *

Yes No

19. List the names of local senior organizations and individuals with disabilities organizations and/or local non-profit agencies that have provided letters of support. * (See figure 20)

Supporter Name	Type of Entity
<input type="text"/>	<input type="text"/>
<i>press the save button for additional rows</i>	

Figure 20: Support letters from non-profits that serve the senior and individuals with disabilities community in the project area.

NOTE: Letters of support must be composed by the supporting organization specifically about this project and grant program. No form letters.

NOTE: Submit all letters through this application. Do not mail letters to PTCs or division staff in Austin

20. List the names of local public bodies and officials who provided letters of support. (See Figure 21)

Figure 21: Support letters from local public bodies and officials in the project area.

Supporter Name	Type of Entity
<input type="text"/>	<input type="text"/>

press the save button for additional rows

NOTE: Letters of support must be composed by the supporting organization specifically about this project and grant program. No form letters.

NOTE: Submit all letters through this application. Do not mail letters to PTCs or division staff in Austin.

NOTE: Projects selected in small urban areas must have a letter of support from the Metropolitan Planning Organization (MPO) director stating that the project is consistent with the long-range transportation plan and will be amended into the Transportation Improvement Program (TIP) when so directed by TxDOT.

Attachments

Upload letters of commitment of funding or services relevant to this application. (See Figure 22)

Upload letters of of commitment of funding or services relevant to this application.

Description	Upload
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

press the save button for additional rows

Figure 22: Letter of commitment of funding or services

Letters of Commitment: Letter by the signatory demonstrating involvement and identify the specific contributions they will make to ensure the project's success. This generally includes financial or in-kind contributions.

NOTE: Only upload Letters of commitment of funding or services

Upload letters of support and/or additional documents relevant to this application. (See figure 23)

Upload letters of support and any additional documents relevant to this application.

Description	Upload
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

press the save button for additional rows

Figure 23: Letter of commitment of funding or services

NOTE: Only upload letters of support and/or additional relevant documents

4.5 Mobility Management, Purchase of Services, Operating

Mobility Management activities increase transportation access to health care, employment, education, and other life-sustaining activities through coordination and focus on individual needs. Eligible activities must have a direct relationship to transportation access.

1. Is Mobility Management part of the proposed project? *

Yes No

If yes, questions 2-5 are required.

2. What Mobility Management activities are included in this grant (i.e. Enabling mobility access, Coordination, Technology, and/or Public Education)? *

List project activities by type

3. Describe the specific elements of the Mobility Management project in detail. *

Clearly describe the individual project elements for each mobility management activity:

- Project type
- Activities involved
- Connection to other programs or services
- Timeframe
- Who outside the agency is committing time or resources to the project

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4. Which staff will work on mobility management activities? What percentage of time will these staff members spend on mobility management? Will new staff be hired? * (See figure 24)

Name	Position	What will they contribute to the project/Roles and Responsibilities	Percent of time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %

(press the save button for additional rows)

Figure 24: Mobility management staff and time commitments to the project.

What will they contribute to the project/Roles and Responsibilities: Describe in detail what staff will do by listing job duties and specific functions that contribute to the project.

Percent of Time: Percentage of total hours spent on the project. Press save button to create additional rows.

Purchase of Service (Third Party Contractor Contracted Service 11.71.13)

5. Are Purchase of Service expenses part of the proposed project description? *

Yes No
(press the save button for additional rows)

If “yes” question 6 is required.

6. Describe the specific elements of the Purchase of Service project in detail. * (See figure 25)

Provide specific information on acquisition of public transportation service and how it supports the project:

- Services that will be purchased
- Specific information to explain the value to the project
- Project impact on the current transit service

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If services are already procured, describe the services contracted.

Third Party Contractor	Services contracted
<input type="text"/>	<input type="text"/>

(press the save button for additional rows)

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Figure 25: Third Party Contractor and Services contracted.

Describe in detail services that will be contracted.
Press save button to create additional rows.

Operating

Applicants are responsible for 50% of the net operating costs of the activity.

Note: Operating assistance for required ADA complementary paratransit service is not an eligible expense.

7. Are operating expenses part of the proposed project description? *

Yes No

If “yes” questions 8 and 9 are required.

8. Describe the specific elements of the operating project in detail. *

Provide specific information on your project that includes:

- What elements of operation the project would fund
- How the project would impact the current transit service
- How project success will be measured

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9. What funding source(s) will provide the 50% required match? Will in kind match be used? * (See Figure 26)

Source of Funding	Amount of Funds
<input type="text"/>	<input type="text"/>
<i>(press the save button for additional rows)</i>	

Figure 26: Source and amount of funds for operating match

NOTE: TDC are not eligible to be used as match for operating awards.

Attachments
Upload letters of commitment and any additional documents relevant to this application.

Description	Upload
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<i>(press the save button for additional rows)</i>	

Upload letters of commitment and other relevant documentation

Letters of Commitment: Letter by the signatory demonstrating involvement and identify the specific agreements and or/ contributions they will make to the project. This includes financial or in-kind contributions for operational match.

4.6 Vehicle, Above and Beyond ADA

Vehicle projects include the purchase, rebuild and overhaul of vehicles.

1. Are Vehicle Capital expenses parts of the proposed project? *

Yes No

If yes, questions 2-5 are required.

- Identify the specific vehicles(s) to be replaced or rebuilt. * Press the save button for additional rows. (See figure 27) Enter License and VIN of vehicle to be replaced/rebuilt

Figure 27: License plate of vehicle to be replaced or rebuilt.

License # and VIN: Enter the vehicle’s current license and VIN number

Reason to select this vehicle: Use information from your Fleet Condition Report to provide a summary explaining why each vehicle was chosen. The submitted information must justify the vehicle’s replacement need or vehicle rehabilitation request.

Confirm the selected vehicle(s) were not identified for replacement in a previous opportunity and/or has not been disposed of previously

Confirm the vehicle(s) have meet useful life standards

NOTE: If multiple vehicles are replacement/rebuild options, enter all vehicles in consideration.

- Identify the vehicle type(s) to be purchased. Press the save button to add rows. (See figure 28)

Figure 28: License plate and type of vehicle to be purchased.

Vehicle type to be purchased: Enter the vehicle type you are requesting to purchase.

For example: Type 3

For a comprehensive vehicle list see life standards form, https://ftp.txdot.gov/pub/txdot-info/ptn/life_standards.pdf

Reason to select this vehicle: Provide a summary regarding why this type was selected; include variables that contributed to its selection such as ridership information, your geographical area, and/or other factors unique to your district. In addition, if purchasing more than one, include the quantity requested.

If rehabbing a vehicle without an additional vehicle purchase, skip this section.

- If vehicles are proposed to be purchased, will the vehicles be ADA accessible? * (See figure 29)

Note 1: A non-accessible vehicle requires a “wavier” with the Public Transportation Coordinator’s endorsement prior to entering into a grant agreement.

Note 2: All fixed route service vehicles are required by FTA to be accessible and will not be granted waivers.

Yes No N/A

Figure 29: Vehicles ADA Accessible

Other Capital

Other Capital includes, but is not limited to: shop equipment, hardware and/or software, preventive maintenance, and other miscellaneous equipment. (Program limitations may apply.)

5. Are Other Capital expenses part of the proposed project description? * If yes, questions 6 and 7 are required. *

Yes No

6. Describe the scope of the Other Capital project in detail. *

Provide the following:

- Identify type of other capital (shop equipment, communications, etc.) requested.
- Provide quantities and types; include the make and models for hardware, and titles for software
- Requested dollar amount and any match amount

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Above and Beyond ADA (Formerly New Freedom)

Note: this is for projects that exceed ADA requirements. The projects require 50% match. If the project does not exceed ADA requirements, answer questions for Mobility Management, Operating, and/or Other Capital as appropriate.

Above and Beyond ADA refers to public transportation services and public transportation alternatives designed to assist individuals with disabilities with accessing transportation services beyond those required by the Americans with Disabilities Act (ADA). The purpose of this is to provide additional resources to overcome existing barriers facing individuals with disabilities seeking integration into the workforce and full participation in society. The New Freedom formula grant program, which was Section 5317, became part of Section 5310 program under MAP-21.

7. Are Above and Beyond ADA expenses part of the proposed project description? *

Yes No

If “yes” questions 7-9 are required.

NOTE: All items must exceed the ADA requirements. The purpose of this is to provide additional resources to overcome existing barriers facing individuals with disabilities seeking integration into the workforce and full participation in society.

8. How does the project distinguish itself from existing projects in the area to provide a service that is “above and beyond” ADA requirements? *

- Provide a clear and concise description of how the project exceeds the “above and beyond” requirements and what services are being provided.
- Describe benefits to the agency, the community, and the service that will be achieved with this project.
- Provide a project timeline and tasks.

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9. What funding source(s) will provide the 50% required match? *

Source of Funding	Amount
<input type="text"/>	<input type="text"/>

(press the save button for additional rows)

Note: TDC are not eligible to be used as match for Above and Beyond ADA awards.

Source funding: Name of funding source
Amount: Provided amount contributed to the project.

Attachments
Upload any additional documents relevant to this application per the application's instructions.

Description	Upload
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

(press the save button for additional rows)

Upload any documentation that support the project exceeding the ADA requirements, including funding commitments.

4.7 Construction and Rehabilitation Projects

Construction and Rehabilitation Projects can include the following phases:
Planning, Preliminary Engineering (including environmental review), Final Design and Real Estate Acquisition, Construction/Rehabilitation.

1. Are Construction and/or Rehabilitation related expenses part of the proposed project? *

Yes No

If “yes” questions 1-5 are required, if “no” proceed to the next section “Obligation Certification”

2. Identify the project development life cycle(s) that are included as part of this application for funding. *
(See Figure 30)

A. Planning and Scoping

B. Preliminary Engineering and Environmental Review

C. Final Design and Real Estate Acquisition

D. Procurement

E. Construction

If C,D, or E are selected above, please upload a copy of your FTA Region 6 Categorical Exclusion Worksheet (if this project is not eligible as a categorical exclusion please contact your PTC).

FTA Region 6 Categorical Exclusion Worksheet No file chosen

Figure 30: Construction and rehabilitation development life cycle

If C or D are selected above, upload a copy of your FTA Region 6 Categorical Exclusion Worksheet

NOTE: if this project is not eligible as a categorical exclusion please contact your PTC.

3. This question is divided into 3 subparts - 3a through 3c - for obtaining detailed information on status and funding for the various phases describe the scope of the Construction and Rehabilitation project in detail. *

- 3a. Identify completed phases and describe the activities that have taken place for those phases. Identify actual costs per phase and funding sources. * (See figure 31)

Phase	Activities which have taken place	Cost	Funding Source
		Total:	

Figure 31: Completed Activities

- 3b. Describe any current activities in progress, by project phase. Identify the cost per phase, funding sources and amounts committed. * (See figure 32)

Phase	Activities in progress	Cost	Funding Source	Amount Committed
Total:				

Figure 32: Activities in Progress

- 3c. Describe future activities, by project phase. For each phase provide the estimated cost, secured funding sources and amounts, and funds being requested. * (See figure 33)

Phase	Activities to be accomplished	Cost	Funding Source	Amount Committed	Amount Requested
Total:					

Figure 33: Activities to be Accomplished

4. Provide the facility location if available. * (See figure 34)

N/A	<input type="checkbox"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="v"/>
Zip	<input type="text"/>

Figure 34: Facility Location

5. Describe the facility including the facility function. (See figure 35)

Attachments

Description	Upload
<input type="text"/>	<input type="button" value="Browse..."/> No file selected.

Figure 35: Attachment Uploads

[Upload any additional documents relevant to this application.](#)

4.8 Obligation Certification

As an authorized official of the *{agency name auto filled by eGrants}*

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:
 - 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

NOTE: This form is required to submit the application. Only an authorized person should fill out the form. Check the box and click Save to record the name, title, and date of certification.

4.9 Budget and Milestones Form

The budget and milestones page contains information how the agency will spend the funds, on a per line item or ALI basis. (See figure 36)

The screenshot shows a form with the following elements:

- Agency Name** and **Program Type** labels.
- A question: **Does this budget include indirect costs? *** with radio buttons for **Yes** and **No**.
- A label: **If yes, please enter the Indirect Rate** followed by a text input field and a **%** symbol.
- An **Attachments** section with the text: "You may upload additional documentation here. (If this budget includes In-Kind funds you are required to upload supporting documentation.)"
- A table with two columns: **Description** and **Upload**.
- Below the table, there is a **Choose File** button and the text **No file chosen**.

Figure 36: Attachment upload

Indirect cost: This is not allowable cost for 5310 projects. Select “no”

Attachments: Upload PTN-143 form plus supporting documentation when in-kind funds will be used as match.

The following table outlines the columns located in the Budget and Milestones section in eGrants. When entering budget line items, fill out a row and then press the [save] button for additional rows. Budget line items will need to be added separately for each district. The budget should only consist of Year 1 funding request amounts. See multi-year budget section for Year 2 budget requests.

Column Heading	Comments
Description	Choose the description from the pre-populated drop-down list
Scope	Completed by grant program manager
Suffix #	Completed by grant program manager
TPN	Completed by grant program manager
Fuel Type	Fuel type required for all vehicle ALIs. Choose type from drop-down list
# of Units	Enter the number of units for capital items as appropriate
Award Amount	Federal amount requested by subrecipient
State Match	Agency documents the amount. State match would come from the agencies formula State award. This field does not document a request for state match funds.
Local Match	Agency documents the amount

Column Heading	Comments
In-Kind Match	Agency documents the amount, support documents and amount entered in this field must concur.
Total Funds	eGrants system will calculate.
TDC?	Check the box if requesting TDC
Match Ratio	Field is locked and does not need to be completed
TDC	Completed by grant program manager
Estimated RFP/IFB Issued	Date must be entered for all capital, or procured services.
Estimated Contract Award	Date must be entered for all line items
Estimated First Vehicle Delivered	Date must be entered for all vehicle ALIs
Estimated Last Vehicle Delivered	Date must be entered for all vehicle ALIs
Estimated Contract Complete	Date must be entered for all line items. Date when all funds will be expended for that line item.

4.10 Multi-year Budget

This page shows Year 1 and Year 2 and the combined request for the two-year funding cycle of the application. (See figure 37 & 38)

Year 1

Description	Urban or Rural	District	Fuel Type	# of Units	Award Amount
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal:					\$0

State Match	Local Match	In-Kind Match	Total Funds	TDC Requested?
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
\$0	\$0	\$0	\$0	

Figure 37: **Year 1:** Multi-year budget form. Note that the screen shots are one row eGrants.

Refer to Budget and Milestone section for instructions on how to complete budget request.

NOTE: Year 1 multi-year budget must match the Budget portion of the “Budget and Milestones” page. Milestones are only recorded on the “Budget and Milestones” page. eGrants automatically calculates subtotals and the combined yearly totals.

Year 2

Description	Urban or Rural	District	Fuel Type	# of Units	Award Amount
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal:					\$0

State Match	Local Match	In-Kind Match	Total Funds	TDC Requested?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
\$0	\$0	\$0	\$0	

Figure 38: **Year 2:** Multi-year budget form. Note that the screen shots are one row eGrants.

Year 2 should contain the budget requests for FY 2023 projects. This budget serves as the official request for FY 2023 funding but approval of this application does not guarantee the funding amount requested. The Year 2 funding for this project will be based on the midcycle review that occurs in the spring of 2022 and the amount of available funds. Budget line items need to be added separately for each district.

NOTE: If there is no information entered for Year 2 on this form, PTN will consider no funding is required for the second year. Requests for funding after the approval of this application may not be accepted.

4.11 Glossary

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

Term	Definition
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 Activity / Milestone	The timelines and due dates for all aspects of the project, including any deliverables that are defined.
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.

Term	Definition
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	Capital and/or operating expenses that will vary depending on program laws, rules and regulations, the scope of the project and the established budget.
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.
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.
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 Support	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 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 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 company that provides a service or services not conducted or maintained for making a profit.
Program Manager	A 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.
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.
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.

Term	Definition
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.
Stop Work Order	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.
Subrecipient	Refers to the legal status of applicants who enter into a project grant agreement with TxDOT under this call for projects.
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 (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 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.
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.