Regionally Coordinated Transportation Planning

Request for Applications for Funding
FY 2015

General Information and Instructions

Issued: March 11, 2014
Response Due: May 2, 2014

Texas Department of Transportation
Public Transportation Division

Texas Department of Transportation
Public Transportation Division

TABLE OF CONTENTS

I. INTRODUCTION....2

II. FUNDING PARAMETERS AND APPLICATION SUBMISSION....2
- A. Recipients....2
- B. Project Period....2
- C. Use of Funds....2
- D. Summary of Application and Awards Schedule....3
- E. Webinar....4
- F. Questions Concerning the Application Request....5
- G. Due Dates & Submission Address....5

III. MONITORING AND REIMBURSEMENT SCHEDULE....6
- A. Monitoring....6
- B. Reimbursement....6

IV. APPLICATION CRITERIA....7
- A. Screening Requirements....7
- B. Format Requirements....7
- C. Evaluation Criteria....7
- D. Budget....8
- E. Projected Cost to Develop Deliverables....8

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 year 2015 (September 1, 2014 through August 31, 2015).

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 2015.

I. 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, 2014, whichever is later. All grant agreements under this award will terminate August 31, 2015.

C. Use of Funds

The Public Transportation Division expects to make available up to $400,000 (statewide total) to designated lead agencies to conduct regionally coordinated transportation planning activities. 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. Applicants may apply for funds for either a) a planning project(s), b) activities to sustain regional transportation planning activities, or c) both.
4. The Division will give preference to applications that propose:
    - Planning projects or initiatives that strategically address priority needs identified in regionally coordinated transportation plans (such as a plan, study, survey, or other planning project); and/or
    - Activities to sustain the regional planning process (such as planning and convening regularly scheduled stakeholder committee or subcommittee meetings,

preparing minutes or summary notes, maintaining websites used exclusively as a planning tool for the stakeholder committee, preparing a newsletter or other communique used exclusively as a planning tool for stakeholders, and so on).

5. It is likely that not every applicant will receive a grant award since a) lead agencies are not required to apply for a regional planning grant for the FY 2015 funding cycle, and b) funding is competitive.
6. 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.
7. Awards will be made in the form of project grant agreements with reimbursements made for allowable reimbursable expenses. Successful applicants will become a subrecipient of TxDOT.
8. 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.
9. Respondents must obtain prior approval from the Division for any subcontract prior to execution of the subcontract as a condition for reimbursement.
10. 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 and the FTA Certification and Assurances, the agency will be required to complete the required documents prior to issuance of funds. A copy of the Master Grant Agreement and the FTA Certification and Assurances can be found at: http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html.

D. Summary of Application and Awards Schedule

Event	Date
Distribution of application packet	Mar 11, 2014
Webinar, 11:00 am – 12:00 pm, CDT	Mar 13, 2014
Webinar, 11:00 am – 12:00 pm, CDT	Mar 18, 2014
Deadline for submitting questions, 5:00 pm, CDT	Mar 24, 2014
Posting of written responses to questions on TxDOT/PTN Website	Mar 31, 2014
Deadline for receipt of applications, 5:00 pm CDT	May 2, 2014
Completion of the evaluation, prioritization and negotiation of proposals	Jun 23, 2014
Presentation of project selection recommendations to the Texas Transportation Commission	Jul 31, 2014
Execution of project grant agreements	Sept 1,2014

E. Webinar

The Public Transportation Division will conduct webinars at the following times to discuss this application process:

- March 13, 2014, 11:00 am – 12:00 pm CDT
- March 18, 2014, 11:00 am – 12:00 pm CDT

To participate in the **March 13** webinar:

1. Go to https://txdot.webex.com/txdot/j.php?MTID=m79bc51c1f77f63b3332cbd00048c0090
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: P@ss1
4. Click "Join".

To view in other time zones or languages, please click the link:
https://txdot.webex.com/txdot/j.php?MTID=m93cf59592711f62c0dae81261416fd14

To join the teleconference only:
Call-in toll-free number: 1-866-637-1408 (US)
Conference Code: 838 499 7579

To participate in the **March 18** webinar:

1. Go to https://txdot.webex.com/txdot/j.php?MTID=m6d333a5012001c50188df8b2852c811a
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: P@ss1
4. Click "Join".

To view in other time zones or languages, please click the link:
https://txdot.webex.com/txdot/j.php?MTID=m728654144a7c29721f11ab78f4ac57d3

To join the teleconference only:
Call-in toll-free number: 1-866-637-1408 (US)
Conference Code: 838 499 7579

These webinars are for information purposes only. Answers furnished will not be official until verified in writing by the Division at http://www.txdot.gov/business/governments/grants/public_transportation.htm. The Division strongly recommends, but does not require, participation in one of these webinars.

F. 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 24, 2014** to PTN Program Management at:

Email: PTN_ProgramMgmt or Fax: (512) 374-5244
Reference: FY 2014 Funding Application

The Division will post responses to the questions on March 31, 2014 at www.txdot.gov/business/governments/grants/public_transportation.htm

G. 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 2, 2014**.

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);

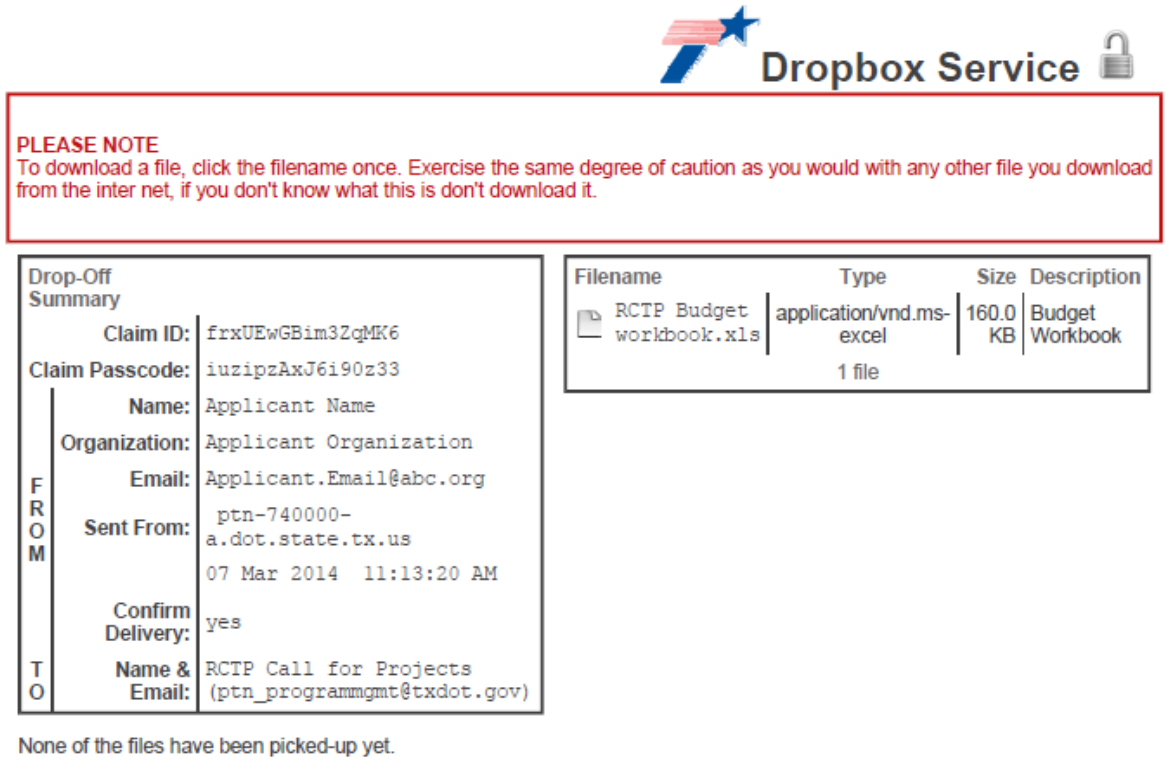
3. Choose the Files You Would Like to Upload;

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.**

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 2, 2014**.

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

II. 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.

III. 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 2, 2014**. 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. Page limitations are inclusive of space consumed by the instructions on each form.
2. Clearly and consecutively number all pages;
3. Type all pages (computer or typewriter), 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.

D. Budget

Provide a **detailed** project budget showing how your agency proposes to spend requested grant funds. Excel - Project Budget Worksheets are available at http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html.

Separate Worksheets

Use separate Budget Worksheets for **sustainability** activities versus regional planning **projects** (if your agency proposes more than one planning project, then include these multiple projects in a single planning project worksheet.

Contractual

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

E. 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.