Regionally Coordinated Transportation Planning

Application for Funding
Regionally Coordinated Transportation Planning
FY 2015

Template

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

Texas Department of Transportation
Public Transportation Division

FORM A: Table of Contents and Checklist

Content	Check if Included in Application for Sustainability Funding	Check if Included in Application for Project Funding
Cover Letter Signed by Recipient's Authorized Representative		
Form A: Table of Contents and Checklist		
Form B: Recipient Information		
Form C: Contact Information		
Form D: Obligation Certificate		
Form E: Summary Description		
Form F: Sustainability		
Form G: Experience & Capacity		
Form H: Need		
Form I: Goal, Objectives & Activities		
Form J: Stakeholder Engagement		
Form K: Evaluation		
Form L: Workplan for Sustainability Activities		
Form M: Workplan for Regional Transportation Planning Project		
APPENDIX I: Letters of Commitment		
APPENDIX II: Letters of Endorsement/Support		
APPENDIX III: Budget Workbook		
ADDITIONAL APPENDICES AS NEEDED		

	FORM B: Recipient Information

1. Legal Name of Agency:	
2. Mailing Address Information (include mailing address, street, city, county, state and zip code):	
3. Payee Identification (PIN) Number (14 digits)	
4. Type of Agency Rural Transit District Urban Transit District Metropolitan Transit Authority Government Entity Other _____	**5. Primary Contact for this Proposal** Name: Title: Phone: Fax: Email:
6. Financial Officer Name: Title: Phone: Fax: E-mail:	**7. Authorized Representative** Name: Title: Phone: Fax: Email:
8. Counties served by the proposed project or sustainability activities:	
9. Updated Regionally Coordinated Transportation Plan: 1. Does the state designated planning region (for which your agency serves as lead agency) have a recently updated and completed regionally coordinated transportation plan? (Check one) _____ Yes (If yes, the date submitted to the Public Transportation Division: _____) _____ No	

FORM C: Contact Information

Primary Contact for Regionally Coordinated Transportation Planning Name: Title: Organization: Mailing Address: Phone: Fax: Email:
Backup Contact for Regionally Coordinated Transportation Planning Name: Title: Organization: Mailing Address: Phone: Fax: Email:
Billing Contact for Regionally Coordinated Transportation Planning Name: Title: Organization: Mailing Address: Phone: Fax: Email:

FORM D: Obligation Certificate

As an authorized official of _____
(Organization Name)

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 proposed activities and/or project.

4. The organization uses generally accepted accounting standards for its financial recordkeeping functions.

5. The organization will participate in a continuous, comprehensive dialogue throughout the life of the project including but not limited to:

- On-site monitoring by TxDOT personnel
- Timely submission of required reports
- Timely written notification of events that will affect the outcome of the project.

6. The organization will comply with all applicable federal, state and local laws and regulations. This includes but is not limited to:

- FTA Certification and Assurances
- Master grant agreements
- Project grant agreements
- Applicable federal program circulars and similar federal and state guidance

7. **Applicant Affirmation:** Compensation has not been received for participation in the preparation of the specifications for this call for projects.

Sign: _____
(Authorized Representative)

Printed/Typed Name: _____

Title: _____

Date: _____

FORM E: Summary Description

Complete Form E if applying for funds to carry out *sustainability* activities *and/or* a regional planning *project.*

1.1 Indicate the type of activities for which you request funding. Place a check mark (✓) by all that apply:

____ **A regional planning project** (a regional planning *project* that strategically addresses a priority need(s) identified in your region's regionally coordinated transportation plan). **Complete Forms G, H, I, J, K, and M, and Appendices I and III**.

____ **Sustainability activities** (these are activities that are not project-specific, but needed to sustain the regional planning effort. Such activities might include 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). **Complete Forms F, G, K, and L, and Appendix III**.

1.2 Provide a brief summary description of your proposed sustainability activities and/or regional planning project. Clearly distinguish between proposed *sustainability* and *project* activities. **Maximum: 1/2 page total**

FORM F: Sustainability

Complete Form F if applying for funds to carry out *sustainability* activities.

Maximum: 1 page

2.1 List and describe sustainability activities, clearly explaining how these activities will actively engage regional stakeholders to:

- monitor ongoing progress in achieving goals and priorities identified in the regionally coordinated transportation plan for your planning region;
- identify new regional transportation issues; and
- discuss and determine solutions.

If sustainability activities include regional stakeholder committee or subcommittee meetings, then:

a. Attach as an appendix a roster of individuals who have agreed to serve on the regional transportation stakeholder committee for your planning region for the period Sept. 1, 2014 through Aug. 31, 2015 (this roster will not count as part of the one page maximum for Form F). *Stakeholder committee members shall include, but not necessarily be limited to, members of the public including seniors 65 and older, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, representatives of workforce agencies, education agencies and veterans' organizations, and other members of the public*.

b. State the frequency of meetings for the contract period Sept. 1, 2014 through Aug. 31, 2015.

FORM G: Experience & Capacity

Complete Form G if applying for funds to carry out *sustainability* activities *and/or* a regional planning *project*.

Your response to each of the following questions must clearly distinguish between proposed *sustainability* and *project* activities.

Maximum: 2 pages

3.1 Clearly demonstrate your agency's:

- experience in managing the types of activities and/or projects you propose, and
- capacity to begin proposed activities on September 1, 2014, manage proposed activities, provide necessary staff support, and complete all activities and deliverables by August 31, 2014. Specify whether work will be performed in-house by your agency's staff, through a partnership arrangement, or using contracted services.

3.2 Articulate your agency's experience in engaging diverse stakeholders to achieve regionally coordinated transportation projects. Illustrate:

a. the process your agency used to actively and effectively engage diverse stakeholders and how this process was successful, and
b. specific, measurable outputs and/or outcomes that demonstrated success of these projects

3.3 Identify the manager of these proposed activities and describe:

a. how s/he will carry out quality assurance measures, make certain all activities are completed on time and as part of an inclusive process that meaningfully engages other stakeholders; and
b. her/his relevant experience.

3.4 Identify support staff; describe each team member's:

a. name, position, agency affiliation
b. tasks for which they will be responsible; and
c. their relevant experience.

FORM H: Need

Complete Form H if applying for funds for a regional planning *project.*

Maximum: 2 pages

4.1 Identify page(s) and cite relevant passages in the regionally coordinated transportation plan for your planning region where the need for this project is identified as a priority. Include a link to a current regionally coordinated transportation plan for your planning region.

4.2 Provide compelling data to demonstrate a need for this project at this time.

FORM I: Goal, Objectives & Activities

Complete Form I if applying for funds for a regional planning *project.*

Maximum: 3 pages

5.1 Identify:

a) **a clear goal stating the expected outcome of this project**
(example: *Reduce the percentage of people in Planning Region X who cannot get to and from destinations due to lack of access to transportation*), and

b) **clearly measurable and time-specific objectives for accomplishing this goal**
(examples: *By June 1, 2015, reduce by 20 percent the number of veterans missing appointments at the VA hospital due to lack of transportation* – or -- *By Aug. 31, 2015, reduce by 25 percent the number of workforce agency clients who are unable to get to work due to lack of reliable transportation*).

5.2 Define clear-cut activities to be completed by August 31, 2015 and clearly describe benefits, specifically how these activities will close gaps and/or lead to improved efficiencies in the delivery of public transportation services.

5.3 Clearly articulate how these activities will result in increased access to transportation services for individuals with disabilities, individuals age 65 and older, people with low incomes, and/or veterans.

5.4 Identify specific deliverables to be produced (this may include a plan, report, questionnaire or other planning documents).

FORM J: Stakeholder Engagement

Complete Form J if applying for funds for a regional planning *project.*

Maximum: 2 pages

6.1 Clearly illustrate how your agency used an inclusive process involving stakeholders outside your agency to develop *this specific proposal*; list stakeholders who participated in this process and their agency affiliation.

6.2 Clearly define:

a. stakeholders who you will engage in this project and their relevance to proposed activities;
b. stakeholders' roles and how your agency will actively and regularly engage these stakeholders for the duration of this project; and
c. how your agency will document stakeholders' involvement.

6.3 Provide letters of commitment from partner-entities that agree to participate in this project by committing funds, staff time or other resources or services.

Note: Include any letters of commitment, letters of support, and/or other documentation such as meeting minutes in an appendix. Documents such as these do not count as part of the two-page maximum for Form J.

FORM K: Evaluation

Complete Form K if applying for funds to carry out *sustainability* activities *and/or* a regional planning *project*.

Your response to each of the following questions must clearly distinguish between proposed *sustainability* and *project* activities.

Maximum: 2 pages

7.1 Articulate appropriate metrics to measure the success of the *process* used to conduct activities.

7.2 Articulate appropriate *outcome* metrics to measure the success of this project or set of activities.

7.3 Describe a thorough and appropriate methodology for evaluating these activities / this project.

7.4 Identify the individual or individuals who will design and conduct the evaluation of these activities / this project and their relevant experience.

FORM L: Workplan for Sustainability Activities – September 2014 – August 2015

Complete Form K if applying for funds to carry out *sustainability* activities
No page limit; *expand and repeat rows and pages as needed*

8.1 Complete a thorough workplan using the template below to spell out: a) a goal, b) objectives for achieving this goal, c) activities to accomplish each objective, d) deliverables to develop as part of each set of activities, e) a projected cost for developing each deliverable, f) a lead and team responsible for each set of activities, and g) a completion date for each activity. This workplan shall correspond with the proposed activities described in Form I.

GOAL:					
Objective	**Activity**	**Deliverable**	**Projected Cost to develop deliverable(s) under each objective**	**Lead & Team**	**Completion Date**
Objective 1:	Activity 1.1: Activity 1.2 (if needed): Activity 1.3 (if needed): Activity 1.4 (if needed): Continue as needed	Deliverable 1a: Deliverable 1b (if needed): Continue as needed	Deliverable 1a: $_____ Indicate a projected cost for developing each deliverable under Obj. 1. Provide calculations for how each cost figure was derived (either in this space or in an attached document that clearly identifies which calculations correspond to which deliverables). Deliverable 1b: $_____ Continue as needed	Identify lead & team	Indicate completion date
Objective 2:	Activity 2.1: Activity 2.2 (if needed): Activity 2.3 (if needed): Activity 2.4 (if needed): Continue as needed	Deliverable 2a: Deliverable 2b (if needed): Continue as needed	See above for deliverables under Obj. 2	See above	See above
Objective 3	See above	See above	See above for deliverables under Obj. 3	See above	See above
Objective 4:	See above	See above	See above for deliverables under Obj. 4	See above	See above
Continue as needed	See above	See above	See above for deliverables under all other deliverables	See above	See above

No page limit (*expand and repeat rows and pages as needed*)

FORM M: Workplan for a Regional Planning Project

Complete Form L if applying for funds for a regional planning *project*
No page limit; *expand and repeat rows and pages as needed*

9.1 Complete a thorough workplan using the template below to spell out: a) a goal, b) objectives for achieving this goal, c) activities to accomplish each objective, d) deliverables to develop as part of each set of activities, e) a projected cost for developing each deliverable, f) a lead and team responsible for each set of activities, and g) a completion date for each activity. This workplan shall correspond with the proposed activities described in Form I.

GOAL:					
Objective	**Activity**	**Deliverable**	**Projected Cost to develop deliverable(s) under each objective**	**Lead & Team**	**Completion Date**
Objective 1:	Activity 1.1: Activity 1.2 (if needed): Activity 1.3 (if needed): Activity 1.4 (if needed): Continue as needed	Deliverable 1a: Deliverable 1b (if needed): Continue as needed	Deliverable 1a: $_____ Indicate a projected cost for developing each deliverable under Obj. 1. Provide calculations for how each cost figure was derived (either in this space or in an attached document that clearly identifies which calculations correspond to which deliverables). Deliverable 1b: $_____ Continue as needed	Identify lead & team	Indicate completion date
Objective 2:	Activity 2.1: Activity 2.2 (if needed): Activity 2.3 (if needed): Activity 2.4 (if needed): Continue as needed	Deliverable 2a: Deliverable 2b (if needed): Continue as needed	See above for deliverables under Obj. 2	See above	See above
Objective 3	See above	See above	See above for deliverables under Obj. 3	See above	See above
Objective 4:	See above	See above	See above for deliverables under Obj. 4	See above	See above
Continue as needed	See above	See above	See above for deliverables under all other objectives	See above	See above

No page limit; *expand and repeat rows and pages as needed*

APPENDIX I: Letters of Commitment

No page limit

A letter of commitment is a letter documenting an entity's or individual's pledge of resources for a proposed project or activity. This may be a commitment of financial support, staff support, services, or other resources. A letter of commitment must state exactly what the entity or individual commits to provide and describe the nature of the commitment. This letter must be signed by a person fully authorized to bind the entity or individual.

APPENDIX II: Letters of Endorsement/Support

No page limit

A letter of endorsement/support is a letter documenting an entity's or individual's support for a proposed project or activity. Unlike a letter of commitment, a letter of endorsement/support is not a commitment of resources or active participation in the proposed project.

APPENDIX III: Budget Workbook

Complete a budget worksheet(s) for sustainability funding and/or project funding, as appropriate.

No page limit

Provide a **detailed** project budget on how your agency proposes to spend requested grant funds. Three separate budget worksheets are included in an Excel - Project Budget Workbook is available at http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html

When using the PTN Excel Project Budget(s):

1. Use separate Budget Worksheets for sustainability activities versus regional planning projects. If your agency requests funds for "contractual," then complete a separate Budget Worksheet that details the cost items for the "contractual" amount. **These Budget Worksheets are identified by tabs at the bottom of the Budget Workbook labeled "Sustainability," "RP Projects," and "Contractual."**

2. Input information in white cells only. **Do not change the spreadsheet format or internal codes in any way.**

3. Input number of units, unit of measure (such as hours or items) and rate (cost per unit) to show the total project cost for each line item. (For example:

    - **50** (# of units) **hours** (unit of measure) X **$21.50** per hour (rate) = **$1,075** (total);
    - **15** (# of units) **notebooks** (unit of measure) X **$4.25** each (rate) = **$63.75**; or
    - **78** miles X **4** trips (# of units; unit of measure) X **$.505** per mile (rate) = **$816.00**

ADDITIONAL APPENDICES AS NEEDED

No page limit