



Intercity Bus Supplemental Call for Projects Emergency Relief Funding

Application Instructions

Public Transportation Division

Issued: December 11, 2020

Due: January 13, 2021

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SECTION ONE – OVERVIEW

Purpose

In accordance with 43 Texas Administrative Code (TAC) Chapter 31, the Texas Department of Transportation (TxDOT) is requesting applications for public transportation projects relating to Federal Transit Administration (FTA) programs. This Supplemental Call for Projects is for the Intercity Bus (ICB) program. This is one-time Intercity Bus (ICB) Supplemental Call for Projects for Emergency Relief Funding is intended for private ICB service providers, not currently receiving CARES Act funding, who have a demonstrated history of providing intercity bus routes with meaningful connections to rural areas of the state.

Funding

Authority and responsibility for funding of the public transportation projects derives from the Fixing America's Surface Transportation (FAST) Act of 2015, and the Texas Transportation Code, §461 of 2003. The goal of this call for projects is to provide operating assistance to eligible ICB carriers to preserve the network of intercity bus routes serving rural areas of the state in the wake of the Coronavirus (COVID-19) pandemic.

Grant Type Eligibility

Eligible applicants must meet the scope and objectives identified in the Program Information section. Any organization selected for funding must comply with all applicable federal, state, and local laws and regulations. If an organization does not have any required document, such as (but not limited to) a [Master Grant Agreement \(MGA\)](#) and the [FTA and TxDOT Certification and Assurances](#), the organization will be required to complete the required documents prior to issuance of funds.

Program Information

All projects submitted must meet the scope, objectives, and funding requirements identified for the ICB program. The use of quantitative data and estimates, whenever possible, improves the application's clarity in comparison to the evaluation criteria.

(a) Scope

- Preserve the network of intercity bus routes serving rural areas of the state in the wake of the Coronavirus (COVID-19) pandemic.
- Rural areas are defined as areas with a population less than 50,000 in accordance with the 2010 U.S. Census.

(b) Objectives

- Expand emergency relief funding for Intercity Bus carriers not currently receiving CARES Act emergency relief funding.
- Provide operating assistance to eligible private intercity bus (ICB) carriers if needed to sustain specific routes serving rural Texas communities.

(c) Program Requirements

(i) Context

In accordance with the 43 TAC § 31.36, TxDOT currently provides funding for Intercity Bus projects. This call for projects is being offered to solicit applications to address the objectives listed above.

(ii) Eligible Subrecipients

Organizations that have the technical, legal, and financial capacity to comply with program requirements. Organizations must be private carriers, not already participating in CARES Act relief funds, who can demonstrate a history of providing intercity bus routes with meaningful connections to rural areas of the state, for at least one year prior to January 2020, and can demonstrate the need for funding to sustain those routes as the result of COVID-19 pandemic.

(iii) Eligible Project Type

Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, and in consultation with members of the public transportation and the intercity bus industries. Only the proportional share of the project which can be directly related to the rural area and intercity bus will be considered. The following specific project type has been defined as follows:

(A) Operating Assistance

Operating assistance may be provided for existing ICB routes that clearly demonstrate rural stops, both pre-COVID-19 pandemic (one year prior) and during the COVID-19 pandemic. While routes with segments that lie outside Texas may be considered, only the portion of the route mileage that is within Texas will be eligible for funding.

(d) Funding Percentages

Projects will be funded with FTA grant funds in accordance with Title 49 U.S.C. § 5311(f). Transportation Development Credits (TDC) will be available as match for the federal funds. The maximum reimbursable amount of funding for each route will be specified at the time of an award by the Texas Transportation Commission (TTC). Awards will be made based on a demonstrated need, with a maximum award of 100% of the net operating expense.

(e) Demonstrated Need

All applications must provide a demonstrated need for funding, due to the pandemic, to sustain service to rural areas supported by data that indicates declining or loss of revenue resulting in operating at a deficit.

SECTION TWO – TERMS AND CONDITIONS

Terms and Conditions

(a) Publication

This call for projects is a product of the Texas Department of Transportation (TxDOT). It is the practice of TxDOT to support other entities by making this call for projects available through the Texas Register. This call for projects may not be sold for profit or monetary gain. If this call for projects is altered in any way, the header and all references to TxDOT must be removed. TxDOT does not assume any liability when this call for projects is used in the procurement process by any other entity. TxDOT will not be responsible for any applicant expenses relating to solicited offers or application development of documentation that may result from this call for projects.

Applications become the property of TxDOT. TxDOT reserves the unrestricted right to use any information contained in the applications.

(b) Period of Service

Applicants can request funds for up to 14-month time frame for operating, starting as early as October 1, 2020. For funds administered, the period of service will be defined in the Project Grant Agreement (PGA).

Projects will not be divided into phases or extended beyond the agreed upon lifecycle. All fully executed grant awards will be contiguous projects without the expectation of roll over of funds or contract re-write.

(c) Project Budget

The applicant is expected to provide detailed, itemized, specific project cost information. The application and required support documentation shall be considered the sole means of presenting project costs.

(d) Selection of Projects

Projects will be selected for funding based on multiple criteria and conditions for the ICB 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 the ICB program, project cost, and geographic diversity of projects, project sustainability, industry initiatives, and innovative approaches in public transportation may be considered as additional criteria.
4. Projects that are not selected for funding or incompletely funded solely due to the funding constraints may receive consideration if funding becomes available later in the cycle. Funding may be offered to these applicants without issuing an additional call for projects.

5. 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 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.
6. TxDOT will take into consideration the applicants' technical, managerial, and financial capacity as well as the organizations' demonstrated history of providing ICB service to rural areas for at least 1 year prior to the declaration of the COVID-19 pandemic, which is January 2020 when making award determinations.

(e) 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.

(f) 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. A successful applicant will become a subrecipient of TxDOT. The actual award of grant funds will be subject to available federal funds and transportation development credit balances. Final award of grant funds will be made by the Texas Transportation Commission (TTC). Project grant agreements (PGAs) will be administered by a TxDOT Public Transportation Coordinator (PTC), with the option of the involvement and advice of additional parties.

(g) 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:

(i) Compliance

Compliance with all applicable federal, state, and local laws and regulations, including requirements found in the Master Grant Agreement and the FTA and TxDOT Certifications and Assurances. The applicant must meet all requirements pertaining to PGAs, project monitoring, safety, environment, accessibility, inclusion in the appropriate planning documents, and the specific requirements for each project type.

(ii) Project Management

Assure work is carried out as defined in the detailed scope of work and calendar of work.

- a. All activities 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.
- b. If the project is divided into several activities in accordance with the terms of the payment schedule, billable amounts for each activity shall be specified.

(iii) Reporting

Participate in continuous, comprehensive dialogue with TxDOT throughout the life of the project. The TxDOT PTC shall be the applicant's primary point of contact with TxDOT.

- c. The required dialogue shall include reasonable access to data for project monitoring and, as appropriate, to the physical sites of projects.
- d. 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.
- e. 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.

SECTION THREE – APPLICATION SUBMISSION

Schedule

(a) Milestones

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 Date
Application Process	
Application posted online	Friday, December 11, 2020
Application Instructions Webinar	Thursday, December 17, 2020
Deadline for proposal questions	Monday, January 4, 2021
Deadline for proposal submission	Wednesday, January 13, 2021
Scoring and Negotiations	
Proposals scored	Friday, January 22, 2021
Proposal Negotiations Completed	Friday, January 29, 2021
Funding Approval	
Subrecipient Eligibility	TBD
Texas Transportation Commission approval	TBD
Grant Award	
Certifications and Assurances executed	TBD
Master Grant Agreements executed	TBD
Project Grant Agreements executed	TBD

(b) Development

(i) Training and Guidance

- TxDOT will host a webinar which discuss the application process at **11:00 A.M. CST December 17, 2020**.
- Webinar information can be found at <https://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>
- Webinar presentations will be posted to this site as well.

(ii) Questions

- All application-related questions must be submitted via email to PTN_ProgramMgmt@txdot.gov by **5 P.M. CST on January 4, 2021**. To ensure a prompt

response, label the email's subject line "ICB Supplemental Call for Projects Question:" followed by the specific question related topic.

- A question-and-answer document will be posted online at <https://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>
- Telephone inquiries regarding the development of applications are not accepted.

(iii) **Submission**

- Grant applications must be submitted via the TxDOT Dropbox no later than **5:00 P.M. CST January 13, 2021**.
- Submitted applications cannot be returned to the applicant for modifications or changes after the due date of **January 13, 2021**.
- Separate documents with information pertaining to the applicant qualifications, commitment, availability of external resources, or previous public transportation or related experience may also be included (or required) with the application as attachments. Do not mail hard copies of applications to TxDOT.
- Support documentation format can be in .PDF, .DOC, .TXT, .XLS format.
- **All the documents below will need to be delivered using the TxDOT Dropbox service at <https://dropbox.txdot.gov/>.**
 - **Grant Application. Adobe PDF Format only.**
 - **Operating Assistance Workbook (one for each route). MS Excel format only.**
 - **Maps**
 - **Schedules**
 - **Insurance**
 - **License**
- Guidance on using the TxDOT Dropbox service is located here: https://www.ntta.org/roadsprojects/Documents/Current_Released/Source/All_Attachments/MAN-06-A13.pdf.
- **When using the Dropbox Service, type in the items in parenthesis below:**
 - *Information about the recipient:*
 - *Recipient name: "PTN Program Services"*
 - *Email: "PTN_ProgramMgmt"*
- Failure to follow the above requirements may disqualify your application from the scoring process.

SECTION FOUR – APPLICATION INSTRUCTIONS

Grant Application

The grant application is divided into six (6) sections consisting of:

- Section One – Application Checklist
- Section Two – Applicant Information
 - Applicant Information
 - Project Summary
- Section Three – General Project Evaluation
 - Demonstrated Need and Project Description
 - Project Implementation
 - Experience and Capacity
- Section Four – Operating Assistance
- Section Five – Obligation Certification
- Section Six – Other Required Documentation

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

All responses need to be clear and concise and communicate how the organization meets eligibility requirements for consideration for funding.

(a) Application Checklist

Please verify **ALL** items are completed/attached. [The grant application packet must include the attachments outlined in the checklist. The checklist is provided as a tool to help applicants compile list of items required to be reviewed, filled out and submitted.](#)

Description	Completed?
Section Two – Applicant Information <ul style="list-style-type: none"> • Applicant Information • Project Summary 	<input type="checkbox"/>
Section Three – General Project Evaluation <ul style="list-style-type: none"> • Demonstrated Need and Project Description • Project Implementation • Experience and Capacity 	<input type="checkbox"/>
Section Four – Operating Assistance Attachment A: Operating Assistance Workbook (for each route) <ul style="list-style-type: none"> • Operating Assistance Form 	<input type="checkbox"/>

Description	Completed?
<ul style="list-style-type: none"> Monthly Data Form Ridership Data Form Operating Budget Form 	
Section Five – Obligation Certification Signed	<input type="checkbox"/>
Section Six – Other Required Documentation Attachment B: Maps Attachment C: Schedules Attachment D: Insurance Attachment E: License	<input type="checkbox"/>

(b) Applicant Information

Provide primary contact information in the available fields.

Contact Information	
First Name	
Last Name	
Title/ Position	
Phone Number	
Email Address	

Provide organizational information in the available fields.

Organization Information	
Organization Name	
Address	
City, State, Zip Code	
Telephone Number	
Website Address	
Federal Identification Number	
DUNS Number	If available, otherwise type "N/A"
SAM Registration Expiration	If available, otherwise type "N/A"

(c) Project Summary

1. Project Service Area, enter the percentage of each.

Project Service Area, enter the percentage of each	Rural:	Urban:
State Planning Region (1 – 25)	Click on the link on left to view list	
Project name	Enter the name for this project	

2. Provide a summary of how the funds will be used.

Provide an overview of your project that includes:

- General concept of the project.
- Project timeline.
- Who is committing time or resources to the project(s).
- Project location(s).

3. The Texas Transportation Commission has established the [Strategic Plan](#). Describe how your organization will respond to one or more of the Strategic Plan goals.

Identify and explain how your project aligns with one or more of the goal(s):

- Deliver the Right Projects
- Focus on the Customer
- Foster Stewardship
- Optimize System Performance
- Preserve our Assets
- Promote Safety

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

4. Identify organizational partners and describe what each partner will do during the proposed intercity bus service for rural areas, if applicable.

Partnership Information	
Partner Name	Description of Activity

Name organizational partners and specifically identify what each will contribute and/or commit to for this project. If not applicable, type in "N/A".

General Project Evaluation

(a) Demonstrated Need and Project Description

1. Describe the specific need for funding. Provide convincing data to demonstrate why funding for this proposed intercity bus service in rural areas is needed.

- Thoroughly explain the specific need for each route.
- Provide support data that clearly indicates declining or loss of revenue resulting in operating the route(s) at a deficit.
- Cite your sources for the data provided.

2. Describe how the proposed service will address and meet the scope and objectives of TxDOT's Intercity Bus Program and how it correlates to priorities outlined in this call for projects.

- Describe what specific area(s) of the grant program objectives will be satisfied with this project.

3. Describe how your organization coordinates between different public and/or private providers to expand options or maximize performance in rural areas of the state, if applicable.

- Provide the names of the public and/or private providers and the anticipated level of integration and coordination amongst each.
- Describe how these partnerships will expand options in rural areas.
- Describe how the coordination efforts will improve performance. Provide anticipated measures to be used.
- Describe how this project encourages seamless trip and ticket integration between carriers.

(b) Project Implementation

1. Identify benchmarks or milestones that will be used to determine if the proposed intercity bus service in rural areas are on track to be within scope and on proposed budget.

- Benchmarks and milestones should be specific and measurable.
- Describe the timeline for the project and include approximate dates.

2. Describe risk mitigation strategies that will be used to keep the proposed intercity bus service in rural areas on schedule and within budget.

- Provide a documented risk mitigation or risk response strategy.
- Provide specific details regarding the risk mitigation and risk response strategy.

3. Describe how the proposed intercity bus service in rural areas benefit to the community will be evaluated.

- Identify how the proposed project will benefit the rural area, the community, transit riders and the organization.
- Provide specific measures that will be assessed to determine a benefit to the community.
- Use qualitative and quantitative data when applicable.

4. Fill out the table below to outline the requested funding amount and timeframe for the requested funds. *Information provided here should correspond to Operating Assistance Workbook(s).*

Route Name(s)	Requested Amount	Estimated start date	Estimated end date
Provide route name(s) here by priority	Provide total amount requested for all routes	Provide requested start date	Provide requested end date

5. Describe what steps your organization will take to increase ridership and become self-sustaining.

- Identify the aspects of the project for which the grant funds would aid the organization moving toward becoming self-sustaining.

(c) Experience and Capacity

1. Describe qualifications your organization has for management and oversight for intercity bus service in rural areas in the state of Texas.

- Explain how the organization demonstrates the capacity to complete a project.
- Include previous projects of similar scope or level of difficulty.
- Describe specific, convincing examples of projects like this proposed project that the applicant oversaw and managed.
- Present a timeline(s) showing development of the project(s).

Operating Assistance

Operating assistance may be provided for existing ICB routes that clearly demonstrate rural stops, both pre-COVID-19 pandemic (one year prior) and during the COVID-19 pandemic. While routes with segments that lie outside Texas may be considered, only the portion of the route mileage that is within Texas will be eligible for funding.

Download and fill out an *Operating Assistance Workbook* for [each route](#) your organization is seeking emergency relief funding and submit with the application.

(a) **Attachment A: Operating Assistance Workbook**

Download and fill out an *Operating Assistance Workbook* for **each route** your organization is seeking emergency relief funding. Each workbook contains four (4) forms; *Operating Assistance* (below), *Monthly Data*, *Ridership Data*, and *Operating Budget*. **NOTE:** The route name will appear under all the form headings after you click away from question number 4.

(i) **Operating Assistance Form**

OPERATING ASSISTANCE FORM

1. If multiple routes are submitted, rank each in priority order.

6. If so, what intercity service or intercity facility does it feed into?

2. Does this route travel outside of Texas?

7. What is the total route mileage within Texas (one way)?

3. Has this route received operating assistance from TxDOT? If so, please provide dates.

8. When do you forecast this route not needing assistance?

4. Route Name (existing before COVID-19)

9. If service is canceled how quickly would it be reinstated?

5. Is this a feeder service route?

(ii) **Monthly Data Form**

- Items in gray are locked and cannot be edited. The daily average is based on 365 days. The average based on days in operation will be captured in the Ridership Data Form.
- For 2021 data, provide an estimated number for passengers and miles.

MONTHLY DATA FORM

	Passengers 2019	Passengers 2020	Passengers 2021 (forecasted)	Miles 2019	Miles 2020	Miles 2021 (forecasted)	Passengers difference 2019/2020	Miles difference 2019/2020
January	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-
July	-	-	-	-	-	-	-	-
August	-	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-	-
October	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-
Daily Avg	-	-	-	-	-	-	-	-

(iii) **Ridership Data Form**

- Items in gray are locked and cannot be edited. Annual totals will be reflected here from the *Monthly Data Form*.
- For 2021 data, provide an estimate for number of scheduled stops, expenses, revenue, and number of days in operation.

RIDERSHIP DATA FORM

	Average daily passenger count	Total passengers	Total miles	Number of scheduled stops (one way)	Admin/operating/other (expenses) for year	Fares/donations/other (revenues) for year	Number of days in operation	Cost per passenger	Cost per mile
2019				-	\$ -	\$ -	-		
2020				-	\$ -	\$ -	-		
2021				-	\$ -	\$ -	-		

(iv) **Operating Budget Form**

- Items in gray are locked and cannot be edited. Annual totals will be reflected here from the *Monthly Data Form*.
- Provide an estimated budget for itemized operating expenses for up to a 14-month period.
- Include a requested start and end date at the bottom of the form. Start date may be as early as October 1, 2020.

OPERATING BUDGET FORM

Description	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	TOTAL
Item I.E. fuel, admin, salaries, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Item I.E. fuel, admin, salaries, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Item I.E. fuel, admin, salaries, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Item I.E. fuel, admin, salaries, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Item I.E. fuel, admin, salaries, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Item I.E. fuel, admin, salaries, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Item I.E. fuel, admin, salaries, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Item I.E. fuel, admin, salaries, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Item I.E. fuel, admin, salaries, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Item I.E. fuel, admin, salaries, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ -														
Starting Date															
End Date															

Obligation Certification

As an authorized official of

I certify to the following:

- The information presented in the application is true and accurate to the best of my knowledge.
- I have not intentionally made any misstatements or misrepresented the facts.
- The organization has the resources and technical capacity to support the project.
- The organization uses generally accepted accounting standards for its financial recordkeeping functions.
- The organization will participate in a continuous, comprehensive dialogue throughout the life of the project.
 - This includes but is 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
- The organization will comply with all applicable federal, state, and local laws and regulations.
 - This includes but is not limited to:
 - Annual Certifications and Assurances
 - Master grant agreements
 - Project grant agreements
 - Applicable federal program circulars and similar federal and state guidance
- Applicant Affirmation: Compensation has not been received for participation in the preparation of the specifications for this call for projects.

Name:

Title:

Date:

[Provide organization name at top of the page.](#)

[An organization representative with authority to sign the document is required to fill out their name and title along with the date in the space provided.](#)

Other Required Documentation

(b) Maps

Provide route maps that clearly demonstrate rural stops, both pre-pandemic (one year prior) and during pandemic. Maps should be uncrowded, clearly marked, and legibly labeled. Maps should be zoomed in enough to clearly see the routes and the connection points along the way.

(c) Schedules

Provide schedules that clearly demonstrate rural stops, both pre-pandemic (one year prior) and during pandemic.

(d) Insurance

Provide current insurance information with name(s) of provider(s) and types of coverage

(e) License

Provide current license information (as per the [Texas Department of Motor Vehicles, Motor Carrier Credentialing System](#)) that authorizes your organization to operate as an intercity/interstate carrier.

SECTION FIVE – APPENDIX A

Appendix A

(a) Federal Requirements – Private Intercity Bus Carriers

Category	Compliance	Code	Rules and Guidance
Civil Rights	Title VI of the Civil Rights Act of 1964	42 USC §2000d	FTA Circular 4702.1B Title VI prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin, including the denial of meaningful access for limited English proficient (LEP) persons.
	Equal Employment Opportunity	49 USC §5332(b)	Circular 4704.1 , adopted in 1988 under the Urban Mass Transportation Administration (now FTA)
	Nondiscrimination in Federal Transit Programs	49 USC 5332	FTA C 9040.1G A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, religion, national origin, sex, disability, or age.
	Disadvantaged Business Enterprises (DBE)	Various	49 CFR Part 26
	Americans with Disabilities Act (ADA) of 1990	42 USC §12101 through §12213	FTA C 4710.1 (Final, Nov. 2015) <ul style="list-style-type: none"> • General nondiscrimination – 49 CFR, Part 37, Subpart A, Part 27, Subpart A • Applicability, Complaints & Enforcement – 49 CFR, Part 37, Subpart B, Part 27, Subpart C • ADA Paratransit – 49 CFR, Part 37, Subpart F • Service Provision – 49 CFR, Part 37, Subpart G
Charter rule		49 USC §5323(d)	49 CFR Part 604
Lobbying restrictions		31 USC §1352	49 CFR §20.110
Labor Protections		49 U.S.C. 5333(a)	This includes Davis Bacon <i>and</i> Transit Employee Protection (subrecipients attest to latter when they sign the TxDOT specific C&A).

SECTION SIX – APPENDIX B

Appendix B

(a) Useful Links

This page contains links to web pages which provide more detailed information on topics covered in the Request for Information.

43 Texas Administrative Code (TAC) Chapter 31

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=43&pt=1&ch=31](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=43&pt=1&ch=31)

49 U.S.C. 5311

<https://www.govinfo.gov/content/pkg/FR-2007-02-28/pdf/E7-3452.pdf>

Coronavirus (COVID 19)

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Federal Transit Administration

<https://www.transit.dot.gov/>

Federal Transit Administration FTA Circular 9040 1G

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Circular_9040_1Gwith_index_-_Final_Revised_-_vm_10-15-14%281%29.pdf

FTA and TxDOT Certifications & Assurances

<http://ftp.dot.state.tx.us/pub/txdot-info/ptn/certifications-assurances.pdf>

National Emergency

<https://www.whitehouse.gov/presidential-actions/proclamation-declaring-national-emergency-concerning-novel-coronavirus-disease-covid-19-outbreak/>

Public Transportation Division State Management Plan

<https://ftp.dot.state.tx.us/pub/txdot-info/ptn/programs/grant-smp.pdf>

Public Transportation Master Grant Agreement

<http://ftp.dot.state.tx.us/pub/txdot-info/ptn/programs/5310-2017/mga-sample.pdf>

Texas Department of Motor Vehicles, Motor Carrier Credentialing System

<https://apps.txdmv.gov/apps/mccs/motorcarrier/>

Texas Department of Transportation

<https://www.txdot.gov/content/txdot/en.html>

TxDOT Public Transportation Division

<https://www.txdot.gov/inside-txdot/division/public-transportation.html>