



Public Transportation Division

Application Instructions for Federal §5310 Formula Grant

A. Introduction

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

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.

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

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

Applications are due on March 15, 2017 at 5:00 PM Central Standard Time. Please contact your public transportation coordinator with any questions before February 24, 2017. Any application that does not meet any or all stated criteria may be rejected. Late applications may be rejected.

Applications from non-eligible entities, such as those who serve only large urban areas, will not be considered. An interactive map showing the locations of large urban areas is available at http://maps.dot.state.tx.us/AGO_Template/TxDOT_Viewer/?appid=9772fb8e53a9400b9c4578bb0494ecf5

B. Applicant Requirements

The following requirements apply to all projects recommended for funding. 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.
3. Private taxi companies that provide shared-ride taxi service to the general public on a regular basis

Projects selected in small urban areas *must* have a letter of support from the 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.

Non-profit organizations must certify that proposed service does not compete with existing transit service.

C. 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 decisionmaking.
6. Improve the efficiency, effectiveness, and safety of §5310 transit systems through the provision of technical assistance. and
7. Include private-sector operators in the overall plan to provide transportation for seniors and individuals with disabilities.

D. General Guidance

1. Read each question carefully and answer specifically.
2. Provide clear, complete, and concise answers.
3. Do not copy and paste answers into multiple fields. Repeats of the same answer will be considered non-responsive and not given a score.
4. Your response to any question cannot exceed the length of the text box provided.

E. Project Scoring and Process for Award of Funding

Scores are based on several criteria. The primary measure of a project's score is how well it reflects the goals and objectives identified in the human services public

transportation coordinated plan for the applicable planning district(s) and input provided in the public workshop meeting process, Public Transit Coordinators (PTCs) who do not represent the district(s) covered in the application will score the projects.

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

- Meeting 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 program goals and 5310 key concepts
- 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 looking at any open Improvement Action Plans, reasons for funds not expended by the end of previous grant periods, or other situations that reflect on the agency's ability to successfully manage the grant.

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 commission approval, the department will negotiate contracts with the selected local entities and organizations to implement the projects selected for funding.

F. Available Funding

The total amount of available funding for the Enhanced Mobility for Seniors and Individuals with Disabilities (5310) program Rural and Small Urban programs is dependent upon FTA appropriations. The funding represented for each district includes a "Minimum Amount for Traditional Projects". The balance of the funds are a maximum amount for "Other Eligible Capital and Operating" projects.

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

G. Residual Funds

Upon completion of the 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.

H. Local Share Requirements

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

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

I. Eligible Recipients for §5310 Capital Projects

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

J. 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:

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.

Passenger facilities related to §5310-funded vehicles

1. Purchase and installation of benches, shelters, and other passenger amenities.

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.

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.

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.

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.

K. 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.

L. Eligible Operating Expenses

A percentage 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. or
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) and described in this section (b and c), above.

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

M. Administrative Expenses

Administrative expenses are not reimbursable.

II. Application Instructions

Applicants should complete all sections of the application completely, concisely, and with current information.

To better aid the applicant, screen shots of the application are included in this document for visual reference. Character limits and counts are identified below some of the text boxes, for example 0 of 2000.

A. Applicant Information Section

“Person to be contacted regarding this application” is the designated primary contact for all questions regarding the application.

Person to be contacted regarding **this** application

First Name *

Last Name *

Phone Number *

Email Address *

“Obligation Certification” is a certification form that must be downloaded by the applicant, signed by an official with signature authority, and then uploaded into the system using the Choose File button.

Click [here](#) to download an Obligation Certification

Obligation Certification *

Choose File No file chosen

The “Service Profile” is a separate form in the eGrants system which contains information about the applicant. The agency must complete the Service Profile and it must be kept up-to-date. There is a required check box that must be checked by the applicant, which verifies the Service Profile is accurate.

By checking this box, you are indicating that the service profile for this organization is accurate. *

Question 2 – Enter the percentage of the service area for rural and small urban areas for these projects. Small urban and rural project requests are on a single application.

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

Rural: %

Urban: %

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

State Planning Region *

1
2
3
4
5

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.

What is the project name? *

Question 2 – The general history of the agency is not relevant to the project description.

Document the following:

- Type of project(s) – Vehicles, Purchase of Service, Mobility Management, Equipment, Operating, etc.
- Number and type of capital items, if applicable
- Service Area – district names, cities and/or counties

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

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Question 3 – Document how this project reflects the TxDOT 2017-2021 Strategic Plan. The Strategic Plan may be found here: <http://www.txdot.gov/inside-txdot/division/state-affairs/strategic-plan.html>

3. The Texas Transportation Commission has established the [Strategic Plan](#). Demonstrate to what extent the project responds to one or more of the Strategic Plan goals. *

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Question 4 – If the applicant has established a partnership with another agency, enter the name and what the partner will contribute to the project: matching local funds, in kind match, a contract for service, etc. To add additional lines, save the page and return to this question.

4. Identify project partners and describe what each partner will do for the project.

Partner Name	Description of Activity
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

B. General Information Section

Question 1 – Select which district(s) this application is for. If the application covers more than one district, select the names of all of the districts. Only one application is required for multiple districts.

1. Which district is included in this project? *

San Angelo

▼

Questions 2-5 – Enter details about the transportation service currently provided by the agency. For Questions 2, 3 and 5 use the radio button to select Yes or No. For Question 4, indicate how many one way trips for §5310 service the agency provides per day, across all service areas.

2. Does this project continue existing service? *

Yes No

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

Yes No

4. How many 5310 trips does your agency provide per day (agency wide)? *

5. Does demand for transportation service exceed capacity? *

Yes No

Question 6 – The project must be included in the coordinated public transit-human service transportation plan. According to the FTA §5310 Circular 9070.1G, Projects may be identified as strategies, activities, and/or specific projects addressing an identified service gap or transportation coordination objective articulated and prioritized within the plan.

6. Explain how the proposed project addresses gaps/barriers identified in the coordinated public transit-human service transportation plan(s). *

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Question 7 -- Information on the history and mission of the applicant is relevant to this section and should be included. Upload any supporting documentation including previous contracts for service and past audits.

7. Explain how this project relates to the 5310 key concepts *

- How is this project sustainable over time?

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- How does the project provide service continuity?

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- How does the project demonstrate efficient use of resources?

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- How does this project leverage the agency's or community's existing resources and demonstrate efficient use of resources?

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- How does this project promote innovation?

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8. What sources of funds will match this grant? What in-kind contributions come from partnerships? *

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9. How will partners stay involved throughout the project? *

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Question 11 -- List sources of local support for the project from the senior and individuals with disabilities communities. This includes private non-profits and individual members of the community. Upload the letters, individually or as one file, under Attachments.

11. List the names of local senior communities and individuals with disabilities communities and/or local nonprofit agencies that have provided letters of support. *

Supporter Name

Type of Entity

Question 12 -- List support from city, county, or state elected officials here. Also include letters from individual riders and public agencies. Upload the letters, individually or as one file, under Attachments.

12. List the names of local public agencies and officials that have provided letters of support.

Supporter Name

Mayor Paul Polasek

Type of Entity

Local Government (Mayor)

C. Mobility Management, Operating, and Above and Beyond ADA

Question 1 -- A response of "Yes" will activate questions 2-5.

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 four 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 coordinating usage of vehicles with other nonprofits
 - c. Expanding the availability of service among existing public transportation providers and other transportation service providers
 - d. Supporting short-term management activities to plan and implement coordinated services.
 - e. Improving transportation service efficiency and effectiveness.
3. Public education/marketing:
 - a. Improving information that is available about those services.
4. Technology:

- a. The development and operation of one-stop traveler 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:
 - i. Geographic information systems (GIS) mapping.
 - ii. Global positioning system (GPS) technology.
 - iii. Coordinated vehicle scheduling.
 - iv. Dispatching and monitoring technologies.
 - v. Technologies to track costs and billing in a coordinated system.
 - vi. Single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).
1. 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).
2. Expenses not allowed:
- a. Operating expenses: gas, repair work, utilities.
 - b. Indirect costs.
 - c. Single provider single mode dispatch.
 - d. Rides themselves (these are handled under Purchase of Service).

Mobility Management

Mobility Management consists 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 into with a person, including a government entity, under 49 U.S.C. chapter 53 (other than section 5309). Mobility management does not include operating public transportation services.

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

Yes No

2. What Mobility management activities are included in this grant (i.e. Service Coordination, Travel Training, and/or Public Education/Marketing)? *

3. Describe the scope of the Mobility Management project in detail. *

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

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5. What percentage of existing staff time will be spent on mobility management? Will new staff be hired? *

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Question 6 -- If you answer yes, questions 7-8 will appear. Document the source of the 50% required match for operating. TDCs are not eligible match for operating expenses.

7. Describe the scope of the operating project in detail. *

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8. Describe the need for the operating project. What funding source(s) will provide the 50% required match? *

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*Above & Beyond ADA is not a common category. If you answer yes to question 9, question 10 will appear. Cite the specific ADA requirements and describe how the project goes above and beyond.

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 curbcuts, 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.
4. 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.

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

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D. Vehicles and Other Capital Projects

Question 1 -- If you answer yes to question 1, questions 2-4 will appear.

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

Yes No

Questions 2-4 specifically related to how the §5310 funds will be used for vehicle capital expenses. A complete answer for a vehicle includes specific information like:

- What fleet conditions or increased service make the vehicle necessary?
- Identify the type of vehicle. Why this specific kind of vehicle?
- Is this replacing a vehicle that has met its useful life requirements?
- Is it expanding the fleet? How was the need for additional determined? For example, are there logs that show trip refusals or additional contracts for service that require the increased capacity? Upload documentation.
- Where you provide service, both in terms of area covered and specific destinations
- Is this existing service?
- Can the agency maintain the vehicle?

Fields will repeat allowing multiple vehicle projects after the page has been saved.

2. Describe the scope of the project: for the purchase of a vehicle, identify if the vehicles will be used for expansion or replacement; for rebuild or overhaul, identify the vehicles to be rebuilt/overhauled or describe them by vehicle type. *

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3. For each separate vehicle project, describe the need for the project. Specifically, identify how the project was selected and what service improvements and/or project benefits are to be addressed (press the save button for additional rows). *

Vehicle Project Description	Description of Project Need, Selection and Benefit

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4. If vehicles are proposed to be purchased, will the vehicles be ADA accessible? *

Note1: A non-accessible vehicle requires a "waiver" with the Public Transportation Coordinator's endorsement prior to entering into a grant agreement.

Note2: All fixed route service vehicles are required by FTA to be accessible and will not be granted waivers.

Yes No N/A

Question 5 – If you answer yes, questions 6 and 7 will appear. Other capital expenses includes but is not limited to: preventive maintenance, purchase of service, communication and computer equipment, hardware and/or software, and other miscellaneous equipment used to support the project.

5. Are Other Capital expenses part of the proposed project description? *

Yes No

Question 6 – Provide a response that is clear, concise and specifically identifies the other capital expenses that will be incurred under the §5310 program.

Question 7 – Provide a response that uses qualitative and quantitative data to document how the project was selected, the service improvements, and/or other project benefits.

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

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

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Attachments – At minimum, map(s) or bus schedules for the service area should be attached. If available, attach service brochures as well. Any additional attachments not specifically identified in other sections of the application should be attached on this page.

All attachments should include a naming convention, which briefly describes the document. For example: “Route Map or Bus Schedule” are brief document descriptions.

Fields will repeat allowing additional attachments after the page has been saved.

Attachments
Upload any additional documents relevant to this application.

Description <input style="width: 95%;" type="text"/>	Upload <input type="button" value="Choose File"/> No file chosen
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E. Construction and Rehabilitation Projects

Question 1 – Provide a response of Yes or No. A response of “Yes” will activate additional questions.

Construction and Rehabilitation projects include, but are not limited to, construction related planning and procurement, preliminary engineering, environmental review, real estate acquisition, final design, construction, and other related activities.

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

Yes No

Question 2 – Check the relevant phase or phases for this project.

2. Identify the Construction and Rehabilitation project phases that will be included as part of the proposed project. *

A. Planning

B. Preliminary Engineering
(including environmental review)

C. Final Design and Real Estate Acquisition

D. Construction/Rehabilitation

If C or D 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

Question 3 – Describe the scope of the project and include details such as quantitative and qualitative data, the description of the project, the work to be performed, the significant milestones, timeframes for delivery, reports, pricing, deliverables, roles and responsibilities and end products that are to be provided.

3. Describe the scope of the Construction and Rehabilitation project in detail. *

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Question 4 – Document how the need for the project was determined using quantitative and qualitative data. Include information pertaining to the project selection process, the service improvements that will be made, and/or the project benefits.

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

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Question 5 – Fill in the facility location if available.

5. Provide the facility location if available.

N/A

Address

City

State

Zip

Question 6 – Identify the facility type (administrative, maintenance, etc.) and provide a description of the proposed facility.

6. Describe the facility including the facility function. *

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F. Budget and Milestones

The budget and milestones form details how the agency will spend the 5310 federal funds and identifies anticipated milestones.

Indirect Cost – Indirect costs are not eligible for 5310 funds.

“In-Kind” funds – form PTN-143 plus supporting documentation must be included if in-kind funds will be used as match. Use the “Choose File” tab and upload the documentation.

Line Items – complete one row then press the save button for additional rows.
Enter items for small urban, rural, and/or different districts on different lines if they refer to the same type of item. Attach a document explaining which budget items apply to small urban, rural, and/or different districts.

<u>Description</u>	Choose the description from the pre-populated drop-down list
<u>Scope</u>	Program Manager will determine
<u>Suffix #</u>	Program Manager will determine
<u>TPN</u>	Program Manager will determine
<u>Fuel Type</u>	If item is a vehicle, choose the fuel type from the drop-down list
<u>Cost Per Unit</u>	Enter the dollar cost associated with the project description For operating or project administration the cost per unit is \$1
<u># of Units</u>	Enter the number of units associated with the project description For operating or project administration the total fund amount should be entered
<u>Total Cost</u>	System will calculate
<u>Award Amount</u>	Federal amount requested by subrecipient
<u>State Match</u>	Agency documents the amount
<u>Local Match</u>	Agency documents the amount
<u>In-Kind Match</u>	Agency documents the amount, support documents and amount entered in this field must concur
<u>Total Funds</u>	System will calculate
<u>TDCs?</u>	Check the box if requesting TDC. TDC are available for capital items but not operating

<u>Match Ratio</u>	Program Manager will determine
<u>TDC</u>	Completed by Program Manager

Subrecipient documents the following estimated dates:

Estimated RFP/ICB Issued	Date must be entered for all capital item and any contracted services
Estimated Contract Award	Date must be entered for all line items. For project administration and operating enter the date the agency will begin using the funds
Estimated First Vehicle Delivered	Vehicle projects only
Estimated Last Vehicle Delivered	Vehicle projects only
Estimated Contract Complete	Date when all funds will be expended for that line item. The latest date is the end of the contract period, December 31, 2019.

G. Terms and Acronyms

Americans with Disabilities Act (ADA): Public Law 336 of the 101st 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.

CFR: Code of Federal Regulations

Committed Project Partner: an entity that is providing some type of support for the proposed project, either cash or in kind services.

Coordinated Public Transit-Human Service Transportation Plan (Coordinated Plan): A locally developed, coordinated transportation plan that identifies the transportation needs of individuals with disabilities, seniors and people with low incomes; provides strategies for meeting those needs; and prioritizes transportation services for funding and implementation.

Deviated Fixed Route: Flexible service or route deviation allows for deviations from the general route path to provide direct transportation access to passengers who live in the vicinity of the basic route path. On request, and perhaps for an additional charge, the vehicle will deviate a few blocks from the route to pick up or deliver a passenger. This service is most often provided with smaller vehicles and provides service in a designated area (typically lower density).

Demand Response: public transportation dial-a-ride, advance registration, and curb to curb specialized service.

Director: The director of the TxDOT Public Transportation Division (PTN)

FTA: Federal Transit Administration

Fixed Route: A transportation service provided on a fixed schedule along a specific route with vehicles stopping to pick up and discharge passengers at designated locations and times.

Individual With a Disability: An individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a)(5).

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 a 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.

MPO: Metropolitan Planning Organization. The state and federally recognized policy board that makes transportation planning decisions in urbanized areas of 50,000 population or more and carries out an ongoing transportation planning process.

Partnership: One or more agencies, private nonprofit organizations, and/or local transit providers who have committed to serving a role in the proposed project. Partners have responsibility and/or financial liability for performing functions in connection with a project.

Private Nonprofit Organization: A corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under state law to be nonprofit and for which the designated state agency has received documentation certifying the status of the nonprofit organization.

PTC: Public Transportation Coordinator. A Public Transportation Division staff member assigned to oversee public transportation activity in a specific TxDOT district.

PTN: TxDOT Public Transportation Division.

Rural Area: An area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Senior: An individual who is 65 years of age or older.

Shared-ride: Two or more passengers in the same vehicle who are otherwise not traveling together.

Small Urbanized Area: An urbanized area with a population of at least 50,000 but less than 200,000, as determined by the Bureau of the Census.

Stakeholder: Any group or individual who can affect or be affected by the achievement of an organization's objectives.

TAC: Texas Administration Code.

TxDOT: The Texas Department of Transportation.

TDCs: Transportation Development Credits. Non-cash credits given to subrecipients to assist with local match needs.

USC: United States Code.

USDOT: United States Department of Transportation.