



## Public Transportation Division

# FY 2017 Special Call for Projects

ISSUED: August 18, 2017  
DUE: September 18, 2017

## **Background**

On October 29, 2015 the Texas Department of Transportation (TxDOT) – Public Transportation Division (PTN) was awarded more than \$20 million in federal Transportation Investment Generating Economic Recovery (TIGER) grant funds to improve transportation services for rural populations. TxDOT prioritized an additional \$5.2 million in state funds for these projects as well.

The award of federal and state funds allowed TxDOT to identify Formula Grants for Rural Area (49 U.S.C 5311) program funds which can be used to advance facility projects identified in the TIGER VII application.

## **Eligible Projects**

This call solicits applications for construction of transit facility projects which:

- are identified in the TIGER VII application map as a facility project (see Figure 1), and
- have documented completion of the NEPA process including TxDOT and FTA concurrence, and
- have completed state and local planning requirements for the facility, including a detailed project schedule, and
- the facility site is already purchased or under long-term contract (at least 30 years), and
- is ready for construction or is already under construction.

## **Eligible Applicants**

Rural transit districts are eligible to submit an application under this call.

## **Evaluation Process**

PTN will review the applications received to ensure eligibility, technical merit, validity and completeness. 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.

Eligible applications will be evaluated, scored and ranked. TxDOT reserves the right in our evaluation of application materials to communicate with individual applicants on an as needed basis to clarify information.

Additional criteria may be considered when selecting projects from the ranked lists. Additional criteria may include available funding and project cost, geographic diversity of projects, project sustainability, industry initiatives, and innovative approaches in public transportation.

Projects (or project phases) consistent with the eligibility requirements of this call, which are not selected for funding due solely to the availability of funding, will be eligible for consideration as additional funding opportunities become available.

Applications proposing projects that involve pledges from partners, provisions of local match, and/or other assistance or commitments from any other entity, should attach a Letter of Commitment from the partnering entity.

TxDOT has the right to accept or reject any or any part of an application, or negotiate any application so as to select the projects that best serve the citizens of Texas.

Facility project phases must be identified and must be logical, consistent, and follow industry standard practices.

Transportation development credits (TDC) may be requested as match but preferential consideration will be given to applicants providing local cash match.

If an entity received TIGER VII funds and is requesting additional funds, completed value engineering efforts must be documented and a case for the additional funds must be made.

Selected projects will be awarded in the form of grants made for allowable eligible expenses and defined activities/deliverables. A successful applicant will become a subrecipient of TxDOT. Award of grant funds will be made by the Texas Transportation Commission. Project grant agreements (PGAs) will be administered by a TxDOT Public Transportation Coordinator (PTC), with the option of the involvement and advice of additional persons.

Agencies selected for funding must comply with all applicable federal, state, and local laws and regulations including requirements documented in the Master Grant Agreement (MGA) and the Federal Transit Administration (FTA) Certification and Assurances. If an agency does not currently have the supporting documentation, such as (but not limited to) an MGA and the FTA Certification and Assurances on file with TxDOT PTN, the agency must complete the required documents prior to issuance of funds. The Texas Administrative Code §31.39 states that an agency must have adopted an internal ethics and compliance program and enforces compliance of that program. Prior to the issuance of funds, the TxDOT audit division must certify the agency's internal ethics and compliance program is compliant.

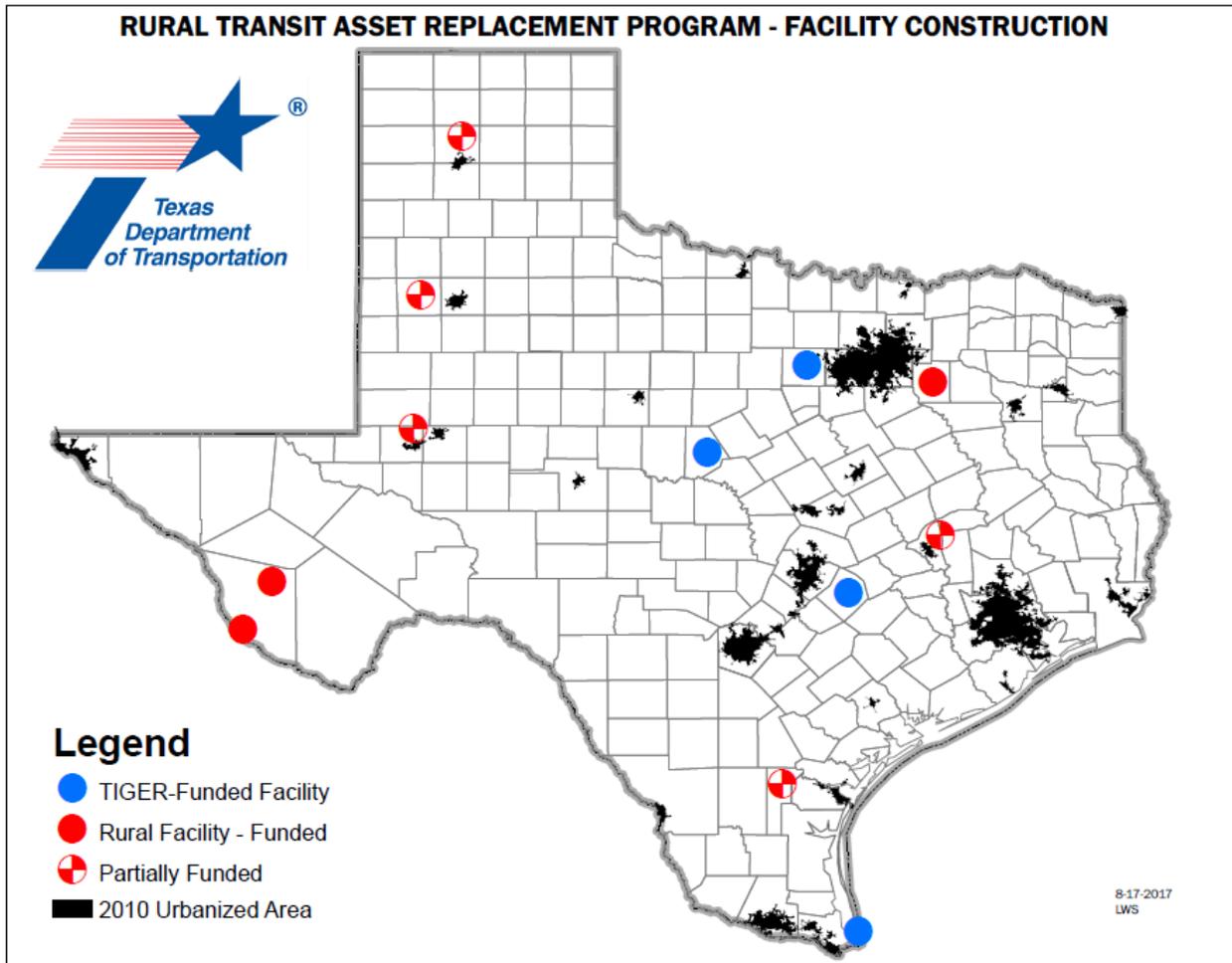


Figure 1: TIGER VII application map

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## Project Submission and Significant Dates

Projects must be submitted in the TxDOT eGrants system under the Special Call for Projects opportunity. The eGrants application must be completed per the instructions in this document. Applications must be submitted in eGrants no later than **5 P.M. CDT on Monday, September 18, 2017.**

<b>August 18, 2017</b>	Opportunity available
<b>August 22, 2017</b>	Statewide Pre-Application Webinar
<b>September 1, 2017</b>	Deadline for submitting written questions about the call for projects
<b>September 6, 2017</b>	Target date for responses to all written questions to be posted to the TxDOT PTN website
<b>September 18, 2017</b>	Applications due in eGrants system. Applications must be in the "Application Submitted for Review" status
<b>October 4, 2017</b>	Target date for TxDOT to complete selection of projects
<b>November 16, 2017</b>	Target date for presentation of project selection recommendations to the Texas Transportation Commission for action
<b>December 1, 2017</b>	Target date for PGA execution

PTN will host a webinar to discuss the application process and respond to questions. Webinar information can be found at <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>. The division recommends, but does not require, participation in the webinar.

For clarification of the specification(s) of this call, written questions may be submitted by email to: [PTN\\_ProgramMgmt@txdot.gov](mailto:PTN_ProgramMgmt@txdot.gov) Attn: Special Call for Projects. Responses to written questions will be posted on the TxDOT-PTN website at: <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>.

## Selection Criteria

The online grant application is divided into four sections or web pages:

- General Information
- Vehicles and Other Capital Project
- Construction and Rehabilitation
- Budget and Milestones

All items with a red asterisk\* indicate a mandatory field and require a response. All fields have their respective character limits and indicate the number of characters used and the number of characters remaining as you type. All responses should be clear and concise. Applicants must complete all sections of the application completely and thoroughly with the most current information. Screen shots of the online application are included in this document for reference.

Eligible applications will be evaluated based on the responses to questions and information requested by this document in the eGrants Application. Categories to be evaluated include:

- Project Description
- Planning Efforts
- Demonstrated Need
- Demonstrated Benefits

Guidance regarding expected responses for each question is identified in blue.

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## **GENERAL INFORMATION**

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

Person to be contacted regarding <b>this</b> application	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Phone Number *	<input type="text"/>
Email Address *	<input type="text"/>

Figure 2: Contact Person

The *Obligation Certification* document is a certification that is filled out by the applicant and signed by an official or designee with signature authority then uploaded to eGrants. (See Figure 13).

Click <a href="#">here</a> to download an Obligation Certification	
Obligation Certification *	<input type="button" value="Choose File"/> No file chosen

Figure 3: Obligation Certification Upload

The applicant confirms that the agency *Service Profile* is accurate by checking the box as shown in image below. The *Service Profile* is located in the “*Administrative Requirements Menu*” under “*Supplementals*.” (See Figure 14).

By checking this box, you are indicating that the service profile for this organization is accurate. *	<input type="checkbox"/>
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Figure 4: Service Profile Certification

Since the funds are for rural projects, applicants must click the “Rural” radio button. (See Figure 15).

Project Service Area *	<input type="radio"/> Urban <input type="radio"/> Rural
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Figure 5: Project Service Area Selection

## General Information

All responses should be supported with qualitative and quantitative data, citing sources as appropriate. Review the Construction and Rehabilitation form instructions prior to completing this section to minimize repetition. See the questions and their respective guidance below.

1. Describe the proposed project(s) for which the funds will be used.\*

- *Provide a concise project description, specifically detailing the proposed project for which funds are being requested. Describe the entire facility plan and how the requested project fits into the plan.*
- *If the project was previously funded by TxDOT, explain what was funded, provide the total funding requirements, budget, schedule, for all years, from all fund sources (federal, state, local, tribal, and other), and for all of the past, present, and future project-development (or life cycle) phase(s). (Charts, budget, and schedule information, or other illustrative tools should be included as attachments in the Vehicles and Other Capital Projects form)*
- *TIGER VII facility award recipients must describe value engineering efforts and include documents demonstrating value engineering in the Vehicles and Other Capital Projects form as an attachment..*

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2. Describe how the need/demand for the proposed project(s) was determined. \*

- *Describe the need/demand for the facility project using qualitative and quantitative data. Documentation of data (from studies, assessments, or other sources.) should be included as attachments in the Vehicles and Other Capital Projects form. TIGER VII facility award recipients must clearly demonstrate the need for the additional funding.*

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3. Describe the anticipated benefits of the project. \*

*Identify how the proposed facility project will benefit the rural area, the community, transit riders and the agency. Use qualitative and quantitative data when applicable.*

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4. Identify and describe methods to procure goods and/or services related to this project. \*

*Identify procurement types and document steps taken (and/or which will be taken) to procure services.*

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5. If vendors have been previously selected, complete the following (press the [SAVE] button for additional rows). \* (See Figure 16).

Vendor Name	Description of goods/services
<input type="text"/>	<input type="text"/>

Figure 6: Vendor Name Services

- Provide the vendor name for any services for which a vendor was previously selected along with a short description of the services.*
- If a vendor has previously been selected, responses to questions 4 and 5 must be consistent.*

6. Is the proposed project consistent with continuing, cooperating, and comprehensive regional transportation planning implemented in accordance with 49 U.S.C. §5301? \* (See Figure 17).

Yes  No

Figure 7: 49 USC §5301 Certification

- General policies for receiving federal funds are identified in 49 U.S.C. §5301. Agencies must certify the information.*

## **VEHICLES AND OTHER CAPITAL PROJECTS**

This call for projects is limited to facility construction activities. A response to question 1 and question 5 is required and attachments must be uploaded as instructed.

### **Vehicle Projects**

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

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

- *Select "No".*

### **Other Capital**

*Other Capital* includes, but is not limited to:

- Shop equipment
- Communication
- Computer equipment
- Hardware
- Software
- Preventive maintenance
- Purchase of service
- Other miscellaneous equipment

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

- *Select "No".*

## Attachments

Upload any additional documents relevant to this application.

**At minimum**, planning documents developed, final design documents, and proof of site ownership or lease agreement must be attached.

Any additional attachments not specifically identified in other sections of the application should be attached on this page. All attachments should include a descriptive title; i.e. “Feasibility Study” and should support the description of the project as presented in the application.

Letters of Commitment should be combined into one PDF and attached

Letters of Support should be combined into one PDF and attached

eGrants allows for upload of multiple documents. (See Figure 19). Once a document is attached, select “Save” at the top of the page to generate additional lines.

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

Figure 8: Attachments

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## **CONSTRUCTION AND REHABILITATION PROJECTS**

All responses should be supported with qualitative and quantitative data, citing sources as appropriate. See the questions and their respective guidance below.

### **Construction and Rehabilitation Projects**

Construction and Rehabilitation Projects can include the following phase:

- Construction/Rehabilitation.
1. Are Construction and/or Rehabilitation related expenses part of the proposed project? \*
    - **Select “Yes”, then proceed to questions 2 – 6. Construction and Rehabilitation Projects include, but are not limited to:**
      - Construction
      - Other related activities which are subsequent to final design.
  2. Identify the *Construction and Rehabilitation* project phases that will be included as part of the proposed project. \* (See Figure 20).

*Select D. Construction/Rehabilitation. The categorical exclusion worksheet and TxDOT and FTA concurrence must be attached.*

A. Planning	<input type="checkbox"/>
B. Preliminary Engineering (including environmental review)	<input type="checkbox"/>
C. Final Design and Real Estate Acquisition	<input type="checkbox"/>
D. Construction/Rehabilitation	<input type="checkbox"/>
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	<input type="button" value="Choose File"/> No file chosen

**Figure 9: Project Phase Selection**

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

- *Use quantitative and qualitative data to document the scope of the project including, 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. (Charts, schedule information, or other illustrative tools should be included as attachments in the Vehicles and Other Capital Projects form)*

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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. \*

- *Describe the asset management benefits, service improvements, or other system efficiencies which will result from this project. Use qualitative and quantitative data when applicable.*

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5. Provide the facility location, if available. (See figure 21).

A facility address or location identifier must be entered.

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

Figure 10: Facility Location Address

6. Describe the facility including the facility function. \*

- *Identify the facility type (Administrative, maintenance, etc.) and provide a description of the proposed facility amenities. If other agencies will be housed in the facility identify the agencies, describe their services, and identify the percentage of the facility they will occupy.*

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## **BUDGET AND MILESTONES**

The budget and milestones page contains information how the agency will spend the funds, on a per line item basis.

### **Does this budget include indirect costs?\***

- Select “No”. Indirect costs will not be considered under this call for projects

### **Attachments**

You may upload additional documentation here. (If this budget includes In-Kind funds you are required to upload supporting documentation.)

Upload PTN-143 form plus supporting documentation when in-kind funds will be used as match. (See Figure 23).

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

Figure 12: In-Kind Documentation Upload

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**Line Items**

Complete a row then press the [Save] button for additional rows.

Column Heading	Comments
Description	Choose the description from the pre-populated drop-down list
Scope	Completed by grant program manager
Suffix #	Completed by grant program manager
TPN	Completed by grant program manager
Fuel Type	N/A
Cost Per Unit	Enter "1"
# of Units	Enter the dollar cost associated with the activity description
Total Cost	eGrants system will calculate.
Award Amount	Federal amount requested by subrecipient
State Match	Agency documents the amount. State match would come from the agencies formula State award. This field does not document a request for state match funds. (preferential consideration will be given to applicants providing local or state cash match.)
Local Match	Agency documents the amount (preferential consideration will be given to applicants providing local or state cash match.)
In-Kind Match	Agency documents the amount, support documents and amount entered in this field must concur.
Total Funds	eGrants system will calculate.
TDCs?	Check the box if requesting TDC (TDC may be requested as match but preferential consideration will be given to applicants providing local or state cash match.)
Match Ratio	Field is locked and does not need to be completed
TDC	Completed by grant program manager
Estimated RFP/IFB Issued	Date must be entered for all line items
Estimated Contract Award	Date must be entered for all line items
Estimated First Vehicle Delivered	N/A
Estimated Last Vehicle Delivered	N/A
Estimated Contract Complete	Date must be entered for all line items. Date when all funds will be expended for that line item.