



# **Fiscal Years 2020-2021 Application Part I For Transit Providers and Service Agencies**



## **Subcontracting Opportunity through the Golden Crescent Regional Planning Commission**



**for Transportation Services in Calhoun,  
Goliad, Gonzales,  
Jackson, Lavaca, and Matagorda Counties**

## Project Proposals and Due Dates

**PROJECT PROPOSALS:** Project proposals in response to this RFP are due on or before **5:00 p.m.** central standard time (CST) on **April 12, 2019**. If the proposer is proposing to service multiple counties **a separate proposal must be submitted for each county**. The Proposal must be complete and include a signed cover letter, and an Excel Budget Worksheet.

A table of contents must be included, and each page must be numbered. Each page in the file should print on 8.5 x 11 inch (standard) paper and use a minimum of 11 pt Arial, Times New Roman, Calibri or Cambria font, the Budget may print on 8.5 x 14 inch (legal) paper.

Only the material submitted with the proposal will be scored. **Any proposal that does not meet all of the criteria listed may be rejected. We recommend that proposers review their proposals for completeness and clarity.**

### Disadvantaged Business Enterprise (DBE)

It is the policy of the Golden Crescent Regional Planning Commission to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this proposal. All interested parties qualifying under this solicitation are encouraged to submit proposals. Contract awards will be conditioned upon satisfying the requirements of this request for proposal. These requirements apply to all parties, including those that qualify as a Disadvantage Business Enterprise.

The Golden Crescent Regional Planning Commission is a member of the Texas Unified Certification Program (TUCP) administered by the Texas Department of Transportation. GCRPC is not a certifying agency, DBE's should see the TUCP website for information concerning re-certification, "No Change" Affidavits and Notices of Change.

**1. CONTACT FOR SUBMITTAL:** Proposals should be sent **BY MAIL** to one of the following addresses:  
**Mail response to: Courier Service/Deliver to:**

**Golden Crescent Regional Planning Commission**  
**Attn: Transportation Department**  
**1908 N. Laurent, Suite 600**  
**Victoria, Texas 77901**

**Proposals should be clearly marked:**

**Attn: Transportation Department (Confidential)**  
**2020-2021 RFP**  
**Due Date: April 12, 2019**

**Note: Proposers submitting their proposal must allow sufficient time for delivery of their proposal by the time and date specified to the above location. Facsimile or electronically transmitted proposals will not be accepted.**

**2. CONTACT FOR CLARIFICATION:** For clarification of the specification(s) of this RFP, proposers may contact:

Name: Lisa Cortinas  
Phone: (361) 578-1587 ext. 207  
E-mail: [lisac@gcrpc.org](mailto:lisac@gcrpc.org)

GCRPC's responses to written questions will be posted beginning July 27, 2017 on the Golden Crescent Regional Planning Commission's website at [www.gcrpc.org](http://www.gcrpc.org) Interested proposers should check the website periodically for updates.

### 3. SUMMARY OF DATES AND DEADLINES:

<b>March 4, 2019</b>	RFP posted on the GCRPC's website at <a href="http://www.gcrpc.org">www.gcrpc.org</a>
<b>March 12, 2019</b>	Pre-Proposal Meeting @ 9:00 am CST at Golden Crescent Regional Planning Commission offices
<b>March 25, 2019</b>	Deadline for submitting written questions about the request for proposal. Questions will no longer be accepted after this date.
<b>April 12, 2019</b>	Deadline for receipt of proposals is 5:00 p.m. CST at Golden Crescent Regional Planning Commission offices
<b>May 1, 2019</b>	Target date for GCRPC to complete the evaluation, prioritization, and negotiation/award of proposals.
<b>June 1, 2019</b>	Target date for contracts to be executed if Federal funding becomes available.
<b>September 1, 2019</b>	Fiscal Year 2020 contracts executed. (Alternate Date)

## Terms and Conditions of the Request for Proposal

1. **INTRODUCTION:** In this Request for Proposal (RFP), GCRPC solicits proposals for State Fiscal Year 2017 and 2018 for public transportation projects relating to the following FTA programs.

\_ **49 U.S.C. §5311**

\_ **49 U.S.C. §5310**

1.1 Selected projects will be awarded in the form of grants made for allowable eligible **expenses** and services provided. A successful proposer will become a subcontractor of GCRPC.

1.2 The actual award of grant funds will be subject to available federal funds, state funds or transportation development credit balances.

1.3 Proposals will be evaluated by GCRPC staff. Recommendations for funding are based on project priority ranking as specified in Terms and Conditions of the RFP, Section 2 -Selection of Projects.

1.4 Projects which are selected for funding will be monitored and managed by GCRPC, and the Texas Department of Transportation.

2. **SELECTION OF PROJECTS:** Projects will be selected for funding based on multiple criteria and conditions for each funding program.

2.1 Proposals will be reviewed for basic acceptability. GCRPC will evaluate, score, and rank acceptable proposals. Any proposal that is found to be incomplete, non-responsive, or fails to meet any RFP requirement(s), may be rejected by GCRPC at any point in the selection process.

2.2 In selecting projects from the prioritized lists, the balance of funding among programs, geographic diversity of projects, project sustainability, industry initiatives, and innovative approaches in public transportation may be considered as additional criteria.

2.3 Costs may be considered when selecting projects for funding from the prioritized list. Projects will be selected based as much as possible on the prioritized list, with the criterion of the efficient use of available funding.

2.4 Projects which are prioritized, but not selected for funding solely due to the constraint on the amount of funds available, may be retained for future consideration. In the event that funding becomes available during this project cycle, funding may be offered to these proposals without issuing an additional RFP.

2.5 Proposal projects that involve partnering pledges and/or commitments to the project from any other entity, such as providing local match or other assistance, must attach a Letter of Commitment. If not, the proposal may be considered as an incomplete proposal and may not be considered for final selection.

2.6 GCRPC will be the sole judge of proposals having the greatest technical merit when setting priorities for project selection. GCRPC has the right to accept or reject any or any part of a proposal, or negotiate any proposal so as to select the proposals that best serve the citizens of the Golden Crescent Region. GCRPC has the right to limit the total amount awarded in any category. GCRPC has the right to use any or all information contained in the proposal, without limitation.

**3. MULTI-YEAR RFP:** This is a Multi-Year RFP and the proposer needs to submit a project scope that includes services for fy2020 and fy2021. A multi-year proposal that lists only a single year of a multi-year project may be considered an incomplete proposal and may not be considered for selection. Please note GCRPC will only be awarding contracts for one year at a time please reference time schedule above.

**NEGOTIATIONS:** During the evaluation review period, GCRPC reserves the right to ask for further clarification and conduct negotiations pertaining to a proposer's responses.

#### 4. RESPONSE CONTENT:

4.1 The documentation provided with the response should be complete, comprehensive and organized. All sections and appendixes should be labeled. GCRPC will not be responsible for locating or securing information not included in the response. Failure to furnish required documentation with the response may result in the response being deemed incomplete and non-responsive, resulting in rejection.

4.2 GCRPC will not be responsible for any proposer expenses relating to solicited offers or response development of documentation that may result from this RFP.

4.3 Proposals become the property of GCRPC. GCRPC reserves the unrestricted right to use any information contained in the proposals.

4.4 The written response shall be considered the sole means of presenting project costs.

4.5 Requests for negotiations, additional meetings, information, etc., will be at the option of and by the initiative of GCRPC.

**5. RESPONSE FORMAT:** One (1) original proposal with signatures and One (1) copy shall be submitted for each County in which the proposer is wishing to service.

The response content should be submitted in the following order:

##### 5.1 Section I: Information

Complete the information in Proposer Information Form. The Primary Contact Person will be the contact used by GCRPC, in the future and for the RFP. This information must be kept current for the life of the contract.

##### 5.2 Section II: Funding

Complete the information in Sections A, and B. *(Provide documentation as required.)*

##### 5.3 Section III: Project Description A and B Service Strategies

Provide a concise project description, specifically detailing service to be provided, service area(s), local, out of county and out of region services, and any special populations that will be served.

**5.4 Obligations Certification:** Attach the signed certification form (Appendix A) that the proposer understands and will comply with the items listed in this section.

**5.5 Service Area Map:** Provide a map of the service area (Appendix B).

**5.6 Letters of Endorsement:** Letter(s) of Endorsement (Appendix C) are 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/individuals (non-financial or in-kind support).

**5.7 Letters of Commitment:** Letter(s) of Commitment (Appendix D) is the mechanism for documenting when an entity/project partner actively pledges support (financial or in-kind) and/or actual participation or use in the project. This form of letter must state exactly what the writer is committing to provide or use, describe the nature of the commitment and be signed by a person fully authorized to bind the entity.

**5.8 Project Budget:** The proposer is expected to provide detailed, itemized, specific project cost information, for each year of the project, with the understanding that supporting detail may be requested during the selection process. Proposers must provide a detailed line item budget labeled as Appendix E. The total cost for the project must be broken down for each year 2020 and 2021. The required match amount must be included in the project budget for each year. Vehicle capital budgets must include the estimated unit price of the vehicle(s). GCRPC may request supporting detail during the selection process.

**6. APPLICATION REVIEW PROCESS:** The review panel will review each proposal for completeness and/or appropriateness and then rank the submitted projects based on the specific program criteria. Proposers should review the evaluation criteria and all other related application information prior to preparation of the proposal. Proposers may contact GCRPC for additional assistance.

**7. PERIOD OF SERVICE:** Project service shall begin upon full execution of a contract as indicated in time schedule above.

**8. REIMBURSEMENTS AND PAYMENT SCHEDULE:** All eligible expenses under these programs are on a cost reimbursement basis up to 50% for eligible operating expenses and up to 80% for eligible capital expenses.

8.1 Reimbursement payments will be periodic based on the receipt of correct invoices for eligible expenses judged to be acceptable by the GCRPC and Texas Department of Transportation. Except with the approval of GCRPC, billings should be submitted on a monthly basis by the 7<sup>th</sup> as appropriate. Payment will be made upon receipt of payment from the Texas Department of Transportation, after receipt and acceptance of a correct invoice.

8.2 The GCRPC may, at his/her discretion, approve, approve with questions, disapprove with questions, or reject an invoice.

8.3 Funding is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the FTA, TXDOT or otherwise not available.

8.4 The GCRPC shall have no liability for any claims submitted by the Subcontractor or its subcontractors, vendors, manufacturers or suppliers if sufficient federal funds are not available to pay the Subcontractor's claims.

## **9. CANCELLATION:**

9.1 The contract may be canceled by either party by providing 30 days' written notice to the other party. GCRPC will reimburse the subcontractor for eligible expenses accepted by the GCRPC and TXDOT up to the date specified in the notice of cancellation. Termination under this paragraph shall not relieve the subcontractor of any obligation or liability that it has incurred prior to cancellation.

9.2 The Subcontractor shall be prepared to provide transportation services based on the accepted proposal and signed contract as indicated in time schedule above.

9.3 Failure to comply with the terms of the contract with reference to services, regulations, monitoring, or communication is grounds for cancellation of the agreement at the sole discretion of GCRPC. The 30 days' notice stipulation of Section 10.1 above will be followed.

9.4 The contract is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by FTA, TXDOT or otherwise not available.

**10. SUBCONTRACTOR OBLIGATIONS:** Once a project is selected for funding, the proposer has certain obligations to GCRPC to provide for proper and adequate project monitoring and supervision. Specific tasks to fulfill these obligations are detailed below.

**10.1 Task** - Participate in continuous, comprehensive dialogue throughout the life of the contract.

10.1.1 Services will be administered by Administrative Staff of the GCRPC and TxDOT PTC, with the option of the involvement and advice of additional persons.

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

10.1.3 As a subcontractor you will be required to complete statistical, as well as financial reports to include, *this list may not be all inclusive of the required reporting:*

Monthly Reimbursement Billing Reports

Monthly Vehicle Survey Reports

PTN-128 Statistical Report

DAMIS Report (Drug & Alcohol)

NTD Statistical Reporting (National Transit Database)

Accident/Incident Reporting

10.1.4 Contracted services will be reviewed routinely by GCRPC staff. No changes to processes or services shall be made without the prior knowledge and written approval of GCRPC.

10.1.5 Any documentation provided shall be compatible with GCRPC's standard electronic media, operating systems, and software. Any electronic files which are delivered shall be developed so that they can be modified using GCRPC standard operating systems and software. The Subcontractor is required to use GCRPC's SHAH Dispatching & Scheduling Software for the delivery of reporting and services.

10.1.6 Compliance with all applicable federal, state, and local laws and regulations. The proposer must meet all requirements pertaining to grant agreements, project monitoring, safety, environment, accessibility, inclusion in the appropriate planning documents, and the specific requirements for each project type including but not limited to:

10.1.7 All proposals must demonstrate that the proposer has the resources for the required matching funds.

10.1.8 Invoices for eligible expenses must conform to the accounting standards, formats, and due dates. Supporting documentation is required when submitting invoices.

10.1.9 As the entity making contracts of federal funds through this RFP, GCRPC requires compliance with all applicable laws and regulations.

10.1.10 If, at the conclusion of the contract, any and all assets purchased through Federal, or State Grant funds in connection with Section 5311 and 5310 program contract shall be returned to GCRPC.

10.1.11 To secure the public investment in real property or personal property, such as equipment purchased in whole or in part with federal or state public transportation funds, or real property whose appraised value is used as a local match, subcontractors are required to record a lien naming GCRPC and TxDOT as the lien holders.

## Introduction

Congress establishes the legal authority to commence and continue FTA programs through authorizing legislation covering several years. The Fixing America's Surface Transportation (FAST) Act was signed into law in December 2015. The act, which supports transit funding through fiscal year 2020, reauthorizes FTA programs and includes changes to improve mobility, streamline capital project construction and acquisition, and increase the safety of public transportation systems across the country.

### Formula Grants for Rural Areas - 5311



The Formula Grants for Rural Areas program provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations of less than 50,000, where many residents often rely on public transit to reach their destinations. The program also provides funding for state and national t

Eligible recipients include states and federally recognized Indian Tribes. Subrecipients may include state or local government authorities, nonprofit organizations, and operators of public transportation or intercity bus service.

### Enhanced Mobility of Seniors and Individuals with Disabilities (5310)

This program provides formula funding to increase the mobility of seniors and persons with disabilities. Funds are apportioned based on each State's share of the targeted populations and are now apportioned to both States (for all areas under 200,000) and large urbanized areas (over 200,000). The former New Freedom program (5317) is folded into this program. The New Freedom program provided grants for services for individuals with disabilities that went above and beyond the requirements of the Americans with Disabilities Act (ADA). Activities eligible under New Freedom are now eligible under the Enhanced Mobility of Seniors and Individuals with Disabilities program.

Projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan; and the competitive selection process, which was required under the former New Freedom program, is now optional. At least 55 percent of program funds must be spent on the types of capital projects eligible under the former section 5310 -- public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. The remaining 45 percent may be used for: public transportation projects that exceed the requirements of the ADA; public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit; or, alternatives to public transportation that assist seniors and individuals with disabilities. Using these funds for operating expenses requires a 50 percent local match while using these funds for capital expenses (including acquisition of public transportation services) requires a 20 percent local match.

The application for public transportation funds includes the following elements:

**Grant Application Part I - Applicant and Project Information**

**Grant Application Part II – Will be provided under separate cover once Federal Certifications and Assurances are available. Note: A completed and signed Grant Application Part II must be completed prior to contract award.**

Attach additional sheets as needed, for forms, tables and/or charts.

This Fiscal Year 2018-2019 Grant Application Part I (Part I) will be used by all entities applying and/or requesting Public Transportation Funding: e.g. Local Governmental Entities, Metropolitan Planning Organizations, Rural Transit Districts, Urban Transit Districts, Private Non-Profit Organizations, Private For-Profit Organizations, and Native American Tribes or Indian Tribal Organizations.

By submission of this application, the applicant will be certifying that the proposed public transportation project is consistent with the continuing, cooperating, and comprehensive regional transportation planning requirements. Federal approval of a proposed public transportation project will be accepted as a determination that all federal planning requirements have been met.

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## Section I: Information

### A: Agency Information

Name of Agency:	Legal Name on Grant Agreement (if different):
Physical Address:	Mailing Address (if different):
County (Physical Address):	Primary Agency Contact Person:
Telephone:	Title:
Email:	Fax:
Other (pager, etc.):	Website:
Payee Identification (PIN) Number (14 digits):	
<b>Secondary (Backup) Contact</b>	<b>Optional Contact</b>
Name:	Name:
Telephone # :	Telephone # :
Email:	Email:
Other (pager, etc.):	Other (pager, etc.):

### B. Emergency Operations Contact

Enter the name of the primary/secondary person to contact in the event of an emergency.

Primary Contact	Secondary Contact
Name:	Name:
Office Telephone #	Office Telephone #
Home Telephone #	Home Telephone #
Cell Telephone # :	Cell Telephone # :
Email:	Email:
Other (pager, etc.):	Other (pager, etc.):

### C: Signature Authority

Enter the name of the designated official representative(s) of the agency who can legally sign applications, contracts and commit resources.

Name:	Name:
Title:	Title:
Address:	Address:
Telephone:	Telephone:

**End of Section I**

## Section II: Funding

### A. Eligibility

Eligibility for the following programs is contingent on agency type. Check the appropriate box(es) to identify agency type.

Existing Agency	New Agency
<input type="checkbox"/> Existing Rural Transit Provider <input type="checkbox"/> Governmental Entity <input type="checkbox"/> Native American Tribes or Indian Tribal Organization <input type="checkbox"/> Non-Profit Agency <input type="checkbox"/> Private For-Profit Agency  Please check more than box one if applicable.	<input type="checkbox"/> Governmental Entity <input type="checkbox"/> Native American Tribe or Indian Tribal Organization <input type="checkbox"/> Non-Profit Agency <input type="checkbox"/> Private For-Profit Agency New Recipients may be required to provide additional information regarding eligibility (such as a copy of Non-Profit Status - I.R.S. Form # 501(c)(3)).

Disadvantage Business Enterprise		
<input type="checkbox"/> Yes	Certifying Agency: _____	Date: _____ Registration No. _____
<input type="checkbox"/> No		

### Period of Performance

This Request for Proposal (RFP) must address operational plans for a two-year period to begin September 1, 2019 and ending August 31, 2020 and beginning September 1, 2020 and ending August 31, 2021.

### Fundable Transportation Services

Services provided in each county by the Subcontractor should include the following type of trips:

1. In-County
2. County-to-County
3. Out-of-Region (San Antonio, Houston, Corpus Christi, and Galveston)

All transportation services must be available to the rural general public, elderly, and persons with disabilities.

### B. Programs

Indicate the different funding sources the applicant which to subcontract services for:

**§5310 Enhanced Mobility of Seniors and Individuals with Disabilities**

Purchase of Service / Choose My Ride

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**§5311 State - Non-Urbanized Area**

Transportation Code, Chapter 456 provides grant funds for public transportation projects in non-urbanized areas (TAC 43 Rule §31.11)

**§5311 Federal - Non-Urbanized Area** Chapter 53 of title 49, United States Code, as amended FAST Act.

**2020  
Projected Allocations\*\***

County	Federal 5311	State 5311	Federal 5310
Calhoun	\$29,465.00	\$32,918.00	\$0.00
Goliad	\$35,511.00	\$37,509.00	\$15,000.00
Gonzales	\$32,587.00	\$37,809.00	\$40,000.00
Jackson	\$37,455.00	\$40,166.00	\$20,000.00
Matagorda	\$38,513.00	\$44,073.00	\$20,000.00
Lavaca	\$40,464.00	\$42,525.00	\$0.00

**2021  
Projected Allocations\*\***

County	Federal 5311	State 5311	Federal 5310
Calhoun	\$29,465.00	\$32,918.00	\$0.00
Goliad	\$35,511.00	\$37,509.00	\$15,000.00
Gonzales	\$32,587.00	\$37,809.00	\$40,000.00
Jackson	\$37,455.00	\$40,166.00	\$20,000.00
Matagorda	\$38,513.00	\$44,073.00	\$20,000.00
Lavaca	\$40,464.00	\$42,525.00	\$0.00

**\*\*Note:** The above funding tables are projections only based on the Texas Department of Transportations and the Golden Crescent Regional Planning Commission Projections under the Section 5311 Non-Urbanized funding formula program and the 5310 Seniors and Individuals with Disabilities.

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**End of Section II**

### Section III: Service Description

Please check all that apply and provide a detailed description of all services that will be provided. Please add additional sheets as necessary.

#### A. ( ) Existing Services

1. Please describe your existing services in detail.
  
2. Indicate approximate # of trips to be provided next year by target group.  
 \_\_\_\_\_ Rural General Public -60    \_\_\_\_\_ Rural Elderly 65+    \_\_\_\_\_ Rural Individual w/Disabilities
3. Indicate approximate # of trips to be provided next year by purpose.  
 \_\_\_\_\_ Medical    \_\_\_\_\_ Work    \_\_\_\_\_ Education/Training    \_\_\_\_\_ Personal    \_\_\_\_\_ Social Service
4. What strategies is the agency going to implement to improve service next year? \_\_\_\_\_
  
5. Describe the agency's long-term commitment to the project beyond the availability of the requested grant resources. \_\_\_\_\_

#### B. ( ) Service Changes

1. If the agency is proposing to change services (changing routes, increasing or decreasing service), describe the changes and why they are proposed. \_\_\_\_\_

#### C. ( ) New Services

1. Describe New Service: \_\_\_\_\_

**B. Exhibit 1 - Service Area Table**

Counties Served (One County per line)	Program Type 5310, 5311	Type Route CB =Commuter Bus CR = Commuter Rail CS = Charter Service DR = Demand Response FR = Fixed Route LR = Light Rail RD = Route Deviation O = Other _____	Describe areas not served	Days of Service / Hours of Operation (A = AM P = PM)								Passengers served GP = General Public (anyone who wishes to ride) S = Seniors PwD = Persons with Disabilities CMO = Client or Member-only (services limited to specific individuals and / or passengers, such as medicaid)
				Mon.	Tues.	We d	Thurs.	Fri.	Sat.	Sun.	Holidays	
<i>Example Anderson</i>	<i>5310</i>	<i>DR</i>	<i>East Anderson County</i>	<i>6 A 8 P</i>	<i>6 A 8 P</i>	<i>6 A 8 P</i>	<i>6 A 8 P</i>	<i>6 A 8 P</i>	<i>6 A 8 P</i>	<i>6 A 8 P</i>	<i>6 A 8 P</i>	<i>GP and PwD</i>
Note any changes in Service Area: _____												
List Holiday(s) when service is not provided: _____												
Comments / Exceptions: _____												

**Attach the schedule(s) / map(s) / brochure(s) given out to customers.**

### C. Fare Structure

1. How much do you charge for the following services?

		Comments:
Regular Fare:	_____	
Senior Fare:	_____	
Persons with Disabilities (non-Paratransit):	_____	
Paratransit:	_____	
Student Fare:	_____	
Monthly Pass:	_____	
Tickets or Tokens:	_____	
No Fare Charged:	_____	
Other: _____	_____	

2. Does the agency prioritize service?  Yes  No **If Yes**, explain \_\_\_\_\_

3. Are requested trips or reservations denied?  Yes  No **If Yes**, describe why denied and how tracked: \_\_\_\_\_

### D. Target Population

1. Indicate the estimated number of total riders within the following groups:

American Indian or Alaska Native	_____
Asian	_____
Black or African American	_____
Native Hawaiian or Other Pacific Islander	_____
White (including Hispanic)	_____
Other	_____
<b>Total Persons:</b>	_____

2. What is the approximate percentage of agency trips for the following purposes?

Trip Purpose	Percent (must equal 100%)
Employment	_____ %
Social & Recreational	_____ %
Non-Medicaid Medical	_____ %
Nutrition	_____ %
Adult Day Care	_____ %
Education & Training	_____ %
General Public Transportation:	
Fixed Route / Demand Response	_____ %
Paratransit	_____ %
Medicaid	_____ %
Other (Specify)	_____ %
<b>Total:</b>	_____ %

### E. Incidental Services

1. Does the agency provide incidental transit services, such as charter service, school tripper service, meal delivery, or special services such as sight-seeing?  Yes  No **If Yes**, describe the services: \_\_\_\_\_

### F. Complementary Paratransit Information

1. Is the agency a Rural Transit District that operates a fixed route service?  Yes  No **If Yes**, attach the most recent Complementary Paratransit Plan.

**G. Capital Assistance Requested** (best available estimate)

1. Type of capital assistance requested (e.g. vehicle, radios, preventive maintenance, purchase of service, etc):

Fund Source(s)	Description	Quantity	Estimated Total Cost	Local Match	Source of Match
<i>Example:</i> 5310	Type 3 Cutaway (11.12.04) ULSD Bus	1	\$ 60,000	\$15,000	City Funds
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	

**If Requesting Vehicles will they be used as Vehicle Replacements and/ or for Service Expansion?**

1. Vehicle(s) be used for:  service expansion      Quantity \_\_\_\_\_  
 vehicle replacement      Quantity \_\_\_\_\_
2. For the proposed replacement / expansion vehicle (*Double your figure if requesting more than one.*)  
 What is the estimated total vehicle mileage (1 year)? \_\_\_\_\_  
 What is the estimated total passengers (1 year)? \_\_\_\_\_

**H. Total Fleet - Vehicle Inventory and Condition**

1. Attach the most current agency inventory list.
2. Describe the current condition of agency fleet. \_\_\_\_\_

**I. Vehicle Availability and Capacity**

1. How many vehicles are:  Available for passenger service? \_\_\_\_\_  
 Required in peak periods? \_\_\_\_\_
2. Can all requests for service be accommodated with the existing fleet?  Yes  No **If No**, explain \_\_\_\_\_
3. For (5310, 5316, or 5317) grant requests, how will the targeted population(s) benefit from the requested capital equipment? \_\_\_\_\_

**J. Coordination of Service**

1. What human service agencies, employment / training programs, or other transportation providers has the agency met with in the last year to discuss transit service coordination? Explain the outcomes: \_\_\_\_\_

2. Check the statements below for which the agency presently coordinates or shares services or vehicles with other agencies and those which the agency is willing to consider in an effort to increase coordination.

	Currently Do	Would Consider
Sending drivers to training held by others	<input type="checkbox"/>	<input type="checkbox"/>
Inviting other drivers to attend training	<input type="checkbox"/>	<input type="checkbox"/>
Sharing back-up vehicles with other agencies	<input type="checkbox"/>	<input type="checkbox"/>
Providing information to riders/patrons on other available services.	<input type="checkbox"/>	<input type="checkbox"/>
Working with other agencies to identify when there is space available on their vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing rides from other agencies	<input type="checkbox"/>	<input type="checkbox"/>
Selling rides to other agencies	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____		

3. Describe the agency’s role in the regional public transportation coordination planning efforts? \_\_\_\_\_
4. How will the project address gaps and / or barriers identified in the regional public transportation coordination plan? \_\_\_\_\_
5. Describe any special efforts made to provide information about the agency’s service to human service agencies, the Work Force Center, or other activity centers. \_\_\_\_\_

**K. Intelligent Transportation System (ITS) Project**

1. Will ITS equipment (such as computer software, communications equipment, etc) be purchased during the fiscal year covered by this application? Yes  No  **If Yes**, list the ITS equipment funded by this application. \_\_\_\_\_
2. Identify the Regional ITS Architecture and Deployment Plan(s) that includes this agency. \_\_\_\_\_

**L. Civil Rights**

1. Has the agency received any civil rights related lawsuits or complaints within the past three years?  Yes  No **If Yes**, provide the following information:
- A concise description of the lawsuit or complaint alleging discrimination. \_\_\_\_\_
  - A statement of the status or outcome of lawsuits or complaints. \_\_\_\_\_
2. Does the agency have an Equal Employment Opportunity Policy?  Yes  No  
 Number of transit-related employees: \_\_\_\_\_ (An employee is considered a transit-related employee if they are classified as such (full or part-time) or if part of their salary is paid with transit funds.)

**M. Fiscal / Managerial Capabilities**

➤ **Audits and Indirect Cost Plans**

1. Will indirect costs be charged to the proposed grant?  Yes  No **If Yes**, are costs supported by an indirect cost allocation plan in accordance with OMB Circular A-87 and approved by the cognizant agency?  Yes  No **If Yes**, attach the Indirect Cost Plan Certification.  
**If No**, explain \_\_\_\_\_
2. Which of the following items are available upon request?

a.	_____	Copy of agency’s most current audited financial statements;
b.	_____	Savings Account with letter from bank official, Certificate of Deposit with letter from bank official, or Bond;
c.	_____	Letter of Credit from financial institution, or Annual Report.



## N. Program Management

### ➤ Governing Body

1. Please provide a copy of your Organizations/Agency By-Laws.
2. Please provide a copy of your current Board of Directors and their contact information.
3. Please provide a copy of your Organizational Chart.
4. Please provide documentation of Signature Authority if other than Chair, President, or County Judge.

### ➤ General

1. Describe the agency's experience in managing programs that include state and federal funds? \_\_\_\_\_
2. In the last fiscal year has the agency requested a contract extension(s) from TxDOT for a Public Transportation grant?  Yes  No **If Yes**, explain \_\_\_\_\_

### ➤ Procurement

3. Does the agency have written procurement policies and procedures?  Yes  No

### ➤ Maintenance

4. Does the agency's vehicle preventive maintenance program include all the required elements?  
 Yes  No

## O. Local Support

1. Describe the local support received by the agency (such as resolutions by local governing bodies, and endorsement letters from other organizations or individuals). \_\_\_\_\_

## P. Public Involvement

1. How has the agency engaged the public to provide input for agency service planning and project selection (e.g. route changes, fare structure, new service and capital expenses)? \_\_\_\_\_

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**End of Section III**  
**Section IV Certifications and Attachments**

**Appendix A - Obligation Certification**

As an authorized official of the (*insert organization name*)

I certify to the following:

1. The information presented in the original application is true and accurate to the best of my knowledge.
2. I have not intentionally made any misstatements or misrepresented the facts.
3. The organization has the resources and technical capacity to support the project.
4. The organization uses generally accepted accounting standards for its financial recordkeeping functions.
5. The organization will participate in a continuous, comprehensive dialogue throughout the life of the project including but not limited to:
  - a. On-Site monitoring by GCRPC and TXDOT personnel.
  - b. Time submission of all required reports.
  - c. Use of the Shah scheduling and dispatching software.
  - d. Timely written notification of events that will affect the outcome of the project.
  - e. Ensure that Rural General Public Transportation Services is advertised as RTRANSIT and available for the entire service area in which this contract is being entered into.
  - f. Actively participate in the Golden Crescent Regional Transportation Coordination efforts, as well as local Transportation Coordination efforts.
6. The organization will comply with all applicable federal, state, and local laws and regulations. This includes but it not limited to:
  - a. Annual Certifications and Assurances
  - b. Master Grant Agreements
  - c. Contracts
  - d. Applicable federal program circulars and similar Federal, State, and GCRPC guidance.
7. Organization Affirmation: Compensation has not been received for participation in the preparation of the original application submitted to GCRPC.

Signed: \_\_\_\_\_

Printed /Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix B - Service Area Map(s) Schedules, and Brochures, please attach**

### **Appendix C - Letters of Endorsement**

Letter(s) of Endorsement are 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/individuals (non-financial or in-kind support).

### **Appendix D - Letters of Commitment**

Letter(s) of Commitment is the mechanism for documenting when an entity/project partner **actively pledges support** (financial or in-kind) **and/or actual participation or use in the project**. This form of letter must state exactly what the writer is committing to provide or use, describe the nature of the commitment and be signed by a person fully authorized to bind the entity.

### Appendix E - Project Budget

Provide a **detailed** yearly Project Budget on how the proposer intends to spend requested grant funds. For multi-year projects, also provide a summary budget.

When using the Project Budget(s):

1. Input information in yellow cells only, do not change the spreadsheet format or internal codes in any way.

2. Input the applicable federal, state, local, and other match amounts for each Program Description.

For more information on ALI codes refer to FTA at [www.fta.dot.gov](http://www.fta.dot.gov)

## Appendix F

### GCRPC REVIEW

The undersigned signatory hereby represents and warrants that the information provided in this Application has been reviewed, and is complete and accurate to the best of my knowledge

\_\_\_\_\_  
Typed / Printed Name of GCRPC Representative

**Yoakum-13** \_\_\_\_\_  
District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**End of Section IV**