

APPLICATION INFORMATION PACKET

2017 CALL FOR PROJECTS

FEDERAL TRANSIT ADMINISTRATION (FTA) FUNDING
AVAILABLE FOR:

§5307 – URBANIZED AREA FORMULA PROGRAM:

JOB ACCESS/REVERSE COMMUTE PROJECTS ONLY

**§5310 - ENHANCED MOBILITY OF SENIORS AND
INDIVIDUALS WITH DISABILITIES PROGRAM**

APPLICATIONS DUE: APRIL 7, 2017

IMPORTANT: Federal Transit Administration (FTA) funds require a high degree of dedication to detail and reporting, along with very specific requirements. If you are unfamiliar with FTA regulations and grant management requirements or have not received FTA funds in the past, please review the FTA Guidance for each program and the documents associated with this Call for Projects to determine if your agency is willing, and has the institutional capacity, to comply with the required terms and conditions.

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ABOUT THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

The North Central Texas Council of Governments is a voluntary association of cities, counties, school districts, and special districts which was established in January 1966 to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. It serves a 16-county metropolitan region centered around the two urban centers of Dallas and Fort Worth. Currently the Council has 237 members, including 16 counties, 169 cities, 21 independent school districts, and 31 special districts. The area of the region is approximately 12,800 square miles, which is larger than nine states, and the population of the region is over 6.5 million, which is larger than 38 states. NCTCOG's structure is relatively simple; each member government appoints a voting representative from the governing body. These voting representatives make up the General Assembly which annually elects a 15-member Executive Board. The Executive Board is supported by policy development, technical advisory, and study committees, as well as a professional staff of 306.

TRANSPORTATION DEPARTMENT

Since 1974 NCTCOG has served as the Metropolitan Planning Organization (MPO) for transportation for the Dallas-Fort Worth area. NCTCOG's Department of Transportation is responsible for the regional planning process for all modes of transportation. The department provides technical support and staff assistance to the Regional Transportation Council and its technical committees, which compose the MPO policy-making structure. In addition, the department provides technical assistance to the local governments of North Central Texas in planning, coordinating, and implementing transportation decisions.

NCTCOG's offices are located in Arlington in the Centerpoint Two Building at 616 Six Flags Drive (approximately one-half mile south of the main entrance to Six Flags Over Texas).

North Central Texas Council of Governments
P. O. Box 5888
Arlington, Texas 76005-5888
(817) 640-3300

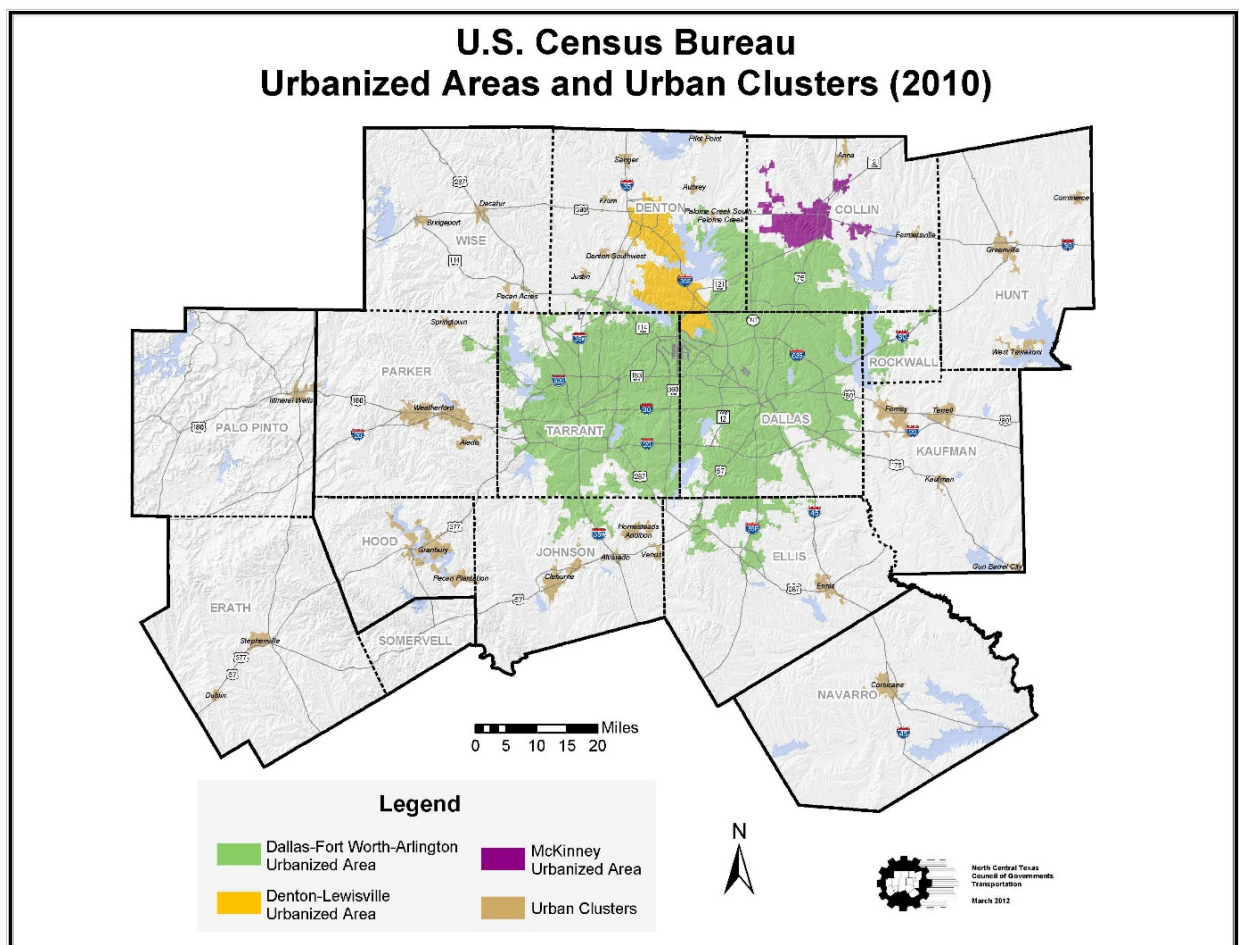
FUNDING AVAILABLE

The North Central Texas Council of Governments (NCTCOG) is conducting a competitive Call for Projects to award approximately \$5.5 M in Federal Transit Administration (FTA) funds for projects supporting two programs:

Urbanized Area Formula Program (49 U.S.C. §5307) - *Job Access/Reverse Commute (JA/RC) Projects only*

Enhanced Mobility of Seniors and Individuals with Disabilities (49 U.S.C. §5310)

Funds are available for eligible projects that focus on providing service to/from or in the Dallas-Fort Worth-Arlington or Denton-Lewisville urbanized areas. A map is provided below for reference.



Funds available to non-urbanized areas and the McKinney Urbanized Area are administered by the Texas Department of Transportation (TxDOT). TxDOT's Public Transportation Division (PTN) makes funds available regularly, please visit <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html> for more information.

URBANIZED AREA FORMULA PROGRAM (§5307): JA/RC PROJECTS

PROGRAM OVERVIEW

The goal of this Program is to support the continuation and expansion of public transportation services in urbanized areas by financing capital, operating and planning activities for job access/reverse commute projects.

Job Access/Reverse Commute (JA/RC) projects are available for competitive award through the 2017 Call for Projects. Applicants may submit proposals to implement a new project or continue an existing project. Note: Proposals seeking funding to continue or expand a project previously awarded through NCTCOG's Call for Projects must be able to demonstrate increased demand for service in the region and/or the financial sustainability of previously awarded activities.

A JA/RC project is defined as:

a transportation project to finance the planning, capital and operating costs that support services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment, including reverse commute projects that provide public transportation services for low-income individuals from urbanized and rural areas to suburban employment locations.

WHO CAN APPLY

- State or local governmental agency
- Private non-profit organizations

Recurring recipients (i.e., public transit providers) of §5307 funds must request JA/RC funding through the annual Program of Projects process.

FUNDS AVAILABLE

The table below provides the approximate amount of Fiscal Year 2016 and 2017 funds that are available for award. Actual amounts are expected to be known around Summer 2017.

Urbanized Area (UZA)	Dallas-Fort Worth-Arlington UZA	Denton-Lewisville UZA
Funds Available	\$3.0 M	\$223 k
Eligible Expenses	Capital, Planning and Operating	Capital, Planning and Operating

ELIGIBLE PROJECTS

Below is a list of eligible project types and some examples. Refer to the [Urbanized Area Formula Program Guidance](#) for a more comprehensive list of eligible Job Access and Reverse Commute projects.

CAPITAL PROJECTS INCLUDE:

- ADA-accessible buses or vans
- Implementing Intelligent Transportation Systems (ITS)
- Deploying vehicle position-monitoring systems
- Supporting mobility management and coordination programs among public transportation providers and other human services agencies providing transportation

PLANNING PROJECTS INCLUDE:

- Planning, engineering, design, and evaluation of public transportation projects or technical transportation related studies

OPERATING PROJECTS INCLUDE:

- Late-night and weekend service
- Adding or expanding fixed-route or commuter bus services
- Demand-responsive van service

PERFORMANCE MEASURES

Quantitative and qualitative information available on the following measures will be requested regularly from projects selected for JA/RC funding. Highly competitive projects are those that incorporate the appropriate performance measures into how the project's success will be evaluated and, where appropriate, into key deliverables.

- Actual or estimated number of jobs that can be accessed as a result of geographic or temporal coverage from the JA/RC project being implemented
- Actual or estimated number of rides (as measured by one-way trips) provided as a result of the JA/RC project being implemented

ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM (\$5310)

PROGRAM OVERVIEW

The goal of the Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation options. Projects should be targeted toward these two population groups although there may be additional benefits to the general public. Applicants may submit proposals to implement a new project or continue an existing project for no more than three years. Note: Proposals seeking funding to continue or expand a project previously awarded through NCTCOG's Call for Projects must be able to demonstrate increased demand for service in the region and/or the financial sustainability of previously awarded activities.

WHO CAN APPLY

- State or local governmental agency
- Publicly owned operator of public transportation services
- Privately owned operator of public transportation services (for shared-ride services only)
- Private non-profit organizations

FUNDS AVAILABLE

The table below provides the approximate amount of Fiscal Year 2016 and 2017 funds that are available for award. Actual amounts are expected to be known around Summer 2017.

Urbanized Area (UZA)	Dallas-Fort Worth-Arlington UZA	Denton-Lewisville UZA
Funds Available	\$2.0 M (up to \$514 k may be used for operating)	\$222 k
Eligible Expenses	Capital and Operating	Capital only

ELIGIBLE PROJECTS

Below is a list of eligible project types and some examples. Refer to the [Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance](#) for a more comprehensive list of eligible capital and operating projects.

CAPITAL PROJECTS INCLUDE:

- ADA-accessible buses or vans
- Vehicle wheelchair lifts, ramps, and securement devices
- Making accessibility improvements to bus stops, stations and other facilities
- Improving signage or implementing way-finding technology
- Computer hardware and software, scheduling and dispatching systems
- Purchasing transportation services under a contract, lease, or other arrangement

- Supporting mobility management and coordination programs among public transportation providers and other human services agencies providing transportation

OPERATING PROJECTS INCLUDE:

- Expansion of paratransit services beyond ADA requirements
- Feeder services to rail or bus stations beyond ADA requirements
- Incremental cost of providing same-day or door-to-door services

PERFORMANCE MEASURES

Information on the following measures will be requested regularly from funding recipients. Highly competitive projects are those that incorporate the appropriate performance measures into how the project's success will be evaluated and, where appropriate, into key deliverables.

- **Gaps in Service Filled:** Provision of transportation options that would not otherwise be available; measured in number of seniors and individuals with disabilities afforded mobility they would not have without program support
- **Ridership:** Actual or estimated number of rides (as measured by one-way trips) provided annually on §5310 supported vehicles and services
- **Physical Improvements:** Additions or changes to environmental infrastructure (e.g. transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services as a result of project being implemented
- **Service Improvements:** Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services.

LOCAL MATCH REQUIREMENTS

The match requirements are the same for both the Urbanized Area Formula Program – JA/RC Projects and Enhanced Mobility of Seniors and Individuals with Disabilities funds and are determined according to the type of expenditure:

- The federal share of eligible capital costs may not exceed 80% and the local share shall be no less than 20% of the net cost of the activity.
 - Exception: when purchasing ADA-accessible vehicles the federal share is increased to 85% while the local share is decreased to 15% of the net cost.
- The federal share of eligible operating costs may not exceed 50% and the local share for eligible operating costs shall be no less than 50% of the net operating costs.

All of the local match share must be provided from sources other than federal Department of Transportation (DOT) funds. Some examples of potential sources of local match which may be used for any or all of the local share include: Transportation Development Credits (TDCs), State or local funds; other non-DOT federal funds; dedicated tax revenues; private donations; revenue from human service contracts; and net income generated from advertising and concessions.

Transportation Development Credits (TDCs) may be requested as the local match on capital expenses only. TDCs are strategically awarded and are not guaranteed if requested. Local match should be identified/secured in the event that TDCs are not awarded.

PLANNING REQUIREMENTS

Access North Texas is the locally developed, coordinated public transit human services transportation plan for North Central Texas. Projects selected for funding should address region-wide and county-wide transportation strategies identified in the plan. It is available for download at www.accessnorthtexas.org.

- Region-wide strategies can be reviewed in Chapter 3 of the *Access North Texas* Plan document.
- County-wide strategies can be reviewed in Chapters 4-18 of the *Access North Texas* Plan document.

EVALUATION CRITERIA

Projects will be awarded through a competitive selection process. Each project proposal will be screened for completeness and timeliness. Proposals that are deemed incomplete or arrive after the deadline will not be reviewed. Complete proposals will undergo a two-step screening and evaluation process.

The initial screening process will seek to confirm basic requirements such as agency, program, and project eligibility, as well as consistency with the *Access North Texas* Plan. Projects that meet these basic eligibility requirements will then be evaluated based on the following scoring matrix:

Needs Assessment	25 points
Implementation, Operations and Sustainability	40 points
Coordination, Collaboration and Partnership	20 points
Overall Strategic Value	<u>15 points</u>
TOTAL	100 points

Applications will be evaluated based on responses to questions relating to the criteria above.

A highly competitive project:

- Is multi-year. A three year request is recommended for projects providing transit service;
- Identifies an existing public transit provider or existing non-profit transportation provider when proposing to provide transit service;
- Targets low-income individuals for requests of Urbanized Area Formula Program (JA/RC projects) funds;
- Targets older adults and individuals with disabilities for requests of Enhanced Mobility of Seniors and Individuals with Disabilities Program funds; and
- Supports one or more strategies outlined in *Access North Texas*.

Projects recommended for funding will be brought to the Surface Transportation Technical Committee (STTC) and the Regional Transportation Council (RTC) for final approval. Applicants will be notified of the final awards after the Executive Board takes action on recommended project selections.

NCTCOG is not obligated to fund a proposal from a project sponsor that has demonstrated marginal or unsatisfactory performance on previous grants and/or contracts with NCTCOG or other state agencies. NCTCOG is not obligated to fund a proposal from a project sponsor based on a determination of the risks associated with the project sponsor, including the financial condition or organizational capacity of the project sponsor, as well as other risk factors as may be determined by NCTCOG.

NCTCOG may base funding decisions on factors associated with best achieving the goals of the program. Additionally, NCTCOG may select parts of a proposal for funding and may offer to fund

deadline do not constitute an on time submission. In addition, supplemental information will not be accepted after the submission deadline.

Project sponsors are encouraged to submit their proposals far enough in advance of the submission deadline to allow NCTCOG staff to review proposals for completeness.

GRANT ADMINISTRATION AND REPORTING REQUIREMENTS

Successful applicants will be notified in writing of their selection and the amount of grant funds awarded. Entities selected to receive grant funding will be required to enter into a contract with the North Central Texas Council of Governments¹. Entities are obligated to fulfill the requirements of the contract, including complying with all Federal Transit Administration requirements, which include, but are not limited to civil rights, procurement, and drug and alcohol testing. In addition, all services or work carried out under a contract awarded as a result of this Call for Projects must be completed within the scope, time frames, and funding limitations specified by the contract. Upon signature and execution of the contract by NCTCOG, a copy of the executed contract will be returned to the applicant.

Grant recipients will be required to submit monthly and/or quarterly Project Status Reports as determined by NCTCOG by the 15th of the subsequent month. Reporting may be done by traditional mail or email, as appropriate. Project Status Reports shall include, at a minimum: work accomplished and the current status for each project task; work activities anticipated for the following month by task; existing or anticipated problems that may affect the project schedule and proposed solutions; updated project schedule with milestones and deliverables; and project performance measures. Forms will be provided to successful applicants as part of their contract.

¹ Existing direct recipients under the Urbanized Area Formula Program and the Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310) may submit their grant application(s) directly to the Federal Transit Administration following official notification of funding award through NCTCOG's competitive process.

PRE-PROPOSAL WORKSHOPS

The North Central Texas Council of Governments will hold two pre-proposal workshops for prospective project sponsors to learn more about the Call for Projects and to ask questions about the programs or prospective projects. Project sponsors are strongly encouraged to attend at least one of the pre-proposal workshops (each workshop will cover the same material). Please RSVP by March 6, 2017 to Therese Bergeon at tbergeon@nctcog.org or (817) 695-9267 for the workshop you plan to attend.

DATE	March 8, 2017	March 10, 2017
TIME	1:30 pm to 3:00 pm	10:00 am to 11:30 am
LOCATION	Denton City Hall	NCTCOG Offices Centerpoint II Building
ADDRESS	214 East McKinney Street Denton, TX 76201	616 Six Flags Drive Arlington, TX 76011

A video recording of the March 10th meeting will be available to view at www.nctcog.org/ftafunding.

Questions will be taken at the workshops or through email to Leah Brown at lbrown2@nctcog.org, until Friday, March 17, 2017. Responses to all questions will be posted on the NCTCOG website at www.nctcog.org/ftafunding no later than Friday, March 24, 2017.

SCHEDULE

The dates listed below are anticipated and may be subject to change.

Call for Projects Opens	February 27, 2017
Pre-Proposal Workshop: Denton City Hall	March 8, 2017
Pre-Proposal Workshop: NCTCOG Offices, Centerpoint II	March 10, 2017
Last Day to Submit Questions	March 17, 2017
Responses to Questions Posted to Website	March 24, 2017
Call for Projects Closes	April 7, 2017
Review and Evaluation of Proposals	April-May, 2017
Public Meetings	August 2017
NCTCOG Committee Actions	Fall 2017
Project Awards Announced	Fall 2017
Execution of Agreements with Successful Applicants	Winter 2018
Projects Begin	Spring 2018

APPENDIX A. BUDGET DEVELOPMENT GUIDE

Complete the “Project Budget Workbook” (in Microsoft Office Excel format) for the program(s) from which you are requesting funding. If applying for funding from more than one program and/or more than one Urbanized Area (UZA), please complete a separate Project Budget for each.

Project Budget Workbooks can be downloaded at www.nctcog.org/ftafunding.

BUDGET FORM (FIRST TAB)

Applicants must complete the “Total” column for each year for which funds are being requested. The worksheet will automatically calculate the appropriate Federal and Local funding ratio once the total amount is entered.

SUPPLEMENTAL INFORMATION (SECOND TAB)

Local match sources should be identified whether the applicant is requesting TDCs or not. Applicants should also note how much local match is secured or anticipated.

Capital procurements over \$3,500 that are anticipated to be completed during the project life using funds awarded should be listed, including the estimated dollar amount of each procurement. Note that capital procurements also include consultant services.

Assumptions used to develop the budget should also be noted in the space provided. These assumptions should assist the reviewer in understanding how the budget and associated costs were established.

APPENDIX B. VEHICLE REQUESTS

The Federal Transit Administration (FTA) has extensive procurement requirements for projects requesting funding for capital. Requirements apply to purchases, including vehicle(s), requested through the Urbanized Area Formula Program and the Enhanced Mobility of Seniors and Individuals with Disabilities Program. When feasible, NCTCOG will attempt to meet vehicle needs on selected projects through NCTCOG's Vehicle Loaner Program². In an effort to streamline procurement efforts and ensure compliance with FTA rules and regulations, NCTCOG will generally procure new vehicles on behalf of agencies awarded such funds³. Agencies that have an approved procurement policy with NCTCOG and/or have experience with FTA requirements on procurements may procure their own vehicles.

Please use this information below to help select and determine the budget for vehicles.

Small Transit Vehicles
<ul style="list-style-type: none">▪ Length: 16-28 ft.▪ Seating: 3-5 passengers plus 1-2 wheelchair positions▪ Modified low-floor with ADA ramp▪ Fuel: Gasoline▪ Approximate cost: \$55,000
Light Duty Transit Bus
<ul style="list-style-type: none">▪ Length: 25-35 ft.▪ Seating: 10-16 passengers plus 2 wheelchair positions▪ ADA power lift (rear or front installation)▪ Fuel: Gasoline▪ Approximate cost: \$65,000

CONTACT INFORMATION

WEBSITE:

www.nctcog.org/ftafunding

NCTCOG PROJECT STAFF:

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Principal Transportation Planner

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² Vehicles provided through the Vehicle Loaner Program may be available by the Summer of 2018.

³ Vehicles procured by NCTCOG may be available during the Spring of 2019.