



Public Transportation Division

Application Instructions for FY 17-18 Federal Section 5339 Bus and Bus Facilities Formula Grant

Introduction

This document contains instructions on how to fill out the application for Federal Transit Act, 49 USC §5339 funds for FY17-18. Called the Bus and Bus Facility program, §5339 is a formula-based program that provides funding to all transit agencies in rural areas and to transit agencies in small urban areas in the Governor's Apportionment. The minute order exhibit for rural FY 17-18 5339 funds is attached at the end of the instructions.

TxDOT is a recipient of rural 49 USC §5339 funds, which are passed through to eligible subrecipients. Urban entities may apply directly through the FTA. The Federal Section 5339 Formula Grant application is the process to apply for the Section 5339 federal funds.

Eligible activities include what would be considered "hard capital" projects, such as those in the following table:

TABLE OF THE MOST COMMON § 5339 PROJECTS			
category	description	ALI	estimated cost per unit
Van	Type 1: High Top Van with Lift or Ford Transit wagon	11.XX.15	\$52,000
	Type 7: Low-Floor Minivan with Ramp or MV-1	11.XX.15	\$39,000 - \$45,000
Cutaway Bus and Transit Bus	Type 2 and 3 Light-Duty Cutaway w) Lift	11.XX.04	\$58,000 - \$76,000
	Type 11/15/16: Med-Duty (MD)/ Heavy-Duty (HD) Cutaway or regular transit Bus, ALI based on estimated length "YY"	11.XX.YY	\$80,000 - \$450,000
Shop Equipment	Floor lift, engine diagnostic equipment, brake lathe, tools, etc.	11.42.06	various
Misc. Equipment	Cameras on vehicles, radios/communication, data terminals	11.42.20	
Rebuild	Major structural/mechanical work such as engine or transmission replace/rebuild, at end of vehicle useful life	11.14.ZZ	
Overhaul	Like "rebuild" but done at 40% or more of vehicle useful life	11.17.00	
Passenger Facility	Rehab or improvements to a passenger facility	11.34.02	
Admin/Maint. Facility	Rehab/improvements to an admin. or maintenance facility	11.44.03	
Fuel & ALI Notes	LP: Propane, or Dual Propane & Gasoline G: Gasoline B: Battery (electric or electric hybrid) CN: CNG E: Ethanol D: Diesel (state type of fuel to be used) _____ (ULSD, biodiesel, regular) "XX" - use "12" for a replacement vehicle or "13" for a vehicle used to expand service "YY" - use "03" for 30', "02" for 35', or "01" for 40' "ZZ" - "15" for rebuilds on vans, "04" for regular cutaways, or same as "YY" based on length for MD/HD buses		

More information about vehicles can be found at: https://ftp.dot.state.tx.us/pub/txdot-info/ptn/life_standards.pdf
 More, updated details on ALI-coding will be provided later in these instructions within capital sub-categories.

Eligible applicants must comply with all applicable federal, state, and local laws and regulations. Additional information regarding Section 5339 funds can be found in Section 43 TAC 31.30 and FTA circular 5100.1.

The Federal Section 5339 Formula Grant application is divided into four sections, which must be completed – General Information; Vehicles and Other Capital Projects, Facility Construction and Rehabilitation Projects; and Budget and Milestones. There are required fields and questions within each section. **All responses should relate to how the agency will use the specific funds for which they are applying.**

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

To better aid the applicant, screen shots of the application are included in this document for visual reference. Character limits are identified below some of the text boxes, for example 0 of 2000. The first number identifies how many characters are currently entered into the textbox the second number identifies how many characters can be entered into the textbox.

General 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 *	<input type="text"/>
Last Name *	<input type="text"/>
Phone Number *	<input type="text"/>
Email Address *	<input type="text"/>

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

Click here to download an Obligation Certification	
Obligation Certification *	<input type="button" value="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 be 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. *	<input type="checkbox"/>
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“Project Service Area” should be selected using the radio buttons provided.

Project Service Area *	<input type="radio"/> Urban <input type="radio"/> Rural
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Questions 1-6 below are completed by the applicant. The responses should be concise, specific to the Section 5339 funds and include qualitative and quantitative data.

Question 1 – Describe the project in general terms.

Question 2 –Part of the response for 5339 is “Funding amount determined by relative fleet depreciation and replacement need.” The rest of the response in both cases would address why the projects were selected by the agency.

Question 3 – address how the project will benefit the agency’s service in terms of reduced costs, improved efficiency, enhanced service, etc.

The image shows a screenshot of a survey form with three questions. Each question has a text input area and a character count indicator at the bottom.

1. Describe the proposed project(s) for which the funds will be used. *
[Text input area]
0 of 2000
2. Describe how the need/demand for the proposed project(s) was determined. *
[Text input area]
0 of 2000
3. Describe the anticipated benefits of the project. *
[Text input area]
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Question 4 – if the agency will procure goods or services or would like to use a contract for goods or services, which has been previously procured and approved by PTN, identify the type of procurement and document steps taken to procure the goods or services.

Question 5 – provide the vendor name for any goods or services for which a vendor was previously selected along with a short description of the goods or services.

If a vendor has previously been selected, responses to questions 4 and 5 must be consistent.

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

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5. If vendors have been previously selected, complete the following (press the save button for additional rows).

Vendor Name	Description of goods/services

Question 6 – General policies for receiving federal funds are identified in 49 U.S.C. §5301. Agencies must certify the information in question 6.

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

☐ Yes ☐ No

Vehicles and Other Capital Projects

Provide a response for questions 1 and 5. A response of “Yes” will activate additional questions in which to provide a response.

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

☐ Yes ☐ No

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

Answer questions 2-4 clearly, concisely, and specifically related to Section 5339 funds will be used for vehicle capital expenses. Question 2 response should be specific and detailed. If a non-accessible vehicle is proposed in Question 4, the approved PTN-116 must be uploaded into the system using the choose file button.

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

Upload an approved copy of Form PTN-116 Request to Purchase Non-Accessible Vehicle(s) in the field provided below.

Form PTN-116 upload

No file chosen

Notes:

- Ancillary equipment on vehicles proposed to be purchased through the application may be included with the purchase of the vehicle, or put another way, ancillary equipment is not required to be coded separately if it is going into the new vehicles being bought through the proposed PGA. However, if the agency is undergoing a "campaign" to replace all radios, for example, on fleet that is not being purchased through the application, equipment going on that part of the existing fleet should be addressed under "miscellaneous equipment (11.42.20)". The agency may elect to include the ancillary equipment for the new vehicles being purchased through the proposed PGA under the "miscellaneous equipment (11.42.20)" category if appropriate due to a scheduled "campaign" as described.

- ALI-coding for fleet purchases. Any fleet to be purchased is coded 11.XX.YY, where ~
 - a. XX is 12 for replacement or 13 for service expansion; and
 - b. “YY” is ~
 - 15 for vans,
 - 04 for a regular cutaway,
 - 03 for 30' bus,
 - 02 for 35' bus, or
 - 01 for a 40' bus

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

☐ Yes ☐ No

If you answer yes to question 5, questions 6 and 7 will appear.

Other common capital expenses to be entered in this section includes but is not limited to:

- miscellaneous equipment (11.42.20) such as mobile data terminals/tablets, communication equipment, AVL/GPS, and on-board cameras
- shop equipment (11.42.06) used to support the maintenance operation such as tools, floor jacks, engine diagnostic equipment; and
- major and/or concentrated vehicle overhaul or rebuild efforts. When a choice is available, work should be concentrated on a few vehicles rather than spread to many vehicles with the philosophy that agencies should decide to extend the life of certain vehicles and plan to dispose of others. **General preventive maintenance is not an allowable expense under 5339.** Typical overhaul or rebuilding efforts include engine or transmission repair or replacement, major lift repair, and major HVAC repairs. ‘Overhaul’ work is done at roughly 40% - 50% of a vehicle’s estimated service life. The “overhaul” ALI (11.17.00) is the same regardless of vehicle type. “Rebuild” work is done when a vehicle nears or surpasses the estimated service life, and the ALI varies by type:

11.14.YY, where “YY” where “YY” is ~

- 15 for vans,
- 04 for a regular cutaway,
- 03 for 30' bus,
- 02 for 35' bus, or
- 01 for a 40' bus

Less common 5339 capital projects include:

- Passenger shelters (11.32.10),
- Passenger amenities (11.32.09) such as route signage, and
- Station security (11.32.07) such as cameras at a facility.

Question 6 – provide a response that is clear, concise and specifically identifies the other capital expenses that will be incurred under the Section 5339 program.

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

5. 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 –

- **Any attachment related to ANY capital project must be attached in the Vehicle and Other Capital Section.**
- **CE checklists for facility-related projects are uploaded elsewhere (see question 2 under Facility Construction and Rehabilitation Projects).**
- **No attachments are necessarily required, but may include any additional information that cannot be fit elsewhere in the application fields.**

Additional Information sought by project type –

- Vehicle Purchases – none anticipated.
- Vehicle rebuild or overhaul – List of specifically-identified vehicles targeted for rebuild or overhaul **and/or** description of methodology to estimate rebuild or overhaul needs, such as a historical record of needs for rebuild or overhaul applied as a forecasted need.
- Facility construction and rehab. projects – details of work to be done. May be used later as a basis to draft a document to attach to deed of trust filing along with the PGA.

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

Attachments
Upload any additional documents relevant to this application.

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

Facility Construction and Rehabilitation Projects

Question 1 – provide a response of Yes or No. A response of “Yes” will activate additional questions in which to provide a response.

Construction and Rehabilitation projects includes, but is 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

Answer Questions 2-6 clearly, concisely, and specifically related to how the Section 5339 funds will be used for construction and/or rehabilitation related expenses. Please note: only real estate acquisition and construction is generally eligible through 5339, and due to the nature of the funding amounts awarded, purchase of real estate is generally out-of-reach. So D is the typical, only response to Question 2 for facility projects. Planning and design costs are generally not covered by 5339, so attempting to use funds in this way is strongly discouraged, as it may hold-up the entire state's grant progress, but design expenses may be approved on a case-by case basis by FTA up to program-wide or state-wide certain limits.

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

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 No file chosen

Question 3 – document 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: Document facility location

5. Provide the facility location if available.

N/A ☐

Address

City

State

Zip

Question 6: Identify the facility type (Administrative/maintenance facility or a passenger facility) and provide a description of the proposed facility work.

6. Describe the facility including the facility function. *

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Note: When coding the ALI for Facility Construction and Rehabilitation projects, consider the following:

- Is the facility mainly for passengers (11.34.02) or maintenance/administration (11.34.03)?
- If the facility functions equally on these parts, where is the most of the proposed work being done?

Budget and Milestones

The budget and milestones form details how the agency will spend the **5339 federal funds** and identifies anticipated milestones. Complete the budget and milestones form clearly and concisely as reflected in the other application forms.

***At this time the budget is limited to line items for Capital only.*

Complete all applicable form fields.

Line Items – complete one row then press the save button for additional rows

<u>Description:</u>	Choose the description from the pre-populated drop-down list
<u>Scope:</u>	field is locked and does not need to be completed
<u>Fuel Type:</u>	Choose the fuel type from the drop-down list
<u>Cost Per Unit:</u>	Enter the dollar cost associated with the project description.
<u># of Units"</u>	Enter the number of units associated with the project description.
<u>Total Cost:</u>	System will calculate
<u>Award Amount:</u>	Federal amount requested by subrecipient
<u>State Match:</u>	NA
<u>Local Match:</u>	NA
<u>In-Kind Match:</u>	NA
<u>Total Funds:</u>	System will calculate
<u>TDCs? -</u>	Check the box
<u>Match ratio -</u>	Field is locked and does not need to be completed
<u>TDC -</u>	Completed by grant 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 facility projects and vehicle rebuild/overhaul, 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

EXHIBIT F
AWARD FEDERAL §5339 FUNDS TO RURAL AREAS

Rural Transit District	Award Amount
Alamo Area Council of Governments	\$156,061
Ark-Tex Council of Governments	184,548
Aspermont Small Business Development Center, Inc.	73,631
Brazos Transit District	234,096
Capital Area Rural Transportation System (CARTS)	316,501
Central Texas Rural Transit District	263,735
Cleburne, City of	65,342
Colorado Valley Transit, Inc.	78,186
Community Services, Inc.	53,753
Concho Valley Transit District	75,002
Del Rio, City of	53,753
East Texas Council of Governments	197,209
El Paso, County of	555,702
Fort Bend County	327,231
Golden Crescent Regional Planning Commission	169,608
Gulf Coast Center	159,018
Heart of Texas Council of Governments	66,921
Hill Country Transit District	143,910
Kleberg County Human Services	53,753
Lower Rio Grande Valley Development Council	70,553
McLennan County Rural Transit District	90,139
Panhandle Community Services	193,642
Public Transit Services	96,232
Rolling Plains Management Corporation	146,223
Rural Economic Assistance League, Inc.	163,897
Senior Center Resources and Public Transit, Inc.	93,849
South East Texas Regional Planning Commission	85,932
South Padre Island, City of	53,753
South Plains Community Action Association, Inc.	160,805
Southwest Area Regional Transit District	158,737
SPAN, Inc.	111,511
STAR Transit	265,373

Texoma Area Paratransit System, Inc.	53,753
The Transit System, Inc.	56,949
Webb County Community Action Agency	53,753
West Texas Opportunities, Inc.	292,214
Total	\$5,375,275