

Texas Institute for Transportation Coordination

August 3 – 6, 2009

Sheraton Austin Hotel

701 East 11th Street

Austin, Texas 78701

(512) 478-1111 · sheraton.com/austin

APPLICATION INSTRUCTIONS

Applications due: May 22, 2009

Notification of acceptance: June 5, 2009

Sponsored by

Texas Department of Transportation
Public Transportation Division

Community Transportation
Association of America

Texas Institute for Transportation Coordination

DESCRIPTION AND APPLICATION INSTRUCTIONS (DRAFT)

I. INSTITUTE DESCRIPTION

This institute will be designed around the needs of local teams brought together for an intensive three-day training and planning forum focusing on a specific project identified in advance by each respective team. This event will be modeled after Community Transportation Association of America's (CTAA) institute that is offered annually in Washington, DC. This institute will enhance the capacity of communities to provide cost-effective and customer-focused transportation services by coordinating funding, information, services, and equipment.

II. GUIDELINES FOR COMPLETING THIS APPLICATION

One application is required for each team, and all team members listed must have input in completing the application. The application must be received by e-mail by the Public Transportation Division by **May 22, 2009, 5:00 p.m. Central Daylight Time**. Do not mail or fax applications. Follow these guidelines in completing the application:

- Provide one PDF file containing a completed application with all information described in this application packet.
- All pages clearly and consecutively numbered
- No less than single-spaced
- No less than 12-point font on 8 ½" X 11" paper with 1" margins
- Spell out all acronyms and abbreviations.
- The application must be submitted by e-mail and must include any supporting documents such as support letters, transportation resources inventories, and needs assessments. Send applications and supporting documents to Linda Gonzalez at lgonza5@dot.state.tx.us clearly indicating "Texas Institute Application" and the team name in the subject line.

III. QUESTIONS

Contact Linda Gonzalez at lgonza5@dot.state.tx.us or (512) 374-5242 with questions on this application.

IV. ELIGIBILITY

Regional and local teams are eligible to apply. One application is required for each team, and all team members listed must have input in completing the application. Diverse entities are encouraged to apply, including designated lead agencies in the regional transportation coordination effort, transportation providers, and other partnering organizations.

V. TABLE OF CONTENTS AND CHECKLIST (form is provided in Application Template)

The application shall include a table of contents and be arranged as follows:

- A. Table of Contents and Checklist
- B. Primary Contact Information
- C. Team Composition Checklist
- D. Individual Team Member Information
- E. Project Description
- F. Statements from Individual Team Members
- G. Community Background
- H. Appendix (include letters of support, committee rosters, and other documents as needed).

VI. PRIMARY CONTACT INFORMATION (form is provided in Application Template)

Each team shall designate a primary contact person and provide contact information including name, title, organizational affiliation, telephone number, and e-mail address.

VII. TEAM COMPOSITION (form is provided in Application Template)

A. Number of Team Members

Teams shall consist of at least six but not more than nine persons, with membership tailored to the team's project.

B. Team Representation

Required

Teams shall include at least one representative from each of the following:

- **Public transportation industry**
- Designated **lead agency** in the regional transportation coordination effort (see attached list)
- **Advocacy group** for public transportation riders

In addition, each team shall include two representatives from at least one of the following:

- **Health and Human Services Agencies.** These may include any health and human service agency that serves people with transportation needs and that receives local, state, or federal funding. This could include local health departments, community action agencies, disability service organizations, the Department of State Health Services, the Department of Assistive and Rehabilitative Services, the Department of Aging and Disability Services and many others.
- **U.S. Dept. of Labor–funded Workforce Investment Boards or One Stop Career Centers**
- **Employers**
- **Education agencies or institutions**
- **Veterans' organizations**

Optional

Teams may include others who do (or could) play a vital role in identifying a transportation need and/or planning solutions. This may include persons from agencies not listed above or an elected official such as a mayor, county judge, county commissioner, or state representative.

Public Transportation Coordinators

The Public Transportation Division will assign a TxDOT Public Transportation Coordinator to work with each team.

C. Authority of Team Members

At least one person per organization represented on the team shall have the authority to implement action plans in their organization, community, or region.

VIII. TEAM MEMBER INFORMATION (form is provided in Application Template)

Each team must have at least six and no more than nine members. The applicant shall provide the following information on each team member:

- Name and Title
- Organization
- Type of Organization (such as transportation provider, health and human service agency, workforce agency, school, or advocacy group)
- Business Address
- Telephone number
- E-mail address

IX. REVIEW CRITERIA

A. Screening Requirements

Applications must be complete and received by e-mail by the Public Transportation Division no later than 5 pm on May 22, 2009. Applicants must send applications and supporting documents to Linda Gonzalez at lgonza5@dot.state.tx.us clearly indicating “Texas Institute Application” and the team name in the subject line. Applications must include the following to be considered for funding:

- All information called for in Section V. Table of Contents.
- Required representation as described in Section VII.B.
- Letters of support from required entities

B. Evaluation Criteria

Applications will be reviewed and evaluated using the following criteria:

1. Project Description (limit response to no more than 2 pages)

The applicant shall provide the following:

- a. Description of Need: A narrative description of a specific transportation need of people in – or needing to travel to – the team’s community or region. The narrative shall define how this need fits into the region’s transportation coordination plan.
- b. Supporting Data: Quantitative and/or qualitative data to support this need
- c. Description of Potential Solutions: A narrative description of potential solutions to respond to this need that the team wants to explore and possibly develop at this institute.
- d. Stakeholders List: A list of all stakeholder groups who share this need and/or who may be part of a possible solution.

2. Statements from Individual Team Members (limit to no more than 2 pages)

The applicant shall provide a signed statement from each team member in their own words addressing their:

- a. Team member name and organizational affiliation.
- b. Primary activities in their current position; their established leadership role within their organization, community, or region, and; whether they have authority to implement action plans in their organization or community (if an organization is represented by more than one person, then one person from that organization must have this authority).
- c. Current or previous activities to improve transportation options in the community or region (previous involvement is not a requirement, although it is helpful. A project champion may be someone not traditionally identified with planning or providing transportation services.)
- d. Interest in participating in this institute; what they specifically will offer this team effort.

In addition, this signed statement shall include the following language:

- I commit to participate in pre-institute discussions with other team members about the team’s proposed project.
- I commit to participate in all of the August 3-6, 2009 institute activities including the development of an action plan to support a specific project to provide more efficient transportation services.
- I commit to the following post-institute activities:
 - Completion of the action plan in a timely fashion
 - Participation in technical assistance opportunities as requested and available
 - Participation in the implementation activities
 - Commitment to ensure this team and project will become part of the regional planning process

3. Community Background (limit response to no more than 2 pages)

The applicant shall:

- a. Describe the community or region the team represents, including population, or location, size, and density. Specify whether this is an urban, suburban, rural, or mixed area.
- b. Describe current community or regional transportation options, including public, health and human services, social, private, and volunteer options.
- c. Describe current or past efforts to coordinate transportation, including development of a coordinated public transit–human services transportation plan; explain factors in your community that have facilitated or thwarted these efforts.
- d. Indicate whether team members have worked together previously on transportation issues.
- e. Identify any additional stakeholders (organization name only) who have been involved in the community’s or region’s transportation coordination efforts.

X. APPENDIX

The applicant shall include an appendix with required letters of support, a roster of regional transportation coordination steering committee members for this team’s planning region, and other documents as desired (no page limit).

A. Letters of Support

Applicants shall include the following letters of support as part of their application depending on whether the applicant-team is from an urban, suburban, rural, or mixed area:

- **Required of teams representing an urban or suburban area:** a letter of support from the local metropolitan planning organization.
- **Required of teams representing a rural area:** a letter of support from the local rural planning organization or council of governments.
- **Required of teams representing a mixed area:** a letter of support from the organization that would be most active in planning efforts in the team’s community or region.
- **Required of all teams:** a letter of support from the local or regional transit agency (as appropriate to the geographic scope of the team) if this agency is not already represented on the team).
- **Optional:** letters of support from other organizations or individuals as desired.

B. Regional Transportation Coordination Steering Committee Roster

The applicant shall include a roster of regional transportation coordination steering committee members for this team’s planning region. In addition, the applicant shall indicate any team members who are members of the regional transportation coordination steering committee and/or any other community- or region-wide advisory committee on transportation issues.

C. Additional Support Material (Optional)

The applicant may include additional support material if desired.

XII. COST REIMBURSEMENT

Fiscal Agent

At least one member per team must represent an organization with a current fiscal relationship with the Public Transportation Division and is willing to serve as the fiscal agent for the team's participation in this Institute.

Guidelines

The division will reimburse the fiscal agent for a conference fee for the team's participation and allowable travel expenses of approved team participants. The division will remit all reimbursement funds directly to the fiscal agent.

The fiscal agent shall comply with the following reimbursement guidelines:

- A. Teams sending more than one employee to the Institute should car pool to reduce travel expenses. If car pooling is not used, the fiscal agent must justify the individual travel mode in writing and acquire prior approval. Only one driver should itemize the mileage. Any driver changes may require corrections to the applications.
- B. Reimbursements will be based upon state guidelines for travel expenses or agency guidelines, whichever is less. Payments for actual travel expenses may not exceed the limits reimbursable under state law.
- C. Reimbursement requests must be received by the division within 45 calendar days of the last day of training or Institute-related travel. Requests received after 45 days will be denied.
- D. Legible copies of all receipts must be attached to the reimbursement request and sent to division by fax or postal service.
- E. Payments will be made to the fiscal agent, not to individuals.
- F. All records related to the scholarship program, including receipts, must be kept on file at the agency for a period of three years after final reimbursement from PTN.
- G. No pre-travel payments will be made. Reimbursement will be made after travel and training are completed. To be eligible for reimbursement, a cost must be incurred.
- H. Team members must attend all Institute sessions and receive a certificate of Institute completion or other proof of attendance. Copies of the training certificate, the class attendance roster or other verification of attendance must be attached to the reimbursement request.

I. Fiscal agents will be paid from TxDOT within 30 days of submitting the completed reimbursement request and appropriate documentation to the division.

J. Reimbursement requests that do not meet the established criteria will not be approved and payment will not be made from TxDOT to the fiscal agent.

Reimbursable Expenses

Following are reimbursable expenses:

- Hotel room fees up to \$85 per night plus state and local taxes.
- Reimbursement is for actual meals and incidental expenses not to exceed \$36 per day.
- If traveling by air, reimbursement of air fare at advanced purchase rates.
- If traveling by personal car, mileage reimbursement will be limited to the miles and rates obtained from the Texas State Comptroller official mileage rate charts which can be viewed at <http://www.cpa.state.tx.us/comptrol/texastra.html>
- If traveling by agency vehicle, no gas or mileage reimbursement is allowed under this program.
- If traveling by air, reimbursement for taxi or shuttle from the airport to the hotel and return.
- Rental Car – Will be determined on a case-by-case basis; prior approval from PTN is required.
- Reimbursement of parking fees at hotel or airport.

All reimbursement requests are limited to the rates set by the State Comptroller's office or the transit agency's guidelines, whichever is less. **Copies of receipts for all eligible expenses are required.**

Non-Reimbursable Expenses

- Full fare / non-advanced purchase air fare
- Hotel in-room movies
- Any excessive or questionable expenses
- Extra days of travel or lodging not directly related to the training
- Mileage expenses are not paid to passengers of cars or to drivers of official company cars
- Overtime compensation
- Alcohol
- Entertainment expenses
- Tips or gratuity
- Phone calls