

**Texas Department of Transportation
Public Transportation Division
INTENT TO CONTINUE AS LEAD AGENCY**

Provide the following information to indicate your agency's intent to continue serving as lead agency for regional transportation coordination activities in your region.

Letter of Intent

Provide a letter with an original signature from your agency's authorized representative indicating your agency's intention to continue serving as lead agency for regional transportation coordination activities. As lead agency, your agency must commit to serving a key leadership role. This involves:

- Staying abreast of big-picture transportation needs and services
- Keeping others engaged in the planning process and facilitating discussion
- Managing the development, implementation, and ongoing modification of a current regional coordination workplan
- Participating in PTN-sponsored workshops, trainings and conferences on regional coordination

Steering Committee Information

- Provide a membership roster of the regional coordination steering committee in your region. This steering committee must include at a minimum representatives from public transportation agencies, health and human service agencies, workforce agencies and the general public.
- Provide a schedule of regular meeting dates for your regional coordination steering committee through August 2009.

Priorities and Planned Action

(Limit to two pages)

Provide an overview of regional transportation coordination planning priorities and actions to address these priorities as part of your region's workplan for September 2008 – August 2009 using new PTN planning funds. This overview should:

- Identify specific priorities and desired outcomes and tentative goals and objectives;
- Include a high-level, conceptual narrative describing how you will achieve these goals;
- Describe the need for this project(s), who will benefit and how;
- Describe how you will measure the effectiveness of these activities.

Budget

- Prepare a broad budget estimate using the following categories: personnel; fringe; equipment; supplies; travel; contractual; indirect. Note: a detailed itemized budget will be required with the actual funding application later this year
- Prepare a brief budget narrative describing your budget plans including how you will leverage other resources to support this proposal and how your agency will sustain proposed activities once this grant funding goes away (limit to ½ page).