



## Funding Application Regional Coordination Planning for FY 2009

### Questions and Answers

Section	Question	Answer
<b>II. FUNDING PARAMETERS AND APPLICATION SUBMISSION</b>		
C.	The application packet states that \$4.32 million is expected to be available of the next three fiscal years. This comes out to about \$60,000 per region if split evenly. If one region asks for more than \$60,000, where will that come from?	The division will award these funds competitively and, unlike previous funding periods, there is no cap of \$60,000 per region. Therefore, it is possible that applicants from some regions may be awarded more than \$60,000 and some less.
C.	Is there a range that agencies should stay within when requesting funds?	No. However, respondents should be reasonable in their requests, recognizing that the division will have finite funds to award statewide.
C.	If an agency requests a funding amount and realizes in later years that it is not enough, how can they receive more money? Will there be another competitive grant for receiving more funds before August 2012?	If a funding recipient identifies additional funding needs during the next three years, they may apply for funding through the coordinated call or a general planning request.
C.	On page 3 of the instructions, there is the statement: "awards will be made in the form of grants with payments made for allowable reimbursable expenses and any defined deliverables". I take this to mean that anticipated expenses DO NOT ALL have to be tied to a deliverable. For example, there could be expenses accrued for regional grant writing coordination by a mobility manager (e.g., making sure the grants are consistent with the regional plan) . . . On the conference call, it seemed that ALL expenses had to be tied to a deliverable; that you could only be reimbursed if you delivered some tangible product under this grant. However, when I examine the Budget Worksheets, they seem to imply that TxDOT would like the latter interpretation to be the correct one. Which is it?	All reimbursement will be tied to a deliverable. The budget should be deliverables-based and payment schedules will be based on receipt of approved deliverables and correct invoices for reimbursable expenses. A respondent may propose any number of deliverables, including for example a grant proposal to further regional coordination. If this is an approved deliverable, then costs associated with developing the proposal may be reimbursable using these funds.
G.	We are concerned with the amount of information being requested and the fact that it is competitive this time, that we cannot produce a quality proposal by the due date. Is there any possibility that the due date might be extended for everyone?	Although the division would like to offer more time to respond to the requests for applications for funding, it is not feasible to do this without causing a gap in funding between the current and next funding periods.

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G.	Does it matter what kind of disk is used for submitting the application?	No. Any electronic compact disk may be sent. The disk must have a single PDF file of this application. One original application must accompany the disk.
<b>III. PROGRESS REPORTS, MONITORING, AND PAYMENT SCHEDULE</b>		
A.	Is the progress report the only report to be submitted or will a monthly report also be required?	Funding recipients will deliver quarterly progress reports based on the recipient's approved workplans. Monthly progress reports will not be required.
C.	Do agencies need to submit documentation such as time sheets when submitting an approved deliverable?	The division does not anticipate requiring such documentation when deliverables are submitted. However, funding recipients shall always have documentation available should it be requested.
<b>IV. APPLICATION CRITERIA</b>		
B.	Where in the application should we address quantifiable objectives?	Measurable and time-limited objectives shall be included in the workplans for each of fiscal years 2010, 2011, and 2012, as well as in the narrative for updated plans and other activities. In addition, the respondent shall describe planned approaches, methodologies, and activities for determining goal(s) and objectives in the updated regionally coordinated transportation plan.
C.1.	Concerning requesting funds for a mobility manager position, how do you handle a situation where you have a transportation coordinator who is paid using planning funds?	Reimbursement for any position is based on deliverables and not the position itself. Any requested funds for a position shall be calculated as part of the costs of proposed deliverables. For example, if you project a mobility manager or transportation coordinator to work 100 hours at \$20 per hour (at a cost of \$2,000) to deliver deliverable X, then you would factor this into your total projected cost of producing the deliverable.
C.1.	If we plan to continue our Regional Transportation Coordinator position, must we now consider it a mobility manager and submit a job description as required under the Team Member Profile section of the application even if there is no change from how the position was used in the past?	Respondents shall submit a job description only if requesting funds to reimburse for work performed by a new position created specifically to carry out regionally coordinated transportation planning activities.  Reimbursement for any position is based on deliverables and not the position itself. Any requested funds for a position shall be calculated as part of the costs of proposed deliverables. For example, if you project a regional transportation coordinator to work 100 hours at \$20 per hour (at a cost of \$2,000) to deliver deliverable X, then you would factor this into your total projected cost of producing the deliverable.
C.1.	Is it possible to request funds for a consultant to assess the mobility manager needs of the region and assist in the development of the position?	Yes.
C.1.	Can funds under this grant also be used for other support positions such as a Rural Mobility Specialist or Urban Mobility Specialist that would report to the Regional Mobility Manager?	Reimbursement for any position is based on deliverables and not the position itself. . Any requested funds for a position shall be calculated as part of the costs of proposed deliverables. For example, if you project a rural mobility specialist to work 100 hours at \$20 per hour (at a cost of \$2,000) to deliver deliverable X, then you would factor this into your total projected cost of producing the deliverable.
C.1.	If funds are requested and granted for a Mobility Manager position, will the incumbent have the flexibility to engage in planning and implementation activities simultaneously?	These funds may be used only to reimburse for planning activities. Respondents shall seek other funds to reimburse for the mobility manager's time spent on implementation activities.
C.1.	Is the division proposing that we could have both a project manager and a mobility manager funded through RSP funds?	This would be an option. Any requested funds for a staff position must be calculated as part of the costs of proposed deliverables.

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C.1.	It appears as if consultants have to be budgeted for in the application. Are the rates available for the consultants that would be under contract with TxDOT? How would an agency go about budgeting for consultants if rates are not available?	<u>There is no requirement to work with a consultant.</u> Respondents have the option of requesting funds for consultant services, but this is certainly not a requirement, just as in previous funding periods. Respondents shall budget for consulting services if they intend to use such services. Likewise, the consultant-pool that the division hopes to establish in FY 2011 will be an option as a convenience for agencies. Agencies planning to use consultant services in any part of this three-year funding period should estimate costs as if you were procuring desired services on your own. Should the consultant-pool be established, the division will inform lead agencies of the menu of services and rates after these are determined.
C.1.	According to page 7 of the Instructions, the Evergreen consultant-pool to be established in 2011, is a limited set of services (e.g., planning related) that will be a reimbursable expense. However, respondents are to describe what will be required and to budget for these services accordingly. So, respondents would need to know the service rates to make a reasonable estimate . . . Is there anything TxDOT can tell us at this time to assist with estimating the cost of such services?	Respondents have the option of requesting funds for consultant services, but this is certainly not a requirement, just as in previous funding periods. Likewise, the consultant-pool that the division hopes to establish in FY 2011 will be an option as a convenience to agencies. Respondents planning to use consultant services in any part of this three-year funding period should estimate costs based on knowledge, past experience, and projected needs and resources, as if the respondent was procuring desired services on its own. Should the consultant-pool be established, the division will inform lead agencies of the menu of services and rates after these are determined. Funding recipients wishing to access services through the consultant-pool then will have the option of modifying their budget.
C.1.	Do agencies have to competitively procure consultants the first year?	<u>There is no requirement to work with a consultant.</u> If an agency chooses to work with a consultant during the first year of this three-year period, then it should procure a consultant competitively. As a convenience to agencies, the Public Transportation Division intends to establish a consultant-pool in FY 2011. As an option for the second and third years of this funding period, agencies may choose to use a consultant from the pool (if established) or competitively procure another consultant on their own.
C.1.	Does the project manager have to be with the lead agency?	No. Although project manager positions are normally housed with the lead agency, the project manager may be with a partner-organization.
C.2.	How are agencies to project activities for the third year of this three-year period before the revised regionally coordinated transportation plan is completed?	Respondents should project activities to the best of their abilities based on current knowledge and anticipated needs and resources. The Public Transportation Division recognizes that this is a dynamic process and expects workplans for the second and third year of this three-year period to be modified based on what is learned as a result of updating the regionally coordinated transportation plan. The division will require revised workplans for fiscal years 2011 and 2012 (as indicated on page 10 of the Background and Instructions section of the application packet). This may necessitate a modified budget as well.
C.2.	Since the application requires a workplan for each of three years with much of the first year's plan devoted to required deliverables associated with updating the regional plan, can we list the deliberation and adoption of an updated annual workplan as an objective in that workplan? And can we also list this updated workplan as a deliverable in our budget? Otherwise we are being asked to identify future objectives and activities without the benefit of our updated plan.	Yes, respondents may include development of future objectives as an objective in an annual workplan. The budget would then show a deliverable for the development activity. Respondents should project other activities to the best of their abilities based on current knowledge and anticipated needs and resources. The Public Transportation Division recognizes that this is a dynamic process and expects workplans and budgets for the second and third year of this three-year period to be modified based on what is learned as a result of updating the regionally coordinated transportation plan.

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C.2.	If a deliverable takes more time than necessary, can it be continued the next year? Do deliverables have to be done in the order they are listed?	Respondents shall indicate in each year's workplan when each deliverable is due. The division expects agencies to plan diligently so that deliverables are produced and billed on time. Payment schedules shall be developed before agreements are finalized, clearly indicating deliverables and due dates. These payment schedules shall be based on receipt of approved deliverables. A funding recipient should contact the division immediately to discuss any expected difficulties in meeting its deliverables schedule.,
C.3.	Can you think of objectives as deliverables and activities as sub-deliverables?	An objective and a deliverable are not necessarily the same thing. An objective is something that one's efforts or actions are intended to accomplish (for example, an objective might be to increase by 50 percent the number of health and human services clients in region X who use public transportation services by August 2010. A deliverable is a document or product (for example, a deliverable might be a report on a comprehensive inventory listing and describing the health and human services agencies and programs in region X).
C.3.	What is considered a deliverable? Does it have to be a product? What needs to be turned in when doing the invoicing?	A deliverable is a document such as an outline, workplan, report, plan, agenda, or meeting minutes, or product that is used for planning purposes. Invoices shall be accompanied by a deliverable that has been approved by the Public Transportation Division. Deliverables should be submitted by due date. Sequential deliverables should have due dates that reflect the appropriate timeline and should not be submitted at the same time. For example, an outline should not be submitted at the same time as a draft document, a first draft and final draft of a document should not be submitted at the same time, and so on.
C.3.	The list of deliverables on the budget worksheet is short. Can more deliverables be added?	Yes. Deliverables shall include, but not be limited to, the deliverables listed on pages 10 and 11 of the Background and Instructions section of the application packet.
C.3.	Can deliverables be broken down to be paid monthly?	Deliverables such as reports and plans should be billed only when these documents are completed and approved. It is unlikely that these documents will be billable monthly because of the time required to produce them. However, it is possible that some deliverables may be submitted monthly if it happens that a deliverable is reasonably produced on a monthly basis (for example, agendas and minutes of a monthly steering committee meeting could be billed monthly).
C.3.	Can additional deliverables be added to the budget if an agency sees the need for additional deliverables during the funding period?	Respondents may propose adding additional deliverables, however this would not equate to an increase in funding. Funds would need to be shifted within the allotted budget total, reducing the budget for one deliverable to allow for the new deliverable.
C.3.	We have website maintenance activities that are done yearly using planning funds. How can this be turned in as a deliverable?	A deliverable is defined as a document or product. It is up to the respondent to propose a reasonable deliverable. Note that only deliverables used for planning purposes may be reimbursed under this grant.
C.3.	TxDOT asks agencies how they will sustain this effort past 2012. Should agencies anticipate similar funding from TxDOT after 2012?	The Public Transportation Division is committed to supporting this effort for the long-term, however the division cannot offer assurances as to funding availability beyond 2012.
C.2.	Are performance measures to be included in this application?	Performance measures for the activities described in this application are not necessary. However, respondents shall describe how performance measures will be addressed in the updated regionally coordinated transportation plan (as indicated on pages 8 and 9 of the Background and Instructions section of the application packet).
<b>MISCELLANEOUS</b>		
C.	Does the submission of this application require a resolution from an agency's board?	No.
C.	Are we required to obtain RSP stakeholder approval prior to submission of the proposal?	No. However, the division strongly encourages respondents to engage stakeholders and seek their guidance and approval as you consider how to move forward with regionally coordinated transportation planning activities and this application.

June 11, 2009