



# FY 2024a Continuation Funding for RPTCP

Application Instructions



June 12, 2024

## To ask questions during the webinar

- In the Q&A phase of the webinar, unmute yourself to ask
- Mute yourself again once you are done speaking
- After the webinar, you may email questions to [kari.banta@txdot.gov](mailto:kari.banta@txdot.gov)
- Emailed questions will be answered via email reply after the webinar
- The slides will be posted to the website after the webinar



## Agenda

- Important points
- Funding
- Application information
- Schedule

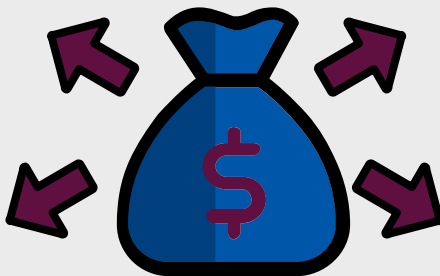


## Important points

- Applications must be submitted through IGX
- Status must be “Application Submitted for Review” by June 28, 2024 at 5:00 PM CDT to facilitate execution by September 1, 2024
- Applications must be submitted with letters of commitment from stakeholder committee members.
- Applications must be submitted with the Workplan and Quarterly Progress Index
- Only activities that occur after the PGA execution are eligible for reimbursement
- This application is for September 1, 2024 - August 31, 2025.
- The application is called 2024a to reconcile the year numbering with other programs

## Funding

- Agency award amounts were distributed on June 3 via email.
- No extensions on current grants will be considered if the agency is not up to date with billing.
- For those on time with billing, extension requests will be considered on an individual basis



# Application Information

Section 1 – Overview

Section 2 – Application Submission

Section 3 – Application Instructions

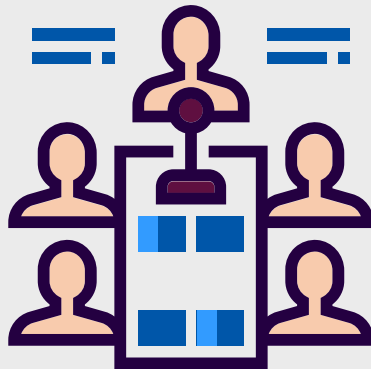
## Table of Contents

SECTION ONE – OVERVIEW.....	2
INTRODUCTION.....	3
PURPOSE.....	3
ELIGIBLE APPLICANTS.....	3
PROJECT PERIOD.....	3
AVAILABILITY OF FUNDS.....	3
ELIGIBLE WORK OR ACTIVITIES.....	4
DELIVERABLES.....	4
SUBRECIPIENT OBLIGATIONS.....	4
SECTION TWO – APPLICATION SUBMISSION.....	6
SCHEDULE.....	7
DEVELOPMENT.....	7
SECTION THREE – APPLICATION INSTRUCTIONS.....	9
IGX.....	10
Applicant Information Form.....	10
Obligation Certification Form.....	12
RPTCP Continuation Plan Overview and Strategy Form.....	13

## Application Sections

RPTCP Continuation Plan Overview and Strategy Form:

- Continuation Plan
- Experience & Capacity
- Roles and Responsibilities of Stakeholders
- Project Workplan and Quarterly Progress Index



## Application Attachments: Stakeholder Letters

- Individual letters from each stakeholder
- Must state commitment to actively participate in coordination planning activities
- Can be in the form of an email from the stakeholder to the lead agency, printed to PDF
- Must include a list of all stakeholders that indicates which ones submitted letters
- Compile into a single PDF to upload
- Do not mail a physical letter to PTN

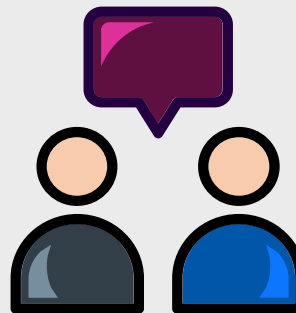




## Application Attachments: Workplan

Activities include but are not limited to:

- meetings
- stakeholder outreach and recruiting
- plan reviews
- revisions
- workshops
- public involvement
- performance metrics collection and reporting



## **Deliverables for reimbursements**

- Meeting minutes that contain detail on who was present, what topics were discussed, and any decisions made
- Stakeholder outreach documentation
- Public involvement notice and meeting summary
- Public education materials and events
- Survey results
- Updated plan
- Workshop topic, attendance, and agenda
- Performance metrics

# Timeline



**Summer 2024:  
Application for FY  
2024a**



**September 1, 2024:  
Continuation for FY  
2024a PGA**



**Winter 2025:  
Performance  
reporting**



**Spring 2025: Workshop  
for the next 5-year plan  
cycle**

