

Grant File Checklist

To be Completed by the Department Applying for Grant

Complete the checklist below for new and continuation grants. Once completed, please submit a copy to Finance, along with the Intent to Apply for Grant Funding Form to Finance for review and filing with the grant records. This should occur prior to submitting the grant application to the oversight entity.

Check Box		Checklist Item	Cross-reference to Grant Acquisition, Management and Compliance Document
Pre-Award (prior to grant being awarded to the City)			
✓	1.	Complete Intent to Apply for Grant Funding Form and submit to Finance for review and approval prior to submittal of grant application.	Section 6.1.4 and 6.1.5
✓	2.	I understand that the department needs to obtain proper approval for grant applications prior to applying for the grant. Grant applications for funds in the maximum amount of \$100,000 require City Manager approval. Over \$100,000 requires City Council approval (threshold is consistent with the City's purchasing guidelines).	Section 6.1.7
✓	3.	I understand that the department needs to submit a copy of the grant application and supporting documents to Finance at the time of application submission for tracking and monitoring grant compliance requirements.	Section 6.1.8
✓	4.	I have read the Grant Acquisition, Management and Compliance process provided by Finance.	
Post-Award (after the grant is awarded to the City)			
✓	5.	If the grant is awarded to the City:	
✓		5a. I understand that the department is responsible for reviewing the grant agreement and forwarding all information to Finance.	Section 6.1.9
✓		5b. I understand that the department is responsible for following the City procurement policies when procuring goods or services with grant funds and following the Federal procurement rules when procuring goods or services with Federal funds.	Section 6.1.18 and 6.1.19
✓		5c. I understand that the department needs to comply with requirements of the grant.	Section 6.1.10
✓	6.	For purchases and contracts \$25,000 or more (cumulatively in any fiscal year), I understand that the City shall not enter into contracts or procure goods from vendors or contractors that are suspended or debarred.	Section 6.1.17
✓	7.	I understand that all records related to the grant program must be retained for a minimum of five years from the end of the grant closeout. However, if any equipment was purchased, then the grant records must be retained for five years from the date of transfer, replacement, sale, or disposal of the equipment.	Section 6.1.13
✓	8.	The department needs to inform Finance when an external review over the grant is scheduled to be performed, whether on-site or a desk review.	Section 6.1.14
✓		8a. The department needs to communicate any potential audit findings from external reviews and provide any reports issued or correspondence from the reviewing agency to Finance.	Section 6.1.14
✓	9.	I understand that if equipment is purchased with grant proceeds, the department needs to assist Finance with the City-wide physical inventory of the equipment as requested, at least once every two years. <i>Required for Federally funded assets.</i>	Section 6.1.16
✓	10.	I will work with Finance to submit reimbursement requests to grantors. For certain grants, it may be appropriate and practical for the Department to submit. In most instances, the Grants Compliance Team will handle these request with the department's assistance.	Section 6.1.20
✓	11.	I understand the department is responsible for fulfilling closeout requirements of the grant, including coordination with Finance on any final financial information and reporting needed.	Section 6.1.21

Please print, sign, and return this form to Finance @ _Grants Compliance Team

Edna Johnson
Department Contact Name and Title (Please Print)

[Signature]
Department Contact Signature

[Signature]
Department Director Signature

Public Works / Transit
Department Name

4-10-26
Date Form Completed

4/20/26
Date Signed

(This section is to be completed by the Finance Department, Grants Team)

Debra Doss
Received by (Grants Team Member)

04/22/26
Date Received

Matt Foust
Approved by (Grants Team Member)

04/24/26
Date Approved



Intent to Apply for Grant Funding

Attachment B

Grant name: FY 2026 Section 5307 Federal Transportation Formula Funds

Grant application deadline: Pre-award authority This grant application is: ☐ New ☒ Grant Continuation

Funding/project period: Start Date: Pre-award End Date: 2030/Estimated Multi-year grant: ☒ Yes ☐ No

CFDA # for grant, if applicable. If not applicable, please note N/A: 20.507

Purpose of the grant: (provide project summary)

Application for Section 5307 Federal Transit Administration (FTA) Urbanized area formula appropriations for Fiscal Year 2026, in the amount of \$1,328,174. These funds have been reallocated from Capital Metro, the Designated Recipient for the Austin Urbanized Area.

What will the funds be used for? (i.e., construction, design, equipment, etc.)

The funding will be used to continuing supporting public transit in the city of Round Rock, which includes the fixed route system and the on-demand transit services. Both of these will be provided under a full turnkey contract.

Who is providing the funds? Federal Transit Administration (FTA)
(i.e., name of Federal Awarding Agency or Pass-thru Agency)

Which of the following are these funds considered? If Other, please identify.

☒ Federal ☐ State ☐ Other: _____

Estimated grant amount: \$ 1,328,174 Funding basis: ☐ Advance ☒ Reimbursement

Are matching funds required? ☒ Yes ☐ No

If yes, please complete the following:

Match % 50/60

Match \$ 1,584,427

Funding source of match:

General Revenue

Total project cost (estimated grant amount + match \$\$) = \$ 2,912,601

Will the City be a direct recipient or subrecipient of the grant funds? ☒ Direct Recipient ☐ Subrecipient

Are ongoing operational costs anticipated once the grant funds are depleted? ☒ Yes ☐ No

If Yes, has the Budget Team been notified? ☒ Yes ☐ No

Please print, sign, and return this form to Finance @ _Grants Compliance Team

Edna M. Johnson, Transit Coordinator

April 10, 2026

Department Contact Name and Title (Please Print)

Date Form Completed

Department Director Signature

Date Signed

(This section to be completed by the Finance Department, Grants Team)

Debra Doss
Received By (Grants Team Member)

04/22/26

Date Received:
04/24/26

Matt Foust
Approved By (Grants Team Member)

Date Approved:



2910 East Fifth Street | Austin, Texas 78702
512.474.1200 | capmetro.org

April 2, 2026

Gail Lyssy, Regional Administrator
Federal Transit Administration, Region VI
819 Taylor Street, Suite 14A02
Fort Worth, Texas 76102

Re: Fiscal Year 2026 5307 and 5339(a) Split Letter for Austin Urbanized Area

Dear Ms. Lyssy:

The Austin Urbanized Area received \$51,181,247 in FY2026 5307 formula funds. As identified in this Split Letter, Capital Metropolitan Transportation Authority, the Designated Recipient for Section 5307 funds in the Austin Urbanized Area, authorizes the reassignment/reallocation of \$1,328,174 in FY2026 Section 5307 funds to the City of Round Rock, Texas, as a Direct Recipient. The Austin UZA also received \$3,306,739 in FY2026 5339(a) formula funds. CapMetro authorizes the reassignment/reallocation of \$111,141 in FY2026 5339(a) funds to the City of Round Rock. The City of Round Rock, Texas, agrees to the amounts allocated/reassigned. The City of Round Rock, Texas, is responsible for its application to the Federal Transit Administration to receive Section 5307 and Section 5339(a) funds and assumes the responsibilities associated with any award for these funds. CapMetro will apply for the remaining \$49,853,073 in FY2026 5307 funds and \$3,195,598 in FY2026 5339(a) funds. These numbers are provided in the table below.

Recipient	Section 5307	Section 5339a
CapMetro	49,853,073	3,195,598
City of Round Rock	1,328,174	111,141
UZA Total	51,181,247	3,306,739

Sincerely,

E-SIGNED by Kevin Conlan
on 2026-04-04 17:12:59 GMT

Kevin Conlan,
Executive VP and CFO

cc: Laura Wallace, FTA
Abel Ayala, FTA
David Bartels, FTA
Marc Oliphant, FTA
Don Koski, FTA

5307	Project Milestone Dates	Category	Total Budget	Federal	Local	POP
	1/1/2026	Metro	\$ 1,631,334	\$ 815,667	815,667	9/30/2031
FY26		On Demand	\$ 1,281,267	\$ 512,507	768,760	
\$1,328,174		Total	\$ 2,912,601	\$ 1,328,174	1,584,427	

On-Demand Match	
Total Expenses	1,281,267
50% \$	640,633.5
Federal at 80% \$	512,507
Local 20% \$	128,127
Local \$	640,634

DOT

FTA

U.S. Department of Transportation

Federal Transit Administration

Application

Federal Award Identification Number (FAIN)	N/A
Application Number	6631-2026-1
Temporary Application Number	6631-2026-1
Award Name	Round Rock 5307 (FY26) JARC Operating and 3rd Party Contracting
Application Status	In-Progress
Budget Revisions	0

Period of Performance Start Date	N/A		
Original Period of Performance End Date	9/30/2031		
Current Period of Performance End Date	9/30/2031	Revision #: 0	Approved?: No

Part 1: Recipient Information

Name: CITY OF ROUND ROCK

Recipient ID	Recipient OST Type	Recipient Alias	UEI	DUNS
6631	City	CITY OF ROUND ROCK	L6TJFVAE4DM5	102740792

Location Type	Address	City	State	Zip
Mailing Address	221 E. MAIN STREET	ROUND ROCK	TX	78664
Physical Address	221 E Main St	Round Rock	TX	78664

Union Information

There are no union contacts for this application

Part 2: Application Information

Title: Round Rock 5307 (FY26) JARC Operating and 3rd Party Contracting

Application Number	Application Status	Award Type	Application Cost Center	Date Created	Last Updated Date	From TEAM?
6631-2026-1	In-Progress	Grant	Region 6	4/10/2026	4/10/2026	No

Application Executive Summary

The City of Round Rock, Texas requests \$1,328,174 in FY26 5307 funding allocated to the Austin, Texas UZA for operating and JARC. These funds are suballocated to Round Rock by Austin Capital Metro. The funds will be matched with local general revenues in the amount of \$943,794 for a grant total of \$2,271,968.

Two projects will be undertaken in this application.

- 1) capital cost of contracting for a mobility on demand (MOD) service
- 2) job access reverse commute.

The funds for MOD will provide a better and more responsive bus service to riders and will be ADA accessible for persons with disabilities.

The job access reverse commute (JARC) will provide opportunities for low-income, minority and persons with disability to access jobs both locally and provide access to Austin and other employment centers. The funding will cover the cost of the above two contracts through turnkey service contracts and continue to provide transit services citizens of Round Rock.

The award will reflect required elements to be met for receiving funding under JARC Such as services beyond services providers of public transportation and expanding fixed-route or demand-response service coverage to areas that would benefit and better connect low-income individuals and welfare recipients.

The 0.75% safety requirement is satisfied by safety-related aspects of the 5307-funded contract. The City of Round Rock is committed to making the public transit system safe and secure for bus operators, passengers and general public.

The 1% security expenditure is not necessary as the City of Round Rock will utilize city resources to ensure the safety of passengers, bus operators and the general public. With limited federal funding all of the 5307 funds go into funding the operations of the system. The Round Rock Police Department, Fire Department, EMS and Crisis Response unit (CRU) along with Capital Metro's security team, will continue to work together to meet the safety needs of the Transit System. The Transit Center has cameras throughout the facility and is monitored by transit staff.

Frequency of Milestone Progress Reports (MPR)

No Selection Made

Frequency of Federal Financial Reports (FFR)

No Selection Made

Does this application include funds for research and/or development activities?

This award does not include research and development activities.

Pre-Award Authority

This award is using Pre-Award Authority.

Does this application include suballocation funds?

Recipient organization is suballocated these apportioned funds and can apply for and receive these funds directly.

Will this Grant be using Lapsing Funds?

No Selection Made

Will indirect costs be applied to this application?

This award does not include an indirect cost rate.

Indirect Rate Details: N/A

Requires E.O. 12372 Review

No, this application does not require E.O. 12372 Review.

Delinquent Federal Debt

No Selection Made

Award Description

Purpose

This application will provide the necessary funding to continue providing affordable, accessible, and efficient transportation to the citizens of Round Rock. The transit services provided will be funded under JARC for job access and employment opportunities to low income and minority individuals, elderly and persons with disabilities. The funding will also provide mobility on-demand (MOD) for the general public and ADA curb-to-curb for persons with disabilities, this service provides needed access to healthcare, jobs, and

Activities to be performed:

The city will offer commuter/express services from Round Rock to Austin and return, making connections for regional travel between the two communities. The MOD service will be open to the general public and will also provide more accessible transportation options to persons with disabilities who are unable to use the fixed routes. Persons with disabilities will be provided complementary ADA paratransit as required by FTA for fixed routes. The MOD service will be fully ADA compliant. The MOD service will be accessible in terms of requesting a ride (via phone or app), boarding the vehicle, alighting the vehicle and service cannot be denied for a person with disabilities due to capacity constraints.

The service will operate on the same dates and times as the express/commuter routes within the City of Round Rock. The City of Round Rock does not provide the service directly but will contract with a service provider to operate under a full turnkey contract. The City of Round Rock will also offer reasonable modifications to ensure our program is accessible to individuals with disabilities

Expected outcomes:

The fixed route/commuter bus service is designed to continue to meet the transportation needs of the residents of Round Rock, to access employment, educational facilities, medical services along with providing regional transit services, commuter and express service into and out of Austin.

The benefits of the MOD service, will expand access to mobility, eliminate transportation as a barrier, provide localized mobility, provide first and last mile connections to/from the fixed network, connecting jobs and housing. This service will also provide transportation to persons with disabilities so that they may live independently within our community. This project will allow persons the opportunity to schedule a ride for same day services.

Intended beneficiaries:

To provide quality and reliable transportation services for the citizens of Round Rock. To make connections between small urban and large urban communities for employment, job opportunities, medical and other everyday needs. The intent to serve the general public, low income, minority, older Americans and persons with disabilities.

Subrecipient Activities:

N/A

Application Point of Contact Information

First Name	Last Name	Title	E-mail Address	Phone
Edna	Johnson	Transit Coordinator	ejohnson@roundrocktexas.gov	(512) 671-2869

Application Budget Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$1,328,174
Local			\$943,794
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$2,271,968

Application Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
6631-2026-1-P1	117-00 OTHER CAPITAL ITEMS (117- (BUS))	\$512,507.00	\$128,127.00	\$640,634.00	1
6631-2026-1-P1	CAPITAL COST OF 3RD PARTY CONTRACTING	\$512,507.00	\$128,127.00	\$640,634.00	1
6631-2026-1-P1	646-00 JARC PROJECTS	\$815,667.00	\$815,667.00	\$1,631,334.00	1

(646-)						
6631-2026-1-P1	30.09.05	JOB ACCESS AND REVERSE COMMUTE OPERATING ASSISTANCE	\$815,667.00	\$815,667.00	\$1,631,334.00	1

Discretionary Allocations

This application does not contain discretionary allocations.

Part 3: Project Information

Project Title: Commuter Fixed Route & Mobility on Demand

Project Number	Temporary Project Number	Date Created	Start Date	End Date
6631-2026-1-P1	6631-2026-1-P1	4/10/2026	9/1/2022	12/31/2030

Project Description

The City of Round Rock, Texas requests \$1,328,174 in FY26 5307 funding allocated to the Austin, Texas UZA for operating and JARC. These funds are suballocated to Round Rock by Austin Capital Metro. The funds will be matched with local general revenues in the amount of \$943,794 for a grant total of \$2,271,968. This project will continue the operations of the job access reverse commute (JARC) program to provide access to low-income people to find and keep employment and help the general public & low-income improve their mobility economic opportunities by providing mobility to other suburban employment opportunities.

The fixed route service and commuter are the same vehicle providing service within Round Rock and will make connection between Round Rock and Capital Metro's Tech Ridge Park and Ride. The MOD service will also be used for complementary ADA paratransit for persons with disabilities as required by FTA for fixed routes.

This project will also provide for mobility on demand (MOD) service will be open to the general public and will also provide more accessible transportation options to persons with disabilities who are unable to use the fixed routes. This means that the MOD service is equally available to the general public as well as persons with disabilities.

Both services will operate on the same days and times. The City of Round Rock does not provide the service directly but will contract with a service provider to operate under a full turnkey contract. The City of Round Rock will also offer reasonable modifications to ensure our program is accessible to individuals with disabilities.

Project Benefits

The fixed route/commuter bus service is designed to continue to meet regional transportation of the residents of Round Rock, to access employment, educational facilities, medical services along with providing regional connections into Austin. The benefits of the MOD service, will expand access to mobility, eliminate transportation as a barrier, provide localized mobility, provide first and last mile connections to/from the fixed network, connecting jobs and housing. This service will also provide ADA transportation as required by FTA for fixed routes to persons with disabilities so that they may live independently within our community. This project will allow persons the opportunity to schedule a ride for same day services.

Additional Information

To provide quality and reliable transportation services for the citizens of Round Rock. To make regional connections between rural transit systems and the larger urban areas. Without the federal and local funding, there would be no other transit options for persons living in Round Rock.

Location Description

The service will be provided primarily within the City Limits of Round Rock, with connections to Capital Metro in Austin.

Project Location (Urbanized Areas)

UZA Code	Area Name
480000	Texas
480790	Austin, TX

Congressional District Information

District	State
17	Texas
31	Texas

Program Plan Information**STIP/TIP**

Date: 10/22/2024

Description: Statewide Transportation Improvement Program, CAMPO Transit Services FY2026.

UPWP

Date: Not Provided

Description: N/A

Long Range Plan

Date: N/A

Description: N/A

Project Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$1,328,174
Local			\$943,794
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0

Transportation Development Credit	\$0
Adjustment	\$0
Total Eligible Cost	\$2,271,968

Project Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
6631-2026-1-P1	117-00 OTHER CAPITAL ITEMS (BUS)	\$512,507.00	\$128,127.00	\$640,634.00	1
6631-2026-1-P1	11.71.12 CAPITAL COST OF 3RD PARTY CONTRACTING	\$512,507.00	\$128,127.00	\$640,634.00	1
6631-2026-1-P1	646-00 JARC PROJECTS	\$815,667.00	\$815,667.00	\$1,631,334.00	1
6631-2026-1-P1	30.09.05 JOB ACCESS AND REVERSE COMMUTE OPERATING ASSISTANCE	\$815,667.00	\$815,667.00	\$1,631,334.00	1

Project Budget Activity Line Items

Budget Activity Line Item: 30.09.05 - JOB ACCESS AND REVERSE COMMUTE OPERATING ASSISTANCE

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
JARC PROJECTS (646-00)	30.09.05	JOB ACCESS AND REVERSE COMMUTE OPERATING ASSISTANCE	OPERATING ASSISTANCE	1

Extended Budget Description

The project is designed to provide transportation for welfare recipients and eligible low-income individuals by adding services in the reverse of peak direction to areas during peak-direction services, including to suburban and lower density employment opportunities. This activity will fund the above JARC operations for a fixed/commuter. The MOD service used for complementary ADA paratransit will be provided as required by FTA for fixed routes.

The route will be operated under a turnkey service contract. The latter is an end-to-end delivery with Operating expenses that includes fuel, oil, driver salaries, and other operating expenses. *The ILA w/

Cap Metro gets amended annually to add each additional fiscal year of service. The ILA has no expiration and can be renewed annually in perpetuity.

Will 3rd Party contractors be used to fulfill this activity line item?

Yes, 3rd Party Contractors will be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$815,667
Local			\$815,667
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$1,631,334

Milestone Name	Est. Completion Date	Description
Start Date	10/1/2022	Start of Original ILA between Round Rock and Capital Metro. ILA's do not require a RFP.
ILA Start Date	10/1/2026	Anticipated start date to utilize the funding.
End Date	12/31/2030	Anticipated End Date to exhaust these funds.

Budget Activity Line Item: 11.71.12 - CAPITAL COST OF 3RD PARTY CONTRACTING

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
OTHER CAPITAL ITEMS (BUS) (117-00)	11.71.12	CAPITAL COST OF 3RD PARTY CONTRACTING	3RD PARTY CONTRACTS	1

Extended Budget Description

The MOD service will provide service throughout the City of Round Rock. The City of Round Rock does not provide the service directly but contracts with a service provider to operate under a full turnkey contract. The

City of Round Rock will also offer reasonable modifications to ensure our program is accessible to individuals with disabilities. This service is on-going. We anticipate this FY26 funding will last through the end of the five-year contract

Total cost of this service under this grant agreement is \$1,281,267 @ 50% = \$640,633.

\$ 640,633 @ 80% = \$512,507 (Federal Share)

\$ 640,633 @ 20% = \$128,127 (Local Share)

Will 3rd Party contractors be used to fulfill this activity line item?

No, 3rd Party Contractors will not be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$512,507
Local			\$128,127
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$640,634

Milestone Name	Est. Completion Date	Description
Start Date	9/1/2022	RFP
Contract Began	6/1/2023	Contract Began
Funding Start Date (FY26 funds)	1/1/2028	This is this the anticipated start date for utilizing the FY26 federal funding under this grant.
End Date	12/31/2030	The anticipated end date of the project.

Project Environmental Findings

Finding: Class II(c) - Categorical Exclusions (C-List)

Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

Categorical Exclusion Description

Type 04: Planning and administrative activities which do not involve or lead directly to construction, such as: training, technical assistance and research; promulgation of rules, regulations, directives, or program guidance; approval of project concepts; engineering; and operating assistance to transit authorities to continue existing service or increase service to meet routine demand.

Date	Description
	Class IIc CE Approved

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
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JARC PROJECTS (646- 00)	30.09.05	JOB ACCESS AND REVERSE COMMUTE OPERATING ASSISTANCE	1	\$815,667.00	\$1,631,334.00
OTHER CAPITAL ITEMS (BUS) (117-00)	11.71.12	CAPITAL COST OF 3RD PARTY CONTRACTING	1	\$512,507.00	\$640,634.00

Part 4: Fleet Details

No fleet data exists for this application.

Part 5: FTA Review Comments

There are no review comments to display at this time.