



Intent to Apply for Grant Funding

Attachment B

Grant name: Grant for Bus and Bus Facilities - FY 2025 Section 5339(a)

Grant application deadline: NA This grant application is: ☒ New ☐ Grant Continuation

Funding/project period: Start Date: Pre-award End Date: 12/31/26 Multi-year grant: ☒ Yes ☐ No

CFDA # for grant, if applicable. If not applicable, please note NA: 20.526

Purpose of the grant: (provide project summary)

The 5339(a) grant program is provided by FTA to transit agencies through statutory formulas to replace, rehabilitate buses and bus related facilities. The 5339(a) funding is allocated by Congress annually. The funds are available for three years after the fiscal year in which the amount is apportioned. This grant will be used to provided needed repairs to the transit facility, constructed in 2011. FTA requires transit agencies to preserve and expand transit investments, maintaining reliable transit infrastructure in order to achieve a State of Good Repair status.

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

This years funding will focus on the water intrusion leaking into the elevator shaft by adding a flat roof on the 2nd floor above the stairs. This grant will also allow for for caulk repair to prevent any potential structural damage in the future. Next years funding will focus on other brick pavement & joint deterioration areas of the parking garage.

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 funding amount: \$ 100,939

Funding basis: ☐ Advance ☒ Reimbursement

Are matching funds required? ☒ Yes ☐ No

If yes, please complete the following:

Funding source of match:

Match % 20

Match \$ 25,234

10027001 - General Funds

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 Johnson, Transit Coordinator

09/08/2025

Department Contact Name and Title (Please Print)

Date Form Completed

Phil R. Thane, Executive Director of Public Works

Department Director Signature

Date Signed 9/22/25

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

Debra Doss

9/22/25

Received By (Grants Team Member)

Date Received:

Melana Taylor

12/5/25

Approved By (Grants Team Member)

Date Approved:

City of Round Rock, Texas



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)		
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	2. I understand that the department needs to obtain proper approval for grant applications. Grant applications for funds up to \$50,000 require City Manager approval. Over \$50,000 requires City Council approval. (threshold is consistent with the City's purchasing guidelines)	Section 6.1.7
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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:	
<input checked="" type="checkbox"/>	5a. I understand that the department is responsible for reviewing the grant agreement and forwarding all information to Finance.	Section 6.1.9
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	5c. I understand that the department needs to comply with requirements of the grant.	Section 6.1.10
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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

<u>Edna M. Johnson, Transit Coordinator</u>	<u>Public Works</u>
Department Contact Name and Title (Please Print)	Department Name
<u>[Signature]</u>	<u>9/8/2025</u>
Department Contact Signature	Date Form Completed
<u>[Signature]</u>	<u>9/22/25</u>
Department Director Signature	Date Signed

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

<u>Debra Doss</u>	<u>09/22/25</u>	<u>Melana Taylor</u>	<u>12/5/25</u>
Received by (Grants Team Member)	Date Received	Approved by (Grants Team Member)	Date Approved

DOT

FTA

U.S. Department of Transportation

Federal Transit Administration

Application

Federal Award Identification Number (FAIN)	N/A
Application Number	6631-2025-2
Temporary Application Number	6631-2025-2
Award Name	FY2025 Section 5339(a) Round Rock Transit Center Rehabilitation & Upgrade Project
Application Status	In-Progress
Budget Revisions	0

Period of Performance Start Date	N/A		
Original Period of Performance End Date	9/30/2027		
Current Period of Performance End Date	9/30/2027	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
Physical Address	221 E MAIN ST	ROUND ROCK	TX	78664
Mailing Address	221 E. MAIN STREET	ROUND ROCK	TX	78664

Union Information

There are no union contacts for this application

Part 2: Application Information

Title: FY2025 Section 5339(a) Round Rock Transit Center Rehabilitation & Upgrade Project

Application Number	Application Status	Award Type	Application Cost Center	Date Created	Last Updated Date	From TEAM?
6631-2025-2	In-Progress	Grant	Region 6	6/30/2025	6/30/2025	No

Application Executive Summary

The City of Round Rock is seeking funding to support essential structural repairs and facility upgrades to the Round Rock Intermodal Parking and Transit Facility (Transit Center). Centrally located in downtown Round Rock, the Transit Center serves as the city's primary hub for both local and regional transit services, providing critical access to transportation for commuters, residents, and visitors. Constructed in 2011, with a Ticketing Office added in 2014, the facility now requires investment to maintain safety standards, enhance accessibility, and accommodate increasing transit demand.

The proposed improvements will extend the facility lifespan, improve the user experience, and support greater connectivity within the Central Texas region. Enhancements will include structural repairs, system upgrades, and accessibility improvements, ensuring the Transit Center remains a safe, reliable, and welcoming space for all users. This project directly aligns with the city's goals of promoting sustainable transportation, reducing congestion, and improving quality of life through enhanced mobility options.

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, my organization does not have delinquent federal debt.

Award Description

Purpose

This application seeks funding to support critical upgrades and structural repairs to the Round Rock Intermodal Parking and Transit Facility (Transit Center). Located in the heart of downtown Round Rock, the Transit Center serves as the city's primary hub for both local and regional transit connections. It is the central access point for transit information, bus boarding, and commuter parking, including shuttle services. Originally constructed in 2011, the facility includes a parking garage and a Ticketing Office added in 2014. The requested funding will ensure the Transit Center continues to meet growing demand while maintaining safety, accessibility, and operational efficiency.

Activities to be performed:

The proposed project will address critical repairs and maintenance needs at the Round Rock Intermodal Parking and Transit Facility to restore the facility to a state of good repair and ensure continued safe and efficient operation. There will be a number of repairs to be performed, including, re-sealing of expansion joints to prevent water infiltration and structural degradation. Damaged or outdated fencing along stairways will be repaired or replaced to enhance safety, comply with building codes, and maintain a secure environment for all users. Bollard posts around pedestrian and vehicle access points will be re-sealed to prevent corrosion and extend their structural integrity, contributing to both vehicle and pedestrian safety. Repair active leaks from the roof stairwell into the elevator shaft to prevent further water damage and preserve elevator functionality, and eliminate safety hazards for passengers and maintenance staff. The interior of the ticketing office will be patched, repainted, and restored to provide a clean, safe, and welcoming environment for transit users and staff.

These targeted improvements are essential to maintaining a functional, safe, and accessible transit facility that serves thousands of local and regional riders each year. All activities will be completed in accordance with FTA guidelines and local procurement standards. This will improve safety, durability, and reduce long-term maintenance costs.

Expected outcomes:

The proposed upgrades and structural repairs to the Round Rock Intermodal Parking and Transit Facility will enhance the safety, functionality, and longevity of this critical transportation hub. Improvements will ensure continued reliable access to local and regional transit services, support increased commuter demand, and promote the use of public transportation. Additionally, the project will improve user experience, ADA accessibility, and operational efficiency, helping to sustain and grow Round Rock's transit infrastructure for years to come.

Intended beneficiaries:

The primary beneficiaries of this project are the residents, commuters, and visitors of Round Rock who rely on the Intermodal Parking and Transit Facility for safe, convenient, and reliable access to local and regional transportation services. This includes daily commuters, transit-dependent populations, individuals with disabilities, and those seeking sustainable travel options. Additionally, regional partners and transit agencies will benefit from improved connectivity and infrastructure, supporting broader mobility and economic development goals across the Central Texas region.

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
5339 – Buses and Bus Facilities Formula	5339-1	20526	\$100,939
Local			\$25,234
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$126,173

Application Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
6631-2025-2-P1	113-00 BUS - STATION/STOPS/TERMINALS (113-)	\$100,939.00	\$25,234.00	\$126,173.00	0
6631-2025-2-P1	11.34.03 TERMINAL, INTERMODAL (TRANSIT)	\$100,939.00	\$25,234.00	\$126,173.00	0

Discretionary Allocations

This application does not contain discretionary allocations.

Part 3: Project Information

Project Title: Round Rock Transit Center Rehabilitation & Upgrade Project

Project Number	Temporary Project Number	Date Created	Start Date	End Date
6631-2025-2-P1	6631-2025-2-P1	6/30/2025	2/1/2026	3/31/2027

Project Description

The City of Round Rock seeks funding through the FTA Section 5339 Bus and Bus Facilities Discretionary Program to complete critical structural repairs and upgrades to the Round Rock

Intermodal Parking and Transit Facility (Transit Center). Originally constructed in 2011, and expanded with a Ticketing Office in 2014, the Transit Center serves as the primary transit hub for Round Rock and surrounding areas, facilitating essential connections between local fixed-route services and regional commuter bus routes.

This project will address deferred maintenance, restore the facility to a state of good repair, and modernize key elements including structural components, lighting, signage, ADA accessibility features, and passenger amenities. The project ensures the facility remains safe, accessible, and capable of supporting increasing ridership and evolving mobility needs.

Project Benefits

As ridership increases and the facility ages, maintenance needs have escalated, including structural wear on the parking garage. Without these upgrades, the facility risks falling below operational and safety standards, which would negatively impact transit users particularly those who rely on it for daily mobility. This project will provide the following benefits:

Safety: Structural improvements will reduce long-term risk to passengers, vehicles and staff.

State of Good Repair: The Project addresses deferred maintenance to extend facility lifespan.

Sustainability: Supports increased use of transit over single-occupancy vehicles, reducing congestion & emissions.

Additional Information

The repairs and improvements proposed in this project are necessary to maintain a safe, efficient, and equitable transit environment in one of the fastest-growing regions in Texas.

Location Description

The Round Rock Intermodal and Transit Center is located at 300 W. Bagdad, Round Rock, Texas 78664

Project Location (Urbanized Areas)

UZA Code	Area Name
480790	Austin, TX

Congressional District Information

District	State
17	Texas
31	Texas

Program Plan Information

STIP/TIP

Date: N/A

Description: N/A

UPWP

Date: N/A

Description: N/A

Long Range Plan

Date: N/A

Description: N/A

Project Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5339 – Buses and Bus Facilities Formula	5339-1	20526	\$100,939
Local			\$25,234
Local/In-Kind			\$0
State			\$0
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Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$126,173

Project Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
6631-2025-2-P1	113-00 BUS - STATION/STOPS/TERMINALS (113-)	\$100,939.00	\$25,234.00	\$126,173.00	0
6631-2025-2-P1	11.34.03 TERMINAL, INTERMODAL (TRANSIT)	\$100,939.00	\$25,234.00	\$126,173.00	0

Project Budget Activity Line Items

Budget Activity Line Item: 11.34.03 - TERMINAL, INTERMODAL (TRANSIT)

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
BUS - STATION/STOPS/TERMINALS (113-00)	11.34.03	TERMINAL, INTERMODAL (TRANSIT)	REHAB/RENOVATE BUS STATIONS	0

Extended Budget Description

The City of Round Rock will provide the required local match for this project, demonstrating a strong fiscal commitment. The city will utilize general revenue funds for project oversight by the Transit Coordinator. The City has a proven track record of managing FTA-funded projects in compliance with all federal requirements.

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
5339 – Buses and Bus Facilities Formula	5339-1	20526	\$100,939
Local			\$25,234
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$126,173

Milestone Name	Est. Completion Date	Description
Start Date	2/1/2026	Depending on execution of grant, this date will begin the procurement process.
Final design & procurement completed	5/31/2026	Date bids and repairs estimates to be finalized.
Substantial completion	1/31/2027	All identified projects will be substantial completed.
Final inspections and closeout of activities.	3/31/2027	Anticipated date of final invoice.

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 08: Maintenance, rehabilitation, and reconstruction of facilities that occupy substantially the same geographic footprint and do not result in a change in functional use, such as: improvements to bridges, tunnels, storage yards, buildings, stations, and terminals; construction of platform extensions, passing track, and retaining walls; and improvements to tracks and railbeds.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
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BUS - STATION/STOPS/TERMINALS (113-00)	11.34.03	TERMINAL, INTERMODAL (TRANSIT)	0	\$100,939.00	\$126,173.00
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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.