

**FTA Region IV
Regional Administrator Conference Call
with the General Managers and Executive Directors**

**Tuesday, September 8, 2009
1:00 pm – 2:30 pm**

MEETING NOTES

- **First Round ARRA Updates from Region IV**

A total of 127 grants were awarded under the ARRA formula grant program. Awards went to 49 urbanized areas (UZA – includes each State’s Governor apportionment as 1 urbanized area), 9 States (including Puerto Rico), 6 urbanized areas received Fixed Guideway (FG) funding, and total includes 3 flex fund grants.

| Grant Type | Amount Awarded | Award Percentage |
|-------------------------|-----------------------|-------------------------|
| ARRA Urbanized Area | \$ 589,669,389 | 87% |
| ARRA Non-Urbanized Area | \$137,143,128 | 78% |
| ARRA Fixed Guideway | \$13,494,975 | 100% |

FTA Region IV recently hired several new Staff.

New ARRA Staff: **Valencia Williams**, ARRA Transportation Program Specialist, will assist the Office of Planning and Program Development with the 2nd round of ARRA grants. Her responsibilities will include processing amendments and finishing grants previously started, but not yet awarded. Valencia will also provide assistance with any discretionary grants in Region IV, should our grantees be selected for TIGGER or TIGER awards. **Phone:** 404-865-5634; **Email:** valencia.williams@dot.gov

Charles “Chip” Butts, ARRA Engineer, will assist the Office of Program Management and Oversight with the reporting and oversight on ARRA grants awarded to date. Chip is assigned to the following geographic urbanized areas: GA, NC, AL.

Phone: 404-865- 5607; **Email:** charles.butts@dot.gov

In addition to Valencia and Chip, FTA will be hiring two additional engineers in the coming weeks to assist with ARRA oversight.

New non-ARRA Staff: **Guanying “George” Lei**, Engineer, will the assist the Office of Program Management and Oversight.

Phone: 404-865-5615; **Email:** guanying.lei@dot.gov

A new Community Planner will start mid-October. We will provide a name and contact information shortly.

**FTA Region IV
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- **ARRA Phase II**

Points of Contact:

| | | |
|--|-------------------|--------------|
| Reporting (TEAM, 1512, 1201) and Oversight | Maggie Sandberg | 404-865-5612 |
| Grant Amendment Questions | Valencia Williams | 404-865-5634 |
| | Robert Buckley | 404-865-5618 |
| Amendment Review Requests | Marie Lopez | 404-865-5616 |

Important Dates / Timeline:

ARRA formula apportionments must be obligated 100% by March 5, 2010.

Per the Federal Register notice, FTA is requiring all applications for the remainder of the apportionments to be submitted to DOL no-later-than **December 30, 2009** to ensure that all funds are obligated by March 5, 2010.

However, we are asking our regional partners to assist us in meeting our Regional goal, which is to have all the formula ARRA applications for the remainder of the apportionments and/or zero dollar amendments submitted in TEAM and sent to DOL no-later-than **Friday, November 13, 2009**. This will help avoid any issues that may arise over the holidays.

TIP/STIP: All amendment requests for operating assistance (OA) or additional capital projects must be adequately programmed in the TIP/STIP. When you apply for the remainder of your apportionment or if you are applying for OA, be sure to tell us when the STIP will be modified or amended, if this step has not been completed already. As with our process before, we can accept grants and submit them to DOL while we wait for the STIP to be approved.

NEPA: Be sure to contact us NOW about NEPA for projects that will be included in your 2nd round application. If you have a facility project or any capital project that will require a documented categorical exclusion or EA, please contact your community planner (w/cc to Valencia Williams) to indicate when we can expect the environmental document for review. We do not want NEPA to be a show-stopper and prevent your grant award.

**FTA Region IV
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- **ARRA Grant Modifications**

Regional Process for requesting amendments:

Marie Lopez will continue to be the main point of contact (POC) for grant review amendment requests. However, we do want to distinguish between the two types of amendments that are allowed at this time.

Adding the remainder of apportionments: Under the UZA award category, there are 17 grantees that will need to submit an amendment application to ADD funds. We have another 22 grantees that have grants certified by DOL, but have not been awarded for various reasons. An email will be sent to the appropriate agencies providing information on the next steps needed to either receive amendment requests or complete grants that have been started.

Amendment (Zero Dollar) to add Operating Assistance (OA): To date we have received and reviewed 5 amendment requests to solely add the OA scope. For any new requests to add OA, please remember that once the draft grant amendment is ready for review that our process is to have you contact Marie Lopez. Please remember that OA must be supported by STIP amendments. If you are a direct recipient in a small urbanized area or in a large urbanized area with more than one direct recipient, we must have split letters on file to show how the 10% is allocated. This must come from the State (as the DR) for the Governor's Apportionment grantees and from the DR for the large urbanized areas. The line items being adjusted should be clearly labeled and the only change that can occur is the shifting of dollars from the capital project(s) line item(s) to the new Operating Assistance scope.

Annual Requirements must be met – Certification and Assurance (C&A); Civil Rights (CR): When we publish the 2010 C&A they must be pinned by both the grantee's attorney and agency official (on file) before we can process the grant. Last year there was a grace period where 2009 C&A were still good in 2010, if there are delays we expect this still may be the case during this 2nd round of ARRA awards. If you have not submitted your DBE goals we will not be able to award your grant, they were due August 1. If you have other expired plans – EEO or Title VI – this will also prevent our ability to award your 2nd ARRA grant. Be sure to check this information in TEAM and contact Frank Billue with questions.

- **Operating Assistance Eligibility**

FAQ are posted on the FTA website, click the following link view OA questions and answers (http://www.fta.dot.gov/index_9440_10006.html). If you have additional questions about OA please submit them to Valencia Williams and/or Robert Buckley (contact information provided above). Please note that you can

**FTA Region IV
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only program OA for your current local FY plus one. You can reimburse OA expenses dating back to 10/1/2008. Split letters are needed for areas where the apportionment is sub-allocated to confirm the amounts permitted to each direct recipient for OA.

- **ARRA Reporting and Oversight**

All award recipients submitted their Financial Status Report (FSR) and Milestone Progress Report (MPR) for projects that were awarded by June 30, 2009. The next quarterly FSR/MPR report is due within the first 10 days of October (10/1 – 10/10).

1201 – Results of August submission: We received 100% participation, thank you. All award recipients submitted their 1201(c) report for projects that were awarded by July 31, 2009. Subsequent 1201 (c) reports are due February 17, 2010, February 17 2011, and February 17, 2012.

1512 – Register Now: The first quarterly report is due October 10, 2009. Grant recipients must register at www.Federalreporting.gov to complete the 1512 quarterly report. The registration period started on August 17, 2009 and closes on September 30, 2009. Grantees can start inputting information into the system on October 1 and have until October 10 to complete the report. **Please contact Maggie Sandberg** via email at maggie.sandberg@dot.gov once you have completed the registration process.

Please keep in mind that raw data from the reports will be published on the Recovery.gov site on October 11, 2009. Recipients will still have the opportunity to review their information from October 11 – 20, 2009 before the report is published on October 30, 2009.

OMB Dictionary/Definition of terms and samples: This document is available online at <http://www.recovery.gov/sites/default/files/FedRptgDataModel+8-18-09.pdf>.

Office of Inspector General (OIG): The OIG is currently conducting ongoing informational seminars. The purpose for the seminars is to provide information to grantees on OIG's audit process for ARRA Grant Program.

- **ARRA Discretionary Programs**

Tribal: Applications have been reviewed and are being evaluated by FTA Headquarter staff. We are anticipating selections to be announced by September 30, 2009. Once selections are announced, we will contact each of the recipients in Region IV to work with our staff to prepare grant applications in TEAM.

**FTA Region IV
Regional Administrator Conference Call
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TIGGER: FTA is in the final stages of making selections and we expect awards to be announced by September 30, 2009. Once selections are announced, we will be contacting each of the recipients in Region IV to work with our staff to prepare grant applications in TEAM.

TIGGER: Applications are due to the TIGER email address (TIGERgrants@dot.gov) by September 15. Please let us know if you are applying for TIGER funds, particularly, if you are applying and have not yet begun to coordinate on NEPA. We are aware of several applications going up from the Southeast, but would like to hear about all of them!

- **Questions & Answers**

- **Question:** We are a large urbanized area and do not normally receive OA, does it need to be programmed in the TIP/STIP?

Answer: Yes, OA must be programmed in the TIP/STIP.

- **Question:** We would like to charge indirect cost to our ARRA grant, is this allowable?

Answer: Please contact Dudley Whyte to discuss your situation.

- **Question:** What is the size limitation for email submission to the TIGER Grants email?

Answer: The size limitation for submissions is 20MB. Click the following link to see the response provided to question number 34 on OST's "Responses to Questions and Requests for Clarifications Submitted to the Department of Transportation Regarding the TIGER Discretionary Grants Program" (<http://www.dot.gov/recovery/ost/responses090828.htm>).

- **Question:** We received an ARRA grant in the first round that was STP-Flex funds from FHWA? We are expecting more flex funds, can we amend this grant or must we do a new grant?

Answer: Following the call, we confirmed that this grantee can amend the grant as the funding source and account code is the same for both the original flex funds and the new ones. If you have a similar question, please contact Marie Lopez.