Time Management

For Federal Transit Administration
Grant Making
Process Time is Program-Dependent

- **Short Term:** Planning, New Freedom, Elderly & Persons with Disabilities, Other-Than-Urbanized Area Formula – no DOL referral

- **Medium Term:** Urbanized Area Formula, Clean Fuels, Job Access/Reverse Commute – awarded at Regional level

- **Long Term:** Discretionary Capital – Congressional notification and awarded at FTA HQ or OST; frequently include NEPA and Land Acquisition
Process Time through FTA is Season-Dependent

- Submit draft applications early in federal fiscal year

- Annual publication of Certifications and Assurances

- Annual publication of Apportionments and Allocations Notice in Federal Register (FR)
Applicant Readiness

- Designation of Recipient Correspondence
- Recipient User Identification/Vendor Code
- TEAM access PINs and Passwords
- Electronic Clearinghouse Operation (ECHO) PINs and Passwords
- Dun & Bradstreet (DUNS) account
- Civil Rights Programs Current
Civil Rights Programs

- **Disadvantaged Business Enterprise (DBE)**—threshold $250k; no formal program requirement; annual goal update (August)

- **Civil Rights Act of 1964 (Title VI)** — initial plan and triennial updates

- **Equal Employment Opportunity (EEO)** —FHWA leads dual agency program review for State Departments of Transportation; triennial updates; thresholds are $1M per annum and 50 employees

- FTA TRO-04 Point of Contact is Frank Billue (404) 865-5628 or frank.billue@dot.gov
Management Plans

- **State Management Plan (SMP):**
  Elderly and Persons with Disabilities, Other-than-Urbanized Area, Job Access/Reverse Commute, and New Freedom programs

- **Project Management Plan (PMP):**
  Capital projects principally included in Discretionary Capital and Urbanized Area Formula program applications
Competitive Selection Processes Accomplished

- New Starts Program Criteria
- Program of Projects Prioritization Processes
- Bus NOFA Prioritization Processes
- Coordinated Human Services Transportation Plan
Participation Plan Actions Completed

- Actions completed in conformity with overarching Statewide Participation Plan precepts on systems level

- Metropolitan Planning Organization (MPO) Participation Plan actions completed on systems and project levels

- Project level Public Involvement Plan actions completed through project sponsor
Long Range Transportation Plan

- Minimum Twenty-year Horizon

- **Air Quality Conformity Modeling and Analysis** compliant with State Implementation Plan (SIP)

- **Air Quality Conformity Report by MPO** (non-attainment areas)

- **Air Quality Conformity Determination**
  - endorsed by Federal Agencies (FHWA and FTA in cooperation with EPA)
Metropolitan Transportation Improvement Program (TIP)

- **Negotiations** between MPO and supported communities has occurred.

- **Public Participation** has occurred in conformity with MPO Participation Plan.

- **Fiscal Constraint** demonstrated.

- **Local Matching Funds** committed.

- **MPO Board Actions** have been formalized.
Statewide Transportation Improvement Program (STIP)

- Project Level Identification
- Fiscal Constraint Demonstrated
- Local Matching Funds Committed
- Conformity Analysis Accomplished
- Conformity Finding by Federal Agencies In Place
- Coordination with Statewide Comprehensive Plan and/or Statewide Economic Development Plan Confirmed
- State Transportation Board Actions in Place
- Pagination/Documentation Established
Statewide Transportation Improvement Program (STIP)

- Federal Agency Joint Review and Approval in Place (FHWA and FTA)
  - The date of FTA/FHWA approval of the STIP is the “Programming Date” in TEAM

- Amendments in place
  - STIP amendment request letters approved by one or both of the federal agencies according to federal Memorandum of Understanding for each state
  - Amendment date supersedes initial approval date
Unified Planning Work Program (UPWP)

- MPO UPWP supports planning line items in grant applications
- MPO Participation Plan requirements met
- MPO Board Actions completed
- FTA approval of UPWP is the programming date where no STIP is involved
- Supply UPWP FTA approval date in Project Details for grants where STIP is also involved
- FTA UPWP Development Workshop available
Project Level Activities

- Flex Funding in place
  - Surface Transportation Program (STP)
  - Congestion Mitigation Air Quality (CMAQ)
  - Flexures between Federal Agencies

Consult with both agency relinquishing responsibility for the funds and agency accepting responsibility for administering the funds on case-by-case basis to establish requirements for documentation and time frames.
National Environmental Policy Act

- Class I and Class III findings in place prior to grant application
  - 30-day federal agency review period common
- Class II(d) documentation and findings submitted with grant applications in TEAM—consultation with FTA recommended
- Class II(c) documentation automated in TEAM
- Refer to 23 CFR 771.117
National Environmental Policy Act

- Interagency/resource agency consultations at federal, state and local levels accomplished

- Public Involvement accomplished according to MPO Participation Plan and Project Public Involvement Plan
  - Low English Proficiency outreach conducted
  - Tribal Government Liaison Accomplished
    - Sovereign Nation status requires federal level liaison
  - Public comment periods acknowledged
  - Changes made pursuant to social input received
National Environmental Policy Act

- NEPA documents are federal documents
- Public must be involved in scoping and determination of array of alternatives for Class I and Class III actions
- Draft Environmental Impact Statement (DEIS) are inadequate to support capital acquisition
- SAFETEA-LU 18-month “shelf life”
- Uniform Relocation Assistance and Real Property Acquisition Act actions in place
Uniform Relocation Assistance and Real Property Acquisition Act

- “Uniform Act”
- Appraisal
- Review Appraisal
- 6-month “shelf life”
- Real Estate Plans for Projects Featuring Major Takings (Residential, Commercial or Industrial; Takings in Whole or Partial Takings)
Department of Labor

- 49 USC 5333(b) referral for certification
- Union information in Recipient Information in TEAM
- Automated referral system using email
- FTA Comments to DOL in TEAM
- Union Negotiations and/or Disputes may impact FTA grant award process
- Period of time it takes to achieve certification varies with season of referral
- FTA/DOL MOU
Political Factors

- Local Political Interests
- State Legislators’ Interests
- Congressional Interest in specific projects
  - Senate Banking Committee
  - HR Committee for Transportation and the Environment
- Ribbon-cutting opportunities
- Interests heighten immediately pre-election
- Notification to Congress on Capital grants
- Congressional District Information in TEAM
Prepare an Annual Action Plan

- **Identify the tasks** that need to occur in advance of approaching the grant application in TEAM

- **Identify the partners**
  - FTA, FHWA, DOT, MPO, Office of Civil Rights, SHPO, local sponsors and others

- **Consult with partners** regarding time and effort commitment
  - Memoranda of understanding (MOUs) may be useful

- **Prioritize grants and prepare timelines** for each
Timelines

- Scheduling Progress - assign time to tasks
  - Working forward from today’s date to award
  - Working backward from desired award date to early start date
  - Evaluate simultaneous activities
  - Understand “Float”
- Critical Path Method
- Gantt Charting
- How many timelines do you need?
  - Single timeline for entire annual FTA program?
  - Timeline for grants in each of several FTA programs?
  - Timelines for individual FTA grants?
Competency of Drafts

- Drafts in TEAM must be complete prior to “submittal”

- Draft review Business Practices
  - Reviews by legal, civil rights, planning, program management, DOL, OPPD, OPM, and RA or DRA

- Multiple reviews drain resources and protract delivery of the regional program for everyone
Plan the Work and Work the Plan

- Be realistic in evaluation of effort required to deliver the program annually
- Appreciate workload—yours and others’
- Cross-training within agency staffs
- Collaboration with Partners -- MOUs
- Seek training as needed
  - Stay current in TEAM
  - Stay current with FTA Circulars
  - Stay current with FTA news online
Annual Cycle: Federal Fiscal Year
October 1 – September 30

Program Level Tasks:
- Check viability of LRTP
- Check viability of AQ Conformity Docs
- Check viability of TIPs & STIP
- Check adequacy of UPWP
- Secure Flexible Funds
- Prepare/update NEPA docs
- Secure NEPA findings
- Prepare Land Acquisition docs
- Explore political interest level

Endorse Certifications & Assurances
- Ascertain Funding (Apportionments FR)
- Update Civil Rights Programs
- Ensure TEAM & ECHO access current
- Check Designated Recipient Status
- Ensure SMP & PMPs are ready
- Ensure Participation Plan is read
- Ensure Competitive Selection Mechanisms done
- Update Union Information in TEAM

Draft action plan (list of tasks)
- Consult Partners
- Draft schedule in CPM, Gantt etc.
- Verify availability of funding
- Draft grant application in TEAM
- Make changes to accommodate comments promptly
- Devise secondary/fall-back plan