

PROGRAM APPLICATION INSTRUCTION/OPPORTUNITY SYNOPSIS**DEPARTMENT OF TRANSPORTATION****Federal Transit Administration (FTA)****Section 5307 – Urbanized Area Formula Program Request for Interest in the Fuel and Electric Propulsion as Capital Maintenance Provision****Action: Solicitation of Interest for the Fuel and Electric Propulsion Costs as Capital Maintenance Provision**

FTA will announce final allocations on the FTA website and to subscribers of Section 5307 program update emails at http://www.fta.dot.gov/grants/13093_3561.html. Applications must be submitted electronically through the GRANTS.GOV “APPLY” function.

Dates:

Statements of Interest for the Fuel and Electric Propulsion Costs as Capital Maintenance Provision must be submitted electronically through the Grants.Gov website by February 15, 2012.

FTA will announce how the program-wide \$100,000,000 cap on this provision will be distributed to urbanized areas once the distribution has been determined. This information will be published on the FTA website and sent by email to those who have subscribed to updates on the [Section 5307 program](#) no later than March 31, 2012.

Award Information:

This announcement does not provide any additional funds to eligible recipients, however, this announcement will permit some recipients to use a portion of the funds already apportioned under Section 5307 to reimburse fuel and electrical propulsion costs at an 80% federal share. FTA grantees requesting use of this provision will be allocated a maximum amount for reimbursement of these activities, which will be permitted based on the amount requested, the grantee’s relative share of the FTA Section 5307 formula, and the total amount of requests received from all urbanized areas. It is anticipated that most designated recipients will only be permitted to use a smaller amount than requested, presuming that the total requests received by FTA exceeds \$100,000,000. This authorization for reimbursement at an 80% federal share will apply to eligible costs incurred by recipients during the recipient’s current and next fiscal years as of November 18, 2011.

Funds distributed under this provision may have been apportioned during any available fiscal year, but may not have been obligated in an FTA grant prior to November 18, 2011. In addition, costs incurred prior to November 18, 2011 are not eligible for reimbursement under this provision. All funds distributed under this provision must be obligated in an FTA grant by September 30, 2012. Funds not

obligated by this date will no longer be eligible for these activities, but will remain available for other eligible costs under recipient's Section 5307 apportionment.

If all Section 5307 recipients respond to the announcement, each could expect to be authorized to use 2.2% of their annual formula apportionment amount for this purpose. Thus, each urbanized area is guaranteed to receive authorization to use at least 2.2% of their annual formula apportionment for this eligibility, so long as the designated recipient for the urbanized area submits an application requesting at least that amount. This amount may be higher if some urbanized areas do not apply, or if some urbanized areas request an amount less than 2.2% of the annual apportionment.

FTA will allocate amounts based on this provision to all eligible designated recipients that respond to this announcement. The total amount distributed will be \$100,000,000. The distribution will be based on the same factors as apportionments under Section 5307.

Recipients will be permitted to sub-allocate the use of this provision to other FTA funding recipients within their urbanized area in accordance with locally established planning processes and federal planning requirements.

Eligible Applicants:

Designated Recipients of FTA Section 5307 Urbanized Area Formula Program funds are eligible to apply for authorization to use this provision on behalf of all FTA Section 5307 funding recipients within their Urbanized Area (UZA). For large urbanized areas with more than one designated recipient, FTA asks that a consolidated response be submitted by one of the designated recipients. For areas under 200,000, the State is the designated recipient and as such, is eligible to respond to the grants.gov posting.

A designated recipient that is selected to use this provision may distribute all or some of its funding cap to other FTA funding recipients within the UZA in accordance with the local metropolitan planning process. In cases where there are multiple designated recipients in a single UZA, the distribution will be based on the total amount requested for the UZA. In order to manage these requests, FTA requests that a single designated recipient submit a consolidated request for the UZA.

Instructions:

Interested designated recipients must submit the SF-424 form and an [Applicant and Proposal Profile form](#) through the Grants.gov "APPLY" function in order to be eligible for expenses under this provision. Applicants should receive two confirmation emails when their application has been properly submitted and received by FTA. The first will confirm that the application was received, and the second will indicate whether the application was validated or rejected by the system.

Applicants are instructed to initiate the process of registering on Grants.gov immediately to ensure completion of registration prior to the deadline for submission. Please note that the registration process can take a minimum of three to five business days, or as long as four weeks if all steps are not completed in a timely manner.

The instructions below specify how to respond to the fields on the mandatory supplemental form, which can be found on Grants.gov under this announcement.

ALL FIELDS ARE REQUIRED.

Organization Legal Name: The legal name of the designated recipient submitting the request.

TEAM Recipient ID: The applicant or primary funding recipient's four-digit recipient ID in FTA's TEAM Grants Management system.

Urbanized Area as listed in the FTA FY 2012 Notice of Apportionment: The name of the applicant's urbanized area to which FTA apportioned Section 5307 funds in FTA's FY 2012 Notice of Apportionment (Federal Register: 77 FR 1786, January 11, 2011)

Designated Recipient of FTA Section 5307 funding? Applicants must be a Designated Recipient for an urbanized area that has been apportioned FTA Section 5307 funds in FY 2012. Not all FTA grantees are Designated Recipients for their urbanized area. If you are unsure, please contact your local FTA regional office. A list of regional office contact information is available on the FTA website at <http://www.fta.dot.gov>.

Maximum Amount of Eligible Costs Requested: Please provide the total maximum amount of fuel and/or electrical propulsion costs that recipients within the urbanized area would like to charge as capital maintenance during the recipient's current and next fiscal years. Eligible costs include the cost of fuel for vehicle operations and utility costs for the propulsion of electrically driven vehicles incurred after November 18, 2011, which is the date this provision was enacted.

Explanation of Proposed Costs [for information only]: Please provide any additional information required to explain the proposed costs. Please include a breakdown of fuel and electrical utility costs, a description of the type and number of vehicles supported by this provision, and the names and amounts for any sub-recipients or other direct recipients included in this request. This information will be used for program reporting.

Recipient Fiscal Years included in request (current plus next permitted): Applicants may include costs from the current and next fiscal years of the funding recipients.

Ability to obligate grant by 9/30/2012: All grants made using this provision must be obligated no later than September 30, 2012. Please indicate if the proposed amount can be obligated in a grant by this date.

If your Urbanized Area includes multiple designated recipients, please explain whether this is a consolidated response for multiple funding recipients: In order to manage the distribution of this provision among interested urbanized areas, FTA requests that recipients submit a single consolidated response for all FTA Section 5307 funding recipients within each urbanized area. The sub-allocation of the funding cap among FTA Section 5307 funding recipients will be determined locally, in accordance with established planning processes and federal planning requirements.

Submitting an Application in Grants.gov

In the following screenshots, the asterisk and arrow are your visual indicators of where to click based on the instructions above the screenshot.

On the Grants.gov home page, click the **Find Grant Opportunities** link on the left hand navigation menu

The screenshot shows the Grants.gov homepage. At the top, there is a navigation bar with links for Search, Contact Us, Site Map, Help, RSS, and Home. The main header features the Grants.gov logo and the slogan "Find. Apply. Succeed." Below this, there is a central content area with a "RECOVERY.GOV" banner. The banner text states: "In response to The American Recovery and Reinvestment Act or Recovery Act, Grant-making agencies are posting Recovery Act specific grant opportunities on Grants.gov. [View all opportunities >](#)" and "Other information and opportunities regarding the Recovery Act is available. [Learn more >](#)". Below the banner are sections for "Recovery Act Grant Opportunities" and "Archived Webinars".

On the left side, there is a navigation menu. A red arrow points to the "Find Grant Opportunities" link, which is highlighted in red. Other links in the menu include "Applicant Login", "Get Registered", "Apply for Grants", "Track My Application", "Applicant Resources", "Search, FAQs, Userguides and site information", "APPLICANT SYSTEM-TO-SYSTEM", "FOR GRANTORS", "ABOUT GRANTS.GOV", "HELP", "CONTACT US", and "SITE MAP".

On the right side, there is a blue sidebar with a "Sign-up for our 'Succeed' Quarterly Newsletter" button, "Quick Links", "Latest News! Grants.gov Blog [Exit Disclaimer]", "FOR APPLICANTS" (with links for Grant Search, Grant Email Alerts, Get Registered, Applicant Login, E-Biz POC Login, and Track My Application), and "FOR GRANTORS" (with links for Grantor Login, New Agency Users, and Resources).

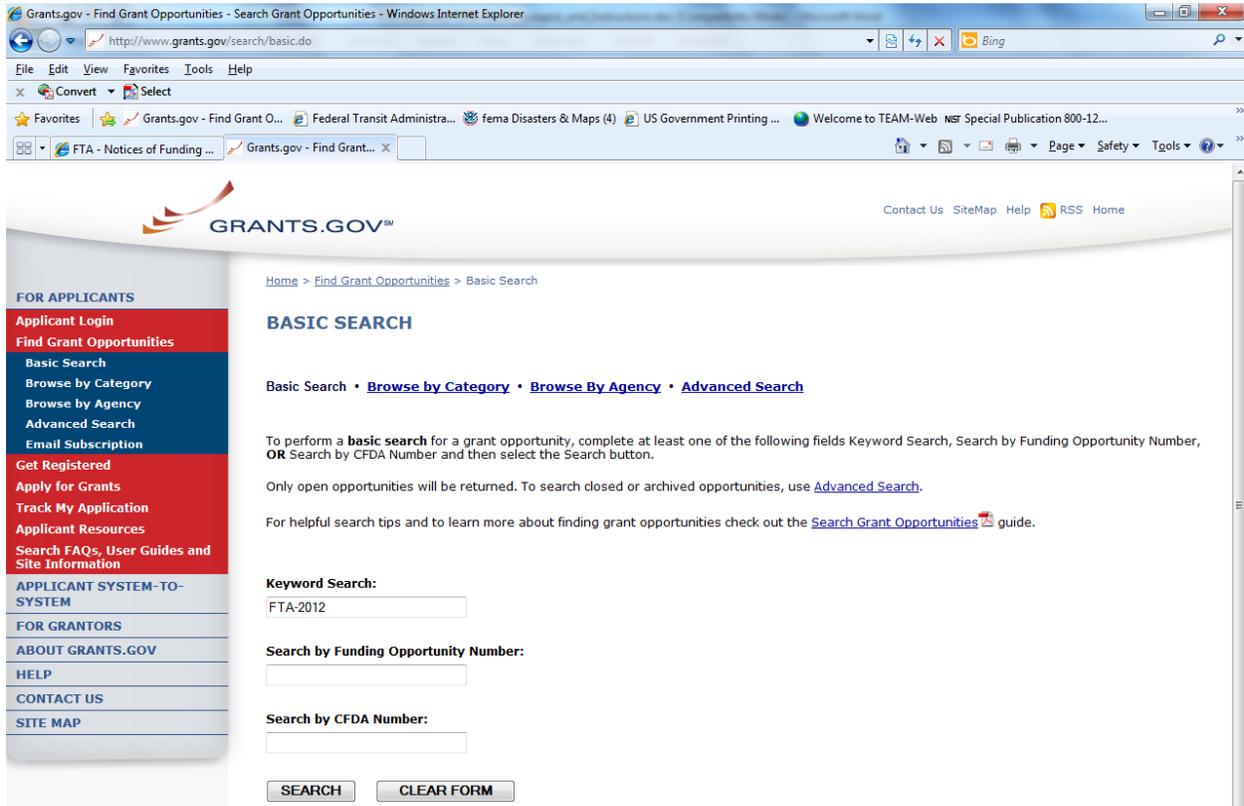
At the bottom, there is a "What's New at Grants.gov" section titled "New Opportunities This Week" with links to: "Read the Latest Quarterly 'Succeed' Newsletter", "Watch the Grants.gov Stakeholder Webcast held on February 2, 2011", "OMB Memoranda for the Use of Grants.gov by the Federal Agencies", "FSRS Role-Based Training Webinar for FFATA Sub-Award Reporting", "Review the Security Build Updates and Their Impact on You", "New Self Service iPortal - Get Help 24 Hours a Day", and "Verify if your Adobe Reader Version is Compatible with Grants.gov".

The footer contains logos for RECOVERY.GOV, USA.gov (Government Made Easy), Benefits.gov, E-GOV, GRANTS POLICY COMMITTEE, and FEDBIZOPPS.GOV.

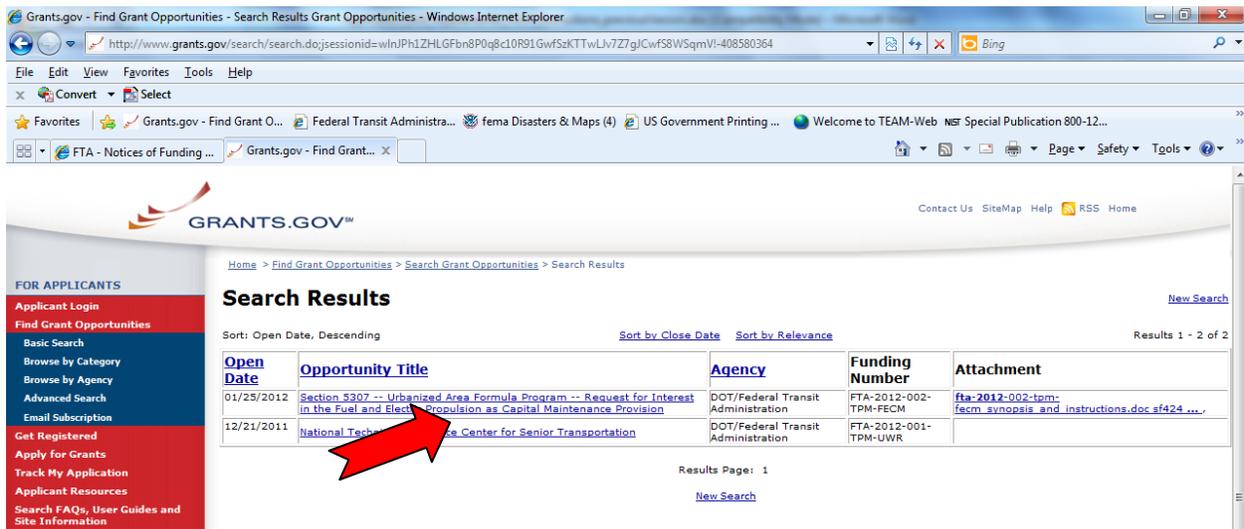
The **Find Grants Opportunity** screen is displayed. You can search for grant opportunities by clicking on the **Basic Search** link (arrow) or the **Browse by Agency** link (asterisk).

The screenshot displays the Grants.gov website interface. At the top, the Grants.gov logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains a menu for 'FOR APPLICANTS' with options like 'Applicant Login', 'Find Grant Opportunities', 'Basic Search', 'Browse by Category', 'Browse by Agency', 'Advanced Search', 'Subscriptions', 'Get Registered', 'Apply for Grants', 'Track My Application', and 'Applicant Resources'. The main content area is titled 'FIND GRANT OPPORTUNITIES' and provides information about discretionary grants and search methods. A red arrow points to the 'Basic Search' button, and an asterisk is placed over the 'Browse by Agency' button. The right sidebar includes a newsletter sign-up, 'Quick Links', 'FOR APPLICANTS' links, and 'FOR GRANTORS' links. The footer features logos for Recovery.gov, USA.gov, Benefits.gov, E.GOV, Grants Policy Committee, and FedBizOpps.gov.

If doing a **Basic Search** enter a keyword(s), a Funding Opportunity number or a CFDA number then click **Search**. In this situation, we recommend using "FTA-2012" as the Search term



The **Search Results** page is displayed. All the available opportunities are displayed. Note: You may see more funding opportunities as they become available. Using other search terms may result in opportunity announcements that do not belong to FTA.



To view an opportunity synopsis, click on the name link from the **Opportunity Title** column shown above.

The “**Synopsis**” page displays details about the opportunity. To apply for this opportunity applicants are encouraged to first download and complete the [Applicant and Proposal Profile](#) form. To download the application package, click the **Application** link at the top right corner of the Synopsis page to download the Grants.gov mandatory form.

The screenshot shows a web browser window displaying the Grants.gov website. The page title is "Section 5307 -- Urbanized Area Formula Program -- Request for Interest in the Fuel and Electric Propulsion as Capital Maintenance Provision". The page has three tabs: "Synopsis" (selected), "Full Announcement", and "Application". A red arrow points to the "Synopsis" tab. The main content area contains the following text:

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **01/25/2012**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Document Type:	Grants Notice
Funding Opportunity Number:	FTA-2012-002-TPM-FECM
Opportunity Category:	Discretionary
Posted Date:	Jan 25, 2012
Creation Date:	Jan 19, 2012
Original Closing Date for Applications:	Feb 15, 2012
Current Closing Date for Applications:	Feb 15, 2012
Archive Date:	Mar 16, 2012
Funding Instrument Type:	Grant
Category of Funding Activity:	Transportation
Category Explanation:	
Expected Number of Awards:	300
Estimated Total Program Funding:	\$100,000,000
Award Ceiling:	\$100,000,000
Award Floor:	\$0
CFDA Number(s):	20.500 -- Federal Transit_Capital Investment Grants
Cost Sharing or Matching Requirement:	No

Eligible Applicants

Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

Eligible applicants are current designated recipients of FTA Section 5307 funding, including State Departments of Transportation for Urbanized Areas

The **Selected Grant Applications for Download** screen is opened in a new window browser. In the table at the end of the page (shown below), click the **download** link located in the **Instructions and Application** column.

The screenshot shows the Grants.gov website interface. The main heading is "SELECTED GRANT APPLICATIONS FOR DOWNLOAD". Below this heading, there are instructions and a table of available applications. A red arrow points to the "download" link in the "Instructions and Application" column of the table.

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Search Opportunities
 - Basic Search
 - Browse by Category
 - Browse by Agency
 - Advanced Search
 - Email Subscription
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

ABOUT GRANTS.GOV

- FOR GRANTORS
- RESOURCES
- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP

Home > Applicants > Search Opportunities >

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click [here](#) to download the required Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
20.500	FTA-2012-002-TPM-FECM	FTA-2012-002-TPM-FECM	Solicitation of Interest in FTA Section 5307 Fuel as Capital Maintenance Provision	DOT/Federal Transit Administration	download

Trusted sites | Protected Mode: Off | 100%

The **Download Opportunity Instructions and Application** screen is displayed. To download the SF424 application click link number 2. **Download Application Package.**

Download Opportunity Instructions and Application - Windows Internet Explorer
http://apply07.grants.gov/apply/UpdateOffer?id=92510

File Edit View Favorites Tools Help

Convert Select

Grants.gov - Find Grant O... Federal Transit Administra... fema Disasters & Maps (4) US Government Printing ... Welcome to TEAM-Web NSF Special Publication 800-12...

Download Opportunity Instructions and Appliati...

Contact Us SiteMap Help RSS Home

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 20.500: Federal Transit_Capital Investment Grants
Opportunity Number: FTA-2012-002-TPM-FECM: Section 5307 -- Urbanized Area Formula Program -- Request for Interest in the Fuel and Electric Propulsion as Capital Maintenance Provision
Competition ID: FTA-2012-002-TPM-FECM
Competition Title: Solicitation of Interest in FTA Section 5307 Fuel as Capital Maintenance Provision
Agency: DOT/Federal Transit Administration
Opening Date: 01/25/2012
Closing Date: 02/15/2012

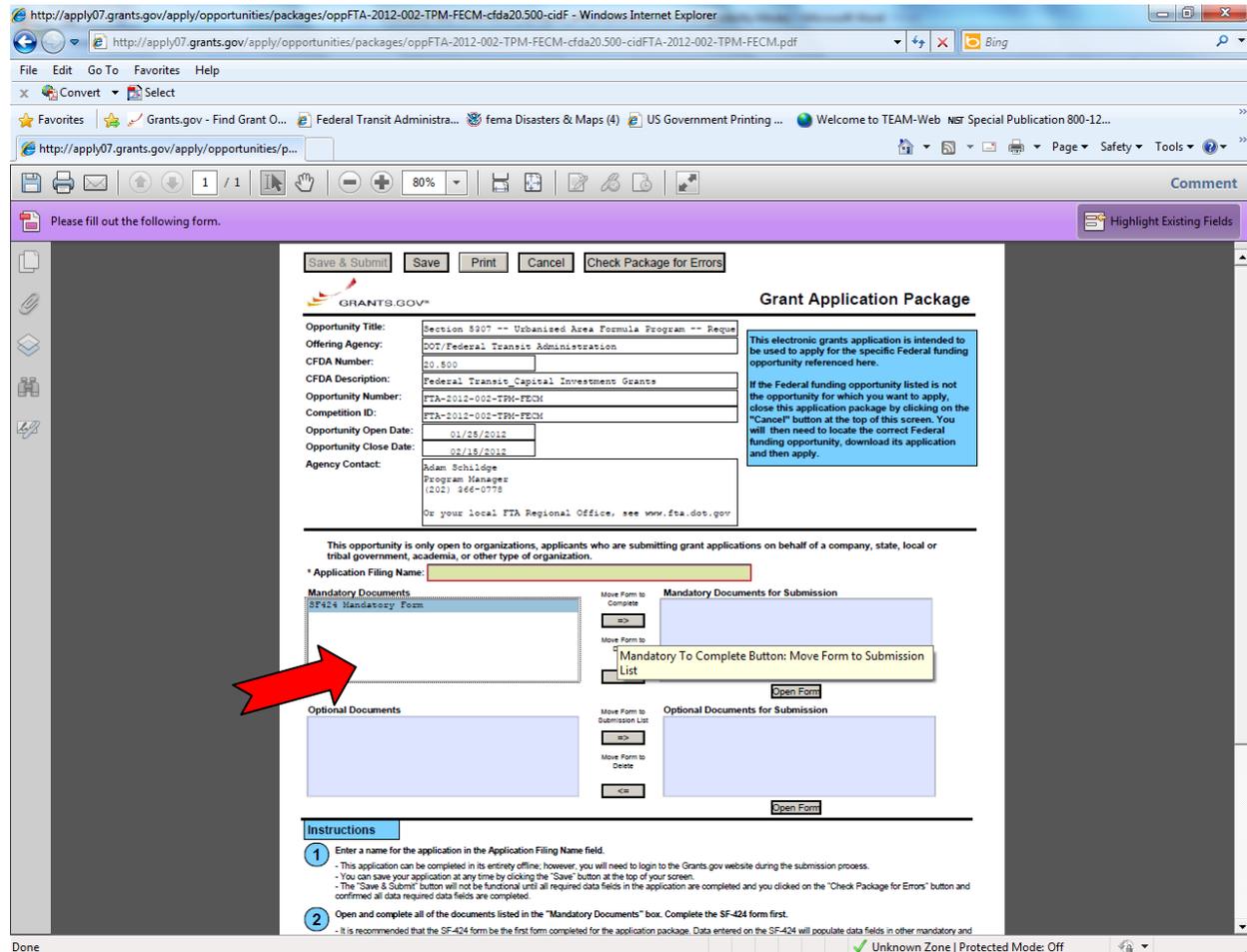
If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

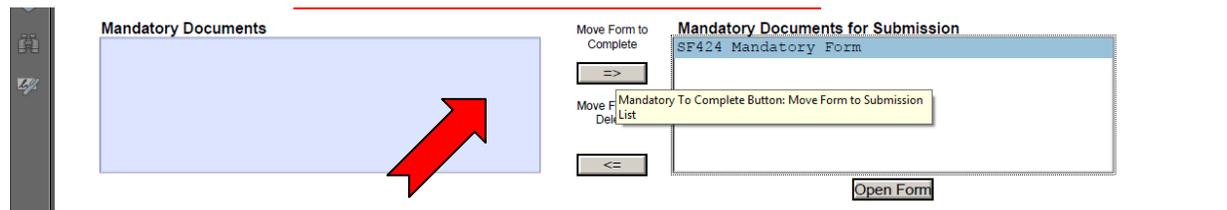
1. [Download Application Instructions](#)
2. [Download Application Package](#)

Done Trusted sites | Protected Mode: Off 100%

The Grants.gov Application package downloads an SF-424 which opens as a PDF file.

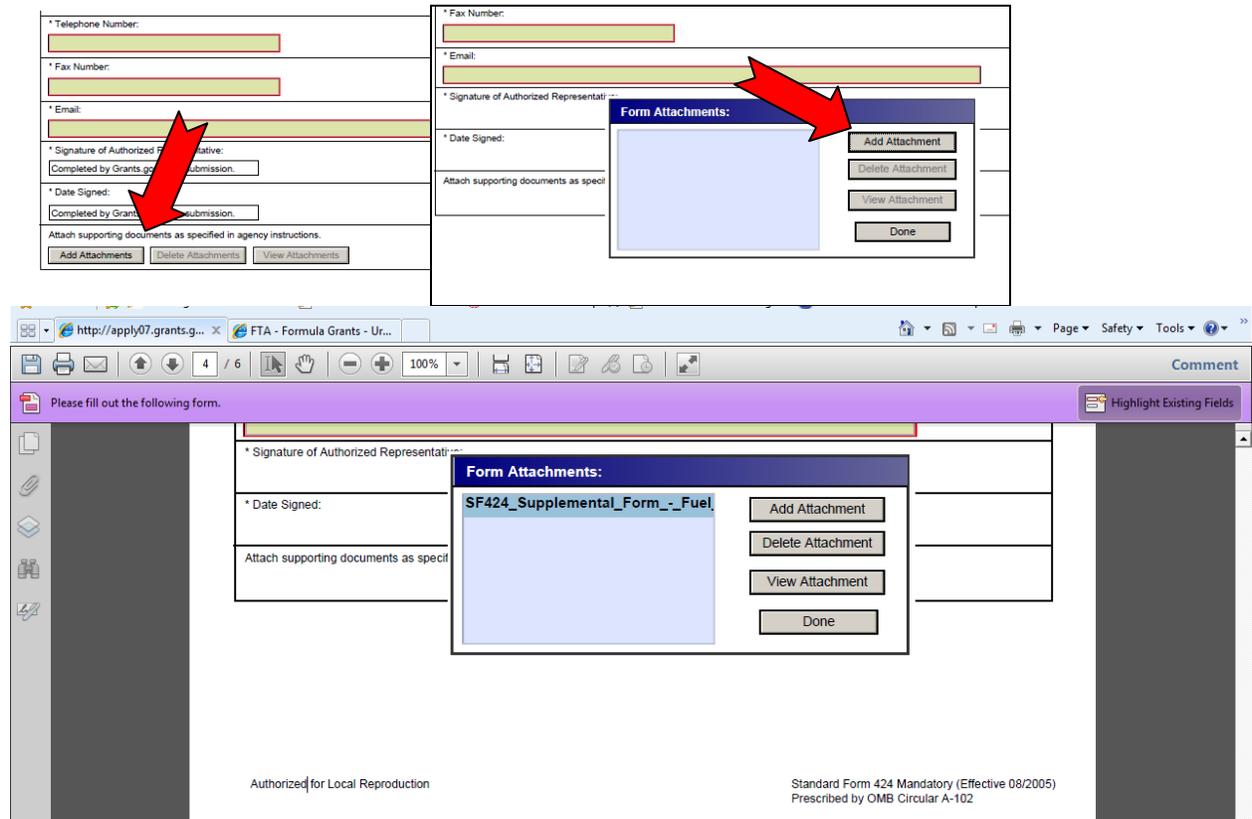


In the two blue boxes below the **Application Filing Name**, you must move the **SF424 Mandatory Form** from the Mandatory Documents to the Mandatory Documents for Submission. Simply highlight the form, then click the arrow under **Move Form to Complete** button.

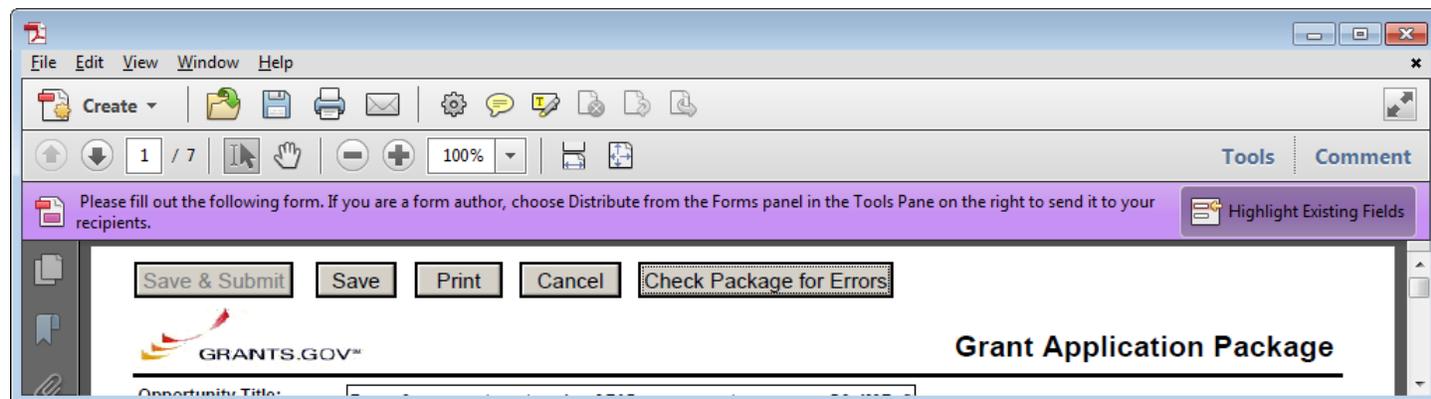


FTA Fuel as a Capital Expense Statements of Interest opportunity applicants will be submitting two forms: the SF424 Mandatory form required by Grants.gov and attaching the [FTA Applicant and Proposal Profile](#) (a.k.a. supplemental form) that will be attached to the SF424 Mandatory form as shown below.

The attachment button and function is located on page 4 of the SF-424 Mandatory Form.



If the supplemental form is not attached or a wrong form is attached your application may be rejected.



Please save all completed documents to a local drive before attempting to upload or submit the application in Grants.gov. If the “Save & Submit” button is not available, first save the completed SF 424 Mandatory form. Once saved, then you may attach the Applicant and Proposal Profile form.

Click the “Check Package for Errors” button to check for required fields that are still blank. The FTA Applicant and Proposal Profile has a similar validation button at the top.

Important tips about Supplemental Forms

- Only attach one supplemental form to the SF424. Submitting more than one supplemental form to an SF424 will only accept the first supplemental form in FTA’s evaluation system (Discretionary Grants System).
- Do not print and attach a scanned version of the supplemental form or your submission will come back as invalid. The Discretionary Grants System (DGS) tool is unable to read the data unless it is saved as a PDF file.
- When attaching files to the SF424 form, file names are allowed a maximum of 50 characters in Grants.gov. Special characters are not allowed.
- All fields on a supplemental form must be filled out, unless instructed otherwise. Leaving fields blank will mark your submission as invalid.
- Use the **Validate Form** button located at the top right hand corner of the supplemental form to make sure no required fields were left blank.