

PROGRAM APPLICATION INSTRUCTION/OPPORTUNITY SYNOPSIS**DEPARTMENT OF TRANSPORTATION****Federal Transit Administration****Section 5308 Clean Fuels Grant Program, Augmented with Discretionary Section 5309 Bus and Bus Facilities Program Funds****ACTION: Notice of Funding Availability for FTA Environmental Sustainability****Initiatives, Clean Fuels Grant Program: Solicitation of Project Proposals**

FTA will announce final allocations on the FTA website and to subscribers of Section 5308 program update emails at <http://www.fta.dot.gov/cleanfuels>. Applications must be submitted electronically through the GRANTS.GOV “APPLY” function.

DATES:

Complete proposals for the Clean Fuels Grant program must be submitted by 11:59 pm EDT on April 5, 2012. All proposals must be submitted electronically through the GRANTS.GOV APPLY function. Any agency intending to apply should initiate the process of registering on the GRANTS.GOV site immediately to ensure completion of registration before the submission deadline. Instructions for applying can be found on FTA’s website at <http://fta.dot.gov/cleanfuels> and in the “FIND” module of GRANTS.GOV.

Award Information:

FTA will make available approximately \$51.5 million to fund projects from non-attainment or maintenance areas in achieving or maintaining the National Ambient Air Quality Standards for ozone and carbon monoxide (CO). Additionally, FTA is expanding the eligible applicant pool and may fund projects that meet the Clean Fuels Grant Program objectives in attainment areas using a portion of discretionary Bus and Bus Facilities Program resources that are available.

Eligible Applicants:

Designated recipients in maintenance or non-attainment areas for ozone or CO under section 107(d) of the Clean Air Act (42 U.S.C. 7407(d)), that are entities designated to receive Federal urbanized formula funds under 49 U.S.C. 5307. Tribes, States and Designated Recipients may submit consolidated proposals for projects in non-urbanized areas. FTA will also accept applications from direct recipients, Tribes, and State Departments of Transportation in attainment areas for projects that meet eligibility criteria under the Bus and Bus Facilities Program.

Eligible Projects:

- (1) Purchasing or leasing clean fuel buses, including buses that employ a lightweight composite primary structure and vans for use in revenue service;
- (2) Constructing or leasing clean fuel bus facilities or electrical recharging facilities and related equipment for such buses; or
- (3) Projects relating to clean fuel, biodiesel, hybrid electric, or zero emissions technology buses that exhibit equivalent or superior emissions reductions to existing clean fuel or hybrid electric technologies.

Funds made available under this program cannot be used to fund operating expenses or preventive maintenance; to purchase or lease of non-revenue vehicles; or to reimburse projects that have incurred prior eligible expenses without a Letter of No Prejudice (LONP) issued by FTA for the project before the costs are incurred.

Instructions:

Project proposals must consist of two files: (1) the SF 424 Mandatory form (downloaded from GRANTS.GOV) and (2) the [supplemental form](#). Proposer must use the correct supplemental form and attach it to their submission in GRANTS.GOV to successfully complete the application process. A proposal submission may contain additional supporting documentation as attachments. Mail and fax submissions will not be accepted.

Applicants should receive three e-mail messages from GRANTS.GOV: (1) confirmation of successful transmission to GRANTS.GOV, (2) confirmation of successful validation by GRANTS.GOV and (3) confirmation of successful validation by FTA. If confirmations of successful validation are not received and a notice of failed validation or incomplete materials is received, the applicant must address the reason for the failed validation, as described in the notice, and resubmit before the submission deadline. If making a resubmission for any reason, include all original attachments regardless of which attachments were updated and check the box on the supplemental form indicating this is a resubmission.

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.

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

GRANTS.GOV™ Search Contact Us Site Map Help RSS Home

System Maintenance Alert
The Grants.gov Production and AT07 environments will undergo maintenance the weekend of June 11th.
For more information [Click here.](#)

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities**
- 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

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SITE MAP

Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).

RECOVERY.GOV

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 >](#)

Other information and opportunities regarding the Recovery Act is available. [Learn more >](#)

Update-to-date information on the state of recovery. [Learn more >](#)

[Feature Stories](#)

Recovery Act Grant Opportunities

Archived Webinars

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

Latest News! Grants.gov Blog
[\[Exit Disclaimer\]](#)

FOR APPLICANTS

- [Grant Search](#)
- [Grant Email Alerts](#)
- [Get Registered](#)
- [Applicant Login](#)
- [E-Biz POC Login](#)
- [Track My Application](#)

FOR GRANTORS

- [Grantor Login](#)
- [New Agency Users](#)
- [Resources](#)

What's New at Grants.gov

New Opportunities This Week

- [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
- Verify if your Adobe Reader Version is Compatible with Grants.gov

RECOVERY.GOV **USA.GOV** **Benefits.gov™**

E-GOV **GRANTS POLICY COMMITTEE** **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 shows the Grants.gov website interface. At the top, there is a logo for GRANTS.GOV™ and navigation links for Search, Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "FIND GRANT OPPORTUNITIES" and contains the following text:

Home » For Applicants » Find Grant Opportunities

FIND GRANT OPPORTUNITIES

All discretionary grants offered by the [26 federal grant-making agencies](#) can be found on Grants.gov.

You do not have to register with Grants.gov to *find* grant opportunities. However, once you are ready to *apply* for a grant, you will need to [Get Registered](#). This process takes 3-5 business days up to 4 weeks if you experience any difficulties.

Search Grant Opportunities

- Search by keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number. **Basic Search** >>
- Search by a variety of categories of funding activities. **Browse by Category** >>
- Search from a list of agencies offering grant opportunities. **Browse by Agency** >>
- Search by more specific criteria such as: Funding Instrument Type, Eligibility or Sub-agency. **Advanced Search** >>
- Search for Recovery Act Opportunities. **Find Recovery Act Opportunities** >>

Once you have found the grant opportunity for which you wish to apply by entering a specific search criteria, click the "Application" button in the grant opportunity synopsis.

You may also search for a specific application package by the [Funding Opportunity Number \(FON\)](#), [Catalog of Federal Domestic Assistance \(CFDA\)](#) number or Funding Opportunity Competition ID on the [Download a Grant Application Package](#) page. For more information, visit [Apply for Grants](#).

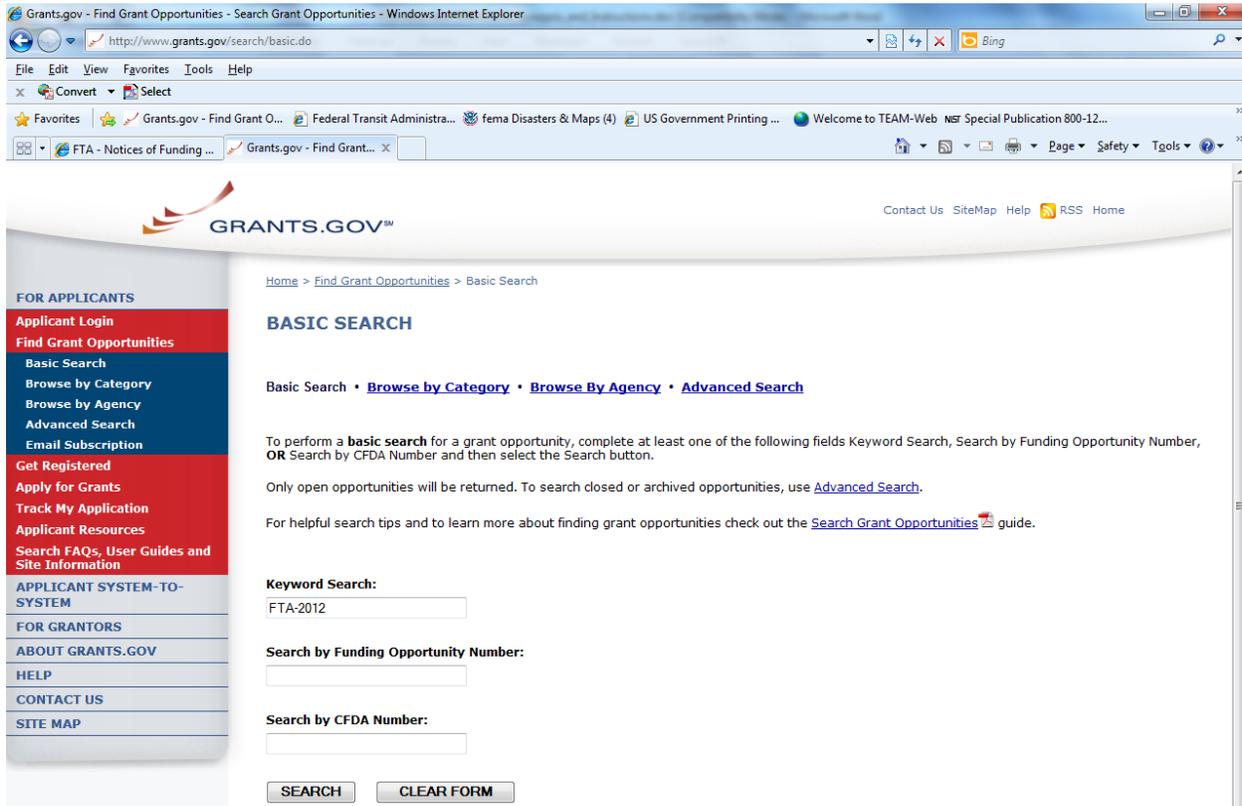
Visit [All About Grants](#) to find resources from grantors, related associations and Grants.gov.

Subscriptions
Sign-up now to receive notifications of new grant opportunity postings delivered right to you.
[TOP OF PAGE]

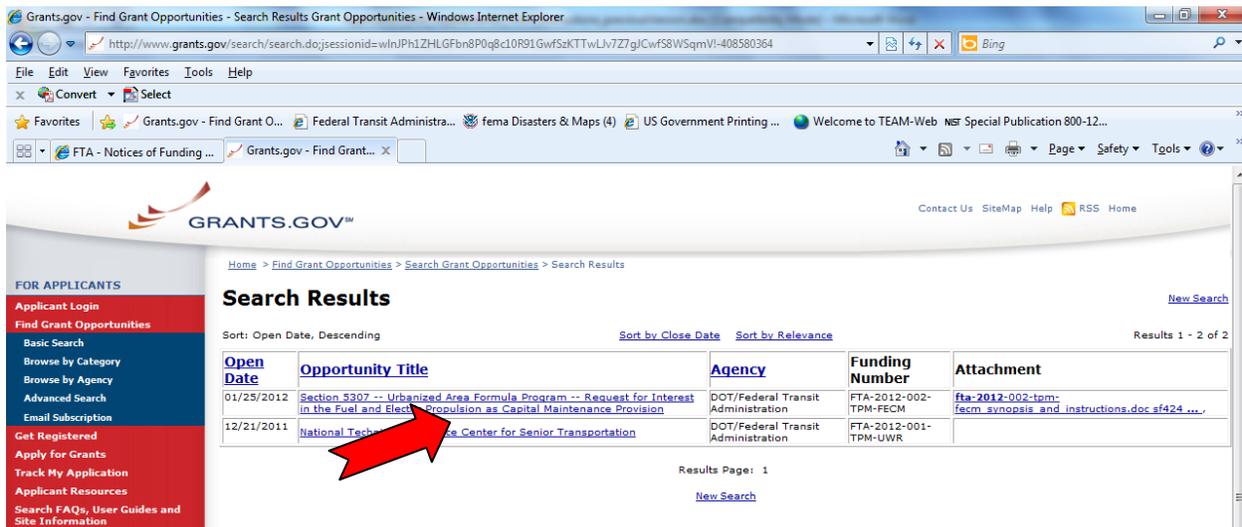
The sidebar on the right includes a sign-up for the "Succeed" Quarterly Newsletter, Quick Links to the Latest News! Grants.gov Blog, and sections for FOR APPLICANTS (Grant Search, Grant Email Alerts, Get Registered, Applicant Login, E-Biz POC Login, Track My Application) and FOR GRANTORS (Grantor Login, New Agency Users, Resources).

At the bottom, there are 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". On the left side, there is a navigation menu with categories like "FOR APPLICANTS", "FOR GRANTORS", and "ABOUT GRANTS.GOV". The main content area has three tabs: "Synopsis" (selected), "Full Announcement", and "Application". A red arrow points to the "Application" tab. Below the tabs, there is a paragraph of text starting with "The synopsis for this grant opportunity is detailed below...". Below that is a section for "Document Type" and "Funding Opportunity Number" with various details. At the bottom, there are sections for "Eligible Applicants" and "Additional Information on Eligibility".

Section 5307 -- Urbanized Area Formula Program -- Request for Interest in the Fuel and Electric Propulsion as Capital Maintenance Provision

Synopsis Full Announcement Application

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

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- Search FAQs, User Guides and Site Information

ABOUT GRANTS.GOV

- FOR GRANTORS
- RESOURCES
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- 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...

GRANTS.GOVSM 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** and the **Attachments** from the Mandatory Documents to the Mandatory Documents for Submission. Simply highlight each of the forms, then click the **Move Form to Complete** button (see the arrows).

The screenshot shows the Grants.gov application package interface. At the top, there are navigation buttons: Save & Submit, Save, Print, Cancel, and Check Package for Errors. The main header includes the Grants.gov logo and the title "Grant Application Package".

The form fields are as follows:

- Opportunity Title: Test Opportunity in the AT07 test environment. DO NOT S
- Offering Agency: DOT/Federal Transit Administration
- CFDA Number: 20.514
- CFDA Description: Transit Planning and Research
- Opportunity Number: AT07-FTA-TEST-2011-AA
- Competition ID: AT07-FTA-TEST-2011-AA
- Opportunity Open Date: 05/01/2011
- Opportunity Close Date: 12/31/2011
- Agency Contact: This is a test opportunity in the AT07 test environment. No contact

A blue warning box on the right contains the following text:

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Below the form fields, there is a checkbox: I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

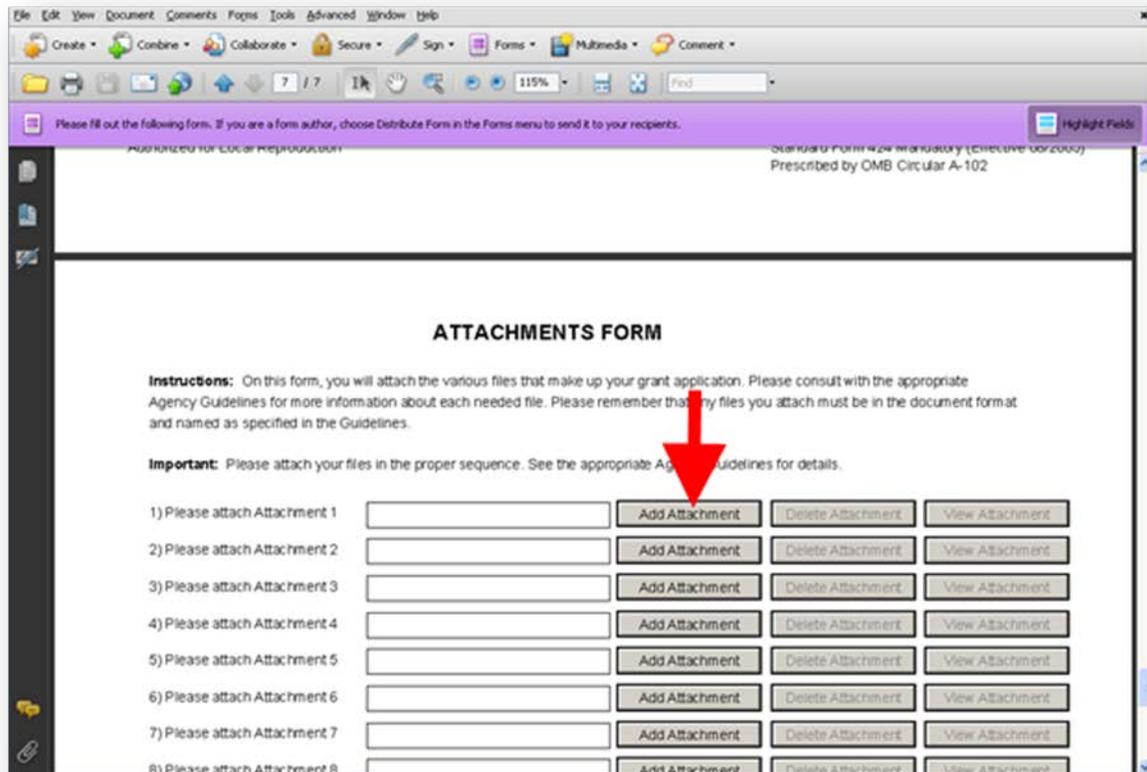
The "Application Filing Name" field is highlighted in yellow.

The document management section is divided into four areas:

- Mandatory Documents Attachments:** A blue box containing document thumbnails. A red arrow points to this box.
- Mandatory Documents for Submission SF424 Mandatory Form:** A blue box containing document thumbnails. A red arrow points from the Attachments box to this box.
- Optional Documents:** A blue box containing document thumbnails.
- Optional Documents for Submission:** A blue box containing document thumbnails.

Navigation buttons between the boxes include "Move Form to Complete" (=>), "Move Form to Delete" (<=), and "Open Form".

The Attachments Form you just moved over to the Mandatory Documents for Submission box is located at the end of the SF424. You **MUST** attach the corresponding Supplemental Form (a.k.a. applicant profile) or your proposal will not be accepted by FTA. For example, if you are applying for a Grant Opportunity for Clean Fuels Program, you **must** attach the Clean Fuels Program Supplemental form in the Attachments Form section of the SF424. **If you do not attach the correct Supplemental form, FTA will mark your submission as invalid and your proposal will not be reviewed by FTA.**



The screenshot shows a web browser window displaying the 'ATTACHMENTS FORM'. The browser's address bar shows the URL 'https://www.fta.gov/mandatory'. The page title is 'ATTACHMENTS FORM' and it is noted as 'Prescribed by OMB Circular A-102'. The form includes the following text:

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

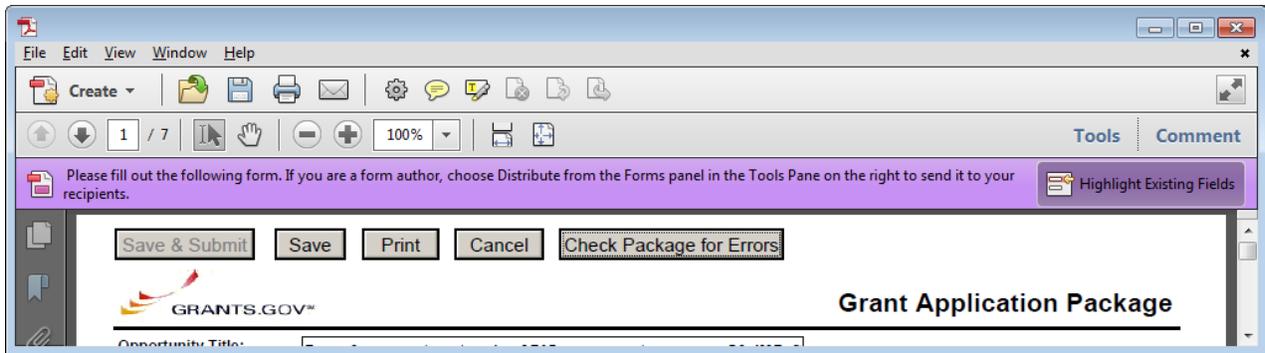
The form contains eight rows, each with a label, a text input field, and three buttons:

- 1) Please attach Attachment 1
- 2) Please attach Attachment 2
- 3) Please attach Attachment 3
- 4) Please attach Attachment 4
- 5) Please attach Attachment 5
- 6) Please attach Attachment 6
- 7) Please attach Attachment 7
- 8) Please attach Attachment 8

Each row has an 'Add Attachment' button, a 'Delete Attachment' button, and a 'View Attachment' button. A red arrow points to the 'Add Attachment' button for the first row.

In most instances 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 above.

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.

Download the Applicable Supplemental Form

- Please ensure you download and use appropriate Supplemental Form for the opportunity you are applying for. Forms can be downloaded from Grants.gov and from the FTA website. The following table provides links to supplemental forms and program information on the FTA Public Website:

Program	Notice of Funding Availability	Link to Supplemental Form	Link to Program Webpage
Bus & Bus Facilities (SGR)	http://fta.dot.gov/grants/13077_14330.html	http://www.fta.dot.gov/documents/SF424_Supplemental_Form_-_Bus_and_Bus_Facilities.pdf	State of Good Repair: http://www.fta.dot.gov/about/13248.html Bus & Bus Facilities: http://www.fta.dot.gov/grants/13094_3557.html
Clean Fuels (5308)	http://fta.dot.gov/grants/13077_14329.html	http://fta.dot.gov/documents/SF424_Supplemental_Form_-_Clean_Fuels.pdf	http://www.fta.dot.gov/cleanfuels
Bus - Livability	http://fta.dot.gov/grants/13077_14331.html	http://fta.dot.gov/documents/SF424_Supplemental_Form_-_Bus_Livability.pdf	http://www.fta.dot.gov/grants/13094_3557.html