

PROGRAM APPLICATION INSTRUCTION/OPPORTUNITY SYNOPSIS**DEPARTMENT OF TRANSPORTATION****Federal Transit Administration (FTA)****Section 5309 – Bus and Bus Facilities Livability Initiative****Action: Notice of Funding Availability for FTA Livability Initiative**

Applications must be submitted electronically through the GRANTS.GOV “APPLY” function.

Dates:

Complete proposals for the Bus Livability Initiative must be submitted by 11:59 pm EDT on March, 29 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://www.fta.dot.gov/bus> and in the “FIND” module of GRANTS.GOV.

An interagency evaluation committee will review proposals under the project evaluation criteria. Members of the technical evaluation committee and other involved FTA staff reserve the right to screen applications and to seek clarification from any applicant about any statement in its application that FTA finds ambiguous and/or request additional documentation to be considered during the evaluation process to clarify information contained within the proposal. After consideration of the findings of the technical evaluation committee, the FTA Administrator will determine the final selection and amount of funding for each project. Geographic diversity and other discretionary awards may be considered in FTA’s award decisions. FTA expects to announce the selected projects and notify successful applicants in July 2012.

Award Information:

Federal transit funds are available to State or local governmental authorities as recipients and other public transportation providers as subrecipients. There is no monetary floor or upper limit for any single grant award; however, FTA intends to fund as many meritorious projects as possible. In addition, FTA will take into consideration the geographic diversity and other discretionary awards in award decisions.

Consistent with 49 U.S.C. Section 5309(m)(8), the Secretary shall consider the age and condition of buses, bus fleets, and bus-related facilities and equipment of proposers in its award of State of Good Repair, Bus Livability and Clean Fuels grants.

Eligible Applicants:

Eligible proposers and eventual grant applicants under this initiative are Direct Recipients under the Section 5307 Urbanized Area Formula program, States, and Indian Tribes. Proposals for funding eligible projects in rural (nonurbanized) areas must be submitted as part of a consolidated State proposal with the exception of nonurbanized projects to Federally Recognized Tribes. States, Direct Recipients, and Tribes may also submit consolidated proposals for projects in urbanized areas.

Proposals shall contain projects to be implemented by the Recipient or its subrecipients. Eligible subrecipients include public agencies, private non-profit organizations, and private providers engaged in public transportation.

Instructions:

Project proposals must be submitted electronically through <http://www.GRANTS.GOV> by the established due date. Mail and fax submissions will not be accepted.

A complete proposal submission will consist of at least two files: (1) the SF 424 Mandatory form (downloaded from GRANTS.GOV) and (2) the [supplemental form](#) targeting the Bus Livability program found on the FTA Web site at; <http://www.fta.dot.gov/bus>. The supplemental form provides guidance and a consistent format for proposers to respond to the criteria outlined in the NOFA. Once completed, the supplemental form must be placed in the attachments section of the SF 424 Mandatory form. Proposers 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.

Within 24–48 hours after submitting an electronic application, the applicant 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.

Complete instructions on the application process can be found at <http://www.fta.dot.gov/bus>. Important: FTA urges proposers to submit their applications at least 72 hours prior to the due date to allow time to receive the validation message and to correct any problems that may have caused a rejection notification. Submissions after the stated submission deadlines will not be accepted. GRANTS.GOV scheduled maintenance and outage times are announced on the GRANTS.GOV website <http://www.GRANTS.GOV>. Deadlines will not be extended due to scheduled maintenance or outages. 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>.

Eligible Expenses: Pursuant to 49 U.S.C. 5309(b)(3), FTA is authorized to make grants to assist State and local governmental authorities in financing capital projects to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities, including programs of bus and bus-related projects for assistance to subrecipients that are public agencies, private companies engaged in public transportation, or private non-profit organizations.

Projects eligible for funding under the Bus Livability Initiative are capital projects such as: purchase and rehabilitation of buses and vans, bus related equipment (including ITS, fare equipment, communication devices); and construction and rehabilitation of bus-related facilities (including administrative, maintenance, transfer, and intermodal facilities, including facilities consistent with FTA's Joint Development and Bike/Pedestrian policies, which are available at <http://www.fta.dot.gov/livability>). FTA will prioritize the replacement and rehabilitation of intermodal facilities that support the connection of bus service with multiple modes of transportation such as: rail, ferry, intercity bus, and private transportation providers. In order to be eligible for funding, intermodal facilities must have adjacent connectivity with bus service.

Funds made available under this initiative may not be used to fund operating expenses, preventive maintenance, or any other expanded capital eligibility items (for example, security drills, debt service reserve, mobility management). Funds also may not be used to reimburse projects that have incurred previous expenses absent evidence that FTA issued a Letter of No Prejudice (LONP) for the project before the costs were incurred. There is no blanket pre-award authority for projects to be funded under this announcement before their identification in the Federal Register of selected projects.

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 the Grants.gov logo, a search bar, and links for Contact Us, Site Map, Help, RSS, and Home. On the left side, there is a vertical navigation menu with several categories: 'FOR APPLICANTS', 'FOR GRANTORS', 'ABOUT GRANTS.GOV', 'HELP', 'CONTACT US', and 'SITE MAP'. The 'FOR APPLICANTS' section is highlighted in red and contains links for 'Applicant Login', 'Find Grant Opportunities', 'Get Registered', 'Apply for Grants', 'Track My Application', and 'Applicant Resources'. A red arrow points to the 'Find Grant Opportunities' link. Below this menu is a 'System Maintenance Alert' and a link for more information. The main content area features the slogan 'Find. Apply. Succeed.' and a description of Grants.gov as a source for finding and applying for federal grants. To the right of the main content is a 'RECOVERY.GOV' section with information about Recovery Act grant opportunities and a 'Recovery Act Grant Opportunities' button. Below this is a 'What's New at Grants.gov' section with a list of new opportunities and news items. On the far right, there is a blue sidebar with a 'Sign-up for our "Succeed" Quarterly Newsletter' button, 'Quick Links', 'Latest News! Grants.gov Blog', and sections for 'FOR APPLICANTS' and 'FOR GRANTORS' with various resource links.

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 several paragraphs of text and search options. A red arrow points to the "Basic Search" button, and a black asterisk is placed over the "Browse by Agency" button. The left sidebar contains a menu for "FOR APPLICANTS" and "FOR GRANTORS". The right sidebar contains a "Sign-up for our 'Succeed' Quarterly Newsletter" and "Quick Links" section.

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search
- Subscriptions
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search, FAQs, Userguides and site information

FOR GRANTORS

- APPLICANT SYSTEM-TO-SYSTEM
- FOR GRANTORS
- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP

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

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.

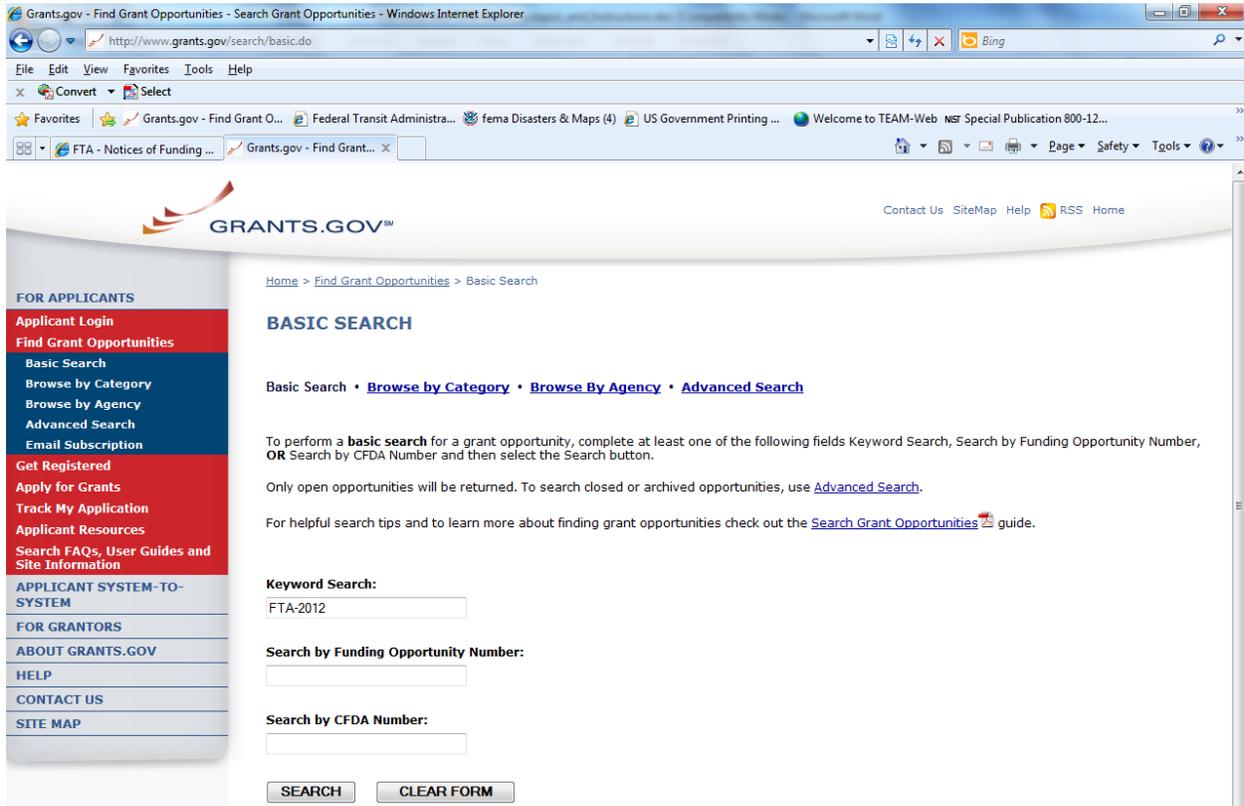
You may also search for a specific application package by the [Funding Opportunity Number \(FON\)](#), [Catalog of Federal Domestic Assistance \(CFDA\)](#) number or Funding Opportunity Competition ID on the [Download a Grant Application Package](#) page. For more information, visit [Apply for Grants](#).

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

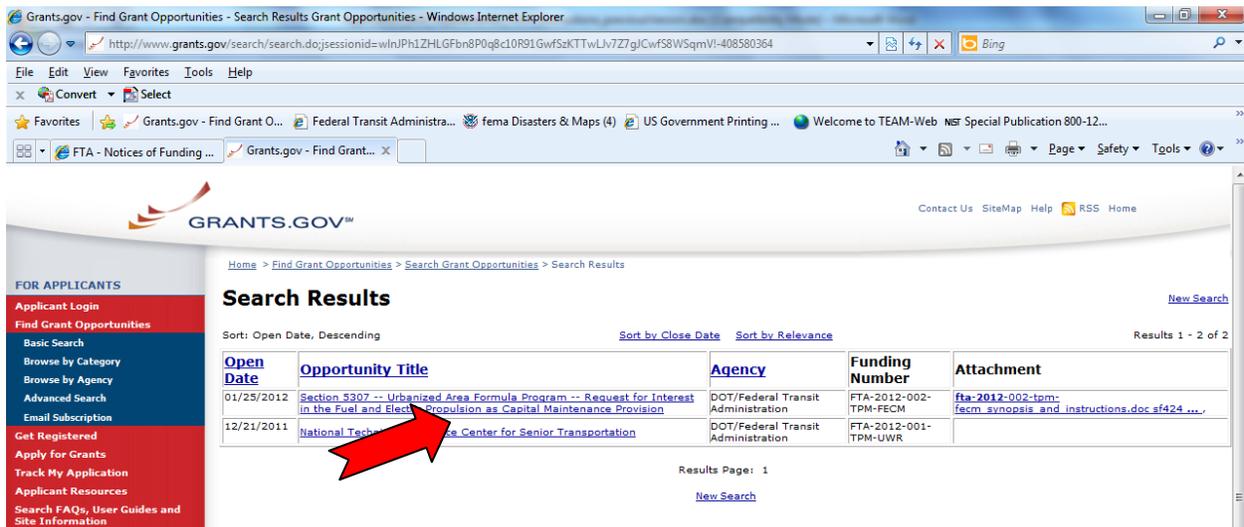
Subscriptions
Sign-up now to receive notifications of new grant opportunity postings delivered right to you.
[TOP OF PAGE]

RECOVERY.GOV USA.gov Benefits.gov E.GOV GRANTS POLICY COMMITTEE 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 "Application" link. 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 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.

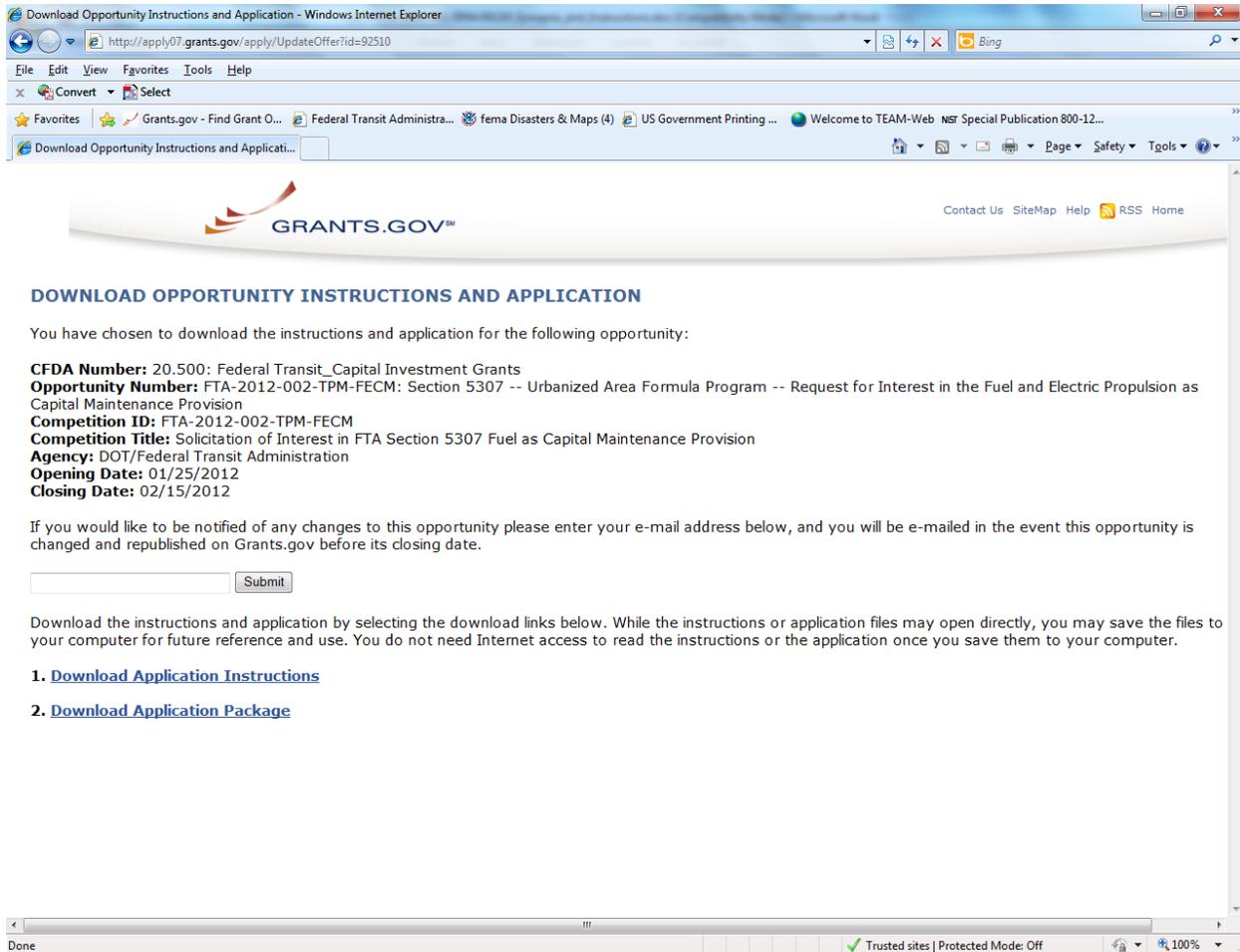
Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

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%

Clicking the download link, as shown above, will open and display the **Download Opportunity Instructions and Application** screen. To download the SF424 application click link number 2. **Download Application Package.**



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.” To move the forms, 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 contains the following fields:

- 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 information box on the right states: "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, 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." and a field for "Application Filing Name".

The document management section is divided into four quadrants:

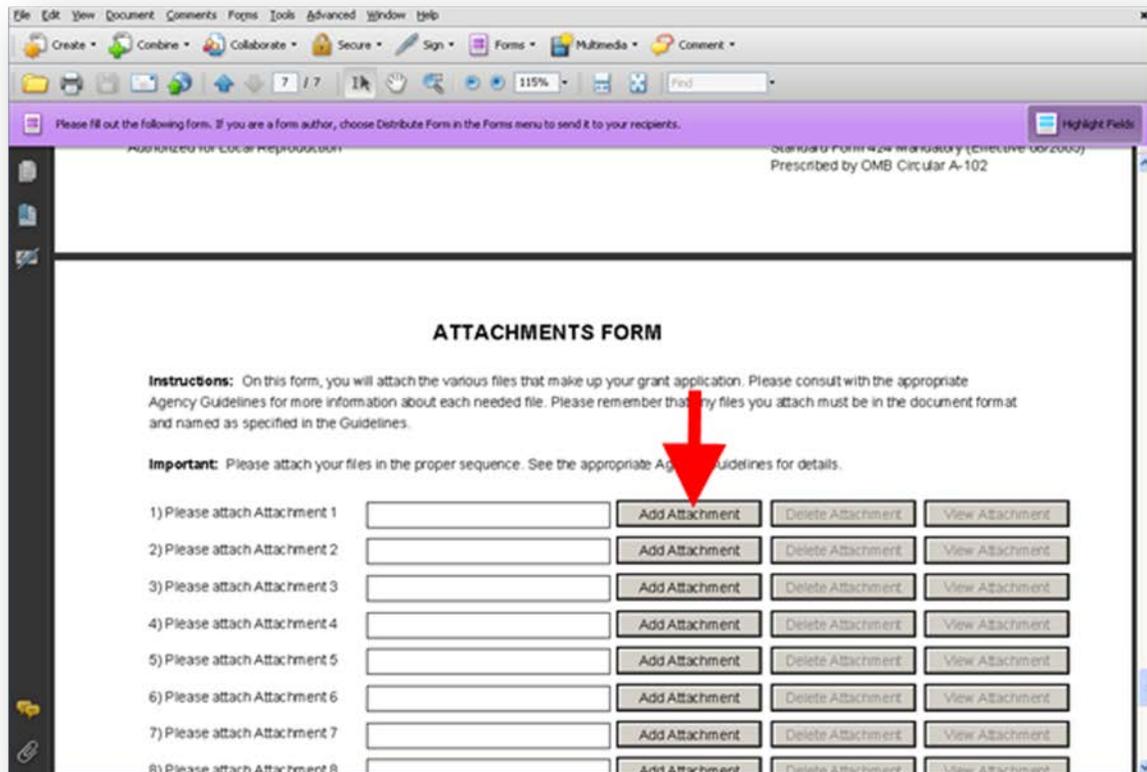
- Mandatory Documents Attachments:** A blue box containing document thumbnails. A red arrow points to it from the left.
- Mandatory Documents for Submission SF424 Mandatory Form:** A blue box containing document thumbnails. A red arrow points to it from the Attachments box.
- Optional Documents:** A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

Between the Mandatory and Optional sections, there are buttons for document management:

- "Move Form to Complete" (=>)
- "Move Form to Delete" (<=)
- "Move Form to Submission List" (=>)

An "Open Form" button is located below the Mandatory Documents for Submission box.

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:

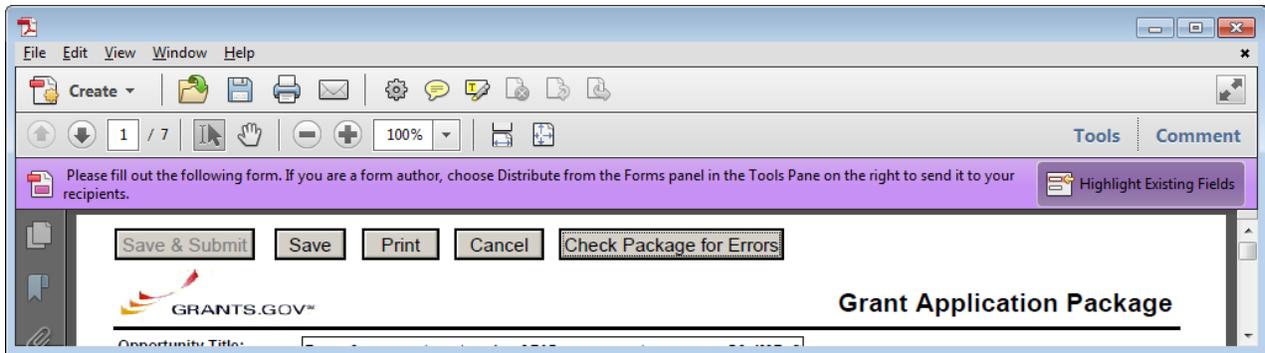
Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the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