Grant Development

- Basic Project Information
- Budget and Milestones
- Environmental Findings, Fleet Status
- Required Documentation - Attachments
- Common Errors
- Grant Award Process
Application Goals

• At the heart of grant development is the grant application
• FTA is here to work with you
• Grant application goals
  – Create stand alone documents outlining grantees project plans and goals
  – Move through the necessary grant-making steps and reviews as efficiently as possible
  – Use clear and concise language
• Grant award is the ultimate goal
TEAM

HTTP://ftaTEAMWeb.fta.dot.gov
TEAM HELP DESK: 888-443-5305
TEAM.HELPDESK@FTA.DOT.GOV

Choose one:

- TEAMWeb
- TEAM Reports

Regions  Links  News  Staff
Starting an Application

Options for a new application

– Create a new grant
– Build a new grant from a completed grant
– Amend an awarded grant

Fields to be completed under Modify Application
Create a New Project

1) Recipient ID
2) Project Number
3) Statute
4) Brief Description
5) Program Date
6) Fiscal Year
7) Environmental Class

<table>
<thead>
<tr>
<th>New Project Detail</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient ID:</td>
<td>7014 - PSAV PRESENTATION SERVICES</td>
</tr>
<tr>
<td></td>
<td>PSAV PRESENTATION SERVICES</td>
</tr>
<tr>
<td></td>
<td>WASHINGTON HILTON</td>
</tr>
<tr>
<td></td>
<td>1915 CONNECTICUT AVE., NW</td>
</tr>
<tr>
<td></td>
<td>WASHINGTON, DC 20009 5820</td>
</tr>
<tr>
<td>Project Number:</td>
<td></td>
</tr>
<tr>
<td>Section of Statute:</td>
<td>Not Specified</td>
</tr>
<tr>
<td>Brief Description:</td>
<td></td>
</tr>
<tr>
<td>Program Date:</td>
<td>2011</td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>2011</td>
</tr>
</tbody>
</table>

Proposed Environmental Classifications:
- Class I (EIS): ° No ° Yes
- Class II (CE): ° No ° Yes
- Class III (EA): ° No ° Yes
- Other [4(f),106]: ° No ° Yes
Project Information: General Tab

1) FTA Project Mgr & Recipient

2) Estimated Start/End

3) Program Date & Program Page

4) Project Description
Project Description

• Concise general summary of what is occurring
• Enter in Project Description/Details box of Part 2: Project Information section

• Include:
  • Agency name & location
  • Section of funding
  • Total amount of federal funds
  • Year of funds
  • Dates of project
  • Sources of local match
  • Pre-Award authority

• Example: “This grant to Bloomington Public Transportation Corporation (BPTC) in Bloomington, IN is for Section 5307 FY2013 funds in the amount of $2,968,200 for capital, planning and operating expenses for the period May 2013 through April 2014.”
Project Description

• Other information to include if applicable:
  – Transportation Development Credit (TDC) amount
    – Reference to attached ODOT approval letter
  – Environmental determinations on construction:
    – “FTA Region 5 approved the project as a categorical exclusion pursuant to correspondence dated June 24, 2008. The Ohio Historic Preservation Office concurred with a finding of no significant impact to archaeological and cultural resources pursuant to correspondence dated November 20, 2007.”

• Amendments:
  – Retain original description and label as ORIGINAL GRANT.
  – Insert new description at top and label as AMENDMENT ONE.
Initial Grants vs. Amendments

- Amendment: an increase in the Federal share or a change in the scope of a grant
- Amendments are treated the same in the review process as initial grants, so all of the requirements from above are still applicable.
- The difference is the information from the older version of the grant stays and the amendment information is added.

<table>
<thead>
<tr>
<th>Extended Budget Descriptions</th>
<th>Project Details</th>
<th>Milestones and Environmental Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any EBD's affected by the amendment should include an explanation of the changes. This should be done on top of the original EBD. The explanation should start with the following:</td>
<td>The project details should also describe what changes are occurring in this amendment. It should cite each ALI that is being altered in the amendment and by how much. This explanation should be made above the original project details and likewise begin with</td>
<td>Ensure each new ALI has at least 2 milestone dates and an environmental finding entered in TEAM. These should be revised as necessary for the amendable action.</td>
</tr>
<tr>
<td>“AMENDMENT #1”</td>
<td>“AMENDMENT #1”</td>
<td>Use the same template used for a new grant and address only the amendable action added to the grant.</td>
</tr>
</tbody>
</table>
Project Info: Control Totals Tab

1) Total FTA Amount
2) Total Local, State, Other Federal
3) Total Eligible Cost
4) Pre-Award Authority
Project Info: UZA/Cong District

1) Urbanized Areas

2) Congressional Districts
Project Info: Earmarks Tab

1) Talking Points Overview & Talking Points
2) Earmark Details
3) Earmark Window
Project Information: Security Tab

1) Select “Yes”

2) Select “No” and explain
Budget Basics

Enter Projects in Budget

- Scope is the general project activity.
- Activity Line Item (ALI) is the specific project under the scope.
- Select add project ALI.
- Ensure 1st 3 digits of ALI match the scope digits.
- Extended Budget Description: Provide detailed description/justification of the project, i.e. purpose & need, derived public benefits, specific costs to be covered, & STIP line item.
- Generally, several sentences minimum needed.
Operating Assistance and Non-Preventive Maintenance Examples

Unique Short Extended Budget Descriptions Allowed

30.09.01 Operating Assistance
Funds are for operating assistance activities as defined in circular 9030.1D, pages III-20 to III-21. STIP DES no. 12350.

11.7A.00 Preventive Maintenance
Amendment One
Funds in the amount of $80,000 federal and $100,000 total eligible are added to the project. All other aspects of the project remain the same as described below.

Original Grant
Funds will be used for eligible vehicle and non-vehicle preventive maintenance activities listed in Appendix E, pages E-2 to E-4, in Circular 9030.1D. STIP DES no. 12349.
Planning Project Example

Extensive Budget Description Required

44.24.00 Short Range Transportation Planning OR
11.71.01 3rd Party Contract – Preliminary Engineering (NEPA)

WRONG: Environmental review for new transit facility.

CORRECT: Funds will be used to conduct an environmental review for the new transit transfer facility at 224 Oak Street in downtown Johnsonville. The facility is needed to accommodate the expanding number of buses operating to meet rider demand. In addition, passenger amenities are needed as the facility will serve as a major transfer point. Passengers currently congregate on the sidewalk/street where several buses meet which has been disruptive to traffic and nearby business owners.

Specifically, in consultation with FTA, a concise documented categorical exclusion will be performed in accordance with the National Environmental Policy Act (NEPA). The review will focus on impact categories at a level necessary to demonstrate there are no likely significant effects to human health and the environment. Activities also include an eligibility and effects analysis of the project’s impact on historical resources in accordance with Section 106 of the National Historic Preservation Act. All documentation will be approved by FTA via written correspondence prior to construction.

STIP ID: 1234

F-19
Capital Project Example
Extensive Extended Budget Description Required

11.13.02 Buy Expansion Bus Std. 35 FT

WRONG: Purchase of new buses.

CORRECT: Funds are for the purchase of six 35-foot buses to meet increasing ridership demand. A recently completed comprehensive operations analysis (COA) revealed that XYZ’s fixed route ridership has been increasing an average of 5 percent annually since 2005. The survey component of the COA showed that a significant portion of riders are turning to other non-transit modes due to lack of service frequency, hours and coverage in developing areas. The new buses will be used to meet these needs.

The blended federal share of 83 percent is being used as the vehicles include the following ADA and CAA compliant equipment: wheelchair lift, tie-down straps, folding seats, automated announcement system, and engine that runs on compressed natural gas.

Funds for this ALI will be combined with $180,000 federal/225,000 total eligible in grant IN-04-9999 to acquire the 6 buses.

STIP DES no. 12346

Details

STIP Number

Justification for increased federal match.
Only available for 2012 & older funds.

Note other grant supporting ALI
Capital Project Example
Extensive Extended Budget Description Required

11.12.02 Buy Replacement Bus <30 FT

WRONG: Purchase of replacement buses.

CORRECT: Funds are for the replacement of four <30-foot buses that have reached their useful lives pursuant to FTA circular 9030.1D, pages VI-3 to VI-4. Specifically, all four of the 25-foot medium-duty transit buses have either seven years of service or have exceeded 200,000 miles. The same number of vehicles are needed to meet existing ridership demand.

A recently completed comprehensive operations analysis (COA) revealed that XYZ’s fixed route ridership has been increasing an average of 5 percent annually since 2005. The survey component of the COA showed that a significant portion of riders are turning to other non-transit modes due to lack of service frequency, hours and coverage in developing areas. The new buses will be used to meet these needs.

STIP DES no. 12346

Old buses reached end of useful life
Detailed purpose and need
Capital Project Example
Extensive Extended Budget Description Required

11.92.09 Purchase Enhanced ADA Access OR 11.62.02 Communications Systems

WRONG: Purchase of communications equipment.

CORRECT: Acquisition and installation of smart bus retrofit technology including digital radios, advanced vehicle location (AVL), and Stop Announcement capabilities to facilitate and enhance access and user friendliness of bus service. The project enhances access to disabled riders by making information about services and stops available in alternate formats including audio announcements for visually impaired riders and variable message signs for hearing impaired riders.

STIP DES no. 12346

Detailed purpose and need and scope
11.7C.00 Non Fixed Route ADA Paratransit Service

WRONG: Funds to support demand response service.

CORRECT: The total FY2013 apportionment for the Johnsonville UZA is $4 million. Pursuant to circular 9030.1D, III-12, the maximum allowable amount for non-fixed route ADA paratransit service is 10 percent of this amount or $400,000. XYZ will use $200,000 of these funds for this service.

The agreement between XYZ and ABC transit for the Section 5307 sub-allocation amounts, including ADA paratransit is attached.

Funds will be used to provide complimentary ADA paratransit service within three-fourths of a mile of all fixed routes pursuant to 49 CFR 37.131.
Funds for Transit Outreach Programs.

The Johnsonville UZA is in a non-attainment area for ozone. UZA per capita VMT is at 8,500 which is the second highest in the state for a non-rural area. Transit comprises less than one percent of travel based on the MPO’s demand model. Consequently many areas experience severe congestion. Funds are needed to encourage reductions in single occupancy vehicle (SOV) travel and increases in other modes.

Funding is for eligible travel demand management (TDM) marketing and outreach efforts. These are broken out as distinct line items below and are eligible indefinitely pursuant to the 10/20/08 Federal Register CMAQ final guidance. Funded TDM activities include:

- Clean Air Force/Transit Media Campaign/Public Service Announcements - $79,018
- Publications: Brochures/Posters - $80,162
- Biannual Public Workshops - $46,980
- Ride Share Program including Web site enhancements - $50,218
- Free Transit Fares on `Ozone Action` days declared by the State of Indiana - $10,000

The following CMAQ documents are attached: Application; FHWA approval letter; MPO funding transfer request; and State DOT funding acknowledgement and/or request to FHWA.

STIP ID: 8474
**Capital Cost of Contracting**

*Extensive Extended Budget Description Required*

**11.71.12 Capital Cost of 3rd Party Contracting**

Used when transit agency uses third party to carry out certain activities. Depending on the arrangement, a proportion of the activity can use 80 percent federal funding to reflect depreciation of the capital assets owned by the contractor (not the transit agency).

<table>
<thead>
<tr>
<th>Bus and Paratransit-Related Contract Services</th>
<th>Percent of Contract Eligible for 80 Percent Federal Share</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Contract</strong></td>
<td></td>
</tr>
<tr>
<td>1. Service Contract (contractor provides maintenance and transit service; recipient provides vehicles)</td>
<td>40 percent</td>
</tr>
<tr>
<td>2. Service Contract (contractor provides transit service only; recipient provides vehicles and maintenance)</td>
<td>0 percent</td>
</tr>
<tr>
<td>3. Vehicle Maintenance Contract (contractor provides maintenance; recipient provides vehicles and transit service)</td>
<td>100 percent</td>
</tr>
<tr>
<td>4. Vehicle Lease Contract (contractor provides vehicles; recipient provides maintenance and transit service)</td>
<td>100 percent</td>
</tr>
<tr>
<td>5. Maintenance/Lease Contract (contractor provides vehicles and maintenance; recipient provides transit service)</td>
<td>100 percent</td>
</tr>
<tr>
<td>6. Turnkey Contract (contractor provides vehicles, maintenance, and transit service)</td>
<td>50 percent</td>
</tr>
<tr>
<td>7. Vehicle/Service Contract (contractor provides vehicles and transit service; recipient provides maintenance)</td>
<td>10 percent</td>
</tr>
</tbody>
</table>

2.) CCC is not allowable in example 2 because the recipient owns the facility/buses.
3-5.) 100 percent CCC is allowed as the contract only covers use of the contractors assets.
1,6,7.) CCC partial amounts are only allowed as the contractor is providing transit service (operating assistance).
Capital Cost of Contracting Example

Extensive Extended Budget Description Required

11.71.12 Capital Cost of 3rd Party Contracting

WRONG: Funds to pay for contracted transit service.

CORRECT: XYZ Transit will use these funds to provide fixed route and complementary demand response public transportation. The service will be contracted to a provider using capital cost of contracting. As a third-party turn-key system, the contractor, Fast Transit, Inc., owns and operates the transit vehicles and provides maintenance using their equipment in a leased facility. Pursuant to circular 9030.1D, pages III-13 to III15, one-half of the total contract for the turnkey service that includes contracted maintenance and leased service is eligible for federal capital cost of contracting funds at 80% of the resultant amount.

For the period October 1, 2012 through September 30, 2013 the total projected turnkey/contract expense is $450,000. Therefore the total eligible cost of contracting is one-half this amount or $225,000. The allowable federal share is 80% of this or no more than $180,000. Capital cost of contracting covers the depreciation of the vehicles and equipment in addition to maintenance of facility leasing costs. A copy of the contract is attached.

STIP DES 12351

Describe the type of CCC.

Demonstrate requested funding is allowable.
Construction

Extensive Extended Budget Descriptions Required

Rule of Thumb: If an ALI exists for an activity related to construction then it should be used. DO NOT PUT ALL CONSTRUCTION-RELATED ACTIVITIES UNDER ONE ALI!!

Example ALIs To Include For Construction Projects

- 11.33.01 Construction – Terminal, Bus
- 11.33.07 Construction – Surveillance/Security System
- 11.79.00 Project Administration
- 11.76.93 Real Estate Demolition
- 11.76.91 Real Estate Acquisition
- 11.72.04 Force Account – Construction Management
- 11.71.06 Force Account – Legal
- 11.71.05 3rd Party Contract – Project Management
- 11.71.05 3rd Party Contract – Insurance
- 11.73.00 Contingencies
Budget - Other

Other Category

- FTA tracks security expenditures through the “Other” option
- Entries duplicate what is already in main budget section or included as part of ALI
- Select Other and then add project ALI
- Enter non-add scope 991 for security
- Enter the specific security ALI/project under the 991 scope
Milestones, Environmental Findings and Fleet Status

Chris Bertch, AICP
Community Planner
GRANT DEVELOPMENT
Milestones

About Milestones

• Milestones identify the key dates throughout the project timeline

• Every Activity Line Item (ALI) in the budget must have at least two milestone entries (Start and End dates are a requirement)

• The earliest and latest milestone dates must match the project Start/End dates in Project Information screen

Adding Milestones to Grants in TEAM - Step by Step

1. Select Milestones from Applications menu
GRANT DEVELOPMENT
Milestones

Adding Milestones to Grants in TEAM (cont.)

2. Click

3. Add **Milestone Description**
   (ex. Project Start or Project End)

4. Add **Estimated Completion Date**

5. Use **ALI Key** drop-down menu to select the corresponding ALI for this specific milestone
GRANT DEVELOPMENT
Milestones

Adding Milestones to Grants in TEAM (cont.)

6. Click

7. Click

8. Repeat for each ALI

<table>
<thead>
<tr>
<th>Scope-ALI</th>
<th>Seq No</th>
<th>Milestone Description</th>
<th>Estimated Comp. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11100-111201</td>
<td>1</td>
<td>RFP/IFB OUT FOR BID</td>
<td>4/1/2012</td>
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<tr>
<td></td>
<td>2</td>
<td>CONTRACT AWARDED</td>
<td>7/1/2012</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>FIRST VEHICLE DELIVERED</td>
<td>4/1/2014</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>ALL VEHICLES DELIVERED</td>
<td>7/1/2014</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>CONTRACT COMPLETE</td>
<td>11/1/2014</td>
</tr>
</tbody>
</table>
GRANT DEVELOPMENT
Environmental Findings

About Environmental Findings (EFs)

• Ensures all project impacts on the environment are resolved
• Needs to be complete prior to grant submittal
• Every Activity Line Item (ALI) in the budget must have one EF
  – Do not include EFs for project scopes
• Any relevant documentation must be attached in TEAM, including FTA concurrence letter
GRANT DEVELOPMENT
Environmental Findings

Adding Environmental Findings to Grants in TEAM - Step by Step

1. Select Environmental Findings from Applications menu

2. Select an Activity Line Item from the budget list

3. Click to add a finding to an ALI

4. Select appropriate Classification from drop-down menu
GRANT DEVELOPMENT
Environmental Findings

Adding Environmental Findings to Grants in TEAM (cont.)

5. Classifications (drop-down menu):

- Class I: Environmental Impact Assessment (EIS)

- **Class II (c): Categorical Exclusion (CE) - the most common - used for vehicle/equipment purchases, operating assistance, planning**

- Class II (d): Documented Categorical Exclusion (DCE)

- Class III: Environmental Assessment (EA)
GRANT DEVELOPMENT
Environmental Findings

Adding Environmental Findings to Grants in TEAM (cont.)

6. Check box on list:
   • Select the description that most accurately reflects the project / ALI

7. Click

8. Repeat for each ALI
GRANT DEVELOPMENT
Fleet Status

About Fleet Status

• Displays the current and proposed vehicle quantities for an agency

• Required for vehicle purchases
GRANT DEVELOPMENT
Fleet Status

Adding Fleet Status to Grants in TEAM - Step by Step

1. Select Fleet Status from Applications menu

2. Plug in quantities in boxes outlined in blue

3. Click OK
Note: **Spare Ratio** must be no more than 20% for agencies with 50+ vehicles.

**Example: Purchasing 4 replacement buses**

- Active Fleet remains unchanged
- Inactive Fleet – Enter 4 in Change column/Pending Disposal row to show vehicles being replaced

Contingency: Emergency vehicles

### Fleet Status

<table>
<thead>
<tr>
<th>Fleet Type</th>
<th>I. Active Fleet</th>
<th>II. Inactive Fleet</th>
<th>III. Total (LC and ILC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paratransit</td>
<td></td>
<td></td>
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<tr>
<td>Light Rail</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commuter Rail</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy Rail</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterborne</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A. Peak Requirement</strong></td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td><strong>B. Spares</strong></td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>C. Total (A+B)</strong></td>
<td>12</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td><strong>D. Spare Ratio (B/A)</strong></td>
<td>26.0%</td>
<td>0%</td>
<td>20.0%</td>
</tr>
</tbody>
</table>

Contingency: Emergency vehicles
Attachments and Common Errors
April 3, 2013

Stewart McKenzie, AICP
Community Planner
Required Documentation

• Under Recipients
  – Legal
  – Civil Rights
  – Oversight

• Under Individual Grants
  – Financial
  – Planning
  – Program of Projects
  – Oversight
  – Environmental
GRANT DEVELOPMENT
TEAM Attachments Under Recipient
**GRANT DEVELOPMENT**

**TEAM Attachments Under Recipient**

![Image of a software interface showing a recipient's information]

<table>
<thead>
<tr>
<th>Organization</th>
<th>Interurban Transit Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acronym</td>
<td>ITP</td>
</tr>
<tr>
<td>Street</td>
<td>300 Ellsworth Ave. S.W.</td>
</tr>
<tr>
<td>NTDB Code</td>
<td>5033</td>
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<td>FY Start</td>
<td>January</td>
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<td>Cert's Assur's</td>
<td>11/17/2011</td>
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<td>Mstr Agmt Iss'd</td>
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</tr>
<tr>
<td>City/State/Zip</td>
<td>GRAND RAPIDS  MI 49503 4085</td>
</tr>
<tr>
<td>Phone Number</td>
<td>6164567514 x 183</td>
</tr>
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<td>Fax Number</td>
<td>6164561941</td>
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<tr>
<td>Website</td>
<td>rideherapid.org</td>
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<td>Cost Center</td>
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<td>DBE</td>
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</tr>
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<td>MPO</td>
<td>Yes</td>
</tr>
<tr>
<td>Type</td>
<td>Public, Not a Contractor</td>
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<tr>
<td>State DOT</td>
<td>Yes</td>
</tr>
<tr>
<td>OST Type</td>
<td>Transit Authority</td>
</tr>
<tr>
<td>DUNS Number</td>
<td>136563322</td>
</tr>
</tbody>
</table>
GRANT DEVELOPMENT
TEAM Attachments Under Recipient

• Legal
  – Authorizing Resolution
  – Opinion of Counsel

  – Certifications and Assurances (electronic PIN is preferred)
  – Designated Recipient Letters (Sections 5307 & 5310)
GRANT DEVELOPMENT
TEAM Attachments Under Recipient

1. Click on **General** to add attachment

2. Enter Attachment Description
3. Click **Browse** to open up your file directory
4. Upload the file

**Important note:** Do not use symbols in your file name

File will not open when using special characters - %, $, #, @, *, &, etc.

*Maximum file size 6MB.*
GRANT DEVELOPMENT
TEAM Attachments Under Recipient

- **Civil Rights**
  - Equal Employment Opportunity Program
  - Disadvantaged Business Enterprise Goals
  - Title VI
  - Fare Service Equity Analysis (for fare changes)

- **Oversight**
  - Triennial Review Reports and Worksheets
GRANT DEVELOPMENT
TEAM Attachments by Grant

1. Click on Application

2. Enter Grant Number

3. Click on Paper Clip to Access Attachments
To review attachments from previous grant versions:

Change Active/Closed = “Any”

Change Amend = “All”

Enter Project Number

Hit Submit Query
GRANT DEVELOPMENT
TEAM Attachments by Grant
GRANT DEVELOPMENT
TEAM Attachments by Grant

• Financial
  – Apportionment Letter from State DOT
  – Transportation Development Credit (toll revenue credit) Letter from State DOT
  – Allocation Letter/Agreement between transit agencies and/or Designated Recipient
  – State DOT Flex Funding Transfer Request to FHWA
  – FHWA Flex Funding Approval

• Planning
  – TIP/STIP Approval Letter from FTA (and/or FHWA)
  – TIP/STIP Project Listing
  – UPWP Approval Letter & Project Listing
GRANT DEVELOPMENT
TEAM Attachments by Grant

• **Program of Projects**
  – Spreadsheet of projects by agency and/or activity line item funded within the grant
  – Used to identify sub-recipients in 5309 (now 5339), 5310, 5311 grants

• **Oversight**
  – Milestone Progress Reports
GRANT DEVELOPMENT
TEAM Attachments by Grant

• Environmental
  – FTA NEPA Concurrence
    • Associated with Construction, Demolition or Land Acquisition
    • Documented Categorical Exclusions (DCE)
    • Finding of No Significant Impact (FONSI)
    • Record of Decision (ROD)
  – State Historic Preservation Office Concurrence
  – Exec. Summaries for Appraisals & Site Assessment Reports
  – DCE Checklists
  – Supporting maps, aerial photos, letters, etc.
GRANT DEVELOPMENT
TEAM Attachments by Grant


- Environmental Findings
  - (AATA contamination evaluation for CE.pdf)
  - (Ann Arbor attachments for CE.pdf)
  - (AATA Categorical Exclusion Worksheet revised 8-5-08.doc)
  - (FTA DCE Approval for AATA Park and Ride Lot_0.pdf)
  - SHPO Approval Letter (Ann Arbor Park and Ride_0.pdf)
  - Finding Details-Justification

- Fleet Status
  - Fixed Route Fleet Details
  - Paratransit Fleet Details
  - Light Rail Fleet Details
  - Commuter Rail Fleet Details
  - Heavy Rail Fleet Details
  - Waterborne Fleet Details
  - Other Fleet Details

- FTA Comments
  - General Comments
  - FTA Internal Comments
  - Conditions of Award
  - DOL
    - ARRA Certification (mi-96-x009-c.pdf)

- Federal Financial Report
- Recipient Remarks
- Proposal Documents
- FTA Comments
GRANT DEVELOPMENT
FTA Grant Processing – Preliminary Review

- Transit agency requests FTA review grant in TEAM
- FTA reviews grant and enters comments in TEAM
- Transit agency makes revisions
- Repeat as necessary
- FTA grant rep. initiates internal preliminary review (~1 week)
  - Civil Rights
  - Paralegal/Legal
  - Project Management & Oversight (PMO)
GRANT DEVELOPMENT
FTA Grant Processing – Common Errors

• Grant entered in TEAM without first consulting FTA grant rep
• Funding proposed in grant exceeds available funding
• Certifications and Assurances are not pinned
• Civil Rights submissions not current
• Planning documentation missing
• Projects being funded are not programmed in the appropriate planning document (TIP, STIP, UPWP) or are programmed in the wrong year
• Program date doesn’t match STIP/UPWP approval letter date
• Fleet Status information not entered when purchasing vehicles
GRANT DEVELOPMENT
FTA Grant Processing – Common Errors

- Environmental Findings and Milestones missing
- Environmental approval documentation missing - specifically in amendments
- Milestones do not correlate with the start/end date of the grant
- Attachments with symbols in the file name (i.e., $,#,@,%,&,* ) cannot be opened
- Talking Points for discretionary grants not entered
- Pre-Award Authority not checked “yes” when costs are incurred prior to award
GRANT DEVELOPMENT
FTA Grant Processing – Grant Submission

- FTA formally assigns a project ID # to the grant
- FTA asks transit agency to submit grant
- Click on Submit Application under the Applications heading
- FTA notifies U.S. Department of Labor (DOL) to review grant
- DOL certifies within ~ 30 days
GRANT DEVELOPMENT
FTA Grant Processing – Final Review

- FTA goal to award grant within 36 days of formal submission (non earmarks)
- Concurrence:
  - Grant Representative
  - PMO Representative
  - PPD Director
  - Civil Rights
  - Paralegal
  - Regional Counsel
  - Funds Reservation Staff
  - Regional Administrator
    - Forward talking points to HQ for earmarks
    - **Award !!**
- Grantee must execute the grant