U.S. Department of Transportation
Federal Transit Administration

State Transit Program Manager's Guide on

Administration and Oversight of FTA Grant Programs

For the programs:
Section 5310 - Elderly Individuals and Individuals with Disabilities
Section 5311 - Non-urbanized Area
Section 5316 - Job Access and Reverse Commute
Section 5317 - New Freedom

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A Message to State Program Managers:

At the Federal Transit Administration (FTA) we consider a State agency's role critical to the success of our State administered formula programs: 49 U.S.C. §5310 Elderly Individuals and Individuals with Disabilities; §5311 Non-urbanized Area Formula Program; §5316 Job Access and Reverse Commute Program and §5317 New Freedom Program. State agencies have an important responsibility to ensure that services are coordinated and programs are managed efficiently and effectively.

This Guide provides an overview to help State transit program managers who administer the above FTA grant programs, but it is not intended to substitute for the formal guidance provided in circulars and regulations.

We hope this Guide is a useful tool and answers many of your questions about the grant process from planning and development through to your oversight responsibilities. If you have additional questions, please do not hesitate to contact your FTA regional office.

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How to Use This Guide

This guide covers four major areas:

(1) Purpose, eligible recipients, eligible activities and funding management for FTA grant programs

(2) Guidelines for the planning and development process

(3) Soliciting proposals and submitting grant application

(4) Oversight responsibilities

As you'll see, these areas are presented in the order in which state managers would likely encounter them as the grants process unfolds. An overview of the major requirements and activities are provided under each section.

Special "Tips" have been included offering context-sensitive information you may find particularly useful.

General

Working with FTA

The partnership between FTA and State managers is a key component to a successful transportation program. The FTA staff is a valuable resource and State managers should feel free to contact their respective regional offices for assistance. If you find any guidance unclear or you just want to reassure yourself that you understand the program requirements, FTA staff is "just a phone call away". One method of communication that may be beneficial is the establishment of periodic program review meetings. Some State agencies meet quarterly with FTA staff to discuss the status of their grant programs.

TIP

Many States find it helpful to conduct periodic site visits to their sub-recipients.

Working with Sub-recipients

FTA relies on the States to be proactive in communicating with sub-recipients. This communication should be continuous throughout the year not just during the solicitation process. Open lines of communication are vital.

Technical Assistance

FTA provides information about compliance with Federal requirements to State Managers and sub-recipients through State Management Review Workshops held periodically throughout the country and Triennial Workshops that are conducted annually in each Region. FTA holds a biennial meeting in Washington, D.C., for State program managers that provides a forum to discuss common concerns and issues. CTAA and APTA offer technical assistance and information to state program managers through conferences as well as a number of federal funded technical assistance activities, including the National Resource Center for Human Service Transportation Coordination (NRC). The NRC provides states and communities with the support they need to better integrate public transportation services with the services and demands of their human services network. Additionally, the National Transit Institute (NTI) offers training courses on a variety of subjects that may be beneficial to State Managers and/or sub-recipients. Each State receives an annual apportionment of Rural Transportation Assistance Program (RTAP) funds to support technical assistance, training, research and support services for rural, small urban, elderly individuals and individuals with disabilities and tribal transit services. In addition the National RTAP program produces training and technical assistance resources to support the State RTAP programs and provides a peer network of State RTAP managers. The Multi-State Technical Assistance Project (MTAP) sponsored by the American Association of State Highway and Transportation Officials (AASHTO) provides a peer network of State program administrators, including an email "Alert" system to share information and questions. (See Appendix D Links to Web-based FTA Circulars, Regulations and Other Guidance)

Program Overview

In order to access funding from Sections 5310, 5311, 5316 and 5317 you must first understand what the programs are and what entities are eligible recipients under these programs.

Section 5310

Elderly Individuals and Individuals with Disabilities Program

Web Link → FTA Circular 9070.1: *http://www.fta.dot.gov/documents/FTA_C_9040.1F.pdf*

TIP

Under the Section 5310 program eligible capital expenses may also include the acquisition of transportation services under a contract, lease or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. Prior to applying for these funds, you should contact the appropriate FTA Regional Office for assistance.

Purpose: This program provides formula funding to States for the purpose of assisting in meeting the transportation needs of elderly individuals and individuals with disabilities in urbanized and rural areas. Funds are apportioned based on each State's share of population for these groups of people. Funds are approved by FTA based on the annual program of projects included in a statewide grant application.

Eligible Recipients: State agencies are eligible recipients of 5310 funding. Sub-recipients include private non-profit and, under specific circumstances public bodies. The State agency ensures that the sub-recipients and project activities are eligible and in compliance with Federal requirements.

Eligible Activities: Only capital and State administrative expenses are eligible activities. Up to 10% of your annual apportionment can be used for administration, planning and technical assistance and requires no local match.

Funds Management: These funds are available for obligation for a period of three years (year of apportionment plus two). Funding is now available for transfer to Sections 5311 and 5307 urbanized areas under a 200,000 population any time within the three year period of availability but only if such funds will be used for eligible projects selected under the Section 5310 program. Beginning in fiscal year 2007, the State must certify that each project selected was derived from a locally developed coordinated public transit-human services transportation plan (see below Coordinated Public Transit-Human Services Transportation section).

SAFETEA-LU has expanded the types of funds that can be used as local match. Federal Lands Highway Program funds and other Federal funds that are eligible for transportation activities may now be used for the 20% match. Other Department of Transportation funds cannot be used as local match. In some States with large areas of public lands, the local share is now lower than 20%, based on a sliding scale used for FHWA programs.

TIP

Some examples of sources of local match include revenue from service contracts, net income generated from advertising and concessions, private donations and dedicated tax revenues. Non-cash share such as in-kind contributions is eligible as match as long as the value of each is documented and supported and would otherwise be eligible under the program. The in-kind match is included in the net project cost in the project budget.

Section 5311

Non-urbanized Area Formula Program

FTA Circular 9040.1: *http://www.fta.dot.gov/documents/FTA_C_9040.1F.pdf* **Web Link**

Purpose: This program provides formula funding to States for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding is apportioned in proportion to each State's non-urbanized population and land area in non-urbanized areas. Each state prepares an annual program of projects, which must provide for fair and equitable distribution of funds within the state, including Indian tribes, and must provide for maximum feasible coordination with transportation services assisted by other Federal sources.

TIP

Consider "pooling" or consolidating RTAP funds in order to support activities or projects that would be more effectively carried out on a larger scale with multiple states. Examples of activities that could be funded through pooled state RTAP funds include regional workshops or training courses, development of technical assistance information, and peer-to-peer assistance activities.

Eligible Recipients: An eligible recipient means a State or federally recognized Indian tribe that receives a Federal transit program grant directly from the Federal government. A sub-recipient means a State or local government authority, nonprofit organizations, operators of public transportation services and intercity bus providers.

Eligible Activities: Activities eligible under this program include capital, operating, and project administration for rural transit service and intercity bus service. The State has the option to treat project administrative expenses incurred by a local provider as either capital or operating expenses.

Up to 15% of a State's annual apportionment may be used for administration, planning and technical assistance and requires no local match. The State may pass any portion of these funds on to sub-recipients for the same purposes and, at its discretion, may impose a local share requirement.

Funding is also available under the Rural Transit Assistance Program (RTAP). These funds can be used for training, technical assistance, research and support services and requires no local match. States may consider the technical assistance and training needs of rural, small urban and Indian tribes in allocating RTAP funds.

Under the Section 5311 program, 15% of your annual apportionment must be used for intercity bus service needs unless the State certifies the needs are being adequately met after consultation with intercity bus providers. Eligible intercity bus activities include capital, operating, and planning and marketing. Planning and marketing for intercity bus services funded with a 20% local share are not limited by the 15 percent cap on State administrative expenses. Before deciding to certify that intercity needs are met, the State must demonstrate that it has assessed statewide intercity mobility needs and has conducted a consultation process. The consultation process must include the following elements:

(1) identification of intercity providers in the State.

(2) activities the State will perform as part of consultation with identified providers and the intercity bus industry.

TIP
The state must demonstrate that it has assessed statewide intercity mobility needs no more than four years before submission of the certification that the intercity needs are met. Circular 9040.1 provides more detailed information on the consultation and assessment of the intercity bus needs.

(3) an opportunity for intercity bus providers to submit proposals for funding as part of the State's distribution of its annual apportionment; and

(4) a direct correlation between the results of the consultation process and a determination that the State's intercity service needs are adequately being met.

If the State has determined that the intercity needs are being met, a certification must be prepared that outlines the consultation process as defined above. The certification must be signed by the chief executive officer of the State or his/her duly authorized designee and sent to the FTA Administrator with a copy sent to the appropriate Regional Office.

TIP
This certification is separate from the annual certifications and assurances.

Funds Management: Funds apportioned under the 5311 program are available for obligation for a period of three years (year of apportionment plus two). Though not a requirement under the Section 5311 program, it may be beneficial to include the rural providers within the locally developed coordinated public transit-human services transportation plan. (See below Coordinated Public Transit-Human Services Transportation section).

TIP
*The American Bus Association (*www.buses.org*) is one resource available to assist you in the preparation of this assessment.* ← **Web Link**

TIP
While there is a new Tribal Transit Program for FTA to make grants directly to Indian Tribes, you must still include Indian Tribes in your fair and equitable distribution of the Section 5311 funds apportioned to you. You can include funds allocated to a Tribe in your program of projects as part of your application to FTA. However, if the Tribe prefers to be the direct applicant, you can ask FTA to award the funds directly to the Tribe.

SAFETEA-LU added the requirement that each recipient under Section 5311 shall submit an annual report to the National Transit Database (NTD) which is FTA's primary national database for statistics on the transit industry. Items to be reported include total annual revenue; sources of revenue; total annual operating costs; total annual capital costs; fleet size and type, and related facilities; revenue vehicle miles; and ridership.

Section 5316
Job Access and Reverse Commute Program (JARC)

Web Link → FTA Circular 9050.1: *http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC.pdf*

Purpose: Under SAFETEA-LU, the JARC program became formularized providing funding to States and Designated Recipients to support the development, implementation and continuation of job access projects designed to transport welfare

recipients and eligible low-income individuals to and from jobs and employment related activities and for reverse commute projects to transport residents of urbanized areas and rural areas to suburban employment opportunities.

Eligible Recipients: The Governor designates a State agency to be responsible for administering the JARC program for urbanized areas under 200,000 population and non-urbanized areas and will officially notify the appropriate FTA regional office in writing of that designation. The Governor may designate the State agency that receives the Sections 5310 and 5311 funds or may designate a different agency.

In an urbanized area over 200,000 in population, the Governor, in consultation with local officials and public providers of public transportation services, designates a public entity to serve as the designated recipient for JARC funding. The designated recipient may or may not be the entity designated to receive Section 5307 funds in the urbanized area. A State agency may serve as the designated recipient for an urbanized area over 200,000 in population if the consultative process results in the State being officially designated.

Eligible Activities: Eligible activities under the JARC program include capital, planning and operating assistance. The percentage of Federal participation has changed with SAFETEA-LU, capital and planning projects are now 80% and operating assistance is 50%. Administration, planning and technical assistance can be requested up to 10% of the annual apportionment and requires no local match.

Funds Management: JARC funds are available for obligation for a period of three years (year of apportionment plus two). The State agency designated as recipient must solicit applications and competitively select projects. You must certify that the projects selected were derived from a locally developed coordinated public transit-human services transportation plan (see below Coordinated Public Transit-Human Services Transportation section).

TIP

Under the new formula JARC program authorized in SAFETEA-LU it is okay to continue funding operations that had previously been funded under the former discretionary JARC program so long as they are eligible under the JARC formula program, derived from a local coordinated plan, and are competitively selected for funding. Therefore, any previously funded JARC project must follow the same process as new projects.

A State may transfer funds between small urban and rural areas if the chief executive officer certifies that all of the objectives of JARC are being met in the specified areas. For example, if all of the JARC program objectives in rural areas are being met, then these funds may be transferred to the small urbanized areas (less than 200,000 in population).

In addition, a State may transfer JARC funds for use anywhere in the State including large urbanized areas, if the State has established a **statewide program** for meeting JARC program goals.

After consulting with local officials and publicly owned operators of public transportation, the State may transfer small urban or rural apportioned JARC funds to Section 5311 (c) or 5307 (or both). However, the funds must be used for selected JARC eligible projects. When applying for transferred funds there are specific scope codes (Scope code 646-00, see Page III-5, FTA C 9050.1) that must be used to identify JARC projects.

The State must provide written notification to their FTA Regional Office of their intent to transfer funds. This notification must indicate the amount of funds and the program to which they are being transferred.

Section 5317

New Freedom Program (NF)

FTA Circular C9045.1:

Web Link → *http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom.pdf*

TIP

The recipient of Sections 5310, 5311, 5316 and 5317 funds is the direct applicant to FTA and is responsible for ensuring that the sub-recipients comply with applicable FTA requirements.

Purpose: The New Freedom program was established in SAFETEA-LU. The purpose of the program is to provide new public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act of 1990 that assist individuals with disabilities with transportation, including, but not limited to, transportation to and from jobs and employment support services.

Eligible Recipients: The Governor designates a State agency to be responsible for administering the New Freedom program for urbanized areas under 200,000 population and non-urbanized areas and will officially notify the appropriate FTA regional office in writing of that designation. The Governor may designate the State Agency that receives the Sections 5310 and 5311 funds or may designate a different agency.

TIP

Examples of new services include: environmental modifications such as signage, curb cuts, technology to enhance customer access.

In an urbanized area over 200,000 in population, the Governor in consultation with local officials and public providers of public transportation services designates a public entity to serve as the designated recipient for New Freedom program funding. The designated recipient may or may not be the entity designated to receive Section 5307 funds in the urbanized area. A State agency may serve as the designated recipient for an urbanized area over 200,000 in population if the consultative process results in the State being officially designated.

TIP

Examples of service "Beyond the ADA" include: expanded hours for paratransit, exceeding ¾ of a mile, offering same day service, accessible taxis or travel training.

Eligible Activities: To be eligible, projects must be both new service and beyond the ADA. Public transportation services and public transportation alternatives are eligible. Localities are expected to maintain the level of service currently being provided and can use New Freedom funding to fund expansion of existing services. Expansion can be either expansion of service providers participating in a program or expansion of capacity. However, New Freedom funds can not be used as a substitute funding source for existing services. Projects supported by the New Freedom program are intended to be integrated into the greater transportation network and provide people with disabilities the widest flexibility in accessing all available transportation options.

Eligible activities include capital at 80% federal and operating assistance at 50%. Up to 10% of the annual apportionment can be used for administration, planning and technical assistance and requires no local match. The State agency designated as recipient must solicit applications and competitively select projects. You must certify that the projects selected were derived from a locally developed coordinated public

transit-human services transportation plan (see below Coordinated Public Transit-Human Services Transportation section).

Funds Management: New Freedom funds are available for obligation for a period of three years (year of apportionment plus two). A State may transfer New Freedom funds designated for rural areas into the Section 5311 program (i.e. rural to rural) and funds designated for small urbanized areas into the Section 5307 program. These transferred funds must be used for selected New Freedom projects. When applying for transferred funds there are specific scope codes (Scope code 647-00, see Page III-5, FTA C 9045) that must be used to identify New Freedom projects.

Other Funds

Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Surface Transportation Program Funds are available under the Federal Highway Administration (FHWA) program. These funds can be transferred to the Sections 5307/5310/5311 programs for eligible transit projects.

TIP
A State manager should view the SMP as the heart and soul of its State managed programs. The best SMP's are simple and easy to read. Circulars 9040.1, 9070.1, 9045.1 and 9050.1 provide guidance on recommended plan content and suggested topics.

TIP
FTA periodically conducts State Management Reviews; however, if you also receive Section 5307 funds, this review may be combined with the Triennial Review. These reviews are a great opportunity to discuss program management issues with FTA and FTA's State Management Review (SMR) contractor.

TIP
An approved SMP remains valid until FTA approves a later plan submitted by the state.

TIP
FTA does not require a specific format for State Management Plans. Nevertheless, state managers should ensure that the required content is included.

Development of Plans

Now that you're aware of the various State Managed Programs that are available, the following will provide guidance for the development and planning process. This information will assist you in revising your current State Management Plan and the development of a Coordinated Public Transit-Human Services Transportation Plan.

State Management Plan

A State Management Plan (SMP) is required for each program. The SMP may be a stand alone plan for each program or it may be a consolidated plan that addresses all four programs. The SMP describes the state's objectives, policies, procedures, and administrative requirements used to administer FTA's State funding programs. The plan serves primarily as the basis for state management reviews and as public information on the state's administration of the programs. Outreach and continued communication is vital in the development and implementation of the SMP. State managers should have an open process and regularly coordinate with current and potential sub-recipients. It's important to keep open the lines of communication.

Each state should already have an existing approved SMP on file with the appropriate FTA Regional Office covering Sections 5310 and 5311. The passage of SAFETEA-LU resulted in changes to the 5310 and 5311 programs along with formularizing the JARC program (5316) and creating the New Freedom program (5317). Therefore, each State Agency must update their SMP accordingly. When revising the SMP, the State should seek comments from potential sub-recipients, potential service providers, and other state agencies, representatives of other funding sources and any relevant state associations and professional organizations. Upon completion of this process, the state should submit this revised SMP to FTA. Once the FTA has approved the revised SMP the State should make it available to potential sub-recipients and service providers. The process for making the SMP available should be defined in the plan.

TIP
The solicitation and evaluation processes should be clearly defined for each program in the SMP. The processes should allow for a "fair and equitable distribution" of funds.

Coordinated Public Transit-Human Services Transportation Plan

All projects funded through one of FTA's three targeted programs (§5310, §5316 and §5317) must be derived from a "locally developed Coordinated Public Transit-Human Services Transportation Plan". A coordinated public transit – human services transportation plan identifies the transportation needs of individuals with disabilities,

older adults, and people with lower incomes, includes strategies for meeting those needs and prioritizes transportation services for funding and implementation. The coordinated public transit-human services transportation plan will vary based upon the available resources and the populations served under these programs. The Coordinated Planning process does not need to be exhaustive or time consuming—so long as the stakeholders identified in SAFETEA-LU are given every opportunity to participate. At a minimum the plan should include:

(1) An assessment of transportation needs for individuals with disabilities, older adults, and/or people with lower incomes. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts;

(2) Assessment of available services that identifies current providers (public, private, and nonprofit), and gaps in service;

(3) Strategies and/or activities to address the identified gaps and achieve efficiencies in service delivery;

(4) Relative priorities for implementation based on resources, time, and feasibility for implementing specific strategies and/or activities identified.

The plan is a local or regional plan but it could be developed on a statewide basis. You are encouraged to provide technical assistance or guidance and support to local areas, but you are not required to develop a statewide plan. However, if you do have a statewide JARC program, you can use the funds apportioned to the State for rural and small urbanized areas in any area of the State, including projects in large urbanized areas. (You do not have that same geographic flexibility in the New Freedom program.)

Unlike the STIP or the Long Range Transportation Plan (LRTP), the Coordinated Plan does not need to be fiscally constrained. FTA proposes that the coordinated plan follow the update cycle for metropolitan transportation plans—TIP and LRTP (i.e., four years in air quality non-attainment and maintenance areas and five years in air quality attainment areas). However, it is recommended that there be opportunities for updating the coordinated plan to harmonize with the competitive selection process.

The coordinated plan is developed through a process that must include representatives of public, private and nonprofit transportation and human services providers and participation by the public. FTA encourages communities to consider inclusion of new partners, new outreach strategies, and new activities related to the targeted programs and populations. Outreach strategies and potential participants will vary from area to area. Potential outreach strategies could include notices or flyers in centers of community activity, newspaper or radio announcements, e-mail lists, Web postings, and invitation letters to other government agencies, transportation providers, and

TIP

It is neither necessary nor advantageous to start the coordinated planning process from scratch. The Coordinated Plan may start with and build off of whatever self-assessment (conducted under the United We Ride initiative) and planning infrastructure that are already in place—it is not intended to be another layer of "red tape."

TIP

Through the United We Ride Program, FTA has created a good guide, the Framework for Action, which areas could follow while developing a Coordinated Plan. The Framework for action can be adapted to fit the individual needs of each community. Link: http://www.unitedweride.gov/FFA-Intro.pdf ◄ **Web Link**

TIP

Conveners should note that not all potential participants have access to the Internet and they should not rely exclusively on electronic communications. Methods of participation could include in-person testimony, mail, e-mail, and teleconference.

TIP

Accessible formats such as interpreters and large print should be provided upon request and as required by law. In addition, meetings should be held in accessible locations.

TIP

Your RTAP funds may be used for training and technical assistance pertaining to your Coordinated Public Transit-Human Services Transportation Plan.

advocacy groups. While it is the responsibility of the designated recipient to solicit participation from all stakeholders, the designated recipient will not be penalized if, for no fault of their own, other stakeholders elect not to participate in the planning process.

FTA does not approve the Coordinated Plan—rather the designated recipient self-certifies that the Coordinated Planning requirement has been met as part of the annual Certifications and Assurances.

TIP

To cover some of the costs associated with developing and administering the Coordinated Plan, the designated State agency for urbanized areas under 200,000 in population and non-urbanized areas, can apply for 10% of their annual apportionment for administration, planning and technical assistance from the §5310, §5316 and §5317 Programs, before specific projects are planned or programmed.

Selection/Grants

At this point the State has completed the necessary development of the plans, i.e. completion of an updated SMP and Coordination Plan and is ready to initiate the solicitation of applications and submission of grant applications.

Project Selection/Evaluation

Although Sections 5310, 5311, 5316 and 5317 programs have somewhat similar goals and projects may be evaluated and selected by an overall process that is basically the same, there are some important procedural differences. These differences stem primarily from the local planning requirements that are now mandated for the 5310, 5316 and 5317 programs.

In accordance with the timetable established in the SMP, the State should solicit applications for funding under Sections 5310 and 5311. Upon receipt of potential applications, an evaluation should be conducted and projects selected for funding as outlined in the State Management Plan. The State should establish clear selection criteria in advance, publish the availability of funding, and solicit applications Statewide. In addition, the State is responsible for certifying that the selected projects under 5310 and 5311 are distributed on a fair and equitable basis. The project selection process for Section 5311 remains the same. The only difference in the selection of projects for Section 5310 is that they now must be derived from a Coordinated Plan.

All Section 5316 and 5317 funded projects must be competitively selected. The designated recipient, which is a State agency for urbanized areas under 200,000 in population and non-urbanized areas, is responsible for implementing a statewide competitive selection process and certifying that selected projects are distributed on a fair and equitable basis.

Fair and equitable distribution does not mean that every area receives funding or that funding is distributed on a per capita basis—rather, it means that every community has a fair opportunity to demonstrate the need for projects prioritized and funding is allocated to communities and projects based on stated criteria.

All stakeholders and potential stakeholders should be invited to participate in the early planning process, to ensure that everyone feels they were given a fair chance to get their project funded.

Once projects are selected those in small urbanized areas must be in the TIP. All projects must be programmed in the Statewide Transportation Improvement Program (STIP) prior to the submission of grant applications.

TIP

To avoid future challenges, the designated recipient should establish clear selection criteria in advance, publish the availability of funding, and hold a wide-open, statewide competition.

TIP

If you transfer funds for small urbanized areas so that FTA can make a Section 5307 grant directly to the transit agency, you will not have to oversee the agency as a sub-recipient.

TIP

If you select an Indian tribe to receive funds under Sections 5316 and 5317, transferring the funds to Section 5311 allows the tribe to be the direct recipient of a grant from FTA, rather than a sub-recipient of the State.

Flexibility of Transfers Among the State Managed Programs

SAFETEA-LU allows the States flexibility in transferring funds among the various State administered programs such as Sections 5310, 5311, 5316 and 5317. In some cases, the purpose of the transfer provision is for administrative streamlining of grant making and is not intended to supplement other funding resources. Transfers must be done within the three year period of availability. Funds transferred must be used for the express purposes designated by the original program.

From	Sec. 5307 Under 200,000	Sec. 5310	Sec. 5311	Sec. 5316	Sec. 5317
Sec. 5307 (< 200K)	-	Yes	Yes	No	No
Sec. 5310	Yes	-	Yes	No	No
Sec. 5311	Yes	No	-	No	No
Sec. 5316	Yes	No	Yes	-	No
Sec. 5317	Yes	No	Yes	No	-

Planning Requirements

All FTA funded projects must be included in the current year of the Federally approved State Transportation Improvement Program (STIP). The STIP is a programming document that is developed through the local and statewide planning process and lists projects slated for funding. No project may receive Federal funding unless it is included in a current Federally approved STIP. Projects selected for small urban areas under Section 5310 and the JARC and New Freedom programs must also be included in the Metropolitan Transportation Improvement Plan (TIP).

Grant Application Content

The annual program of projects and grant application should be prepared in FTA's Transportation Electronic Award and Management (TEAM) system.

The State applies directly to FTA for Sections 5310, 5311, 5316 and 5317 funding and must prepare/submit specific elements that constitute a grant application. These include a Program of Projects (POP), Project Budget, Milestones, Environmental Findings and Warranty letter to the Department of Labor (DOL) (5311 ONLY). Each element is explained below.

- **Program of Projects (POP):** The State provides an annual POP to FTA that identifies all sub-recipients and indicates whether they are private, non-profit, public, or an Indian tribal agency. The POP also includes a brief description of each project including the counties and congressional districts in which transit service is provided and the page number of the Coordinated Plan from which the project was derived, as well as, the date the plan was adopted. (NOT A

REQUIREMENT FOR 5311) The sub-recipient's project must include the total and Federal costs.

FTA allows States to submit grant applications that include sub-recipients at various stages of compliance with applicable Federal requirements. Projects in the grant application that have met all Federal applicable requirements are approved unconditionally as Category A projects. Projects that have not met all requirements are approved in Category B and funds cannot be disbursed for these activities until requirements are met. The State must notify FTA when projects move from Category B into Category A.

Only Sections 5310 and 5311 allow the usage of Category C for projects/ activities that have not yet been determined by the State. No funds should remain in Category C after the period of availability. The State must notify FTA when projects move from Category C into Category A.

TIP

Solicitation of proposals and grant submissions should be done early in the Federal fiscal year to alleviate the sub-recipients need to borrow funds.

- **Project Budget:** The Project Budget includes activity lines for capital items, operating assistance, project administration, State administration, intercity bus projects and RTAP activities. A State combines the various sub-recipients' projects listed in the POP into standard activity line items. The activity line should include Federal and total costs, quantities of revenue rolling stock and a brief description of the activity. For example, all operating assistance funds requested by the various sub-recipients listed in the POP would be tallied in one operating assistance activity line item.

TIP

The state is responsible for ensuring compliance with Federal requirements by all local sub-recipients. Some state agencies enter into separate agreements with the local sub-recipients that clearly state all the terms and conditions.

- **Milestones:** These indicate significant project events and estimated completion dates for each activity line item. If milestones are not pre-populated by the TEAM system for a particular ALI, use the add function to add milestones for the ALI to the grant application.

- **Environmental Findings:** FTA's environmental impact regulation requires different levels of analysis and documentation according to the type of project. The majority of projects under these programs will have minimal environmental impacts and are therefore considered Categorical Exclusions.

- **Fleet Status:** Fleet status data is not required for Section 5310, 5311, 5316 and 5317 programs.

- **Department of Labor (DOL) Certification:**
  Section 5316 - DOL certification protects the interests of employees that may be affected by FTA funded projects. This certification is obtained by FTA from DOL and is required in order for FTA to obligate funds for capital and/ or operating assistance projects. It results from a process conducted by DOL in which DOL refers all JARC grants to any existing local unions that may be affected by the projects in the program. The unions are given an opportunity to make concerns (if any) known to all parties.

TIP

DOL may revise its procedures for Section 5311 and 5316 in the future.

Section 5311 – The Non-Urbanized Area grants are covered by a special warranty and are not submitted to DOL. States are required to submit a letter to DOL regarding sub-recipient signing of the warranty and labor union information.

Sections 5310 & 5317 – Elderly Individuals and Individuals with Disabilities and New Freedom grants are not submitted to DOL for certification.

TIP

JARC grants require certification of Labor Protections by DOL, so grant processing time may be longer.

FTA allows pre-award authority whereby you can incur costs if the project is programmed in the current federally approved STIP and funds have been appropriated. However, it is the State's discretion whether they allow their sub-recipients to utilize this pre-award authority provision. JARC and New Freedom projects do not have pre-award authority before they have been competitively selected.

Oversight

Upon FTA's approval of grants the state's responsibility is now management of the grants in support of their respective program.

Grant Revisions

Sections 5310 and 5311

After grant approval, revisions to the program of projects and project budget can be made. At any time, the States are allowed to make revisions to their Section 5310 and 5311 programs of projects (POP) as long as the revisions do not constitute a change in the project scope. Moving projects from Category C or B, reallocating funds within the approved POP, creating new capital or operating projects with funds from other projects in the approved POP, and allocating funds from Category C to new projects are allowable revisions. Please refer to FTA Circulars 9070.1 (Section 5310) and 9040.1 (Section 5311) for revisions requiring prior FTA approval.

TIP

The 5310 and 5311 programs allow flexibility in revising activities within the original program. However, you need to monitor closely to ensure that any possible scope changes occur within the period of availability.

JARC (5316) and New Freedom (5317)

Revisions to the program of projects and project budget can be made after grant approval. Prior FTA approval is not required to advance projects from Category B to Category A under JARC or New Freedom; or to reallocate funds among projects included in the approved POP, so long as, any single change does not exceed 20 percent of the affected project and is consistent with the competitive selection process and the local coordinated plan from which the project was derived. Any other changes to the Program of Projects require prior approval by FTA. The grantee's request for approval should include documentation that the proposed changes in the POP are consistent with the competitive selection process and that all projects are derived from a locally developed coordination plan. If appropriate, revisions to the POP should be accompanied by a budget revision to the grant in TEAM.
Revisions that constitute a change in the project scope are only allowed during the period of availability (three years (year of apportionment plus two)). The source of financial assistance that is shown on the approved project budget indicates the year of funds that were approved for the grant. The year of funds approved is not necessarily the same year in which the grant was approved.

Financial and Other Reporting Requirements

The state is required to submit to the FTA regional office by October 31 of each year an annual program status report for the program of projects of each active grant, covering the 12-month period ending September 30. States must submit a narrative progress report, update of milestones (milestone status report (MSR) and a financial status report (FSR). To ensure proper management of grants, state managers should ensure that milestone status reports include: a) a discussion of budget or schedule changes; b) status of milestones; c) reasons why milestones were not met; d) a list of outstanding claims exceeding $100,000 and all claims settled in the subject quarter;

TIP
While reporting is required annually, milestone and financial status reports can be submitted at anytime throughout the federal fiscal year. TEAM also allows for grantees to attach supporting documents. This makes reporting less of an administrative burden.

e) a list of all change order amounts exceeding $100,000 pending or settled during the quarter; and f) unforeseen events that impact project schedule, cost or purpose. This report is submitted electronically in the TEAM system. Annual reports on performance measures will also be included in the annual status reports for Sections 5310, 5316 and 5317. Guidance is provided in the program circulars.

National Transit Database Reporting

The National Transit Database (NTD) is FTA's primary national database for statistics on the transit industry. Recipients of FTA non-urbanized area formula program grants are required to submit an annual NTD report for all Section 5311 beneficiaries and sub-recipients. Reporting instructions are provided annually on the NTD website at *www.ntdprogram.gov* ◄ **Web Link**

TIP
State managers should ensure that sub-recipients maintain sufficient documentation to support the drawdown of funds; such documentation includes sub-recipient requests to the State for payment and invoices from vendors approved for payment.

Procurement

General

As a recipient of FTA funds, you are responsible for ensuring full and open competition and equitable treatment of all potential bidders/suppliers in the procurement process. You are also responsible for planning, solicitation, award, administration and documentation of all Federally funded contracts.

Circular 4220.1 sets forth the requirements a grantee must adhere to in the solicitation, award and administration of its third party contracts. The Circular contains 54 mandatory procurement standards that grantees must meet in their procurement operations. The requirements of the Circular are based on the common grant rules found at 49 CFR Part 18 (State and Local Governments) and 49 CFR Part 19 (Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations), and the Federal Transit Laws. See *http://www.fta.dot.gov/laws/circulars/leg_reg_4063.html* for Circular 4220.1. ◄ **Web Link**

TIP
Once you have entered the basic NTD information for each rural transit provider, the system will retain the information in the forms in subsequent years so you only have to update the current data. Statewide summaries are generated automatically from the individual system data.

When procuring property and services under a grant, a State will follow the same procurement policies and procedures that it uses for acquisitions that are not paid for with Federal funds. States must, at a minimum, comply with the requirements of paragraphs 7m, 8a and b, and 9e of Circular 4220.1 and ensure that every purchase order and contract executed by it using Federal funds includes all clauses required by Federal statutes and executive orders and their implementing regulations. The minimum four requirements are: contract term limitation; full and open competition; prohibition against geographic preferences; and procurement of architectural and engineering services.

The purchase of a service contract is no longer limited to five-years. However, grantees shall not enter into any contract for rolling stock or replacement parts with a period of performance exceeding five (5) years inclusive of options. All other types of contracts (supply, service, leases of real property, revenue and construction, etcetera) should be based on sound business judgment. Grantees are expected to be judicious in establishing and extending contract terms no longer than minimally necessary to accomplish the purpose of the contract. Additional factors to be considered include competition, pricing, fairness and public perception.

Most state or sub-recipient procurements are not as difficult as they seem. For example, small purchase procedures (as defined in 4220.1) are for procurements costing more than $2,500 and not more than $100,000. When small purchase procedures are acceptable, price or rate quotations only need to be obtained from an adequate number of qualified sources. Moreover, states may use an abbreviated price analysis in most cases. Small purchases (<$100,000) are not subject to Buy America requirement, including rolling stock. However, the state must complete a certification that the procurement is exempt from the Buy America requirement (*www.access.gpo.gov/nara/cfr/waisidx_05/49cfr661_05.html*) ← **Web Link**

TIP

A state or its sub-recipients may request waivers to Buy America requirements when domestically produced goods are unavailable or there is a price differential of at least 25 percent between domestic and foreign bids.

Lease of equipment or facilities in lieu of acquisition is an eligible capital expenditure. Leasing must be demonstrated to be more cost-effective than purchasing. The recipient must establish the criteria for determining cost-effectiveness, which may include non-economic factors such as management efficiency, availability of equipment, and staffing capabilities, before sub-recipients can lease equipment or facilities as a capital expenditure.

Grantees are required to ensure that none of their "principals", sub-recipients, third-party contractors or sub-contractors is debarred, suspended, ineligible or voluntarily excluded from participation in federally assisted transactions.

TIP

There are basically three ways of confirming that none of your sub-recipients, third-party contractors, or sub-contractors are debarred or suspended: (1) Check the General Services Administration (GSA) Excluded Parties List System (EPLS), or; (2) Collect a certification from that party, or; (3) Add a clause or condition to the covered transaction with that party.

TIP

FTA does not determine what an adequate number of price quotes from qualified sources are. Procurement officers should ensure that an adequate number are received in order to obtain satisfactory competition.

TIP

FTA's Best Practices Procurement Manual (BPPM) will aid you or your procurement officer in performing the steps necessary to ensure public funds are expended properly and will protect the integrity of your procurement process. The Manual is a resource to assist you in making good business judgments. The BPPM has a checklist of applicable contract clauses along with sample language for various procurements. Be sure that there are no specific or more stringent state required clauses. See www.fta.dot.gov/library/admin/BPPM *for the Best Practices Procurement Manual.* ← **Web Link**

TIP

Clear communication with the manufacturer will help in procuring the appropriate vehicles that meet your needs.

TIP

Some states have assigned risk pools that offer special vehicle insurance rates to nonprofit organizations.

TIP

FTA does not impose a size requirement for small transit vehicles. Grantees are encouraged to size a vehicle that meets the needs of their respective ridership. This includes number of seats, ADA accessibility, bike racks, etc. The Pennsylvania Department of Transportation has published a Handbook for Purchasing a Small Transit Vehicle which can be located at http://ntl.bts.gov/DOCS/STV.html ← **Web Link**

Vehicle Procurement

There can be a long lead time in the acquisition of vehicles. One method that may shorten this time and possibly result in a better price per unit is to use a valid option of another grantee. No increase above the option number of vehicles is permitted and you must verify that the original procurement followed FTA requirements. State managers should understand that they still perform all of the due diligence and pre-award and post-deliver certifications and reviews. Review the original procurement closely, including the total cost of the vehicles. There can be no changes to the design, engine, transmission, air conditioning, etc. of the vehicle in the original procurement unless they are considered a non-cardinal change. Non-cardinal changes are typically seat configuration, paint scheme, etc.

New model vans and buses are required to be tested at the Altoona Bus Testing Facility. When planning a bus or van procurement, States and small operators should seek copies of all bus and van Altoona test reports to assist in the preparation of specifications and to ensure receipt of a quality vehicle. *http://www.fta.dot.gov/assistance/technology/research_4584.html* ← **Web Link**

FTA does not apply its policies regarding useful life standards for vehicles, vehicle replacement, or the requirement to use the straight line depreciation method for determining fair market value, to the State administered programs. States are responsible for establishing and implementing their own rolling stock requirements, which must include: (1) minimum useful life of vehicles; (2) procedures for determining fair market value; (3) procedures for maintenance and replacement of vehicles. Useful life standards must be included in the SMP.

TIP

Many states have requirements for rehabilitation of vehicles to extend their useful lives before replacement is considered. Some will review requests for replacement of a vehicle prior to the end of its useful life and will permit replacement under certain conditions.

TIP

Buying a Ferry boat? Under the definition used by FTA, ferries are considered rolling stock, which means the same required federal clauses and certifications apply as they would to buying buses or any other transit vehicle.

TIP

Recipients of the state program vehicles are permitted to establish capital reserve accounts to replace existing equipment as long as no FTA funds or proceeds from the sale or lease of FTA assisted property are placed in those accounts. This applies to vehicles only.

TIP

In certain cases, it may be beneficial for sub-recipients to include other state or local governmental entities in the title to FTA funded vehicles in order to take advantage of blanket insurance rates or to participate in bulk purchases of fuel, maintenance and supplies available to those governmental entities. States may permit this practice if it results in a direct benefit to the recipient in providing special service, provided that the sub-recipient maintains continuing control over the vehicle and the vehicle continues to be used for its authorized purposes.

Utilization, Maintenance and Disposition

Utilization

States must maintain control over federally funded facilities and equipment and ensure that they are used in transit service. States can use, manage, and dispose of facilities and equipment under their laws and procedures.

FTA encourages maximum use of vehicles funded under these programs. The vehicles should first be utilized to meet the needs under the program for which they were acquired. FTA endorses the vehicle sharing policy statement of the Federal Interagency Council of Access and Mobility which basically is intended to allow agencies to share vehicles that are acquired under FTA and other programs, such as, the Older Americans Program. For example, if you have an Older Americans vehicle that is under utilized and want to use it for the Medicaid program or for one of FTA's programs, you can do that. The sharing of vehicles is viewed as incidental use if it is not disrupting the original intended use of the vehicle

The state must have a system in place for monitoring the continued use of vehicles/ facilities to ensure that they are being used for project purposes. The state may require annual certifications of use. In addition, the state should be observing the use of the vehicles/facility during site visits. A state must have effective inventory controls over rolling stock, fixed facilities, and equipment funded with FTA assistance, including property held by sub-recipients. Keep good records of condition, grant used to purchase, expected life, depreciation, etc.

It is possible to transfer ownership of vehicles from one sub-recipient to another. The vehicle is required to be maintained and to be used for transit purposes. The FTA interest remains with the vehicle and only the value of the local share is negotiated. FTA concurrence is required. The State should submit a revised program of projects (POP) reflecting the change.

TIP

Real property does not depreciate.

TIP

Many states require periodic reports of vehicle use (miles, hours, passengers, trip purpose) to ensure that vehicles are used in accordance with program requirements and are not underused. Some set reporting requirements for productivity standards for sub-recipients that set a minimum number of riders per month by vehicle type. This is a means to ensure that vehicles serve a minimum number of riders and enable the state to transfer vehicles that are underused.

TIP

For smaller sub-recipients, preventive maintenance is usually contracted out to a local private repair shop. The state manager needs to instruct these sub-recipients to keep receipts for all maintenance expenditures. Sub-recipients should be encouraged to work with their maintenance facilities to establish a recordkeeping and scheduling system that tracks mileage.

TIP

Requiring drivers to fill out pre-trip and post-trip checklists can result in a more effective preventive maintenance program.

When equipment acquired with these program funds is operated by an entity other than the sub-recipient, control and responsibility for the operation of the vehicles or other equipment must remain with the sub-recipient unless transfer of the control and responsibility is made to another sub-recipient authorized by the designated state agency to accept control and responsibility for those vehicles or equipment.

Vehicles acquired under these State administered programs may be leased to other entities such as local public bodies or agencies, other private nonprofit agencies, or private for-profit operators. The lessee operates the vehicles on behalf of state or sub-recipient and provides transportation to the sub-recipient's clientele. The lease between the sub-recipient and the lessee contains the terms and conditions that must be met in providing transportation service.

Maintenance

Public and private entities providing transportation service must maintain facilities and vehicles in good condition. State Managers must continually monitor the maintenance of vehicles, facilities, and equipment purchased with FTA funds. Time frames should be established for preventive maintenance inspections, preferably in conformance with the vehicle manufacturer's warranty. There are specific time frames for correcting problems with accessibility features. This includes establishing a system of regular and frequent maintenance checks of lifts sufficient to determine if they are operative.

Although a formalized maintenance plan is not required in the SMP, it can serve as an essential guide concerning how effectively preventive maintenance is protecting the Federal interest in this property.

TIP

A state manager may want to consider developing a maintenance monitoring checklist. It can include a method of random sampling of vehicles' maintenance records to determine if the intervals between preventive maintenance inspections meet FTA requirements. On-site inspections of sub-recipients' vehicles and facilities may be conducted.

Disposition

Under Sections 5310, 5311, 5316 and 5317, the state is not required to return the proceeds from the disposition of equipment to FTA, regardless of the fair market value at the time of disposition, so long as the proceeds remain in use for public transit purposes. States and their sub-recipients should follow state laws and procedures for disposing of all equipment, including vehicles.

TIP (Only applicable to Section 5311 vehicles)

Under certain conditions, states may transfer equipment and other assets that are no longer needed for the original purpose for which they were acquired to any public body to be used for any public purpose, with no further obligation to the Federal government. The entity receiving equipment or facilities under this provision to provide Section 5311 service must comply with all the state and Federal requirements for Section 5311 recipients, including acceptance in writing of the special Section 5333(b) warranty for Section 5311. The names of the entities involved in the transfer of equipment or real property, along with a description of the equipment or real property transferred should be included in a new or revised program of projects. The transfer may be shown in the program of projects for any active grant. It does not have to be in the grant under which the equipment or property was originally funded.

Project Closeout

State Managers should closely monitor sub-recipients' to ensure that grant activities are completed in accordance with the project scope and disbursement of FTA funds are requested in a timely manner.

States should initiate project closeout within 90 days after all funds are expended and/ or all work activities for the project are completed. A final Financial Status Report (FSR), final budget and milestones report should be electronically submitted.

TIP

A state should work with sub-recipients to set goals for grant closeouts, and use a list of active grants to monitor grant progress and accomplish timely closeouts. Some states set a general goal of closing grants within three years of the grant award from FTA. If there is a balance of funds remaining, closeout should be requested early in the fiscal year to allow funds to be deobligated and made available for new projects.

TIP

Grant closeout is easily completed through the TEAM system. A revised budget will be needed if there is any deobligation of funds. Final FSR and Milestone reports should be submitted and then the grantee can request closeout by clicking on the "new closeout process" button. No paper copies need to be submitted. FTA will complete the closeout of the grant.

TIP

Whenever possible, a state should request that the funds be de-obligated and the project closed within the period of availability. FTA can re-obligate the funds in a new grant to the state along with other currently available funds. Otherwise the de-obligated funds lapse to the state and are reapportioned by FTA among all the states in a subsequent year.

TIP

The complete audit package, along with the management letter and a copy of the SF-SAC form, are due to the Federal Audit Clearinghouse within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period. Auditors may use the on-line Internet submission option. The website is located at http://harvester.census.gov/sac/. **Web Link**

TIP

The $500,000 threshold is based on Federal awards from all sources, not just FTA. Some sub-recipients may be subject to A-133 audits even though they get smaller amounts from FTA programs.

Financial Oversight

Non-Federal entities that expend *$500,000* or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133. States and sub-recipients are responsible for ensuring that audits are performed and all audit deficiencies are resolved according to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"
http://www.whitehouse.gov/omb/circulars/a133/a133.html **Web Link**

Financial planning and reporting has always been an important element in a transit program. There is a need to gauge carefully the resources necessary for carrying out operations and to make the correct capital investments to any transit property.

It is very important to know what elements of a project are considered an eligible federal expense. To that end, cost allocation plans are required to support the distribution of indirect administrative ("overhead") costs related to Federal grant programs, and must be approved by the FTA or the cognizant Federal agency.

TIP

Besides ensuring a uniform and consistent approach to what indirect costs a state may charge to FTA grants, state managers should use the cost allocation plans (CAPs) to ensure that other Federal projects reimburse for the fair share of appropriate indirect costs. See OMB Circular A-87 for additional guidance.

TIP

At least one state has implemented a Web-based software system that connects the state to its sub-recipients and contractors. One key component of the system is that it automatically generates financial and client tracking reports, including FTA Sections 5311 and 5310. This helps the State meet its reporting requirements for Federal transportation funding.

State Management Review

The FTA conducts a State Management Review (SMR) approximately every three years or as circumstances warrant to assess a state's management and implementation of the Sections 5310, 5311, 5316 and 5317 programs and clarify the states oversight responsibilities. One of the key documents during a review is the State Management Plan and related updates.

The SMR is a mechanism to provide technical assistance, clarify federal requirements, and share practical solutions. FTA and the designated state agencies collaborate on selecting sub-recipients to perform site visits. At the end of the SMR, the state will receive a final report, which details any deficiencies that may have been found and the corrective actions needed to bring the state back into compliance.

The FTA offers SMR training periodically throughout the country and Triennial Workshops every year in each Region. There is no cost for the training (other than travel). Not only should State Managers attend, but also any staff that has a role in the programs. It's also a great forum to share and obtain ideas from others in similar positions.

In order of magnitude, Procurement, Grants Administration, Program Management, Buy America, and Maintenance have accounted for almost 50% of the total SMR findings over the last three fiscal years.

See attached Appendix A for a listing of common deficiencies that FTA has encountered during State Management Reviews and the benefits to eliminating each deficiency.

Other FTA Reviews

In addition to State Management Reviews and Triennial Reviews, FTA also conducts other oversight reviews. These reviews are assigned by the respective Regional Office on a needs basis. While these reviews provide an additional measure of FTA oversight, they are also an opportunity for grantees to receive technical assistance. The following are current FTA oversight reviews.

Financial Management Systems Reviews - Grantees are selected for financial management oversight (FMO) reviews by FTA to provide FTA an oversight tool and the grantees with technical assistance on financial management systems issues. FTA contractors conduct a series of interviews, a review of grantee transactions, and several process and procedural tests.

Procurement Systems Review - A procurement system review of FTA grantees involves a site visit to ensure that the requirements and standards of the Common Rule on administrative requirements for grants, 49 CFR Part 18.36 as it specifically applies to procurements, are met, as well as FTA Circular 4220.1, Third Party Contracting Requirements

TIP

Additional ways to prepare for a State Management Review include reviewing TEAM for FSR and MPR reports, closing grants with completed scope, reviewing past State Management Review findings, attend FTA's annual training, conduct an internal "pre-review" with staff, etc. It's important to be prepared.

TIP

The goal for each State Program Manager should be to have zero findings from a State Management Review. This is a good indication of an A+ State Program Manager.

TIP

FTA reviews are designed not only to provide useful information to FTA about a grantee's capability to administer Federal grants but also to provide grantees with useful technical assistance to fully meet Federal Transit program requirements.

Other Provisions

Charter Service

The new charter service final rule has three main goals: to provide flexibility, clarity, and transparency. The new rule provides clear exemptions up front, revises the definition of charter service, and provides exceptions under which public transit agencies may provide charter service. The new rule also allows transit agencies to receive formal, written advice regarding proposed service. Finally, the rule sets out clear complaint and hearing procedures. The information provided below is designed to help familiarize you with the new rule. For more information visit *http://www.fta.dot.gov/laws/leg_reg_179.html* to review the text of the rule and for other helpful information.

Web Link →

Exemptions:
The requirements laid out in the new rule apply to recipients of Federal financial assistance from FTA. There are some situations, however, where the rule does not apply. Those are:

- Transit systems transporting transit employees for transit purposes
- Public transit agencies receiving funds under 5310, 5311, 5316, & 5317, when they provide charter for "program purposes"
- Emergency response and preparedness (including security drills/ preparation)
- Recipients in non-urbanized areas transporting employees for training outside its geographic service area

Definition of Charter Service:
The new definition of charter service spells out what is and what is not "charter service." If a third party requests service for the exclusive use of a bus or van for a negotiated price, then it is charter. To assist transit agencies with determining whether its proposed service is charter, the new definition contains several "characteristics" of charter service. Also, when a transit agency initiates service to an event or function of limited duration or on an irregular basis, it is charter if the transit agency charges a premium fare or a third party subsidizes the service.

Exceptions:
Same as the old rule, there are exceptions in the new rule. They are:

- Providing service to Government Officials (80 hours annually)
- Providing service to Qualified Human Service Organizations (QHSO) (qualified groups serving elderly, disabled, and low income)
- Leasing
- Agreement with other private operators
- When no registered charter provider responds to a notice sent by recipient
- Petitions to the Administrator:
  - Special Events
  - Hardship
  - Discretion

Reporting:
A recipient must keep an electronic record of all charter service provided under one of the above exceptions. A recipient must submit quarterly reports through TEAM. The first quarterly report is due July 30, 2008.

If there are any questions about anything in the new rule, those inquiries can be sent to ombudsman.charterservice@dot.gov.

TIP
A link to the TEAM reporting page is posted on the Charter Registration webpage.

Civil Rights Requirements

Title VI of the Civil Rights Act of 1964

FTA Circular 4702.1: *http://www.fta.dot.gov/title6*

Web Link

Title VI requires that direct grant recipients and sub-recipients provide all services and benefits without regard to race, color or national origin. All direct grantees must submit the general reporting requirements as described in FTA Circular 4702.1 on a triennial basis. Grantees located in areas with a population of 200,000, or more, and State Departments of Transportation (State DOT's) must submit program specific requirements.

General Reporting requirements include:

- Provide an Annual Title VI Certification and Assurance.
- Develop Title VI complaint procedures.
- Record Title VI investigations, complaints, and lawsuits.
- Provide meaningful access to Limited English Proficient Persons.
- Notify beneficiaries of protection under Title VI.
- Provide additional information upon request.
- Prepare and submit a Title VI Program.
- Guidance on conducting an Analysis of Construction Projects.
- Guidance on promoting Inclusive Public Participation.

For State DOT's, in order to integrate program administration considerations expressed in the DOT Order on Environmental Justice, recipients should document that they pass through FTA funds without regard to race, color, or national origin and that minority populations are not being denied the benefits of or excluded from participation in these programs.

Examples include:

- A description of how the agency develops its competitive selection process or annual program of projects submitted to FTA as part of its grant applications.
- A description of the agency's criteria for selecting transit providers to participate in any FTA grant program.
- A record of requests for Elderly Individuals and Individuals with Disabilities, Rural and Small Urban Area Formula Funding, JARC, and New Freedom funding. A description of the agency's procedures to assist potential sub-recipients in applying for this funding, including any efforts to assist applicants that would serve predominantly minority and low-income populations.

- State DOT's or other administering agencies may classify applicants as providing service to predominantly minority and low-income populations if the proportion of minority and low-income people in the applicant's service area exceeds the statewide average minority and low-income population.

TIP
A Title VI Program must be submitted to the FTA Regional Civil Rights Officer every three years.

State Departments of Transportation should have an analytic basis in place for certifying their compliance with Title VI. Example analyses include:

- A demographic profile of the State that includes identification of the locations of socioeconomic groups, including low-income and minority populations; or
- A statewide transportation planning process that identifies the needs of low-income and minority populations; or
- An analytical process that identifies the benefits and burdens of the State's transportation system investments for different socioeconomic groups, identifying imbalances, and responding to the analyses produced.

Finally, State Departments of Transportation should ensure that sub-recipients are complying with the DOT Title VI Regulations, State DOT's or other State administering agencies should monitor their sub-recipients for compliance with Title VI. The State DOT should undertake the following activities:

- The agency should document its process for ensuring that all sub-recipients are complying with the general reporting requirements of this circular.
- At the request of FTA, in response to a complaint of discrimination, or as otherwise deemed necessary by the State DOT or administering agency, the agency should request that sub-recipients who provide transportation services verify that their level and quality of service is provided on an equitable basis. Recipients should ask sub-recipients to develop system-wide service standards and verify that service provided to predominantly minority and low-income communities meets these standards.

Web Link →

Equal Employment Opportunity Program (EEO)

FTA Circular 4704.1: *http://www.fta.dot.gov/eeo*

TIP
An EEO Program must be submitted to the FTA Regional Civil Rights Officer every three years.

EEO requires direct grant recipients and sub-recipients to provide equal opportunity to its workforce and job applicants without regard to race, color, creed, national origin, disability, sex or age.

A direct grant recipient must submit an EEO program if it received $1 million dollars or more in the previous Federal fiscal year, or if it expects to receive $1 million dollars in the year of its application and employs 50 or more people in transit-related positions. The EEO program consists of provisions for the designation of an EEO Officer, policy, utilization analysis, and goals and timetables, and must be submitted on a periodic basis.

Disadvantaged Business Enterprise Program (DBE)

49 CFR Part 26: *http://www.fta.dot.gov/dbe*

Web Link

The Department of Transportation's (DOT) Disadvantaged Business Enterprise (DBE) Program seeks to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs and to create a level playing field on which DBE's can compete fairly for DOT-assisted contracts.

FTA recipients who receive $250,000 or more in DOT-assisted Prime Contracting Opportunities (Definition of DOT-assisted contract, See 49 CFR 26.5) are required to have a DBE program and goal. This applies to planning, capital and/or operating assistance in a Federal fiscal year (exclusive of transit vehicle purchases). An approved DBE Program is a precondition for receiving DOT financial assistance; and the requirements of the DBE Program continue until all DOT funds are expended. Once the DBE program is approved it does not expire.

TIP

The $250,000 threshold excludes funds used for transit vehicle purchases.

Annual DBE goals must be submitted for each year that is projected to have $250,000 or more in prime contracts (i.e. if a recipient anticipates having $250,000 in contracting opportunities for one year, but not the next, a goal is to be developed only for the year with contracting opportunities.). The goal is an evaluation of the kind of contracting opportunities that will be available in the Federal fiscal year and an assessment of those firms that are likely to be ready, willing, and able to perform the intended work. The annual goal must be developed with a public participation process prior to publication of the goal for public comment. The notice of publication should state that the goal is available for review for 30 days, with a 45-day comment period. The submission to FTA should include supporting documentation, i.e. meeting notices, publication copies and methodology for developing the goal. The annual DBE goal must be submitted to FTA by August 1st each year. Finally, recipients must try to meet the maximum feasible portion of overall goal using race-neutral means (49 CFR 26.51).

TIP

Semi-Annual Reports summarizing DBE contract awards and progress toward meeting the goal are to be submitted on June 1st for DBE data covering the period of October 1st – March 31st and December 1st for DBE data covering the period of April 1st – September 30th. These reports are to be submitted by the State or other direct recipients.

The $250,000 threshold is based on the total FTA funding received by the State or other direct recipient. If a State DOT receives FTA funds, and a cumulative total of $250,000 or more of these funds, not counting transit vehicle purchases, will be expended in contracts, then the State DOT's DBE program must cover the transit program and set an overall goal for transit contracts.

This means that each State must combine all funds received by the State from FTA and used in contracts, even those funds passed through to sub-recipients such as providers of service under Sections 5310 and 5311.

States are not allowed to exclude funds pertaining to contracts by sub-recipients, even sub-recipients who individually may disburse less than $250,000 of FTA funds in contracts.

The State DOT overall goal for transit contracts covers all FTA-assisted transit

contracts for purposes other than transit vehicle purchases, whether the contracts are let directly by the State DOT itself or by sub-recipients (e.g., local governments).

Consistent with the general obligation of recipients to monitor the use of funds, the State DOT is expected to monitor all contracts in the State (including those led by local jurisdictions).

The Department requires a Unified Certification Program (UCP) to be developed so that applicants need only apply once for DBE certification that will be honored by all recipients in their state. The UCP is where an entity can register and certify DBE firms and serves as the single location for DOT recipients to search for certified DBE firms. All DBE firms used in FTA assisted contracts must be certified by the UCP. Federal Register 49 CFR. Parts 23 & 26

TIP
New building accessibility standards for all new transportation facilities were adopted effective November 29, 2006. See the Americans with Disabilities Act Accessibility Guidelines (ADAAG)

Americans with Disabilities Act of 1990 (ADA)

49 CFR Parts 27, 37 and 38: *http://www.fta.dot.gov/ada* **Web Link**

The ADA is a comprehensive Civil Rights law providing protections for persons with disabilities similar to those provided on the basis of race, color, sex, national origin, age and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications. Requirements for transportation services both public and private are found in regulations issued by the U.S. Department of Transportation (49 CFR Parts 27, 37, and 38). In general, these regulations contain accessibility requirements for vehicles, facilities, and non-discriminatory provision of service. For FTA grantees, compliance with these regulations is a condition of eligibility to receive Federal funding.

TIP
In addition to your FTA Regional Civil Rights Officer, assistance may be obtained from a member of FTA's ADA Team at 202-366-4018 or FTA.ADAassistance@dot.gov

FTA funds administered by the state to a public or private entity that operates fixed route service must comply with the Department's disability nondiscrimination regulations to provide complementary paratransit. ADA complementary paratransit service is next day, origin-to-destination service for individuals with disabilities who are unable to use the fixed route. The level of service must be comparable to the fixed route service, and shall not be limited by any capacity constraints, trip restrictions, waiting lists, or any operational pattern or practice that significantly limits the availability of service to eligible persons.

TIP
FTA's civil rights requirements are extensive. If you have questions about applicability or specific requests, please contact your Regional Civil Rights Officer for technical assistance.

FTA's enabling legislation includes the non-discriminatory use of Federal funds by recipients of FTA assistance, including their sub-recipients and contractors. FTA ensures non-discrimination through oversight of grantee implementation of required civil rights regulations and policy. Compliance reviews and assessments are conducted to determine if the grantee's required efforts under Title VI of the Civil Rights Act of 1964, (including aspects of Environmental Justice), Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE) programs, and the Americans with Disabilities Act of 1990 (ADA) requirements are in compliance as represented to the FTA.

Drug and Alcohol Requirements

Drug and Alcohol Compliance - Sections 5307, 5309 and 5311 grant recipients are required to comply with FTA's Drug and Alcohol regulations that require drug and alcohol testing for direct employees or contractors who perform safety-sensitive functions. Covered employees include revenue vehicle operators, dispatchers, Commercial Driver License (CDL)-holders operating non-revenue vehicles, armed security personnel and those maintaining revenue service vehicles and equipment. These regulations do not apply to maintenance contractors of Section 5311 sub-recipients (and/or Section 5307/5309 grantees in urbanized areas of less than 200,000 in population.)

Rules do not apply to taxicab drivers when patrons (using subsidized vouchers) select the taxi company that provides the service.

These regulations also apply to volunteers if they are required to hold CDL's to operate the vehicles or if they perform a safety-sensitive function and receive payment in excess of actual expenses incurred while engaged in the volunteer activity. (49 CFR Part 655 and DOT-wide regulations, 49 CFR Part 40)

Recipients of Section 5310 funds are not subject to FTA drug and alcohol testing requirements but CDL-holders are subject to Federal Motor Carrier Safety Administration (FMCSA) requirements.

Under Section 5311, providers of contracted maintenance service are exempt from FTA's drug and alcohol testing requirements.

The rules require that direct recipients and sub-recipients annually prepare and maintain a summary of the results of their testing programs during the previous calendar year. When requested by FTA, each direct recipient and sub-recipient shall submit to FTA, by March 15th, a report covering the previous calendar summarizing the results of its anti-drug and alcohol misuse programs. Results shall be submitted online or by email.

Instructions can be found at the following web address: *http://transit-safety.volpe.dot.gov/*. Those state agencies that are not contacted by the FTA DAMIS Program Office with an annual user name and password should contact the FTA DAMIS Project Office at 617-494-6336.

Web Link

TIP

If you require further information on FMCSA requirements please contact the FMCSA Drug and Alcohol Office at 202-366-2096.

APPENDIX A

Most Widely Reported State Management Review Findings

Having a comprehensive State Management Plan not only reduces findings but can also be beneficial to your oversight, maintenance and procurement capabilities. Listed below are findings typically identified during FTA's State Management Reviews along with benefits of compliance.

Procurement/Buy America

Findings: Missing Federal clauses, use of state or local preference, and inadequate implementation of pre-award and post delivery reviews

Benefits: Reduce the procurement process time frame and reduce the possibility of the procurement being in-eligible for FTA funding. Ensure the vehicle is manufactured to your specifications and prevent service disruptions due to unexpected vehicle maintenance.

Grants Administration

Finding: Failure to expend funds and close grants in a timely manner.

Benefits: Reduce reporting because fewer grants will be active; re-obligate unexpended funds still within the period of availability.

Program Management

Finding: The State Management Plan is not periodically reviewed and updated with appropriate input.

Benefit: The programs would be more successful with an open and continuous communication process.

Maintenance

Findings: State guidance to sub-recipients is insufficient for establishing a maintenance plan and in the monitoring of the sub-grantees' preventive maintenance.

Benefit: Vehicles and facilities will be in a better operating condition with an effective maintenance plan.

Financial Management

Findings: Excess federal cash on hand; inadequate financial systems and tracking of grant balances.

Benefit: A reduction in the number of audit findings.

Selection and Eligibility

Finding: Insufficient monitoring of sub-recipients service.

Benefits: Increase vehicle utilization, increase coordination with other transportation providers and improve service delivery.

Debarment and Suspension

Findings: Failure to include certifications in contracts and to obtain certifications from sub-recipients.

Benefit: Potential of procurement being determined ineligible is reduced.

Lobbying

Finding: Failure to obtain certifications from sub-recipients.

Benefit: Eliminate this as a finding on your state management review.

Rural Transit Assistance Program (RTAP)

Finding: Failure to develop an RTAP program to benefit non-urbanized transit providers.

Benefits: Provide specialized training and technical assistance for rural and small urban transit providers.

Intercity Bus

Finding: Failure to either expend funds or obtain governor's certification.

Benefit: Improve coordination of rural connections.

Civil Rights/ADA

Findings: Failure to obtain sub-recipients' certifications, DBE programs and annual goals and insufficient monitoring of sub-recipients' compliance.

Benefit: Grant application processing would not be delayed due to incompliance with civil rights and possibly reduce civil rights complaints.

Satisfactory Continuing Control

Finding: FTA has reported no common findings under this category.
Kudos to you: you have been vigilant in ensuring compliance under this category

Chapter Bus/School Bus Protections

Finding: Failure to obtain sub-recipient agreements and monitoring of compliance.

Benefit: Eliminate a finding in the State Management Review and the possibility of complaints being filed.

Planning and Coordination

Findings: Projects not programmed in the Statewide Transportation Improvement Program (STIP).

Benefit: Prevent delays in processing of grant applications.

Drug and Alcohol Program and Drug-Free Workplace

Findings: Inadequate review of sub-recipients policies, monitoring of sub-recipients programs and failure to submit reports.

Benefit: Through testing there will be a safer working environment and improved passenger safety.

APPENDIX B
FTA Contacts

Region	Location & Main Telephone #	States & Territories Region is Responsible for
Region 1	Cambridge, Massachusetts 617-494-2055	Connecticut, Maine, Massachusetts New Hampshire, Rhode Island and Vermont
Region 2	New York, New York 212-668-2170	New York, New Jersey
Region 3	Philadelphia, Pennsylvania 215-656-7100	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia
Region 4	Atlanta, Georgia 404-865-5600	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico South Carolina, Tennessee, and U.S. Virgin Islands
Region 5	Chicago, Illinois 312-353-2789	Illinois, Indiana, Minnesota, Michigan, Ohio, and Wisconsin
Region 6	Fort Worth, Texas 817-978-0550	Arkansas, Louisiana, New Mexico, Oklahoma, and Texas
Region 7	Kansas City, Missouri 816-329-3920	Iowa, Kansas, Missouri and Nebraska
Region 8	Lakewood, Colorado 720-963-3300	Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming
Region 9	San Francisco, California 415-744-3133	Arizona, California, Hawaii, Nevada, Guam, American Samoa, and Northern Mariana Islands
Region 10	Seattle, Washington 206-220-7954	Alaska, Idaho, Oregon, and Washington

APPENDIX C
Selected Definitions from the Master Agreement

a. **Application** means the signed and dated request for Federal assistance, including any amendment thereto, with all explanatory, supporting, and supplementary documents filed with FTA by or on behalf of the Recipient and accepted or approved by FTA.

b. **Approval, Authorization, Concurrence, Waiver** means a conscious written statement (transmitted in typewritten hard copy or electronically) of a Federal Government official authorized to permit the Recipient to take or omit an action required by the Grant Agreement or Cooperative Agreement for the Project, or the Master Agreement, which action may not be taken or omitted without such permission. Unless FTA determines otherwise in writing, such approval, authorization, concurrence, or waiver permitting the performance or omission of a specific action does not constitute permission to perform or omit other similar actions. An oral permission or interpretation has no legal force or effect.

c. **Approved Project Budget** means the most recent statement of the costs of the Project, the maximum amount of Federal assistance for which the Recipient is currently eligible, the specific tasks (including specific contingencies) covered, and the estimated cost of each task that has been approved by FTA. As used in the "Approved Project Budget," the term "Scopes" means categories and the term "Scope Level Codes" means category codes. Although "Scopes" and "Scope Level Codes" generally indicate the type of activities encompassed by the Project, the data listed under "Scopes" and "Scope Level Codes" (for example), do not necessarily reflect, and are not intended to be treated as, prima facie evidence of the precise limits or boundaries of a Project, unless FTA determines otherwise in writing. FTA reserves the right to consider other information in determining what constitutes the "Scope of the Project" when that term is used for legal purposes.

d. **Grant Agreement** means the instrument by which FTA awards Federal assistance to a specific Recipient to support a particular Project in which FTA does not take an active role or retain substantial control, as set forth in 31 U.S.C. § 6304. The Grant Agreement consists of the FTA Award establishing the specific parameters of the Project, an Execution statement signed by the Recipient, and may include Special Conditions, Special Requirements, or Special Provisions. The Master Agreement is incorporated by reference and made part of the Grant Agreement.

e. **Local Government** includes a public transportation authority, as well as a county, municipality, city, town, township, special district, council of governments, public corporation, board, or commission established under the laws of a State (whether or not incorporated as a private nonprofit organization under State law), regional or interstate government entity, Indian tribe, or any agency or instrumentality thereof.

f. **Project** means the activity or activities (task or tasks) listed in Project Description, the Approved Project Budget, and any modifications set forth in the Conditions of Award in the Grant Agreement or Cooperative Agreement for the Project, and any other Special Conditions, Special Requirements, or Special Provisions applicable to the Project. To the extent that a Recipient is required by any provision of 49 U.S.C. Chapter 53 to prepare a "Program of Projects," for purposes of the Master Agreement, the term "Project" encompasses both "Program" and "each Project within the Program," as the context may require. For purposes of legal interpretations and other matters, FTA reserves the right to consider information apart from data listed in FTA's electronic management system under "Scopes" and "Scope Level Codes" of the "Approved Project Budget" to determine what constitutes the Scope of the Project or eligible project activities.

g. **Public Transportation** means transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by the entity described in 49 U.S.C. chapter 243 (Amtrak or a successor to Amtrak). The term "public transportation" also includes "mass transportation" and "transit."

h. **Recipient** means the entity that receives Federal assistance directly from FTA to support the Project. The term "Recipient" includes each FTA "Grantee" that receives Federal assistance directly from FTA through a Grant and each FTA Recipient that receives Federal assistance directly from FTA through a Cooperative Agreement. Even if a single organization within a legal entity is designated the Recipient in the Grant Agreement or Cooperative Agreement, the entire legal entity is the Recipient, unless FTA has determined otherwise in writing. Thus absent FTA's written determination to the contrary, if the Recipient is a consortium, partnership, or other multi-party entity, each participant in, member of, or party to that consortium, partnership, or multi-party entity is deemed a "Recipient" for purposes of compliance with applicable requirements of the Grant Agreement or Cooperative Agreement for its Project.

i. **Sub-recipient** means any entity that receives Federal assistance awarded by an FTA Recipient, rather than by FTA directly. The term "sub-recipient" also includes the term "sub-grantee," but does not include "third party contractor" or "third party subcontractor."

j. **Third Party Contract** means a contract or purchase order awarded by the Recipient or sub-recipient to a vendor or contractor, financed in whole or in part with Federal assistance awarded by FTA.

APPENDIX D
Links to Web-Based FTA Circulars, Regulations and Other Guidance

FTA Circulars

FTA Circular 4220.1 – Third Party Contracting Requirements
http://www.fta.dot.gov/laws/circulars/leg_reg_4063.html

FTA Circular 4702.1 - Title VI Guidelines for FTA Recipients
http://www.fta.dot.gov/title6

FTA Circular 5010.1 – Grants Management Guidelines
http://www.fta.dot.gov/laws/circulars/leg_reg_4114.html

FTA Circular 9030.1 - Urbanized Area Formula Program: Grant Application Instructions
http://www.fta.dot.gov/laws/circulars/leg_reg_4125.html

FTA Circular 9040.1 – Non-urbanized Area Formula Program Guidance and Grant Application Instructions
http://www.fta.dot.gov/documents/FTA_C_9040.1F.pdf

FTA Circular 9045.1 - New Freedom Program Guidance and Application Instructions
http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom.pdf

FTA Circular 9050.1 - The Job Access and Reverse Commute (JARC) Program *Guidance and Application Instructions*
http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC.pdf

FTA Circular 9070.1 – Elderly Individuals and Individuals with Disabilities *Program Guidance and Application Instructions*
http://www.fta.dot.gov/documents/C9070.1F.pdf

FTA Circular 9300.1 - Capital Program: Grant Application Instructions
http://www.fta.dot.gov/laws/circulars/leg_reg_4128.html

Other FTA or DOT Guidance

Best Practices Procurement Manual
http://www.fta.dot.gov/library/admin/BPPM/

Buy America Requirements
http://www.access.gpo.gov/nara/cfr/waisidx_05/49cfr661_05.html

Regulations:

49 CFR Part 40 - Procedures for Transportation Workplace Drug and Alcohol Testing Programs
http://www.access.gpo.gov/nara/cfr/waisidx_01/49cfr40_01.html

49 CFR Part 655 – Prevention of Alcohol Misuse and Prohibited Drug use in Transit Operations
http://www.access.gpo.gov/nara/cfr/waisidx_01/49cfr655_01.html

49 CFR Parts 23 and 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs
http://www.fta.dot.gov/dbe

49 CFR Parts 27, 37 and 38 – Transportation for Individuals with Disabilities
http://www.fta.dot.gov/ada

Websites and Other Contacts:

National Transit Database (NTD)
www.ntdprogram.gov

FTA National RTAP
http://www.nationalrtap.org/

American Public Transportation Association
http://www.apta.com/

Community Transportation Association of America
http://www.ctaa.org/

Transportation Research Board
http://gulliver.trb.org/

Department of Labor, Division of Statutory Program
http://www.dol.gov/esa/regs/compliance/olms/compltransit.htm

The National Resource Center for Human Service Transportation Coordination
http://www.unitedweride.gov/1_10_ENG_HTML.htm

American Bus Association (ABA)
www.buses.org

National Center for Senior Transportation (NCST)
http://seniortransportation.easterseals.com/site/PageServer?pagename=NCST2_homepage

American Association of State Highway and Transportation Officials (AASHTO)
http://transportation1.org/aashtonew/

Multi-State Technical Assistance Program (MTAP)
http://www.transportation.org/?siteid=31&pageid=2405

Standing Committee on Public Transportation (SCOPT)
http://cms.transportation.org/?siteid=31

http://www.fta.dot.gov

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**Federal Transit
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