Grant Making Procedures and Planning

Florida Public Transit Association Conference

Monday, October 22, 2007
Orlando, Florida
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Necessary Steps for a “Complete” Grant

“Completed” Grant Submittal

- LRTP
- TIP
- STIP

- NEPA Clearance?
  - CE
  - EA
  - EIS

- Activity Line Items
  - Scope Codes
  - Budget
  - Project Description
Frequently Asked Questions

• What takes my grant so long to be reviewed by FTA?
• What is the exact process for submitting a grant?
• What is the time frame for a grant to be awarded?
• What part do “I” play in making successful grants?
What Delays Draft Comments from being resolved?

- CMAQ and Funding Transfers
- A detailed, clear to understand, project description
- Comment Resolution addressed in a timely fashion
- Proper FTA notification via E-Mail/Phone
What Delays Draft Comments from being resolved?

• TIP/STIP
• Was the grant developed correctly or was it rushed (Errors)?
• Have you included new provisions applicable to the program you’re applying for funding?
Common Errors

- Difficult-to-understand and incomplete project descriptions
- Program Date Errors
- Combining FY 06 funds with prior year funding
- Not running the “Review Errors” tool function FIRST
- Start/End Dates
- Mismatch of ALI’s, Milestones, and Environmental Findings
- Spare Ratios
- Vehicle Replacement Information
“The Process”

• Properly describe the project and site the fiscal year source of funding. If funds are from a state apportionment, please indicate

• Make sure that the project is in an approved TIP/STIP prior to notifying FTA to review the draft grant

• Review recent FTA Federal Register Notices and updated Circulars to ensure new guidelines and procedures are being followed
“The Process”

• Ensure that all transfer funds have been completed prior to initiating a DRAFT review
• Each ALI must have a Milestone and proper Environmental Finding
• All ALI’s should be listed in numerical order
• Make sure that the ALI’s correspond with the proper scope codes (see ALI tree on TEAMWeb Homepage)
“The Process”

- **MAINTAIN A RECORD** of your funding request AND grant submittals internally
- Email FTA once the grant is ready for a DRAFT review
- Allow 2-3 weeks for DRAFT reviews to be completed by FTA
- Allow a **minimum of 45-60 days** for grants that must be approved by the Dept. of Labor
- For discretionary grants (Section 5309) please allow time for the Congressional Release process
Transferring Funds (CMAQ, etc.)

- Keep track of CMAQ Request internally from START to FINISH
- 4 to 6 month process MINIMUM
- Initiated through the grantee, MPO, FHWA Division, FHWA HQ, FTA HQ and then to FTA Region 4
- FTA notification arrives once funds have been transferred from FHWA
Discretionary Grants
Section 5309

• Prepare to submit potential lapsing grants FIRST
• DO NOT prepare draft grants for project that have not completed the environmental process
• Is the project within an approved TIP/STIP?
• Proper project description
Friendly Reminders

• Submit a quarterly list of “dead” grants to FTA (Marie Lopez) for deletions

• Properly PLAN out your projects and grant submittals. PLEASE DO NOT COMBINE multiple submittals into one time frame.

• Submit and complete Certs and Assurances and TEAM Web Certifications ON TIME

• Adhere to deadlines for grant submittals
  June 16, 2008 for Discretionary Funding Grants
  July 15, 2008 for Formula Funding Grants

• Pay attention to the types of comments that were made on previous grants
Quarterly Time Frames

- **First Quarter**
  (Oct. 1 through December 31)
- **Second Quarter**
  (January 1 through March 31)
- **Third Quarter**
  (April 1 through June 30)
- **Fourth Quarter**
  (July 1 through September 30)
NEPA Reviews and Approvals

• Grant Making Season + NEPA Review Requests = DISASTER

• Proper Project Scheduling

• Opportunities for NEPA Review/Approval
ANY QUESTIONS?
Helpful Websites and Information

• [www.fta.dot.gov](http://www.fta.dot.gov) (FTA Homepage)
• [www.apta.org](http://www.apta.org) (APTA)
• [www.planning.org](http://www.planning.org) (APA)
• TEAM Web Help Desk ([Team.HelpDesk@fta.dot.gov](mailto:Team.HelpDesk@fta.dot.gov)) or via phone at 888-443-5305
THANK YOU!