

FTA

FEDERAL TRANSIT ADMINISTRATION

FTA Region IV
State Programs Team
Annual Meeting

Office of Program Management
& Project Oversight

Margarita Sandberg



U.S. Department of Transportation
Federal Transit Administration

Office of Program Management and Project Oversight Updates

General Reporting Requirements

- Just over 400 grants in Region IV reporting FFR/MPR Quarterly were converted to Annual reporters based on risk factors.
- This helped relieve some of the reporting burden for both our grantees, and FTA staff reviewing the reports.
- Low Risk Factors Included:
 - Grants awarded with less than \$2M total
 - Grants which do NOT have Section 5309, Emergency Relief, TIGER, State Safety Oversight funding
 - No construction activities
 - No other risk factors that may trigger quarterly reporting

Office of Program Management and Project Oversight Updates

General Reporting Requirements

- FFR/MPR Review Reminders
 - Quarterly and Annual reports are due by the 30th regardless of whether the month has 31 days.
 - FFR (Federal Financial Reviews) expenses should be reported in accrual basis of accounting, not on a cash basis
 - MPR (Milestone Progress Report) please include project details and keep milestone dates current
 - Be sure to “submit” reports or they remain “in-progress”

Office of Program Management and Project Oversight Updates

- **Grants Management**

- Grant period of performance End Date – grants awarded after February 22, 2018 will need budget revisions to extend the period of performance if any of the milestones are delayed and exceed the grant's end date.
- We are setting grant end dates to be March 30, 2 years past the last milestone date for all new grant applications.
- Remember to use oldest grants first and closeout grants promptly after a project is completed.
- Seek appropriate budget revision FTA approvals when expenditures approach 20% of the line item's budget.

Office of Program Management and Project Oversight Updates

- **Project Management**

- Submit to FTA all outstanding claims information over \$100,000 in Milestone Progress Reports (MPR) and all claims settled during the reporting period. Include a brief description, estimated costs, and reason for the claim.
- List of all potential and executed change orders over \$100,000, pending or settled, during the reporting period with brief description.
- Ensure all vendors and contractor are complying with all applicable Federal requirements
- Ensure all subrecipients are complying with all applicable Federal requirements

Office of Program Management and Project Oversight Updates

Disposition of FTA Assets

- State DOTs and its Subrecipients follow the state disposition process
- Non-DOT agencies follow FTA Circular 5010.1E for choosing a disposition option.
 - FTA retains an interest remains upon disposition of a federally assisted asset before the end of its useful life or after useful life when the fair market value is greater than \$5,000
 - When federally assisted property is lost or damaged by fire, casualty, or natural disaster, the fair market value shall be calculated on the basis of its condition just prior to the casualty irrespective of the extent of insurance coverage.
 - After the useful life is reached, rolling stock and equipment with a unit market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no obligation to reimburse FTA. Records of this action must be retained and FTA approval of this action is not required.

Office of Program Management and Project Oversight Updates

Real Estate

- Remaining federal interest in real property means the federal share of the fair market value of that property, the straight line depreciated value of improvements, or the federal share of the current appraised land value, whichever is greater.
- FTA's remaining federal interest in the property removed from service before the end of useful life of the improvements is determined by comparing the fair market value of the entire property with the value of the land plus the depreciated value of the improvements and taking the greater of these two.
- FTA must review and concur in appraisals and review appraisals for acquisitions and dispositions of more than **\$1,000,000**
- FTA concurrence is also required for In-kind contributions and land exchanges **of any value**, or when the value is used as non-federal share.
- Reference FTA Circular 5010.IE page IV-18 for Real Estate Disposition Methods.

Office of Program Management and Project Oversight Updates

Incidental Uses of Federal Assets

- Remember all non-transit use of a Federal Asset requires FTA concurrence per Circular 5010.IE
- To facilitate this process we're now using a new Incidental Use Tool
- Contact your Program Manager for a copy of the tool

The screenshot shows the 'Facility Incidental Use Request' form for Region IV. It includes the FTA logo and contact information for Region IV offices in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico, South Carolina, and Tennessee. The form fields are as follows:

U.S. Department of Transportation Federal Transit Administration

REGION IV
Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee

290 Peachtree Street, NW
Suite 1400
Atlanta, GA 30303-6917
404-692-2600
404-692-2605 (fax)

FACILITY INCIDENTAL USE REQUEST | REGION IV

Requesting Agency: [Click Here to enter text](#) **Request Date:** [Click Here to enter text](#)

Subject: [Click Here to enter text](#)

FTA Program Manager: [Click Here to enter text](#)

I. Existing Facility Description (attach plans):

- a. Total Area of Facility
- b. Area currently used for Transit & Brief Description of Use
- c. Area currently used for Purposes other than Transit & Brief Description of Use
- d. Grant(s) used to Fund the Facility
- e. Percent (%) Federal Participation
- f. In-service Date
- g. Useful Life of the Facility

Office of Program Management and Project Oversight Updates

Transit Asset Management (TAM)

- The TAM rule (49 CFR part 625) is a set of federal regulations that sets out minimum asset management practices for transit providers.
- Oversight reviews on TAM begin in FY2019

TIMELINES	If your fiscal year runs: July-June	If your fiscal year runs: Oct-Sept	If your fiscal year runs: Jan-Dec
<ul style="list-style-type: none"> • Report FY17 asset inventory module (AIM) data to NTD 	Oct 2017	Jan 2018	Apr 2018
<ul style="list-style-type: none"> • Complete 1st compliant TAM Plan • Share TAM Plan with planning partners 	Oct 2018		
<ul style="list-style-type: none"> • Report 1st FY18 AIM data to NTD • Submit targets for FY19 to NTD 	Oct 2018	Jan 2019	Apr 2019

FTA TAM website: www.transit.dot.gov/TAM

Office of Program Management and Project Oversight Updates

- **FAST Act – Art or Non-functional Landscaping in Transit**
 - The FAST Act has a new prohibition on the use of FTA funds for “*incremental costs of incorporating art or non-functional landscaping into facilities, including the costs of an artist on the design team.*” (49 U.S.C. 5323(h)(2) as amended by FAST.)
 - This prohibition applies to all FTA programs and grants, including all programs authorized under Chapter 53 of Title 49, U.S.C. and other programs for which FTA serves as the grant making agency (e.g. TIGER).
 - No local funds spent on art or non-functional landscaping can be used to match the federal grant.
 - The prohibition on FTA funds being used to pay for these activities applies only to grants entered into on or after December 4, 2015, regardless of the year the funds were made available.
 - <https://www.transit.dot.gov/funding/grants/grant-programs/art-and-non-functional-landscaping-federally-funded-public-transit>

Office of Program Management and Project Oversight Updates

FTA Region IV Office of Oversight and Program Management
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