

FY2020

FTA Region V Grantmaking Reference Guide



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The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees should refer to applicable regulations and statutes referenced in this document.

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Overview

This document serves as a reference guide to grantmaking in the Federal Transit Administration's (FTA) Transit Award Management System (TrAMS). Grantees are strongly encouraged to contact their assigned FTA Region V Grant Representative prior to creating a new TrAMS grant application. The current FTA Region V Staff Organization Chart is accessible [here](#).

You should reference the following tools for more detailed information related to FTA's programs, and TrAMS:

- FTA's annual Apportionments, Allocations, and Program Information Federal Register Notice: <https://www.transit.dot.gov/funding/apportionments>.
- FTA Program circulars for information about FTA's grant programs: <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/fta-circulars>.
- Guidance and training tools on TrAMS can be found at: <https://www.transit.dot.gov/funding/grantee-resources/teamtrams/transit-award-management-system-trams>.

New Grant vs. Grant Amendment

Before entering a grant in TrAMS, it is important to have a discussion with your Grant Representative so that you can both agree on the best approach; either creating a new grant or amending an existing grant. Keep in mind the following when creating a grant amendment:

- TrAMS does not allow you to add new funding programs. For example, if the original grant only contained Section 5307 funds, you cannot amend the grant to add Section 5339 funds.
 - There are instances where a funding program (such as Section 5339) are distributed through formula and competitive/discretionary selection (for example Low or No Emissions and Bus and Bus Facilities). Although the funds are awarded from the same program, the formula and discretionary funds should be treated as two different funding programs when developing a grant in TrAMS.
- No more than three fiscal years of funding can be contained in a grant and corresponding amendments for operating assistance and preventive maintenance. For example, if you apply for an annual operating assistance grant (that contains full year apportionments), you can only amend the original grant twice.
- Amendments are treated as if you are creating a new grant, including a new Executive Summary, Project Description, and Extended Budget Description, etc.. The sections below provide samples for how to handle amendment language.

"Super" Grants

TrAMS allows grantees to combine funding from different FTA programs into a single grant. This is a departure from how our previous grant award system, the Transportation Electronic Award Management System (TEAM) functioned. If you plan on creating a grant with multiple funding sources, also known as a "Super" Grant, please consult with your Grant Representative on how to best setup the grant.

Super Grants should be used if any of the following conditions apply:

- Multiple funding programs are being used to fund related activities such as a capital improvement project, a construction project or system-wide improvement project.

- Multiple funding programs are being used for the same budget scope and activity line item.
- Transferring funds from the Federal Highway Administration (FHWA) (i.e., Surface Transportation Block Grant (STBG) and/or the Congestion Mitigation and Air Quality (CMAQ) Programs) for the same or related projects which also use FTA program funds.
- An applicant is applying for funding apportioned under different formula programs (such as Section 5307, 5337, and 5339) within the same urbanized area(s).

Super Grants may not be optimal if the following conditions are present:

- Timeline/Period of Performance for different projects are not efficiently synchronized.
- An application contains funding programs with different requirements e.g., Department of Labor (DOL) review or Reporting Frequency, etc.

When developing a Super Grant, different funding sources can be incorporated into the same project, but not into the same scope. Please see the section below for more details.

Grant Structure – Funding Sources

Each grant program has a unique account classification code (ACC) that is used to reserve funds. In many instances, a grant program (such as 5310, 5311, and 5339) has multiple ACC codes. This is important to note when setting up your budget in TrAMS because only one ACC type can be used under each scope code. But you can combine different fiscal years of funding under the same scope.

For example, the 5310 program has multiple ACC codes (one each for funds designated to the rural, small urban, and larger urban programs). If your grant will include funding for rural and small urban areas, then you will be required to use separate scopes for the rural and small urban funds. In many instances, you will have to create an additional project in TrAMS to ensure that rural and small urban funds are not included in the same scope.

Financial purpose codes (FPC) are assigned to each funding type. TrAMS only allows one FPC type per scope. For example, an operating assistance Activity Line Item (ALI) (FPC 04) and a capital activity ALI (FPC 00) cannot be under the same scope. There are a couple of exceptions to this rule (mainly involving the 5311 Program) that will be noted in this document. The following are the FPC codes for the following type of projects:

<u>FPC</u>	<u>Description</u>
00	Capital
01	Research & Training
02	Planning
03	Job Access and Reverse Commute (JARC)/New Freedom and Resiliency/Emergency
04	Operating Assistance
06	State & Program Administration
07	RTAP
08	ADA Paratransit
09	Multiple Types

Grant Structure – Projects

TrAMS allows for grant activities to be grouped by Projects, which is a departure from how TEAM functioned. Some grants may only contain one Project while other grants contain several Projects. Grants with multiple Projects are often separated by funding sources or by function (operating assistance, planning, vehicle purchase, facility renovation, etc.). Even if your grant only has one source of funding, there may be times when it makes sense to have multiple projects in the grant as opposed to placing all activity line items under a single project. Again, it is important to have a discussion with your Grant Representative so that you can both agree on the best approach.

Titling Your Grant Application

When titling your grant application (under Application Name) please note the following:

- The Application/Award Name will exist throughout the life of the Award and cannot be edited once the grant has been awarded, even when amending.
- Do not include the fiscal year(s). You will include the fiscal year(s) of funds in the Project Title. See the “Projects” Section for more information.
- The Application/Award Name should be something searchable.
- The Application/Award Name should reflect the Scope of Work to be completed and something the public can understand.
- The Application/Award Name should include the Section number(s) of funding (Section 5307, 5309, etc.).
- The Application/Award Name is published in USApending.gov.

Executive Summary (ES)

The Executive Summary (ES) should provide a high-level explanation of the type of projects that you are applying for. The ES should include the following information:

- Total amount of each Federal fiscal year of funding that will be used.
- The type of funds that will be used (Section 5307, 5311, 5339, etc.).
- The projects/activities that are included in the grant application (purchasing replacement buses, operating assistance, preventive maintenance, renovation of a bus garage, etc.).
- The source(s) of matching funds.
- The supporting documents that are attached in the grant application (STIP approval letter, STIP project listings, etc).
- If using 5337 program funds, recipients must add the following statement in their grant application’s executive summary: *“By executing this grant, we certify that projects funded in this grant are included in the [20XX] Transit Asset Management (TAM) Plan investment prioritization section.”*
- For projects that include vehicles, please include the following two statements:
 - *“In executing this grant, the [Name of Agency] agrees to abide by Section 3011 of the FAST Act (49 U.S.C. 5323(j)(2)(C) regarding the phased increase in domestic content under the Buy America statute for rolling stock.”*
 - *“As Grant Agreement includes an FTA-funded transit vehicle purchase, Recipient agrees to comply with the related requirements set forth in 49 CFR § 26.49(a). Specifically, Recipient must ensure as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, that each transit vehicle manufacturer certified that it complied with*

DOT requirements for submitting a DBE program and goal to FTA prior to bidding. Recipient is also required to submit the name of the successful bidder and the total dollar value of the contract within 30 days of making a FTA- assisted transit vehicle award using the required FTA reporting tool. Recipient understands that failure to comply with these requirements may result in formal enforcement action or appropriate sanction as determined by FTA, including reimbursement of FTA funds used for the vehicle procurement.”

Sample #1

This grant provides \$1,000,000 of FY 2020 Section 5307 operating assistance to the City of Oshkosh's transit system (GO Transit) for the period of January 1, 2020– December 31, 2020. The local share for operating will be \$500,000 provided through local tax levies (city and county), and \$500,000 from the State of Wisconsin. Attachments to this application include the TIP Table referencing 2020 operating expenses, DOL Information, FTA STIP Approval Letter dated 1/20/20, and FY 2020 Wisconsin State 5307 Allocation Letter.

Sample #2

This application requests funding for multiple projects, including bus purchases, design/engineering and construction for garage projects, Communication system enhancements, Rail vehicle overhaul, fare collection upgrade, track and rail facilities, capital cost of contracting, and facility energy conservation and enhancement. This grant application is for a total of \$83,322,313, with \$68,217,994 federal and \$15,104,319 local match. The Federal funds are from the following programs:

- *Section 5307 funds in the amount of \$2,511,512 is FFY 2018; \$37,762,967 is FFY 2019.*
- *Discretionary 5339 funds of \$103,515 is FFY 2019.*
- *Section 5337 (Bus) funds in the amount of \$2,383,413 is FFY 2019; \$3,776,587 is FFY 2020.*
- *Section 5337 (Rail) funds in the amount of is \$6,301,560 is FFY 2019; \$4,978,440 is FFY 2020.*
- *Section 5339 funds in the amount of \$1,631,911 is FFY 2015; \$4,579,942 is FFY 2018; and \$4,188,147 is FFY 2019.*

By executing this grant, we certify that projects funded in this grant are included in the 2019 TAM plan investment prioritization section.

Of the local match, all is funding from Regional Transit Capital except for \$750,000 of Motor Vehicle Sales Tax for Capital Cost of Contracting. Documents attached include the FTA/FHWA STIP approval letter of 10/20/20, relevant STIP pages for the various projects, our Federal Indirect Rates letter, and project descriptions and NEPA documents as appropriate for larger projects.

TrAMS will keep the information for the original grant, and previous amendments. DO NOT delete the information carried over from the grant/grant amendment. Be sure that the descriptions for the amendment are included above the descriptions of the previous grant/amendment.

Grant Amendment Sample

Amendment 1: This grant provides \$2,000,000 of FY 2020 Section 5307 operating assistance to the City of Oshkosh's transit system (GO Transit) for the period of January 1, 2020 – December 31, 2020. The local share for operating will be \$1,000,000 provided through local tax levies (city and county), and \$1,000,000 from the State of Wisconsin. Attachments to this application include the TIP Table

referencing 2020 operating expenses, DOL Information, FTA STIP Approval Letter dated 1/20/20 and FY 2020 Wisconsin State 5307 Allocation Letter.

Original Grant: This grant provides \$1,000,000 of FY 2019 Section 5307 operating assistance to the City of Oshkosh's transit system (GO Transit) for the period of January 1, 2019 – December 31, 2019. The local share for operating will be \$500,000 provided through local tax levies (city and county), and \$500,000 from the State of Wisconsin. Attachments to this application include the TIP Table referencing 2019 operating expenses, DOL Information, FTA STIP Approval Letter dated 1/20/19, and FY 2019 Wisconsin State 5307 Allocation Letter.

After entering the ES, TrAMS requires information related to the period of performance, funding allocations, and direct/indirect cost information. TrAMS will prompt you with questions related to these topic areas as you develop your grant. Please note the following:

- Research and Development - You must answer one of the following responses; 1) “Yes, this application includes funds for research and/or development activities”; or 2) “No, this application does NOT include funds for research and/or development activities.”
- Period of Performance (Start/End Dates) - The Start Date will always be the date of grant award. TrAMS requires you to enter an End Date. The End Date should be no less than 2 years after the last milestone date listed in the application to allow for closeout activities and any potential delays. This 2-year window is in place to accommodate project schedule contingencies, a 90-day closeout period, and tracking purposes.
 - The End Date¹ should be set to the next March 30 after the 2-year minimum outlined above.
 - Example #1: If the last milestone in the grant is 2/15/2018, add two years (2/15/2020). This date should be extended to 3/30/2020.
 - Example #2: If the last milestone in the grant is 05/25/2018, add two years (5/25/2020). Since this date falls after March 30, the end date should be set to 3/30/2021.
 - The End Date represents the last day in which FTA funds can be expended. An FTA action (budget revision, or grant amendment) will be required to extend the period of performance after grant award.
 - Certain special funding programs such as TIGER or FTA 5339 Discretionary have specific requirements related to the Period of Performance End Date and take precedence over the guidance outlined above.
- Pre-award Authority – Check “yes” or “no” to whether the grant will utilize pre-award authority.
- Suballocation Funds - If your application includes sub-allocated funds please indicate if you are a Direct Recipient or a Designated Recipient.² TrAMS requires you to upload the appropriate suballocation letter(s) if you are a direct recipient of suballocated funds.

¹ Grantees are still required to follow award closeout procedures as outlined in Circular C 5010.1E [Award Management Requirements](#), which requires that grant applications be closed within 90 days of the completion of the approved activities and/or the applicable federal assistance have been expended.

² A Designated Recipient is: (i) an entity designated, in accordance with the planning process under Sections 5303 and 5304, by the governor of a state, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under Section 5336 to urbanized areas of 200,000 or more in population; or (ii) a state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation. A Direct Recipient is an eligible entity authorized by a designated recipient or state to receive Urbanized Area Formula Program funds directly from FTA.

- Indirect Cost Rate - TrAMS will direct you to choose whether indirect costs will be used in the grant application. Include one of the following statements if Indirect Costs WILL be applied; 1) “The cognizant agency [enter agency name] approved [enters applicant’s name on [date] and a copy of the organization’s approved rate is on file with FTA (in the EAMS). The approved rate(s) of [provide percentage(s)] will be applied to the applicable activity line descriptions”; or 2) “[Applicant’s Name] has submitted FTA’s certification and elected to use the de minimis indirect cost rate of 10 %; the agency certification and FTA’s response noting acceptance of the election of this rate is attached in the recipient profile in the EAMS.”
- Delinquent federal Debt – Check “yes” or “no”. TrAMS requires you to provide details if you check “yes”.
- State E.O. 12372 Review - Check “yes” or “no”. TrAMS requires you to provide a State Application ID and date submitted for State review if you check “yes”.

Projects

Your Project Title should include the following information:

- Federal fiscal year of the funding that will be used.
- The type of funds that will be used (Section 5307, 5311, 5339, etc.).
- A description of the major activities within the project.
- *Project Title Sample – “FY2020 Section 5307 Vehicles, Facility Rehabilitation and Miscellaneous Equipment.”*

The Project Description (PD) section should include a high-level summary of the project activities with further details on each of the Activity Line Items included in their respective Extended Budget Descriptions.

- *Project Description (PD) Sample- “Funding is to support the acquisition of both replacement and expansion vehicles, reconstruction of the Downtown Transit Terminal, acquisition/installation of security cameras and fareboxes for the buses, and a vehicle wheel alignment apparatus.”*

The Project Benefits section should include specific details on the purpose, need and qualitative and quantitative benefits of the underlying projects to the public. For example, the project might meet state of good repair goals, replace vehicles that have met their useful life, or expand service and offer greater opportunity for riders to reach new jobs, schools, etc. or otherwise improve the rider experience. The narrative should be meaningful to the public. If the grant contains CMAQ funds, the details should briefly explain how the project benefits air quality in the region. Grantees in Transportation Management Areas (TMAs – areas over 200,000 in population) should confirm that any projects utilizing Section 5337 funding are included in the priority list of their TAM Plan.

Be sure to check “yes” or “no” under Capital Investment Project Details. You will check “no” unless your project is funded through the Capital Investment Grant (CIG) Program.

The Project Location section will prompt for the appropriate Urbanized Area (UZA), Congressional Districts, and a Location Narrative. The Location Narrative should describe the general location of the projects and addresses as appropriate.

The Project Plan section will prompt for planning information relevant to the project. Please include details about the uploaded (Statewide Transportation Improvement Program (STIP) document (e.g., page number where the project is mentioned in the document), similar details about the Unified Planning Work Program (UPWP) document (if appropriate), and a reference to the Long-Range Transportation Plan and dates of adoption.

Budget Activity Line Item (ALI)

A Project Budget is made up of scopes and ALIs. A Scope Code is a five-digit number with an associated general category description that will be funded (for example 111-00 – Bus Rolling Stock). Each scope has associated ALIs. FTA funds are reserved at the Scope code level. FTA funding programs may have different requirements for scope codes (for example all Tribal Transit Program project line items must use scope code 600-00). When developing an application, please discuss the most appropriate Scope Codes for a project with your Grant Representative.

The ALI is a six-digit number and an associated title that describes a specific activity to be funded (such as 11.12.04 – Buy Replacement <30 FT Bus). When developing the budget in TrAMS, each ALI has an associated Scope Code, ALI, quantity, total cost, FTA fund source and amount, Extended Budget Description, and a set of Milestones.

Line Item numbers are three sets of two-digit numbers used to narrow and categorize possible project work items. The first set of the Line Item number is defined at the scope code level. For example, #11 is used for Bus Rolling Stock capital items. The second set of numbers is defined as an Activity Type. For example, 11.12 is used for Bus Rolling Stock procurements that are replacements (typically to replace vehicles that have reached their useful life). The third and last set of numbers is the specific item description. In this example #11.12.02 would define a bus rolling stock capital item to procure replacement buses of the type: “Bus STD 35 FT.” When developing an application, please discuss the appropriate Line Item number with your Grant Representative. The Scope ALI Tree is located at <https://www.transit.dot.gov/funding/grantee-resources/teamtrams/federal-transit-administration-scope-codes-activity-line-items>.

Budget Activity Line Item Extended Budget Descriptions (EBD)

The ALI Extended Budget Description (EBD) should include the following information:

- A generously detailed description of the project. FTA should have a very clear understanding about the project overall activity and specific components.
- Useful life information for both the old and new rolling stock and facilities.
- For Operating Assistance (OA) and Preventive Maintenance (PM), the period of performance for the funding (for example January 1, 2020-December 31, 2020), and sufficient information to explain the routine activities that will be funded (this does not have to be an exhaustive list). Also, please state that the undertakings are consistent with allowable activities outlined in C9030.1E, pages IV-14 to IV-15 and Appendix B, respectively.
- A statement that includes the dollar amount of the Transportation Development Credit (TDC); if TDC is part of the local match.
- STIP ID number and/or page where the project is listed in the STIP (or UPWP ID number and/or page for planning projects).

In addition to the samples below, there are additional examples of EBDs for common ALIs in Appendix 1.

Sample #1

Metro Transit is planning to construct a bus operation and maintenance garage for 220 buses near its existing facility, the Heywood Garage, Office and Transit Control Center at 570 Sixth Avenue North in Minneapolis, Minnesota. The proposed structure, "Heywood II," is estimated to be primarily a one-story facility with a second story in the Bus Operations and Maintenance Operations support areas; the estimated size of the garage is 350,000 square feet. Rooftop parking is planned for the site. Funding will be used for construction-related activities, including hazardous abatement, demolition, and soil corrections, including the removal of contaminated soils and replacement with clean soils. Useful life of the facility is 30 years. STIP ID#: Sequence 1489, TRF-TCMT-18Z, page 16 of 41 was approved as a STIP Modification on 3/9/20.

Sample #2

Valley Transit will use funds for paratransit services beyond ADA requirements. Project is turn-key capital cost of contracting. The service is contracted to a provider who owns and maintains the vehicles used for the service. Pursuant to circular 9030.1E, pages IV-11 to IV-13, one half of the total contract for turnkey service (Type 6 contract) that includes contracted maintenance and leased service is eligible for federal capital cost of contracting funds at 80% of the resultant amount. For the period January 1, 2020 - December 31, 2020 Valley Transit is projecting a contract expense of \$183,577. Therefore, the total eligible cost of contracting is one-half this amount or \$91,788. The allowable federal share is 80% of this, or \$73,431 with a local share of \$18,357. Capital cost of contracting covers the depreciation of the vehicles and equipment in addition to maintenance of facility leasing costs. STIP ID#: Fox Cities TIP#252-17-014

Grant Amendment

TrAMS will keep the information for the original grant, and previous amendments. DO NOT delete the information carried over from the grant/grant amendment. Be sure that the descriptions for the amendment are included above the descriptions of the previous grant/amendment.

Amendment 1: This grant adds \$5,000,000 of FY 2020 Section 5307 funds to continue the activities as described in the Original Grant for the Heywood II Garage. STIP ID#: Sequence 1200, page 20 of 52 of FY 2020 STIP.

Original Grant: Metro Transit is planning to construct a bus operation and maintenance garage for 220 buses near its existing facility, the Heywood Garage, Office and Transit Control Center at 570 Sixth Avenue North in Minneapolis, Minnesota. The proposed structure, "Heywood II," is estimated to be primarily a one-story facility with a second story in the Bus Operations and Maintenance Operations support areas; the estimated size of the garage is 350,000 square feet. Rooftop parking is planned for the site. Funding will be used for construction-related activities, including hazardous abatement, demolition, and soil corrections, including the removal of contaminated soils and replacement with clean soils. Useful life of the facility is 30 years. STIP ID#: Sequence 1489, page 16 of 41 of the FY 2019 STIP.

In the example above, the amount and FY of federal funds are included in the amendment description. There is no need to repeat the description given in the “Original Grant” if you are merely adding funding for the same activities, but this should be stated in the updated description.

Budget Activity Line Item Milestones

At least 2 Milestones are required for each ALI. At least 3 Milestones are required for ALIs that involve contracts/3rd party contractors. Be sure to check the appropriate option (“yes” or “no”) as to whether 3rd Party contractors will be used to fulfill the ALI; if you do so, these ALIs will require at least 3 milestones. This is located after the Extended Budget Description. Each Milestone has an estimated completion date and a narrative description detailing the measure of completion. No Milestone may have an estimated completion date after the period of performance end date of the Award. If any Milestone has an estimated completion date before the Award is approved and FTA funds reserved, then the Award must have Pre-Award Authority.

The Milestone descriptions should provide sufficient detail to understand how the applicant plans to demonstrate progress toward, and accomplishment of, the scope of work. Certain activities require additional milestones (such as rolling stock and other procurements).

Environmental Findings (EF)

Prior to approving a grant in TrAMS, FTA must find that the action complies with the National Environmental Policy Act (NEPA) and any other applicable environmental laws. 42 USC § 4321, *et seq.* TrAMS offers the option of selecting an Environmental Finding (EF) at the Project level (which means that all ALIs under that project are covered in one finding), or at the ALI level (which means that each ALI activity may have a different EF). For most entries in TrAMS, there will be one EF per "Project" in TrAMS (e.g., a bus purchase). In some cases, it may be desirable for one "Project" to have multiple EFs, and in that instance, there would be one EF identified per ALI (e.g., large formula grants covering multiple independent activities, or Projects that involve permissible early acquisition of real property where the early property acquisition has not been set up as its own "Project") rather than at the Project level. Contact your Grant Representative if you have questions about whether you should select the EFs at the Project or ALI level.

Be sure the proper EF is selected for each Project/ALI. Some of the EFs are straight forward and do not require additional information or documentation (such as C-4 for Operating Assistance and Planning Activities, and C-7 for vehicle purchases and preventive maintenance). Additional environmental guidance may be found on the [Region V webpage](#).

Additional environmental documentation and/or FTA approval may be required if you have a project that contains renovations or construction. The review and approval of environmental documentation can sometimes take several months (or more) to complete, so it's important to contact your grant representative well in advance of when you put the project in a grant application. FTA can then make a determination on whether additional environmental information is required. When additional environmental documentation is necessary for the work in the application (Documented Categorical Exclusion (DCE), Environmental Assessment (EA), Environmental Impact Statement (EIS)), please note that in the application. Please also state whether any Section 106 consultation has been completed.

If environmental documentation and FTA approval are completed:

- The appropriate EF should be selected.
- The environmental documents should be attached to the grant application.
- The signed FTA approval letter should be attached to the grant.
- A statement that environmental documentation was completed and the date FTA signed the approval letter should be provided in the EF Details section.
- Complete the “Environmental Finding Dates” Section by adding the associated date of approval (such as the date from FTA’s DCE Approval Letter).

Below are typical environmental findings for commonly used ALLs:

Operating Assistance:	EF 04
Bus/Vehicle Purchase:	EF 07
Bus Shelters (new or replacement)	EF 05
Capital Cost of Contracting:	EF 04
Mobility Management:	EF 04
Planning Activities:	EF 04
Signal/Rail Communication:	EF 05
Facility Rehab/Maintenance:	EF 08
Preventive Maintenance:	EF 07
Program Administration:	EF 04

Additional environmental guidance may be found on the [FTA website](#).

Attachments

Please be sure all documentation related to the grant application is uploaded in TrAMS. The most common attachments are:

- The FTA/FHWA signed approval of the current Statewide Transportation Improvement Program (STIP approval letter).
- The project listing(s) from the STIP.
- Administrative modification documentation if applicable
- The FTA signed STIP amendment approval letter (if the grant application contains projects that were amended in the STIP after the date of original STIP approval).
- Supporting environmental documentation (if applicable), such as the FTA signed environmental approval letter, documental categorical exclusion checklist, Section 106 eligibility and effects analysis, FTA determination and concurrence by the State Historic Preservation Officer (SHPO), etc.
- Supporting documentation for replacement vehicles including the vehicle identification number (VIN), Age, Current Mileage, and Projected Mileage of all vehicles being replaced in the grant.
- Transportation Development Credit (TDC) Letter from the State DOT (if applicable).
- For in-kind match (property or services):
 - Property (such as land): FTA letter approving the value of the property being used as in-kind match.
 - An appraisal and review appraisal must be submitted to FTA.
 - For Services (such as staff salaries):

- Documentation that details the rate(s), number of hours, and total value of the services that will be used toward match.
- Funds suballocation letter from the State DOT and/or the Designated Recipient (if applicable). Suballocation letters should:
 - Indicate the suballocations to the respective Direct Recipients listed in the letter
 - As applicable, provide clarity on how suballocations comply with limitations on costs for ADA complementary paratransit service (5307, 5311) and program administration (5310, 5311) within the geographic area.
 - Incorporate language above the signatories to reflect this agreement.
 - Make³ clear that the Direct Recipient will assume any/all responsibility associated with the award for the funds. When drafting the letter, Designated Recipients may use the template language below:

“As identified in this Letter, the Designated Recipient(s) authorize the reassignment/reallocation of [enter fund source; e.g. Section 5307 funds] to the Direct Recipient(s) named herein. The undersigned agree to the amounts allocated/reassigned to each direct Recipient. Each Direct Recipient is responsible for its application to the Federal Transit Administration to receive such funds and assumes the responsibilities associated with any award for these funds.”
- **NEWPROCESS:** The Certifications and Assurances (C&As) must be pinned electronically in TrAMS by both the Authorizing Official (AO) and Attorney. If both parties cannot pin electronically, then they must be completed electronically, and a hard copy of the C&As must be uploaded with the wet signatures of both the AO and Attorney in the C&A module. The selections in the hard copy must match what was selected in the electronic version. A Delegation of Authority for PIN User Roles must also be uploaded to the Recipient Documents for each person who has not pinned electronically (Sample here: <https://www.transit.dot.gov/funding/grantee-resources/teamtrams/delegation-authority-pin-user-roles>). Additionally, recipient must upload a justification as to why both users cannot pin electronically. If found inadequate, no grant awards can be made until the C&A's are pinned electronically.
- **NEW PROCESS:** For 5311 grants, the State DOT is required to attach DOL's Letter of Assurance. More information on this letter and supporting documentation, can be found at: https://www.dol.gov/olms/regs/compliance/transit/5311_info.htm.

³ Refer to page 6715 of the *FTA Fiscal Year 2017 Apportionments, Allocations, Program Information and Interim Guidance* Federal Register Notice published on January 19, 2017.

Section 5307 Urbanized Area Formula Program

Period of Availability:

- 6 years (Year of Apportionment plus 5 additional years)

Funding Source Selection in TrAMS:

- 5307 Formula: 5307 -Urbanized Area Formula Program (2013 and Forward)
- 5307 CMAQ/STBG: FHWA Transfer to 5307 Urbanized Area Formula Grants

Catalog of Federal Domestic Assistance (CFDA) number:

- 20.507

Applicable ACCs:

- YEAR.25.90.91 Urban Formula
- YEAR.45.95.CX FHWA Transfer – Congestion Mitigation & Air Quality (CMAQ)
- YEAR.45.95.SX FHWA Transfer – Surface Transportation Block Grant (STBG)

Applicable FPCs:

- FPC 00 Capital
- FPC 02 Planning
- FPC 03 Job Access and Reverse Commute
- FPC 04 Operating Assistance
- FPC 08 ADA Paratransit

Grant Structure:

- The first three digits of the scopes and ALIs should match, except for the following situations:
646-00 (JARC Projects)
 - All JARC activities must be included in this ALI.
 - ALI 30.09.05 must be used for JARC operating assistance activities.

Sample 5307 Grant Budget:

SCOPE	ALI
111-00 (Bus- Rolling Stock)	
	11.13.15 (Bus Service Vehicle for Expansion)
114-00 (Bus Support Equipment)	
	11.42.07 (Acquire ADP Hardware)
300-00 (Operating Assistance)	
	30.09.01 (Operating Assistance)

Important Program Notes:

- Operating Assistance (Scope Code 300-00) - Scope code 300-00 should be used for operating activities under Section 5307. Other operating assistance ALIs should be used as appropriate when not pursuant to the 100 Bus/Special Rule, such as for UZAs under 200,000 in population;

when the operating assistance is funded with a CMAQ transfer; or when the operating assistance may have a higher federal share pursuant to the sliding scale, which is permitted under 5311. The following ALLs are used for these activities:

- 30.09.01: Operating Assistance up to 50% (also used for Tribes)
 - 30.09.03: Special Rule – Operating Assistance/1 – 75 Buses
 - 30.09.04: Special Rule - Operating Assistance/76 – 100 Buses
 - 30.80.01: Operating Assistance CMAQ Capital (Transfer to Section 5307)
- 1% for Security requirement - This is applied at the UZA level, not for each grantee. However, each grant application must provide documentation/explanation as to how the requirement will be satisfied. Applicants must address the security question as part of the application development process; there are options to certify that the 1% is not required.

Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program

Funding Source Selection in TrAMS:

- 5310 Formula: 5310 -Mobility of Sr. & Indv. w/ Disabilities Formula
- 5310 CMAQ/STBG: FHWA Transfer to 5310 Seniors & Indv w/ Disabilities Formula

Catalog of Federal Domestic Assistance (CFDA) number:

- 20.513

Applicable ACCs:

- YEAR.25.16.DS Rural Formula
- YEAR.25.16.DM Small Urban Formula
- YEAR.25.16.DL Large Urban Formula
- YEAR.45.65.CX FHWA Transfer – Congestion Mitigation & Air Quality (CMAQ)
- YEAR.45.65.SX FHWA Transfer – Surface Transportation Block Grant (STBG)

Applicable FPCs:

- FPC 00 Capital Activities
- FPC 03 New Freedom Projects
- FPC 04 Operating Assistance
- FPC 06 State and Program Administration

Period of Availability:

- 3 years (Year of Apportionment plus 2 additional years)

Grant Structure (**NOTE that only three scopes may be used when developing the budget for the 5310 program. They are:**

- 641-00 (5310 Projects)
 - All applicable ALIs for capital and operating activities should be included under this scope.
- 610-00 (State/Programs Administration)
 - 11.80.00 is the only ALI that may be used under this scope.
- 647-00 (New Freedom Projects)

This scope should be used for New Freedom type projects.

Sample 5310 Grant Budget:

SCOPE	ALI
641-00 (5310 Projects)*	
	11.7L.00 (Mobility Management)
	11.13.01 (Purchase 40-foot Bus)
610-00 (State/Programs Administration)	
	11.80.00 (State and Program Administration)
647-00 (New Freedom Projects)*	

*Operating Assistance (ALI code 30.09.01- FPC 04) cannot be included in the same scope with other ALIs.

Important Program Notes:

- Section 5310 funding fall into two categories:
 1. At least 55 percent of any rural, small urbanized area, or large urbanized area’s annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities (see FTA C 9070.1 G page II-1). It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project. For these projects, a recipient may allocate the funds apportioned to it to:
 - a. A private nonprofit organization; or
 - b. A state or local governmental authority that:
 - (1) is approved by a state to coordinate services for seniors and individuals with disabilities; Governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible governmental authorities are a county agency on aging or a public transit provider which the state has identified as the lead agency to coordinate transportation services funded by multiple federal or state human service programs.
 - or
 - (2) certifies that there are no nonprofit organizations readily available in the area to provide the service.
 2. Up to 45 percent of a rural, small urbanized area, or large urbanized area’s annual apportionment may be utilized for:
 - Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
 - Public transportation projects (capital and operating) that exceed the requirements of ADA;
 - Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
 - Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.
- Eligible subrecipients for other eligible Section 5310 activities include a state or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient.
- Operating Assistance and Program Administration can only be counted as part of the category 2 (up to 45%) funding.
- In urbanized areas with multiple designated/direct recipients:
 - It is your responsibility to ensure that funding in the urbanized area meets the 55%/45% funding category.
- Up to 10 percent an urbanized area’s total fiscal year apportionment may be used to fund program administration costs including administration, planning, and technical assistance for projects funded under this program.

- All projects included in a grant application must meet all statutory requirements (such as planning and environmental requirements) at the time of grant award. This includes the Coordinated Public Transit Human Services Transportation Plan (HSTP) and a Program of Projects.
 - The circular indicates that projects can be included as “Category B”. Please contact your grant representative immediately (and well in advance of putting the grant in TrAMS) if you wish to fund a project that has not met all statutory requirements.

Section 5311 Rural Area Formula Program

Period of Availability:

- 3 years (Year of Apportionment plus 2 additional years)

Funding Source Selection in TrAMS:

- 5311 Formula: 5311 – Rural Area Formula
- 5311 Tribal Transit Formula: 5311 – Tribal Transit Program Formula
- 5311 CMAQ/STBG: FHWA Transfer to 5311 Rural Area Formula

Catalog of Federal Domestic Assistance (CFDA) number:

- 20.509

Applicable ACCs:

- YEAR.25.18.81 Rural Formula
- YEAR.25.18.R7 Rural Transportation Assistance Program (RTAP)
- YEAR.25.18.TF Tribal Formula
- YEAR.45.85.CX CMAQ
- YEAR.45.85.SX STBG
- YEAR.25.18.AF Appalachian Transit Assistance

Applicable FPCs:

- FPC 00 Capital
- FPC 02 Planning
- FPC 03 Job Access and Reverse Commute
- FPC 04 Operating Assistance
- FPC 06 State & Program Administration
- FPC 07 RTAP
- FPC 08 ADA Paratransit
- FPC 09 Multiple Types

Grant Structure (Only use the following scopes when developing the budget):

600-00 (Other Program Costs)

- All applicable ALIs for capital, operating, and planning activities should be included under this scope.
- ALI 30.09.01 should be used for operating assistance activities.
 - Note that multiple FPC activities can be included under this scope.

610-00 (State/Programs Administration)

- 11.80.00 is the only ALI that can be used under this scope.

634-00 (Intercity Bus Transportation)

- All Intercity bus activities should be included under this ALI.
 - Note that multiple FPC activities can be included under this scope.

635-00 (RTAP)

- Specific ALIs beginning with (43) should be used. Please see FTA’s scope code Activities Line Item document for additional information.
- 646-00 (JARC Projects)
- All JARC activities should be included in this ALI.
 - Note that multiple FPC activities can be included under this scope.
 - ALI 30.09.05 should be used for JARC operating assistance activities.
- 648-00 (Appalachian Program Funds)
- All Appalachian program activities should be included in this ALI.

Sample 5311 Grant Budget:

SCOPE	ALI
600-00 (Other Program Costs)	
	11.13.15 (Bus Service Vehicle for Expansion)
	30.09.01 (Operating Assistance)
634-00 (Intercity Bus Transportation)	
	11.12.01 (Buy Replacement 40-foot Bus)
	11.13.01 (Buy 40-foot Bus for Expansion)
	30.09.01 (Operating Assistance)
635-00 (RTAP)	
	43.50.01 (Training)
	43.50.02 (Technical Assistance)
	43.50.03 (Transit Research)
	43.50.04 (Related Support Services)
	43.50.05 (Program Reserve)
646-00 (JARC Projects)	
	11.12.15 (Buy Replacement Van)
	11.7L.00 (Mobility Management)
	30.09.05 (Operating Assistance)
648-00 (Appalachian Dev Pub Transit Assist)	
	11.12.02 (Buy Replacement 35-foot Bus)

Important Program Notes:

- Intercity Bus Activities - Grantees must use 15% of the apportionment towards Intercity Bus activities or provide a certification for FTA files stating that all Intercity Bus needs have been met (see FTA C 9040.1 G page II-1). The certification letter should be sent to the Regional Administrator and a copy to the Chief, Rural and Targeted Programs (Marianne Stock - marianne.stock@dot.gov). Certification letters should also be uploaded to the recipient profile in TRAMS.

- Program Administration - The state may use not more than 10 percent of its apportioned Section 5311 funds, including funds apportioned under Section 5340 but not the RTAP allocation, to administer the Section 5311 program, related planning, and to provide technical assistance to subrecipients.

Section 5329 State Safety Oversight Program (SSOP)

Period of Availability:

- 3 years (Year of Apportionment plus 2 additional years)

Funding Source Selection in TrAMS:

- 5329 Formula: 5329 – State Safety Oversight Program

Catalog of Federal Domestic Assistance (CFDA) number:

- 20.528

Applicable ACCs:

- YEAR. 25.74.US.2 State Safety Oversight

Applicable FPCs:

- FPC 00 Capital (for supplies and equipment purchased in excess of \$5,000 and a useful life of at least 1 year)
- FPC 06 State & Program Administration

Grant Structure:

- Scope 740-00 (State Safety Oversight 5329) is the only scope that should be used for this program.
- The only ALIs that should be used for this program are the following:
 - 74.10.01 Administrative Expenses
 - 74.10.02 Training
 - 74.10.03 Consultant Services
 - 74.10.04 Support Vehicles (FCC 00)
 - 74.10.05 Miscellaneous Equipment (FCC 00)
 - 74.10.06 Information Systems
 - 74.10.10 Other

Sample 5329 Grant Budget:

SCOPE	ALI
740-00 (State Safety Oversight_5329)	
	74.10.01 (Administrative Expenses)
	74.10.03 (Consulting Services)
740-00 (State Safety Oversight_5329)*	
	74.10.04 (Support Vehicles)

* Note that if the grant includes administrative expenses and capital expenses (supplies and equipment purchased in excess of \$5000 and a useful life of at least 1 year), then be sure that all scopes in the grant only contain only FCC type.

Important Program Notes:

- Each applicant must demonstrate in its grant application that its proposed grant activities will develop, lead to, or carry out an enhanced SSOP that meets the requirements under 49 U.S.C. §

5329(e). Grant funds may be used for program operational and administrative expenses, including employee training activities.

- The following costs are ineligible:
 - a. Project costs which cover rail transit system expenses;
 - b. Project costs for State activities unrelated to the SSOP;
 - c. Project costs which directly support the operation or maintenance of a rail transit system;
 - d. Project costs for which the recipient has received funding from another Federal agency; and
 - e. Other project costs that FTA determines are not appropriate for the SSOP.

Section 5337 State of Good Repair Program

Period of Availability:

- 4 years (Year of Apportionment plus 3 additional years)

Funding Source Selection in TrAMS:

- 5337 State of Good Repair Grants

Catalog of Federal Domestic Assistance (CFDA) number:

- 20.525

Applicable ACCs:

- YEAR.25.54.38 High Intensity Fixed Guideway
- YEAR.25.54.GR High Intensity Motorbus

Applicable FPCs:

- FPC 00 Capital
- FPC 01 Research & Training

Grant Structure:

- The first three digits of the scopes and ALIs should match.

Sample 5337 Grant Budget:

121-00 (Rail – Rolling Stock)	
	12.15.20 (Midlife Overhaul/Rebuild)
116-00 (Signal & Communication Equipment - Bus)	
	11.62.20 (Purchase Miscellaneous Communications Equipment)

Important Program Notes:

- State of Good Repair funds may be used for maintenance, rehabilitation or replacement of existing capital assets.
- High intensity fixed guideway funds shall be available exclusively for fixed guideway projects. The term “fixed guideway” means a public transportation facility— (A) using and occupying a separate right-of-way for the exclusive use of public transportation; (B) using rail; (C) using a fixed catenary system; (D) for a passenger ferry system; or (E) for a bus rapid transit system.
- High Intensity Motorbus funds can be used for eligible projects associated with both fixed guideway and high intensity motorbus systems.
 - Contact your grant representative if you intend to utilize motorbus funds for fixed guideway projects **BEFORE** entering the grant in TrAMS. This will ensure that the budget is set up properly, and the correct funding is awarded.
- High intensity motorbus funds can be used for rehabilitation, and replacement of vehicles that are used for providing transit service on high occupancy vehicle (HOV) lanes, and equipment and facilities that are used for maintaining the vehicles.

- Projects that maintain and rehabilitate HOV lanes are not eligible for the high intensity motorbus funds.
 - Projects that maintain and rehabilitate capital assets used for bus service other than on HOV lanes are not eligible for the high intensity motorbus funds.
 - Public Transportation service on high occupancy toll (HOT) lanes are not eligible for high intensity motorbus funds.
- State of Good Repair is NOT eligible for expansion or modernization projects.

Section 5339 – Bus and Bus Facility Formula Program

Period of Availability:

4 years (Year of Apportionment plus 3 additional years)

Funding Source Selection in TrAMS:

- 5339 Formula: 5339 – Bus and Bus Facilities Formula

Catalog of Federal Domestic Assistance (CFDA) number:

- 20.526

Applicable ACCs:

- YEAR.25.34.BF Bus Formula
- YEAR.25.34.31 Statewide National Distribution

Applicable FPCs:

- FPC 00 Capital
- FPC 01 Research & Training

Grant Structure:

- The first three digits of the scopes and ALIs should match.

Sample 5339 Grant Budget:

114-00 (Bus Support Equipment & Facilities)	
	11.44.03 (Rehab/Renovate Admin/Maintenance Facility)
116-00 (Signal & Communication Equipment - Bus)	
	11.62.20 (Purchase Miscellaneous Communications Equipment)

Important Program Notes:

- Note that the 5339 Program has different ACCs for the formula and discretionary programs (Low or No Emissions and Bus and Bus Facilities). Only one ACC may be used per scope code. Refer to the *“Grant Structure – Funding Sources”* Section for more information.
- Eligible capital projects include projects to replace, rehabilitate, and purchase buses and related equipment, and projects to construct bus-related facilities.
- Planning activities, preventive maintenance activities (other than bus overhauls), and mobility management activities are not eligible under the section 5339 Bus Program.

Appendix 1: Sample Extended Budget Descriptions for Common ALIs

Please note that below are examples of the most commonly used ALIs. These are meant to be used as a guide. General grant structure, including funding year(s) and funding source(s) will dictate the level of details that must be included in the extended budget description. It is important to work with your Grant Representative to determine the appropriate information required for each ALI.

1. Operating Assistance:

- This ALI will use FY 2020 Section 5307 funds for operating assistance for the period of January 1, 2020 - December 31, 2020. Funding is to operate, maintain and manage public transport service. Operating assistance activities consist of driver salaries, fuel costs and items with a useful life of less than one year as outlined in C9030.1E, pages IV-14 to IV-15. STIP ID#15

2. Operating Assistance with language for 100-Bus Rule:

- This ALI will use FY 2020 Section 5307 funds for operating expenses from January 1, 2020 through December 31, 2020 under the special operating assistance rule for agencies with less than 75 buses. Valley Transit uses 21 buses during the peak hours. Funding is to operate, maintain and manage public transport service. Operating assistance activities include driver salaries and fuel costs and items with a useful life of less than one year as outlined in C9030.1E, pages IV-14 to IV-15. TIP# 252-18-000

3. Vehicle Purchase:

- This ALI will use FY 2020 Section 5339 – Statewide National Distribution funds for the purchase of a replacement bus. The bus will replace an existing vehicle that has reached its useful life. The useful life of both the old and new bus is 10 years/150,000 miles.

The local match source is Illinois Transportation Development Credits (TDC) in the amount of \$25,000. Because TDCs do not reflect an actual monetary reimbursement, this activity line item reflects 100% Federal funding. STIP ID# 10

4. Capital Cost of 3rd Party Contracting:

- Valley Transit will use FY 2020 Section 5307 funds for paratransit services beyond ADA requirements. Project is turn-key capital cost of contracting. The service is contracted to a provider who owns and maintains the vehicles used for the service. Pursuant to circular 9030.1E. pages IV-11 to IV-13, one half of the total contract for turnkey service (Type 6 contract) that includes contracted maintenance and leased service is eligible for federal capital cost of contracting funds at 80% of the resultant amount. For the period January 1, 2020 - December 31, 2020 Valley Transit is projecting a contract expense of \$183,577. Therefore, the total eligible cost of contracting is one-half this amount or \$91,788. The allowable federal share is 80% of this, or \$73,431 with a local share of \$18,357. Capital cost of contracting covers the depreciation of the vehicles and equipment in addition to maintenance of facility leasing costs. STIP ID# VT 349

5. Rehab/Renovate Bus Terminal:

- This ALI will utilize Section 5339 Bus Formula funds from FY 2019 and 2020 in the following amounts in federal dollars: FY 2019: \$1,000,000, and FY 2020: \$2,000,000.

This funding supports construction of the C-Line BRT, which includes 23 bus stations along the 8.4-mile-long C-Line corridor. Stations will include bump-outs, raised platforms, shelters, real-time signs, and off-board ticket purchasing. Useful life of stations is 12 years. Buses will travel using existing lanes in a mixed traffic operation, making limited stops at 23 stations roughly every quarter- to half-mile. These stations will receive upgrades, which vary by location and may include new curb bump-outs, shelters, platforms, lighting, pylon markers, signage, heating, fare collection equipment, security cameras, emergency call boxes, waste receptacles, and bicycle racks. Project description and NEPA documents are attached to this grant application.
STIP ID# TRF-TCMT-17AT

6. Metropolitan/Statewide Planning:

- This ALI will use FY 2020 Metropolitan Planning funds to update the 5 Year Transit Plan. Work that will be conducted includes ridership surveys, assessment of existing bus and rail service, and an origin/destination study to determine future transit needs. UPWP Listing: Page 8.

7. Preventive Maintenance:

- Funding for the Preventive Maintenance activities will come FY 2020 Section 5307 funds for the period of January 1, 2020 – December 31, 2020. The PM activities comprise of the purchase of inventory materials and supplies, equipment, as well as capitalized maintenance expenses (including mechanic labor) for buses and related activities allowable pursuant to C9030.1E, Appendix E. The STIP ID# is 257.

8. Program Administration:

- This ALI includes Section 5310 Large Urban funding from FY 2019 in amount of \$125,000, and FY 2020 in the amount of \$62,500 for administration expenses by Milwaukee County staff throughout 2019 (January - December), and 2020 (January – June). These expenses consist of: staff coordinated planning updated activities; project solicitation, selection and monitoring; and technical assistance provided to subrecipients. This accounts for the full FY 2019 10% allowance of Program Administration, and 5% of the FY 2020 allowance. TIP project 85.

9. Mobility Management:

- The ALI includes FY 2020 Section 5311 funds for Mobility Management Activities for the period of January 1, 2020 – December 31, 2020. This entails operation of a travel call center by a consortium of transport providers to coordinate the efficient provision of mobility services for the elderly, disabled and other disadvantaged populations. Additionally, funding supports travel training and trip planning services for customers. STIP Listing 507.

Appendix 2: Common Acronyms

ACC	Account Classification Code
ADA	Americans with Disability Act
ALI	Activity Line Item
BRT	Bus Rapid Transit
CCR	Central Contractor Registration
CDL	Commercial Driver's License
CE	Categorical Exclusion
CEQ	Council on Environmental Quality
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CIG	Capital Investment Grant
CMAQ	Congestion Management and Air Quality
CNG	Compressed Natural Gas
CR	Continuing Resolution
DBE	Disadvantaged Business Enterprise
DCE	Documented Categorical Exclusion
DOL	Department of Labor
DOT	Department of Transportation
DUNS	Data Universal Numbering System
EAMS	Electronic Award and Management System
ECHO	Electronic Clearing House Operation
ECN	ECHO Control Number
EEO	Equal Employment Opportunity
EF	Environmental Finding
EJ	Environmental Justice
EO	Executive Order
FAIN	Federal Award Identification Number
FAST Act	Fixing America's Surface Transportation Act
FFATA	Federal Funding Accountability and Transparency Act
FFR	Federal Financial Report
FHWA	Federal Highway Administration
FONSI	Finding of No Significant Impact
FY	Fiscal Year
FPC	Financial Purpose Code
HOV	High Occupancy Vehicle
ITS	Intelligent Transportation System
JARC	Job Access and Reverse Commute
LoNo	Low or No Emission Vehicle Deployment Program
LRT	Light Rail Transit
MAP-21	The Moving Ahead for Progress in the 21 st Century Act
MPO	Metropolitan Planning Organization
MPR	Milestone Progress Report
NEPA	National Environmental Policy Act
NOFA/NOFO	Notice of Funding Availability/Notice of Funding Opportunity
NTD	National Transit Database

OMB	Office of Management and Budget
OST	Office of the Secretary
PMP	Program (or Project) Management Plan
POP	Program of Projects
PTASP	Public Transportation Agency Safety Plan
RFP	Request for Proposals
ROD	Record of Decision
RTA	Regional Transportation Authority
RTAP	Rural Transportation Assistance Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users
SAM	System for Award Management
SGR	State of Good Repair
SMP	State Management Plan
SOP	Standard Operating Procedure
SSO	State Safety Oversight
STBG	Surface Transportation Block Grant (formerly STP Program)
STIC	Small Transit Intensive City
STIP	Statewide Transportation Improvement Program
STP	Surface Transportation Program (See STBG for new program name)
TAM	Transit Asset Management
TCRP	Transit Cooperative Research Program
TDC	Transportation Development Credit
TEAM	Transportation Electronic Award Management System (No longer used - See TrAMS)
TIP	Transportation Improvement Program
TIFIA	Transportation Infrastructure Finance and Innovation Act
TIGER	Transportation Investment Generating Economic Recovery (Grant Program)
TMA	Transportation Management Area
TOD	Transit Oriented Development
TrAMS	Transit Award Management System (FTA’s current electronic award and management system)
TVM	Transit Vehicle Manufacturer
UPWP	Unified Planning Work Program
U.S.C.	United States Code
UZA	Urbanized Area
VIN	Vehicle Identification Number

Appendix 3: Grant Checklist

Please review and be sure your grant includes the following items in the Checklist below before you transmit in TrAMS.

Grant Title: (Refer to Page 3 of the Guide):

- Section number(s) of funding (Section 5307, 5309, etc.).
 - NOTE: Do not include fiscal years of funding.
- Scope of Work to be completed and something the public can understand.

Executive Summary: (Refer to page 3 of the Guide):

- Total amount of each Federal fiscal year of funding that will be used.
- The type of funds that will be used (Section 5307, 5311, 5339, etc.).
- The projects/activities that are included in the grant application (purchasing replacement buses, operating assistance, preventive maintenance, renovation of a bus garage, etc.).
- The source(s) of local funds.
- The supporting documents that are attached in the grant application (STIP approval letter, STIP project listings, etc.).
- Other Information:
 - Bus Statements for applications that include vehicle purchases.
 - Transit Asset Management (TAM) Plan Statement for applications using 5337 funds.

Project Title(s): (Refer to Page 6 of Guide):

- Federal fiscal year(s) of the funding that will be used.
- The type of funds that will be used (Section 5307, 5311, 5339, etc.).
- A description of the major activities within the project.

Project Description: (Refer to Page 6 of Guide):

- High-level summary of the project activities.
- The Project Benefits section should include specific details on the purpose, need and qualitative and quantitative benefits of the underlying projects to the public.
 - If the grant contains CMAQ funds, the details should briefly explain how the project benefits air quality in the region.
 - Grantees in TMAs should confirm that any projects utilizing Section 5337 funding are included in the priority list of their TAM Plan.

The ALI Extended Budget Description: (Refer to Page 8 and Appendix 1 of the Guide):

- A generously detailed description of the project that provides a very clear understanding about activities and specific components.
- Useful life information for both the old and new rolling stock and facilities.
- For Operating Assistance (OA) and Preventive Maintenance (PM), the period of performance for the funding (for example January 1, 2020-December 31, 2020).

- Include sufficient information to explain the routine activities that will be funded (this does not have to be an exhaustive list).
- State that the undertakings are consistent with allowable activities outlined in C9030.1E, pages IV-14 to IV-15 and Appendix B, respectively.
- A statement that includes the dollar amount of the Transportation Development Credit (TDC); if applicable.
- STIP ID number and/or page where the project is listed in the STIP (or UPWP ID number and/or page for planning projects).

Milestones: (Refer to Page 9 of the Guide)

- At least 2 Milestones are required for each ALI.
- At least 3 Milestones are required for ALIs that involve contracts/3rd party contractors.
 - Be sure to check the appropriate option (“yes” or “no”) to whether 3rd Party contractors will be used to fulfill the ALI; if you do so, these ALIs will require at least 3 milestones.

Environmental Findings (Refer to Page 10 of the Guide):

- Be sure that there is an EF per “Project” if appropriate; or
- An EF is provided for each ALI if the “Project” contains multiple independent activities.
- If environmental documentation was completed (such as a DCE Checklist or Section 106 Consultation):
 - Add a statement that environmental documentation was completed in the EF Description Details Section.
 - Complete the “Environmental Finding Dates” Section.

Attachments (Refer to Page 11 of the Guide):

- The FTA/FHWA STIP Approval Letter.
- The project listing(s) from the STIP.
- The FTA signed STIP amendment approval letter.
- Supporting environmental documentation (if applicable) such as:
 - FTA signed environmental approval letter,
 - documental categorical exclusion checklist,
 - Section 106 eligibility and effects analysis, FTA
 - determination and concurrence by the State Historic Preservation Officer (SHPO), etc.
- Supporting documentation for replacement vehicles including the vehicle identification number (VIN), Age, Current Mileage, and Projected Mileage of all vehicles being replaced in the grant.
- Appropriate documentation for in-kind match.
- Transportation Development Credit (TDC) Letter from the State DOT (if applicable).
- Funds suballocation letter from the State DOT and/or the Designated Recipient (if applicable).
- **NEW PROCESS:** The Certifications and Assurances (C&As) must be pinned electronically in TrAMS by both the Authorizing Official (AO) and Attorney.
- **NEW PROCESS:** For 5311 grants, the State DOT is required to attach DOL’s Letter of Assurance.