



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION VIII
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North Dakota,
South Dakota,
Utah and Wyoming

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REGION 8 BULLETIN NO: 2013-04

Subject: Project Descriptions in FTA Grant Applications

Program Area: Grant Development

Date: February 8, 2013

Dear Region 8 Grantees:

This Region 8 Bulletin is to remind you of the required project information to be included in all FTA grant applications in TEAM. It is important that grant applications include all the relevant detail since many people who require ready access to grant information in TEAM rely on the information in TEAM.

This information may be entered in the Project Details section of the Project Information area for many grants with a limited number of line items. In more detailed applications, grantees should use the Extended Budget Descriptions available in the Budget area so that descriptions are linked to specific line items. Grantees are also encouraged to attach electronic copies of any relevant documentation (NEPA documentation and approval, STIP listings, etc.) in TEAM.

Attached to this Bulletin is a Word Document with sample project description language for many common FTA projects. Please use these examples as a guide when putting future grants or grant amendments into TEAM. The sample language can be modified as needed, and your project descriptions can be expanded or reduced as appropriate, but should be used as a reference for the type of detail that Region 8 will be looking for.

Please contact David Beckhouse with any questions you may have at 720-963-3306.

Sincerely,

Charmaine R. Knight

Linda M. Gehrke
Linda M. Gehrke
Regional Administrator

Attachment

Project Title (description)

The project title should state FY of funds (or primary FY of funds), program, and whatever brief summary will fit in the 40 character TEAM field. Construction projects should be called out over operating and maintenance if there are any. FTA may change the title to make it easier to recognize projects when querying in TEAM.

Acceptable formats include:

FY12 5307 PM and replacement buses

FY12 SGR replacement buses & shop equip

FY12 BUS Squidport transfer station

FY12 5311 Non-Urbanized Projects

Project Information

This information must be in sufficient detail for FTA to obtain a general understanding of the nature and purpose of the planned activities. There is a project description field as well as a specific text field for this information associated with each activity line item (ALI). Project activities must be sufficiently described to assist the reviewer in determining eligibility under the program. Sources of funds may also be included in the description. The purpose of Project details is to clearly state the available funding used for the grant and enough of a description to determine the project is eligible for funding. Expanded project description details should be included in the Extended Budget Description in TEAM which gives the specifics of the expenditure. Inclusion in the Statewide Transportation Improvement Program is necessary for project eligibility and this guidance provides options for demonstrating in the project details that the project is included in the current STIP.

FTA Region 8 is providing standardized language for common projects to facilitate quality grant development. These are provided as examples but grantees are free to add additional information, to show their calculations of eligible expenses in tabular form, or to provide attachments with additional information.

Red text indicates where information specific to the grantee or project should be added or replaced.

PREVENTATIVE MAINTENANCE STANDARD GRANT LANGUAGE

This 5307 grant will fund preventative maintenance on equipment and facilities. We will fund the local match with (state the source of funds i.e. property tax, sales tax, etc).

If ITS costs are in this grant include the costs under the appropriate scope code in the non-add budget section.

Include the following in 5307 grants only: If security costs are included estimate the costs under the security codes in the non-add scopes. Also provide other TEAM information in the security tab under Applications/Modify Applications/Project Information.

Extended Budget Description for PM

Our estimated Preventative Maintenance (PM) costs as defined in Appendix E of FTA circular 9030.1D and consistent with the definitions used in the National Transit Database categories 041 Vehicle Maintenance and 042 Non-Vehicle Maintenance for the period of 10-1-2010 to 9-30-2011 are \$9,548,486. (note grantees may apply for Vehicle Maintenance, Non-Vehicle Maintenance, or both) The allowable federal share is \$7,634,751. This grant will apply federal funds of \$3,616,056 to this allowable share and will apply them to the period 10-1-2010 through 9-30-2011. We will fund the local match with (state the source of funds i.e. property, sales tax, etc). Additional PM for this time period is funded in grant WA04-0025 (if applicable).

STIP Number 125

STIP 2010-2013

Federal Approval Date 01/07/10

Or indicate that you have attached the relevant STIP pages and FTA will review.

OPERATING COST STANDARD GRANT LANGUAGE

This grant will fund operating costs for the period of 7-1-2012 to 6-30-2013. We will fund the local match with (state the source of funds i.e. property tax, sales tax, etc).

If ITS costs are in this grant include the costs under the appropriate scope code in the non-add budget section.

Include the following in 5307 grants only: If security costs are included estimate the costs under the security codes in the non-add scopes. Also provide other TEAM information in the security tab under Applications/Modify Applications/Project Information.

Extended Budget Description for Operating

Our estimated operating budget, as calculated using the definitions and operating expense worksheet in Appendix C of FTA Circular 9030.1D , for July 1, 2012 – June 30, 2013 is \$15,985,456. This grant will apply \$1,031,599 to operating costs for this period for a total cost of \$2,063,198 at the 50/50 match rate. Additional 2012 operating costs are funded in grant UT-90-X892 (if applicable).

STIP Number 125

STIP 2010-2013

Federal Approval Date 01/07/10

Or indicate that you have attached the relevant STIP pages and FTA will review.

OPERATING AND PREVENTATIVE MAINTENANCE

The following activities are funded in this grant:

Fixed Route Operating - 2009 funds \$2,218,485 for a total cost of \$4,436,970 at the 50/50 match rate.

ADA Operating – 2009 funds \$984,325 for a total cost of \$1,230,406 at the 80/20 match rate. This does not exceed 10% of the FY 2009 apportionment (10% of total 2009 apportionment = \$1,200,000).

Fixed Route Preventative Maintenance - 2010 funds \$4,438,789 for a total cost of \$5,548,486 at the 80/20 match rate.

We will fund the local match with (state the source of funds i.e. property tax, sales tax, etc).

If ITS costs are in this grant include the costs under the appropriate scope code in the non-add budget section.

Include the following in 5307 grants only: If security costs are included estimate the costs under the security codes in the non-add scopes. Also provide other TEAM information in the security tab under Applications/Modify Applications/Project Information.

Extended Budget Description for Operating and PM in the same grant

Our estimated operating budget, as calculated using the definitions and operating expense worksheet in Appendix C of FTA Circular 9030.1D for FY 09 is \$15,985,456. This operating budget is allocated as follows: Fixed Route operating - \$8,221,108; Fixed Route preventative maintenance - \$5,548,486 for equipment (which includes rolling stock) and facilities: ADA operating - \$1,230,406, ADA preventative maintenance. We will apply these funds to the period 10/1/2010 to 9/30/2011.

Operating:

STIP Number 125

STIP 2010-2013

Federal Approval Date 01/07/10

Or indicate that you have attached the relevant STIP pages and FTA will review.

Preventive Maintenance

STIP Number 125

STIP 2010-2013

Federal Approval Date 01/07/10

Or indicate that you have attached the relevant STIP pages and FTA will review.

ROLLING STOCK

This grant will fund 5 low floor – 40 foot replacement buses. The match rate is 85/15 and the buses have an expected useful life of 12 years. We will fund the local match with (state the source of funds i.e. property tax, sales tax, etc).

This grant will also fund 5 low floor – 40 foot expansion buses. The match rate is 85/15 and the buses have an expected useful life of 12 years. We will fund the local match with (state the source of funds i.e. property tax, sales tax, etc).

If ITS cost are in this grant include the costs under the appropriate scope code in the non-add budget section.

Include the following in 5307 grants only: If security costs are included estimate the costs under the security codes in the non-add scopes. Also provide other TEAM information in the security tab under Applications/Modify Applications/Project Information.

Extended Budget Description (one for expansion and one for replacement)

These replacement buses will meet the Clean Air Act standards (CAA) and the American with Disabilities Act (ADA) requirements which allows and 85/15 match rate. (Note if using the 85/15 match rate include a non-add scope). The fleet status section of team has been updated to reflect these changes.

STIP Number 125

STIP 2010-2013

Federal Approval Date 01/07/10

Or indicate that you have attached the relevant STIP pages and FTA will review.

INTELLIGENT TRANSPORTATION SYSTEMS

Each grant needs to address if there are or are not ITS components funded in this grant. If there are no ITS components in the grant make the following statement in project information:

There are no ITS elements in this project.

If there are ITS components funded in this grant include, for example, the following statement:

“This bus purchase includes AVL equipment. The AVL system implementation is part of the regional ITS architecture. Detailed information is in Section ?? of the architecture. This project complies with the regional ITS architecture. The project development included the systems engineering process.”

Include the estimated dollar amount of ITS components in the non-add Scope Codes. i.e. 99300, 99400, 99500, with appropriate description in the details. See the TEAM activity line item (ALI) descriptions on the TEAM main menu for the appropriate description.

FACILITIES

This project will use the 2009 and 2010 Section 53XX funds of \$5,555,884 for a multimodal transit center in Anytown, Region 8. The useful life of this facility is 40 years. We will fund the local match with (state the source of funds i.e. property tax, sales tax, etc).

Extended Budget Description Facility

This project will be implemented in accordance with the Documented Categorical Exclusion issued by FTA on 12/9/2009. (The following detailed information is from the environmental submissions. Always include the project address in this description). This center will serve AMTRAK, Anytown fixed route and ADA complementary transit buses, taxis, and intercity bus services operated by Whippet Bus. Additionally, bike racks and lockers will be added for use by passengers. This project will also include a waiting room, rest room, a ticket booth and luggage storage room for intercity bus, and a security space for the Anytown police department. This project is located at Main and 1st Avenue in downtown Anytown 100 feet south of the current AMTRAK station. The bus plaza will be constructed to include 7 bus bays; four for fixed route buses, two for paratransit buses, and 1 for intercity buses. An additional curb cut will be added to accommodate taxis. Up to twenty bike racks will be added south of the AMTRAK station along with 4 bike lockers. 5 parking spaces will be added for transit employees and police vehicles. There will be no addition to the AMTRAK parking.

The match on this project will be 80% federal and 20% match.

This project is also funded under CO-04-0999 and CO-05-0075.

If there are multiple STIP identifiers to this ALJ attach a spread in TEAM that shows the amounts that have been applied in other grants or amendments

STIP Number 125

STIP 2010-2013

Federal Approval Date 01/07/10

Or indicate that you have attached the relevant STIP pages and FTA will review.

LAND ACQUISITION

This project will use the 2009 and 2010 Section 53XX funds of \$4,555,884 to purchase 2.2 acres of land for a multimodal transit center in Anytown, Region 8. The appraisal for this purchase was greater than \$500,000 and a copy of the FTAs concurrence is attached to this grant. The local match will be paid for with (state the source of funds i.e. in kind property, sales tax, etc). The address for this property is 315 Evergreen Terrace. A legal description of the property is (will be) provided with the appraisal.

This project is also funded under WA-04-0999.

Extended Budget Description

This project will be implemented in accordance with the Documented Categorical Exclusion issued by FTA on 9/25/2009.

The Anytown transit project consists of constructing a 2.2-acre bus transit center with approximately 200 automobile parking stalls, five bus bays, pedestrian shelters bicycle lockers, a driver's restroom, sidewalks, lighting, security cameras and landscaping. The project is located in the Squidport Shopping Center, one parcel east of SR9, between 4th Street on the north and Evergreen Terrace on the south.

Planning Projects in a multipurpose grant

The grant includes the following planning activities: a study of transportation alternatives in the Route 66 corridor between downtown Anytown and Transit Drive, Station Area Development plans for the Main Street and Busytown Avenue stations on the West light rail line, a comprehensive system-wide service and fare plan.

Extended Budget Description

We will conduct an alternatives study for transit options on the Route 66 Corridor between downtown Anytown and Transit Drive.

This project is included in the currently approved UPWP for the Anytown Metro Area
UPWP Project Number 123

UPWP Page 45

UPWP Approval Date 7/1/2012

Or state that the relevant UPWP is attached and FTA will review