FTA

FEDERAL TRANSIT ADMINISTRATION

FTA 101
1/7/2021

**Parris Orr, Community Planner
Robert Sachnin, AICP, Community Planner
Holly Liles, Community Planner
Charles Chiu, PhD, General Engineer**

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

Agenda

- FTA Overview
- FTA Regulations, Guidance, Apportionments
- FTA Application Development Pre Award
- FTA Systems
- FTA Helpful Resources
- FTA Post-Award Considerations

FTA Overview

FTA Overview

- Office of the Secretary of Transportation (OST)
- Federal Aviation Administration (FAA)
- Federal Highway Administration (FHWA)
- Federal Motor Carrier Safety Administration (FMCSA)
- Federal Railroad Administration (FRA)
- **Federal Transit Administration (FTA)**
- Maritime Administration (MARAD)
- National Highway Traffic Safety Administration (NHTSA)
- Office of Inspector General (OIG)
- Pipeline and Hazardous Materials Safety Administration (PHMSA)
- Saint Lawrence Seaway Development Corporation (SLSDC)

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FTA Overview

- Congress establishes the funding for FTA programs through authorizing legislation that amends **Chapter 53 of Title 49 of the U.S. Code.**

- [Fixing America's Surface Transportation (FAST) Act](), which reauthorizes surface transportation programs from Fiscal Year 2016 through Fiscal Year 2020.

- FTA continues to be under a continuing resolution.

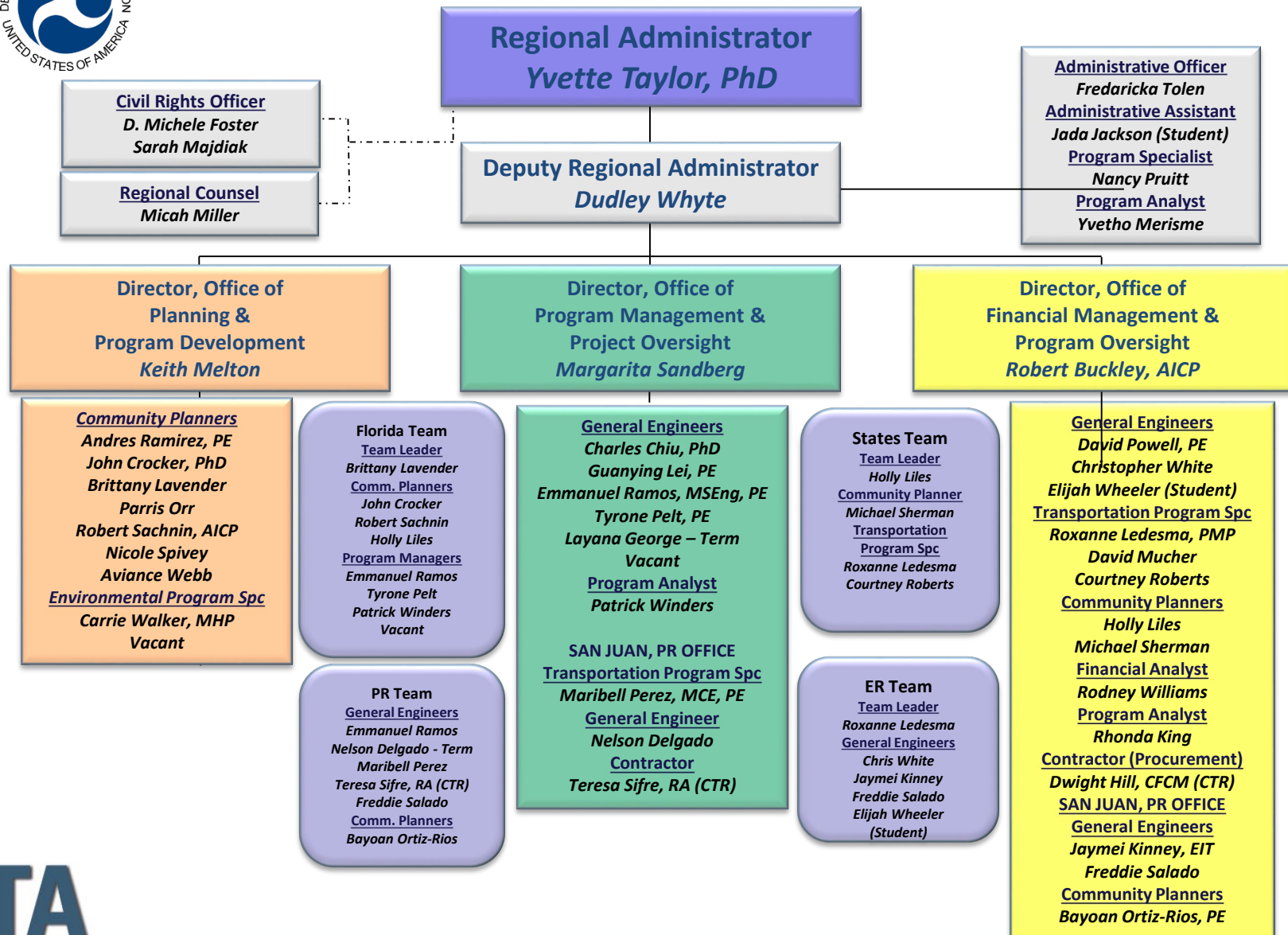# FTA Overview
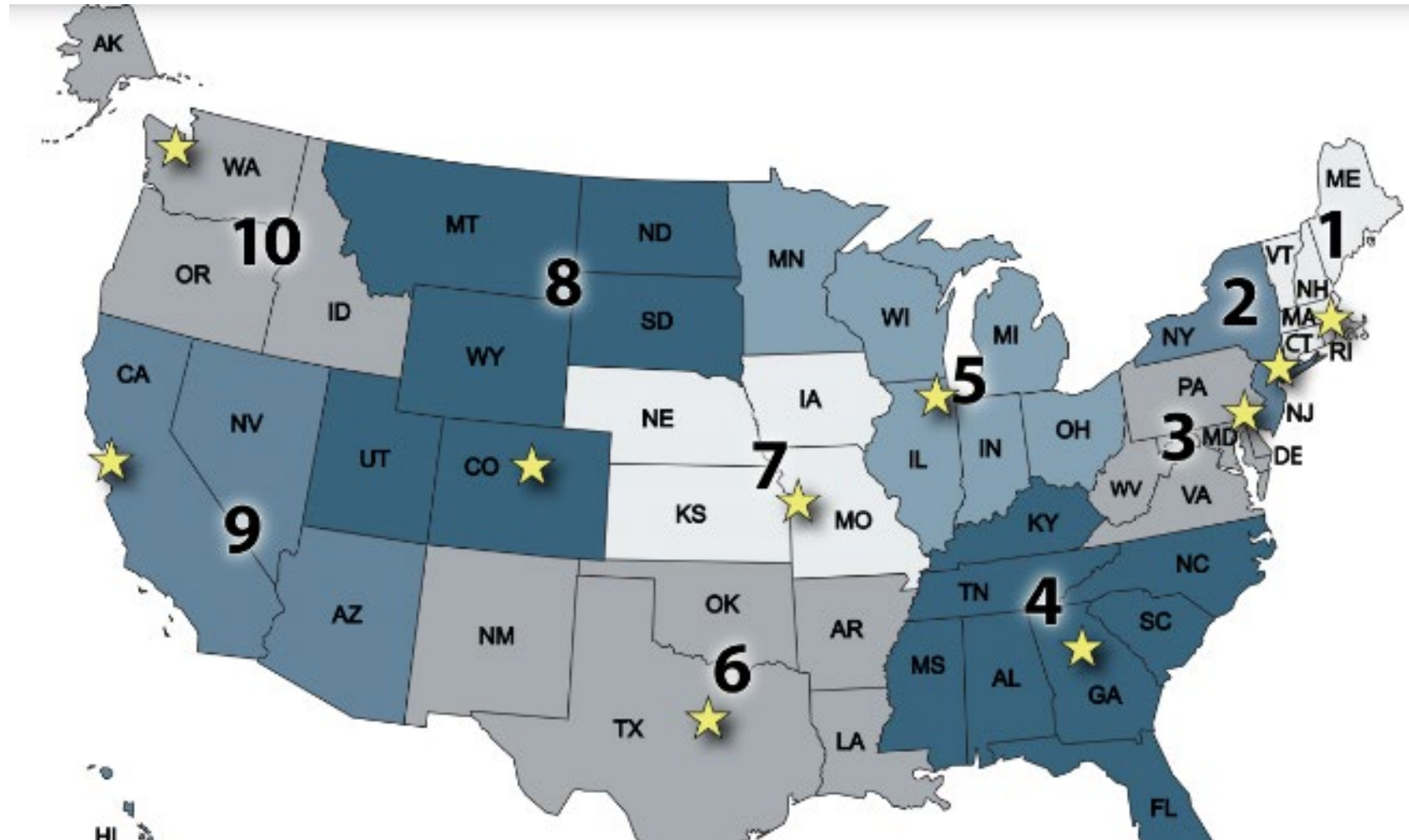
FTA Overview

Areas Served

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, The Commonwealth of Puerto Rico, and the United States Virgin Islands

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FEDERAL TRANSIT ADMINISTRATION

Federal Transit Administration
Region IV, Organizational Chart

Regional Administrator
Yvette Taylor, PhD

Civil Rights Officer
D. Michele Foster
Sarah Majdiak

Regional Counsel
Micah Miller

Administrative Officer
Fredaricka Tolen
Administrative Assistant
Jada Jackson (Student)
Program Specialist
Nancy Pruitt
Program Analyst
Yvetho Merisme

Deputy Regional Administrator
Dudley Whyte

Director, Office of Planning & Program Development
Keith Melton

Director, Office of Program Management & Project Oversight
Margarita Sandberg

Director, Office of Financial Management & Program Oversight
Robert Buckley, AICP

Community Planners
Andres Ramirez, PE
John Crocker, PhD
Brittany Lavender
Parris Orr
Robert Sachnin, AICP
Nicole Spivey
Aviance Webb
Environmental Program Spc
Carrie Walker, MHP
Vacant

Florida Team
Team Leader
Brittany Lavender
Comm. Planners
John Crocker
Robert Sachnin
Holly Liles
Program Managers
Emmanuel Ramos
Tyrone Pelt
Patrick Winders
Vacant

PR Team
General Engineers
Emmanuel Ramos
Nelson Delgado - Term
Maribell Perez
Teresa Sifre, RA (CTR)
Freddie Salado
Comm. Planners
Bayoan Ortiz-Rios

General Engineers
Charles Chiu, PhD
Guanying Lei, PE
Emmanuel Ramos, MSEng, PE
Tyrone Pelt, PE
Layana George – Term
Vacant
Program Analyst
Patrick Winders

SAN JUAN, PR OFFICE
Transportation Program Spc
Maribell Perez, MCE, PE
General Engineer
Nelson Delgado
Contractor
Teresa Sifre, RA (CTR)

States Team
Team Leader
Holly Liles
Community Planner
Michael Sherman
Transportation Program Spc
Roxanne Ledesma
Courtney Roberts

ER Team
Team Leader
Roxanne Ledesma
General Engineers
Chris White
Jaymei Kinney
Freddie Salado
Elijah Wheeler (Student)

General Engineers
David Powell, PE
Christopher White
Elijah Wheeler (Student)
Transportation Program Spc
Roxanne Ledesma, PMP
David Mucher
Courtney Roberts
Community Planners
Holly Liles
Michael Sherman
Financial Analyst
Rodney Williams
Program Analyst
Rhonda King
Contractor (Procurement)
Dwight Hill, CFCM (CTR)
SAN JUAN, PR OFFICE
General Engineers
Jaymei Kinney, EIT
Freddie Salado
Community Planners
Bayoan Ortiz-Rios, PE

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01/06/2021

FTA Overview

Contact	FTA Functional Assignment
Micah Miller	Regional Counsel (Legal)
Michele D. Foster; Sarah Majdiak	Regional Civil Rights Officer
Carrie Walker	Environmental Protection Specialist
Courtney Roberts	Financial (reservations & obligations)
David Mucher	ECHO
Fredaricka Tolen/Nelson Delgado-Rivera	Local Security Manager (TrAMS)
Dwight Hill	Procurement Support
Rhonda King	A-133 Single Audits & FMO Reviews

FTA Overview

FY2020 Region IV Awards				
State	**# of Applications**	**Amount Awarded**	**Percent of Applications Awarded**	**Percent of Funds Awarded**
AL	29	$ 159,756,143	6.00%	4.49%
FL	139	$ 1,493,129,808	28.78%	42.00%
GA	44	$ 778,005,069	9.11%	21.89%
KY	29	$ 159,489,767	6.00%	4.49%
MS	14	$ 87,642,399	2.90%	2.47%
NC	75	$ 375,055,222	15.53%	10.55%
PR	43	$ 123,013,441	8.90%	3.46%
SC	44	$ 110,660,110	9.11%	3.11%
TN	64	$ 266,811,658	13.25%	7.51%
VA	1	$ 271,271	0.21%	0.01%
VI	1	$ 856,111	0.21%	0.02%
Grand Total	**483**	**$ 3,554,690,999**	*This information is depicted as of September 22, 2020. Final EOY information is subject to change.	

FEDERAL TRANSIT ADMINISTRATION

FTA Regulations, Guidance, Apportionments

FTA Regulations, Guidance, Apportionments

FTA monitors grants and federally funded projects to confirm that recipients establish and follow federally mandated procedures, such as:

- Demonstrating **legal, financial, and technical capacity** to carry out programs and projects.

- Providing technical inspection and supervision by qualified professionals of all work in progress.

- Ensuring compliance with [procurement requirements](#), including third-party contracts.

- Complying with all applicable [civil rights statutes](#) and implementing regulations.

- [Roles and Responsibilities of the Management of Awards](#) 5010.1E Chapter II, Section 3

FTA Regulations, Guidance, Apportionments

FTA provides grants to local public transit systems, including buses, subways, light rail, commuter rail, trolleys and ferries. FTA provides annual formula grants to transit agencies nationwide as well as discretionary funding in competitive processes.

- **Formula:** A type of mandatory **grant** that is awarded based on statistical criteria for specific types of work. The authorizing legislation and regulations define these statistical criteria and the amount of **funds** to be distributed

- **Competitive:** An award that is not guaranteed and is chosen from a national pool of applicants for a limited amount of funding.

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FTA Regulations, Guidance, Apportionments

– **Annual Apportionments**
  - Each year, Congress passes legislation appropriating funds for the Department of Transportation and related agencies.
  - After that legislation is enacted, FTA publishes a Notice in the Federal Register that provides an overview of the apportionments and allocations based on these funds for the various FTA programs as well as statements of policy and guidance on public transit administration.
  - Funding tables: https://www.transit.dot.gov/funding/apportionments/fiscal-year-2020-apportionment-tables-full-year
  - Federal Register Notices: https://www.transit.dot.gov/regulations-guidance/notices

– **Competitive Programs**
  - Notice of Funding Opportunity (NOFO)/program details
  - Federal Register Notice
  - Follows different process than annual apportionments

FTA Regulations, Guidance, Apportionments

There are **three** types of recipients of FTA funding: Designated, Direct and Subrecipients

- **Designated** Recipient– an entity designated to receive and apportion FTA Funding

  – Example: State DOT's, entities in large UZA's (Transit Agencies, MPO, etc.)

- **Direct** Recipient – an eligible entity authorized by a designated recipient or state to receive funds directly from FTA

  – Example: Small UZA's, entities in small UZA's (Transit Agencies, MPO, etc.)

- **Sub-**Recipient – an entity that receives FTA funds via a pass-through agreement with a direct recipient or designated recipient, whereby the original recipient remains responsible for compliance with all terms, conditions, and requirements associated with the award.

  – Example: Rural transit providers, non profit agencies, RPO's etc.

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FTA Regulations, Guidance, Apportionments

- **5303, 5305** Metropolitan Planning (Circular 8100.1C)
- **5304** Statewide Planning and Non Metropolitan Transportation Planning (Circular 8100.1C)
- **5307** UZA Funds (Circular 9030.1E)
- **5309** Capital Investment Grant Program (Discretionary) (Circular 9300.1B)
- **5310** Enhanced Mobility of Seniors and Individuals with Disabilities (Circular 9070.1G)
- **5311** Rural Area Formula Program (Circular 9040.1G)
- **5329** Safety Oversight
- **5337** State of Good Repair – Fixed Guideway (Circular 5300.1)
- **5339** Bus and Bus Facilities (Formula and Discretionary) (Circular 5100.1)
- **5312** Public Transportation Innovation (Circular 6100.1E)

FTA Regulations, Guidance, Apportionments

Local Match: At the time of application, recipients are certifying they have funds or approved in-kind resources to serve as the local match.

Examples from 5307 Program:

- 80/20
  - Capital
  - Preventive Maintenance
  - Planning

- 85/15
  - Vehicles complying with the Americans with Disabilities Act (ADA) or the Clean Air Act (CAA)
  - *Some activities may have a higher federal share*

- 50/50
  - Operating

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FTA Regulations, Guidance, Apportionments

- There are some exceptions to federal match requirements:
  - CARES Act: 100% Federal
  - ER Funding: 100% Federal

  - Chart for ER vs. CARES: https://www.transit.dot.gov/funding/comparison-fta-emergency-relief-appropriated-urbanized-area-formula-section-5307-rural-area
    - CARES follows the applicable circular.
    - Expanded ER must directly relate to COVID above and beyond regular operations

FTA Regulations, Guidance, Apportionments

- There is a **Circular** that corresponds to each major FTA program. Circulars outline the regulations and guidance that apply when using funding under a given program.

  - [Link to FTA Circulars](#)

  - Look out for program-specific requirements (e.g. – Security Expenditures, Transit Enhancements)

    - Take special note of the [Uniform Relocation Assistance and Real Property Acquisitions Act](#)before beginning grant process.

  - Note: Each circular has it's own checklist for application development

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Application Development "Tips"
Pre-Award Considerations

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Application Development "Tips" Pre-Award Considerations

- **Pre-award –** most actions within the award application process through execution of the award

  ➢Primary Contact: Pre-award Manager

  ➢Questions regarding application development and plans/programs/requirements such as: STIP, UPWP, NEPA, eligibility, award amendments, FLEX funds

Application Development "Tips" Pre-Award Considerations

- **Period of Availability:**
    - FTA funding has a certain number of years it is available. Check Circular for availability.
        - If not awarded by period of availability, funds lapse.

- **Lapsing and Carryover Balance:**
    - Sent annually to Designated Recipients (DRs), and likely Direct Recipients
    - DR coordination with Direct Recipients recommended, where applicable.
    - Early application development & coordination with FTA also recommended

Application Development "Tips" Pre-Award Considerations

1. **What is a AAA?**
    1. The Anticipated Application Activity (AAA) is a document that provides a "blueprint" of what the recipient will be applying for the fiscal year (FY 21) and associated recipient and FTA expectations.

2. **When is it due?**
    1. Not later than March 31.

3. **How do I submit the AAA to FTA?**
    1. Please email the AAA to Keith Melton at Keith.Melton@dot.gov and Aviance.webb.@dot.gov and copy your Pre and Post Award Managers.

4. **Friendly Reminder**: Early engagement w/FTA Pre- and Post-award managers to discus FY21 expectations, application structure, and to prevent application delays.

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Application Development "Tips" Pre-Award Considerations

- **Statewide Transportation Improvement Program (STIP)** – a statewide (DOT) prioritized listing/program of federally-funded transportation projects over four years

- **Transportation Improvement Program (TIP)** – A prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process; fiscally constrained

- **Unified Planning Work Program (UPWP)** – a program of work identifying the planning priorities and activities to be carried out within an MPA during the next one or two-year period

Application Development "Tips" Pre-Award Considerations

- NEPA: National Environmental Policy Act
  - CE, DCE, EA, EIS
    - Section 106
- Contact FTA early to discuss NEPA
- Resources: https://www.transit.dot.gov/about/regional-offices/region-4/environmentnepa-resources

Julia "Carrie" Walker
Environmental Program Specialist
E-mail: julia.walker@dot.gov

Application Development "Tips" Pre-Award Considerations

- Ensure **Civil Rights** Programs are current in TrAMS:

  - Title VI Program

  - DBE Program

  - DBE Goals

  - EEO Program

- Familiarize yourself with **Civil Rights requirements** for your service type

- Know triggers for **Service & Fare Equity Analysis** and for **Title VI Equity Analysis**

Application Development "Tips"
Pre-Award Considerations

Michele Foster
Civil Rights Officer

D.Michele.Foster@dot.gov
(404) 865-5633

- Triennial Review Corrective Actions (Title VI, DBE, TVM, EEO, ADA)
- Technical Assistance and Questions (DBE/TVM, ADA)
- DBE Reporting

Sarah Majdiak
Civil Rights Officer

Sarah.Majdiak@dot.gov
(404) 865-5639

- Civil Rights Program Reviews (Title VI, EEO, DBE Program, DBE Goals)
- Technical Assistance and Questions (Title VI, EEO)
- Civil Rights Concurrence for award Applications

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Application Development "Tips" Pre-Award Considerations

- PTASP:
  - Requires certain operators of public transportation that receive FTA 5307 funds to develop safety plans that include processes & procedures to implement Safety Management Systems.
    - Deferred applicability for Sections 5310 & 5311

  - *New* Compliant Public Transportation Agency Safety Plan (enforced effective 7/21/2021)

  - https://www.transit.dot.gov/PTASP

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Application Development "Tips" Pre-Award Considerations

<u>TAM</u>: Applies to transit agencies that own, operate, or manage capital assets used in the provision of public transportation & receive federal financial assistance under 49 U.S.C. Chapter 53 either as recipients or subrecipients.

The rule applies to you	The rule does NOT apply to you
If you own an FTA-funded capital asset used in providing public transportation services, then you must comply with the TAM rule, even if you do not operate or manage that asset.	If you do not receive Chapter 53 funds and you have never received Chapter 53 funds, then the TAM rule does not apply to you.
If you manage or operate an FTA-funded capital asset used in providing public transportation services, then you must comply with the TAM rule, regardless of who owns that asset.	If you receive FTA funds, but do not use those funds for public transportation services, then the TAM rule does not apply to you (e.g., Planning or Research grants)

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Application Development "Tips" Pre-Award Considerations

- **TAM:**
  - **<u>Transit Agencies</u>**
    - Annual targets, approved by accountable executive and/or group plan sponsor.
    - Submit annual data & narrative reports in NTD.
    - Continue reporting on facility conditions assessments
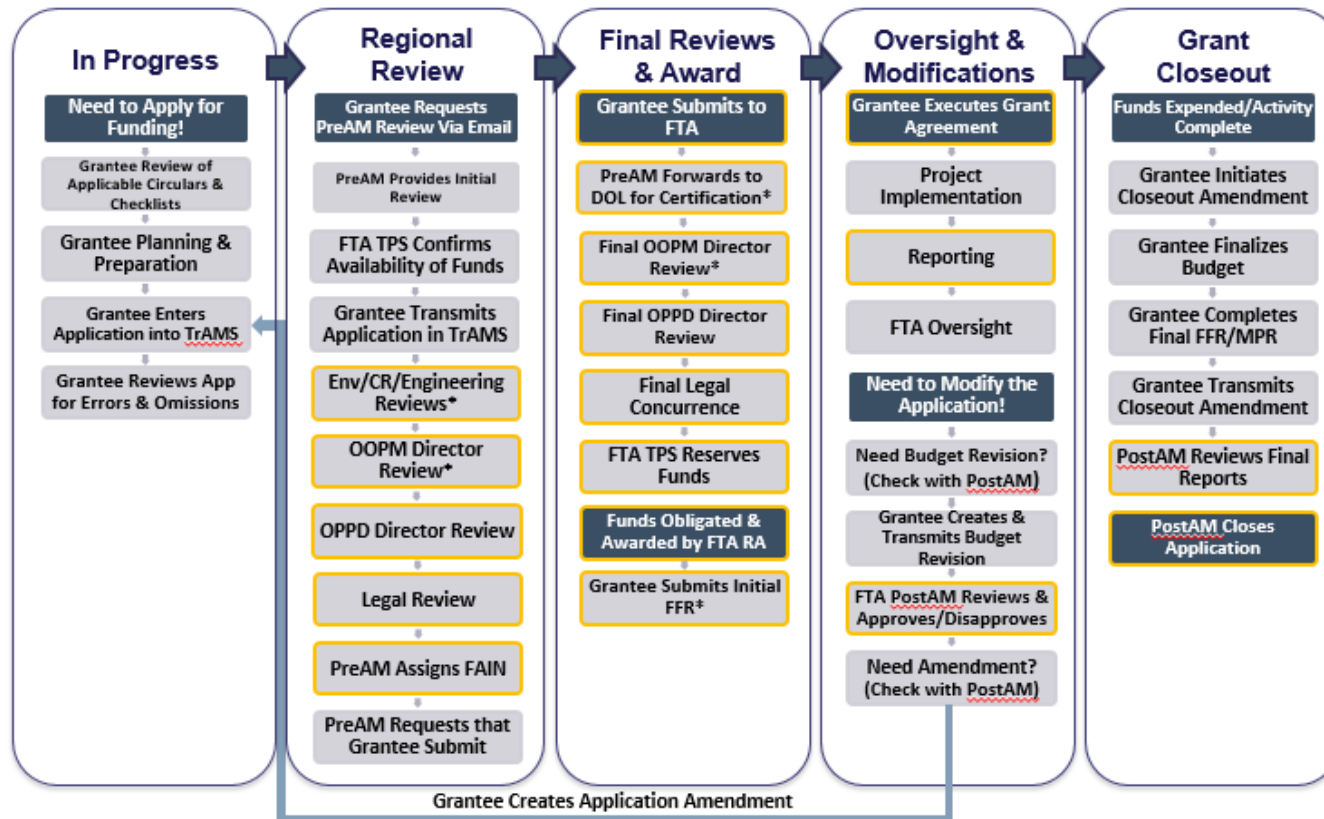   - *Note: TAM plans can be amended whenever a "significant change" to asset inventory occurs.
  - **<u>MPO/TPOs/State DOTs</u>**
    - Integrate TAM targets and progress towards achieving targets in TIP/STIP (to the extent practicable), as well as Metropolitan and Statewide Transportation Plans.
  - <u>https://www.transit.dot.gov/TAM</u>

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Application Development "Tips"
Pre-Award Considerations

In Progress	Regional Review	Final Reviews & Award	Oversight & Modifications	Grant Closeout
Need to Apply for Funding!	Grantee Requests PreAM Review Via Email	Grantee Submits to FTA	Grantee Executes Grant Agreement	Funds Expended/Activity Complete
Grantee Review of Applicable Circulars & Checklists	PreAM Provides Initial Review	PreAM Forwards to DOL for Certification*	Project Implementation	Grantee Initiates Closeout Amendment
Grantee Planning & Preparation	FTA TPS Confirms Availability of Funds	Final OOPM Director Review*	Reporting	Grantee Finalizes Budget
Grantee Enters Application into TrAMS	Grantee Transmits Application in TrAMS	Final OPPD Director Review	FTA Oversight	Grantee Completes Final FFR/MPR
Grantee Reviews App for Errors & Omissions	Env/CR/Engineering Reviews*	Final Legal Concurrence	**Need to Modify the Application!**	Grantee Transmits Closeout Amendment
	OOPM Director Review*	FTA TPS Reserves Funds	Need Budget Revision? (Check with PostAM)	PostAM Reviews Final Reports
	OPPD Director Review	**Funds Obligated & Awarded by FTA RA**	Grantee Creates & Transmits Budget Revision	PostAM Closes Application
	Legal Review	Grantee Submits Initial FFR*	FTA PostAM Reviews & Approves/Disapproves	
	PreAM Assigns FAIN		Need Amendment? (Check with PostAM)	
	PreAM Requests that Grantee Submit			

Grantee Creates Application Amendment

RA – Regional Administrator

OPPD – Office of Planning & Program Development

OOPM – Office of Oversight & Program Management

PreAM – FTA Pre-Award Manager

TPS – Transportation Program Specialist

PostAM – FTA Post-Award Manager

FFR – Federal Financial Report

MPR – Milestone Progress Report

Env – Environmental

CR – Civil Rights

Indicates TrAMS-Generated Task

*Applicability Varies by Application

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FTA Systems

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FTA Systems

- **The Transit Award Management System (TrAMS)**
  - TrAMS is the electronic grant making system used to apply for your funding and manage the award.
    - Appian based software; need permission from FTA to access the system.

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FTA Systems

TrAMS Resources

- Initial reference for TrAMS related questions.

- Contains helpful information for many functions:

- User roles & capabilities

- Executing Certifications & Assurances

- Application development, transmission and submission

- And many others!

- **TrAMS Webpage:** includes webinars and tip sheets.

FTA Systems

- **Electronic Clearing House Operation (ECHO)**
  - Consider revising to "This is the electronic system recipients use to draw down their funding."
  - This is a web-based application; need permission from FTA to access the system.
  - The ECHO User Manual is an excellent resource.
  - The ECHO system is separate from TrAMS and has its own administration and Help Desk.

FTA Systems

- **National Transit Database (NTD)**
  - Records the financial, operating and asset condition of transit systems.
  - Recipients receiving funding from the Urbanized Area Formula Program (5307) or Rural Formula Program (5311) – are required to submit data to the NTD.
  - Reminder: Transit Asset Management (TAM) reporting in effect.

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Helpful Resources

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Helpful Resources

- **TrAMS User Guide:** helps recipients navigate TrAMS

- **TrAMS Webpage:** includes webinars and tip sheets.

- **FTA TRO-4 Trainings:** includes FTA101, Application Development, Post Award, and more!

- **Final Circulars:** guidance for FTA and related programs.

- **FTA Regulations & Guidance**

- **FTA Apportionments:** identify amount of funds available to a State and/or urbanized areas.

Stayed tuned for upcoming trainings!

FTA Post-Award/Oversight Considerations

Post Award/Oversight Considerations

- **Post-award –** most actions within the award application process from execution until award close-out

  ➢ Primary Contact: Program Manager/Engineer/TPS

    ✓ Questions regarding reporting (FFR/MPR), vehicles, construction, procurement, contracts, budget revisions, close outs, etc.

- Note: Sometimes this is the same person within FTA; sometimes it is two separate individuals. For state DOT recipients, your contact is one person for both pre and post award.

Post Award/Oversight Considerations

- **Budget Revision** may be made as long as there is no change in the grant purpose, such as:
  - Moving funding between scopes/ALI's
  - Adding an ALI code to an existing Scope

- **Award Amendment** is required when a condition does not allow for a budget revision, such as:
  - Change in Scope
  - Addition of Federal funds to an existing award
    - Amendments are subject to the same application requirements as a new grant request

Post Award/Oversight Considerations

- **Recipients** are responsible for day-to-day management of Federal awards.

- **FTA** monitors awards and federally funded projects to confirm that recipients establish and follow procedures that comply with Federal requirements.

Post Award/Oversight Considerations

- Once the recipient executes the award in TrAMS, post-award requirements apply, such as:

- **Reporting Examples:**

  – Federal Financial Report (FFR)

  – Milestone Progress Report (MPR)

  – Civil Rights

  – National Transit Database (NTD)

Post Award/Oversight Considerations

FFR/MPR Reports are submitted Quarterly or Annually, depending on Risk Factors

- New grant applications are assigned Qtrly or Annual reporting

- Annual reporting may be assigned for:
  - Grants with less than $2 million in Federal funds
  - No construction activities
  - No 5309, BUILD, SSO, ER Funding
  - No other risk factors that may trigger quarterly reporting

- Supergrants/Multi Source may trigger $2M threshold
  - Excludes Small Urbans

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Post-Award Oversight Considerations

- **What is Incidental Use?**
  - Temporary non-transit use of federally-funded transit asset.
  - Examples:
    - Film production using bus during a scene
    - Neighborhood festival in a transit station parking lot
    - County borrows transit parking lot as overflow during yearlong construction at courthouse

- **How is Incidental Use approved?**
  - Fill out an Incidental Use form and submit to your Post-Award Manager. (Ask for one if you don't have in your files)
  - There may be follow-up questions (e.g. non-interference of transit operations, program income, continuing control.)
  - Length of Incidental Use varies, seldom exceeding ~5 years.

Post Award/Oversight Considerations

FTA Oversight Review Programs:

- General Reviews

  – Triennial Review and State Management Review (SMR)

- Program-Specific Reviews

  – Financial Management Oversight (FMO), Procurement System Review (PSR), Civil Rights, Safety & Security

- Project-Level Reviews

  – Project Management Oversight (PMO), Financial Capacity

Post Award/Oversight Considerations

Comprehensive Review Process
- All previously scheduled oversight Reviews shifted 1 year.
  - FY20 reviews postponed until FY21
  - FY21 reviews postponed until FY22
  - FY22 reviews postponed until FY23
- Reviews will then return to 3 year cycle
- Previously scheduled 2020 reviews will be conducted virtually with virtual site visits starting January 2021

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Post Award/Oversight Considerations

Comprehensive Review Process

- All upcoming reviews will include verification of Agency Safety Plans and limited assessment of CARES and ER fund usage.

- [FY20 Contractor's Manual](#)

  - FY21 iteration currently in development

- Triennial Review Workshops will be conducted virtually

Post Award/Oversight Considerations

Link to FTA's Drug & Alcohol Program

- Includes helpful resources & circulars
- Can also sign up for updates & a newsletter

What's New
- [Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19)](#)
- [USDOT COVID-19 Drug & Alcohol Testing Statement of Enforcement Discretion for Substance Abuse Professionals and Service Agents](#) (4-4-2020)
- [USDOT Guidance on Compliance with DOT Drug and Alcohol Testing Regulations](#) (3-23-2020) This guidance provides clarity to DOT-regulated employers, employees, and service agents on conducting DOT drug-and-alcohol testing given concerns about the Coronavirus Disease 2019 (COVID-19).
- 2020 Random Drug and Alcohol Testing Rates. In January 2020, FTA published the [Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations](#) announcing the calendar year 2020 drug and alcohol random testing rates for employers subject to FTA's Drug and Alcohol Program.
- [FTA Drug and Alcohol Regulation Updates July 2020](#)
- POSTPONED: [15th Annual FTA Drug and Alcohol Program National Conference](#)

Federal Transit Administration

About   Fund

Final Rule (4/23/2019)

Related Links

- Sign Up for Updates
- Drug & Alcohol Regulation Updates Newsletter
- Tools and Resources
- Drug & Alcohol MIS Reporting
- Drug & Alcohol Publications
- Technical Assistance
- Legislation and Regulation

Resources

Iyon Rosario, FTA
Federal Transit Administration
Drug & Alcohol Program Manager

Effects & Consequences of Drug Use

This video describes the effects and consequences of prohibited drug use on pe environment, and on the signs and symptoms that may indicate prohibited dru training requirement of section 655.14(b)(1) for covered employees.

Contact Us

Office of Transit Safety and Oversight
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590
United States

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Post Award/Oversight Considerations

- **Bus Fleet:** 50+ fixed-route revenue fleet should not exceed 20% spares above the number of revenue vehicles needed during the peak week, day and hours maximum service is provided.

- **Rail Fleet:** FTA has no set spare ratio number. 5010.1E outlines process.

- **Contingency Fleet:** vehicles reserved for emergencies or other unforeseen and justified activities. Vehicles must have met useful life, be properly stored, maintained, and documented in a contingency plan. Does not add to the spare ratio calculation.

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Post Award/Oversight Considerations

- Recipients must initiate close-out of a award when all approved activities are completed and/or applicable Federal funds expended (90 days).

- Close out occurs in the TrAMS system

  - Select appropriate close out options

- An award may be closed-out by FTA unilaterally under certain circumstances.
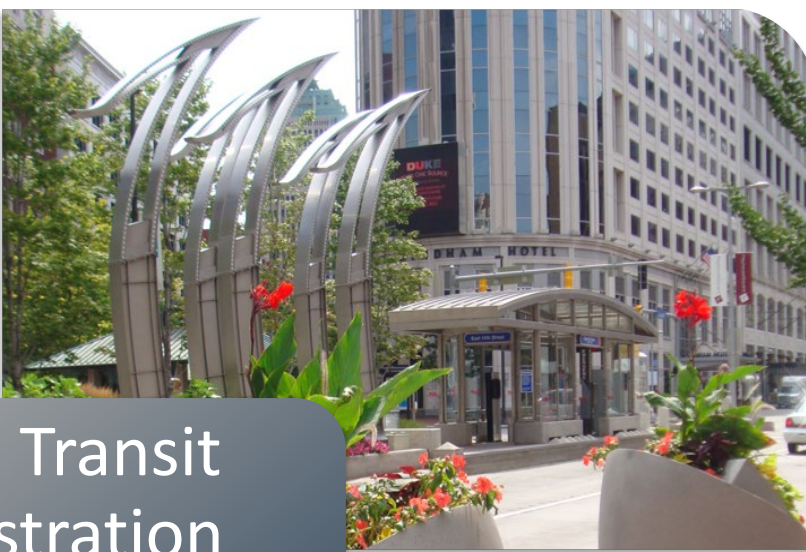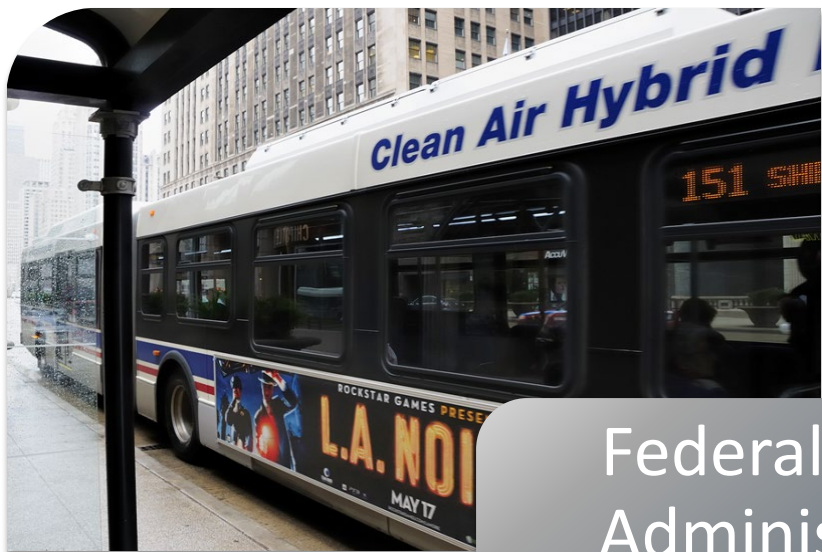
  - See C 5010.1E

Post Award/Oversight Considerations

- C 5010.1E - Award Management Requirements
- C 4220.1F - Third Party Contracting Guidance

All FTA Circulars may be found here:
http://www.fta.dot.gov/legislation_law/about_FTA_circulars_guidance.html

Federal Transit Administration

www.fta.dot.gov