

FY2021 Grants for Buses and Bus Facilities Competitive Program

October 13, 2021



Tom Wilson

Office of Program Management

Federal Transit Administration

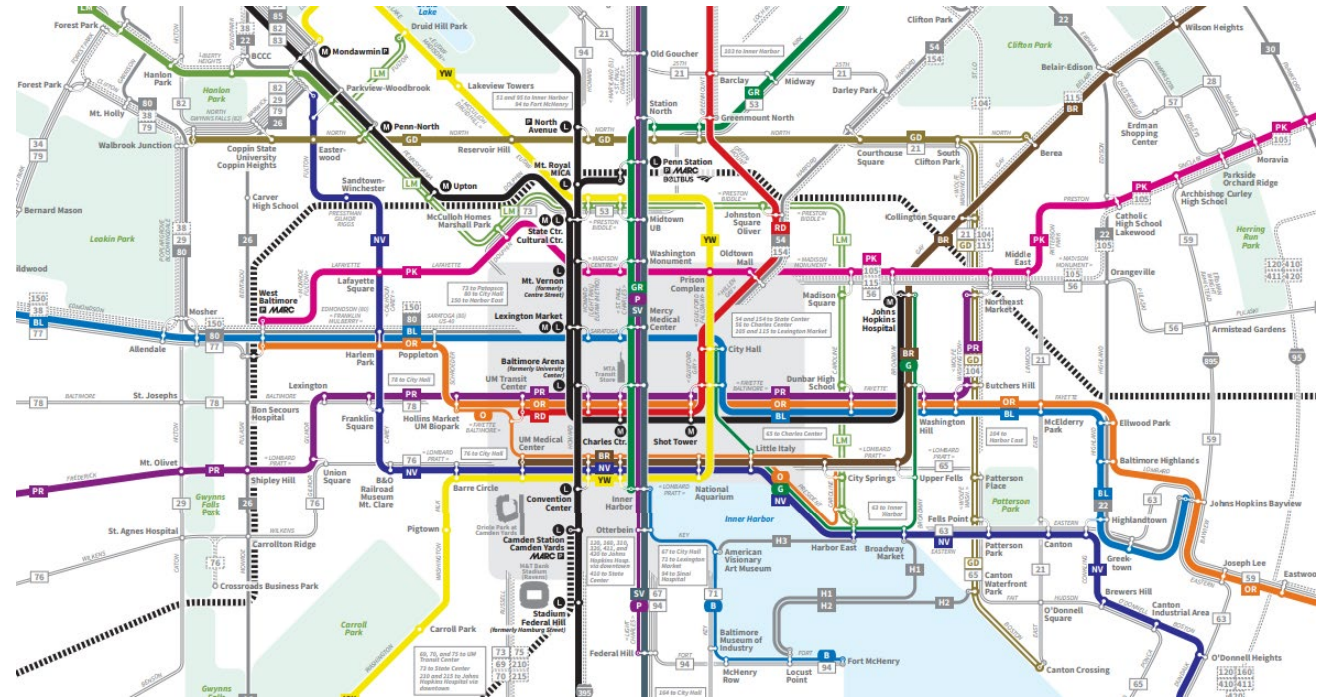
[Transit.DOT.gov/bus-program](https://transit.dot.gov/bus-program)



U.S. Department of Transportation
Federal Transit Administration

Overview

- Program Overview
- Previous Competitions
- Eligibility
- Evaluation Criteria
- Review and Selection
- Application Submission
- Wrap-Up
- Q&A



BaltimoreLink Abstract System Map ~ Maryland Transit Administration



PROGRAM OVERVIEW



Program Description

What is the Grants for Buses and Bus Facilities Program?

- The Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(b)) authorizes FTA to award grants “to assist in the financing of buses and bus facilities capital projects including;
 - Replacing, rehabilitating, purchasing, or leasing buses or related equipment
 - Rehabilitating, purchasing, constructing or leasing bus-related facilities”

Funding Award Information

- Projects will be selected on a competitive basis, consistent with the criteria outlined in the Notice of Funding Opportunity (NOFO)
- “In making grants under this subsection, the Secretary shall consider the age and condition of buses, bus fleets, related equipment, and bus related facilities”
(49 U.S.C. § 5339(b)(2))
- Pre-award authority starts on the date projects are announced on FTA’s website
- Funding is available for obligation for *year of award plus three*.
- No applicant may receive more than 10% of the total available
- A minimum of 10% must be allocated to rural projects



Cost Sharing or Matching Funds

- Projects selected under this opportunity are eligible for a maximum 80% Federal share, with a 20% non-Federal match
- Clean Air Act (CAA) and Americans with Disabilities Act (ADA) eligible vehicles are eligible for a maximum 85% Federal/15% local match; and CAA and ADA eligible costs **directly** related to vehicle equipment or facilities are eligible for a 90% Federal/10% local match
- Eligible sources of local match are listed in the NOFO in Section C(2)



2021 Important Program Information

FY 2021 Funding: \$409.59 million

- Maximum allocation = \$40.9 million
- Funding Opportunity Number: [FTA-2021-008-TPM-BUS](#)

Important Dates	
NOFO Published	9/20/2021
Applications Due	11:59pm EST 11/19/2021
Project Evaluations	December 2021
Award Announcement	Q1 2022





PREVIOUS COMPETITIONS



Recent Competitions

	FY 2018	FY 2019	FY 2020
Number of Eligible Proposals Received	339	318	282
5339(b) Funds Requested	\$2 billion	\$1.9 billion	\$1.8 billion
Projects/Funds Awarded	107 projects \$366.2 M	94 projects \$423.3 M	96 projects \$464 M



2020 Competition Highlights

- Of the 282 eligible proposals for FY 2020, 174 received an overall rating of Highly Recommended
- Awarded 96 projects in 49 States/territories
 - **Large Urban:** 45 projects for \$229,232,978 (49%)
 - **Small Urban:** 25 projects for \$108,257,742 (23%)
 - **Rural:** 26 projects for \$126,358,209 (28%)
- Average award was slightly over \$4.8 million with 79 projects receiving their full federal amount requested





ELIGIBILITY



Eligibility Information

Eligible Applicants

- Designated recipients that allocate funds to fixed route bus operators
- State or local governmental entities that operate fixed route bus service
- and Indian Tribes

Subrecipients

- Rural areas must submit as part of a consolidated application through a State proposal
- Eligible subrecipients include all otherwise eligible applicants and private nonprofit organizations engaged in public transportation



Eligibility Information

What is a Bus Facility?

FTA C-5100:

- FTA generally assists in building two kinds of facilities:
 - (1) facilities that support transit operations, such as maintenance garages and administrative buildings; and
 - (2) facilities that provide passenger amenities and extend into the built environment, such as bus or rail terminals, stations, shelters, and park-and-ride lots as well as intermodal facilities that include both transit and intercity bus or rail services.

Eligibility Information

Eligible Projects

- Replace, rehabilitate, purchase, or lease buses, vans and related equipment (including maintenance, IT equipment)
- Rehabilitate, purchase, construct, or lease bus-related facilities
- Costs incidental to the acquisition of buses or construction of a facility
- May include workforce development activities up to 0.5% of the project budget
- May include training at National Transit Institute (NTI) up to 0.5% of the project budget



Eligibility Information

Ineligible Projects

- Non-public transportation projects (e.g., *school buses, prisoner transport, intra-facility shuttles, services not open to the general public*) [49 USC § 5302\(14\)](#)
- Operating expenses
- Preventive maintenance
- Other expanded capital eligibility items such as security drills or the establishment of a debt service reserve
- Previous project expenses
- Mobility Management



EVALUATION CRITERIA (NOFO SECTION E)



Evaluation Criteria

1. Demonstration of Need

- **How** will the proposed project address an unmet need for capital investment?
- **How** will the proposed project enhance the safety of the transit system?
- **How** will the proposed project improve connectivity of bus systems with other networks through the use of deployment-ready information technologies?
- **How** the application is a one-time or periodic investment that cannot be reasonably funded from FTA formula program allocations and State or local resources?
- **What** substantiating evidence can be provided to support these statements?

2. Demonstration of Benefits

- **How** will the proposed project improve the condition of the transit system?
- **How** will the proposed project improve the reliability of transit service?
- **How** will the proposed project enhance access and mobility?
- **What** substantiating evidence can be provided to support these statements?



Evaluation Criteria

3. Planning and Local/Regional Prioritization

- **How** is the proposed project consistent with local and regional long range planning documents?
- **How** is the proposed project consistent with local government priorities?
- **What** substantiating evidence can be provided to support these statements?

*Additional consideration given to *letters of support*

**Applicants may also address *system, asset, or specific performance measures tracked by the applicant.*

4. Local Financial Commitment

- **When** will the local funds be fully secured?
- **What** is the source of the local share?
- **What** is the percentage of local share?
- **What** substantiating evidence can be provided to support these statements?



Evaluation Criteria

5. Project Implementation Strategy

- **How** soon can the proposed project be obligated?
- **How** complete is the proposed project timeline?
- **How** reasonable is the proposed project timeline?
- **What** environmental work has been done?
- **What** procedural steps remain to project implementation?

6. Technical, Legal & Financial Capacity

- Does the applicant have the **know-how** to carry out the proposed project?
- **What** open technical, legal, or financial capacity issues exist, if any, and how does the applicant plan to address them?





REVIEW AND SELECTION (NOFO SECTION E(2))



Additional Considerations

This information may be used to prioritize project selections, along with the other considerations listed under the “Review and Selection Process” section of the NOFO E(2)

Justice40 Initiative

- *OMB Interim Guidance – July 20, 2021*
- Grants for Buses and Bus Facilities is part of the pilot implementation of Justice40

Nonattainment Areas

Environmental Justice

- Executive Order 14008: Tackling the Climate Crisis at Home and Abroad

Racial Equity and Barriers to Opportunity

- Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government



Justice40 Initiative

“FTA will give priority consideration to projects that support the government-wide Justice40 Initiative with the goal of delivering 40 percent of the overall benefits of relevant Federal investments to disadvantaged communities.”

Justice40 Definitions:

- **“Community”** means either
 - a group of individuals living in geographic proximity to one another,
 - or a geographically dispersed set of individuals (such as migrant workers or Native Americans),
 - where *either* type of group experiences common conditions
- **“Disadvantaged”** means
 - Low income, high and/or persistent poverty
 - High unemployment and underemployment
 - Racial and ethnic residential segregation, particularly where the segregation stems from discrimination by government entities
 - Linguistic isolation
 - High housing cost burden and substandard housing
 - Distressed neighborhoods
 - High transportation cost burden and/or low transportation access
 - Disproportionate environmental stressor burden and high cumulative impacts
 - Limited water and sanitation access and affordability
 - Disproportionate impacts from climate change
 - High energy cost burden and low energy access
 - Jobs lost through the energy transition
 - Access to healthcare



Justice40 Initiative

“FTA will give priority consideration to projects that support the government-wide Justice40 Initiative with the goal of delivering 40 percent of the overall benefits of relevant Federal investments to disadvantaged communities.”

If a project supports the Justice40 Initiative, FTA is asking applicants to:

- **Explain their methodology**

- State the community definition used, including ridership demographic information relevant to the Justice40 definition of disadvantaged community,
- ...the variable(s) considered, and
- ...what immediate and long-term benefits will be provided by the project request.

- **Describe their Stakeholder Engagement activities**

- Provide evidence of strategies that the applicant has used in the planning process to seek out and consider the needs of those traditionally disadvantaged and underserved by existing transportation systems, such as low-income and minority households.



Climate Change

“In further support of Executive Order 14008, FTA will give priority consideration to applications that are expected to create significant community benefits relating to the environment, including those projects that incorporate low or no emission technology or specific elements to address greenhouse gas emissions and climate change impacts.”

- **Executive Order 13990: Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis:**
 - Climate Change and Environmental Justice in planning stage
 - Climate Change impacts
 - Reduce emissions, promote energy efficiency, incorporate low or no emission technology

Additional information can be found here:

[Federal Register :: Protecting Public Health and the Environment and Restoring Science To Tackle the Climate Crisis](#)



Climate Change

- Demonstrate whether they have considered climate change and environmental justice in terms of the transportation planning process or anticipated design components with outcomes that address climate change (e.g., resilience or adaptation measures).
- Describe what specific climate change or environmental justice activities have been incorporated,
 - whether a project supports a Climate Action Plan,
 - whether an equitable development plan has been prepared,
 - and whether tools such as EPA's EJSCREEN have been applied in project planning.
- Describe specific and direct ways the project will mitigate or reduce climate change impacts including any components that reduce emissions, promote energy efficiency, incorporate electrification or low emission or zero emission vehicle infrastructure, increase resiliency, or recycle or redevelop existing infrastructure.



Environmental Justice

- Environmental justice populations include low income and minority population(s) as defined in Executive Order 12898 “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” and FTA’s Environmental Justice Circular 4703.1.
- Applicants should identify any EJ populations located within the proposed service area and describe anticipated benefits to that population(s).
- The geographic unit should be appropriate to the scope of the project.

A formal EJ analysis is not required.



Racial Equity and Barriers To Opportunity

FTA also will give priority consideration to applications that encourage racial equity in two areas: (1) Planning and policies related to racial equity and overcoming barriers to opportunity; and (2) project investments that either proactively address racial equity and barriers to opportunity, including automobile dependence as a form of barrier, or redress prior inequities and barriers to opportunity

Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government:

- How does the project address Racial Equity and Barriers To Opportunity?
 - Fair treatment for all individuals, including individuals who belong to underserved communities that are characterized by poverty and lack of access to resources.
 - Planning and policies related to racial equity and barriers to opportunity.
 - Summarize project investment costs that are related to racial equity and barriers to opportunity.

Additional information can be found here:

[Federal Register :: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)



Racial Equity and Barriers To Opportunity

- Include sufficient information to evaluate how the applicant will advance racial equity and address barriers to opportunity.
- Describe any transportation plans or policies related to racial equity and barriers to opportunity they are implementing or have implemented in relation to the proposed project,
- Describe specific project investment details necessary for FTA to evaluate if the investments are being made either proactively to advance racial equity and address barriers to opportunity or redress prior inequities and barriers to opportunity.
- All project investment costs for the project that are related to racial equity and barriers to opportunity should be summarized.



FTA

FEDERAL TRANSIT ADMINISTRATION

Applying for FTA Grant Opportunities in Grants.gov

The collage consists of three overlapping screenshots. The top-left screenshot shows the Federal Transit Administration homepage with a search bar and navigation links. The middle-left screenshot shows the 'Notices of Funding Opportunity' page with a sidebar menu. The bottom-right screenshot shows the Grants.gov homepage with a search bar and various application resources.

Federal Transit Administration

Home • Applicants

Grant Programs

Program Pages

US DOT Announces \$117 Billion Project will extend Link light rail between Seattle and Tacoma

Overview

New Applicants

Existing Recipients

Notices of Funding

Expired Notices of Funding

Grantee Tools

Contact Your Regional Office

FAQ

Notices of Funding Opportunity

The following Notices of Funding Availability/Opportunity are linked to the Federal Register website. The Federal Register is the Federal Government's official daily publication of rules, proposed rules, and notices of federal agencies, and provides a forum for public participation in the democratic process.

To learn more about FTA NOFOs, choose a notice type or conduct a title search by keyword. Results will include a summary of the notice and a link to the PDF of the appropriate Federal Register page.

Date Effective to Filter

Date Effective 2/11/2019 Close Date 4/15/2020

GRANTS.GOV

SEARCH: Grant Opportunities Enter Keyword GO

HOME LEARN GRANTS SEARCH GRANTS APPLICATIONS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANT APPLICATIONS

- How to Apply for Grants
- Track My Application

APPLICANT RESOURCES

- Workspace Overview
- Applicant Eligibility
- Organization Registration
- Applicant Registration
- Applicant Training
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- Admin Software Compatibility
- Submitting UTF & Special Characters
- Encountering Error Messages

Search on the Grants.gov Mobile App to quickly search for and submit funding opportunities.

Download on the App Store GET IT ON Google Play

<https://www.grants.gov/web/grants/applicants.html>

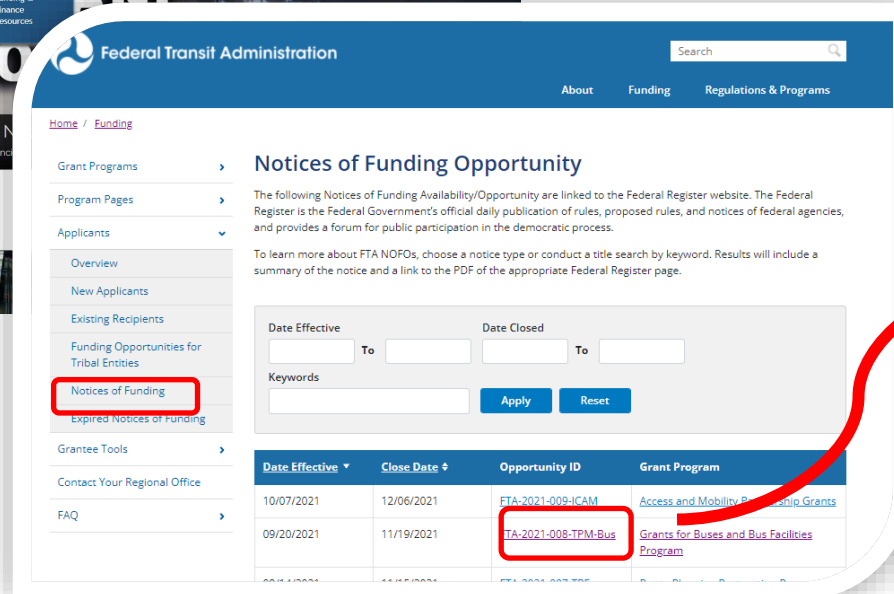
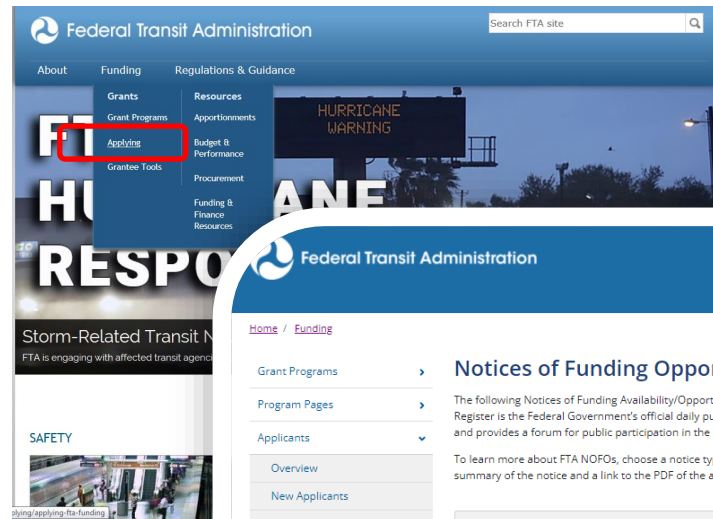


U.S. Department of Transportation
Federal Transit Administration



FEDERAL TRANSIT ADMINISTRATION

FTA Notice of Funding Opportunity



FTA website:

Funding Opportunity Notices:

<https://www.transit.dot.gov/>

<https://www.transit.dot.gov/funding/grants/notices>



FTA Notice of Funding Opportunity

FTA NOFO Page contains:

- Summary Description
 - Application requirements
 - Eligibility
- Supplemental Form
- Links to Grants.gov
- Links to Program Information
- Other references and links

Link and Instructions for attaching the supplemental form to the SF-424: All applicants must complete the attached [supplemental form](#) and attach it to their submission in GRANTS.GOV.

<https://www.transit.dot.gov/funding/grants/notices>

Federal Transit Administration

Search

About Funding Regulations & Programs

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Grant Programs >
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Applicants >
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Grants for Buses and Bus Facilities FY2021 Notice of Funding

Date Posted: September 20, 2021
Date Closed: November 19, 2021
Opportunity ID: FTA-2021-008-TPM-Bus
Grant Program: [Grants for Buses and Bus Facilities Program](#)
Opportunity Announcement PDF: <https://www.govinfo.gov/content/pkg/FR-2021-09-20/pdf/2021-20203.pdf>
Opportunity Announcement TXT: <https://www.govinfo.gov/content/pkg/FR-2021-09-20/html/2021-20203.htm>

Link to Grants.gov

Related Links

- [Grants for Buses and Bus Facilities Program](#)
- [Press Release: U.S. Department of Transportation Announces \\$409.6 Million Funding Opportunity for Bus Facilities Program](#)
- [Federal Register Notice: FY21 Funding Opportunity for Bus Facilities Program](#)

Details: 09/20/2021. Notice of Funding Opportunity (NOFO): Solicitation of Project Proposals for the 5339(b) Grants for Buses and Bus Facilities Program. The Federal Transit Administration (FTA) announces the availability of approximately \$409.59 million of Fiscal Year 2021 funds for buses, bus facilities, and bus equipment. See the [Federal Register Notice](#). Synopses and full announcement will be posted on Grants.gov as opportunity [FTA-2021-008-TPM-Bus](#). Proposals must be submitted electronically through Grants.gov website by 11:59 PM Eastern time 11/19/2021.

Summary: The purpose of the Grants for Buses and Bus Facilities Program is to assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing or leasing buses or related equipment, and rehabilitating, purchasing, constructing or leasing bus-related facilities. Additionally, recipients are permitted to use up to 0.5 percent of their awarded grant toward foundation development activities eligible under Federal

FTA NOFO provides hyperlinks to Grants.gov opportunity notice, related documents, and application package.



Download Application

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HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

VIEW GRANT OPPORTUNITY

FTA-2021-008-TPM-BUS
Fiscal Year 2021 Competitive Funding Opportunity; Grants for Buses and Bus Facilities Program
Department of Transportation
DOT/Federal Transit Administration

Apply Subscribe

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

Print Synopsis Details

General Information

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	FTA-2021-008-TPM-BUS	Posted Date:	Sep 20, 2021
Funding Opportunity Title:	Fiscal Year 2021 Competitive Funding Opportunity; Grants for Buses and Bus Facilities Program	Last Updated Date:	Sep 20, 2021
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Nov 19, 2021
Opportunity Category Explanation:		Current Closing Date for Applications:	Nov 19, 2021
Funding Instrument Type:	Grant	Archive Date:	Dec 19, 2021
Category of Funding Activity:	Transportation	Estimated Total Program Funding:	\$409,590,000
Category Explanation:		Award Ceiling:	\$40,590,000
Expected Number of Awards:	125	Award Floor:	\$0
CFDA Number(s):	20.526 -- Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs		
Cost Sharing or Matching Requirement:	Yes		

NOTE: Anyone can download the application package from Grants.gov. However, only “authorized organizational representatives” can submit applications in Grants.gov.

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

Print Related Documents List

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - FTA-2021-008-TPM-Bus	FTA-2021-008-TPM-BUS-Full Announcement - FTA-2021-008-TPM-Bus.zip	Sep 20, 2021 12:16:57 PM EDT	923.3 KB
Federal Register Notice	2021-20203.pdf	Sep 20, 2021 12:16:31 PM EDT	236.6 KB
Supplemental Form	FY21-Grants-for-Buses-and-Bus-Facilities-Supplemental-Form.pdf	Sep 20, 2021 12:16:57 PM EDT	751.0 KB

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

Print Package List

Select Grant Opportunity Package

PLEASE READ BEFORE APPLYING!
If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

Opportunity Package(s) Currently Available for this Funding Opportunity:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
20.526	FTA-2021-008-TPM-BUS	Fiscal Year 2021 Competitive Funding Opportunity; Grants for Buses and Bus Facilities Program	PKG00269020	09/20/2021	11/19/2021	Preview Apply



Application Package

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

Print Package List

Select Grant Opportunity Package

PLEASE READ BEFORE APPLYING!

If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

Opportunity Package(s) Currently Available for this Funding Opportunity:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
20.507	FTA-2021-006-TPM-FERRY	FY 2021 Competitive Funding Opportunity: Passenger Ferry Grant Program	PKG00268448	08/06/2021	10/05/2021	Preview Apply

Preview Opportunity Package Details

Opportunity Package Details:

Agency Contact Information:

Vanessa Williams
FTA Office of Program Management
E-mail: Vanessa.williams@dot.gov
Phone: 202-366-4818

Who Can Apply: Organization Applicants

PACKAGE FORMS:

Mandatory Forms
(Click to Preview)

Optional Forms
(Click to Preview)

[» SF424 Mandatory Form \[V3.0\]](#)
[» Grants.gov Lobbying Form \[V1.1\]](#)
[» Attachments \[V1.2\]](#)

Download Instructions

Close

OMB Number: 4040-0002
Expiration Date: 01/31/2019

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

1.a. Type of Submission:
☒ Application
☐ Plan
☐ Funding Request
☐ Other
Other (specify):

1.b. Frequency:
☒ Annual
☐ Quarterly
☐ Other
Other (specify):

1.d. Version:
☒ Initial ☐ Resubmission ☐ Revision ☐ Update

2. Date Received:
3. Applicant Identifier:
4a. Federal Entity Identifier:
4b. Federal Award Identifier:

STATE USE ONLY:
5. Date Received by State:
6. State Application Identifier:

1.c. Consolidated Application/Plan/Funding Request?
Yes ☐ No ☒ Explanation

7. APPLICANT INFORMATION:
a. Legal Name:
b. Employer/Taxpayer Identification Number (EIN/TIN):
c. Organizational DUNS:
d. Address:
Street1:
Street2:
City:
County / Parish:
State:
Province:
Country:
USA: UNITED STATES
Zip / Postal Code:
e. Organizational Unit:

Please fill out the following form. [Highlight Existing Fields](#)

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1

Add Attachment

Delete Attachment

View Attachment

2) Please attach Attachment 2

Add Attachment

Delete Attachment

View Attachment

3) Please attach Attachment 3

Add Attachment

Delete Attachment

View Attachment

4) Please attach Attachment 4

Add Attachment

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View Attachment

5) Please attach Attachment 5

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6) Please attach Attachment 6

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7) Please attach Attachment 7

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12) Please attach Attachment 12

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13) Please attach Attachment 13

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View Attachment

14) Please attach Attachment 14

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Delete Attachment

View Attachment

Application Package

v1.0
Validate Form

FY 2021 Grants for Buses and Bus Facilities

Applicant and Proposal Profile

Is this a resubmission due to an invalid/error message from FTA? ☐ Yes ☒ No

Section I. Applicant Information

Organization Legal Name:

FTA Recipient ID:

Organization Chief Executive Officer:
(Name and Direct Phone Number)

Applicant Eligibility: ☐ Designated recipient
☐ State
☐ Local governmental entity that operates fixed route bus service
☐ Tribe (Federally recognized Native American Tribe)

Project Location: ☐ Small Urbanized Area
☐ Large Urbanized Area
☐ Rural

Description of services provided and areas served:

CAUTION: Do not use “Supplemental Form” from prior years or create your own form. Please use the file provided on the FTA website.

The “**Attachment Form**” shown below is included in the SF-424 Grant Application Package in Grants.gov.

Please attach the **FTA Supplemental Form** to the **Attachment Form** shown below when submitting in Grants.gov.

Please fill out the following form. Highlight Existing Fields

Authorized for Local Reproduction Standard Form 424 Mandatory (Effective 08/2005)
Prescribed by OMB Circular A-102

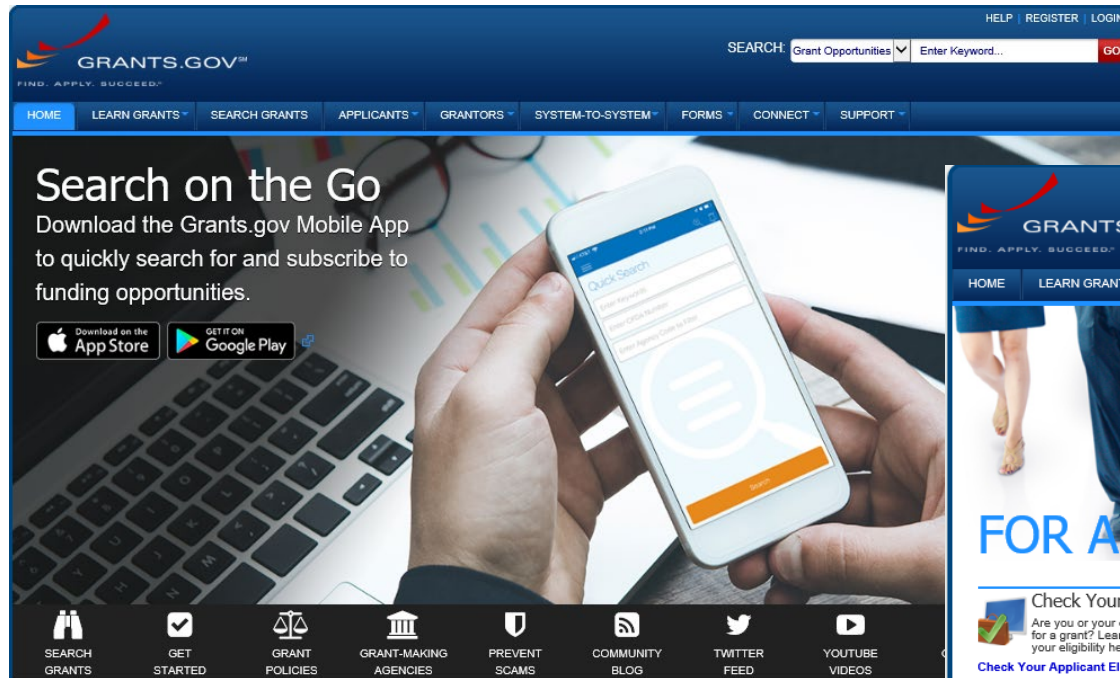
ATTACHMENTS FORM

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Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

Grants.gov – Applicants



The image shows a hand holding a smartphone displaying the Grants.gov mobile app interface. The app has a search bar and a list of grant opportunities. In the background, a laptop keyboard is visible. The Grants.gov logo and navigation menu are at the top of the app screen.

Search on the Go
Download the Grants.gov Mobile App to quickly search for and subscribe to funding opportunities.

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Navigation icons at the bottom: SEARCH GRANTS, GET STARTED, GRANT POLICIES, GRANT-MAKING AGENCIES, PREVENT SCAMS, COMMUNITY BLOG, TWITTER FEED, YOUTUBE VIDEOS.



The image shows the Grants.gov website for applicants. The header includes the Grants.gov logo, a search bar, and navigation links (HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, SUPPORT). The main content area is titled "FOR APPLICANTS" and features several sections:

- GRANT APPLICATIONS**
 - » How to Apply for Grants
 - » Track My Application
- APPLICANT RESOURCES**
 - » Workspace Overview
 - » Applicant Eligibility
 - » Organization Registration
 - » Applicant Training
 - » Applicant FAQs
 - » Adobe Software Compatibility
 - » Submitting UTF-8 Special Characters
 - » Encountering Error Messages

Below these sections are eight tiles with icons and links:

- Check Your Eligibility**: Are you or your organization eligible for a grant? Learn how to check your eligibility here. [Check Your Applicant Eligibility »](#)
- Get Registered**: To apply, you need to register an account with Grants.gov. Begin registering today. [Applicant Registration »](#) [Organization Registration »](#)
- Apply for Grants**: Ready to apply? Create a workspace to apply for a grant. [Apply for a Grant Opportunity Today »](#) [Workspace Overview »](#)
- Track Your Application**: Enter your Grants.gov tracking number to follow the progress of up to five applications at a time. [Track Your Application »](#)
- Adobe Compatibility**: Ensure your Adobe Reader or Acrobat software is compatible with Grants.gov. [Adobe Compatibility Tip Sheet »](#)
- Applicant Training**: Access training materials, tips and other resources that will help you successfully navigate Grants.gov. [Applicant Training »](#) [Grants.gov Online User Guide »](#)
- Applicant FAQs**: If you have questions, you are not alone. Here are the answers to frequently asked questions. [Applicant FAQs »](#)
- Manage Subscriptions**: Subscribe to funding opportunities, saved searches, RSS feeds, and communications. [Sign Up Now »](#)

At the bottom, there are links to "CONNECT WITH US" (Blog, Twitter, YouTube, Alerts, RSS, XML Extract, Get Adobe Reader) and "HEALTH & HUMAN SERVICES" (HHS.gov, EEOC / No Fear Act, Accessibility, Privacy, Disclaimers, Site Map). The footer also includes "COMMUNITY" links (USA.gov, WhiteHouse.gov, USAspending.gov, SBA.gov, CFDA.gov, SAM.gov, DUNS Request, Report Fraud) and "GRANTS.GOV Applicant Support" (1-800-518-4728, support@grants.gov).

<https://www.grants.gov/web/grants/applicants.html>

Applicant – Organization Registration

The screenshot shows the Grants.gov homepage with a blue header. The main navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (highlighted), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is located in the top right. A large banner image shows the lower legs and feet of a diverse group of people walking. Below the banner, the text 'FOR APPLICANTS' is prominently displayed. A dropdown menu for 'APPLICANTS' is open, showing links to 'GRANT APPLICATIONS' (How to Apply for Grants, Track My Application) and 'APPLICANT RESOURCES' (Workspace Overview, Applicant Eligibility, Organization Registration, Applicant Training, Applicant FAQs, Adobe Software Compatibility, Submitting UTF-8 Special Characters, Encountering Error Messages). Below the banner, there are eight tiles with icons and titles: 'Check Your Eligibility', 'Get Registered', 'Apply for Grants', 'Track Your Application', 'Adobe Compatibility', 'Applicant Training', 'Applicant FAQs', and 'Manage Subscriptions'. Each tile contains a brief description and a link. At the bottom, there is a footer with social media links, a list of government departments (HEALTH & HUMAN SERVICES, COMMUNITY), and contact information for Grants.gov Applicant Support.

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

HELP REGISTER LOGIN

SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANT APPLICATIONS
» How to Apply for Grants
» Track My Application

APPLICANT RESOURCES
» Workspace Overview
» Applicant Eligibility
» Organization Registration
» Applicant Training
» Applicant FAQs
» Adobe Software Compatibility
» Submitting UTF-8 Special Characters
» Encountering Error Messages

FOR APPLICANTS

Check Your Eligibility
Are you or your organization eligible for a grant? Learn how to check your eligibility here.
[Check Your Applicant Eligibility »](#)

Get Registered
To apply, you need to register an account with Grants.gov. Begin registering today.
[Applicant Registration »](#)
[Organization Registration »](#)

Apply for Grants
Ready to apply? Create a workspace to apply for a grant.
[Apply for a Grant Opportunity](#)
[Today »](#)
[Workspace Overview »](#)

Track Your Application
Enter your Grants.gov tracking number to follow the progress of up to five applications at a time.
[Track Your Application »](#)

Adobe Compatibility
Ensure your Adobe Reader or Acrobat software is compatible with Grants.gov.
[Adobe Compatibility Tip Sheet »](#)

Applicant Training
Access training materials, tips and other resources that will help you successfully navigate Grants.gov.
[Applicant Training »](#)
[Grants.gov Online User Guide »](#)

Applicant FAQs
If you have questions, you are not alone. Here are the answers to frequently asked questions.
[Applicant FAQs »](#)

Manage Subscriptions
Subscribe to funding opportunities, saved searches, RSS feeds, and communications.
[Sign Up Now »](#)

CONNECT WITH US: Blog Twitter YouTube Alerts RSS XML Extract Get Adobe Reader

HEALTH & HUMAN SERVICES: HHS.gov | EEOC / No Fear Act | Accessibility | Privacy | Disclaimers | Site Map

COMMUNITY: USA.gov | WhiteHouse.gov | USApending.gov | SBA.gov | CFDA.gov | SAM.gov | DUNS Request | Report Fraud

GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

The screenshot shows the 'ORGANIZATION REGISTRATION' page on Grants.gov. The header is similar to the homepage. The main content area has a blue sidebar with links to 'GRANT APPLICATIONS' and 'APPLICANT RESOURCES'. The main content area has a large banner image showing people walking. Below the banner, the text 'Registering an Organization' is prominently displayed. The page explains that organizations must register before applying for a federal grant. It lists the steps: 1. Obtain a DUNS Number, 2. Register with SAM, and 3. Register with Grants.gov. Each step includes a brief description and a link to the relevant page. The page also includes a table with the title 'How long does this step usually take?' and the duration for each step.

LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV » Applicants » Organization Registration

ORGANIZATION REGISTRATION

GRANT APPLICATIONS
» How to Apply for Grants
» Track My Application

APPLICANT RESOURCES
» Workspace Overview
» Applicant Eligibility
» Organization Registration
» Step 1: Obtain a DUNS Number
» Step 2: Register with SAM
» Step 3: Register with Grants.gov
» Applicant Registration
» Applicant Training
» Applicant FAQs
» Adobe Software Compatibility
» Submitting UTF-8 Special Characters
» Encountering Error Messages

Registering an Organization
The instructions below are for new organizations or organizations that have never applied for a federal grant before. Most applicants work for organizations that already completed these steps to do business with the federal government.

Before your organization can apply for a federal grant, there are several steps an organization must complete outside of Grants.gov prior to submitting an application through Grants.gov. An organization is an entity that submits grant applications on behalf of the group, such as a state government, nonprofit organization, or a private business. Once you form a legal entity with an **Employer Identification Number (EIN)**, you are ready to complete the steps below.

Below are the main steps and links to more information to complete this process. The process below can take between three business days and five weeks, so please make sure to begin early. If you do not complete these steps by the submission deadline, you are unlikely to be allowed to submit an application. Contact the federal agency point of contact listed in the grant opportunity to discuss that agency's policy.

1. Obtain a DUNS Number

How do I get a DUNS number?
Call 1-888-705-6711 or access the Dun & Bradstreet website
<http://fedgov.dnb.com/webform/>

How long does this step usually take?
1-2 business days

2. Register with SAM

How do I register with the System Award Management (SAM)?
Access <https://www.sam.gov> and complete the online registration process. You also need the authorizing official of the organization to send a notarized letter to SAM and an EIN.

How long does this step usually take?
After SAM receives the notarized letter, up to 2 weeks up to 5 more weeks to acquire EIN

3. Register with Grants.gov

Organizations must register in Grants.gov in order to submit applications

Workspace in Grants.gov

GRANTS.GOV > Applicants > Workspace Overview

WORKSPACE OVERVIEW

GRANT APPLICATIONS

» [How to Apply for Grants](#)

» [Track My Application](#)

APPLICANT RESOURCES

» [Workspace Overview](#)

» [Workspace Basic](#)

» [Workspace Intermediate](#)

» [Workspace Advanced](#)

» [Workspace Process](#)

» [Workspace Roles](#)

» [Custom Roles](#)

» [Applicant Eligibility](#)

» [Organization Registration](#)

» [Applicant Registration](#)

» [Applicant Training](#)

» [Applicant FAQs](#)

» [Adobe Software Compatibility](#)

» [Submitting UTF-8 Special Characters](#)

» [Encountering Error Messages](#)

Get Started on Your Workspace Application

Workspace is the standard way for organizations or individuals to apply for federal grants in Grants.gov. Workspace allows a grant team to simultaneously access and edit different forms within an application. Plus, the forms can be filled out online or offline—your choice.

Grants.gov Workspace also allows applicants and organizations to tailor their application workflow. Here are three approaches that applicants can take when completing a Workspace application:

Basic

+ Best for organizations with 1-2 registered Grants.gov users

+ Application forms are downloaded and emailed to collaborators before being uploaded back to the workspace

[LEARN MORE >](#)

Intermediate

+ Best for organizations with 3-5 registered Grants.gov users

+ Applicant teams are typically comprised of an AOR who submits, as well as a Workspace Owner who oversees form completion

[LEARN MORE >](#)

Advanced

+ Best for organizations with external Grants.gov users such as

+ Workspace manager

[LEARN MORE >](#)

Using Custom Roles in Workspace

Organizations are also able to create custom roles and assign these roles to organization.

[LEARN MORE >](#)

WORKSPACE ROLES

GRANT APPLICATIONS

» [How to Apply for Grants](#)

» [Track My Application](#)

APPLICANT RESOURCES

» [Workspace Overview](#)

» [Workspace Basic](#)

» [Workspace Intermediate](#)

» [Workspace Advanced](#)

» [Workspace Process](#)

» [Workspace Roles](#)

» [Custom Roles](#)

» [Applicant Eligibility](#)

» [Organization Registration](#)

» [Applicant Registration](#)

» [Applicant Training](#)

» [Applicant FAQs](#)

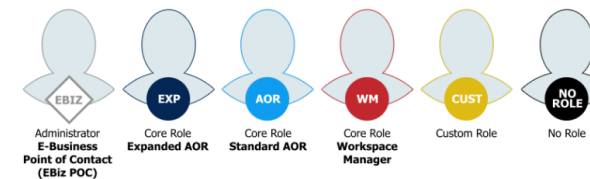
» [Adobe Software Compatibility](#)

» [Submitting UTF-8 Special Characters](#)

» [Encountering Error Messages](#)

Grants.gov Roles & Privileges

When an applicant organization user registers with Grants.gov, the organization E-Business Point of Contact (EBiz POC) -- or a user with the Expanded AOR role -- can assign the user a core role, a custom role, or no role.



E-Business Point of Contact

The E-Business Point of Contact (EBiz POC) works primarily at the administrative level to (among other tasks) assign roles to organization users once they register with Grants.gov.

Helpful Links

Grants.gov:

- <http://www.grants.gov/>
- <http://www.grants.gov/web/grants/applicants.html>

Contact Grants.gov Support Center to get help with Grants.gov issues:

GRANTS.GOV Applicant Support

1-800-518-4726

support@grants.gov

Grants for Buses and Bus Facilities Program:

- <https://www.transit.dot.gov/bus-program>

FY 2021 NOFO:

- <https://www.transit.dot.gov/notices-funding/grants-buses-and-bus-facilities-fy2021-notice-funding>





WRAP-UP



Application Pitfalls

- Ineligible applicants or projects
- Incorrectly identifying the useful life of asset
- **Priorities/outcomes** not aligned with criteria
- *Lack of evidence* substantiating project outcome claims in narrative
- Not citing evidence in narratives
- Not providing statutorily-mandated match
- Late submission
 - Submit by November 19, 2021, at 11:59 PM EST (-5:00 GMT)



Keys to Success

- Follow the NOFO
- Qualitative and Quantitative Information
- Provide evidence to support your statements
- Where have you been, where are you now, and where would you like to go?
- How will you judge success?
- Submit by November 19, 2021, at 11:59 PM EST (-5:00 GMT)



Helpful Links

Grants for Buses and Bus Facilities Program:

<https://www.transit.dot.gov/bus-program>

FY 2021 NOFO:

<https://www.transit.dot.gov/notices-funding/grants-buses-and-bus-facilities-fy2021-notice-funding>

FTA Circular 5100.1: Buses and Bus Facilities Program Guidance and Application Instructions

<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/bus-and-bus-facilities-program-guidance-and-application>



Questions

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