

Tribal Transit Competitive Program

March 24, 2022

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Federal Transit Administration



Disclaimer

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 FTA's statutes and regulations for applicable requirements.



Agenda

- Tribal Transit Program Overview
- FY2022 Funding Opportunity
 - Eligible Projects
 - Evaluation Criteria
- Low-No Emission & Bus Competitive Program Overview
- Grants.gov Website
- Questions & Answers



Federal Transit Administration (FTA) Objectives

The Tribal Transit Program (TTP) and its competitive award program help FTA pursue its objectives by:

- Providing timely and efficient investment in public transportation
- Providing direct funding to federally recognized Indian tribes to provide public transportation service on and around Indian reservations or tribal land in rural areas
- Supporting the President's Building a Better America initiative to mobilize American ingenuity to build a modern infrastructure and an equitable, clean energy future.
- Advancing the goals of the January 20, 2021 [Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)



FTA TTP History

- The TTP is a set-aside of the Formula Grants for Rural Areas Program (49 US Code Section 5311)
- FY 2006: Competitive program created and funded at \$8 million to \$15 million per year (SAFETEA-LU)
- FY 2013: Formula program funded at \$25 million per year and competitive program at \$5 million per year (MAP-21)
- FY 2016: Formula program funded at \$30 million per year and competitive program at \$5 million per year (FAST Act)



Current Tribal Transit Program

- **The Bipartisan Infrastructure Law (FY 2022-2026)**
 - Increased funding for the Tribal Transit Program by nearly 83%
 - Instead of a flat amount each year, the Tribal Transit Program now grows with the Rural Transit Program
- **Supports 134 American Indian and Alaska Native Tribes with transit service**

Fiscal Year	2022 (in millions)	2023 (in millions)	2024 (in millions)	2025 (in millions)	2026 (in millions)
5311 Rural Formula	\$781	\$797	\$818	\$835	\$856
Public Transportation on Indian Reservations (Formula)	\$35	\$36	\$37	\$37	\$38
Public Transportation on Indian Reservations (Competitive)	\$9	\$9	\$9	\$9	\$10



FY 2021 TTP Competitive Project Selections

- Application period: May 27, 2021 through August 25, 2021
- FTA received requests for \$18.8 million from 47 American Indian or Alaska Native Tribal applicants for 51 project proposals in 14 States
- On January 19, 2022, FTA [announced](#) \$10.3 million in funding to 36 American Indian or Alaska Native Tribes for 39 projects in 12 states
- Two funding sources:
 - \$5.3 million from Tribal Transit Program
 - \$5.0 million from American Rescue Plan



FY 2022 TTP Competitive Program

- \$8.75 million available
- Eligible Applicants
 - Federally recognized American Indian or Alaska Native Tribes as [identified](#) by the US Department of Interior, in rural areas with a population of less than 50,000
- Available Funding
 - FTA may choose to fund the program for more or less than the announcement amount
- Period of Availability
 - Funds are available for obligation the year allocated plus two years (total of three years)



FY 2022 Federal Register Notice

- FTA published a [Notice of Funding Opportunity](#) (NOFO) on February 16, 2022
- Applications are due on **May 25, 2022** at 11:59 pm Eastern Time



FY 2022 Eligible Projects

Eligible Projects	Eligible Federal Share	Funding Availability
<ul style="list-style-type: none">• Planning<ul style="list-style-type: none">✓ \$25,000 cap	100%	3 years (Year of Allocation + 2 FY)
<ul style="list-style-type: none">• Capital<ul style="list-style-type: none">✓ New Services✓ Replacement (bus, equip, facility)✓ Expansion (bus, equip, facility)	100%	
<ul style="list-style-type: none">• Operating Assistance<ul style="list-style-type: none">✓ All eligible recipients	100%	



FY 2022 Planning Projects

- Include studies on service feasibility, adding a new service, or updating an existing plan
- \$25,000 cap on planning grant awards



FY 2022 Capital Projects

- Capital Projects include but not limited to:
 - Purchase of expansion or replacement buses/vans
 - Bus-related equipment (fare equipment, communications devices, etc.)
 - Construction and rehabilitation of facilities (transit maintenance and administrative facilities)
 - Mobility management
 - Wheelchair lifts and restraints
 - Passenger shelters and bus stop signs
 - Technology, including computer hardware or software



FY 2022 Operating Assistance Projects

- Costs directly related to service operations and may include:
 - Fuel
 - Oil
 - Drivers' and Dispatchers' salaries and fringe benefits
 - Licenses
 - Service agreements with private providers of public transportation services



Evaluation Criteria for Operating Assistance and Capital Projects

Five required sections:

1. Planning and Local/Regional Prioritization
2. Project Readiness
3. Demonstration of Need
4. Demonstration of Benefits
5. Financial Commitment and Operating Capacity



1. Planning and Local/Regional Prioritization

- Describe the planning process and/or document utilized to identify the proposed project
- Provide a detailed project description
- Describe what opportunities for public participation were provided and how proposed/existing service has been coordinated with:
 - Human service agencies
 - Intercity bus transportation providers
 - Other rural public transit providers
- Discuss level of support by community and/or tribal government



1. Planning and Local/Regional Prioritization (cont.)

- Describe how mobility needs of the tribal community were considered
- Identify existing transportation services in and near the proposed or existing service area
 - Document in detail whether the project will provide coordination opportunities with existing services
- Describe how the proposed/existing service complements rather than duplicates any currently available service
- Describe the implementation schedule for the proposed project, including time period, staffing, and procurement



2. Project Readiness

- The project readiness factor includes assessing whether the recipient can:
 - Demonstrate that the project and project funds can be implemented and obligated quickly, if selected
 - Demonstrate the ability to carry out the proposed project successfully
 - Describe the implementation schedule for the project
- For capital projects:
 - Describe and document a project implementation plan (e.g. including initial design of facilities projects)
 - Demonstrate the required environmental work has been initiated or completed, for construction projects requiring a Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement under the National Environmental Policy Act (NEPA)



3. Demonstration of Need

- Applications will be evaluated based on the degree to which the applicant identifies the need for transit resources.
- **All applications should include a description of:**
 - Destinations and services not currently accessible by transit
 - Needs for access to jobs or health care, special needs of seniors and individuals with disabilities, income-based community, and those with any other mobility requirement
- FTA will consider whether the project represents a one-time or periodic need that cannot reasonably be funded from FTA program formula allocations or state and/or local resources



3. Demonstration of Need (cont.)

- Capital expansion projects: describe how current or growing demand for the service necessitates the expansion
- Capital replacement projects: should include how the replacement may be necessary to maintain transit assets in state of good repair:
 - Age of asset
 - Condition of asset
 - Performance of asset
- If an applicant received a planning grant in previous fiscal years, it should indicate the status of the planning study and how the proposed project relates to that study



4. Demonstration of Benefits

- Explain how these investments will improve the quality of life for the tribal nation and surrounding communities in which it is located
- FTA will rate proposals based on the quality and extent to which they discuss the following four factors:
 1. The project's ability to improve transit efficiency or increase ridership;
 2. Whether the project will improve or maintain mobility or eliminate gaps in service for the Indian tribe;
 3. Whether the project will improve or maintain access to important destinations and services;
 4. Any other qualitative benefits, such as greater access to jobs, education, and health care services, and environmental considerations.



4. Demonstration of Benefits (cont.)

- Identify expected or achieved project benefits in the following:
 - Existing Services:
 - Increased or sustained ridership and daily trips
 - Improved service, operations and coordination
 - Provide actual number of individual riders and trips
 - Start-up Projects:
 - Estimate number of daily one-way trips
 - Qualitative benefits to the tribal nation and surrounding community



5. Financial Commitment & Operating Capacity

- Based upon the information provided, the proposals will be rated on the extent to which the proposal demonstrates that:
 1. Tribal Transit Program funding does not replace existing funding;
 2. The applicant will provide non-financial support to the project;
 3. The applicant is able to demonstrate a sustainable funding plan; and
 4. Project funds are used in coordination with other services for efficient utilization of funds.
- For FY 2022, no local match is needed
 - If included, the source must be identified
- Identify sustainable funding plan
 - Demonstrate how applicant plans to maintain operations once project is funded
 - Include an annual operating budget



Evaluation Criterion for Planning Grants

- Applicants should describe the need for and a general scope of the proposed study
- In one required section, proposals should address two key points:
 1. The recipient's long-term commitment to transit
 2. How the proposed study will be implemented and/or further tribal transit
- \$25,000 cap on planning grant awards



Important Links

- [FY 2022 Tribal Transit Program NOFO](#)
- [FY 2022 Tribal Transit Program on Grants.gov](#)
- [FTA's Tribal Entities Landing Page](#)
- [Tribal Transit Program Competitive Award Webpage](#)



Technical Assistance Centers



National Center for Mobility Management

www.nc4mm.org 1-866-846-6400

email: info@nc4mm.org



National Aging and Disability Transportation Center

www.nadtc.org 1-866-983-3222

email: contact@nadtc.org



Rural Transit Assistance Program

www.nationalrtap.org 1-888-589-6821

email: info@nationalrtap.org



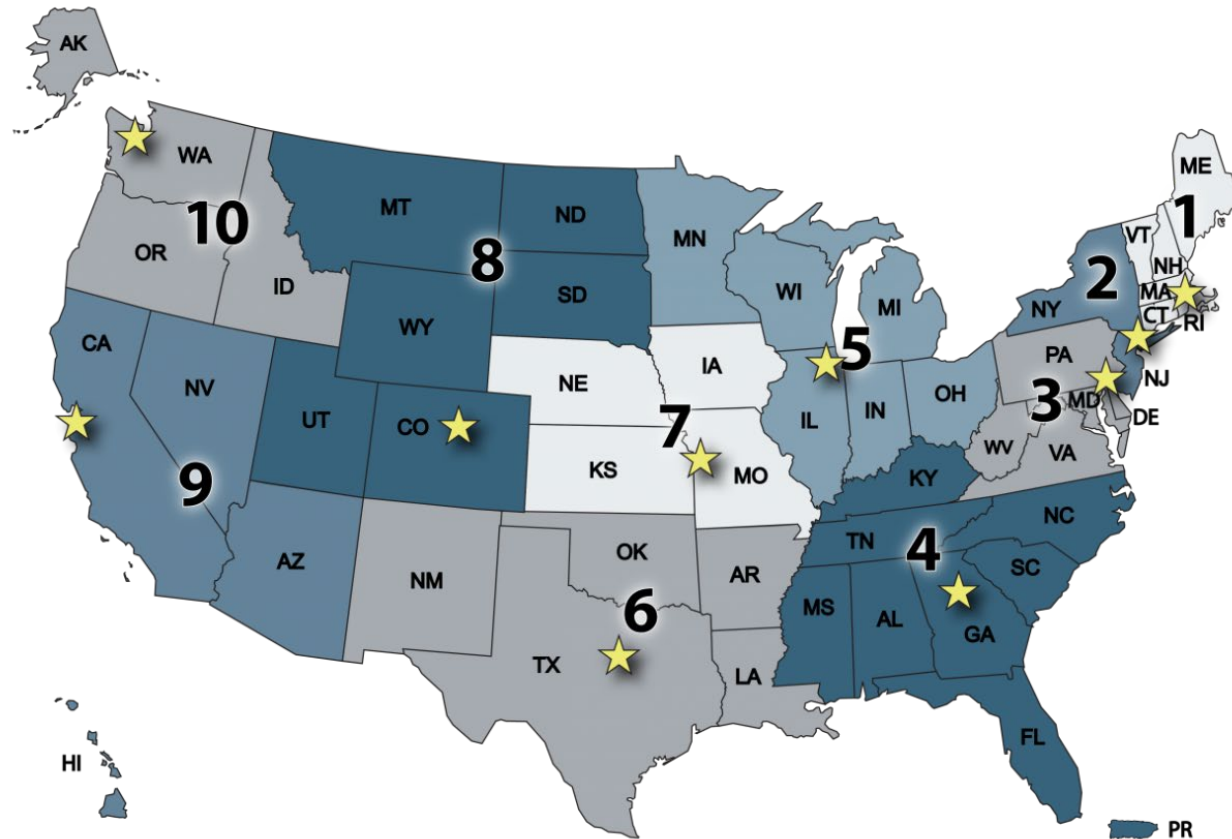
National Center for Applied Transit Technology

n-catt.org 1-888-891-0590

Contact: grossglaser@ctaa.org



FTA Regional Tribal Liaisons



[LINK: Contact Information for Tribal Liaisons at FTA Regional Offices](#)



Low-No Emission & Bus Competitive Programs

- Bus and Bus Facilities Competitive Program: Makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities regardless of propulsion type.
- Low or No Emission (Low-No) Vehicle Program: Provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities.
- Over \$1.7 **billion** available in combined funding
- Eligible applicants include designated recipients, states, local governmental authorities, and Indian tribes



Low-No Emission & Bus Competitive Programs

- FTA published a joint [Notice of Funding Opportunity](#) (NOFO) on March 4, 2022
- Applications are due on **May 31, 2022** at 11:59 pm Eastern Time
- If applying to both programs, the same application package must be submitted to **both** Bus and Low-No Opportunity IDs in Grants.Gov
- [Webinar for rural and tribal applicants:](#) **March 30, 2022** at 2pm Eastern



Low-No Emission & Bus Competitive Programs

- Differences in Evaluation Criteria from Tribal Transit Program:
 - Local Financial Commitment: 10-20%, depending on type of project
 - Project Implementation Strategy: Same as TTP Readiness Factors criterion, with one addition:
 - FTA will rate projects higher if grant funds can be obligated within 12 months of selection and the project can be implemented within a reasonable time frame.



Low-No Emission & Bus Competitive Programs

- Differences in Evaluation Criteria from Tribal Transit Program:
 - Demonstration of Benefits (Low-No): FTA will consider the quality and extent to which applications demonstrate how the proposed project will reduce:
 - Energy consumption;
 - Harmful emissions; and
 - Direct carbon emissions

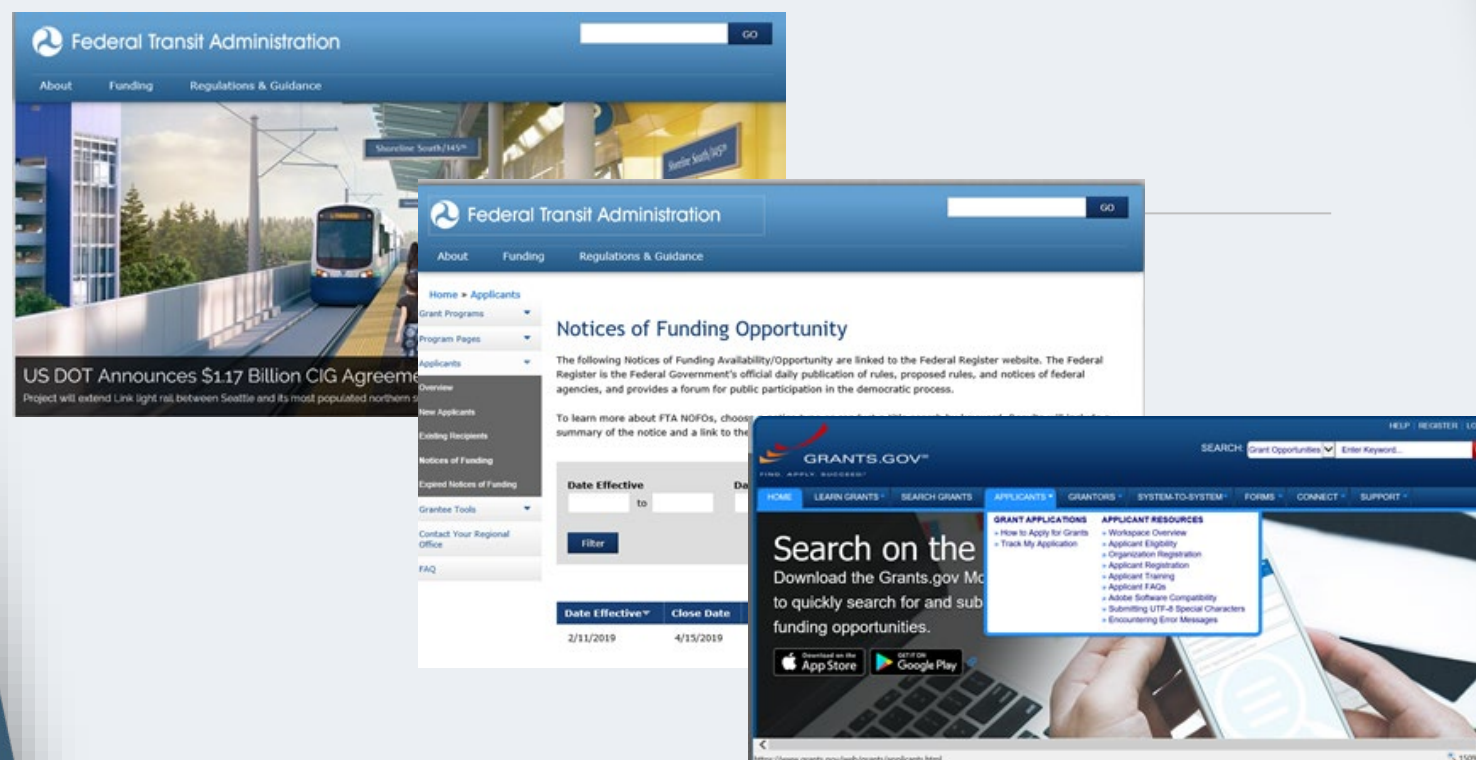


Low-No Emission & Bus Competitive Programs

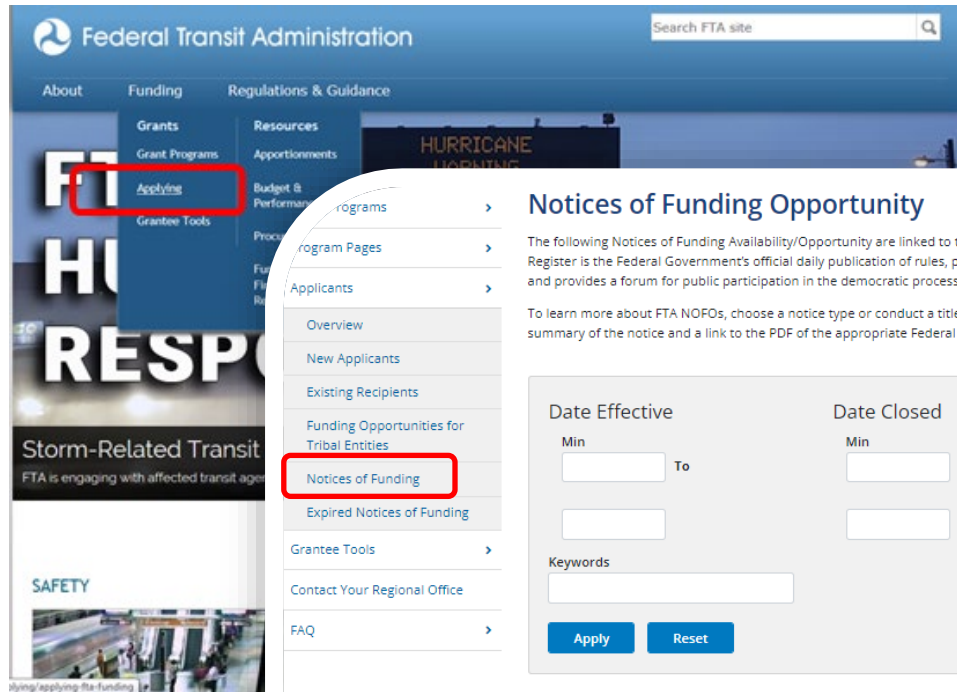
- Differences in Evaluation Criteria from Tribal Transit Program:
 - Demonstration of Benefits (Bus Competitive): Applicants will be evaluated based on how well they describe how the proposed project will improve:
 - The condition of the transit system and reliability of transit service for its riders; and
 - Access and mobility within the service area, particularly for low-income or underserved communities and people with disabilities; such as shorter headways, new transportation choices, or eliminating gaps in the transportation network
- Questions: ftalownobusnofo@dot.gov



Applying for FTA Grant Opportunities in Grants.gov



FTA Notice of Funding Opportunity



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

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Date Closed

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Keywords

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Date Effective	Close Date	Opportunity ID	Grant Program
03/07/2022	05/31/2022	FTA-2022-001-TPM-IWNO, FTA-2022-002-TPM-BUSC	
02/16/2022	05/25/2022	FTA-2022-003-TPM-TRTR	Public Transportation on Indian Reservations Program, Tribal Transit Competitive Program



Public Transportation on Indian Reservations Program FY 2022 Notice of Funding

Date Posted: February 16, 2022

Date Closed: May 25, 2022

Opportunity ID: FTA-2022-003-TPM-TRTR

Grant Program:

[Public Transportation on Indian Reservations Program, Tribal Transit Competitive Program](#)

Opportunity Announcement PDF:

<https://www.govinfo.gov/content/pkg/FR-2022-02-16/pdf/2022-03341.pdf>

Opportunity Announcement TXT:

<https://www.govinfo.gov/content/pkg/FR-2022-02-16/html/2022-03341.htm>

Related Links

- [Public Transportation on Indian Reservations Program, Tribal Transit Program](#)
- [Press Release: U.S. Department of Transportation Announces \\$8.75 Million Fundin...](#)

Details: Notice of Funding Opportunity (NOFO): Solicitation of Project Proposals for the Public Transportation on Indian Reservations Program; Tribal Transit Program. Synopsis and full announcement are posted on Grants.gov by opportunity [FTA-2022-003-TPM-TRTR](#). Proposals must be submitted electronically through Grants.gov by midnight Eastern Daylight Time on **05/25/2022**.

Summary: The Federal Transit Administration (FTA) announces the opportunity to apply for \$8.75 million in competitive grants for the Fiscal Year (FY) 2022 Public Transportation on Indian Reservations (Tribal Transit) Program. As required by Federal public transportation law, funds will be awarded competitively for any purpose eligible...

FTA website:

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

Funding Opportunity Notices:

<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

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Date Posted: February 16, 2022

Date Closed: May 25, 2022

Opportunity ID: FTA-2022-003-TPM-TRTR

Grant Program: [Public Transportation on Indian Reservations Program; Tribal Transit Competitive Program](#)

Opportunity Announcement PDF: <https://www.govinfo.gov/content/pkg/FR-2022-03-31/pdf/2022-03341.pdf>

Opportunity Announcement HTML: <https://www.govinfo.gov/content/pkg/FR-2022-03-31/html/2022-03341.htm>

Link to Grants.gov

Related Links

- [Public Transportation on Indian Reservations Program; Tribal Transit Program](#)
- [Press Release: U.S. Department of Transportation Announces \\$8.75 Million Funding...](#)

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

Download Application

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FTA-2022-003-TPM-TRTR
FY 2022 Competitive Funding Opportunity: Public Transportation on Indian Reservations Program; Tribal Transit Program
Department of Transportation
DOT/Federal Transit Administration

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SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

Print Synopsis Details ?

General Information

Document Type: Grants Notice	Version: Synopsis 2
Funding Opportunity Number: FTA-2022-003-TPM-TRTR	Posted Date: Feb 18, 2022
Funding Opportunity Title: FY 2022 Competitive Funding Opportunity: Public Transportation on Indian Reservations Program; Tribal Transit Program	Last Updated Date: Feb 22, 2022
Opportunity Category: Discretionary	Original Closing Date for Applications: May 25, 2022
Opportunity Category Explanation:	Current Closing Date for Applications: May 25, 2022
Funding Instrument Type: Grant	Archive Date: Jun 24, 2022
Category of Funding Activity: Transportation	Estimated Total Program Funding: \$8,752,888
Category Explanation:	Award Ceiling:
Expected Number of Awards: 80	Award Floor:
CFDA Number(s): 20.509 -- Formula Grants for Rural Areas and Tribal Transit Program	
Cost Sharing or Matching Requirement: No	

Eligibility

Eligible Applicants: Native American tribal governments (Federally recognized)

Additional Information on Eligibility:

Additional Information

Agency Name: DOT/Federal Transit Administration

Description: The Federal Transit Administration (FTA) announces the opportunity to apply for \$8.75 million in competitive grants for the Fiscal Year (FY) 2022 Public Transportation on Indian Reservations Program; Tribal Transit Program

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-2022-003-TPM-TRTR	FTA-2022-003-TPM-TRTR-Full Announcement - FTA-2022-003-TPM-TRTR.zip	Feb 18, 2022 09:07:05 AM EST	378.3 KB
Federal Register Notice	FRN_2022-03341.pdf	Feb 18, 2022 09:05:45 AM EST	224.8 KB
Supplemental form	FY22-Tribal-Supplemental-Form.pdf	Feb 18, 2022 09:07:04 AM EST	192.9 KB

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

Print Package List ?

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Opportunity Package(s) Currently Available for this Funding Opportunity:						
CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
20.509	FTA-2022-003-TPM-TRTR	FY 2022 Competitive Funding Opportunity: Public Transportation on Indian Reservations Program; Tribal Transit Program	PKG00272088	02/16/2022	05/25/2022	Preview Apply

Application Package

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

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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
20.509	FTA-2022-003-TPM-TRTR	FY 2022 Competitive Funding Opportunity: Public Transportation on Indian Reservations Program; Tribal Transit Program	PKG00272086	02/16/2022	05/25/2022	Preview Apply

Preview Opportunity Package Details

Opportunity Package Details:

Agency Contact Information: Matt Lange
Office of Program Management
Phone: 312-353-4118
TribalTransit@dot.gov

Who Can Apply: Organization Applicants

PACKAGE FORMS:

Mandatory Forms
(Click to Preview)

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

Download Instructions

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CMB 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

1.b. Frequency:
☒ Annual
☐ Quarterly
☐ Other

1.c. Consolidated Application/Plan/Funding Request?
Yes ☐ No ☒ [Explanation](#)

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:

7. APPLICANT INFORMATION:

a. Legal Name:

b. Employer/Taxpayer Identification Number (EIN/TIN):

c. Organizational DUNS:

d. Address:
Street:

Street2:

City:

State:

Country:

USA: UNITED STATES

Zip / Postal Code:

e. Organizational Unit:

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

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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.

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4) Please attach Attachment 4

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5) Please attach Attachment 5

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14) Please attach Attachment 14

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Application Package

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Public Transportation on Indian Reservations Program
(Tribal Transit Program) FY 2022
Applicant and Proposal Profile

Section I. Applicant Information

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

Organization Legal Name:

FTA Recipient ID number:

Organization Chief Executive Officer:

Is the applicant a federally recognized Indian Tribe or Alaska Native Village, Group, or Community and located in a rural area with a population of 50,000 or less? ☐ Yes ☐ No

Description of Service 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

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4) Please attach Attachment 4

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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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 FEDERAL TRANSIT ADMINISTRATION

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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. Below the navigation bar, there's a large banner with the text "FOR APPLICANTS" and a background image of people walking. To the right of the banner, there's a sidebar with "GRANT APPLICATIONS" and "APPLICANT RESOURCES" links. The main content area features eight tiles: "Check Your Eligibility", "Get Registered", "Apply for Grants", "Track Your Application", "Adobe Compatibility", "Applicant Training", "Applicant FAQs", and "Manage Subscriptions". Each tile has an icon and a brief description of the service.

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

FOR APPLICANTS

GRANT APPLICATIONS

- How to Apply for Grants
- Track My Application

APPLICANT RESOURCES

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

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 | USAspending.gov | SBA.gov | CFDA.gov | SAM.gov | DUNS Request | Report Fraud

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The screenshot shows the "ORGANIZATION REGISTRATION" page on Grants.gov. It features a sidebar with navigation links and a main content area with a large heading "ORGANIZATION REGISTRATION" and a background image of people walking. Below the heading, there's a section titled "Registering an Organization" with instructions for new organizations. This is followed by a list of 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 more information.

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

APPLICANTS | Organization Registration

ORGANIZATION REGISTRATION

GRANT APPLICATIONS

- How to Apply for Grants
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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 a **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 1-866-705-5711 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

How do I register a Grants.gov account?

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 consultants
- + Workspace Owner manages form access
- + Workspace Owner manages subforms

[LEARN MORE >](#)

Using Custom Roles in Workspace

Organizations are also able to create custom roles and assign these roles to the users affiliated with the organization.

[LEARN MORE >](#)

GRANTS.GOV > Applicants > Workspace Overview > Workspace Roles

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](#)
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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.

Administrator
E-Business
Point of Contact
(EBiz POC)

Core Role
Expanded AOR

Core Role
Standard AOR

Core Role
Workspace
Manager

Custom Role

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.

Web Addresses

FTA Funding Opportunities:

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

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:

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[TRANSIT.DOT.GOV](https://www.transit.dot.gov)



FEDERAL TRANSIT ADMINISTRATION

Questions & Answers

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312.353.4118

TTP Competitive Award Webpage

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

