

TRAMS AWARD DESCRIPTIONS GUIDANCE

To meet the goal of the Office of Management and Budget (OMB) requirement and improve the award descriptions reported to USAspending, FTA requires award descriptions for all grants and financial assistance awards. This guidance is to advise that all new awards and amendments to existing awards must include the 5 elements, shown below.

Please note that other information required by your regional office may still be included in the grant application. The following five elements are to be provided for each award and written in plain language:

- Purpose:
- Activities to be performed:
- Expected outcomes:
- Intended beneficiaries:
- Subrecipient Activities

Award Description	
* Purpose	<input type="text"/>
	<small>Describe the goal(s) of the award (e.g., capital project development stage, operating costs covered) to be attained at award completion.</small>
* Activities to be Performed	<input type="text"/>
	<small>Provide high-level description of activities (e.g., preventative maintenance, bus procurement, planning, research) to be undertaken with award funds.</small>
* Expected Outcomes	<input type="text"/>
	<small>List the benefits (e.g., reduce congestion, improve efficiency, compliance with new regulation) that will be achieved through the award.</small>
* Intended Beneficiaries	<input type="text"/>
	<small>Indicate who (e.g., commuters, employees) will receive benefits.</small>
* Subrecipient Activities	<input type="text"/>
	<small>Provide a summary of activities with number of subrecipients planned (e.g., Four rural organizations for maintenance purposes). If no subrecipients, state "None."</small>

MAJOR FTA FUNDING PROGRAM EXAMPLES

Example 1: Section 5303/5304 Statewide/Metropolitan Planning Formula Program

Purpose: The purpose of this award is to provide 1 year of funding for planning initiatives for metropolitan planning organizations (MPOs) across the state of XXX.

Activities to be performed: Funds will be used to cover transit planning activities to include TIP/STIP/UPWP development, transit studies, and long-range plan updates.

Expected outcomes: Funding will ensure ABC Transit Agency meets applicable planning requirements and future projects are appropriately programmed into local MPO documents.

Intended beneficiaries: MPOs and transit agencies across the state of XXX.

Subrecipient Activities: All MPOs in the state of XXX

Example 2: Section 5307 Urbanized Area Formula Program

Purpose: The purpose of this award is to provide 1 year of preventive maintenance, 1 year of operating assistance, and the purchase of 4 replacement vehicles for ABC Transit Agency to assist it in fixed route transit operations during the period of 7/01/2021 to 6/30/2022.

Activities to be performed: Funds will be used to cover all eligible preventive maintenance and operating expenses such as driver salaries, fuel, items having a useful life of less than one year, and the purchase of 4 replacement vehicles.

Expected outcomes: Funding will permit ABC Transit Agency to meet preventive maintenance standards, continue to provide operations, and keep rolling stock vehicles in a state of good repair.

Intended beneficiaries: ABC Transit Agency and the riders that rely on its service will benefit from continued services, permitting workers to get to work and other destinations.

Subrecipient Activities: None

Example 3: Section 5309 Capital Investment Grant Program

Purpose: The purpose of this Capital Investment Grant award is to assist with constructing the ABC Link Bus Rapid Transit Project for ABC Transit.

Activities to be Performed: Funds will be used to cover all eligible fixed guideway elements, stations, stops and terminals, professional services, as well as sitework and special conditions.

Expected outcomes: Funding will permit ABC Transit to complete the ABC Link Bus Rapid Transit Project Corridor.

Intended beneficiaries: Populace of the ABC Transit service area and local area commuters.

Subrecipients: None

Example 4: Section 5311 Rural Area Formula Program (including RTAP)

Purpose: The purpose of this award is to provide the state of XXX and its subrecipients operating assistance, eligible capital projects, and for the rural transit assistance program (RTAP) for the state and its subrecipients.

Activities to be Performed: Funds will be used to cover eligible operating expenses such as driver salaries, fuel, items having a useful life of less than one year, and preventive maintenance, to continue transit operations. Funds will also be used to cover eligible capital expenses such as the purchase of five 24-passenger buses. Funds will also be used for training, technical assistance, and state administration.

Expected Outcomes: Continued safe and effective operation of transit services for rural areas of XXX.

Intended Beneficiaries: XXX State transit agencies and citizens in the rural and non-urbanized areas of the state.

Subrecipient Activities: Three rural agencies will receive operating assistance, along with one intercity bus operator. 2 rural agencies will receive capital funding for the purchase of equipment.

Example 5: Section 5311 Tribal Transit Program (Formula or Competitive)

Purpose: The XXX Tribe will utilize this award to maintain existing transit services on the reservation.

Activities to be Performed: Funds will be used to cover eligible operating expenses such as driver salaries, fuel, items having a useful life of less than one year, and preventive maintenance.

Expected Outcomes: Funding will permit the XXX Tribe to continue to provide service to tribal area.

Intended Beneficiaries: XXX Tribe transit riders.

Subrecipients: None

Example 6: Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities

Purpose: The purpose of this award is to provide the XXX and its subrecipients operating assistance and capital funding to provide transportation services for people with disabilities and older adults.

Activities to be Performed: Funds will be used to cover eligible operating expenses such as driver salaries, fuel, items having a useful life of less than one year, and preventive maintenance in order to continue service for people with disabilities and older adults. Funds will also be used for eligible capital investment including the purchase of two 8-passenger vans.

Expected Outcomes: Funding will permit (insert transit agency or State DOT) and its subrecipients to continue to provide service for people with disabilities and older adults.

Intended Beneficiaries: People with disabilities and older adults in the state’s rural and small urban areas.

Subrecipient Activities: The following subrecipients will receive operating assistance to maintain services. Subrecipient 1, Subrecipient 2, etc. The following subrecipients will receive vehicles or funding under this grant: Subrecipient 3, Subrecipient 4, etc.

Example 7: Section 5329 State Safety Oversight Formula Program

Purpose: The purpose of this award is to provide funding for the state safety oversight agency (SSOA) in the state of XXX.

Activities to be Performed: Funds will be used to provide personnel and contractors to conduct safety oversight of the rail transit agencies throughout the state of XXX.

Expected outcomes: Ensure all safety requirements of the SSO and rail transit agencies are met. **Intended beneficiaries:** The SSO and the ridership of all rail transit agencies across the state of XXX. **Subrecipients:** None

Example 8: Section 5337 State of Good Repair Formula

Purpose: The purpose of this award is to provide funding for the purchase of 5 replacement vehicles, and the rehabilitation of a transit terminal for ABC Transit.

Activities to be Performed: 5 buses will be replaced and the transit terminal at 123 Main Street will be renovated to include: renovated office space, new roof, and repainting the interior.

Expected outcomes: Both projects will improve the state of good repair for transit assets at ABC Transit.

Intended beneficiaries: Populace of the ABC Transit service area and local area commuters.

Subrecipients: None

Example 9: Section 5339 Bus and Bus Facilities Formula/Competitive Program & Low or No Emissions Program

Purpose: The purpose of this award is to provide funding for the purchase of 5 replacement vehicles and the construction of a new maintenance facility for ABC Transit.

Activities to be Performed: 5 buses will be replaced, and the new maintenance facility will be constructed at 456 Maintenance Street to replace the prior facility that is past its useful life.

Expected outcomes: Both projects will improve the state of good repair for transit assets at ABC Transit.

Intended beneficiaries: Populace of the ABC Transit service area and local area commuters.

Subrecipients: None

NOTE: These examples can be used as templates for any funding program not specifically included above including, but not limited to: BUILD/RAISE, TOD Planning Discretionary, Passenger Ferryboat, ICAM, etc.