



U.S. Department of Transportation Federal Transit Administration

State Programs Team FTA 101 Training

David Schilling, Community Planner, *Team Leader*

Parris Orr, Community Planner, *Team Member*

Andres Ramirez, General Engineer, *Team Member*





Overview – Wednesday, August 5

11:00 am	Welcome and Introductions
11:15 am	FTA Region IV Overview
12:00 pm	<i>Working Lunch: Grant Programs and Guidance Update</i>
1:15 pm	<i>Break</i>
1:30 pm	Grants (Pre-Award)
2:15 pm	Grants (Post-Award)
3:30 pm	<i>Break</i>
3:45 pm	American Recovery and Reinvestment Act (ARRA)
4:30 pm	Adjourn
6:30 pm	Dinner





Region IV Office

- Regional & Deputy Administrator
- Legal & Civil Rights Officer
- Community Planners & Transportation Program Specialists
- General Engineers & Transportation Program Specialists
- State Programs Team
- ARRA Support Staff (Temp)
- Support Staff

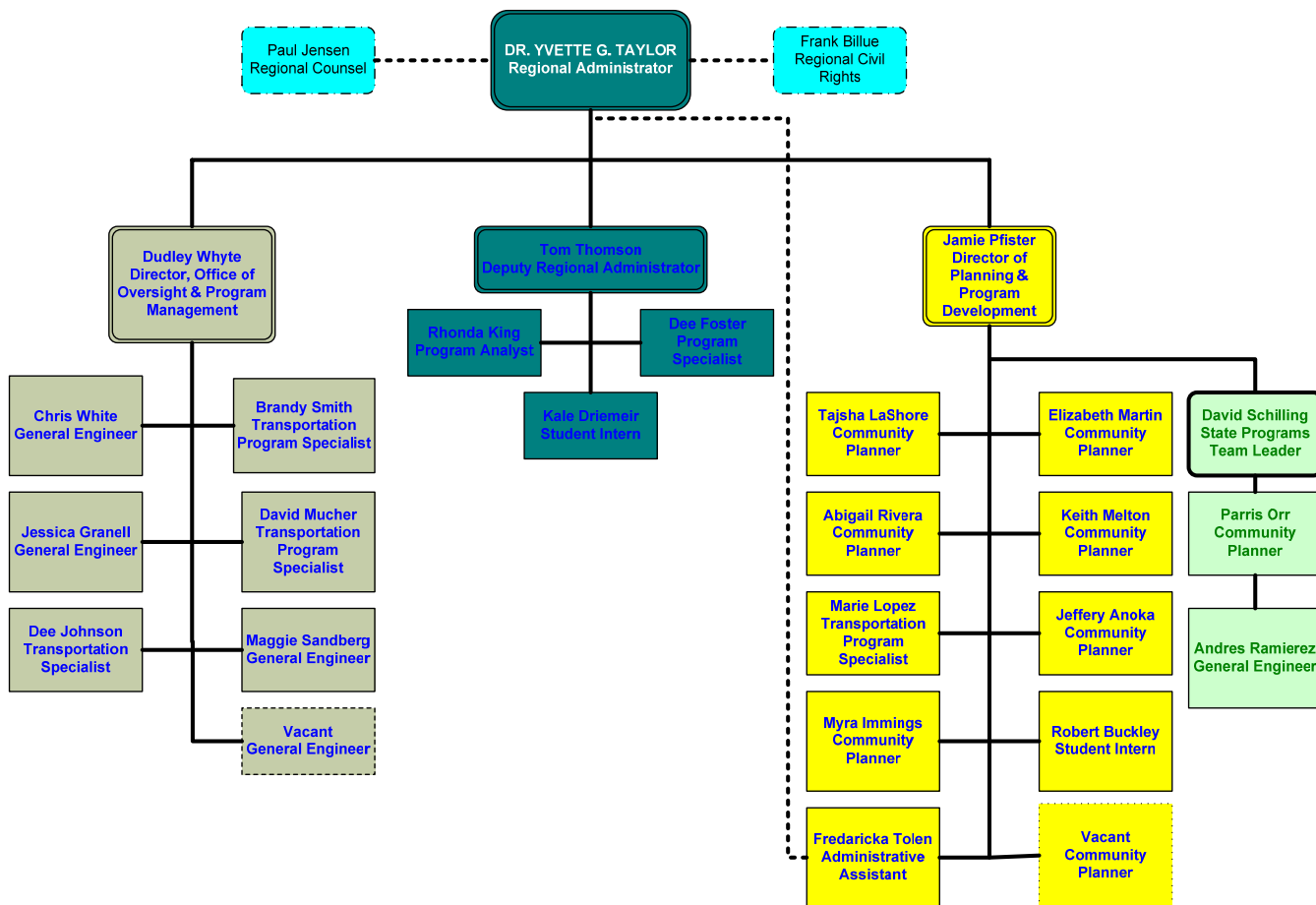




Region IV Office

FTA Region 4

As of: July 15, 2009





Region IV Office /Partnership with NCDOT and NC Grantees

North Carolina FTA Contacts:

- NCDOT
 - Parris Orr, Community Planner, elizabeth.orr@dot.gov, 404.865.5617
- North Carolina Urbanized Area Grantees
 - Pre Award - Planning, NEPA, Grant Making
 - Keith Melton, Community Planner, boyd.melton@dot.gov, 404.865.5614
 - Post Award - Grant and Project Management, Oversight
 - Dudley Whyte, Director of Operations and Program Management dudley.whyte@dot.gov , 404.865.5626





Region IV Office /Partnership with SCDOT and SC Grantees

South Carolina FTA Contacts:

- SCDOT
 - Parris Orr, Community Planner, elizabeth.orr@dot.gov, 404.865.5617
- South Carolina Urbanized Area Grantees
 - Pre Award - Planning, NEPA, Grant Making
 - Parris Orr, Community Planner, elizabeth.orr@dot.gov, 404.865.5617
 - Post Award - Grant and Project Management, Oversight
 - Brandy Smith, Financial Transportation Specialist brandy.smith@dot.gov , 404.865.5621





Questions?





FTA Grant Programs

Formula Programs

- 5303, 5304 Planning
- 5307 UZA Funds
- 5310 Elderly & Individuals with Disabilities
- 5311 Non-UZA Funds
- 5309 Rail Mod
- 5316 JARC
- 5317 New Freedom

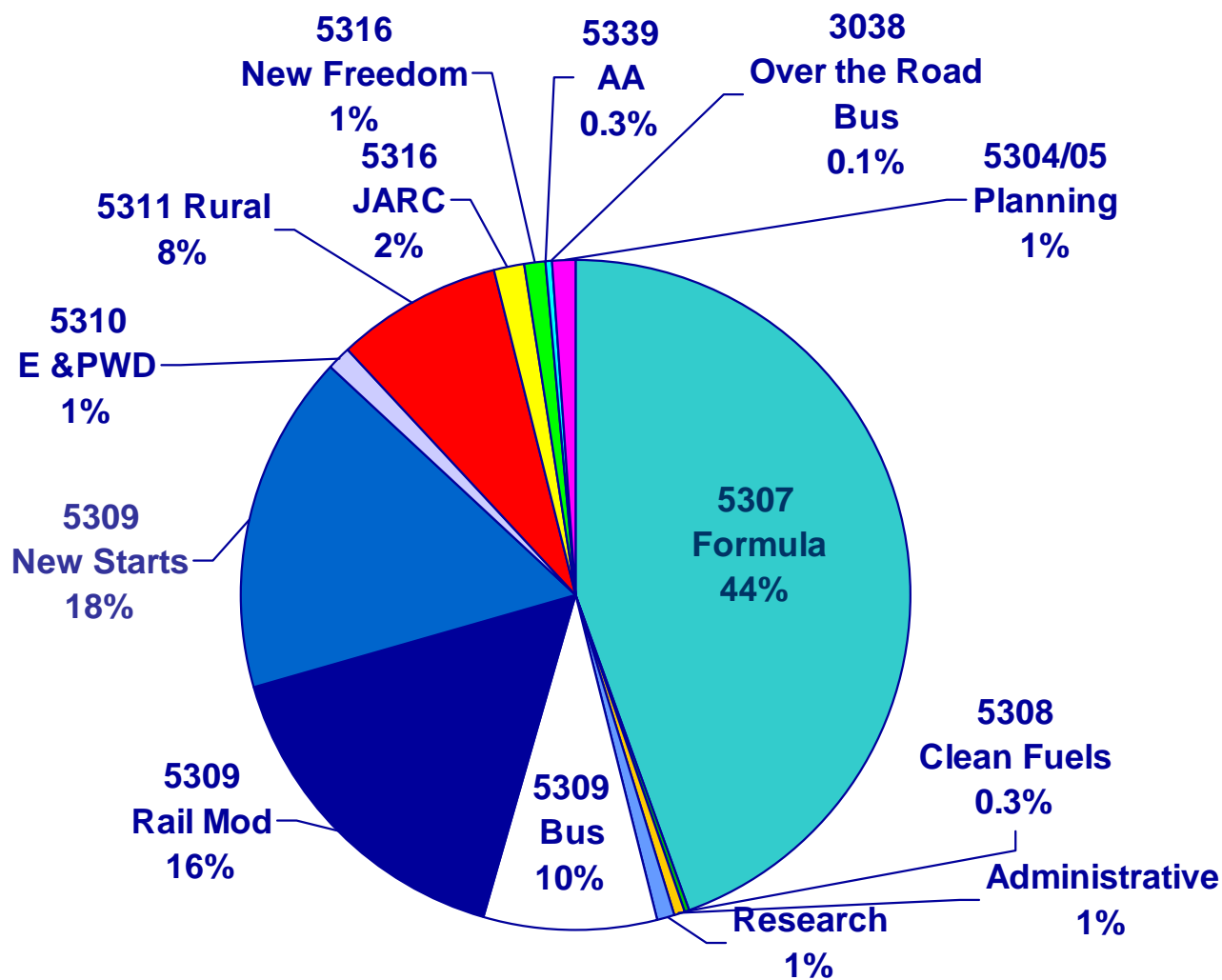
Discretionary Programs

- 5308 Clean Fuels
- 5309 Bus and Bus Facility
- 5309 New Starts/Small Starts
- 5311 Tribal Transit
- 5314 Research
- 5320 Alternative Transportation in the Parks
- 5339 Alternatives Analysis
- 3038 Over the Road Bus





FTA Grant Programs





FTA Grant Programs

Section 5303/5304

- 5303 – Metropolitan Planning Program – provide funding to support cooperative, continuous, and comprehensive planning for making transportation investment decisions in metropolitan areas
- 5304 – Statewide Planning Program - provides financial assistance to States for Statewide transportation planning and other technical assistance activities.
- Projects: Planning
- Eligible Recipients: State DOTs and MPOs (through DOTs)
- Circular: FTA C 8100.1C





FTA Grant Programs

Urbanized Area Formula – Section 5307

- Purpose: Supports transit service in cities over 50,000 in population.
- Primary Beneficiary: General public in urbanized areas
- Typical grantees: Transit Agencies and Authorities; State for areas 50,000-200,000
- Projects: Capital, Planning, Operating (<200,000)
- Circular: FTA C 9030.1





FTA Grant Programs

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FTA Grant Programs

Nonurbanized Area Formula – Section 5311

- Purpose: Supports transit service in rural areas and small urbanized communities (<50,000)
- Primary Beneficiary: General public in rural and small urban areas
- Typical grantees: State DOTs with rural providers as subrecipients, Tribes
- Projects: Capital, Operating, Administration (up to 15%, no match)
- States must use 15% for Intercity Bus (or certify)
- Circular: FTA C 9040.1





FTA Grant Programs

Bus and Bus Facilities – Section 5309

- Purpose: Supplements formula funding for bus and bus facilities in both urbanized and rural areas
- Primary Beneficiary: General public
- Typical grantees: Transit Agencies and Authorities, States, Cities and Counties
- Projects: Capital
- Circular: FTA C 9300.1





FTA Grant Programs

Elderly Individuals & Individuals with Disabilities – Section 5310

- Purpose: Supports capital cost of special transportation for elderly & people with disabilities
- Primary Beneficiary: Elderly & Individuals with disabilities
- Typical grantees: State DOTs for private non-profit agencies & certain public agencies
- Projects: Capital (*Pilot: Operating*)
- Circular: FTA C 9070.1





FTA Grant Programs

Job Access and Reverse Commute – Section 5316

- Purpose: Supports transportation for welfare recipients, eligible low-income individuals to and from jobs and activities related to their employment, and reverse commute activities
- Primary Beneficiary: Low-income individuals and commuters to suburban employment sites
- Typical grantees: State DOTs and Transit Authorities (subrecipients: public, private non-private, private operators of public transportation)
- Projects: Capital, Planning, Operating
- Circular: FTA C 9050.1





FTA Grant Programs

New Freedom - 5317

- Purpose: Supports new public transportation service and public transportation alternatives beyond those currently required by the ADA that assist individuals with disabilities with transportation
- Primary Beneficiary: Individuals with disabilities
- Typical grantees: State DOTs and Transit Authorities (subrecipients: public, private non-private, private operators of public transportation)
- Projects: Capital and Operating
- Circular: FTA C 9045.1
- New Guidance – Federal Register coming soon!





Coordinated Planning

New SAFETEA-LU provisions for Coordinated Planning:

- Section 5310, 5316 and 5317 program projects must now be derived from a locally developed, coordinated public transit-human services transportation plan
- Section 5316 (JARC) changed from discretionary to formula program
- Section 5317 (New Freedom) program established
- Section 5316 and 5317 program projects have to be competitively selected





Coordinated Planning

Other new requirements under SAFETEA-LU in order to receive 5310, 5316 and 5317 funds:

- DR letter from Governor on file
- Project derived from a local coordinated plan made of up representatives of...
- Project selected through a competitive selection process (5316, 5317)
- Projects in TIP/STIP
- Program of Projects (POP)
- State Management Plan/Program Management Plan developed and approved by FTA (SMP/PMP)





Oversight Programs

- Project management oversight
- Financial management oversight
- Procurement reviews
- Triennial Reviews
- State management reviews
- State Safety Oversight reviews
- Drug and Alcohol Testing Audits
- Title VI Reviews
- Disadvantaged Business Enterprise reviews
- Equal Employment Opportunity reviews
- Americans with Disabilities Act reviews
- Planning Certification reviews





Research & Demonstration Programs

- National Research & Technology Program (Sec. 5314)
 - Joint partnerships with public and private research institutions
 - Study, design and demonstration of transit policies and advanced technologies
 - International mass transportation program (Sec. 5312)
- National Fuel Cell Bus Program (Sec. 5308)
 - 27 projects to develop and test fuel cell buses in revenue service
- Transit Cooperative Research Program (Sec. 5313)
 - Research directed to local problem-solving in service concepts, vehicles and equipment, operations, human resources, maintenance, policy, and administrative practices
- University Transportation Centers (Sec. 5505)
 - Funding to four universities to perform research in transit disciplines and technologies





Technical Assistance Programs

- **FTA Safety & Security Program**
 - Provides training and technical assistance on bus and rail safety, emergency preparedness and public awareness of security issues
- **Rural Transportation Assistance Program (RTAP)**
 - Provides training, technical assistance, research, and related support services to providers of rural public transportation
- **ITS Professional Capacity Building Program**
 - Supports deployment, integration, and operations of ITS, including both technological and institutional requirements
- **Transportation Planning Capacity Building Program**
 - Supports effective transportation planning in state, metropolitan, rural, and tribal settings
- **National Bus Rapid Transit Institute**
 - Facilitates the sharing of knowledge and innovation for increasing the speed, efficiency, and reliability of high-capacity bus service





National Initiatives

- United We Ride
 - Interagency Federal initiative that supports States and their localities in developing coordinated human service delivery systems
- Project Action
 - Promotes cooperation between the transportation industry and the disability community to increase mobility for people with disabilities
- JobLinks
 - Works to improve transportation opportunities through demonstration projects, technical assistance, sponsoring of employment-transportation conferences, etc.





Circular Update

Circulars Published in FY 2007:

- 9040.1F: Nonurbanized Area Formula Program Guidance and Grant Application Instructions
- 9045.1: New Freedom Program Guidance and Application Instructions
- 9050.1: Job Access Reverse Commute Guidance and Application Instructions
- 9070.1F : Elderly Individuals and Individuals with Disabilities Guidance and Application Instructions





Circular Update

Circulars published in FY 2008:

- FTA C 8100.1C: Program Guidance for Metropolitan Planning and State Planning and Research Program Grants

Circulars published in FY 2009:

- FTA C 4220.1F: Third Party Contracting Guidance
- FTA C 5010.1D: Grant Management Requirements
- FTA C 9300.1B: Capital Investment Program Guidance and Application Instructions





Charter Rule

- New Charter Rule published on January 14, 2008
- Rule went in effect April 30, 2008
- Goals of the new rule are to increase flexibility, clarity and transparency
- FTA created new position to assist with new rule requirements





Charter Rule

- New website has been published for help
- http://www.fta.dot.gov/laws/leg_reg_179.html
- Contains the new Charter Rule, Q&A and fact sheet, Charter Registration Website and contact information





Grant Making

How Do I Get My FTA Money?





Grant Making

- Existing FTA Grantee?
- Applying through a DOT?
- Want to become a New FTA Grantee?





New Grantee Information

FTA New Grantee Packet

Step 1 – Demonstrate Legal Capacity

Step 2 – Civil Rights

Step 3 – Financial Capacity

Step 4 – Technical Capacity

Step 5 – Other Requirements

http://www.fta.dot.gov/regions/regional_offices_7507.html





New Grantee Information

Step 1 – Demonstrate Legal Capacity

1. Opinion of legal counsel
2. Authorizing Resolution
3. FTA Master Agreement
4. Certifications & Assurance





New Grantee Information

Step 2 – Civil Rights

1. Title VI
2. Disadvantaged Business Enterprise (DBE)
3. Equal Employment Opportunity (EEO)





New Grantee Information

Step 3 – Financial Capacity

- Submission of a 3-5 year financial plan that must be approved by FTA Region IV department heads.
- Capable of providing the local share portion of the projects
- Submittal of a 3-5 year financial plan allows FTA Region IV to see if the grantee has the necessary funding to provide the local share.





New Grantee Information

Step 4 – Technical Capacity

- Submission of organizational chart

Step 5 – Other Requirements

- DUNS Number
- TEAM (TEAM TRAINING)
- Electronic Clearing house Operation (ECHO)





Questions?





Grant Awards



GRANTS PRE-AWARD





Requirements for a "Complete" Grant

- Annual Requirements
 - Recipient Information
 - Contact, DUNS#
 - Certifications and Assurances
 - Civil Rights
 - EEO
 - DBE
 - Title VI
 - Union Information





Requirements for a "Complete" Grant

- Project Specific Requirements
 - Project Information
 - Project Description
 - Congressional Districts
 - Project Details
 - Budget
 - Project Budget
 - Scope Codes, Activity Line Items
 - Extended Budget Descriptions





Requirements for a "Complete" Grant

- Project Specific Requirements (cont.)
 - Milestones
 - Each ALI has a milestone
 - Environmental Findings
 - Each ALI has a finding
 - CE &/or Doc. CE, EA/FONSI, DEIS/FEIS/ROD
 - Fleet Status
 - Spares ratio
 - Replacement vehicle listing
 - Age, mileage, make/model and VIN of vehicles to be replaced
 - Expansion vehicle support





Requirements for a "Complete" Grant

- Program Requirements
 - Appropriated Funds
 - Statewide Transportation Improvement Plan (STIP)
 - Project in current approved STIP/UPWP
 - FTA Endorsement Date
 - Page Number
 - Unified Planning Work Program (UPWP)





Grant Application Common Errors / Omissions

- Civil Rights documentation incomplete/missing
- Current FY Certs & Assurances missing
- Difficult-to-understand and incomplete project descriptions
- Program Date Errors
- Not running the "Review Errors" tool function FIRST
- Budget:
 - Does not balance
 - Match miscalculated
- Start/End Dates
- Mismatch of ALI's, Milestones, and Environmental Findings
- Spare Ratios
- Vehicle Replacement Information
- Project not in the current STIP





Grant Application Phases

- **Draft Grant Application** – a grant application that has not been reviewed for completeness and does not have a grant number assigned
- **Pending Grant Application** – a grant application, which has been assigned a draft grant number which is in the process of verification of available funds and OPPD and OOPM review and approval.





Grant Application Phases

- **Complete Grant Application** - a complete/accurate grant application that has verified funding available and that has an assigned final grant number.
- **Submitted Grant Application** – FTA Review Process (Civil Rights, Legal, OPPD, OOPM, DOL (5307, 5309, 5316), Headquarters (Discretionary))
- **Awarded and Executed**





FY 2009 Grant Making

Region IV deadlines for complete grant applications (formula and discretionary) in TEAM:

July 15, 2009

Region IV deadlines for complete ARRA grant applications:

May 29, 2009





FY 2009 Grant Making

- FY 2009 Apportionment and Allocation Notice
 - Full FY 2009 Apportionment has been published on April 27th 2009 Federal (Vol. 74, No. 79 /Monday, April 27, 2009),
 - Allocation tables and FY 2009 Earmarks will be in later FR
 - FY 2009 Allocation tables can be found at:
 - http://www.fta.dot.gov/funding/grants_financing_38.html
- ARRA Apportionment
 - 3/5/2009 Federal Register
- Start preparing grants for ARRA first, then FY07 (lapsing), FY 08, FY 09





Grant Process: Friendly Reminders

- Review recent FTA Federal Register Notices and updated Circulars to ensure new guidelines and procedures are being followed (This includes ARRA)
- Provide allocation letters for direct recipients (5307, 5309, 5316, 5317) – attach in TEAM
- Make sure that the project is in the current approved TIP/STIP prior to notifying FTA to review the draft grant
- Ensure that all transfer funds have been completed prior to initiating a DRAFT review





Grant Process: Friendly Reminders

- Notify FTA via E-Mail/Phone during grant process (draft review, comment period, submittal, execution)
- Update TEAM Contact Information
- Adequately describe the project and cite the fiscal year source of funding. If funds are from a state apportionment, please indicate in project description.
- Each ALI must have an Extended Budget Description, Milestone and appropriate Environmental Finding
- All ALI's should be listed in numerical order
- Include Useful Life for Buses and Capital Renovations over \$5,000.





Grant Process: Friendly Reminders

- Make sure that the ALI's correspond with the proper scope codes (see ALI tree on TEAMWeb Homepage)
- Include Contact Name and Phone Numbers of Recipient Contact and FTA Manager
- Properly PLAN out your projects and grant submittals. Look for options to combine years of funding.
- Allow 2-3 weeks for DRAFT reviews to be completed by FTA
- Allow a **minimum of 45-60 days** for grants that must be approved by the Dept. of Labor
- For ARRA and discretionary grants (Section 5309) please allow time for the Congressional Release process





Questions?





Grant Awards



GRANTS POST-AWARD





Post-Award Activities

- Grant Management
- Grantee Responsibilities
- ECHO
- Reporting Requirements
- Budget Revisions/Amendments
- Grant Close-outs





Grant Management

- Administering and managing the grant in compliance with Federal regulations, grant agreement and applicable FTA circulars.
- Managing and reporting on progress of projects, to expend grant funds in a timely and effective manner and, to close out grants when activity is complete.





Grantee Responsibilities

- Administer and manage Federal grants and grant supported activities.
- Provide, directly or by contract, adequate technical inspection and supervision by qualified professionals of all work in progress.
- Ensure conformity to grant agreements, applicable statutes, codes, ordinances, and safety standards.





Grantee Responsibilities

- Maintain the project work schedule and constantly monitor grant activities to ensure that schedules are met and other performance goals are achieved.
- Ensure compliance with FTA requirements on the part of agencies (subrecipients), consultants, contractors, and subcontractors working under approved third party contracts or inter-agency agreements.





Grantee Responsibilities

- Account for project property, provide for its repair and replacement, and maintain property inventory records that contain all the elements required.
- Request and withdraw Federal cash only in amounts and at times as needed to make payments that are immediately due and payable.
- Keep expenditures within the latest approved budget.





Grantee Responsibilities

- Demonstrate and retain satisfactory continuing control over the use of project property.
- Ensure that effective control and accountability is maintained for all grants, subgrants, cash, project property, and other assets. Grantees and subgrantees must ensure that resources are properly used and safe-guarded, and that funds, equipment, and property are used solely for authorized purposes.





Grantee Responsibilities

- Prepare and submit FTA required reports (TEAM, NTD, Civil Rights, Drug and Alcohol, etc.)
- Update and retain FTA required reports and records for availability during audits and oversight reviews.
- Ensure an Annual A-133 Audit is conducted in accordance with OMB Circular, A-133.





ECHO (*Electronic Clearing House Operation*)

- ECHO is a personal computer (PC) based application that processes drawdown requests and makes payment to FTA grantees.
- ECHO consists of a web-based application which grantees can access via the Internet to submit their draw down data.
- ECHO then transmits requests approved for payment to the Grantee's financial institution through Treasury's Automated Clearing House (ACH).





ECHO

- The FTA Regional or Headquarter office will make the determination to establish a grantee on the ECHO system.
- The FTA accounting staff will provide the necessary ECHO-Web registration forms to be completed and returned by the grantees.
 - *Instructions for User Set-up*
 - *ECHO-Web User's Authorization and Certification Form*
 - *ECHO-Web User Access Request*
 - *ECHO-Web System Rules of Conduct*





ECHO

- ECHO System Region IV Contact
 - Ms. Derethia Johnson
 - Phone: (404) 562-3527
 - Email: derethia.johnson@dot.gov
- ECHO Helpdesk line: 202-366-1004





Reporting Requirements

- Financial Status & Milestone Progress Reports (TEAM)
- Civil Rights Reports
- National Transit Database (NTD)
- Annual Single Audit (A-133)





Financial Status Reports (FSRs)

- Financial Status Reports (FSRs)
 - The purpose of the FSR is to provide a current, complete and accurate financial picture of the grant.
 - It is prepared on the accrual basis of accounting.
 - FSR must be submitted for all active grants
 - Submitted electronically in TEAM system





Financial Status Reports (FSRs)

The FSR contains the following elements:

- Financial Facts
- Financial Data
- Based on required supporting documentation





Financial Status Reports (FSRs)

TEAM-Web (Production Database) AL-03-0029-00 - Microsoft Internet Explorer

Financial Status Report

Summary | Financial Status | Remarks & Comments

Work In Progress Submit Report

Recipient: 1000 ALABAMA DEPARTMENT OF TRANSPORTATION

Project: AL-03-0029-00 Statewide Capital Equipment Project

Amendment: Statewide Capital Equipment Project

Quarterly Monthly Other

Period: 2008,1st Quarter

Final Report? No, Not Final Report

Paper Award? Yes No

Initial Submission:

Last Update: 1/22/2008

Pre-Award Authority? Yes No

Report Status: MS/P Report In Progress, FSR In Progress

Project Status: Active

Cost Plan:

Type of Rate: N/A

Rate: 0.00%

Base: \$0.00

Total Amount: \$0.00

Federal Amount: \$0.00





Financial Status Reports (FSRs)

TEAM-Web (Production Database) AL-03-0029-00 - Microsoft Internet Explorer

Financial Status Report

Summary | Financial Status | Remarks & Comments

Line: Transactions:	Previous	This Period	Cumulative
A. Total Outlays:	\$6,156,394.00	\$0.00	\$6,156,394.00
B. Recipient Share of Outlays:	\$1,088,337.00	\$0.00	\$1,088,337.00
C. Federal Share of Outlays:	\$5,068,057.00	\$0.00	\$5,068,057.00
D. Total Unliquidated Obligations:			\$0.00
E. Recipient Share of Unliq. Oblig:			\$0.00
F. Federal Share of Unliq. Oblig.:			\$0.00
G. Total Federal Share (C+F):			\$5,068,057.00
H. Total Federal Funds:			\$5,166,184.00
I. Unobl. Bal. of Fed Funds (H-G):			\$98,127.00





Financial Status Reports (FSRs)

TEAM-Web (Production Database) AL-03-0029-00 - Microsoft Internet Explorer

Financial Status Report

Summary Financial Status Remarks & Comments

Recipient Remarks

1st qtr FY 2008..No activity in grant during this reporting period. Balance of grant is earmarked for City of Dothan and Marshall County. Anticipate grant balance will be obligated and expended during 2008.

FTA Remarks





Financial Status Reports (FSRs)

- Pre-Award Authority
 - If you have pre-award authority then you must submit an initial FSR
 - If you have not incurred costs, you must submit a \$0 FSR
 - You must enter information in Lines A (Total Outlays) and B (Recipient Share of Outlays) if you have incurred pre-award costs.
 - You must enter information in lines D (Total Unliquidated Obligations), and E (Recipient Share of Unliq. Oblig.) for total and local amounts for contracts awarded but not yet paid (only for the end of the quarter).
- To attach additional files use the paperclip icon





Milestone Progress Reports (MPR)

Milestone Progress Reports contain:

- Detailed discussion of all budget or schedule changes.
- The dates of expected or actual requests for bid, delivery, etc.
- Actual completion dates for completed milestones.
- Revised estimated completion dates when original estimated completion dates are not met.
- Explanation of why scheduled milestones or completion dates were not met.





Milestone/Progress Reports (MPRs)

TEAM-Web (Production Database) AL-03-0029-00 - Microsoft Internet Explorer

Milestones Status Report

Summary | Milestone Status

Work In Progress Submit Report

Recipient: 1000 ALABAMA DEPARTMENT OF TRANSPORTATION

Project: AL-03-0029-00 Statewide Capital Equipment Project

Amendment:

Period: FY2008, 1st Quarter **Paper Award?** Yes No **Pre-Award Authority?** Yes No

Quarterly Monthly Other **Initial Submission:**

Final Report? No, Not Final Report **Last Update:** 1/25/2008

Report Status: MS/P Report In Progress; FSR In Progress

Project Status: Active Amendment

Project Status Overview

1st qtr 2008..Majority of funds expended. Grant balance is earmarked for City of Dothan and Marshall County. Anticipate grant balance will be obligated and expended during 2008.





Milestone/Progress Reports (MPRs)

TEAM-Web (Production Database) AL-03-0029-00 - Microsoft Internet Explorer

Milestones Status Report

Summary | Milestone Status

Scope-ALI	Seq No	Milestone Description	Orig. Est. Comp. Date	Rev. Est. Comp. Date	# Rev	Actual Comp. Date
99604-111215	1	RFP/IFB OUT FOR BID	2/28/2000		0	2/28/2000
	2	CONTRACT AWARDED	3/15/2000		0	3/15/2000
	3	FIRST VEHICLE DELIVERED	6/15/2000	9/30/2005	2	2/28/2005
	4	ALL VEHICLES DELIVERED	9/15/2002	12/31/2007	4	
	5	CONTRACT COMPLETE	12/30/2002	12/31/2007	6	
99605-111204	1	RFP/IFB OUT FOR BID	2/28/2000		0	2/28/2000
	2	CONTRACT AWARDED	3/15/2000		0	3/15/2000
	3	FIRST VEHICLE DELIVERED	6/15/2000		0	10/31/2001
	4	ALL VEHICLES DELIVERED	9/15/2001		0	10/31/2001

Line Item: 111215 buy replacement van (83)

FTA Amount: \$63,919.00 **Total Eligible Cost:** \$77,013.00 **Quantity:** 2

3rd Party Contractor Code: [Dropdown]

Milestone Detail Description Milestone Progress

[Empty text area for Milestone Detail Description] [Empty text area for Milestone Progress]





FSRs and MPRs

- Due Dates:
 - Annual: 30 days after the end of the Federal Fiscal year, which ends October 30.
 - Quarterly: within 30 days after the end of each calendar quarter, i.e., by January 30, April 30, July 30, and October 30.
- ARRA Due Dates:
 - Quarterly: within 10 days after the end of each calendar quarter, i.e., by January 10, April 10, July 10, and October 10.





FSRs and MPRs – FTA role

- FTA Review
 - Review FSR Data and comments
 - Review Project Fund Status information
 - Compare reported expenditures to recorded disbursements
 - Review MPR information for current dates and project status
 - Monitor progress and status of projects
 - Follow-up with grantee on any discrepancies





FSRs and MPRs – FTA role

- FTA Review
 - Review FSR Data and comments
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Civil Rights Reports

- Title VI
 - Triennial Basis, report on compliance
 - Circular 4702.1
- EEO
 - Applicability: 50 or more employees; \$1 million more of FTA assistance
 - Requirement: Triennial Basis, report on compliance
- DBE
 - Applicability: Receive \$250,000 or more in FTA funds each year, excluding vehicle procurement
 - Requirement: Establish Goals on an Annual Basis
 - Due Date: Required by August 1 of each year
 - Submitted to Region CR officer (Frank Billue)





National Transit Database (NTD)

- Applicability: Recipients of Section 5311 (DOTs)
- Requirement: Annual report containing information on capital investment, operations, and service provided
 - (A) Total annual revenue;
 - (B) Sources of revenue;
 - (C) Total annual operating costs;
 - (D) Total annual capital costs;
 - (E) Fleet size and type, and related facilities;
 - (F) Revenue vehicle miles; and
 - (G) Ridership
- Rural Reporting Manual:
<http://www.ntdprogram.gov/ntdprogram/rural.htm>





Annual Single Audit (A-133)

- **Applicability:** Non-Federal entities that expend more than \$500,000 or more in Federal awards
- **Requirement:** Conduct an annual organization-wide audit in accordance with OMB Circular A-133.
- **Due Date:** Audit completed within 9 mos. of the end of grantee's fiscal year. Depending on results of audit, follow-up action with Regional office as follows:
 - If no FTA or DOT findings, submit copy of clearinghouse transmittal forms (SF-SAC) to Regional office
 - If FTA or DOT findings, submit entire report and copy of clearinghouse transmittal forms (SF-SAC) to Regional office





Budget Revision

- Budget revisions are allowed if there is no change in the grantee purpose, scope codes, and Federal funding
- Grantees must submit budget revisions in TEAM using the “Revise Project Budget” screen
- Budget revisions are generally changes to ALIs amounts (move funds between existing ALIs)
- Budget revisions require prior FTA approval if:
 - The federal share of the revision exceeds \$100,000 and the change in the cumulative amount of funds is >20% from original
 - Funds transferred between ALIs with different match ratios or between capital/operating/planning activities (change in FPC code)
 - For rolling stock when the # of buses increases by more than 2 (grants with fewer than 10 vehicles) or 20%





Grant Amendment

- Grant amendments are required when there is either a change in the scope or an addition of Federal funds to an existing grant
- Grant amendments are subject to the same application requirements as a new grant request (FTA, DOL review)
- Grantees submit grant amendments in TEAM using the “Create Amendment” screen





Grant Close-outs

- “New Closeout Process” in TEAM
- Grantee must submit a Final FSR, MPR, and budget; if necessary, a request to de-obligate funds and any other report as required by the terms of the grant.
- FTA may unilaterally initiate grant closeout.
- All financial, programmatic records and supporting documentation must be retained for a period of 3 years.






Grant Close-outs

- 2 Year Rule
 - FTA has established guidelines to close-out grants *with no signs of activity for 2 years*, unless the grantee provides justification to support the grant remaining open.
- 5 Year Rule
 - FTA has established guidelines to close-out grants *that have remained open for 5 years*, unless the grantee provides justification to support the grant remaining open.





Grant Close-outs: Friendly Reminders

- Prepare & provide close-out schedule for all active grants
- Track 95-100% disbursed
- Consider deobligating small amounts of funding
- Submit Final FSR and MPRs (mark report "Yes, Final Report" in TEAM)
- 3  Checks on the "Closeout" Screen
- Email FTA a list of grants that have been prepared for close-out





Post-Award Summary

- Grants Management
- Grantee Responsibilities
- Reporting Requirements
 - FSRs/MPRs
 - Civil Rights
 - NTD
 - A-133
- Grant Close-outs





Upcoming FTA Events

- State Management Review Workshop; 8/10-11 – Washington, DC
- State Programs Team Meeting; 8/12-14 – Washington, DC
- Alternative Analysis Workshop; 9/15-17 - Atlanta, GA
- NTI Course: Small Facility Construction Course





Questions?





Overview – Thursday, August 6

8:30 am	NEPA
9:15 am	Real Estate/Transit Facilities
10:00 am	<i>Break</i>
10:15 am	TEAM
11:30 am	Wrap Up/Questions and Answers





U.S. Department of Transportation Federal Transit Administration

Planning for a Transit Facility in Small Urbanized and Rural Areas

*State Programs Team Meeting
Raleigh, NC
August 6, 2009*





Overview

- Requirements for Transit Facilities
- Enhancing/Developing a specific role for State DOT's
- Selecting Accurate NEPA services
- Real Estate Requirements
- Peer Exchange/Best Practices





Transit Facility Types

- **Transit Operations Support Facilities**
 - Administrative Office Buildings
 - Maintenance Buildings, Garages, Storage Facilities
- **Passenger Amenities Extending Transit into Community, Environment**
 - Intermodal Centers/Multimodal Centers
 - Bus/Rail Transit Stations and Terminals
 - Bus Shelters
 - Park-and-Ride Lots





Planning for a Transit Facility

- MTP/TIP/STIP
- Preliminary Evaluation – Feasibility *
- Environmental Documentation
 - Procurement of Services
- Real Estate
 - Uniform Relocation Act
 - Appraisal and Review Appraisal
- Joint Development





Planning for a Transit Facility

- Is the proposed transit facility in a current MTP/TIP/STIP?
- If using FTA funds for *Preliminary Engineering, ROW or construction* include **phase of work** & funding amount (approx) in the TIP/STIP for **correct FY**
- Preliminary Engineering can include NEPA and Design (NOTE: FTA will not award CN of facility unless NEPA is complete)





Planning for a Transit Facility

- Procurement: If you procure consultant services make sure you:
 - advertise & take competitive proposals
 - fair & open procurement
 - document the “how/why” of selection
 - If you procure NEPA services, can the consultant:
 - Document number & types of NEPA projects completed
 - Persons who worked on NEPA projects, &
 - Satisfactory award & Records of Decision (ROD) from FTA
 - Third Party Procurement Circular:
 - http://www.fta.dot.gov/laws/circulars/leg_reg_8641.html





Planning for Transit Operations Support Facilities

- Evaluation of existing facilities:
 - Adequate condition?
 - Suitable for anticipated administrative, maintenance functions?
 - Accommodate future needs?
- Develop criteria for identifying alternative sites
- Identify alternative sites in area based on criteria/availability
- Environmental Site Assessment (Phase I and II) – Hazardous Materials Assessment; what is likelihood of contamination?
- Project Staging & Financing Plan





Planning for a Transit Facility

The NEPA Process

- Who determines the class of action?

- Three (3) Main classes of Action
 - Categorical Exclusion or documented Categorical Exclusion (DCE)
 - Environmental Assessment (EA)
 - Environmental Impact Statement (EIS)

- NEPA documentation/actions must be APPROVED by FTA prior to grant award/construction

- How the State DOT's can assist





Planning for a Transit Facility

Categorical Exclusion (CE)

- CE's are granted for actions that **do not** individually or cumulatively involve significant social, econ. or environ. Impacts
 - 23 C.F.R. 771.117 provides a list of types of projects which are categorically excluded
 - new bus storage & maintenance facilities,
 - Rehab/reconstruction of bus storage & maint. facilities,
 - bus transfer facilities & rail storage facilities &
 - “Hardship” (to the seller) land acquisition, among others
- NOTE: Transit terminal are not automatic CE's
- FTA may require a **documented** CE; ask for checklist from FTA Region IV
 - CE's can result in a higher class of action





Planning for a Transit Facility

- **Environmental Assessment (EA)**
 - FTA may require an EA when the *significance of the environmental impact is not clearly established*
 - (23 C.F.R. 771.119)
 - An open, well documented, public involvement process is essential
 - Comments catalogued and addressed; DRAFT EA on web site
- EA can result in either a:
 - *Finding of No Significant Impact (FONSI)* requiring no further environmental evaluation, or
 - identification of potentially significant impacts requiring applicant to conduct Environmental Impact Statement (EIS)
 - *Once FONSI is issued applicant may proceed with project app.*





Planning for a Transit Facility

- **Environmental Impact Statement (EIS)**
- FTA may require an EIS based on the outcome of an EA, special studies or scoping of the project
 - when adverse impacts are or could be significant
 - Special impacts like 4 (f), endangered species, parkland or historic resources/district impacts
- EIS process requires
 - substantial technical analysis
 - public review
 - evaluation of project alternatives
 - ID of potential social, economic & environmental impacts &
 - ways to avoid/mitigate impacts
- Successful completion of EIS results in FTA signing a Record of Decision (ROD)
 - Once FTA has signed a ROD, the applicant can proceed with project





Planning for a Transit Facility

NEPA Resources

http://www.fta.dot.gov/planning/planning_environment_5222.html

CEQ web site & possible NEPA changes:

<http://ceq.eh.doe.gov/ntf/>





REAL ESTATE REQUIREMENTS





Planning for a Transit Facility

- Real Estate (FTA C 5010.D)
- Real property must be acquired, managed, and used in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
 - <http://www.fta.dot.gov/documents/49cfr24fr.pdf>
- FTA Real Estate Resource Website
 - http://www.fta.dot.gov/planning/planning_environment_5937.html





Planning for a Transit Facility

- Real Estate Appraisals
 - Independent appraisal by a certified appraiser
 - Review of the initial appraisal
- FTA must review and concur in appraisals and review of appraisals for acquisitions over \$500,000 or in-kind contributions of any value before Federal funds are expended, or the value is used as local match.





Planning for a Transit Facility

- Real Estate & Earmark Funds
 - Purchase of property with earmark funds by a grantee that has ***not completed*** numerous Federal actions is **not allowed**
 - Grantees can't purchase property with earmarks ***without*** completing NEPA, appraisal & Uniform Act requirements
 - Grantees may be risking a lapsing earmark or the possible future use of Federal funds!





Planning for a Transit Facility

- **Joint Development (JD)**
- JD involves common use of property for transit & non-transit purposes with “connection to station”
- JD is often project specific, taking place on, above, or adjacent to transit agency property
- The most common joint development arrangements are ground leases and operation-cost sharing

http://www.fta.dot.gov/laws/circulars/leg_reg_8640.html





Planning for a Transit Facility

- The FTA approval process for joint developments ensures that a proposed project meets the definition of a capital project, supports the use of transit, and provides a fair share of revenue for public transit.
- Joint Development Approval Process:
 1. Grantee submits proposal to FTA Region with Joint Development checklist
 2. Region staff reviews
 3. If the proposal is a straightforward, Region approves
 4. If there are difficult or first impression issues, Region consults with Headquarters Joint Development resource staff
 5. HQ and Region agree on issue resolution
 6. Regional Administrator signs off on project





Planning for a Transit Facility

- Transit Facility Examples
 - Complete NEPA & E & D for facility (5309 funds)
 - Purchase Real Estate and Construct Facility with 5309 funds (Phasing)
 - Construct Facility with 5309 funds with property as local match
 - Reimbursement for facility already constructed
 - Letters of No Prejudice (LONP)
- What are the steps?





Open Dialogue

- Has there been a significant increase in the number of federal environmental actions at the state level?
- What resources can FTA provide in helping you establish/develop a standardized process to address your rural and small urbanized NEPA issues?
- Do you have any best practices?
- Future needs/concerns?





QUESTIONS?





U.S. Department of Transportation Federal Transit Administration

FTA TeamWeb

Region IV State Programs Team
August 6, 2009





TeamWeb at a glance

- **What is TeamWeb**
 - Transportation Electronic Award and Management System
- **How do I get to TeamWeb???**
 - <http://ftateamweb.fta.dot.gov/>





TeamWeb Access

Transportation Electronic Award Management System (TEAM) Grantee / Recipient User Access Request			
Check Applicable Box:		New User With Pin <input type="checkbox"/>	Modify User <input type="checkbox"/>
		New User Without Pin <input type="checkbox"/>	Delete User <input type="checkbox"/>
		Username <input type="text"/>	
Warning: The information contained in this form is protected under Public Law 93-579, Privacy Act.			
USER INFORMATION			
First Name* <input type="text"/>		Gender <input type="text"/> M / F (Optional)	Office Phone* <input type="text"/>
M/I <input type="text"/> Last Name* <input type="text"/>			SSN (Last 4 Digits)* <input type="text"/>
Title <input type="text"/>		FAX Number <input type="text"/>	
Organization Name* <input type="text"/>		Recipient ID <input type="text"/>	Email Address* <input type="text"/>
Mailing Address (Street Number, City, State and ZIP Code)* <input type="text"/>		User's Authorizing Signature (see instructions) <input type="text"/>	
		Printed Name of above <input type="text"/>	
		Date <input type="text"/>	
<small>This information is required to establish or modify your TEAM user account. By completing this form, you expressly attest that information provided is true and complete to the best of your knowledge. Invalid information will be grounds for refusal to establish a new user account or the basis for deletion of an existing TEAM account.</small>			
APPLICATION ACCESS (Check all that apply).			
Recipient Access Type	Recipient PIN Functions	Designated Recipient ID(s) (Indicate Below)	
<input type="checkbox"/> Inquiry Only	<input type="checkbox"/> Submit Application	<input type="text"/>	
<input type="checkbox"/> Modify/Update	<input type="checkbox"/> Execute Awards	<input type="text"/>	
Database	<input type="checkbox"/> Certify as Lawyer	<input type="text"/>	
<input type="checkbox"/> Production	<input type="checkbox"/> Certify as Official	Metropolitan Planning Organization (MPO) ID	
<input type="checkbox"/> Quality Assurance	<input type="checkbox"/> Certify as Both Lawyer and Official	<input type="text"/>	
<input type="checkbox"/> Both Production and QA	<input type="checkbox"/> Provide Supplemental Agreement		
<small>(PIN Functions require Designation of Signature Authority on Organization/Agency Letterhead. See instructions).</small>			
ACKNOWLEDGMENT OF RULES OF CONDUCT FOR SYSTEM USE			
As a TEAM user, I understand that I am personally responsible for the use and misuse of my TEAM login ID and password. I understand that by requesting TEAM access and accepting/using such access that I must comply with the following:			
<ol style="list-style-type: none"> When downloading sensitive information, I will ensure that the information has the same level of protection as FTA applications. I will <u>not</u> permit anyone to use my TEAM access information (i.e. user ID, password or other authentication). My password (or other authentication) will be kept private, not stored in a place that is accessible by anyone other than the myself (i.e. family members, friends, etc.). If stored, the password will not be in text format. I will follow standard password procedures and change my password every ninety (90) days. My passwords will be at least eight (8) alphanumeric characters and contain at least one (1) capital letter and one (1) number. I will report any security problems and anomalies in system performance to the appropriate FTA Office. I will notify the appropriate FTA Office to eliminate my TEAM access in the event of job transfer, termination, or if TEAM access is no longer required. I understand that if I am not using FTA-supplied equipment and FTA suffers a security breach or compromise that is my fault, I may be required to allow access to my equipment by authorized representatives of the Federal Government to determine the causes and to take corrective action(s). 			
I agree to and will comply with all of these conditions and understand that failure to do so will result in permanent removal of my TEAM access, and may result in other disciplinary or legal action. By signing my name in the space below, I hereby acknowledge this agreement, and certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same.			
Signature <input type="text"/>		Date <input type="text"/>	Printed Name <input type="text"/>
FTA AUTHORIZATION			
FTA Functional Approval		FTA Operational Approval	
Signature of Authorizing FTA Official <input type="text"/>		Signature of Authorizing FTA Official <input type="text"/>	
Date <input type="text"/>		Date <input type="text"/>	
Printed Name <input type="text"/>		Printed Name <input type="text"/>	
Title / Office <input type="text"/>		Title / Office <input type="text"/>	
		Date Processed <input type="text"/>	UserID <input type="text"/> PIN <input type="text"/>
<small>TEAM RECIPIENT User Access Request Form Revised 03/25/2008</small>			











TeamWeb User's Guide

TEAM-Web (PRODUCTION Database) - Microsoft Internet Explorer

- Main Menu - (Home)
- Recipients
- Applications
- Review and Approval
- Execution
- Project Management
- Funds Control
- Funding Adjustments
- TEAM Administration
- Dynamic Query
- Charter Registration
- TEAM Documentation
 - Help Desk Information
- Exit

TEAM USER DOCUMENTATION AND REFERENCE

- [TEAM User Access Forms and Instructions - pdf](#)
- [TEAM Vendor Id Number Request Form](#)
- [2000 Census Information](#)
- [System Maintenance Notice Archive](#)
- [Release Notice Archive](#)
- [General Information Archive](#)

-  [Shortcut to - Dynamic Query by State](#) - This graphical 3D map allows users to interactively query the TEAM-Web database by selecting a state.
-  [TEAM-Web News](#) - Current TEAM-Web News
-  [User's Guide](#) - The TEAM-Web User's Guide provides detailed information on how to access and use the Federal Transit Administration's online TEAM-Web system
-  [TEAM-Web Distance Training](#)
-  [Regional Contacts](#) - Names and phone numbers of all regional TEAM contacts.
-  [Best Practices](#)





TeamWeb Basics

TEAM-Web (Quality Assurance Database) - Microsoft Internet Explorer

Recipient Query Results

ID	Recipient	CITY
728	THIS VENDOR TO BE SELECTED BY COMPETITIVE BID	CITY
1000	ALABAMA DEPARTMENT OF TRANSPORTATION	MON
1001	FLORIDA DEPARTMENT OF TRANSPORTATION	TALL
1002	GEORGIA DEPT. OF TRANSPORTATION - OFFICE OF INTERMODAL PROGRAMS	ATL
1003	KENTUCKY TRANSPORTATION CABINET	FRA
1005	NORTH CAROLINA DEPARTMENT OF TRANSPORTATION	RAL
1006	SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION	COL
1007	TENNESSEE DEPARTMENT OF TRANSPORTATION	NAS
1009	MISSISSIPPI DEPARTMENT OF TRANSPORTATION	JAC
1011	CITY OF COLUMBIA	COL
1018	CITY OF GADSDEN	GAD
1019	CITY OF MONTGOMERY -Montgomery	MON

Recipient Details

Recipient ID: 728
 Recipient Name: THIS VENDOR TO BE SELECTED BY COMPETITIVE BID
 Address: STREET ADDRESS
 CITY NAME ST 20590 - 0
 Phone: 000-000-0000 Ext: 00000 Fax: 000-000-0000
 Internet Address:

View / Modify Recipient (THIS VENDOR TO BE SELECTED BY COMPETITIVE BID) - Microsoft Internet...

View / Modify Recipient

General | Contact Persons | Cert's & Assurances | Codes | Payment Codes | Civil Rights

Organization: 728 THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Acronym: TO BE SELECTED NTDB Code: 0
 STREET ADDRESS FY Start: January
 Street: Cert's & Assur's:
 Mstr Agmt Iss'd:
 City/State/Zip: CITY NAME ST 20590 0 Assistance: Yes No
 Phone Number: 0000000000 x00000 Designated Recipient: Yes No
 Fax Number: 0000000000 MPO: 0
 Internet Addr.: Type: Private Contractor
 Cost Center: 62000 State DOT: Yes No
 Geog. Location: DST Type: For Profit Organization
 Last Updated: 12/17/2003 DUNS Number:
 Active: Yes No
 DBE: Yes No





TeamWeb Basics (Continued)

View / Modify Recipient (THIS VENDOR TO BE SELECTED BY COMPETITIVE BID) - Microsoft Internet...

View / Modify Recipient

General | Contact Persons | Cert's & Assurances | Codes | Payment Codes | Civil Rights

Organization: 728 THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Cat	Description	Applicable	N/A	Cert Date	Text
01	REQUIRED OF EACH APPLICANT	<input type="checkbox"/>	<input type="checkbox"/>		
02	LOBBYING	<input type="checkbox"/>	<input type="checkbox"/>		
03	PRIVATE MASS TRANSPORTATION COMPANIES	<input type="checkbox"/>	<input type="checkbox"/>		
04	PUBLIC HEARING	<input type="checkbox"/>	<input type="checkbox"/>		
05	ACQUISITION OF POLLING STOCK	<input type="checkbox"/>	<input type="checkbox"/>		

Affirmation of Certifications and Assurances

FEDERAL FY 2004 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE

AFFIRMATION OF APPLICANT

Name of Applicant: THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Name and Relationship of Authorized Representative:

Official's Name:

Attorney's Name:

PIN:

CERTIFY

Internet





TeamWeb Basics (Continued)

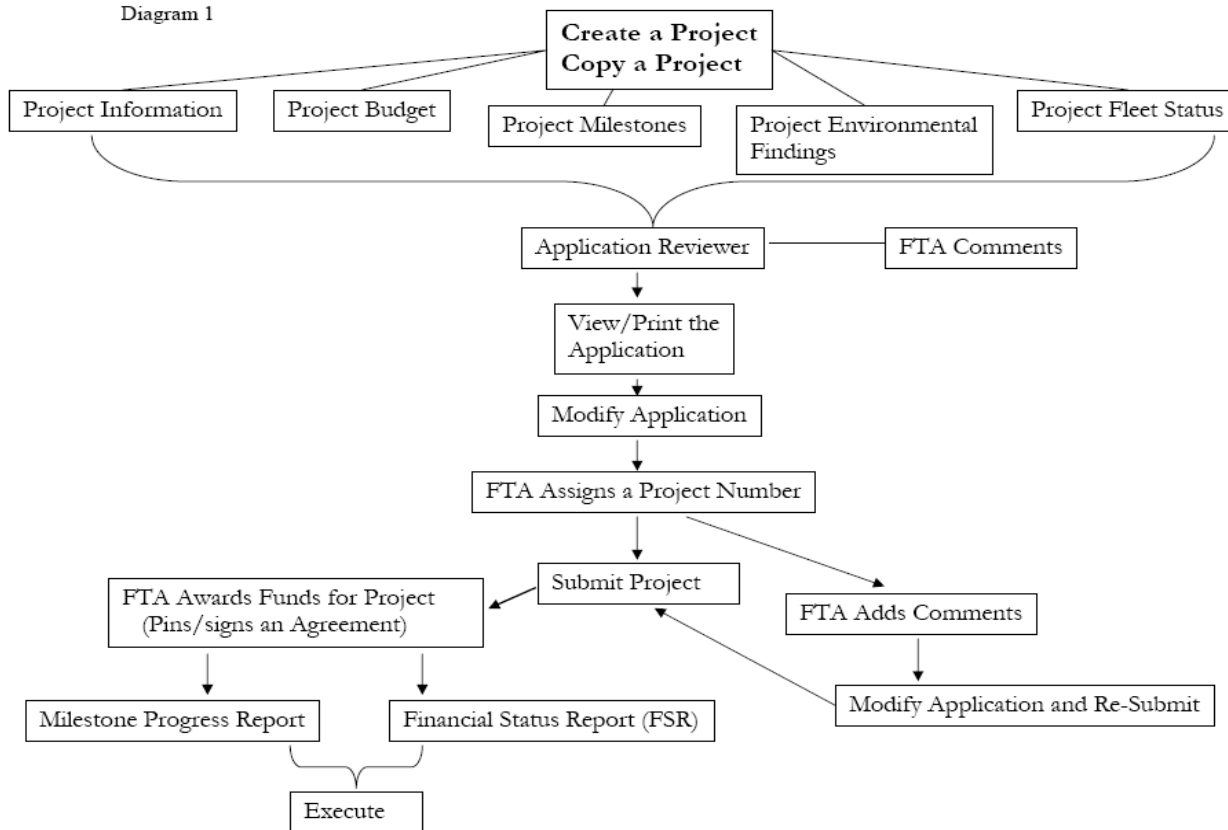
Pre Award



TEAM-Web User Guide

Print Date: 3/10/2008

Diagram 1



Chapter 3 Page: 5





TeamWeb Basics (Continued)

Create New Project [CANCEL] [OK]

New Project Detail | Project Description

Recipient ID: 6696 - COQUILLE TRIBE OF OREGON
COQUILLE TRIBE OF OREGON
PO BOX 783
3050 TREMONT ST
NORTH BEND, OR 97459 - 0

Enter a requested Project Number (FTA will approve or reassign):
Project Number:
Section of Statute: Not Specified
Brief Description:
Program Date:
Fiscal Year: 2007

Proposed Environmental Classifications:
Class I (EIS): No Yes
Class II (CE): No Yes
Class III (EA): No Yes
Other (4(f),106): No Yes

Create New Project [CANCEL] [OK]

New Project Detail | Project Description

Recipient ID: 6696 - COQUILLE TRIBE OF OREGON
COQUILLE TRIBE OF OREGON
PO BOX 783
3050 TREMONT ST
NORTH BEND, OR 97459 - 0

Project Description





TeamWeb Basics (Continued)

https://ftateamweb.fta.dot.gov/?appIndex=9&amendment_id=232953&contract_id=232953&AllowGN...

Project Information

General | Control Totals | UZA/Cong Dist | Earmarks | Security

Recipient: 1177 ILLINOIS DOT
STATE OF ILLINOIS DEPARTMENT OF TRANSPORTATION

Project: Operating Assistance for SFY 06

Project Type: Grant Award

New/Amendment: New

Amend Reason: Initial Application

Recip. Type: State Agency

Sec of Statute:

Fed Dom Asst#: 20.509 - Formula Grants for Other Than Urbanized Are

FTA Proj Mgr:

Recip Contact:

State Appl ID:

Est Start/End:

Rec by State:

EO 12372 Review: Yes No N/A

Contract No:

Rev Date:

Planning Grant: Yes No

Program Date: 7/1/2005

Program Page:

Application Type: Paper Elect

Supplemental Agreement: Yes No

Project Description

Done Trusted sites 100%

Making
Changes





TeamWeb Basics (Continued)

https://ftateamweb.fta.dot.gov/?appIndex=9&amendment_id=232953&project_id=&contract_id=232...

BUDGET(-1)

ADD DELETE [Icons]

PRJBUD

- 11100
 - 111201
 - 111301
- 11400
 - 114302
- 11700
 - 117101
- 11900
 - 119303
- OTHER

PROJECT CONTROL TOTALS: 0 \$1,481,833.00 \$1,481,833.00

DIFFERENCE: 0 \$1,481,833.00 \$1,481,833.00

Activity	Activity Line Item Description	Qty	FTA Amount	Total Elig. Cost
119303	CONSTRUCT LANDSCAPING / SCENIC BEA	0	\$0.00	\$0.00

11900 TRANSIT ENHANCEMENTS (BUS) 0 \$0.00 \$0.00

Scope/ALI: 119303

Std. Desc: CONSTRUCT LANDSCAPING / SCENIC

User Desc: CONSTRUCT LANDSCAPING / SCENIC

Fuel: [Dropdown]

Reviewer Messages: [Text Area]

Details: [Text Area]

Done Trusted sites 100%

The Budget





TeamWeb Basics (Continued)

Very Important

VA-90-0032 - Microsoft Internet Explorer

Milestones

Scope-ALI	Seq No	Milestone Description	Estimated Comp. Date
111201	1	RFP/IFB OUT FOR BID	
	2	CONTRACT AWARDED	
	3	FIRST BUS DELIVERED	
	4	ALL BUSES DELIVERED	
	5	CONTRACT COMPLETE	
11900	1	RFP/IFB Issued	
	2	Contract Award	
	3	Contract Complete	
11120-111301	1	RFP/IFB OUT FOR BID	
	2	CONTRACT AWARDED	

Line Item: 111201 buy replacement 40-ft bus
FTA Amount: \$1,400,000.00 Total Eligible Cost: \$1,750,000.00 Quantity: 5

Milestone Detailed Description

Environment Finding - Microsoft Internet Explorer

VA-90-0032

Activity Line Item # EFs

- PRJBUD 1
 - 111201 1
 - 11100 0
 - 111301 0
 - 11400 0
 - 114302 0
 - 11700 0
 - 117101 0
 - 11900 0
 - 119303 0
- OTHER 0

Line Item: 111201 BUY REPLACEMENT 40-FT BUS
FTA Amount: 1400000 Total Eligible Cost: 1750000 Quantity: 5

Env. Findings Table

#	Classification
1	Class II(c)

Environmental Finding #1 for ALI 111201 (Class II(c))

Select Categorical Exclusion Type

- Type 15: Alteration for elderly & persons w/ disabilities
- Type 16: Program Admin. & Operating Assistance
- Type 17: Purchase of vehicles
- Type 18: Track & railbed maintenance/improvements
- Type 19: Install/Purchase maintenance equipment
- Type 20: Promulgation of rules and regulations

The purchase of vehicles by the applicant where the use of these vehicles can be accommodated by existing facilities or by new facilities which themselves are within a CE.

Environmental Finding Details/Justification

Justification...



TeamWeb Basics (Continued)

VA-90-0032 - Microsoft Internet Explorer

Fleet Status

Fleet Status | Fleet Details

Fleet Type:

- Fixed Route
- Paratransit
- Light Rail
- Commuter Rail
- Heavy Rail
- Waterbourne
- Other

	I. Active Fleet	Before	Change	After
A. Peak Requirement		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
B. Spares		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
C. Total (A+B)		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
D. Spare Ratio (B/A)		<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>
II. Inactive Fleet				
A. Contingency		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
B. Pending Disposal		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
C. Total (A+B)		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
III. Total (I.C and II.C)				
		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Done | Internet





TeamWeb Basics (Continued)

The screenshot shows a web browser window with the URL https://ftateamweb.fta.dot.gov/?amendment_id=246787&scopeonly=1&autocal.... The page title is "Reviewer Findings". In the top right corner of the content area, there are three icons: a printer icon, a red "X" icon labeled "CANCEL", and a green checkmark icon labeled "OK".

ERROR in Budget:
The budget control totals input on the project information screen are not equal to the sum of all scopes in the detailed budget.
INSTRUCTIONS: Open the Project Information window and revise the control totals to match the sum of all scope activity or open the Budget Details window reconcile the scope data to the control totals..

ERROR in Budget:
Error on Budget Line Item #1: PRJBUD-Project Budget
This budget has no scopes. It must have at least one scope.

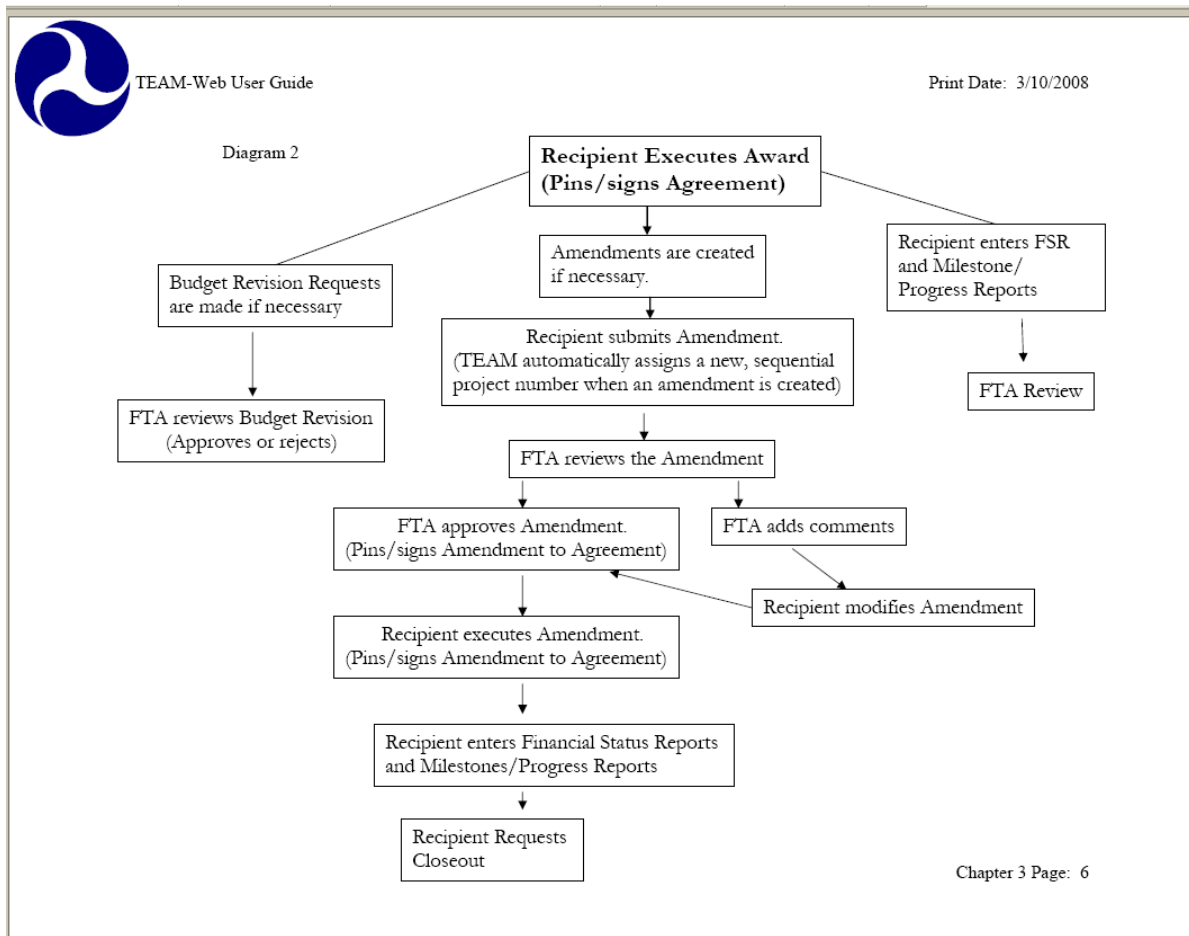
ERROR in Milestones:
The application must have at least one Milestone.
INSTRUCTIONS: Open the Milestones window and add at least one milestone for the application.

ERROR in Environmental Findings:
The application must have at least one Environmental Finding.
INSTRUCTIONS: Open the Environmental Findings window and add at least one finding.





TeamWeb Basics (Continued)



Post Award





TeamWeb Basics (Continued)

https://ftateamweb.fta.dot.gov/?ProjID=VA-90-X332-00&grantee_id=1458&appl...

Execute Award [CANCEL] [OK]

Summary | Award

Award Agreement

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION

**GRANT AGREEMENT
(FTA G-13, October 1, 2006)**

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official's electronic signature is entered for this Grant Agreement, FTA has Awarded Federal assistance in support of the Project described below. Upon Execution of this Grant Agreement by the Grantee named below, the Grantee affirms this FTA Award, and enters into this Grant Agreement with FTA. The following documents are

Please note that this verification is being recorded under the name of:

Officials Name:

Title: PIN:

Done | Trusted sites | 100%





TeamWeb Contacts

Jeffery Anoka – FTA Region IV

Phone: 404-865-5631

Email: jeffery.anoka@dot.gov

FTA TeamWeb Help Desk

Phone: 1-888-443-5305

Email: Team.HelpDesk@dot.gov





Questions?





Contact Information

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Team Leader

Community Planner

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Parris Orr

Community Planner

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Phone: 404.865.5617

Andres Ramirez

General Engineer

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Phone: 404.865.5611

Robert Buckley

Community Planner

Email: robert.buckley@dot.gov

Phone: 404-865-5618





ARRA

NCDOT – SCDOT FTA Training

August 5, 2009





FTA UPDATES

1. **ARRA – Purpose and Transit Funding**
2. **ARRA – Status of NC/SC Transit Funding and Grants**
3. **ARRA – Operating Assistance**
4. **ARRA – Reporting Requirements**



ARRA: Purpose

- ARRA designed to stimulate the economy, preserve and create jobs, help state and local faltering economies
 - **Recovery**
 - Maintain and create jobs
 - Infuse cash into cash strapped state and local economies
 - **Reinvest**
 - Build and repair infrastructure
- ARRA fundamentals:
 - Responsibility
 - Accountability
 - Transparency
- FTA must ensure purposes and goals are met



ARRA Transit Funding

Program	Amount	Purpose
Urbanized Area Formula (Inc sec 5340)	\$5.97 B	Capital and Operating (10%)*
Non-Urbanized Area Formula (Inc sec 5340)	\$760 M	Capital and Operating (10%)*
Fixed Guideway Modernization Formula	\$742 M	Capital only
New Starts / Small Starts	\$742 M	Discretionary Capital only
Energy Program (TIGGER) [new]	\$100 M	Discretionary Capital only
Tribal Transit	\$17 M	Discretionary Capital only
STP FUNDS MAY BE FLEXED	TBD – Flexed to ARRA Formula Programs	For Ready to Go ARRA Eligible Transit Projects
TOTAL TRANSIT	\$8.4 B	

Note: Amounts are after takedown for Administration and Oversight



ARRA Transit Formula Funding - NC

- Large UZAs (Section 5307)
 - North Carolina
 - Asheville - \$2,590,439
 - Charlotte - \$20,766,306
 - Durham - \$8,377,719
 - Fayetteville - \$3,129,010
 - Greensboro - \$5,455,967
 - Raleigh - \$9,087,039
 - Winston-Salem - \$3,810,207



ARRA Transit Formula Funding - SC

- Large UZAs (Section 5307)
 - South Carolina
 - Charleston - \$6,478,887
 - Columbia – \$5,346,374
 - Greenville - \$2,989,341



ARRA Transit Formula Funding – NC/SC

- Rural Funding (Section 5311)
 - NCDOT - \$33,055,504
 - SCDOT - \$16,617,727

- Small Urbanized Area Funding (Section 5307 – Governor’s Apportionment)
 - NCDOT - \$17,290,589
 - SCDOT - \$9,041,882



ARRA Transit Formula Funding – NC/SC

- **TOTAL**

NCDOT - \$103,562,780

SCDOT - \$40,474,210



ARRA Grant Statistics – NC

- 21 FTA Grantees / 23 ARRA Grants
 - 1 Grants in draft; not yet submitted
 - 22 Grants Submitted
 - 0 Grants at DOL
 - 5 Grants back from DOL; not yet entered release
 - 4 Awaiting release
 - 13 Awarded/Obligated



ARRA Grant Statistics – SC

- 12 FTA Grantees / 13 ARRA Grants
 - 1 Grants in draft; not yet submitted
 - 12 Grants submitted
 - 0 Grants at DOL
 - 3 Grant back from DOL; not yet entered release
 - 2 Awaiting release
 - 7 Awarded/Obligated



ARRA Transit Projects – NC/SC

- Vehicle Expansions and Replacements (vans, buses)
- Facility/Station Construction and Rehabs; Bus Shelters; P&R Lots
- ITS – Automatic Vehicle Locators and Passenger Information Systems
- Bus/Facility Security Upgrades
- Preventative Maintenance



ARRA – Operating Assistance

- Now eligible under ARRA! Up to 10%
- Supplemental Appropriations Act, 2009 (H.R. 2346)
- TIP/STIP Modifications and/or Amendments will be necessary
- Local planning process must be followed
- Changes that affect transportation air quality conformity determinations require formal TIP/STIP amendment
- Notify FTA if going to pursue; split letters needed
- Grant Amendments will be necessary; new scope being added; no NEW money unless the full amount was not obligated in the first application
- DOL certification required
- Please wait! If not needed immediately



ARRA - Reporting Requirements

- FTA Financial and Milestone Progress Reports – Oct 10
- ARRA Sec.1201(c)(2) DOT – August 16
- ARRA Sec. 1512 – October 10
- ARRA Sec. 1609



QUESTIONS?