

TEAM Common Comments
2/1/2011

All Grants

Project Information

1. STIP –Attach STIP page to grant application. Use FTA TIP/STIP approval date as program date.
2. Governor's Apportionment Allocation Letter – attached the Governor's apportionment Letter to your application (Section 5307 small urban)
3. FTA Manager/Recipient Contact – Add both contact names and telephone numbers
4. Start/End Dates – Project start/end dates must match milestone start/end dates

Project Details

1. Indicate total federal apportionment, fiscal year and brief summary of application. Add for the first sentence, "This is an FY XXXX Section XXXX application in the amount of \$XXXX. The application is for XXXX."
2. Please add a statement that "XXXX will follow all 3rd party procurement policies as defined in C4220.1F (Third Party Contracting Guidance)."
3. Please add a statement that "XXXX will ensure contractors procured will not be on the FTA Suspension and Debarment list".
4. Amendments – Separate original application from Amendment by adding first line to project details, "AMENDMENT #X" and then second line, "This amendment is for FY XXXX Section XXXX funds in the amount of \$XXXX. The amendment is for "XXXX".

Budget (Extended Budget Descriptions)

1. Please add useful life information for all bus ALIs and capital equipment over \$5K (refer to circular 5010.D Useful Life). Please add this information in the Extended Budget Descriptions. For Section 5311 only add useful life information for items over \$5K not identified in State Management Plan.
2. Ensure that quantity of the capital purchases is included in the budget in the quantity field (please ensure this matches the language in extended budget description).
3. For any Expansion ALIs – please explain the need for expansion and who will operate (example: XXXX will expand transit in the XXXX due to increased ridership of the general public. This was determined based on monthly ridership numbers of the past several years and a recommendation of the XXXX transit plan. XXXX will operate the service.
4. Engineering and Design ALIs – For all Engineering and Design ALIs include:
 - a. The total estimated cost of eng/design and construction of the facility. The eng/design of a facility should not exceed 10% of the total cost (as a rule of thumb). If more, please explain and provide documentation
 - b. The schedule for the design, engineering and construction phases of the project
 - c. A schematic drawing of the facility (if available)
 - d. Indication if the design and/or engineering will be completed in house or contracted out.

- e. Ensure independent cost estimates and corresponding cost/price analyzes have and will be conducted. Include statement, "XX certifies an independent cost estimate will be prepared and available on file along with the corresponding cost/price analysis for the scope of work of the project".
5. Facility Construction or Rehabilitation ALIs – For all Facility Construction or Rehabilitation ALIs include:
 - a. Detailed scope of project
 - b. Total estimated cost
 - c. Schedule of project
 - d. A schematic drawing of the project/facility
 - e. Any additional local, state or federal funds for the project/facility
 - f. Identify "sister grants" associated with project/facility
 - g. Indication if the construction management and project oversight will be conducted in-house or contracted out.
 - h. Ensure independent cost estimates and corresponding cost/price analyzes have and will be conducted. Include statement, "XX certifies an independent cost estimate will be prepared and available on file along with the corresponding cost/price analysis for the scope of work of the project".
6. For Bus Passenger Shelter please include information on the type of shelters (concrete, wood, metal, stucco, etc?).
7. For Capital Cost of Contracting ALI - This is a XXXX contract (for example, Turnkey Contract - contractor provides vehicles, maintenance, and transit service) in the amount \$XXXX.
8. Per 5010D, if doing Preventative Maintenance work in-house, XXX must have established a force account plan to have on file. A force account plan is required to have on file for in-house PM activities over \$100,000.
9. Preventative Maintenance and Operating ALIs – Include the period for PM and/or operations.
10. Amendments – Add first sentence for every amended ALI to include, "Amendment #X – This amendment will increase/decreases this ALI by \$XXXX." Include justification for the amendment.

Milestones –

1. Please make sure your milestone dates match your project start/end dates.
2. Every ALI must have a minimum of two milestone dates – initial and final expenditure dates.
3. Please note you can change the milestone description to more adequately reflect the project milestones.
4. Do not include milestones for project scopes.

Environmental Findings –

1. Every ALI must have an Environmental Finding (only select one per ALI)
2. Do not include Environmental Findings for project scopes
3. For all Environmental Findings that are an Ild (documented categorical exclusions), documentation must be attached along with an FTA concurrence letter.

Fleet Status/Spare Ratio

1. Fleet status must be completed for all Section 5307 and Section 5309 applications.
2. Spare ratios of grantees with 50 or more fixed-route revenue vehicles should not exceed 20 percent of the number of vehicles operated in peak service.
3. For all replacement vehicles – please include the make, model, year and mileage of the replaced vehicle.

Section 5303/5304

1. Include the federal approval dates of all the Unified Planning Work Program
2. Include the allocation for each MPO (this can attached, in the project details or extended budget description)

Section 5311

1. Program of Projects (POP). The POP must include:
 - a. The subrecipients and indicate whether they are private non-profit agencies, public bodies, or private providers of transportation service, designates the areas served (including Congressional Districts), and identifies any tribal entities.
 - b. Identify the intercity bus and RTAP projects.
 - c. Include a brief description of the projects, total project cost and Federal share for each project, and the amount of funds used for program administration from the 15 percent allowed.
2. 5311f – Intercity Bus - Section 5311(f) requires each State to expend at least 15% of its annual Section 5311 apportionment to carry out a program to develop and support intercity bus transportation unless the Governor's certifies that intercity bus needs of the state are being met adequately. The project details must include:
 - a. A description of the States intercity bus program
 - b. Include the 15% allocation
 - c. If the Intercity Bus not included in the application please indicate why and either
 - i. Provide the governors certification that all intercity bus needs have been met and the consultation meeting date with the intercity bus providers in making this certification
 - ii. When the 15% will be amended to the application.
3. 5311f – use Scope 634-00 for all Intercity Bus ALIs.
4. RTAP – This is funded at 100% federal and use Scope 656-00.
5. State Administration – 15% of the apportionment is eligible at 100% federal. In the extended budget description provide a detailed scope on the State Administration activities.
6. For Section 5311, please add a statement" All subrecipients will follow useful life standards as defined in the XXXX State Management Plan."

Section 5310

1. Please ensure all the selected projects are eligible and meet the goals of the Section 5310 program. This should be included in the extended budget descriptions.
2. Please ensure all the selected projects are derived from a coordinated plan.

3. Include and attach a Program of Projects (POP). The POP should:
 - a. Identify projects by subrecipient. Also include per subrecipient if they are rural or small urban and if projects are capital or operating
 - b. Agency type (non-profit, governmental authorities, or private operators of public transportation services)
 - c. Project description
 - d. Total project costs and federal share and the amount of funds required for planning and program administration
 - e. Name of the applicable coordinated plan, page number where the project or strategy is located within the plan and date adopted.
4. Program/State Administration – Up to 10% of the recipient's total apportionment may be used to fund program administration costs at 100% federal share. Use Scope 610-00, ALI 11.80.00.

Section 5316 and 5317

1. Attached the Section 5316/5317 Designated Recipient (DR) letter to the grant application
2. Include to FTA approval date of the Section 5316/5317 Program Management or State Management plans.
3. Include a summary of the competitive selection process in the project details section of the grant application. This should include the dates for any coordination meetings, the "call for projects" and the when the projects were selected.
4. Please ensure all the selected projects are eligible and meet the goals of the Section 5316 and 5317 programs. This should be included in the extended budget descriptions.
5. Please ensure all selected projects are derived from a Coordinated Plan
6. Include and attach a Program of Projects (POP). The POP should:
 - a. Identify projects by subrecipient. Also include per subrecipient if they are rural or small urban and if projects are capital or operating
 - b. Agency type (non-profit, governmental authorities, or private operators of public transportation services)
 - c. Project description
 - d. Total project costs and federal share and the amount of funds required for planning and program administration
 - e. Name of the applicable coordinated plan, page number where the project or strategy is located within the plan and date adopted.
7. Program/State Administration – Up to 10% of the recipient's total apportionment may be used to fund program administration costs at 100% federal share. Use Scope 610-00, ALI 11.80.00.