



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
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REGION 10 BULLETIN NO: 2016-06

Subject: FY 2016 Certifications and Assurances

Date: March 4, 2016

Over the next few days, the Federal Transit Administration (FTA) will publish a notice in the Federal Register, making available the Fiscal Year (FY) 2016 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements. To access the FY 2016 Certifications and Assurances prior to the Federal Register publication, please use this link: http://www.fta.dot.gov/12825_16702.html.

The FY 2016 Certifications and Assurances are effective October 1, 2015, the first day of FY 2016.

Overview

Certifications and Assurances are pre-award representations typically required by Federal law or regulation that FTA grantees must submit before FTA may provide Federal funding for its projects. When submitted to the FTA, the grantee is agreeing to comply with those terms contained within. The FY 2016 Certifications and Assurances remain in effect until the grantee's project is closed or the useful life of its project property has expired, whichever is later.

Please note that the FY 2016 Certifications and Assurances are not a complete list of Federal requirements. The FY 2016 Master Agreement provides and identifies many of those requirements and can be accessed using this link: http://www.fta.dot.gov/documents/22-Master_Agreement_FY2016_-_3-1-15_-_FINAL.pdf.

In addition to the information in the Certifications and Assurances, the FY 2016 Master Agreement, and the FY 2016 Apportionment Notice (<https://www.gpo.gov/fdsys/pkg/FR-2016-02-16/pdf/2016-02821.pdf>), FTA strongly encourages grantees and their current and prospective Third Party Participants to review all Federal legislations, regulations, and guidance that apply to your proposed project.

Applicability

The annual certification and assurances requirement is applicable to all FTA funding programs. Specifically, it is applicable to grantees with active grants or intending to apply for grant funds in FY 2016.

When to Submit

- *For grantees that have active grants/projects:* FTA expects to receive your FY 2016 Certifications and Assurances **within 90 days from the date of the Federal Register publication.**
- *For grantees applying for grant funds in FY 2016:* FTA expects to receive your FY 2016 Certifications and Assurances before or concurrent with the grantee's first grant application for the fiscal year, whichever comes first. FTA will not be able to award new grants until the FY 2016 Certifications and Assurances have been submitted.

How to Submit

Grantees must submit the certifications and assurances in **both** of the following methods:

- *Electronic submission.* All grantees must submit the FY 2016 Certifications and Assurances in the Transit Award Management System (TrAMS).
- *Paper submission.* Grantees must also submit the FY 2016 Certifications and Assurances by scanning and uploading the paper version in TrAMS. Grantees are required to maintain the original hard copy versions within their files.

For electronic submission in TrAMS, please do so in the specified sequential order below:

1. Your agency's authorized representative (typically the Executive Officer or his/her designee) must select all "Groups" of the FY 2016 Certifications and Assurances that apply to your agency and the projects for which it seeks FTA funding in FY 2016.
2. After appropriate selections are made, the authorized representative will be required to enter his/her four-digit personal identification number (PIN), which is equivalent to an electronic signature.
3. After the agency's authorized representative "PINed", the agency's attorney (or authorized personnel) will need to enter his/her PIN to affirm that the authorized representative has sufficient authority under its State and local law to certify its compliance with the FY 2016 Certification and Assurances selected on the agency's behalf.

For further information, please contact Region 10's Amy Changchien at 206-220-4464 or email amy.changchien@dot.gov.

Sincerely,

R.F. Krochalis
Regional Administrator



Encl: FY 2016 Annual List of Certifications and Assurances
FY 2016 Master Agreement