

FY 2011 Region IV Bulletin



Federal Transit Administration Region IV

October 28, 2010

ORGANIZATIONAL UPDATES

New Staff/Geographic Assignments

We have been busy in Region IV with many new hires and a few departures over the last year! With all the new hires, departures, and the creation of the Georgia-Florida Pilot Team described below, several new geographic assignments have been made for the region. These assignments will be effective starting November 1, 2010. The new geographic assignments were sent out on Monday, October 18, 2010 to all the General Managers. There have been a few updates since that email and have been posted on the Region IV website at:

http://www.fta.dot.gov/documents/Geographic_Assignments_2010-11_Rev_02.pdf

Georgia-Florida Pilot Team

FTA is pleased to announce that we are piloting another new Team that will serve grantees in Georgia and Florida, and Charlotte, NC. This new Team of 7 individuals will allow FTA to be more engaged in early project development, grants management, and the implementation and oversight of transit projects in these particular geographical areas.

The Team members include Margarita Sandberg, Keith Melton, Elizabeth Orr, Tajsha LaShore, Darreyl Davis, Francis Alomia and Christopher White. Auxiliary support will also be provided by the State Programs Team, our Environmental Protection Specialist, and our ARRA engineers.

PROGRAMMATIC UPDATES

SAFETEA-LU/Continuing Resolution

On September 30, Congress enacted a continuing resolution (CR) to fund the federal government through December 3, 2010 at FY 2010 levels that included funding for transit, passenger rail and security programs. In addition, the current surface transportation authorizing law expires on December 31, 2010.

FY 2010 Funding and Grants

FTA Region IV processed 311 grants in FY 2010, totaling approximately \$920M. We also awarded 112 ARRA grants (including amendments) for a total of \$170M. Thank you for your continued partnership in obligating these dollars by the required deadlines. Below is a breakdown by State of the FY 2010 grant awards.

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FY 2010 Grant Awards – Region IV

(Table does not include ARRA awards)

UZA	Total Grants	Total Obligations
Alabama	21	\$38,613,119
Florida	82	\$344,475,774
Georgia	36	\$184,155,452
Kentucky	24	\$39,546,574
Mississippi	7	\$25,347,054
North Carolina	49	\$120,513,686
Puerto Rico	16	\$48,979,560
South Carolina	29	\$40,215,106
Tennessee	47	\$79,135,319
Virgin Islands	0	-
TOTALS	311	\$920,981,644

PLANNING AND PROGRAM DEVELOPMENT

TEAM & Grant Application Deadlines:

TEAM is expected to reopen on Friday, October 29, 2010. Although we don't have the FY 2011 Apportionments yet, many of the grantees have carryover balances. Similar to last year, carryover balance notifications will be emailed to each of the grantees by November 5, 2010. All grantees with carryover balances are encouraged to apply as soon as TEAM reopens rather than waiting. This will also enable FTA to focus on new FY apportionment grants as soon as the apportionment notice is published.

In an effort to have staff resources available to assist with **current year annual apportionment grants** during the last quarter of the year (JULY – SEPT), we are requesting to have all **lapsing grant applications** entered in TEAM and under FTA review no later than **April 29, 2011**. Our Regional goal is to have all of the lapsing grant applications to DOL by **May 30, 2011**, thus enabling us to assist you with the FY 2011 apportionment applications as soon as it is published. Applications that do not require DOL review should be entered and under FTA review by **July 31, 2011**. These dates and others are summarized in the table below.

Critical Deadlines and Reminders for Grant Applications:

October 29, 2010	TEAM reopens: <ul style="list-style-type: none"> • Execute FY 2010 Awards • Pin FY 2011 Certifications and Assurances • Update Recipient Information Screen, which includes contact info for agency personnel • Check the Civil Rights screen to prevent delays from lapsed/expired programs • Begin entering Draft Grants for carryover balances, if known
November 5, 2010	Carryover notifications emailed by FTA to grantees and cc to MPOs
December 1, 2010	Response due to FTA regarding carryover and lapsing

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	<p>fund applications;</p> <ul style="list-style-type: none"> • Response should include a schedule for your applications and if you intend to lapse any funding
April 29, 2011	<p>Region IV lapsing grant deadline for all draft grants requiring DOL certification to be entered in TEAM and under FTA to review</p> <ul style="list-style-type: none"> • After you have ensured that the draft application has been entered accurately and completely, please notify your FTA representative to review the application.
May 31, 2011	<p>Region IV lapsing grant deadline for submission to DOL.</p> <ul style="list-style-type: none"> • Grant submissions for lapsing funds after this date will be handled on a case-by-base basis and may not make it through the grant review process in sufficient time to obligate during the FY. • DOL can take up to 30-60 days. • Following DOL certification, discretionary grants will be sent for Congressional Release (which can take 30-60 days).
June – July, 2011	<p>Review and processing of current year and non-lapsing Grant Applications and non-DOL grant applications; Discretionary Grants in Release</p> <ul style="list-style-type: none"> • We will prioritize the carryover and new FY apportionment application reviews during this period, particularly if the apportionment notice is late (FY 2010 was published in May 2010).
July 31, 2011	<p>Review IV grant deadline for non-DOL grant applications.</p>
August – September, 2011	<p>Obligations, Awards, and Execution of Grants</p> <ul style="list-style-type: none"> • During this time, we expect to obligate and award the funding that has been in process since May. This will include grants returning from DOL and if discretionary funding, following their release.

Helpful Hints as you plan your Program of Projects and Grant Applications for FY 2011:

1. **New Grant Applications vs. Grant Amendments:** when possible, we recommend that you determine if an amendment to ADD new funding is appropriate. Before entering a new application in TEAM, please discuss this possibility with your planner and/or grant representative.
2. **Project Eligibility:** If you are unsure if your proposed project or service is eligible after reviewing the program circulars, please consult your planner before entering it in a grant application. Particularly with the New Freedom, Job Access Reverse Commute and several of the discretionary programs.
3. **Environmental Coordination and Approval:** If you planning to pursue any facility-related projects (e.g. superstops, shelters, admin and/or maintenance facilities) to include rehabilitation, engineering and design, construction, or land acquisition, please make sure you contact your planner as soon as possible to determine the appropriate level of environmental documentation that will be required. This requirement must be met PRIOR to applying for a grant application to support these activities.

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4. **Flex Funds and Transfers:** If you are requesting funds to be transferred from FHWA to FTA, please contact Marie Lopez at marie.lopez@dot.gov to request a draft grant number before making your request to the MPO. Please be sure and identify the specific HWY program from which you will be requesting the transfer. Keep both your planner and Marie informed on the status of that transfer as it goes from the MPO, to the DOT, to FHWA, and ultimately to FTA. The draft number should be contained on all fund transfer documents.

FY 2011 Certifications and Assurances

Grantees will notice two required signatures when completing their FY 2011 Certifications and Assurances submissions, one for an “official” and one “attorney”. It is common for only one of the grantee’s employees to have TEAM access, with that employee typically signing the Certification and Assurances both as “attorney” and “official”. The preferred signature method is twofold. First, the party verifying the completion of the Certifications and Assurances as the grantee’s official representative should sign the document in TEAM as the “official”. The “attorney” signature should normally be executed by the attorney for the grantee who has reviewed the Certifications and Assurances on behalf of the grantee and verified legal compliance. If the “official” and “attorney” signatures are signed by the same person, FTA requests that the grantee provide a brief letter verifying that an attorney reviewed the Certifications and Assurances submitted by the grantee and apprised the grantee of FTA’s regulatory requirements as described in the Certifications and Assurances. This letter should be added in TEAM by the grantee.

Governor’s Apportionment Recipients / Supplemental Agreements: Supplemental agreements are required to be pinned in TEAM when a direct recipient (not the designated recipient) applies directly to FTA (See Page 15 of the Master Agreement: <http://www.fta.dot.gov/documents/17-Master.pdf>). Although this requirement is not new and as a result of several lessons learned, will be enforcing it starting with the Governor’s Apportionment (Section 5307) grantees with each of the FY 2011 Grant applications. We will be working with impacted grantees and DOTs to implement this requirement. We are excited as this will enable the DOTs to better track Governor’s apportionment obligations and deobligations, which should also prevent lapsing funds. Please note that FL and PR already have met this requirement and GA will not be impacted as they apply for all Governor’s apportionment funding directly. More information is being sent directly to the impacted grantees via memo.

TEAM Training

New and improved TEAM training is coming! FTA Region IV is currently developing a series of webinars in order to provide more consistent TEAM training throughout Region IV. These webinars will be rolled out to grantees during the first two weeks of December with specific dates forthcoming. From there they will be offered on a rotating basis each month. On-site TEAM training will also be offered periodically throughout the year. Dates and locations for that training are yet to be determined. Additional information regarding the content and dates for these webinars will be sent out during the month of November to all grantees. For any questions feel free to contact Robert Buckley at Robert.buckley@dot.gov, or 404-865-5618.

New Grantee Information

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Robert Buckley is the New Grantee Coordinator in Region IV. If you or an agency you know is interested in becoming a new grantee, please contact Robert Buckley. Our New Grantee Handbook is also available on our website:

http://www.fta.dot.gov/regions/region4/regional_offices_261.html.

Planning Certification Reviews

We have 13 Planning Certification Reviews identified for FY 2011. Transit agencies are reminded that they are expected to participate in these certification reviews. Both FHWA and FTA staff will be present for the reviews. Please ensure that your agency participates in these reviews. The following urbanized areas are scheduled for a review: Mobile, AL; Miami (3 MPOs), Orlando, Daytona, FL; Atlanta, Columbus (GA-AL), Savannah, GA; Lexington, KY; Charlotte (NC-SC), Durham, NC; Charleston, Columbia, SC; Memphis, TN-AR-MS.

Environmental Program Updates

The FTA has embarked on a Pilot Program to hire Environmental Protection Specialists (EPS) in various Regional Offices. These positions are part of the Office of Planning and Environment (TPE), and report directly to the headquarters office. The specialists will be located in the Regional offices and serve as a resource for both grantees and staff. Region IV is excited to have Dale Youngkin on board in this position and we are looking forward to bringing a second individual on board soon! Dale is available to assist in early discussions regarding the appropriate class of action for NEPA documents, to participate in environmental scoping, and to provide technical assistance both internally and externally throughout the entire process. The main role of the position is to be involved early on in the environmental process to ensure that the NEPA documents produced are consistent with FTA requirements. The EPS position is available to assist with review of NEPA documents and related special studies, primarily for larger or more controversial projects, but the primary responsibility for NEPA review is still the FTA Planning staff.

Similar to last year, we are asking that you engage our office as soon as possible to discuss any proposed projects and determine, cooperatively, the appropriate environmental action. We encourage grantees to use the beginning of the fiscal year to prepare the requisite environmental documentation for FTA review. The environmental documentation must be reviewed and approved by FTA in advance of seeking Federal funds for real property or any construction related activities. Please allow 30 days for FTA review and comment of documented categorical exclusions, EAs, and EISs. Be sure to allocate the appropriate timeframes for public comment and, if applicable, public hearings in your project schedules.

Please review the FTA Environmental Analysis and Review website located at http://www.fta.dot.gov/planning/planning_environment_5222.html. This website provides all the necessary information to guide transit agencies, resource agencies, and the public through the environmental review process for transit projects and improvements that receive Federal funds. Please also visit the Region IV Grantee Resource Center (http://www.fta.dot.gov/regions/region4/regional_offices_261.html) for a copy of the updated Documented Categorical Exclusion Template.

Very Small Starts, Small Starts and New Starts Programs

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The FTA published the Advanced Notice of Proposed Rulemaking (ANPRM) in the *Federal Register* on Thursday, June 3, 2010 regarding the New Starts and Small Starts Programs. FTA sought public input on how to improve its calculation of “cost effectiveness,” including whether FTA should measure quantifiable benefits other than reduced travel time. In addition, FTA sought comment on how it should evaluate environmental benefits and economic development effects. Information gathered from this ANPRM will inform FTA’s broader effort, next year, to amend the regulations that govern its New Starts and Small Starts programs. Comments were due by August 2, 2010. Currently, FTA is currently compiling and reviewing the comments. Further public outreach and information should be made available later in FY 2011. For ANPRM can be found at: <http://edocket.access.gpo.gov/2010/pdf/2010-13423.pdf>.

Please check out FTA’s New Starts website at http://www.fta.dot.gov/planning/planning_environment_5221.html for any future updates.

Proposed Urban Area Criteria for the 2010 Census

The Census Bureau Proposed Urban Area Criteria for the 2010 Census Federal Register (FR) was published on August 24, 2010. The FR provides the Census Bureau's proposed criteria for defining urban areas based on the results of the 2010 Decennial Census. It also provides a description of the changes from the final criteria used for Census 2000. The Census Bureau is requesting public comment on these proposed criteria in writing no later than November 22, 2010. The federal register can be found at:

<http://www.gpo.gov/fdsys/pkg/FR-2010-08-24/pdf/2010-20808.pdf>

The proposed urbanized area changes have the potential to affect numerous FTA grantees based on current policies. FTA encourages all grantees to review the FR and provide comments if applicable.

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PROGRAM MANAGEMENT AND OVERSIGHT

The OOPM staff would like to thank everyone for their responsiveness to our inquiries on a vast array of elements. We thought it would be a good opportunity to provide a brief overview of some upcoming activities in FY 2011.

Oversight Reviews:

In FY 2011, we are anticipating having:

- 44 triennial reviews
- 12 financial reviews
- 4 procurement system reviews
- ARRA reviews and site visits by the ARRA staff.

If you are having a triennial review you will probably not have a special ARRA review unless there are issues that arise during the fiscal year that need further clarification. If you are not having a triennial review in 2011 or if you have had repeat findings from a previous triennial review, expect a FTA site visit, Special ARRA review or both depending on your situation.

Focus Areas for Oversight Reviews:

- Financial
- Procurement
- Buy America,
- NTD
- Preventive Maintenance

If you are having issues or have any questions during your project implementation, please contact your Program Manager for assistance. Please check and test your processes to ensure that you have adequate controls in place.

Oversight Workshops:

We are also in the process of scheduling a 2011 Triennial Review Workshop in Atlanta and one in Florida, or both in Atlanta. This workshop has not been scheduled but it will most likely be in late January/February 2011. Please notify us if you preference. We are also planning to have a Procurement System Workshop in the Orlando Area. No date has been scheduled but we are trying to have this workshop before the conclusion of the "calendar" year. Lastly, a State Management Review Workshop is scheduled to take place in Nashville, TN in February 2011. Once the workshops have been scheduled we will notify all grantees.

NTI Oversight Training:

National Transit Institute (NTI) will be hosting a number of courses this year in the region. Some of the upcoming courses included in the region include "[Transit Asset Management](#)" on November 9 and 10, 2010 in Atlanta, Georgia and the "[Project Management for transit Professionals](#)" on November 18 and 19 2010 in Birmingham, AL. You can register by going to the NTI website (www.ntionline.com).

ARRA Reporting and Oversight:

Now that all of the ARRA dollars have been obligated, grantees are reminded to implement projects on schedule and continue reporting per the statutory deadlines. We

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continue to provide ARRA oversight and our ARRA engineers will be working with you throughout the year on the implementation and oversight of your projects. For more on ARRA reporting, please visit: http://www.fta.dot.gov/index_9440_10542.html

TEAM Federal Financial Report (FFR) and (MPR)

As a reminder, Quarterly FFRs and MPRs are due 30 days after the end of the quarter for ALL: 1) Active grants made to grantees in areas over 200,000, 2) ARRA grants; and 3) Section 5309 grants (regardless of UZA size). Please be sure to update expired milestones and provide narrative progress reports. For more information on these reports and what they contain, please visit FTA Circular 5010.1C or contact your program manager.

For areas under 200,000, annual FFRs and MPRs are due for all of your other grants (non-ARRA, non-5309) no later than October 30.

DISCRETIONARY PROGRAMS

In Fiscal Year 2010, FTA provided over \$1.25B in discretionary funding for the following programs listed below. To date, the Urban Circulator, Bus and Bus Facility Livability and State of Good Repair Program awards have been announced. The State of Good Repair Program is the largest single allocation of discretionary funding in FTA's history. The other programs, still pending award, will be announced in the upcoming months.

Awarded – Congratulations Region IV Recipients!

- **Urban Circulator Program - \$150M – One project in Region IV:**
 - City of Charlotte, NC - Charlotte Street Car: \$25M
- **Bus and Bus Facility Livability Program - \$150M – Five projects in Region IV:**
 - Broward County Transportation Department-Broward Boulevard Livable Mobility Plan: \$8M
 - LYNX Orlando- Urban Trail Project:\$1.2M
 - Kentucky Transit Cabinet – Transit Hub Downtown Revitalization Project: \$5.0M
 - City of Asheville – Fleet Replacement: \$428,000
 - South Carolina DOT – Multi-use trail, pedestrian connectors, buses, shelters, signage: \$3.1M
- **State of Good Repair - \$775M – 20 Region IV projects:**
 - Alabama
 - City of Huntsville, Public Transit - Rehabilitate and Renovate Bus Shelters, Maintenance Facility: \$620,000
 - Georgia
 - Metropolitan Atlanta Rapid Transit Authority (MARTA) - Brady Mobility Facility: \$18.3M
 - Metropolitan Atlanta Rapid Transit Authority (MARTA) - Transit Asset Management: \$1.4M
 - Florida
 - Manatee County Area Transit (MCAT)-Construction of Transit Administration/Fleet Maintenance Facility:\$15.9M
 - City of Gainesville-Maintenance Facility:\$10.7M

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- St. Lucie County Board of County Commissioners (BOCC)-Transit Vehicle Replacement:\$4.5M
- Jacksonville Transportation Authority-Skyway Bus Hub Civil Repair and Refurbishment:\$2.4M
- Broward County Transportation Department-Transit Asset Management: \$1M
- Kentucky
 - Kentucky Transportation Cabinet/ Office of Transportation Delivery - Statewide Transit Improvements: \$5.6M
 - Kentucky Transportation Cabinet (Paducah Transit Authority) - Transit Vehicle Replacement: \$263,524
 - Transit Authority of Lexington Fayette Urban County (LexTran) - LexTran Construction & Rehabilitation of Administrative Maintenance Facility: \$8.8M
 - Transit Authority of River City (TARC) - TARC Fare Collection System Replacement: \$ 2.5M
- North Carolina
 - City of Ashville - Transit Vehicle Replacement: \$1.4M
 - Cape Fear Public Transportation Authority - Wave Transit Operations & Maintenance Facility: \$6M
 - City of Charlotte - Maintain and Restore System (MARS) Project: \$ 1.5M
 - Charlotte Area Transit System (CATS) - Transit Asset Management: \$400,000
- South Carolina
 - Charleston Area Regional Transportation Authority (CARTA) - North Charleston Regional Intermodal Transportation Facility: \$6.0M
 - Waccamaw Regional Transportation Authority (Coast RTA) - Electronic Farebox Equipment Project: \$144,000
- Tennessee
 - Chattanooga Area Regional Transportation Authority (CARTA) - Transit Asset Management: \$250,000
 - Memphis Area Transit Authority (MATA) - Transit Vehicle Replacement: \$7M
 - Nashville Metropolitan Transit Authority -Transit Asset Management: \$200,000
- **TIGER2 - \$600M – USDOT – 4 FTA projects in Region IV**
 - City of Atlanta Streetcar, \$47.7M
 - The City of Orlando Parramore BRT, \$10M
 - City of Ashville East Riverside Sustainable Communities (planning), \$850,000
 - City of Greenville SC Lining Greenville’s Neighborhoods to Jobs (planning), \$235,000

Under Review- Will be announced soon!

- Clean Fuels/Bus and Bus Facilities Programs - \$81M
- Alternative Analysis Program - \$26M
- Transit in the Parks - \$15M
- TIGGER II - \$75M

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CIVIL RIGHTS PROGRAMS

DBE Semi-Annual Reporting

New DBE Semi-Annual Reporting requirements will go into effective on January 15, 2010. Grantees will be submitting their Semi-Annual DBE Reports (ARRA only) in to the TEAM system on a Quarterly basis instead of the normal Semi-Annual basis (June and December 1). The December 1, 2010 Semi-Annual DBE report (ARRA only) will be the last paper submission for all FTA grantees and the regular Semi-Annual Reports for all FTA funds will still report on June and December 1st as a paper submission. The system has been beta tested over the past several months in preparation for the transition into TEAM.

Regional/Metropolitan Civil Rights Summit/Roundtable

On October 25-26, Region IV (TCR office of Civil Rights) will host a Regional/Metropolitan Civil Rights Summit/Roundtable. All Metropolitan Atlanta Grantees and U.S.DOT Modal Administrations representatives are invited. The purpose of this Roundtable/Summit is to solicit feedback information from the grantees and as well as access how FTA can better serve and assist in meeting and advancing Civil Rights requirements. An After-Action Report will be prepared at the conclusion of this meeting; if deemed appropriate future meetings may be conducted in other Metropolitan areas of Region IV.

Civil Rights Compliance Manual

To assist perspective and new grantees, the Office of Civil Rights is developing a new grantee Civil Rights Compliance Manual. This manual is a comprehensive document and training tool designed to acquaint all new to meeting and maintaining Civil Rights Compliance. Once the document is staff and approved; it will be placed on the FTA web-site as well as disseminated via email to each grantee.

Advocacy Award

On November 10, 2010, (FTA) Region IV will receive the Advocacy Award for outstanding achievements and contributions to Diversity. The award will be bestowed on FTA by the Greater Atlanta Economic Alliance. The Advocacy Award recognizes the institution, corporation, small business owner, advocacy, or advocacy group that has been on the cutting edge of diversity.

ENVIRONMENTAL SUSTAINABILITY/LIVABILITY

Sustainable Communities Regional-Level Working Group

Last year we told you about the creation of the Interagency Partnership for Sustainable Communities initiative and how Region IV of FTA took a leadership role in the formation of the Sustainable Communities Regional-level Working Group (SCRWG). The SCRWG was involved in a whirlwind of activities related to sustainable communities during FY2010. SCRWG activities in FY2010 included:

- Development of an extensive list of communities which are making plans for Sustainable Communities projects (for more information on the development of coordinated Sustainable Communities plans and the six Sustainable

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Communities Guiding Principles go to:
www.epa.gov/smartgrowth/partnership/index.html).

- Site visits to many of these communities to see first-hand the degree of progress being made on the Sustainable Communities projects.
- Bi-weekly SCRWG meetings to evaluate the Sustainable Communities projects for ways that the Projects could use available Sustainable Communities funding sources to advance the completion of the projects.
- Extensive discussions about additional ways the SCRWG could reach out to communities not familiar with the merits of the Sustainable Communities initiative in order to educate them about the improvements to the sustainability of their communities they could achieve by fostering the planning and implementation of Sustainable Communities projects.

Stay tuned to learn more about how the SCRWG will be active in the Sustainable Communities Initiative during FY2011, and beyond.

USHUD Region Planning Grants

FTA Region IV would like to congratulate the following seven organizations that were awarded USHUD Region Planning Grants in Region IV. The organizations include:

- East Alabama Regional Planning and Development Commission, Anniston, AL - \$225K
- South Florida Regional Planning Council, Hollywood, FL - \$4.25M
- University of Kentucky Research Foundation, Lexington, KY - \$680K
- Gulf Regional Planning Commission, Gulfport, MS, MS - \$2M
- Land of Sky Regional Council, Asheville, NC - \$1.6M
- Piedmont Authority for Regional Transportation, Greensboro, NC - \$1.6M
- City of Knoxville, TN - \$4.3M

UNITED WE RIDE

Region IV continues to work with United We Ride (UWR) Ambassador Jo Ann Hutchinson from the Community Transportation Association of America. If you are not on Jo Ann's mailing list and have not seen her blog, be sure to drop her a line – she has a wealth of information to assist you with your coordinated planning efforts. Jo Ann can be reached at Hutchinson@ctaa.org or at 800.891.0590, ext. 730. Region IV continues to conduct UWR Quarterly Calls with Jo Ann and FTA Headquarter Staff. Dates and the call in number for the FY 2011 Region IV UWR calls are below:

Tuesday, December 14, 10AM EST
Tuesday, March 8, 10AM EST
Tuesday, June 14, 10AM EST
Tuesday, September 13, 10AM EST
Tuesday, December 13, 10AM EST
Call in Number: 877. 810.2624, Pass Code: 49350047

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REGION IV WEBSITE

The Region IV website can be found at:

http://www.fta.dot.gov/regions/regional_offices_871.html. The website contains the latest organizational information, a grantee resource center and upcoming events in Region IV. Please add to your favorites and keep checking back for updates!

Also, if you haven't already signed up, please sign up on FTA's website to receive periodic updates. Click here to add your email address for periodic updates: [Sign up](#)

LET'S HAVE A GREAT NEW FY2011 YEAR!