

FTA ESMS Training and Technical Assistance Program

2015 Application Instructions

Transit agencies interested in applying for this program should submit a signed letter of application by October 30, 2015 to:

Federal Transit Administration
Office of Planning and Environment
c/o Antoinette Quagliata, E45-339
1200 New Jersey Avenue SE,
Washington, DC 20590
Or
Antoinette.quagliata@dot.gov

This letter should be signed by the head of the transit agency and contain the following information:

- 1) A brief description of the transit agency and its responsibilities.
- 2) The name of a Senior Executive who will have the responsibility and the authority for ensuring that the Environmental and Sustainability Management Systems (ESMS) is developed based on the program provided above.
- 3) A clear assurance that a Senior Executive in the organization will provide the necessary visibility, staff time, and other resources necessary to successfully develop and implement the ESMS through an ESMS implementation team. Ongoing Senior Executive support is the most critical factor for ensuring a successful and sustainable ESMS. Therefore, FTA is requesting that the Senior Executive attend all three ESMS Workshops in Roanoke, VA along with their four-member minimum ESMS team.
- 4) Identification of appropriate staff to make up the Core ESMS team which consists of the following members:
 - **Senior Executive:** Has the leadership responsibility and the authority for ensuring that the ESMS is developed based on the program provided above. Demonstrates management's commitment and leadership through active participation and support of the Management Representative, and provides resources, including staff time, to allow the Team to successfully develop and fully implement the ESMS. Ensures that the resources are in place to maintain and continuously improve the ESMS.
 - **Management Representative:** This person should be top management's representative and have the authority and responsibility to ensure that the ESMS is fully implemented through the FTA sponsored program. This team member would travel to, and participate in all workshops throughout the life of the FTA project.

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- **Environmental Champion:** Environmental Manager or comparable position. This person should be:
 - An excellent communicator
 - A respected leader
 - Technically competent
 - Effective at delegation
 - Experienced at implementing change
 - Knowledgeable at conducting systems audits
 - Capable of transferring information learned and developed at the workshops back to the facility/department.
- **Operations Manager/ Superintendent:** This person should have the following characteristics:
 - Strong knowledge of all facility/department operations
 - Respected by the organization
 - Possess strong communication skills
 - Effective at delegation
 - Exhibit leadership characteristics
 - Have the management authority to implement changes as necessary.
- **Administrative/ Executive Assistant:** This person should have the following characteristics:
 - Excellent computer skills
 - Able to institute ESMS software program
 - Be organized
 - Be diligent
 - Portray effective communication skills
 - Aptitudes for conducting audits and have environmental interests.

FTA will use a number of criteria to select participants, including:

- **How closely your ESMS Core Team aligns with the recommended team dedicated to ESMS implementation**
- **Organizational commitment by transit agency leadership to ESMS implementation;**
- **Geographical diversity;**
- **Previous environmental experiences and ongoing environmental and sustainability efforts; and**
- **Environmental challenges from operations and/or pending capital projects.**

Note, that up to ten transit agencies will be selected to participate, with preference given to those that have not previously participated in FTA's ESMS program. Once all applications are

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received, FTA will conduct follow-up interviews with applicants meeting the aforementioned criteria to discuss the information submitted in more detail and to obtain any other necessary information. FTA may consult with the contractor before final decisions are made. These final decisions will occur by November 2015, after which the contractor will work with each participant to schedule a site visit in early 2016. The schedule of the three workshops is as follows:

Workshop 1 – May 16-19, 2016

Workshop 2 – July 25-28, 2016

Workshop 3 – October 10-13, 2016

Each participating team will be responsible for travel to and from the workshops in Roanoke, VA. A portion of the accommodation costs will be covered directly through participation in the program.

For questions about the application process please contact Antoinette Quagliata at Antoinette.quagliata@dot.gov or 202-366-4265.