

TrAMS Application Review Checklist

Note: This checklist is a general guide for FTA grant applications. FTA may request additional information depending on each application and its specific requirements.

Date: _____

Recipient #: _____

Temp Application #: _____

FAIN: _____

	Y	N	N/A	Notes
Part 1: Recipient Information				
<ul style="list-style-type: none"> • Is General Information current / complete? <ul style="list-style-type: none"> ○ Is DUNS # entered? ○ Is SAMs information active? 				
<ul style="list-style-type: none"> • Are contact persons current / complete? <ul style="list-style-type: none"> ○ Are Grantee contacts, phone & e-mails entered? ○ Union info current / complete? 				
<ul style="list-style-type: none"> • Are Certifications & Assurances PIN'd by both designated official and attorney? <ul style="list-style-type: none"> ○ Is signature page of C&A's signed by Official and Attorney attached to Recipient Documents? ○ If one is signing for both the Official and the Attorney, is the Delegation of Authority letter attached? 				
<ul style="list-style-type: none"> • Are Civil Rights Program requirements current or in Review status? <ul style="list-style-type: none"> ○ EEO ○ Title VI ○ DBE Programs/Goals ○ <i>Grants cannot be submitted if any program is in "expired" status.</i> ○ <i>Contact the Civil Rights Officer at FTA, if needed.</i> 				
<ul style="list-style-type: none"> • Fleet Status: This information is kept at the Recipient level. Grantee is only asked to update their Fleet Status when the Rolling Stock scope is included in the application. 				
Part 2: Application Information				
<i>General</i>				
<ul style="list-style-type: none"> • Is project title adequate / appropriate? Include program type and fiscal year of funding. 				
<ul style="list-style-type: none"> • Is the appropriate Section of Statute Selected? 				
<ul style="list-style-type: none"> • Are Projects in Current/Fed. Approved STIP/TIP/UPWP? <ul style="list-style-type: none"> ○ Correct Program date (FTA approval date) included? ○ Correct Program Page provided? 				

TrAMS Application Review Checklist

Note: This checklist is a general guide for FTA grant applications. FTA may request additional information depending on each application and its specific requirements.

Date: _____

Recipient #: _____

Temp Application #: _____

FAIN: _____

	Y	N	N/A	Notes
• Attachment included?				
• Is Application Executive Summary adequate / complete? <ul style="list-style-type: none"> ○ Funding amount, section of statute, fiscal year, area funds apportioned to? ○ If Flex Funds, include # provided by FTA ○ Brief Overview of projects to be funded ○ Period of Performance End Date – Ensure a date is chosen where no obligations or expenditures are made after the end date has expired. ○ Specify if Recipient is designated/direct recipient. 				
•				
○ Is Application subject to Pre-award Authority?				
• Is Governor’s Apportionment/split letter attached/consistent with budget?				
• If Flex Funds, has transfer to FTA Region IV been completed?				
• Has POP been attached (if applicable), <ul style="list-style-type: none"> ○ Consistent with projects/ALIs? 				
• Are projects split appropriately? (i.e. construction/rehab separated into separate project within the application?)				
• Earmark and Discretionary Allocations Section completed?				
• Are projects eligible under earmark/consistent with original discretionary application (original discretionary application attached)?				
• Part 3: Project Information				
• <i>Project Narratives</i>				
• Is Project Overview adequate / complete? (Fiscal year of funding, amount of funding, references to other FTA grants supporting projects contained in this grant, overview of projects, etc.)				
○ Project Benefits completed and provides specific benefits?				
<i>Project Location</i>				

TrAMS Application Review Checklist

Note: This checklist is a general guide for FTA grant applications. FTA may request additional information depending on each application and its specific requirements.

Date: _____

Recipient #: _____

Temp Application #: _____

FAIN: _____

	Y	N	N/A	Notes
Correct UZA/Congressional Districts selected?				
<ul style="list-style-type: none"> • Location Narrative provides specific location of project (if applicable). 				
<ul style="list-style-type: none"> • <i>Project Control Totals/Activity Line Items</i> 				
Does Budget balance? Are funds available?				
<ul style="list-style-type: none"> • Are Scopes / ALI's / eligible / correct? <ul style="list-style-type: none"> ○ Is Federal / local match ratio(s) correct? <ul style="list-style-type: none"> ▪ If Transportation Development Credits (formerly toll revenue credits) are used as local match, listed in appropriate section? Is the state authorization letter or documentation attached in TrAMS? ○ Projects consistent with ALI descriptions? ○ Are quantities included for capital purchases (e.g. # of bus shelters, vehicles, etc.)? • Fuel Type selected for vehicle purchases? 				
<ul style="list-style-type: none"> • Are Extended Budget Descriptions adequate and complete? <ul style="list-style-type: none"> ○ Sufficient level of detail provided? ○ Useful life entered for capital items with individual value over \$5,000? ○ Define year of activity for operating assistance ○ Preventive maintenance ALI specified for current OR preceding year? ○ If real estate included: <ul style="list-style-type: none"> ▪ Uniform Act being followed? • FTA concurrence received (for over \$500k OR in-kind match)? 				
3 rd Party Contractor question marked as "Yes" if work will not be done in-house?				
<ul style="list-style-type: none"> • Is 1% for Security Expenditures (5307) accounted for? • NOTE: Non-add scope are not included in TrAMs. Non-add items should be noted in the EBDs. 				

TrAMS Application Review Checklist

Note: This checklist is a general guide for FTA grant applications. FTA may request additional information depending on each application and its specific requirements.

Date: _____

Recipient #: _____

Temp Application #: _____

FAIN: _____

	Y	N	N/A	Notes
<ul style="list-style-type: none"> • Are all applicable program eligibility requirements met? For example: <ul style="list-style-type: none"> ○ 5310: 55% capital for seniors & individuals with disabilities included? ○ 5311: 15% for intercity bus 				
<ul style="list-style-type: none"> ▪ <i>Milestones</i> 				
<ul style="list-style-type: none"> • Appropriate number of Milestones provided for each ALI? <ul style="list-style-type: none"> ○ Rolling Stock procurements have minimum of 5 milestones? ○ Activities w/contract award have min. of 3 milestones (RFP, contract award and contract complete)? • Other ALIs have min. of 2 milestones? (i.e. Initial expenditure and final expenditure) 				
Are Milestone(s) completion dates reasonable for each ALI?				
<ul style="list-style-type: none"> • Are Milestones for completing Environmental Mitigation activities entered in TEAM if required (one or more milestones) in addition to the usual milestones? <ul style="list-style-type: none"> ○ <i>Environmental Findings</i> 				
Are findings provided on project or ALI level as appropriate?				
<ul style="list-style-type: none"> ○ Are findings (Class of Action & Type) correct? 				
<ul style="list-style-type: none"> • Are findings supported by appropriate NEPA documentation attached <ul style="list-style-type: none"> ○ Documented CE ○ EA / FONSI • DEIS / FEIS / ROD 				
<ul style="list-style-type: none"> • If project is in air quality non-attainment area, is it exempt from conformity? If not, was the project-level conformity determination included in the NEPA review? 				
Part 4: Fleet Details				
<ul style="list-style-type: none"> • Fleet Status information completed (5307 or grants with rolling stock purchase)? 				

TrAMS Application Review Checklist

Note: This checklist is a general guide for FTA grant applications. FTA may request additional information depending on each application and its specific requirements.

Date: _____

Recipient #: _____

Temp Application #: _____

FAIN: _____

	Y	N	N/A	Notes
<ul style="list-style-type: none"> • NOTE: This information is now kept at the Recipient level. Grantee is only asked to update their Fleet Status when the Rolling Stock scope is included in the application. 				
<ul style="list-style-type: none"> • Is spare ratio in compliance with FTA 20% policy for grantees with 50 or more fixed buses? <ul style="list-style-type: none"> ○ Is the number of vehicles acquired consistent with the fleet status tables? 				
<ul style="list-style-type: none"> • List of vehicles to be replaced provided? Should include: <ul style="list-style-type: none"> ○ Make/Model ○ Year purchased/Age • Current Mileage 				
Expansion vehicles supported by appropriate documentation?				

DRAFT