



FEDERAL TRANSIT ADMINISTRATION

2018 SSO Program Workshop

SSO Grant Management

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U.S. Department of Transportation
Federal Transit Administration

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Grant Management

Regional Office

Primary point of contact for all grant related activities

Basic Requirement

Recipients must track and report on the progress of projects, expend grant funds on time, and close out projects and grants when project activity is completed

FTA Regional Process for SSO Grant funds

- Discuss scope elements, milestones, and associated attachments with grant recipient.
- Joint review between FTA regional office and FTA HQ office of transit safety and oversight.
- Follow-up with grant recipient for clarification and extra information, as required.

Reminder: SSO Formula Grant Program funds are available for the year of apportionment plus two additional years. **Any FY 2016 funds that remain unobligated at the close of business on September 30, 2018 will revert to FTA for reapportionment under the SSO Formula Grant Program.**



Common Grant Activities

Eligible



- ☒ In-State and out-of-State training and travel
- ☒ Training (for SSO personnel) taken at the rail transit system
- ☒ Staff wages and payments to contractors
- ☒ Vehicles, equipment, or information systems

Not Eligible



- ☒ Oversight of other (non-rail) transit modes
- ☒ Rail transit system operations, safety, or maintenance expenses
- ☒ Training for rail transit system personnel
- ☒ Expenses that benefit the rail transit system

Eligibility Questions

- ✓ Rent
- ✓ Leased vehicles
- ✓ Parking space
- ✓ Fuel Expenses

FAQs: <https://www.transit.dot.gov/regulations-and-guidance/safety/frequently-asked-questions-state-safety-oversight-formula-grant>

Grant Management

- Recipients should aim to complete projects within the period of availability of funds
 - 5329 Funds: Year of apportionment plus 2
- Once award funds are past the period of availability, the ability to amend the Award to change the scope is limited
- Funds deobligated within the period of availability are available for re-obligation to a new award

Post Award and Reporting

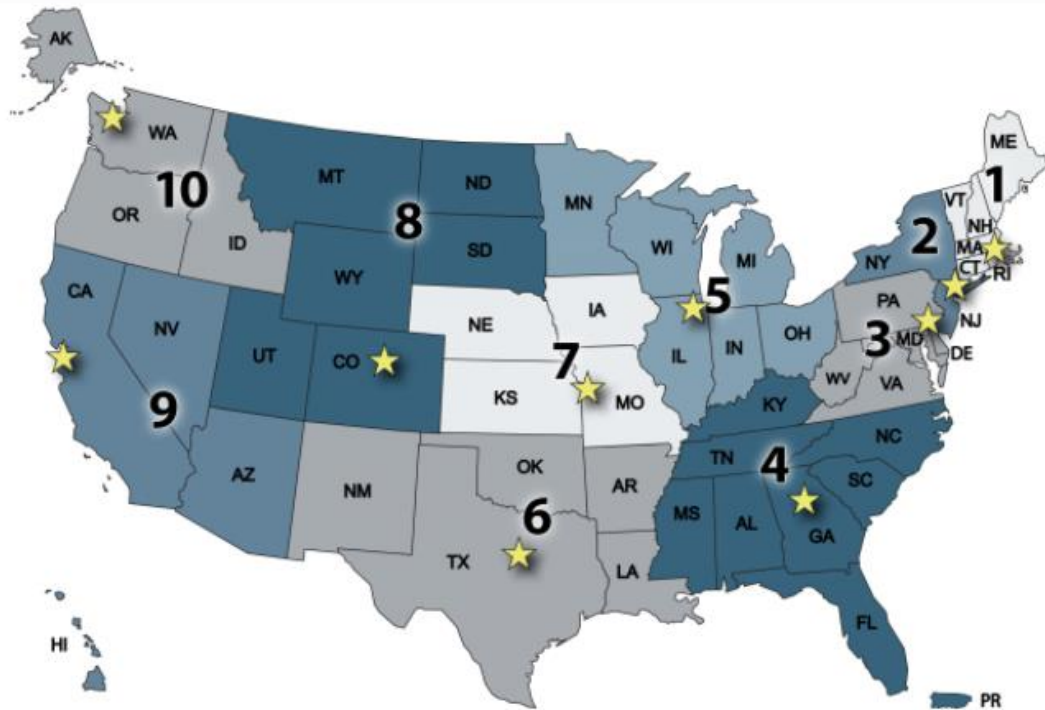
After a grant is awarded, States must submit **quarterly** Federal Financial Reports and Milestone Progress Reports.

- See the most recent version of FTA's Award Management Circular 5010.1E <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/award-management-requirements-circular-50101e> or contact your regional office for details.
- Note: all project expenditures, whether paid for with Federal award money or local matching funds, must comply with Federal requirements, including Buy America, civil rights, economic development, etc.

Grant Management Tips

- Identify available funds in existing awards before applying for new funds
- Spend oldest funds first for on-going expenses such as program administration
- Transfer small remaining balances to new line items
- Move delayed projects to newer awards and active projects to older awards
- Regularly reconcile balances with those in the TRAMS
- Tie third party contracts to projects, then tie projects to award

FTA Regional Contacts



<https://www.transit.dot.gov/about/regional-offices/regional-offices>

Questions?

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