



## Learn. Share. Engage.

This issue of the *Biweekly Message* focuses on the Agency Safety Plan (ASP) review and approval process and the Certification and Assurances process.

## Featured Resources

**New!** Get some tips for drafting and reviewing your ASP from [Lessons Learned from Voluntary Agency Safety Plan Reviews](#).

**New!** Additional Metropolitan Planning Organization (MPO) FAQs have been added to the [MPO FAQ page](#). The FAQs are also available as a [downloadable PDF](#).

**New!** Unable to attend one of the PTASP workshops? Access the [PTASP Bus Workshop Participant Guide](#) to review workshops topics and covered information.

**New!** Safety Performance Targets Webinar (February 4, 2020)  
[Webinar Presentation](#) | [Webinar Recording](#)

The [Sample Agency Safety Plan Development Timeline for Bus Transit Providers](#) and the [Sample Agency Safety Plan Development, Review, and Approval Timeline for RTAs and SSOAs](#) review ASP requirements and offer a suggested timeline, from initial plan development to approval by the Accountable Executive and Board of Directors (or Equivalent Authority).

Access the entire library by visiting FTA's [PTASP Technical Assistance Center website](#).

### Need Assistance?

Contact a PTASP Specialist today!



[PTASP-TAC@dot.gov](mailto:PTASP-TAC@dot.gov)



1-87 PTASP-AID  
1 (877) 827-7243

9 am to 8 pm EST, M-F

Did you know that FTA's Technical Assistance Center (TAC) offers voluntary reviews of draft ASPs?



**Submit your ASP by April 30, 2020, to guarantee review by TAC Specialists.**

(For more information, see also [Agency Safety Plan Review: What to Expect.](#))



### ASP Tip

#### ASP Review

Consider specifying a time frame and process for conducting the annual review of the ASP.

### Upcoming Webinar:

#### ASP Review, Approval, and Certification

When: February 26, 2-3:30 EST

[Register Here](#)



## Q & A Highlights

### Question 1:

Who signs, approves, and certifies the ASP?

#### FTA Response:

In every case, the transit agency's Accountable Executive must sign the ASP, and the transit agency's Board of Directors or Equivalent Authority must approve the ASP.

For rail transit agencies, the State Safety Oversight Agency must also review and approve the ASP.

States and direct recipients certify that they and their applicable subrecipients have met PTASP regulation requirements.

### Question 2:

How often does the Accountable Executive have to sign and the Board of Directors or Equivalent Authority have to approve the ASP?

#### FTA Response:

The Accountable Executive must sign, and the Board of Directors or Equivalent Authority must approve the initial ASP and subsequent updates of the ASP.

### Question 3:

Where do I certify compliance with 49 CFR Part 673 (Part 673)?

#### FTA Response:

States and transit agencies will self-certify using the Certifications and Assurances module of the [Transit Award Management System \(TrAMS\)](#).

### 2020 FTA PTASP Workshops

#### Region 3 (Philadelphia)

[March 4](#) or [March 5](#)

#### Region 8 (Denver)

[March 10](#) or [March 11](#)

#### Region 6 (Fort Worth)

[March 17](#) or [March 18](#)

At these one-day workshops, you will benefit from the following:

- **Sample ASPs** to help with drafting your ASP sections,
- **New exercises** to apply your knowledge of PTASP to help draft or review ASPs,
- **Techniques** to help you leverage existing processes and activities,
- **Resources** for drafting your ASP,
- **PTASP Specialists** available onsite to answer your questions or discuss your draft ASP, and
- **Approaches** to help ensure your ASP meets the PTASP Regulation (Part 673) requirements and is adequately documented.

### Upcoming Webinar:

#### Safety Risk Management ASP Section Lessons Learned

When: March 12, 2-3:30 EST

[Register Here](#)



#### Question 4:

When do I certify compliance with Part 673?

#### FTA Response:

If your transit agency receives Section 5307 funding prior to July 20, 2020, your agency must certify that it established an ASP meeting Part 673 requirements on or before July 20, 2020. If your transit agency will not receive Section 5307 funding prior to July 20, 2020, your agency will only have to certify compliance as part of a future application for Section 5307 funding.

### Get Involved with the PTASP Community of Practice

We want to hear from you! Highlighted below are two of many topics for discussion. Start the conversation today to support your ASP development and learn from your peers.

- How will your agency monitor safety risk mitigations?
- What agency departments or functions will participate in the review of your ASP?

PTASP Technical  
Assistance Forum

Get Involved

State Safety Oversight  
PTASP Forum

Get Involved

*The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.*