

FTA Region 9
Additional Instructions for Grant Application Development
(updated April 2023)

Application

1. Application Name

- Must include:
 - Fiscal Year (FY)
 - Grant Program
 - Brief account of activities

- **Examples** of Application Names
 - Formula Funds
 - FY 2020 Sec 5307 - Preventive Maintenance
 - FY 2022-2023 Sec 5339(a) - Downtown Transit Center Design and Construction

 - Discretionary Funds
 - FY 2018 Sec 5311 TTP Discretionary – Replacement Transit Vehicle Purchase
 - FY 2019 Sec 5339(b) Discretionary – Downtown Transit Center
 - FY 2023 Community Projects Funding – Light Rail Station Modernization

2. Executive Summary

- Must Include:
 - a. Funding amount to be obligated under this grant award
 - b. Year of funds
 - c. Funding Program(s)
 1. For formula program grants, include UZA number
 2. For competitive program grants, list the Discretionary Grant ID #
 3. For grants involving Flex Fund Transfers, please note the year of the transfer took place and the name of FHWA funding program. In addition, include UZA number
 - d. A brief narrative of the project/activities to be funded by this grant award

- For **Section 5337** program grants, must include the following statement:

“By executing this grant, [grantee name] certify that projects funded by this grant are included in the [2019] TAM plan investment prioritization section.”

- For grants funding **construction activities**, must include the following statement:

“In addition to FTA’s Buy America Act, which requires that the steel, iron, and manufactured goods used in an FTA-funded project are produced in the United States (49 U.S.C. § 5323(j)(1)), the Build America, Buy America Act (BABA) (Public Law 117-58, div. G § 70914(a)) now requires that construction materials used in infrastructure projects are also produced in the United States. Refer to terms and conditions in FTA’s Master Agreement Section 15. The BABA requirement applies to this grant, in addition to the Buy America Act, except to the extent a waiver of either requirements may apply.”

- For **COVID-19 Emergency Relief Funding grants** (CARES Act, CRRSAA, and ARP Act), must include the following statement:

“The Recipient agrees that if it receives Federal funding from the Federal Emergency Management Agency (FEMA) or through a pass-through entity through the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a different Federal agency, or insurance proceeds for any portion of a project activity approved for FTA funding under this Grant Agreement, it will provide written notification to FTA, and reimburse FTA for any Federal share that duplicates funding provided by FEMA, another Federal agency, or an insurance company.”

Funding Type	Template Language for Executive Summary
Formula Funding	This application includes \$ _____ in FY _____ Section _____ funding allocated for [UZA name, State]. These funds will be used for _____ (provide a brief description of what is being funded by this grant).
Discretionary Funding	This application includes \$ _____ in FY _____ Section _____ funding as selected for award under the _____ discretionary funding program. (Earmark ID # _____). It will be used for _____ (provide a brief description of what is being funded).
Flex Funds	This application includes \$ _____ in FHWA [program, e.g., STBG, CMAQ, etc.] funds transferred to FTA Section _____ in FY 20XX for [UZA name, State]. These funds will be used for _____ (provide a brief description of what is being funded by this grant).
Amendment Funding	This amendment adds \$ _____ in FY _____ Section _____ funding allocated for [UZA name, State]. These funds will be used for _____ (provide a brief description of what is being funded by this grant).

PROJECT

1. Project Name

- **Must Include:**
 - Fiscal Year (FY)
 - Grant Program
 - Brief account of activities

2. Project Description

- **Must Include:**
 - a. Funding amount to be obligated under this “Project” within the “Application”
 - b. Year of funds
 - c. Funding Program
 - For formula program grants, include UZA number
 - For competitive program grants, list the Discretionary Grant ID #
 - For grants involving Flex Fund Transfers, please note the year of the transfer took place and the name of FHWA funding program. In addition, include UZA number
 - d. A brief narrative of the project/activities to be funded by this “Project”
 - e. If applicable, a statement noting that an **Adjustment Amount** will be applied to this “Project”
 - f. If there are other grant awards that are for the same “Project”, and in tandem with the current grant application
- **Example Language:**

“This project includes \$_____ in FY _____ Section _____ funding for [UZA name, State]. These funds will be used for for _____ (provide a brief description of what is being funded by this grant).”

3. STIP Information

- In the “**Project Plan Information**” module in TrAMS,
 - a. Identify that the project is included in the current federally approved STIP or STIP Amendment
 - b. Identify that the federal approval date of the approved STIP or STIP Amendment
 - c. Attach a copy of the STIP page showing the project

4. Project Benefits

Grantees must enter text noting the resulting project benefit(s) in the Project Benefit section.

Examples of Project Benefits

- **Operating Assistance**
 - New transportation options
 - Increase passenger capacity
 - Increase service frequency
 - Maintain reliable transit service
 - Improve air quality

- **Preventive Maintenance**
 - Sustain lowered fleet operating costs
 - Sustain reliable transit services
 - Sustain lowered equipment operating costs
 - Sustain lower facility operating costs
 - Reduce unscheduled repair
 - Meet or exceed useful life
 - Meet or exceed asset management plan
 - Sustain vehicle safety and security
 - Sustain facility safety and security

- **Capital Projects/Activities**
 - Increase passenger capacity
 - Increase service reliability
 - Increase operational safety
 - Increase transit system information
 - Improve ADA accessibility
 - Improve bike/pedestrian access
 - Improve system efficiency
 - Improve system reliability

- **Planning Projects/Activities**
 - Improve rider connections through service coordination
 - Identify service gaps or needs for service planning
 - Transit service efficiency identification
 - Identification of transportation needs
 - Identification of transit service priorities
 - Adopted long term transportation plan
 - Adopted short term transportation plan or study
 - Understand results from completed research or pilot projects
 - Finalized training or technical assistance

- **Transit Oriented Development**
 - Promote sustainable communities

ACTIVITY LINE ITEM (ALI)

1. Extended Budget Description

- **Must Include:**
 - a. A brief narrative of the project/activities to be funded under this ALI
 - b. Useful life information for applicable capital asset ALI
 - c. Federal/Non-Federal Match Ratio
 - d. Source of Non-Federal Share
 - e. STIP approval information (project number and federal approval date)

- **In addition,** please provide the following, if applicable:
 - List all other grants that are funding the project/activity.
Example: “This grant is in tandem with CA-2020-XXX-00 and CA-2021-XXX-00”.
 - If an Adjustment Amount is applied to the ALI,
 - Include the amount and source.
 - Upload necessary supporting documentation for the Adjustment Amount in the “**Project Documents**” module

2. Milestones

- Every ALI in a grant budget must have associated project milestones. TrAMS will automatically generate milestones for some ALIs. For example, rolling stock purchases will have five associated milestones pre-populated. If it does not pre-populate specific milestones for a particular ALI, use the “**Add**” function to add a minimum two milestones reflecting the estimated start and end dates for that ALI to the grant application.
- Recipients should include estimated milestone dates for such events as bid advertisement, bid award, and contract completion. (FTA Circular 9030.1E, Appendix A, A-4, A-6)
- Example of the “5 milestones”:
 1. RFP
 2. Contract Award
 3. Project Starts
 4. Project Ends
 5. Contract Closeout

Activity Type	Template Language for Extended Budget Description
Rolling Stock Acquisition	<p>This activity line item will fund the purchase of approximately ____ (units) of ____ (vehicle type).</p> <p>The expected useful life (capital purchase > \$5,000) for the ____ (enter specific transit asset here) is ____ years or ____ miles.</p>
Equipment	<p>This activity line item will fund the purchase of approximately ____ (units) of ____ (equipment). [Possible options may include equipment acquisition, refurbishment/rehabilitation, etc...]. Provide equipment location.</p> <p>The expected useful life (capital purchase > \$5,000) for the ____ (enter specific transit asset here) is ____ years.</p>
Facilities	<p>This activity line item will fund the preliminary engineering and environmental review phases of the XXX maintenance and operations facility located at [enter facility address].</p> <p>The expected useful life for this facility (building/structure) is ____ years.</p>
Preventive Maintenance	<p>This activity line item will fund preventive maintenance for ____ (enter either “facilities” or “rolling stock” specifics here) from the time period of _____ to _____.</p>
Operating Assistance	<p>This activity line item will fund operating assistance from the time period of _____ to _____.</p>

Every ALI must include the following information:

Match Ratio	<p>Federal/non-federal match ratio for this grant is XX:XX. Local revenue funds will be used for non-federal share.</p>
Source of Non-Federal Share	<p>Examples include local or state sales tax revenue, excise tax, property tax, farebox revenue, general funds, etc.</p>
STIP (or UPWP)	<p>This project/activity was included in the 20XX-20XX STIP (or UPWP, if applicable), Amendment XX, Project # ____; federal approval date is ____.</p> <p>Example for a project that was carried over from a previous approved STIP: This project/activity was approved in the 2023-2026 STIP, federally approved on ____; carried over from* the previous 2022-2025 STIP; Amendment # ____ (if applicable); project # ____; federal approval date ____.</p> <p><i>* This information is necessary to determine the appropriate “Pre-Award Authority Date” for the project.</i></p>