

FTA Region 9 - TrAMS Grant Application Development Checklist

RECIPIENT INFORMATION

<i>Recipient Documents</i>	<i>This module is housed under "Recipient Organization"</i>
a. Certs & Assurances	Provide date PIN'd in TrAMS, if the same person "PINs" for both the attorney and official, must upload signed copy under C&A.
b. Designated Recipient Letter	Required by Sections 5307, 5310, 5311, 5339 programs
c. Opinion of Counsel	Verify opinion of counsel is uploaded in TrAMS under recipient documents.
d. Authorizing Resolution	Verify authorizing resolution is uploaded in TrAMS under recipient documents.
e. Delegation of Signature Authority	Verify that all delegations of authority documents are uploaded in TrAMS under Recipient Documents module.
f. State Management Plan	Applicable to State DOTs (Sections 5310, 5311, 5339)
g. Program Management Plan	Applicable to Large UZAs (Sections 5310, 5339)
h. ICRP / CAP	Federal cognizant approved
i. Transportation Development Credit (TDC) Authority Letter	Formerly known as "Toll Credits" - State approval of available credits
j. TDC Usage Spreadsheet	Formerly known as "Toll Credits" - State or agency's usage tracking of available credits
k. Fleet Management Plan	Upload Rail and Bus Fleet Management Plans, if applicable
l. Force Account Plan	If Agency uses own staff for capital projects
m. State Safety Oversight (SSO) Program	Applicable to State DOTs only
n. SAM Profile	Verify SAM status is active & provide SAM expiration date.
o. Locations	Verify location information for agency includes headquarters, physical & mailing addresses.
p. POC and Union Information	Ensure information for all "POC Contact Types" are complete and current. The types include grantee Agency's key officials, grant administrator, labor unions, metropolitan planning organization, and Civil Rights.

Civil Rights Information	<i>This module is housed under "Recipient Organization"</i> <i>(* indicates program must be in "Submitted" or "In Review" Status)</i>
a. EEO Program *	Required if a grantee employs 100+ transit-related employees & either (1) Requests/receives in excess of \$1M in capital &/or operating assistance, OR (2) Requests/receives \$250,000 or more in planning assistance. Required every 3 yrs
b. DBE Program *	Provide date submitted, if applicable. Program documents are due June 1st & December 1st every year.
c. Title VI Program *	Due every 3 years.
d. DBE Goal	Provide date submitted, if applicable. Due June 1st & December 1st.
e. Service or Fare Changes	Indicate if there have been any recent changes (since last grant application) include pending changes.
f. Service or Fare Changes Analyzed	Analysis required where changes exceed major change threshold. Upload in TrAMS.
Fleet status	<i>This module is housed under "Recipient Organization"</i>
a. Rolling Stock Procurement?	If the current grant application does NOT include rolling stock procurement, then there is no need to update the Fleet Status data below.
b. Fleet Replacement?	If YES, provide year, make, model, VIN, miles in service, age, original grant # (in application or upload under application documents).
c. Fleet Expansion?	If YES, provide discussion of vehicle needs, fleet size, projected ridership, etc... Document ability to operate & maintain expansion; provide verification in Extended Budget Description.
d. Spare Ratio %	Provide spare ratio for each vehicle type. FTA approval is required if spare ratio >20% and fleet ≥ 50 vehicles
e. Disposal of vehicles	Provide statement in Project Description that disposal will be in accordance with federal regulations
f. Americans with Disabilities Act (ADA) & Clean Air Act (CAA)	Provide indicate in Project Description whether all vehicles to be funded by the grant award are ADA & CAA compliant.
g. Contingency Plan	If required, provide statement that Plan is available on file for inactive fleet.
Congressional Districts	<i>This module is housed under "Recipient Organization"</i>
a. Congressional District Number(s)	Enter Congressional District numbers for the entire service area of agency.
b. State	Enter all states that the service area covers.
c. Representative Name	Update the Congressional Representative information after each election, as applicable.

APPLICATION INFORMATION	
Award Details	This module is housed under "Application Details"
a. Award Name	Include Year of Funds, Grant Program, and brief description of project activities to be funded by this grant. <i>Example: FY 2022 Sec 5307 for Preventive Maintenance and Electric Bus Procurement.</i>
b. Award Type	Options are Grant or Cooperative Agreement. (1) All Region 9 grantees should choose " Grant " as the award type. (2) Award administered by FTA Office of Research, Demonstration, and Innovation should be "Cooperative Agreement".
Award Description -- New OMB 5-element requirement implemented in June 2021	This module is housed under "Application Details"
a. Purpose	Describe the goal(s) of the award (e.g., capital project development stage, operating costs covered) to be attained at award completion. NOTE: DO NOT include funding amount information in this statement.
b. Activities to be Performed	Provide high-level description of activities (e.g., preventative maintenance, bus procurement, planning, research) to be undertaken with award funds.
c. Expected Outcomes	List the benefits (e.g., reduce congestion, improve efficiency, compliance with new regulation) that will be achieved through the award.
d. Intended Beneficiaries	Indicate who (e.g., commuters, employees) will receive benefits.
e. Subrecipient Activities	Provide a summary of activities with number of subrecipients planned (e.g., Four rural organizations for maintenance purposes). If no subrecipients, state "None."
Application Details	
a. Application Point of Contact	Select from the list of users established in TrAMS your organization's primary contact for this application. (This is typically a TrAMS user who has a "Developer" user role. If this needs to be updated, please contact your agency's POC who has the "User Manager" role.)
b. Application Executive Summary	The Executive Summary should include a high-level discussion of the overall project(s) (include funding and overall grant funding with UZA codes per Attachment). Include a brief statement if Adjustment Amount and/or Transportation Development Credit will be applied to this grant application.
c. Research and/or Development Activities	Does the application include funds for research and/or development activities? Select "Yes" or "No".
d. Application Start Date	The start date will be set to the date of the award. No entry is necessary.

e. Application End Date	Provide the date corresponding to the last milestone completion date (across all projects) included in the application.
f. Period of Performance End Date	The last day which the recipient or subrecipient may incur new obligations to carry out the scope of work authorized under the Grant.
g. Pre-award Authority	Select whether your application is using pre-award authority. Requires (1) Pre-award Authority (i.e. Sec. 5307), which is authorized upon compliance with federal transportation planning and NEPA requirements, OR (2) Letter of No Prejudice (LONP). NOTE: For Competitive/Discretionary program grants, verify that the specific program allows the use of Pre-Award Authority.
h. Suballocation Funds	Does the recipient organization include suballocations from a Designated Recipient (such as an MPO or a State DOT)? (1) Most Region 9 agencies are Direct Recipient of suballocated funds (from a Designated Recipient). (2) Formula funds are generally suballocated by a designated recipient (unless you are an MPO) (3) For Discretionary grants and Transfer funds applications should select "My organization is a Direct Recipient; funds were directly allocated to my organization". (4) MPOs and other designated recipients should select "My organization is a Designated Recipient".
* current suballocation documents	If you select that you are a direct recipient that has been suballocated funds you will be prompted to upload the current split letter from the designated recipient.
i. Will Indirect Costs be Applied	Indicate whether Indirect costs will be applied. (1) If indirect costs WILL be applied to this application at our organization's approved rate you will be prompted to include the approved rate(s), applicable base, and amount of indirect costs. (2) If the de minimus indirect cost rate of 10% WILL be applied or an approved rate. Indirect documentation must be uploaded to your Recipient Organization Profile.
j. Delinquent Federal Debt	Does your organization have delinquent Federal Debt? If yes, provide details? Select YES or NO.
k. E.O. 12372 Review	* For CA grant applications: Mark " YES " for any discretionary grant applications . CA grantees will need to provide concurrence document from the CA Clearinghouse. Provide State App ID and date submitted in the applicable fields. * For AZ, HI, and NV grant applications: Mark " NO ".

Application Documents	Applicable Conditions
a. Program of Projects (POP)	For all 5310 and 5311 applications
b. Force Account Worksheet	Upload FA justification if using own workers for capital projects for work greater than \$1M and less than \$10M
c. Flex Funds	Grantee transfer request & FTA request letter to state DOT
d. Letter of No Prejudice (LONP)	Allows pre-award authority for specific action
e. Real Property	FTA concurrence letter(s) and relevant correspondence
f. Discretionary NOFO & SF-424 Supplemental Form	Used to confirm grant application is in line with project proposal in response to the Notice of Funding Opportunity (NOFO)
g. Sub-Allocations - Large UZAs	Large UZA "Split" Letters (Sec 5307, 5310, 5311, 5337, 5339)
h. Sub-Allocations - Small UZAs	State/Small UZA "Split" Letters (Sections 5307, 5339)
i. NEPA Documents	Approval letter or related docs for CE / DCE / EA (FONSI) / EIS (ROD)
j. Transportation Planning (STIP)	Project STIP page(s) or UPWP entries
k. Subrecipient Activities	Provide a summary of activities with number of subrecipients planned (e.g., Four rural organizations for maintenance purposes). If no subrecipients, state "None."
3. Application Financial Information	
a. MPO Concurrence	Request MPO concurrence, copy FTA. Upload MPO Concurrence letter in TrAMS under " Application Documents ".
b. Split letter	Split letters required for formula funds are sub-allocated by an MPO & should be uploaded in TrAMS under " Application Documents ".
c. Flex Funds Transfer (CMAQ/STBG, etc.)	Grantee should not transmit an application for review until you have been notified by FTA Region 9 staff that Flex Funds have been received. If the grant application includes Flex Funds, please (1) Provide state the transfer initiation date in the Executive Summary. (2) Please upload any relevant transfer documentation under " Application Documents ".

PROJECT INFORMATION	
1. Add Project to Application	<i>This module is housed under "Related Actions"</i>
a. Project Name	Include FY, grant program, and brief summary of the project (e.g., FY 23 Sec 5307 Preventative Maintenance).
b. Project Description	Describe the activities to be performed for each project (ALI). If the project has multiple activities (ALIs) the description should include a summary of each activity and the overall funding information for the project. (see " Sample Application ")
c. Project benefits	Add project benefits. Provide at least one project benefit that meets the following definition. (See " Additional Instructions ").
d. Additional Information	This field is optional and could be used to add additional information, but not to duplicate what has already been provided.
e. Capital Investment Project Details	Is this a Capital Investment Grant Program? If "YES", select appropriate type.
2. Project Location	
a. UZA's with your Organization	Select Urbanized Area(s) (UZAs) associated with your organization's grantee profile.
b. Congressional Districts	Select Congressional districts from profile that apply to this specific project in the grant application.
c. Location Narrative	Provide a description of the location where funded project(s) are implemented (e.g., City, County)
3. Project Plan Information	<i>[Application Projects -> Select Project No. -> Related Actions]</i>
a. STIP/TIP/UPWP and/or Long Range Plan documents	Attach the STIP/TIP pages for corresponding project activities. Do not upload the entire STIP.
b. Enter STIP/TIP Date	Add the federally approved date from the current STIP/TIP for the overall project. If multiple dates (for multiple projects/activities included in the application), enter one of the approval dates & include the STIP approval date information in the Extended Budget Description section for each Activity Line Item (ALI).
c. Enter UPWP and/or Long Range Plan Description	If the Project provides funds for planning activities , provide the approval date details and upload a copy of the page from UPWP and/or Long Range Plan document that includes the project.

4. Create Project Budget for each ALI	<i>[Application Projects -> Select Project No. -> Related Actions]</i>
Add line Item	
a. Scope Code	Select a Scope/ALI that best fits your project (refer to " ALI Tree ").
b. Activity type	Select activity type. Activity type will be populated based on the scope Code selected (refer to " ALI Tree ").
c. Activity Line Item	Select Line Item. Line item will be populated based on the activity type selected. (refer to " ALI Tree ").
Build Existing Line Items	
a. Add Custom ALI Name	Add a custom ALI name that better describes your project.
b. Quantity	Enter quantity. Please try to approximate when possible.
c. Extended Budget Description	Provide project scope information for each ALI including ALI funding information (see " Sample Application " and " Additional Instructions ").
d. 3rd party contractors	Will 3rd party contractors be used to fulfill this line item activity? Select YES or NO.
e. Funding source	Select FTA funding source.
f. FTA Funding Amount (Federal Share)	Enter Federal Share amount.
g. Enter Local Share Amount	Provide information concerning additional local, state, or other federal funding that will be provided for this ALI.
h. Local /In-Kind share amount	If applicable, enter local/in-kind share amount.
i. State Share Amount	If applicable, enter State share amount.
j. State/In-kind share Amount	If applicable, enter State/In-Kind amount.
k. Other Federal Share	If applicable, enter other Federal share (rarely used).
l. Adjustment Amount	Adjustment (i.e., asset disposition proceeds or program income) are not additive in the Total Eligible Cost & must also be included in the financial summary sections of the application (see " Sample Application ").
m. Transportation Development Credits	Transportation Development credits (also known as Toll Credits) are not additive in the Total Eligible Cost (see " Sample Application "). As such, the federal share calculation is unique. See Circular 9030.1E for more details.
n. Rolling Stock	If applicable, select new or used, fuel type & provide text indicating size of vehicle.

5. Milestones	Enter for each Activity Line Item (ALI)
a. Add milestones	(1) Each non-rolling stock activity should have a minimum of 2 milestones. (2) Rolling stock ALI should have a minimum of 5 milestones. (See " Additional Instructions ") (3) Construction ALI should have Allow additional time for contract closeout. (See " Additional Instructions ").
b. Add Milestone Name	Milestone name should describe the milestone activity (e.g., Contract Award).
c. Add Estimated Completion Date	Enter the date when milestone is estimated to be completed.
d. Add Milestone Description	Briefly describe the milestone. Milestone description should identify selected contractor, if known.
6. Environmental Determinations	Enter for each Activity Line Item (ALI)
a. Environmental finding	Identify whether the Project involves one or more than one environmental finding (e.g., multiple NEPA findings at the ALI level).
b. NEPA Class of Action	Select NEPA Class of Action from dropdown list. Please attach any support documentation in TrAMS under application documentation to support NEPA decision.
c. Category Exclusion	If applicable, select Category Exclusion from dropdown list.

READY FOR FTA REVIEW?	
1. Validate and Transmit Application	<i>This module is located in "Related Action" at the Application level.</i>
a. Are all Project Tasks Completed?	Verify that all project tasks are complete. Only move forward once all tasks are "Completed".
b. Application Control Totals	Review Application Control Totals to ensure accuracy.
c. FTA Program Mgr. Notification	Send email to FTA Program Manager that the application is ready for preliminary review.
d. FTA Comments Addressed	Have all preliminary review comments been addressed? Once all outstanding issues have been addressed, FTA Program Manager will send approval for you to "Transmit" application.
e. Validate and Transmit Application	Transmittal of application should only occur after approval from your FTA Program Manager - upon the completion of FTA's preliminary review and resolution of FTA's review comments.
POST-AWARD GRANT MANAGEMENT REQUIREMENTS	
1. Grant Program Requirements	
a. Status of Quarterly Reports Submissions	Provide number of Quarterly Reports not completed on time.
b. Status of Triennial Review Findings	Provide number of open findings if they are past due.
c. Unliquidated Balances	Provide number of grants with zero balance.
d. Inactive Grants	Provide number of grants with no disbursements for over one year.
e. Pending Lawsuits/Bid Protests	Have all lawsuits/bid protests since the last application review been submitted in writing to FTA? If no, please provide additional details.
f. Vehicle Early Removals	Provide date (i.e., date of accident) for each early vehicle removal since last application review.
g. Income from disposal of property w/Fed. Share	Provide gross amount paid by insurance company or realized through sale.

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Section 5307 - Urbanized Area Formula Grant Program

Attachments / Document Requirements	Governor’s designation letter for Designated or Direct recipients (upload in Recipient Documents module).
	Copies of split or sub-allocation letter(s), if applicable.
	Indirect Cost Rate Proposal and cognizant agency approval letter, if applicable.
	Copy of FTA's appraisal concurrence letter, if property acquisition is involved.
	Governor’s designation letter for Designated Recipients.
Preventive Maintenance	<p>For Preventive Maintenance and Operating Assistance:</p> <ul style="list-style-type: none"> * An award for preventive maintenance or operating is not meant to be an open ongoing award. * An award should contain no more than three apportionment fiscal years. * While the award may be amended multiple times, the award should contain no more than three fiscal years of fundings apportioned to the grantee. The fourth fiscal year of funding for should be applied for under a new award. It is not the number of amendments but the total years of funds apportioned.
	<ul style="list-style-type: none"> * A grant application for preventive maintenance must include a time period over which the recipient incurred the maintenance costs or expects to incur them. * Maintenance costs can only be <u>claimed</u> (i.e., reimbursement) for the current year or the immediately preceding year. * FTA reserves the right to review a recipient’s cost for maintenance as reported currently in the NTD when FTA receives an application for assistance with preventive maintenance.
Operating Assistance	<p>Scope 300 represents operating assistance. The ALI codes for operating expenses— 30.09.01 and 30.80.01—appear on page eight of the ALI chart.</p> <ul style="list-style-type: none"> * ALI 30.09.01 is used for the 50 percent federal share of operating assistance. * ALI 30.80.01 is used for the Congestion Mitigation and Air Quality (CMAQ) Improvement Program operating assistance for new service (three-year limit) and FTA finances it up to 80 percent federal share. * If funding is being requested for more than one local fiscal year for the same grant applicant, FTA suggests that the applicant break down the funding at the activity level. For example: <p style="margin-left: 20px;"><u>Scope</u> 300–00 Operating Assistance</p> <p style="margin-left: 20px;"><u>Activity Line Items (ALI)</u> 30.09.01 Operating Assistance for the period 7/1/21—6/30/22 30.09.01 Operating Assistance for the period 7/1/22—6/30/23</p>

<p>ADA Complementary Paratransit</p>	<p>For operating assistance for non-fixed route/ADA paratransit service, a grantee can obligate up to 10% of its annual Section 5307 program allocation for the UZA at the capital match ratio of 80/20. The remaining funding needs for ADA paratransit will need to be obligated under a separate ALI at the typical operating assistance match ratio of 50/50.</p> <p>Per 49 U.S.C. 5302(4)(I), as amended by FAST Act, recipients now may use up to 20% of the amounts apportioned under sections 5307 and 5311 for ADA complementary paratransit service at an 80/20 match ratio if the recipient meets at least two of the following requirements:</p> <ul style="list-style-type: none"> (I) Provides an active fixed route travel training program that is available for riders with disabilities, (II) Provides that all fixed route and paratransit operators participate in a passenger safety, disability awareness, and sensitivity training class on at least a biennial basis, or (III) Has memoranda of understanding in place with employers and the American Job Center to increase access to employment opportunities for people with disabilities. <p>(Source: p. 7898 of Feb 16, 2016 Federal Register Notice: https://www.govinfo.gov/content/pkg/FR-2016-02-16/pdf/2016-02821.pdf)</p>
<p>100-Bus Rule for Operating Assistance</p>	<p>Per 49 U.S.C. 5307(a)(2), FTA can make Section 5307 operating assistance grants available to transit systems in large urbanized areas (UZAs) that operate 100 or fewer buses/vehicles in fixed-route service or in demand-response service, excluding Americans with Disabilities Act (ADA) complementary paratransit service, during peak service hours.</p> <p>Eligible transit systems under this provision may not use Section 5307 funds for rail fixed-guideway operating assistance.</p> <p>By law, the maximum amount of operating assistance per system is capped by either:</p> <ul style="list-style-type: none"> (a) 75 percent (75 or fewer buses) or 50 percent (76–100 buses) of the UZA apportionment attributable to the recipients’ vehicle revenue miles, or (b) 75 percent (75 or fewer buses) or 50 percent (76–100 buses) of the UZA apportionment allocated to “100-bus” rule transit systems, as long as it is no more than 10 percent greater than the amount if calculated in (a) above and included in the designated recipient’s final program of projects. <p>If a system has both fixed-route and demand-response service, the allocation is based on the number of fixed-route vehicles only. Eligible systems and maximum amounts are listed in annual Apportionment Table 3-A. The operating assistance limitation does not apply to transit systems in small urbanized or rural areas.</p>

<p>1% Security Expenditure</p>	<p>This requirement is applied at the UZA level. Recipients must address how they satisfy this requirement as part of their application. When a UZA has multiple recipients, the UZA as a whole must still satisfy the requirement. A single recipient may accomplish this on behalf of the UZA, or multiple recipients can contribute toward meeting the one percent requirement. (This may require coordination with either the MPO or other designated recipients to confirm compliance.) In either instance, each recipient of that UZA must document and explain how they will satisfy the requirement and include the explanation in their application.</p> <p>NOTE: Expenditures related to transit system safety, such as developing a Public Transportation Agency Safety Plan (PTSAP), are <u>not eligible</u> to be considered as part of the transit agency’s 1% security expenditure.</p>
<p>0.75% Safety Expenditure</p>	<p>The IJJA requires recipients of Section 5307 funds that serve UZAs with populations of 200,000 or more to use not less than 0.75 percent of their Urbanized Area Formula Program funds for safety-related projects. There are no exemptions from this requirement via certification, unlike the requirement that UZAs set aside at least one percent of their Section 5307 funds for security-related projects unless they certify that funds are not needed for that purpose.</p> <p>The recipient might satisfy this requirement using separate Activity Line Items (ALI), or as part of ALIs or scopes that they consider to be safety related. In either case, the recipient should provide a short narrative (it may be as short as one sentence) in the executive summary noting how the requirement is satisfied.</p> <p>Note that safety is a goal, not a specific type of capital expense, so transit agencies may identify a wide variety of capital expenses that they identify as being safety related. Some safety expenditures may be used to support the one percent requirement for security-related projects for the UZA at the recipient’s option.</p> <p>This requirement applies to unobligated prior year Section 5307 funds in addition to funds apportioned under the Bipartisan Infrastructure Law, and it is effective for grants obligated on or after October 1, 2021. This requirement also applies to unobligated Coronavirus Aid, Relief, and Economic Security Act (CARES), Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and American Rescue Plan (ARP) funds; however, the purpose of the COVID-19 supplement funds are to respond to COVID-19, which results in their use satisfying the requirement for those funds, so no narrative in the executive summary is necessary.</p>
<p>Associated Transit Improvements</p>	<p>FAST Act removed the 1% ATI requirement. Recipients are no longer required to expend 1% of their funding for associated transit improvements (ATI). However, recipients are still required to submit an annual report listing projects that were carried out in the preceding fiscal year.</p>
<p>Workforce Development Training</p>	<p>Human resources and training, including Innovative Public Transportation Frontline Workforce Development Program activities, can be funded at a 50% federal share.</p>
<p>Period of Funding Availability</p>	<p>Year of apportionment + 5 years</p>

Type of Activity	Match Requirement
*Sliding Scale	Please note certain states have the additional flexibility of a sliding scale for match requirements other than what is listed below.
Planning and Capital	80% federal share and a 20% local match (80/20).
Operating	50% federal share and a 50% local match (50/50).
Vehicles (ADA and/or CAA compliant)	85% federal share and a 15% local match (85/15).
Facilities and Equipment (ADA and/or CAA compliant)	90% federal share and a 10% local match for the net project cost (incremental cost) attributable to compliance with these acts (90/10).
ADA Complementary Paratransit as Capital Cost	<ul style="list-style-type: none"> * Up to 10% of a UZA's Section 5307 program apportionment may be used toward the provision of (operations) nonfixed-route paratransit transportation services, in accordance with Section 223 of the ADA of 1990 (42 U.S.C. 12143) with a federal share of up to 80%. * If an application includes ADA paratransit operations as a capital expense, and there is more than one grant recipient in the UZA, the application should include documentation of the Designated Recipient's sub-area allocation regarding the use of the ADA paratransit provision. The project budget should also include the appropriate ALI for the capital activity. * If certain requirements are met (see 49 U.S.C. 5302(4)(I)), then up to 20% of a recipient's apportionment may be used toward the provision of operating ADA service. * Paratransit expenses exceeding 10% or 20%, as applicable, of the recipient's apportionment may be funded with a 50% local match if operating expenses are otherwise eligible for the respective recipient. See Circular 9030.1 for additional details.

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Section 5310 - Enhanced Mobility of Seniors & Individuals with Disabilities

Attachments / Document Requirements	<p>Program of Projects (spreadsheet listing recipient/sub-recipient, project description, Scope and ALI, Federal and Total Project Cost, traditional or non-traditional designation, and Coordinated Human Services Transportation plan title and page information where the project is identified.</p> <p>Copy of split letter, if applicable.</p> <p>Most current STIP pages related to the projects.</p> <p>Indirect Cost Rate for the State DOT or direct/designated recipients, if appropriate.</p> <p>Traditional recipient or sub-recipient information to indicate no non-profits were willing or able to participate in the project included in the grant, if applicable.</p> <p>State certification if the recipient or sub-recipient is a provider and a certified coordinator of services for persons with special needs or the elderly.</p> <p>Federally approved Program Management Plan (PMP) for Transits or State Management Plan (SMP) for State DOT's and must be uploaded to the Recipient Documents module.</p> <p>FTA approval letter of the PMP or SMP</p> <p>Governor's designation letter for Designated recipients.</p> <p>If grant application includes FHWA flex funds transferred, you must include:</p> <ol style="list-style-type: none"> 1) Grantee's email requesting the transfer 2) FTA's transfer request letter to the State DOT 3) Notification from SharePoint Online that the flex fund transfer has been received and verified
Coordinated Plan	Confirm that project was included in and/or consistent with the Human Services Transportation Coordinated Plan.
Program of Projects (POP)	Confirm annual program of projects included in a grant application (under application documents). Refer to Circular 9070.1G (page III-3) for additional guidance in developing the required POP.
Scope Code and ALI Code	<p>Traditional projects should use Scope Code 641-00</p> <p>Recipients must clearly identify the projects that are part of the required 55% capital projects as part of the grant activity line item narrative descriptions (FTA C 9070.1G, Page III—10).</p> <p>Capital projects to support ADA-complementary paratransit is eligible under Scope Code 641-00</p> <p>10% of annual Section 5310 allocation can be used for Program Administration. Use Scope Code 610-00 and ALI code 11.80.00</p>

<p>Traditional Sec 5310 Project - Examples</p>	<p>Under public transportation law, a minimum of 55% of the annual state or UZA apportionment must be spent on traditional capital projects that are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.</p> <p>For traditional Section 5310 projects, use Scope Code 641-00 “5310 Projects,” (which has all applicable Activity Line Items [ALIs] for capital and operating activities). Eligible activities include the following:</p> <ul style="list-style-type: none"> • buses and vans • wheelchair lifts, ramps, and securement devices • transit-related information technology systems, including scheduling/routing/one-call systems • mobility management programs • acquisition of transportation services under a contract, lease, or other arrangement
<p>Non-Traditional Sec 5310 Project - Examples</p>	<p>Eligible non-traditional activities include the following:</p> <ul style="list-style-type: none"> • travel training • volunteer driver programs • building an accessible path to a bus stop, including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features • improving signage, or way-finding technology • incremental cost of providing same day service or door-to-door service • purchasing vehicles to support new accessible taxi, rides sharing and/or vanpooling programs • mobility management program
<p>Preventive Maintenance</p>	<p>Preventive maintenance is eligible under the Section 5310 program and may be considered a traditional capital project under Scope Code 641-00 but is limited to preventive maintenance of Section 5310-funded vehicles. To the extent practicable, the recipient should describe the general types of activities being funded under preventive maintenance in the extended budget description. Additionally, such expenses can be verified through the National Transit Database.</p> <p>* Keep in mind the policy limiting an award to three years of apportioned funds.</p>
<p>New Freedom Projects</p>	<p>For JARC operating assistance, use Scope Code 646-00 and ALI Code 30.09.05</p>
<p>COVID-19 Supplemental Funding (Sec 5310 Provision)</p>	<p>COVID-19 supplemental funding administered under the Section 5310 program was provided through CRRSAA and ARP only. CRRSAA included a provision permitting certain Section 5310 funding to be obligated at a 100% federal share. See the COVID-19 guidance document for more information. The CRRSAA (Pub. L. 116-260, December 27, 2020) makes \$14 billion in General Funds available from the FTA Transit Infrastructure Grants account to support the transit industry during the COVID-19 public health emergency.</p> <p>The ARP Act (Pub. L. 117-2, March 11, 2021) makes \$30.46 billion in General Funds available from the FTA Transit Infrastructure Grants account. FTA calculates Section 5310 ARP apportionments using the same formula and data as the FY 2020 annual Section 5310 apportionments, and FTA administers the funding through the Section 5310 program.</p>
<p>Period of Funding Availability</p>	<p>Year of Apportionment + 2 years</p>

Section 5310 - Application / Project Budget Development Options

<p style="text-align: center;">Application Development for Sec 5310 Grants and Subrecipient Activities</p>	<p>States and Designated Recipients have a few options when it comes to organizing subrecipient information in their Section 5310 applications. FTA Regional Offices and applicants should discuss how to structure the application to ensure flexibility post award and maintain accountability to track funds made available to subrecipients.</p> <p>In TrAMS, an applicant may structure their grant with a single project or create multiple projects; this may be done to more clearly define recipients, activities, or division of sub-sources to address LIM code conflicts. Regardless of how the grant is organized, the scope of work must be sufficiently clear so it's easy to understand what will be accomplished under the award. Additionally, how the grant is organized is important as it can provide flexibility or complexity later if post award actions are needed. If a Direct Recipient receives and spends all their funds, the budget can be structured similarly to a Section 5307 budget. Applicants that have subrecipients may consider the following when constructing their application.</p>
<p style="text-align: center;">Option 1 – One "Project" Application - One Scope with Multiple ALIs</p>	<p>For each scope code, create multiple ALIs (with one ALI per subrecipient).</p> <p>For example, an application to fund multiple subrecipients could include one ALI for each subrecipient. The ALI custom name and description would include the name of the subrecipient and the related, specific details. The ALI FTA amount would be the amount of funding sub-awarded to that subrecipient. This option allows the applicant to monitor on a subrecipient-by-subrecipient basis. The disadvantage in this situation is that it may be more cumbersome to manage the application post award, should the allocations or scope of work change. This may result in more amendments than budget revisions.</p> <p>This option is recommended for Section 5310 grants awarded to UZAs, since the funds are reserved to the UZA code.</p>
<p style="text-align: center;">Option 2 – One "Project" Application - One Scope with One ALI</p>	<p>For each scope code, create a single ALI for the activity, regardless of the number of subrecipients.</p> <p>With Option 1, if an application is funding operating assistance and funds will be passed through to multiple subrecipients, the application would contain a single ALI for the entire amount of operating assistance. The individual subrecipients would be listed in the extended budget description and reflect the POP that accompanies the grant.</p> <p>This option is recommended for applications that will fund subrecipients in <u>non-urbanized areas</u>. It provides for a simpler, more streamlined application, but does not provide the level of transparency and application controls contained in option number one.</p> <p>In either option, care is needed to ensure that the appropriate activities are truly separated out by the appropriate scope code and ALI combinations. For example, "spare parts" is an activity that has a separate scope code and ALI, therefore it should not be included within the scope of work for the bus rolling stock purchase scope code and ALI combination. When it comes to vehicles, buses and vans should be separated out by the appropriate scope code and ALI combinations.</p>

Option 3 – Multiple Projects, One Per Subrecipient	An applicant may choose to create a project for each subrecipient. This option provides for greater transparency and tracking of information regarding activities and expenditures. However, initiating post-award actions with this option requires detailed management. Extra attention should be given if the subrecipient will be receiving multiple types of Section 5310 program funds. In this instance, separate scope codes will be required to address the LIM codes.
Option 4 – Multiple Projects, One Per LIM Code	An applicant may consider multiple projects if their application contains different types of Section 5310 funds. Each project would fund activities associated with that subprogram and LIM code. For example, an application using funds from the state’s small UZA apportionment and rural apportionment could include one or more projects operating in small UZAs as well as one or more projects operating in rural areas. The applicant can then apply option one or two within each project.

Type of Activity	Match Requirement
*Sliding Scale	Not permissible for Section 5310 funds; however, funds transferred from the Federal Highway Administration (FHWA) can apply the sliding scale.
Capital	Capital activities, mobility management, and acquisition of service are eligible capital expenses at an 80% federal share and 20% local match. (80/20)
Vehicles (ADA and/or CAA compliant)	85% federal share and a 15% local match. (85/15)
Facilities and Equipment (ADA and/or CAA compliant)	A 90% federal share and a 10% local match for the net project cost (incremental cost) attributable to the compliance to these acts. (90/10)
Operating	50% federal share and a 50% local match (50/50).
Program Administration	Administration expenses, which are capped at 10%, do not require a local match. The federal share is 100%.

FTA Region 9 - TrAMS Grant Application Development Checklist

Section 5311 - Formula Grants for Rural Areas

Scope Code and ALI Code	Operating Assistance projects should use Scope Code 600-00; use applicable 300-00 series ALI code, as appropriate
	Planning projects should use Scope Code 600-00
	Job Access and Reverse Commute (JARC) projects should use Scope Code 646-00 and ALI Code 30.09.05
	State and Program Administration should use Scope Code 610-00 and ALI Code 11.80.00
	Project Administrative Expenses should use Scope Code 620-00 and ALI Code 11.79.00
	Rural Transit Assistance Program (RTAP) should use 635-00; use applicable ALI codes, as applicable.
	Intercity Bus Activities should use Scope Code 634-00.
	Preventive Maintenance should use applicable Scope Code, as follows; use ALI 11.7A.00 for all: <ul style="list-style-type: none"> * 600-00 - General * 634-00 – Intercity Bus * 646-00 – JARC
	For property acquisition, upload a copy of FTA's appraisal concurrence letter
	Transit Asset Management projects for bus mode should use Scope Code 117-00 and ALI Code 11.7P.00 Transit Asset Management projects for rail mode should use Scope Code 127-00 and ALI Code 12.7P.00
Program of Projects (POP)	Confirm annual program of projects included in a grant application (under application documents). Refer to Circular 9040.1G (page IV-2) for additional guidance in developing the required POP.
Operating and Capital	For operating assistance, Section 5311 projects should use Scope Code 600-00, (you will find the same Activity Line Item [ALI] codes as associated with Scope Code 300-00). For JARC operating assistance, use Scope Code 646-00 and ALI Code 30.09.05 For capital projects, the 600-00 scope code series has the same available capital-related ALI codes.
Intercity Bus	Each State must spend no less than 15% of its annual Sec 5311 allocation, unless it can certify that the intercity bus service needs of the state are being met adequately. Use Scope Code 634-00
Period of Funding Availability	Year of apportionment + 2 years

Section 5311 - Application / Project Budget Development Options

<p style="text-align: center;">Application Development for Sec 5311 Grants and Subrecipient Activities</p>	<p>States have a few options when it comes to organizing subrecipient information in their Section 5311 applications to ensure flexibility post award and maintain accountability to track funds made available to subrecipients.</p> <p>In TrAMS, an applicant may structure their grant with a single project or create multiple projects; this may be done to more clearly define recipients, activities, or division of sub-sources to address LIM code conflicts. Regardless of how the grant is organized, the scope of work must be sufficiently clear so it's easy to understand what will be accomplished under the award. Additionally, how the grant is organized is important as it can provide flexibility or complexity later if post award actions are needed. If a Direct Recipient receives and spends all their funds, the budget can be structured similarly to a Section 5307 budget. Applicants that have subrecipients may consider the following when constructing their application.</p>
<p style="text-align: center;">Option 1 – One "Project" Application, with Scope and ALI by Recipient</p>	<p>For each scope code, create multiple ALIs (with one ALI per subrecipient).</p> <p>For example, an application to fund multiple subrecipients could include one ALI for each subrecipient. The ALI custom name and description would include the name of the subrecipient and the related, specific details. The ALI FTA amount would be the amount of funding sub-awarded to that subrecipient. This option allows the applicant to monitor on a subrecipient-by-subrecipient basis. The disadvantage in this situation is that it may be more cumbersome to manage the application post award, should the allocations or scope of work change. This may result in more amendments than budget revisions.</p>
<p style="text-align: center;">Option 2 – One "Project" Application, by Scope and ALI</p>	<p>For each scope code, create a single ALI for the activity, regardless of the number of subrecipients.</p> <p>With option number two, if an application is funding operating assistance and funds will be passed through to multiple subrecipients, the application would contain a single ALI for the entire amount of operating assistance. The individual subrecipients would be listed in the extended budget description and reflect the POP that accompanies the grant.</p> <p>This option provides for a simpler, more streamlined application, but does not provide the level of transparency and application controls contained in option number one.</p> <p>In either option, care is needed to ensure that the appropriate activities are truly separated out by the appropriate scope code and ALI combinations. For example, "spare parts" is an activity that has a separate scope code and ALI, therefore it should not be included within the scope of work for the bus rolling stock purchase scope code and ALI combination. When it comes to vehicles, buses and vans should be separated out by the appropriate scope code and ALI combinations.</p>

Option 3 – Multiple Projects, One Project Per Subrecipient	An applicant may choose to create a project for each subrecipient. This option provides for greater transparency and tracking of information regarding activities and expenditures. However, initiating post award actions with this option requires detailed management.
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Type of Activity	Match Requirement
*Sliding Scale	Please note certain states have the additional flexibility of a sliding scale for match requirements other than what is listed below.
Planning and Capital	80% federal share and 20% local match (80/20). See Circular 9040.1G for sliding scale rates for capital that certain states are eligible for.
Operating	50% federal share and 50% local match (50/50). See Circular 9040.1G for sliding scale rates for operating that certain states are eligible for.
Vehicles (ADA and/or CAA compliant)	85% federal share and a 15% local match (85/15).
Facilities and Equipment (ADA and/or CAA compliant)	90% federal share and a 10% local match for the net project cost (incremental cost) attributable to compliance with these acts (90/10).
Program Administration	Administration expenses, which are capped at 10%, do not require a local match. Federal share is 100%.
Intercity Bus Program – In-Kind Match	The intercity in-kind match provision permits the cost of an unsubsidized portion of privately provided intercity bus service that connects to feeder service to be used as in-kind local match for the intercity bus projects. Guidance can be found in FTA Circular 9040.1G. When determining the amount of the unsubsidized portion of privately provided intercity bus service that connects to feeder service that is eligible as in-kind local match, all operating and capital costs can now be included without revenue offset.
Project Administration	80% federal share and 20% local match (80/20). See Circular 9040.1G for the sliding scale capital rates certain states are eligible for.
Rural Transit Assistance Program (RTAP)	There is no local match required.

FTA Region 9 - TrAMS Grant Application Development Checklist

Section 5311(c) - Tribal Transit Program - Formula Grants

Funding Source	Funding Source Description
5311-1B	5311 - TTP Formula
5311-7	5311 - Tribal Formula (Coronavirus Aid, Relief, and Economic Security Act [CARES] Act)
5311-8C	5311 - COVID-19 Emergency Relief (ER) Response Tribal Formula
5311-9B	5311 - Tribal Formula (Coronavirus Response and Relief Supplemental Appropriations Act [CRRSAA])
5311-10C	5311 - TTP Formula (ARPA)

Attachments / Document Requirements	Indirect Cost Rate Proposal and cognizant agency approval letter, if applicable. For property acquisition, upload a copy of FTA's appraisal concurrence letter
Planning	Formula Funds are at 100% federal share for operating, capital, and planning. No local match is required. Scope Code 600-00 should be used for capital, planning, and operating assistance projects.
Capital/Operating	
Vehicles (ADA and/or CAA compliant)	
Facilities and Equipment (ADA and/or CAA compliant)	
Project Administration	A maximum of 10% of a project's budget may be used for project administration.
Period of Funding Availability	Year of apportionment + 2 years

Section 5311(j) - Tribal Transit Program - Competitive Grants

Funding Source	Funding Source Description
5311-1C	5311 - Tribal Transit Competitive
5311-10B	5311 - Tribal Transit Competitive (American Rescue Plan Act)

Attachments / Document Requirements	For Competitive funds, please upload the following: <ul style="list-style-type: none"> * Copy of the Federal Register Notice reflecting the discretionary award. * Copy of the Standard Form 424 (SF-424) Supplemental Form as submitted in response to the NOFO. Indirect Cost Rate Proposal and cognizant agency approval letter, if applicable. For property acquisition, upload a copy of FTA's appraisal concurrence letter
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Planning	Competitive funds: 100% Federal Share. Match requirement may vary by year of allocation. Refer to applicable Notice of Funding Opportunity to confirm.
Capital/Operating	
Vehicles (ADA and/or CAA compliant)	
Facilities and Equipment (ADA and/or CAA compliant)	
Project and Program Administration	Competitive funds: A maximum of 10% of a project's budget may be used for project administration.
Period of Funding Availability	Year of Project Selection Announcement + 2 years. (This could vary depending on the specification included in the Notice of Funding Opportunity. Please confirm with FTA Region 9 Office.)

Type of Activity	Match Requirement
Tribal Transit	Competitive funds: Match requirement varies by year of allocation. Refer to applicable Notice of Funding Opportunity to confirm.
Planning	100% federal share. No match required. (Both formula and competitive)
Capital / Operating	Competitive funds: Match requirement varies by year of allocation. Refer to applicable Notice of Funding Opportunity to confirm. Formula funds: 100% federal share. No match required.
Vehicles (ADA and/or CAA compliant)	Competitive funds: Match requirement varies by year of allocation. Refer to applicable Notice of Funding Opportunity to confirm. Formula funds: 100% federal share. No match required.
Facilities and Equipment (ADA and/or CAA compliant)	Competitive funds: Match requirement varies by year of allocation. Refer to applicable Notice of Funding Opportunity to confirm. Formula funds: 100% federal share. No match required.
Project and Program Administration	Competitive funds: A maximum of 10% of a project's budget may be used for project administration.

FTA Region 9 - TrAMS Grant Application Development Checklist

Section 5337 - State of Good Repair Program

Attachments / Document Requirements	Copy of split letter, if applicable.
	Most current STIP pages related to the projects.
	Copy of FTA's appraisal concurrence letter, if property acquisition is involved.
	Grantees do not need to attach their TAM plans to TrAMS when applying SGR grants, because Section 5337 (4)(B) only requires grantee's self-certification in complying TAM's final rule and grantees are already required to report their performance targets and conditions of their assets to FTA's National Transit Database under 49 CFR 625.55.
Special Statement in Executive Summary	<p>Beginning in FY 2019, all projects funded under the Section 5337 State of Good Repair Program must be included in the investment prioritization section of the recipient's current TAM plan. Accordingly, the recipient must include the following statement in the grant executive summary:</p> <p>"By executing this grant, we certify that projects funded in this grant are included in the [2019] TAM plan investment prioritization section."</p>
Scope Code and ALI Code	<p>Training – under 5314(b), recipients are allowed to use up to 0.5% of annual allocation of Section 5307, 5337, and 5339 program funds to support workforce development.</p> <ul style="list-style-type: none"> * Scope Code 117-00 and ALI 11.7D.02 for "Bus Employee Education and Training" * Scope Code 127-00 and ALI 12.7D.02 "Fixed Guideway Employee Education and Training" * Traditional grantees may use Scope Code 500-00 and ALI 11.7D.02 for "Management Training" * Scope Code 441-30 and ALI 11.7D.02 for "Training Fellowship" * Scope Code 441-20 and ALI 11.7D.02 for "Human Resources" <p>Transit Asset Management (TAM) expenses:</p> <ul style="list-style-type: none"> * Scope Code 117-00 and ALI 11.7P.00 for TAM Bus * Scope Code 127-00 and ALI 12.7P.00 for TAM Fixed Guideway
Grant Application Structure	Encouraged to create separate applications for the high-intensity rail fixed guideway and the high intensity motorbus state of good repair funds.

<p>Project Eligibility for both for High-Intensity Fixed Guideway & High intensity motorbus (verify)</p>	<p>Preventive maintenance (PM) expenses are eligible</p> <ul style="list-style-type: none"> * Although SGR is generally not available for expansion of capacity or service, FTA does permit expansion of capacity within replacement projects to meet current or projected short-term service needs (e.g., replacing a maintenance facility with a larger facility, or replacing a bus with a larger bus). Per Circular 5300.1, p. III-3. * But for any expansion elements included in a replacement project, such as this, the grantee needs to address how the project meets current or short-term service levels if the vehicles will expand capacity or service. Circular 5300.1, p. III-3 to III-4. * FTA must review the reasonableness of such expansion elements when reviewing the grant.
<p>Project Eligibility for High-Intensity Fixed Guideway (verify)</p>	<p>High-intensity fixed guideway funds shall be available exclusively for fixed guideway projects, such as:</p> <ul style="list-style-type: none"> * Exclusive Right-of-Way * Rail * Fixed catenary system * Passenger ferry * Bus rapid transit
<p>Project Eligibility for High intensity motorbus (verify)</p>	<p>High intensity motorbus funds can be used interchangeably on any eligible high intensity motorbus project or high-intensity fixed guideway project.</p> <p>Projects are limited to the maintenance, replacement, or rehabilitation of vehicles, maintenance facilities, and related equipment, and do not include the maintenance, rehabilitation, or replacement of high-occupancy vehicle (HOV) lanes.</p> <p>Capital costs for HOV lanes are not eligible for the high intensity motorbus funds.</p> <hr/> <p>State of Good Repair is generally NOT eligible for expansion projects. However, FTA will permit expansion of capacity within replacement projects to meet current or projected short-term service needs (e.g., replacing a maintenance facility with a larger facility, or replacing a bus with a larger bus). For any expansion elements included in a replacement project, the grantee will need to address how the project meets current or short term service levels. FTA will review the reasonableness of such expansion elements when reviewing the grant.</p>
<p>Workforce Development Training</p>	<p>Human resources and training, including Innovative Public Transportation Frontline Workforce Development Program activities, can be funded at a 50% federal share.</p>
<p>Railcar Replacement Program, Competitive</p>	<p>BIL added a new competitive program to Section 5337. Notice of Funding Opportunity (NOFO) and Program Guidance will be distributed in Fiscal Year 2023.</p>
<p>Period of Funding Availability</p>	<p>Year of apportionment + 3 years</p>

FTA Region 9 - TrAMS Grant Application Development Checklist

Section 5339 - Bus & Bus Facilities Program (Formula and Competitive)

Scope Code and ALI Code	Training – under 5314(b), recipients are allowed to use up to 0.5% of Section 5307, 5337, and 5339 program funds to support workforce development
	Scope Code 117-00 and ALI 11.7D.02 for “Bus Employee Education and Training”
	Scope Code 127-00 and ALI 12.7D.02 “Fixed Guideway Employee Education and Training”
	Traditional grantees may use Scope Code 500-00 and ALI 11.7D.02 for “Management Training”
	Scope Code 441-30 and ALI 11.7D.02 for “Training Fellowship”
	Scope Code 441-20 and ALI 11.7D.02 for “Human Resources”
Federal / Non-Federal Match Ratio	<p>Unless otherwise specified, the federal / non-federal share match ratio should be as follows:</p> <p><u>Capital</u>: 80/20</p> <p><u>Vehicles</u> (ADA and/or CAA compliant): 85/15</p> <p><u>Facilities and Equipment</u> (ADA and/or CAA compliant): 90/10</p>

5339(a) - Buses and Bus Facilities Formula Program

Attachments / Document Requirements	Copy of split letter, if applicable.
	Most current STIP pages related to the projects.
	Governor’s designation letter for Designated Recipients of Section 5339 funds (should be uploaded to the Recipient Documents Module).
	Copy of FTA's appraisal concurrence letter, if property acquisition is involved.
Project Eligibility (verify)	If a grant will obligate FY 2016 through FY 2022 funds, only capital and workforce development activities are eligible as shown in the Federal Register announcing awards. Projects/activities should be to replace, rehabilitate, and purchase buses and related equipment, and to construct bus-related facilities.
	Preventive maintenance expenses are NOT eligible under Section 5339.
Procurement of ≤ 4 vehicles	BIL requirement as of October 1, 2021: If a grant includes a procurement for four or fewer vehicles – Grantees must identify whether it is using one of the FAST Act Innovative Procurement methods or an explanation as to why they are not.
	An explanation is required if the recipient uses one of the procurement tools authorized under Section 3019 of the FAST Act.

Special Requirements	Awards to recipients in rural areas are subject to the requirements of Section 5311. Awards to recipients in urban areas are subject to the requirements of Section 5307.
Training	Allowed to use up to 0.5% of their Section 5339 program funds to support workforce development activities at an 80 percent federal cost share, including the cost of administering a training program.
Period of Funding Availability	Formula Funding: Year of Apportionment + 3 years

5339 (b) - Bus and Bus Facilities Competitive Program

Attachments / Document Requirements	Copy of the Federal Register Notice reflecting the discretionary award.
	Copy of the Standard Form 424 (SF-424) Supplemental Form as submitted in response to the NOFO.
Budget and Scope	Upload discretionary application (Supplemental form, SF-424) in TrAMS.
	Grant scope must be consistent with the discretionary application SF-424. If the dollar amounts are different, project scalability subject to HQ/TPM approval.
	Grant must be associated with a Discretionary or Earmark ID and sent for Congressional Release prior to award.
	If FTA funding allocation equals the amount shown in the grantee proposal SF-424, then grant and local share must be consistent with the SF-424. If FTA funding allocation is different the amount shown in the grantee proposal SF-424, please discuss with your assigned Region 9 Pre-Award Manager.
Federal / Non-Federal Match Ratio	Match ratios (Non-Federal Share commitments) must match SF-424 Supplemental Form.
Procurement of ≤ 4 vehicles	BIL requirement as of October 1, 2021. If a grant includes a procurement for four or fewer vehicles – the regions should require the applicant to identify whether it is using one of the FAST Act Innovative Procurement methods or an explanation as to why they are not.
	An explanation is required if the recipient uses one of the procurement tools authorized under Section 3019 of the FAST Act.
Talking Points	Talking points overview, Place of Performance, talking points, Earmark ID, Earmark Amount Applied.
Period of Funding Availability	Competitive Program Funding (5339(b) and 5339(c)): Year of project selection announcement +3. However, the lapse year may vary. Confirm with FTA Program Implementation Guidance or consult with FTA Region 9 Office.

5339 (c) - Low or No Emission Vehicles Competitive Program

Attachments / Document Requirements	Copy of the Standard Form 424 (SF-424) Supplemental Form as submitted in response to the NOFO.
	Grant scope must be consistent with the discretionary application SF-424. If the dollar amounts are different, project scalability subject to HQ/TPM approval.
	Grant must be associated with a Discretionary or Earmark ID and sent for Congressional Release prior to award.
	If FTA funding allocation equals the amount shown in the grantee proposal SF-424, then grant and local share must be consistent with the SF-424. If FTA funding allocation is different the amount shown in the grantee proposal SF-424, please discuss with your assigned Region 9 Pre-Award Manager.
Budget and Scope	Upload discretionary application (Supplemental form, SF-424) in TrAMS.
	Grant scope must be consistent with the discretionary application SF-424. If the dollar amounts are different, project scalability subject to HQ/TPM approval.
	Grant must be associated with a Discretionary or Earmark ID and sent for Congressional Release prior to award.
	If FTA funding allocation equals the amount shown in the grantee proposal SF-424, Then grant and local share must be consistent with the SF-424. If FTA funding allocation is different the amount shown in the grantee proposal SF-424, please contact FTA Region 9 Office.
Federal / Non-Federal Match Ratio	Match ratios (Non-Federal Share commitments) must match SF-424 Supplemental Form.
Talking Points	Include project overview, Place of Performance, talking points, Earmark ID, Earmark Amount Applied in this grant application.
Training	For low-emission projects, recipients are permitted to use up to 0.5 percent of their requested grant award for general workforce development activities and an additional 0.5 percent for costs associated with training at the National Transit Institute.
	If applicable, workforce training should not exceed 1 percent of the overall federal award for low-emission projects.
Workforce Development	5% percent of the requested federal amount must be used for workforce development activities unless the applicant certifies via the application that less funding is needed.
Zero-Emissions Fleet Transition Plan	FY 2022 or later funding for a zero-emission project must have included a zero-emission fleet transition plan that meets six requirements in law.
	In FY 2022, some projects selected for funding may have submitted an incomplete, but curable, fleet transition plan. If so, please contact FTA Region 9 Office.
Period of Funding Availability	Competitive Program Funding (5339(b) and 5339(c)): Year of project selection announcement +3. However, the lapse year may vary. Confirm with FTA Program Implementation Guidance or consult with FTA Region 9 Office.