

# FTA

FEDERAL TRANSIT ADMINISTRATION

## Tips and Tricks to Effective FTA Grants Development and Management

2016 Washington Tribal-State  
Transportation Conference

September 28, 2016



U.S. Department of Transportation  
Federal Transit Administration

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FTA Region 10  
Seattle, WA

# Agenda

- Grant Development
- Grant Management
- FTA TTP Program
- FAST Act
- TrAMs
- TTP Technical Assistance Assessments
- Region 10 Staff Changes
- Questions

# FTA Grant Development



# FTA Grant Development

- Applying for Funding (Discretionary Awards)
- FTA Grant Making Process in TrAMS

# Tip #1: Plan

- Know the transit needs
  - Transit Development Plan
  - Capital Investment Plan
  - Transit Asset Management
- Be at the table
  - TTPO
  - RTPO/MPO
  - Coordinated Human Services Transportation Plan

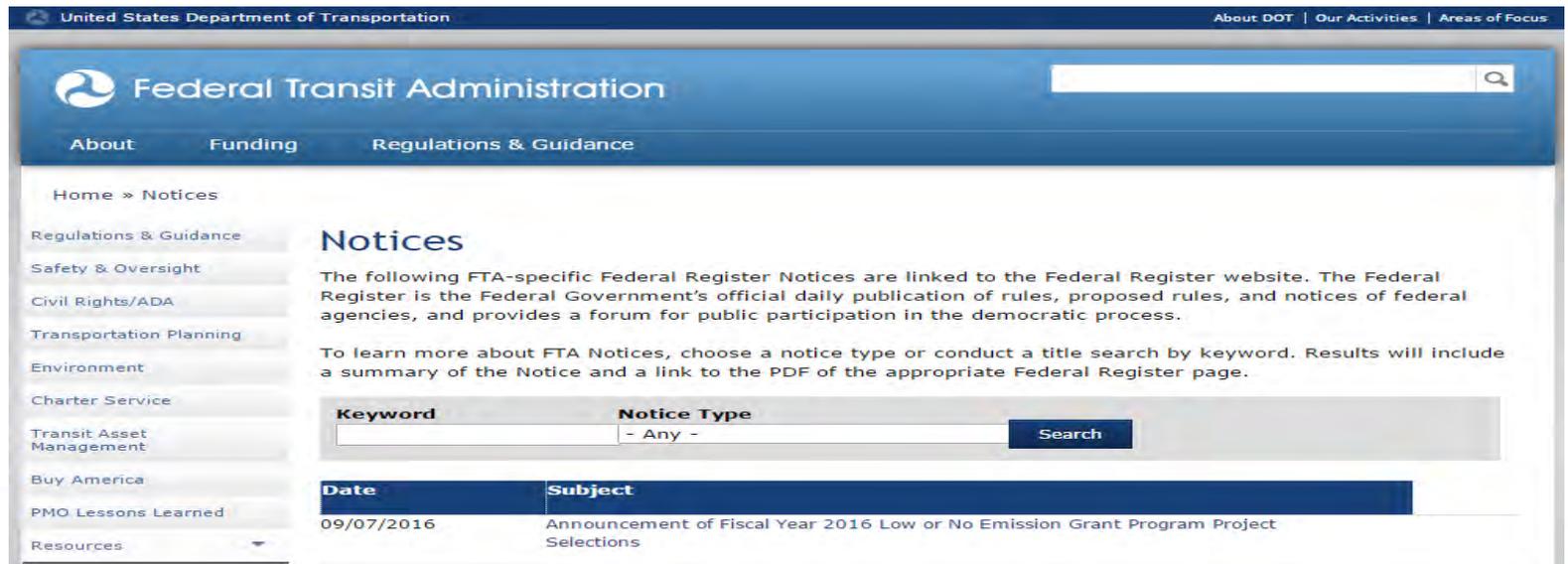


# Tip #2: Be Proactive

- Share transit needs with potential funders even when funds not available (FTA, etc)
- Have projects ready to go in case of funding opportunity (Plan, NEPA, Match)
- Sign up for websites that list grant opportunities:
  - [Grants.gov](https://www.Grants.gov)
  - <https://public.govdelivery.com/accounts/USDOTFTA/subscriber/new>

# Tip #3: Know the Requirements

- Read, read, and read again!
  - Federal Register Notices
  - FTA Funding Circulars
  - FTA Grant Management Requirements (C. 5010.ID)



The screenshot shows the Federal Transit Administration website. The header includes the United States Department of Transportation logo and navigation links for 'About DOT', 'Our Activities', and 'Areas of Focus'. The main navigation bar features 'About', 'Funding', and 'Regulations & Guidance'. The page title is 'Home » Notices'. A sidebar on the left lists various categories: Regulations & Guidance, Safety & Oversight, Civil Rights/ADA, Transportation Planning, Environment, Charter Service, Transit Asset Management, Buy America, PMO Lessons Learned, and Resources. The main content area is titled 'Notices' and contains a paragraph explaining that the following FTA-specific Federal Register Notices are linked to the Federal Register website. Below this is a search form with 'Keyword' and 'Notice Type' (set to '- Any -') fields and a 'Search' button. A table below the search form lists a notice with the date '09/07/2016' and the subject 'Announcement of Fiscal Year 2016 Low or No Emission Grant Program Project Selections'.

Date	Subject
09/07/2016	Announcement of Fiscal Year 2016 Low or No Emission Grant Program Project Selections

# Grant Award

- Discretionary
  - Published in the Federal Register Notice
  - Register provides any specialized information regarding the program
  - Region 10 sends an award letter for TTP Discretionary



- Formula
  - Apportionments and allocations published annually on FTA's website ([www.transit.dot.gov](http://www.transit.dot.gov))

# FTA Grant Making Process

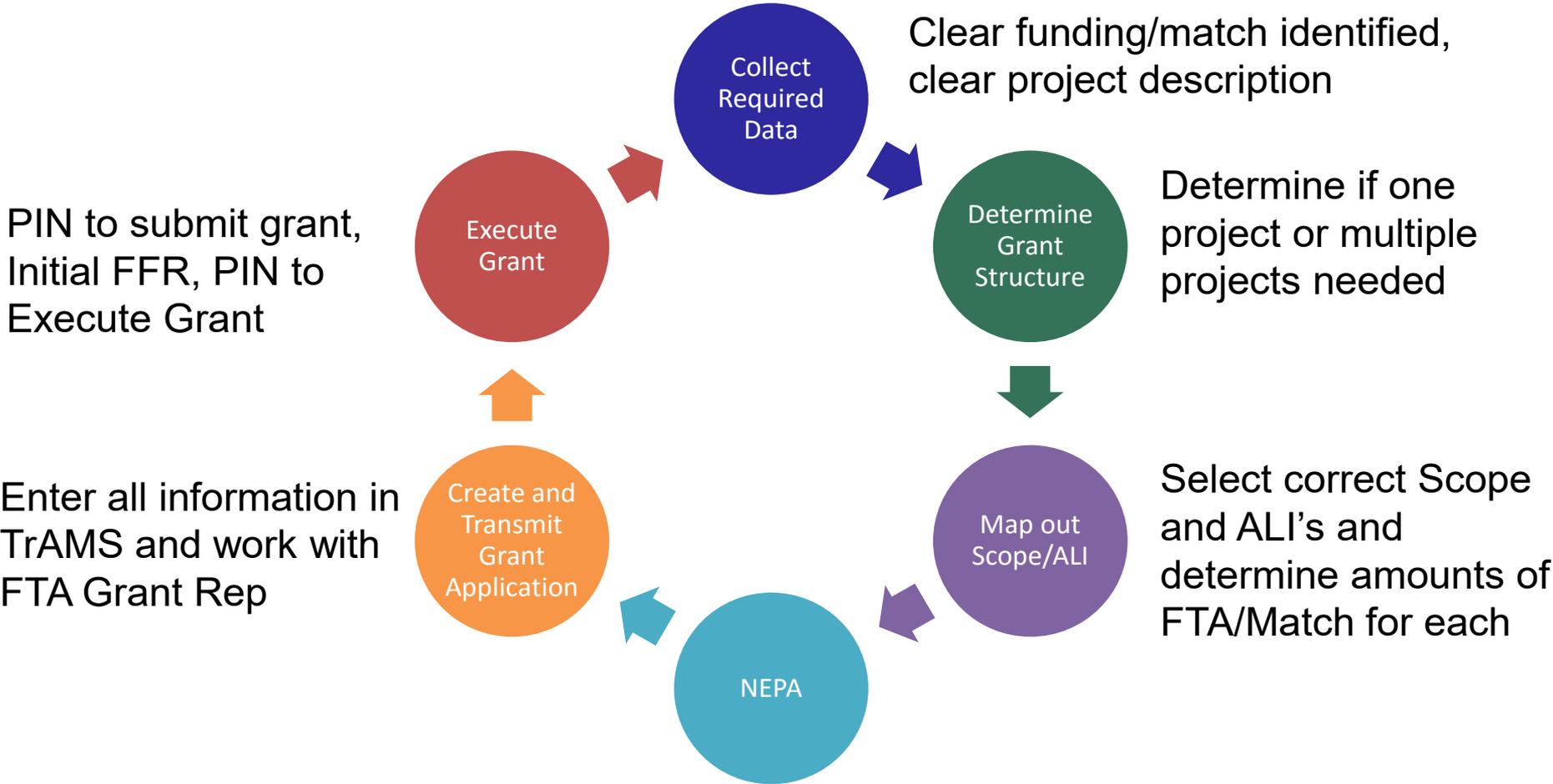


# Tip #4: Roles and Responsibilities

- Staff Roles
  - User Manager
  - Developer
  - Submitter
  - Official
  - Attorney
  - FFR Reporter
  - MPR Reporter

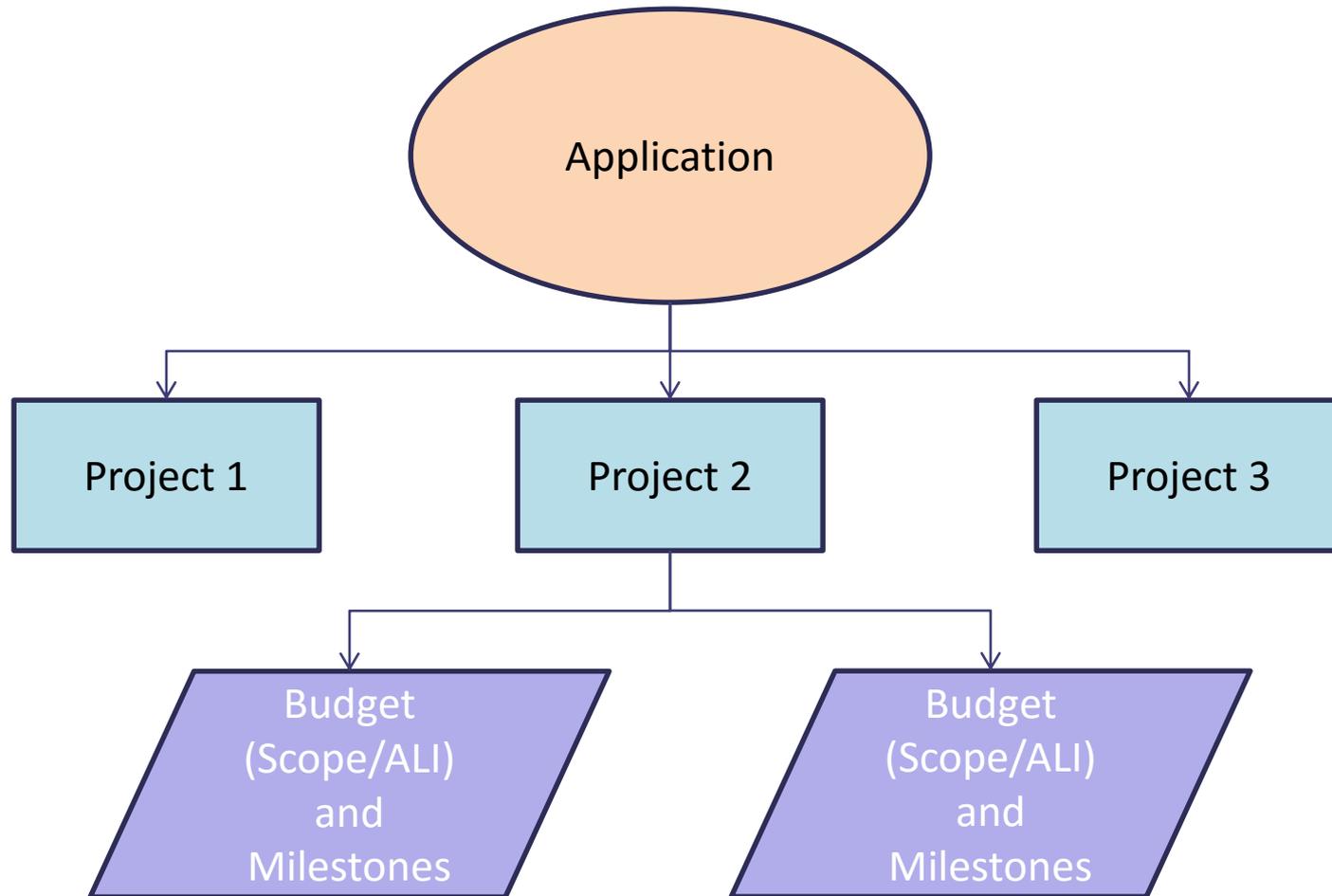


# Grant Development Cycle





# Tip #5: Simple Grant Structure



# Tip #6: Pre-Award Requirements

- **Certifications and Assurances**
- **Civil Rights**
  - Concur
  - In Review
- **Resolution is Current**
  - Submission of Agreements
  - Execution of Agreements
  - Execution of Certifications and Assurances



# Tip #6: Pre-Award Requirements

- Environmental Determination
  - CE
  - DCE
  - EIS
- Real Estate Documentation

# Tip #7: Use Your Resources

- Talk to your counterparts in other transit agencies or tribes
- Call FTA
- Websites
  - [www.transit.dot.gov](http://www.transit.dot.gov)

# FTA Grant Management

## PERFORMANCE



- EXCELLENT**
- GOOD**
- AVERAGE**
- POOR**

# Tip #1: Know the Requirements

- Reporting
  - TTP Formula and Discretionary
    - Annually
    - TrAMS (Financial and Narrative)
    - National Transit Database (Performance Measures)
  - All other FTA funds
    - Quarterly or Annually (dependent upon funding source)
    - TrAMS (Financial and Narrative)
    - National Transit Database (Performance Measures)

# Tip #2: Minimize Your Workload

- **Closeout grants**
  - Grants are supposed to be closed out within 90 days of being fully spent or project complete
- **Monitor project progress**
  - Track spending, any funds remaining able to go towards another active project?
- **Strategic grant management**
  - Can a current operating grant be amended to add a new year of funds to reduce open grants?

# Tip #3: Use Your Resources

- **Internal Resources**
  - Other services or departments that could be partnered with
- **External Resources**
  - FTA Tribal Liaison
  - FTA TTP Assessments
  - Other tribes and transit agencies
  - TTPO's and MPO's



**RESOURCES**

# Tip #4: Ask for Help



# FTA TTP Program and Updates

- FTA TTP Program
- FAST Act
- FTA's Electronic Award Management System (EAMS)
  - Transit Award Management System (TrAMS)
- Tribal Transit Program Assessments
  - Technical Assistance
- Region 10 Updates

# FTA Tribal Transit Program

## **Tribal Transit Program (TTP)**

- Objective
  - Provide direct funding to federally recognized Indian tribes to provide public transportation service on and around Indian reservations or tribal land in rural areas.
- Eligible Recipients
  - Federally recognized Indian tribes
  - Alaska native villages, groups or communities as identified by the US Department of Interior

# FTA Tribal Transit Program

	<b>Alaska</b>	<b>Idaho</b>	<b>Oregon</b>	<b>Washington</b>	<b>Total</b>
Federally Recognized Tribes		4	8	29	<b>42</b>
Native Entities within the State of Alaska	229				<b>229</b>
<b>FTA Grantees</b>	<b>30</b>	<b>3</b>	<b>7</b>	<b>21</b>	<b>61</b>

Data as of the January 29, 2016 FRN Notice of Indian Entities Recognized and Eligible to Receive Services from the United State Bureau of Indian Affairs

(<http://www.bia.gov/cs/groups/xraca/documents/text/idcl-033010.pdf> )

# FTA Funding for Tribal Transit

## **SAFETEA-LU (FY 2006-2012)**

- Created the Tribal Transit Program (TTP)
  - Administered as a discretionary program at approximately \$15 Million per year

## **MAP-21 (FY 2013-2015)**

- Continued and Modified TTP
  - Formula Program: \$25 Million per year
  - Discretionary Program: \$5 Million per year

# FTA Funding for Tribal Transit

## **FAST Act (FY 2016-2020)**

- Continued and Modified the Tribal Transit Program (TTP)
  - Formula Program: \$30 Million per year (Increase of \$5 Million per year)
  - Discretionary Program: \$5 Million per year

# TTP Formula Apportionment

- **Statutory Formula (100% Federal Share)**

<b>Tier</b>	<b>Percentage of Formula Funding</b>	<b>Criteria</b>
<b>1</b>	<b>50%</b>	Vehicle Revenue Miles (NTD)
<b>2</b>	<b>25%</b>	Indian Tribes providing at least 200,000 vehicle revenue miles (NTD)
<b>3</b>	<b>25%</b>	Indian Tribes providing public transportation on reservations where more than 1,000 low income persons reside (2010 Census)

# TTP Formula Apportionment

- **Eligible Projects**

- Any purpose eligible under Section 5311 (Rural Area Formula)
- Capital, Planning, Operating, Job Access and Reverse Commute, and Program Administration

- **Eligible Federal Share**

- 100% (no match required for formula funds)

- **Funding Availability**

- Funds are available for the year of appropriation plus 2 years, a total of 3 years

# TTP Formula Apportionment

	Eligible Projects	Eligible Federal Share	Funding Availability
<b>TTP Formula Funds</b>	• <b>Planning</b>	<b>100%</b>	<b>3 years</b>  <i>(Year of Appropriation + 2)</i>
	• <b>Capital</b>		
	• <b>Operating</b>		
	• <b>Job Access &amp; Reverse Commute</b>		

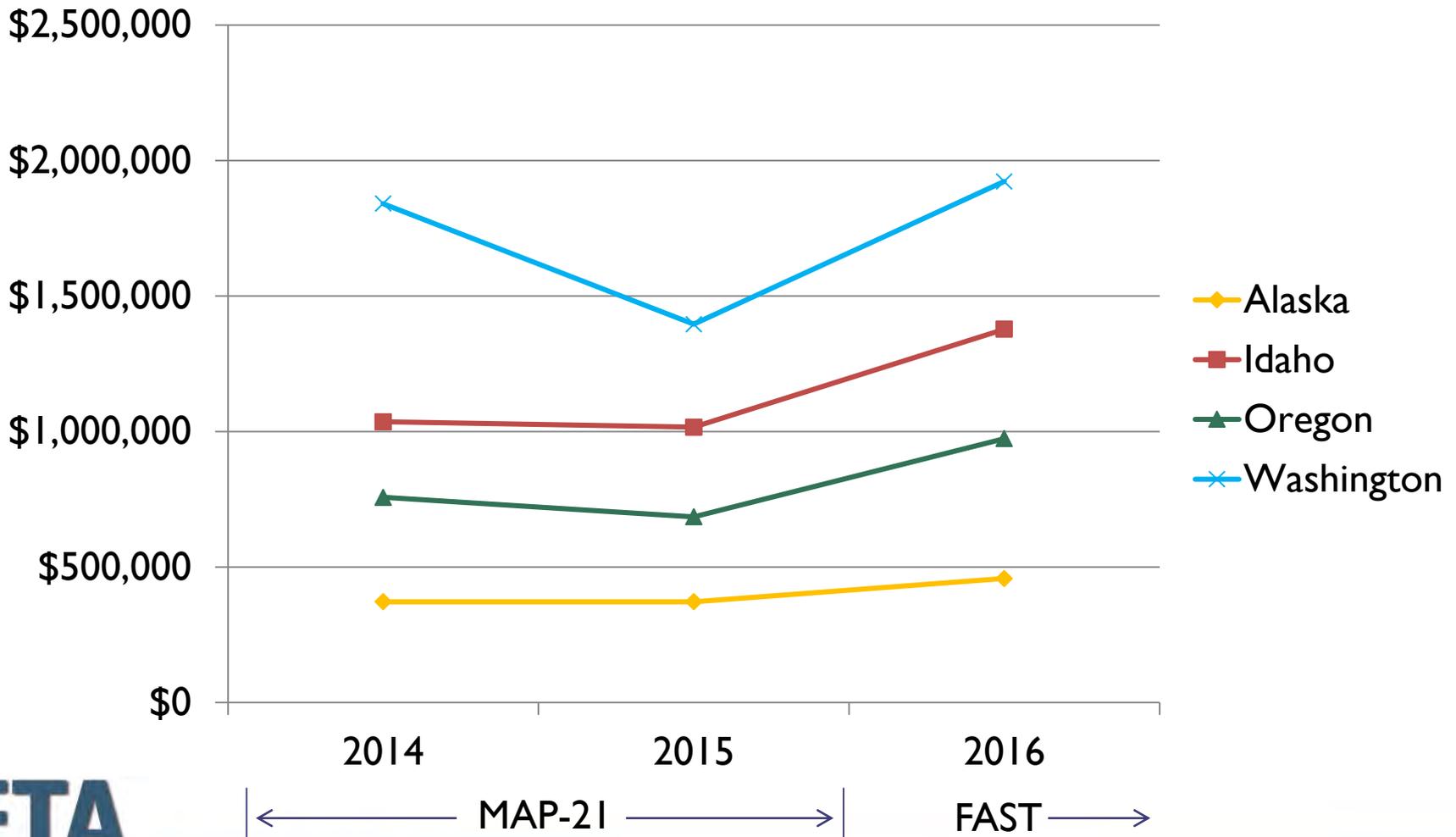
# TTP Discretionary Program

- Approximately \$5 million available annually
  - Notice of Funding Opportunity (NOFO) is published in the Federal Register (FR) Notice
    - **March 14, 2016**
      - FTA published the NOFO for FY 2016 TTP discretionary program
    - **May 13, 2016**
      - Proposals are due in [www.grants.gov](http://www.grants.gov)
- FR Notice: <https://www.gpo.gov/fdsys/pkg/FR-2016-03-14/pdf/2016-05579.pdf>

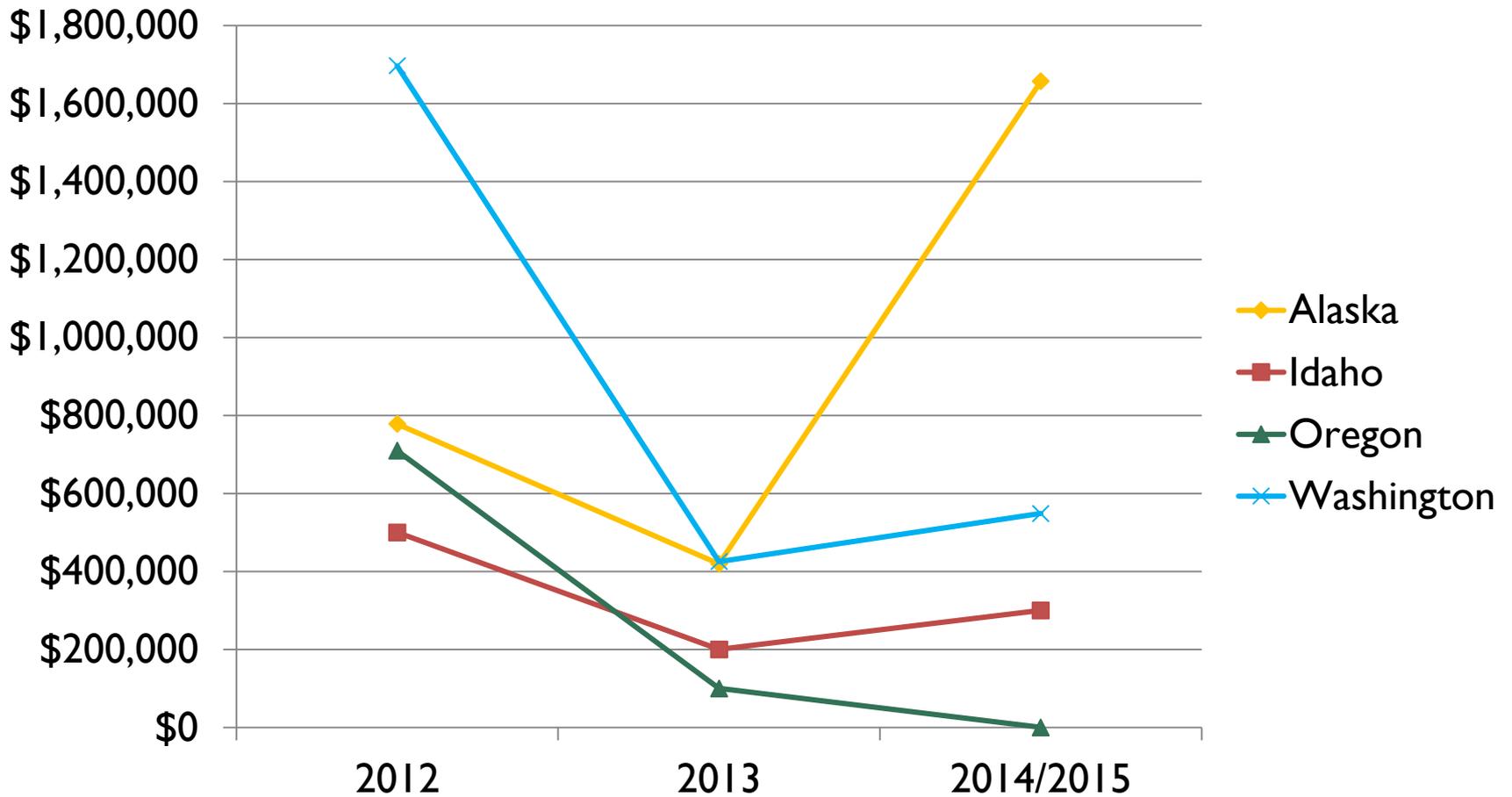
# TTP Discretionary Program

	Eligible Projects	Eligible Federal Share	Funding Availability
<b>TTP Discretionary Funds</b>	<ul style="list-style-type: none"> <li>• <b>Planning</b> <ul style="list-style-type: none"> <li>✓ \$25,000 cap</li> </ul> </li> </ul>	<b>100%</b>	<b>3 years</b>  (Year of Allocation + 2)
	<ul style="list-style-type: none"> <li>• <b>Capital</b> <ul style="list-style-type: none"> <li>✓ New Services</li> <li>✓ Replacement (bus, equip, facility)</li> <li>✓ Expansion (bus, equip, facility)</li> </ul> </li> </ul>	<b>90%*</b>	
	<ul style="list-style-type: none"> <li>• <b>Operating</b> <ul style="list-style-type: none"> <li>✓ Tribes receiving &lt;\$20,000 in TTP formula funds</li> <li>✓ No existing transit service</li> </ul> </li> </ul>	<b>90%*</b>	

# Region 10 TTP Formula Funds



# Region 10 TTP Discretionary Funds



# How to Access FTA TTP Funding

- 5311(b) Tribal Transit Program – **Formula Funds**
  - National Transit Database (NTD) Data
    - Tribes who submitted NTD data for the 2014 reporting period were considered under all 3 Tiers for FY2016 funding.
  - Census Data
    - Tribes that did not submit NTD data in time for the reporting period were only considered under Tier 3 (Poverty Tier).

# How to Access Other FTA Funding

- Respond to State DOT's Call for Projects or Request for Proposals
  - FTA Program Funds managed by the States:
    - Section 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities
    - Section 5311 - Formula Grants for Rural Areas
    - Section 5339 - Bus and Bus Facilities

# Fixing America's Surface Transportation Act (FAST Act)

- Signed into law by President Obama on December 4, 2015
- Effective Date of October 1, 2015
  - Applies new program rules to ALL FY16 funds and all unobligated funds from prior years
- Authorizes transit programs for five years (FY16-FY20), through September 30, 2020

# Major FAST Act Features

- Provides steady and predictable funding for five years, with an increase of ~\$1 Billion per year to the transit program (8%)
- Re-Introduces a Discretionary Bus Program
- Phases in increased Buy America requirements, up to 70% by FY 2020
- Includes positive improvements to the Workforce Development program
- Targets funding increases towards improving state of good repair and the bus program
- Streamlines Vehicle Procurement & Leasing

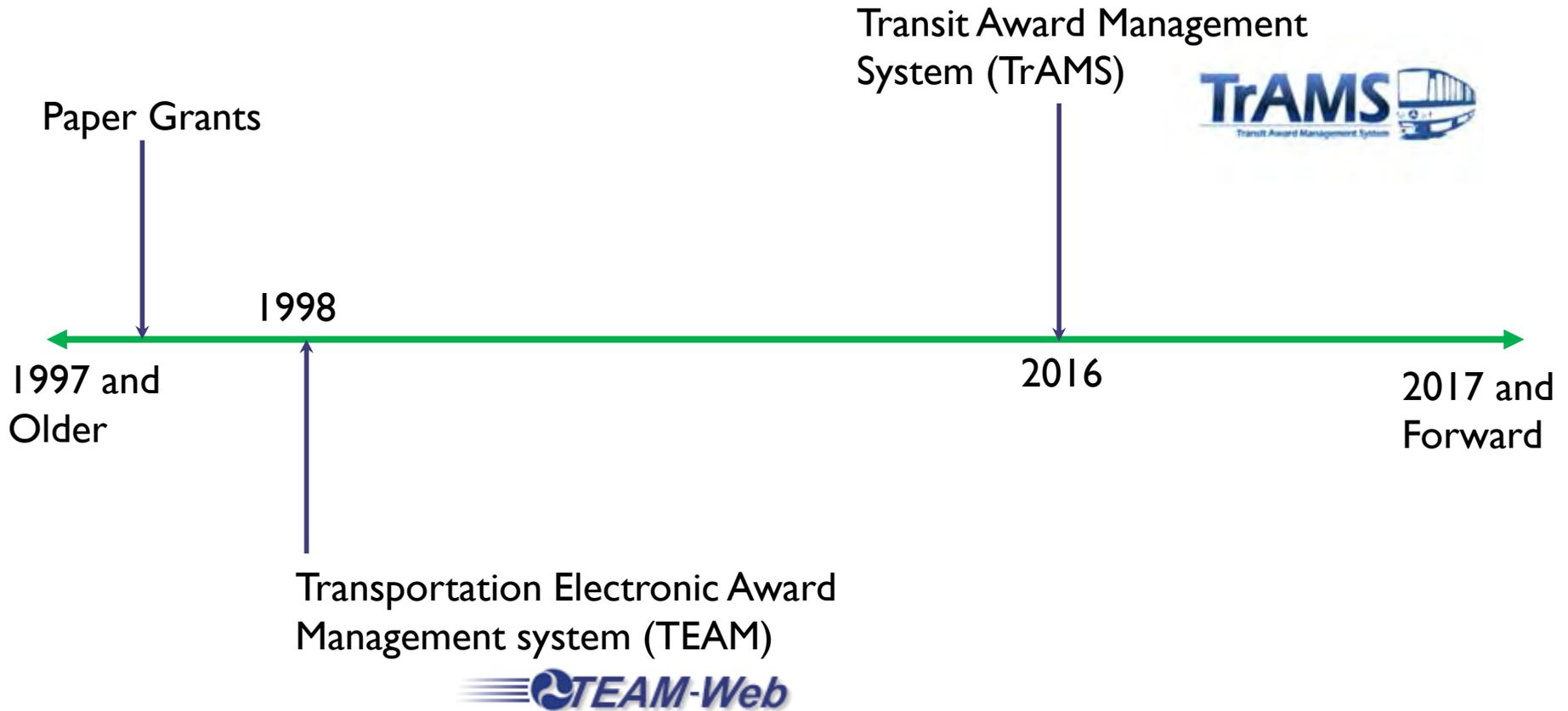
# Transit Award Management System



<https://faces.fta.dot.gov/suite/>

A screenshot of the login interface for the Transit Award Management System. At the top left, there is the U.S. Department of Transportation logo and the text "U.S. Department of Transportation Federal Transit Administration". Below this, there are two input fields: "Username" and "Password". Under the password field, there is a checked checkbox labeled "Remember me on this computer". At the bottom left, there is a link for "Reset Your Password" and a note: "If you are a FTA Employee, Click This Link to Login". On the bottom right, there is a green "Sign In" button.

# History of FTA Grant Making



# Welcome to TrAMS!



- **TrAMS System Goals**
  - User-friendly, flexible, and efficient
  - Strengthens data consistency and integrity
  - Improves transparency and accountability
- **Key Features**
  - Grantee manages user access
  - E-mail notifications sent to grantees when a new task is assigned
  - “Super Grants” allowed with Regional Office approval

# How to Access TrAMS

- **Grantee User Managers (UM) activates users or adds new users**
- **UM sets each user up with specific roles**
- **Users then receive an email that provides instructions for users to access TrAMS**

# TrAMS Website

<https://www.transit.dot.gov/funding/grantee-resources/teamtrams/transit-award-management-system-trams-fta%E2%80%99s-next-generation-team>

**Federal Transit Administration**

Home

**TEAM/TrAMS**

TEAM to TrAMS Transition

Help and Guidance

Training

Notices

FAQs

TrAMS Notices Archives

## The Transit Award Management System (TrAMS): FTA's Next Generation of TEAM

Welcome to the Transit Award Management System (TrAMS), FTA's platform to award and manage federal grants. TrAMS was created to provide greater efficiency and improved transparency and accountability and replaces the TEAM platform.

Recipients with active TEAM accounts as of November 30, 2015 will

*Related Links*

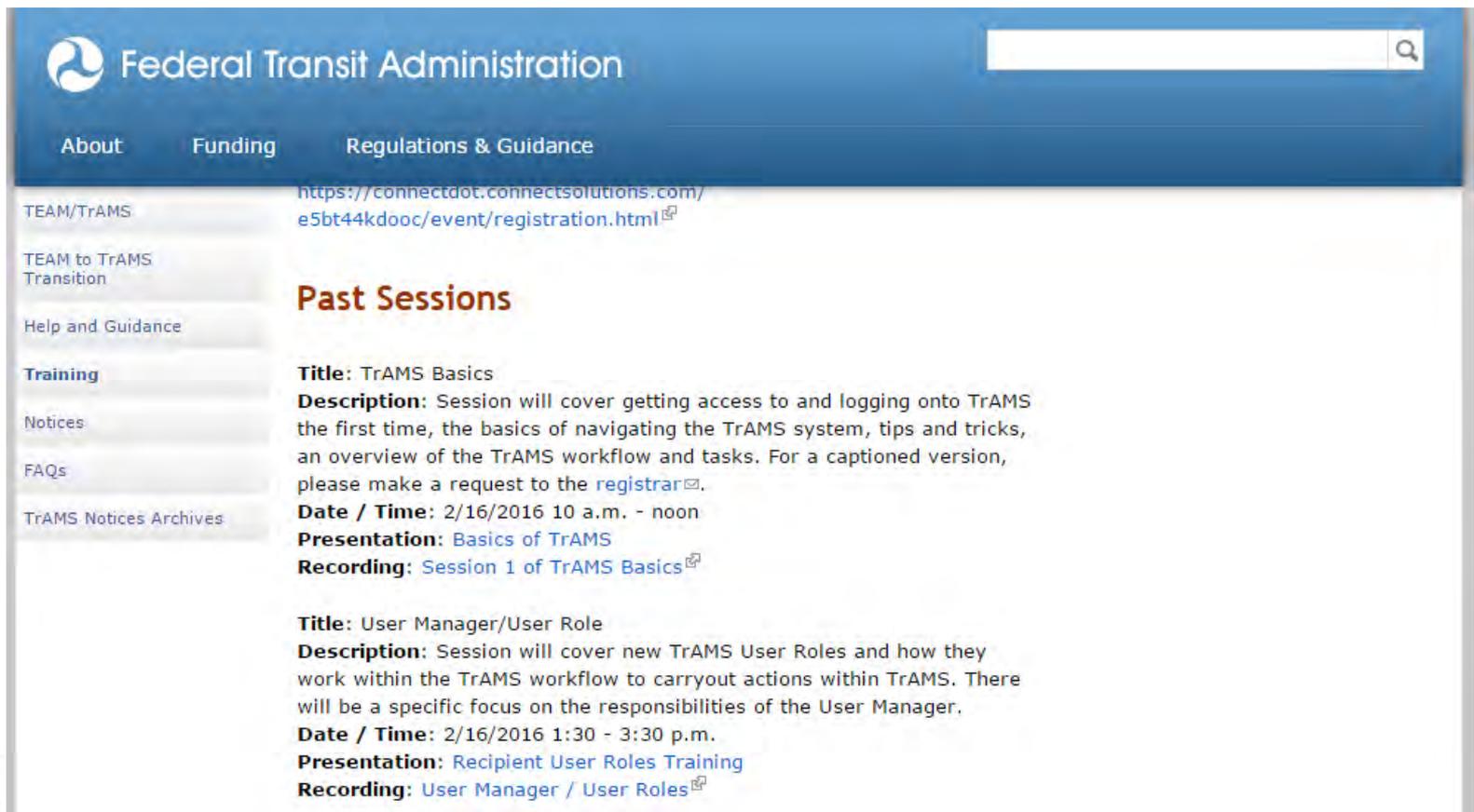
- [Sign Up for Updates](#)
- [TEAM to TrAMS Transition](#)

*Contact Us*

**Office of Program Management**  
Federal Transit Administration  
1200 M Street, N.W.  
Washington, D.C. 20590

# TrAMS Training

<https://www.transit.dot.gov/funding/grantee-resources/teamtrams/trams-training>



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<https://connectdot.connectsolutions.com/e5bt44kdooc/event/registration.html>

## Past Sessions

**Title:** TrAMS Basics  
**Description:** Session will cover getting access to and logging onto TrAMS the first time, the basics of navigating the TrAMS system, tips and tricks, an overview of the TrAMS workflow and tasks. For a captioned version, please make a request to the [registrar](#).  
**Date / Time:** 2/16/2016 10 a.m. - noon  
**Presentation:** [Basics of TrAMS](#)  
**Recording:** [Session 1 of TrAMS Basics](#)

**Title:** User Manager/User Role  
**Description:** Session will cover new TrAMS User Roles and how they work within the TrAMS workflow to carryout actions within TrAMS. There will be a specific focus on the responsibilities of the User Manager.  
**Date / Time:** 2/16/2016 1:30 - 3:30 p.m.  
**Presentation:** [Recipient User Roles Training](#)  
**Recording:** [User Manager / User Roles](#)

# Resources

- FTA Region 10 Grant Representative
- TrAMS Helpdesk
  - 1-877-561-7466
  - [FTA.TrAMS.help@dot.gov](mailto:FTA.TrAMS.help@dot.gov)



# TTP Technical Assistance Assessments

- FTA started conducting TTP Technical Assistance (TA) Assessments in FY2015
- Up to 15 Tribes will receive TA assessments per year
- 3-year cycle
- Tribes that do not receive funding from their State DOT will have first priority to receive on-site TA assessment



# TTP Technical Assistance Assessments

- **Who?**
  - Tribal grantees are selected based on input from FTA Regional Offices and Headquarters to identify tribes most in need of technical assistance
- **Why?**
  - FTA to collaborate with tribal transit leaders
  - To assist in identifying opportunities and solutions for improvement
- **When?**
  - FTA will offer additional workshops to prepare tribes for TA Assessments

# TTP Technical Assessment Areas

- Legal
- Technical
- Grant Administration
- Financial
- National Transit Database
- Asset Management
- Charter Bus
- Procurement & Buy America
- Americans with Disabilities Act
- Drug-Free Workplace
- Drug & Alcohol Testing Program

# TTP Technical Assistance

- FTA TTP Web page

<https://www.transit.dot.gov/funding/grants/grant-programs/public-transportation-indian-reservations-program-tribal-transit>

- National Rural Technical Assistance Program

<http://webbuilder.nationalrtap.org/>

- Northwest Tribal Technical Assistance Program

<http://www.ewu.edu/nwttap>

# Region 10 Staff Changes

- January 2016
  - Kristy McGill transitioned in as the Tribal Liaison for Region 10
    - E-mail: [Kristine.McGuill@dot.gov](mailto:Kristine.McGuill@dot.gov)
    - Phone: 206-220-7963
- September 2016
  - Linda Gehrke returned to Region 10 as the Regional Administrator

# Additional Resources

## FTA Region 10

- **Amy Changchien**, Director, Office of Planning and Program Development  
Email: [Amy.Changchien@dot.gov](mailto:Amy.Changchien@dot.gov)  
Phone: 206-220-4464

## FTA Headquarters

- **Élan Flippin**, Tribal Transit Program Manager  
Email: [Elan.Flippin@dot.gov](mailto:Elan.Flippin@dot.gov)  
Phone: 202-366-3800

# Questions?





Federal Transit  
Administration  
[www.fta.dot.gov](http://www.fta.dot.gov)

**FTA**

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