

# Tribal Transit Competitive Program

April 20, 2023

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Tribal Transit Program Manager

Federal Transit Administration



U.S. Department  
of Transportation

Federal Transit  
Administration

# Disclaimer

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees should refer to FTA's statutes and regulations for applicable requirements.

# Agenda

- Tribal Transit Program Overview
- FY2023 Funding Opportunity
  - Eligible Projects
  - Evaluation Criteria
- Grants.gov Website
- Questions & Answers

# Federal Transit Administration (FTA) Objectives

The Tribal Transit Program (TTP) and its competitive award program help FTA pursue its objectives by:

- Providing timely and efficient investment in public transportation
- Providing direct funding to federally recognized Indian Tribes to provide public transportation service on and around Indian reservations or Tribal land in rural areas
- Supporting the President's Building a Better America initiative to mobilize American ingenuity to build a modern infrastructure and an equitable, clean energy future.
- Advancing the goals of the January 20, 2021 [Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)



# FTA TTP History

- The TTP is a set-aside of the Formula Grants for Rural Areas Program (49 US Code Section 5311)
- FY 2006: Competitive program created and funded at \$8 million to \$15 million per year (SAFETEA-LU)
- FY 2013: Formula program funded at \$25 million per year and competitive program at \$5 million per year (MAP-21)
- FY 2016: Formula program funded at \$30 million per year and competitive program at \$5 million per year (FAST Act)

# Current Tribal Transit Program

- **The Bipartisan Infrastructure Law (FY 2022-2026)**
  - Increased funding for the Tribal Transit Program by nearly 83%
  - Instead of a flat amount each year, the Tribal Transit Program now grows with the Rural Transit Program
- **Supports 136 American Indian and Alaska Native Tribes with transit service**

In Millions						
Funding Program	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
TTP Formula	\$30.0	<b>\$35.01</b>	<b>\$35.74</b>	<b>\$36.68</b>	<b>\$37.43</b>	<b>\$38.39</b>
TTP Competitive	\$5.0	<b>\$8.75</b>	<b>\$8.93</b>	<b>\$9.17</b>	<b>\$9.36</b>	<b>\$9.60</b>

# FY 2022 TTP Competitive Project Selections

- Application period: Competition closed on May 25, 2022
- FTA received requests for \$18 million from 47 Indian Tribes or Alaska Native Tribal applicants for 47 project proposals in 17 States
- On October 22, 2022, FTA announced \$8.6 million in funding to 25 Tribes for 25 projects in 15 states

# FY 2023 TTP Competitive Program

- \$8.9 million available
- Eligible Applicants
  - Federally recognized American Indian or Alaska Native Tribes as [identified](#) by the US Department of Interior, in rural areas with a population of less than 50,000
- Available Funding
  - FTA may choose to fund the program for more or less than the announcement amount
- Period of Availability
  - Funds are available for obligation the year allocated plus two years (total of three years)





# FY 2023 Federal Register Notice

- FTA published a [FY23 Tribal Transit Notice of Funding Opportunity](#) (NOFO) on March 28, 2023
- Applications are due on **June 26, 2023** at 11:59 pm Eastern Time

NOTICE



# FY 2023 Eligible Projects

Eligible Projects	Eligible Federal Share	Funding Availability
<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 FY)
<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>100%</b>	
<ul style="list-style-type: none"> <li>• <b>Operating Assistance</b> <ul style="list-style-type: none"> <li>✓ All eligible recipients</li> </ul> </li> </ul>	<b>100%</b>	

# FY 2023 Planning Projects

- Include studies on service feasibility, adding a new service, or updating an existing plan
- \$25,000 cap on planning grant awards

# FY 2023 Capital Projects

- Capital Projects include but not limited to:
  - Purchase of expansion or replacement buses/vans
  - Bus-related equipment (fare equipment, communications devices, etc.)
  - Construction and rehabilitation of facilities (transit maintenance and administrative facilities)
  - Mobility management
  - Wheelchair lifts and restraints
  - Passenger shelters and bus stop signs
  - Technology, including computer hardware or software

# FY 2023 Operating Assistance Projects

- Costs directly related to service operations and may include:
  - Fuel
  - Oil
  - Drivers' and Dispatchers' salaries and fringe benefits
  - Licenses
  - Service agreements with private providers of public transportation services

# Evaluation Criteria for Operating Assistance and Capital Projects

Five required sections:

1. Planning and Local/Regional Prioritization
2. Project Readiness
3. Demonstration of Need
4. Demonstration of Benefits
5. Financial Commitment and Operating Capacity

# 1. Planning and Local/Regional Prioritization

- Describe the planning process and/or document utilized to identify the proposed project
- Provide a detailed project description
- Describe what opportunities for public participation were provided and how proposed/existing service has been coordinated with:
  - Human service agencies
  - Intercity bus transportation providers
  - Other rural public transit providers
- Discuss level of support by community and/or tribal government

# 1. Planning and Local/Regional Prioritization (cont.)

- Describe how mobility needs of the tribal community were considered
- Identify existing transportation services in and near the proposed or existing service area
  - Document in detail whether the project will provide coordination opportunities with existing services
- Describe how the proposed/existing service complements rather than duplicates any currently available service
- Describe the implementation schedule for the proposed project, including time period, staffing, and procurement



## 2. Project Readiness

- The project readiness factor includes assessing whether the recipient can:
  - Demonstrate that the project and project funds can be implemented and obligated quickly, if selected
  - Demonstrate the ability to carry out the proposed project successfully
  - Describe the implementation schedule for the project
- For capital projects:
  - Describe and document a project implementation plan (e.g. including initial design of facilities projects)
  - Demonstrate the required environmental work has been initiated or completed, for construction projects requiring a Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement under the National Environmental Policy Act (NEPA)



# 3. Demonstration of Need

- Applications will be evaluated based on the degree to which the applicant identifies the need for transit resources.
- **All applications should include a description of:**
  - Destinations and services not currently accessible by transit
  - Needs for access to jobs or health care, special needs of elders and individuals with disabilities, income-based community, and those with any other mobility requirement
- FTA will consider whether the project represents a one-time or periodic need that cannot reasonably be funded from FTA program formula allocations or state and/or local resources

# 3. Demonstration of Need (cont.)

- Capital expansion projects: describe how current or growing demand for the service necessitates the expansion
- Capital replacement projects: should include how the replacement may be necessary to maintain transit assets in state of good repair:
  - Age of asset
  - Condition of asset
  - Performance of asset
- If an applicant received a planning grant in previous fiscal years, it should indicate the status of the planning study and how the proposed project relates to that study

## 4. Demonstration of Benefits

- Explain how these investments will improve the quality of life for the tribal nation and surrounding communities in which it is located
- FTA will rate proposals based on the quality and extent to which they discuss the following four factors:
  1. The project's ability to improve transit efficiency or increase ridership;
  2. Whether the project will improve or maintain mobility or eliminate gaps in service for the Indian tribe;
  3. Whether the project will improve or maintain access to important destinations and services;
  4. Any other qualitative benefits, such as greater access to jobs, education, and health care services, and environmental considerations.



## 4. Demonstration of Benefits (cont.)

- Identify expected or achieved project benefits in the following:
  - Existing Services:
    - Increased or sustained ridership and daily trips
    - Improved service, operations and coordination
    - Provide actual number of individual riders and trips
  - Start-up Projects:
    - Estimate number of daily one-way trips
    - Qualitative benefits to the tribal nation and surrounding community



# 5. Financial Commitment & Operating Capacity

- Based upon the information provided, the proposals will be rated on the extent to which the proposal demonstrates that:
  1. Tribal Transit Program funding does not replace existing funding;
  2. The applicant will provide non-financial support to the project;
  3. The applicant is able to demonstrate a sustainable funding plan; and
  4. Project funds are used in coordination with other services for efficient utilization of funds.
- For FY 2023, no local match is needed
  - If included, the source must be identified
- Identify sustainable funding plan
  - Demonstrate how applicant plans to maintain operations once project is funded
  - Include an annual operating budget

# Evaluation Criterion for Planning Grants

- Applicants should describe the need for and a general scope of the proposed study
- In one required section, proposals should address two key points:
  1. The recipient's long-term commitment to transit
  2. How the proposed study will be implemented and/or further tribal transit
- \$25,000 cap on planning grant awards

# Important Links

- [FY2023 Tribal Transit Program NOFO](#)
- [FY2023 Tribal Transit Program on Grants.Gov](#)
- [FTA's Tribal Governments Landing Page](#)
- [Tribal Transit Program Competitive Award Webpage](#)





# Technical Assistance Centers



## National Center for Mobility Management

[www.nc4mm.org](http://www.nc4mm.org) 1-866-846-6400

email: [info@nc4mm.org](mailto:info@nc4mm.org)



## National Aging and Disability Transportation Center

[www.nadtc.org](http://www.nadtc.org) 1-866-983-3222

email: [contact@nadtc.org](mailto:contact@nadtc.org)



## Rural Transit Assistance Program

[www.nationalrtap.org](http://www.nationalrtap.org) 1-888-589-6821

email: [info@nationalrtap.org](mailto:info@nationalrtap.org)

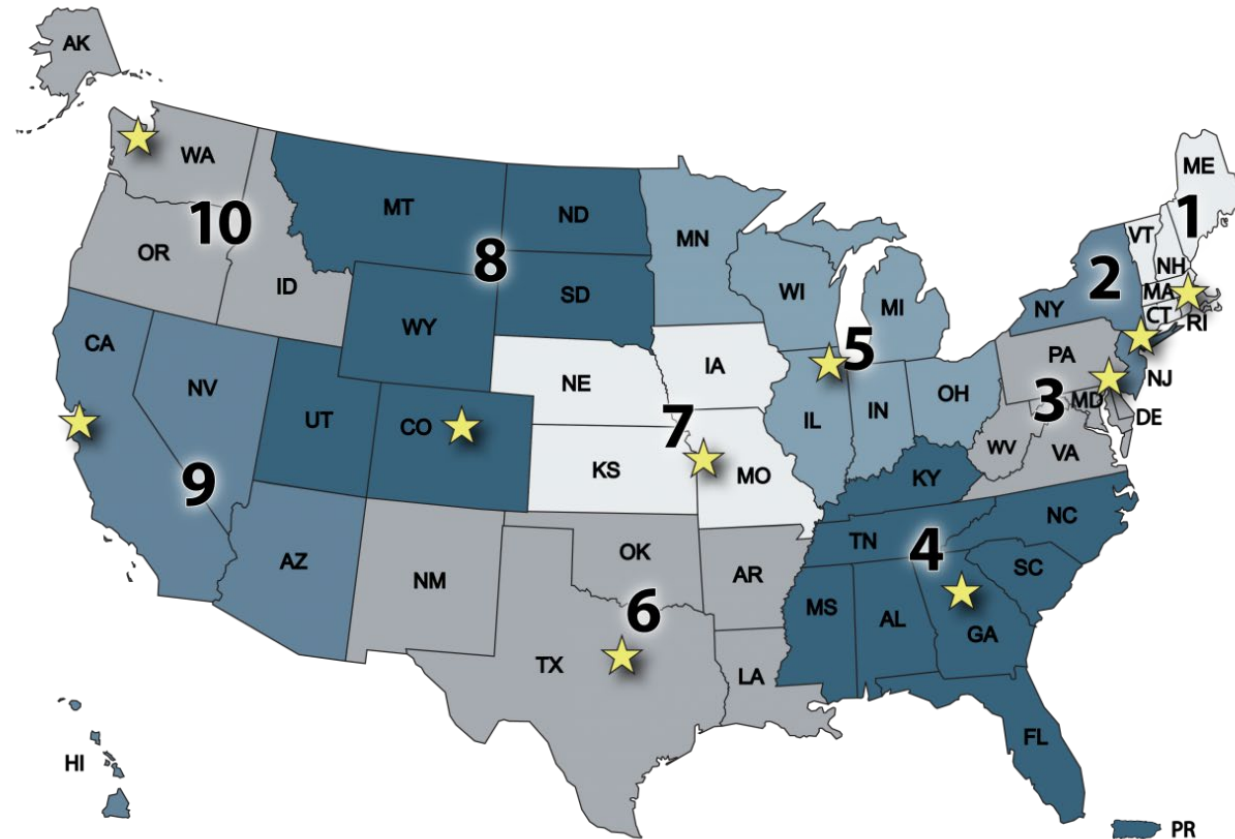


## National Center for Applied Transit Technology

[n-catt.org](http://n-catt.org) 1-888-891-0590

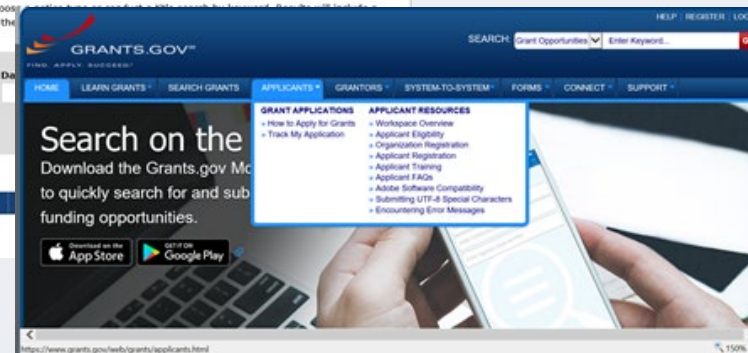
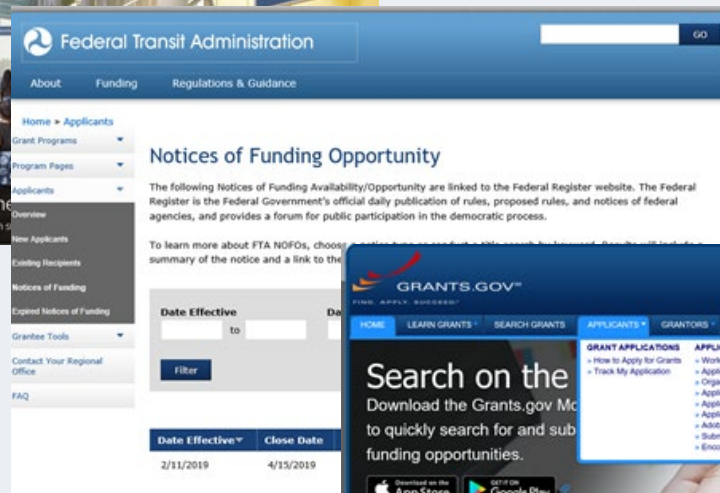
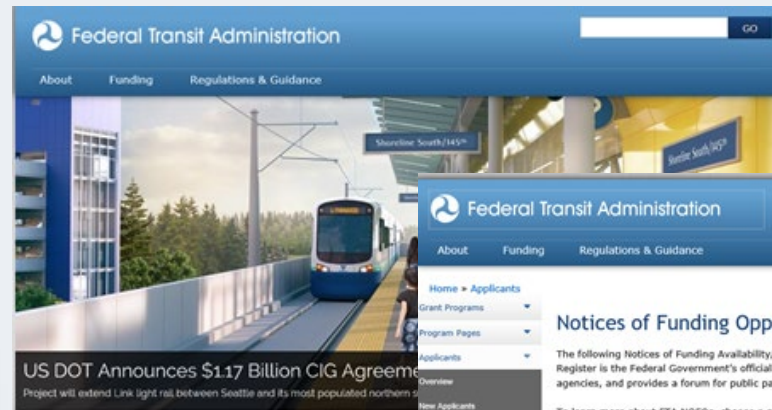
Contact: [grossglaser@ctaa.org](mailto:grossglaser@ctaa.org)

# FTA Regional Tribal Liaisons



[LINK: Contact Information for Tribal Liaisons at FTA Regional Offices](#)

# Applying for FTA Grant Opportunities in Grants.gov



# FTA Notice of Funding Opportunity

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Federal Transit Administration

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The following Notices of Funding Availability/Opportunity are linked to the Federal Register website. The Federal Register is the Federal Government's official daily publication of rules, proposed rules, and notices of federal agencies, and provides a forum for public participation in the democratic process.

To learn more about FTA NOFOs, choose a notice type or conduct a title search by keyword. Results will include a summary of the notice and a link to the PDF of the appropriate Federal Register page.

From [ ] To [ ]

Keywords [ ]

Apply

Date Effective	Close Date	Opportunity ID	Grant Program
03/28/2023	06/26/2023	FTA-2023-010-TPM-Tribal	Public Transportation on Indian Reservations Program; Tribal Transit Competitive Program

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## Public Transportation on Indian Reservations Program FY 2023 Notice of Funding

Date Posted: March 28, 2023

Date Closed: June 26, 2023

Opportunity ID: FTA-2023-010-TPM-Tribal

Grant Program: [Public Transportation on Indian Reservations Program; Tribal Transit Competitive Program](#)

Opportunity Announcement PDF: <https://www.govinfo.gov/content/pkg/FR-2023-03-28/pdf/2023-06378.pdf>

Opportunity Announcement TXT: <https://www.govinfo.gov/content/pkg/FR-2023-03-28/html/2023-06378.htm>

Related Links

- [Public Transportation on Indian Reservations Program; Tribal Transit Program](#)

Related Documents

- [Public Transportation on Indian Reservations Program FY 2023 Notice of Funding Supplemental Form](#)

Details: Notice of Funding Opportunity (NOFO): Solicitation of Project Proposals for the Public Transportation on Indian Reservations Program; Tribal Transit Program. Synopsis and full announcement are posted on Grants.gov as opportunity [FTA-2023-010-TPM-Tribal](#) Proposals must be submitted electronically through Grants.gov by **11:59 PM ET on June 26, 2023**.

Summary: The Federal Transit Administration (FTA) announces the opportunity to apply for \$8.9 million in competitive grants for the Fiscal Year (FY) 2023 Public Transportation on Indian Reservations (Tribal Transit) Program. As required by Federal public transportation law, funds will be awarded competitively for any purpose eligible under FTA's Formula Grants for Rural Areas Program, including planning, capital, and operating assistance for tribal public transit services in rural areas. FTA may award additional funding that is made available to the program prior to the announcement of project selections.

 <https://www.transit.dot.gov/>  
<https://www.transit.dot.gov/funding/grants/notices>

# FTA Notice of Funding Opportunity

## FTA NOFO Page contains:

- Summary Description
  - Application requirements
  - Eligibility
- Supplemental Form
  - Applicants should complete and attach this to their submission
- Links to Grants.gov
- Links to Program Information
- Other references and links

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- Grant Programs >
- Program Pages >
- Applicants >
- Grantee Tools >
- Contact Your Regional Office
- FAQ >

### Related Links

- [Public Transportation on Indian Reservations Program; Tribal Transit Program](#)

### Related Documents

- [Public Transportation on Indian Reservations Program FY 2023 Notice of Funding Supplemental Form](#)

## Public Transportation on Indian Reservations Program FY 2023 Notice of Funding

**Date Posted:** March 28, 2023

**Date Closed:** June 26, 2023

**Opportunity ID:** FTA-2023-010-TPM-Trib

**Grant Program:**

[Public Transportation on Indian Reservations Program; Tribal Transit Program](#)

**Opportunity Announcement PDF:**

<https://www.govinfo.gov/content/pkg/FR-2023-03-28/html/2023-06378.htm>

**Opportunity Announcement TXT:**

<https://www.govinfo.gov/content/pkg/FR-2023-03-28/html/2023-06378.htm>

**Details:** Notice of Funding Opportunity (NOFO): Solicitation of Project Proposals for the Public Transportation on Indian Reservations Program; Tribal Transit Program. Synopsis and full announcement are posted on Grants.gov as opportunity [FTA-2023-010-TPM-Tribal](#). Proposals must be submitted electronically through Grants.gov by **11:59 PM ET on June 26, 2023**.

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Link to  
Grants.gov



<https://www.transit.dot.gov/funding/grants/notices>

FTA NOFO provides hyperlinks to Grants.gov opportunity notice, related documents, and application package.



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FTA-2023-010-TPM-TRIBAL  
 FY 2023 Competitive Funding Opportunity: Tribal Transit Program  
 Department of Transportation  
 DOT/Federal Transit Administration

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**SYNOPSIS** | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

Print Synopsis Details ?

### General Information

<b>Document Type:</b> Grants Notice	<b>Version:</b> Synopsis 2
<b>Funding Opportunity Number:</b> FTA-2023-010-TPM-TRIBAL	<b>Posted Date:</b> Mar 28, 2023
<b>Funding Opportunity Title:</b> FY 2023 Competitive Funding Opportunity: Tribal Transit Program	<b>Last Updated Date:</b> Mar 28, 2023
<b>Opportunity Category:</b> Discretionary	<b>Original Closing Date for Applications:</b> Jun 26, 2023
<b>Opportunity Category Explanation:</b>	<b>Current Closing Date for Applications:</b> Jun 26, 2023
<b>Funding Instrument Type:</b> Grant	<b>Archive Date:</b> Jul 26, 2023
<b>Category of Funding Activity:</b> Transportation	<b>Estimated Total Program Funding:</b> \$8,935,753
<b>Category Explanation:</b>	<b>Award Ceiling:</b> \$0
<b>Expected Number of Awards:</b> 25	<b>Award Floor:</b> \$0
<b>CFDA Number(s):</b> 20.509 -- Formula Grants for Rural Areas and Tribal Transit Program	
<b>Cost Sharing or Matching Requirement:</b> No	

**SYNOPSIS** | VERSION HISTORY | RELATED DOCUMENTS | **PACKAGE**

Print Package List ?

### Select Grant Opportunity Package

**PLEASE READ BEFORE APPLYING!**  
 If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

Opportunity Package(s) Currently Available for this Funding Opportunity:						
CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
20.509	FTA-2023-010-TPM-TRIBAL	FY 2023 Competitive Funding Opportunity: Tribal Transit Program	PKG00280842	03/28/2023	06/26/2023	<a href="#">Preview</a>   <a href="#">Apply</a>

**SYNOPSIS** | VERSION HISTORY | **RELATED DOCUMENTS** | PACKAGE

Print Related Documents List ?

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - FTA-2023-010-TPM-Tribal	<a href="#">FTA-2023-010-TPM-TRIBAL-Full Announcement - FTA-2023-010-TPM-Tribal.zip</a>	Mar 28, 2023 08:44:51 AM EDT	379.0 KB
Federal Register Notice	<a href="#">2023-06378.pdf</a>	Mar 28, 2023 08:44:22 AM EDT	234.2 KB
Supplemental Form	<a href="#">FY23-Tribal-Supplemental-Form.pdf</a>	Mar 28, 2023 08:44:51 AM EDT	199.4 KB

# Application Package

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | **PACKAGE**

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**Opportunity Package(s) Currently Available for this Funding Opportunity:**

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
20.509	FTA-2023-010-TPM-TRIBAL	FY 2023 Competitive Funding Opportunity: Tribal Transit Program	PKG00280842	03/28/2023	06/26/2023	<a href="#">Preview</a>   <a href="#">Apply</a>

**Preview Opportunity Package Details**

**Opportunity Package Details:**

**Agency Contact Information:** Elan Flippin  
Office of Program Management  
Phone: 202-366-3800  
Email: TribalTransit@dot.gov

**Who Can Apply:** Organization Applicants

**PACKAGE FORMS:**

[Download Instructions](#)

Mandatory Forms (Click to Preview)	Optional Forms (Click to Preview)
<ul style="list-style-type: none"> <li>» SF424 Mandatory Form [V3.0]</li> <li>» Grants.gov Lobbying Form [V1.1]</li> <li>» Attachments [V1.2]</li> </ul>	---

Close

OMB Number: 4040-0002  
Expiration Date: 01/31/2019

**APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY**

1.a. Type of Submission:  
 Application  
 Plan  
 Funding Request  
 Other  
 Other (specify):

1.b. Frequency:  
 Annual  
 Quarterly  
 Other  
 Other (specify):

1.d. Version:  
 Initial  Resubmission  Revision  Update

2. Date Received: STATE USE ONLY:

3. Applicant Identifier: 5. Date Received by State:

4a. Federal Entity Identifier: 6. State Application Identifier:

4b. Federal Award Identifier:

1.c. Consolidated Application/Plan/Funding Request?  
 Yes  No  Explanation:

**7. APPLICANT INFORMATION:**

a. Legal Name:

b. Employer/Taxpayer Identification Number (EIN/TIN): c. Organizational DUNS:

d. Address:  
 Street: Street2:  
 City: County / Parish:  
 State: Province:  
 Country: USA: UNITED STATES Zip / Postal Code:  
 e. Organizational Unit:

Please fill out the following form. Highlight Existing Fields

**ATTACHMENTS FORM**

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
2) Please attach Attachment 2	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
3) Please attach Attachment 3	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
4) Please attach Attachment 4	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
5) Please attach Attachment 5	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
6) Please attach Attachment 6	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
7) Please attach Attachment 7	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
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10) Please attach Attachment 10	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
11) Please attach Attachment 11	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
12) Please attach Attachment 12	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
13) Please attach Attachment 13	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
14) Please attach Attachment 14	<input type="text"/>	<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>

# Application Package

**FY23 Tribal Transit Program**  
**Applicant and Proposal Profile**

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**Section I. Applicant Information**

Is this a resubmission due to an invalid/error message from FTA?  Yes  No

Organization Legal Name:

FTA Recipient ID Number:

Organization Chief Executive Officer:

Is the applicant a federally recognized Indian Tribe or Alaska Native Village, Group, or Community and located in a rural area with a population of 50,000 or less?  Yes  No

Description of Service Provided and Areas Served:

The “**Attachment Form**” shown below is included in the SF-424 Grant Application Package in Grants.gov.

Please attach the **FTA Supplemental Form** to the **Attachment Form** shown below when submitting in Grants.gov.

Please fill out the following form. Highlight Existing Fields

Authorized for Local Reproduction Standard Form 424 Mandatory (Effective 08/2005)  
Prescribed by CMB Circular A-102

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Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

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5) Please attach Attachment 5	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
6) Please attach Attachment 6	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
7) Please attach Attachment 7	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
8) Please attach Attachment 8	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
9) Please attach Attachment 9	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>

**CAUTION:** Do not use “**Supplemental Form**” from prior years or create your own form. Please use the file provided on the FTA website.



# Applications on Grants.gov

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  - » How to Apply for Grants
  - » Track My Application
- APPLICANT RESOURCES**
  - » Workspace Overview
  - » Applicant Eligibility
  - » Organization Registration
  - » Applicant Registration
  - » Applicant Training
  - » Applicant FAQs
  - » Adobe Software Compatibility
  - » Submitting UTF-8 Special Characters
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Are you or your organization eligible for a grant? Learn how to check your eligibility here.  
[Check Your Applicant Eligibility »](#)

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To apply, you need to register an account with Grants.gov. Begin registering today.  
[Applicant Registration »](#)  
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**Apply for Grants**  
Ready to apply? Create a workspace to apply for a grant.  
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**Track Your Application**  
Enter your Grants.gov tracking number to follow the progress of up to five applications at a time.  
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Access training materials, tips and other resources that will help you successfully navigate Grants.gov.  
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GRANTS.GOV Applicant Support  
1-800-518-4728  
support@grants.gov



<https://www.grants.gov/web/grants/applicants.html>

# Applicant – Organization Registration

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**ORGANIZATION REGISTRATION**

**GRANT APPLICATIONS**

- How to Apply for Grants
- Track My Application

**APPLICANT RESOURCES**

- Workspace Overview
- Applicant Eligibility
- Organization Registration
- Step 1: Obtain a DUNS Number
- Step 2: Register with SAM
- Step 3: Register with Grants.gov
- Applicant Registration
- Applicant Training
- Applicant FAQs
- Adobe Software Compatibility
- Submitting UTF-8 Special Characters
- Encountering Error Messages

**Registering an Organization**  
The instructions below are for new organizations or organizations that have never applied for a federal grant before. Most applicants work for organizations that already completed these steps to do business with the federal government.

Before your organization can apply for a federal grant, there are several steps an organization must complete outside of Grants.gov prior to submitting an application through Grants.gov. An organization is an entity that submits grant applications on behalf of the group, such as a state government, nonprofit organization, or a private business. Once you form a legal entity with a **Employer Identification Number (EIN)**, you are ready to complete the steps below.

Below are the main steps and links to more information to complete this process. The process below can take between three business days and five weeks, so please make sure to begin early. If you do not complete these steps by the submission deadline, you are unlikely to be allowed to submit an application. Contact the federal agency point of contact listed in the grant opportunity to discuss that agency's policy.

**1. Obtain a DUNS Number**

How do I get a DUNS number?  
Call 1-866-705-5711 or access the Dun & Bradstreet website  
<http://fedgov.dnb.com/webform>

How long does this step usually take?  
1-2 business days

**2. Register with SAM**

How do I register with the System Award Management (SAM)?  
Access <https://www.sam.gov> and complete the online registration process. You also need the authorizing official of the organization to send a notarized letter to SAM and an EIN.

How long does this step usually take?  
After SAM receives the notarized letter, up to 2 weeks (up to 5 more weeks to acquire EIN)

**3. Register with Grants.gov**

Must I register a Grants.gov account?  
Yes, you must.

Organizations must register in Grants.gov in order to submit applications

# Workspace in Grants.gov

## WORKSPACE OVERVIEW

### GRANT APPLICATIONS

- » [How to Apply for Grants](#)
- » [Track My Application](#)

### APPLICANT RESOURCES

- » [Workspace Overview](#)
- » [Workspace Basic](#)
- » [Workspace Intermediate](#)
- » [Workspace Advanced](#)
- » [Workspace Process](#)
- » [Workspace Roles](#)
- » [Custom Roles](#)
- » [Applicant Eligibility](#)
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## Get Started on Your Workspace Application

Workspace is the standard way for organizations or individuals to apply for federal grants in Grants.gov. Workspace allows a grant team to simultaneously access and edit different forms within an application. Plus, the forms can be filled out online or offline—your choice.

Grants.gov Workspace also allows applicants and organizations to tailor their application workflow. Here are three approaches that applicants can take when completing a Workspace application:

Basic	Intermediate	Advanced
<p>+ Best for organizations with 1-2 registered Grants.gov users</p> <p>+ Application forms are downloaded and emailed to collaborators before being uploaded back to the workspace</p> <p><a href="#">LEARN MORE &gt;</a></p>	<p>+ Best for organizations with 3-5 registered Grants.gov users</p> <p>+ Applicant teams are typically comprised of an AOR who submits, as well as a Workspace Owner who oversees form completion</p> <p><a href="#">LEARN MORE &gt;</a></p>	<p>+ Best for organizations with external Grants.gov users such as consultants</p> <p>+ Workspace Owner manages form access</p> <p>+ Workspace Owner manages subforms</p> <p><a href="#">LEARN MORE &gt;</a></p>

## Using Custom Roles in Workspace

Organizations are also able to create custom roles and assign these roles to the users affiliated with their organization.

[LEARN MORE >](#)

**WORKSPACE ROLES**

**Grants.gov Roles & Privileges**

When an applicant organization user registers with Grants.gov, the organization E-Business Point of Contact (EBiz POC) -- or a user with the Expanded AOR role -- can assign the user a core role, a custom role, or no role.

- Administrator E-Business Point of Contact (EBiz POC)
- Core Role Expanded AOR
- Core Role Standard AOR
- Core Role Workspace Manager
- Custom Role
- No Role

**E-Business Point of Contact**

The E-Business Point of Contact (EBiz POC) works primarily at the administrative level to (among other tasks) assign roles to organization users once they register with Grants.gov.

# Web Addresses

FTA Funding Opportunities:



<https://www.transit.dot.gov/funding/grants/notices>

Grants.gov:



<http://www.grants.gov/>  
<http://www.grants.gov/web/grants/applicants.html>

**GRANTS.GOV Applicant Support**  
**1-800-518-4726**  
[support@grants.gov](mailto:support@grants.gov)



# Questions & Answers

Elan Flippin-Jones

Tribal Transit Program Manager

[TribalTransit@dot.gov](mailto:TribalTransit@dot.gov)

202-366-3800

TTP Competitive Award Webpage

<https://www.transit.dot.gov/tribal-transit>





[TRANSIT.DOT.GOV](https://www.transit.dot.gov)



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