

2024 Application Instructions

Transit organizations interested in applying for the FTA ESMS program should submit a letter of application by **June 14, 2024** to Juliet Bochicchio at Juliet.Bochicchio@dot.gov or Antoinette Quagliata at aquagliata@Dewberry.com.

This letter should be signed by the head of the transit organization and contain the following information:

- ✦ A brief description of the transit organization and its responsibilities.
- ✦ The name of a Senior Executive and clear assurance that they will provide the necessary visibility, staff time, and other resources necessary to successfully develop and implement the ESMS.*
- ✦ Identification of appropriate staff to make up the Core ESMS Team (see details at right).
- ✦ For those agencies that have previously participated in FTA's ESMS program, provide an explanation as to 1) why you want to participate again, 2) what you hope to gain from participating again, and 3) what you hope to add to your current ESMS (as applicable).

FTA's criteria for participants includes the following:

- ✦ How closely your ESMS Core Team aligns with the recommended team;
- ✦ Organizational commitment by transit agency leadership to ESMS implementation;
- ✦ Geographical diversity;
- ✦ Previous environmental experiences and ongoing environmental and sustainability efforts; and
- ✦ Environmental challenges from operations and/or pending capital projects.

Note that only up to five transit agencies will be selected to participate with preference given to those that have not previously participated in FTA's ESMS training and assistance. Once all applications are received, FTA will conduct follow-up interviews with applicants meeting the aforementioned criteria to discuss the information contained in the letter of application in more detail and to obtain any other necessary information. FTA may consult with the contractor before final decisions are made.

Final decisions will occur by July 2024, after which the contractor will work with each participant to schedule a site visit in the Summer 2024 and the first program virtual workshop will be held in Fall 2024.

* Ongoing Senior Executive support is the most critical factor for ensuring a successful and sustainable ESMS. Therefore, FTA is requesting that a Senior Executive attend, at a minimum, ESMS Workshop 1, and the first day of Workshops 2 and 3.

Core ESMS Team Members

Senior Executive

- ✦ Has the leadership responsibility and the authority for ensuring that the ESMS is developed based on the program provided above.
- ✦ Demonstrates management's commitment and leadership through active participation and support of the Management Representative.
- ✦ Ensures that the resources are in place to maintain and continuously improve the ESMS.

Management Representative

- ✦ Top management's representative.
- ✦ Has the authority and responsibility to ensure that the ESMS is fully implemented through the FTA-sponsored program.
- ✦ Participates in all workshops, throughout the life of the FTA project.

Environmental Champion

- ✦ Environmental Manager or comparable position.
- ✦ Strong communication skills; effective at delegation; experienced at implementing change.
- ✦ Technically competent; knowledgeable at conducting systems audits.
- ✦ Capable of transferring information learned and developed at the workshops back to the facility/department.

Operations Manager/Superintendent

- ✦ Strong knowledge of facility/department operations.
- ✦ Respected by the organization; exhibits leadership characteristics; management authority to implement changes as necessary.
- ✦ Strong communication skills; effective at delegation.

Administrative/Executive Assistant

- ✦ Excellent computer skills; able to institute an ESMS software program or equivalent.
- ✦ Organized and diligent; aptitude for conducting audits.
- ✦ Strong communication skills; has environmental interests.