

# **FTA Recipient Award Toolkit**



**Federal Transit Administration**

**Fiscal Year 2025**

## Version Log

The following table records the history of modifications and successive editions of this document.

Version	Updates	Version Date
1.0	Developed a recipient award toolkit from existing FTA resources.	01/16/2025

# Table of Contents

<b>Version Log .....</b>	<b>ii</b>
<b>Table of Contents .....</b>	<b>iii</b>
<b>Toolkit Purpose &amp; Orientation .....</b>	<b>1</b>
<b>A. Preliminary Work for Application Development Overview .....</b>	<b>2</b>
<b>B. Application Development Planning .....</b>	<b>3</b>
<b>C. Application Introductory Sections &amp; Executive Summary .....</b>	<b>7</b>
<b>D. Projects within an Application .....</b>	<b>14</b>
<b>E. Budget Information .....</b>	<b>16</b>
<b>F. Application Finalization.....</b>	<b>20</b>

# Toolkit Purpose & Orientation

## Overview

This toolkit is to be used as reference material for developing applications for award in the Transit Award Management System (TrAMS) and is intended to provide helpful information to recipients regarding application development, consistent with Federal Transit Administration (FTA) Circulars and other information materials. Toolkit content includes information that is applicable to most applications, including preliminary work for application development; considerations for application planning; and key elements of an application, such as information on developing the executive summary, projects within the application, and corresponding budget descriptions.

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. FTA recommends that recipients work with assigned regional representatives throughout the application development process. For more specific guidance on navigating TrAMS, please consult the [TrAMS User Guide](#).

This toolkit is subject to change. Supplemental information or updates to this toolkit will be provided, as necessary. When available, hyperlinks to source documents are included so that users have access to the most up-to-date information available.

## Toolkit Legend

There are several instances where the following icons appear. Their use cases are outlined, below:



### Checklist

Reflects an action checklist recommended for use.




### Guiding Tips

Provides additional details for consideration.

# A. Preliminary Work for Application Development

## Overview

Certain prerequisites are encouraged to be completed prior to application development. Please reference the checklist below for common prerequisites related to application development. Additionally, in-depth guidance on Pre-Award Planning and Award Prerequisites can be found in [Chapter III: Award Development and Administration of Circular 5010.1F: Award Management Requirements](#). Engage your regional representative to ensure that all necessary preliminary work for application development is completed.

	Pre-Work Checklist
	<ul style="list-style-type: none"><li><input type="checkbox"/> Confirm active System for Award Management (SAM) Unique Entity ID (UEI) status. If SAM is inactive, please work with the <a href="#">SAM Federal Service Desk</a> to resolve this issue, as FTA is unable to award funding with an expired SAM status.</li></ul>
	<ul style="list-style-type: none"><li><input type="checkbox"/> Complete planning activities applicable to your funding programs and projects. Recipients must ensure that the project(s) they intend to apply for are included in the required planning program(s) (e.g., Transportation Improvement Program (TIP)/Statewide Transportation Improvement Program (STIP), Unified Planning Work Program (UPWP)).<sup>1</sup></li></ul>
	<ul style="list-style-type: none"><li><input type="checkbox"/> Confirm that contact information is updated in TrAMS.</li></ul>
	<ul style="list-style-type: none"><li><input type="checkbox"/> Confirm all required recipient documents (e.g., opinion of counsel, authorizing resolution, designated recipient documentation), are current and uploaded to recipient organization level in TrAMS.</li></ul>
	<ul style="list-style-type: none"><li><input type="checkbox"/> Confirm Certifications &amp; Assurances are provided for the current Fiscal Year.<sup>2</sup></li></ul>
	<ul style="list-style-type: none"><li><input type="checkbox"/> Confirm compliance with any relevant civil rights requirements.<sup>3</sup></li></ul>
	<ul style="list-style-type: none"><li><input type="checkbox"/> Contact regional representative to begin the National Environmental Policy Act (NEPA) review process, if applicable.<sup>4</sup></li></ul>
	<ul style="list-style-type: none"><li><input type="checkbox"/> Confirm fleet status is updated, if applicable.</li></ul>

<sup>1</sup> [FTA Circular 8100.1D Program Guidance for Metropolitan Planning and State Planning and Research](#) (Chapter I, Section 5)

<sup>2</sup> [FTA Transit Award Management System \(TrAMS\) User Guide - Recipient - Version 2.22](#) (Step 4.3.7.4)

<sup>3</sup> [FTA Transit Award Management System \(TrAMS\) User Guide - Recipient - Version 2.22](#) (Step 2.1)

<sup>4</sup> [FTA Standard Operating Procedures for Managing the Environmental Review Process](#) (SOP No. 2)



A recipient that receives formula assistance from FTA should be prepared to execute its annual Certifications & Assurances within 90 days of FTA's publication of a new version of the Certifications & Assurances. FTA publishes the annual Certifications & Assurances in conjunction with the Annual Apportionment notice.

## B. Application Development Planning

### Overview

FTA recommends that recipients work with assigned regional representatives at the onset of application development planning and prior to initiating activities in TrAMS. There are several actions that recipients may consider for TrAMS application development:

Award Actions	Description	Purpose
Create a New Award	Development of a new award.	<ul style="list-style-type: none"><li>Obligation of funding for a new project, a project that is unique or has a detailed scope of work, or for new funding sources.</li></ul>
Create an Award Amendment	Significant modification of an existing award.	<ul style="list-style-type: none"><li>Modification of an award that includes a significant change in scope of work and/or change in Federal assistance, as approved by FTA.<sup>5</sup></li></ul>
Budget Revision	Minor modification of an existing award.	<ul style="list-style-type: none"><li>Any change of budget allocations within the award and the overall award budget that has minor impact on the budget allocations of the original award.<sup>6</sup></li></ul>

An application may require additional considerations due to unique recipient circumstances. FTA recommends that recipients work with assigned regional representatives if they have applications that may align to the following considerations:

<sup>5</sup> [FTA Circular 5010.1F Award Management Requirements](#) (Chapter I, Section 4)

<sup>6</sup> [FTA Circular 5010.1F Award Management Requirements](#) (Chapter I, Section 4)

Application Development Considerations	Description	Purpose
Funding transfers between United States Department of Transportation (US DOT) agencies (e.g., Flex Funds) <sup>7</sup>	Consolidation of funding from another US DOT agency.	<ul style="list-style-type: none"> <li>• Improve the ease of award management.</li> </ul>
Funding transfers between FTA funding programs	Transfer of funding between different FTA programs.	<ul style="list-style-type: none"> <li>• Transfer of funding between FTA funding programs is subject to eligibility and requirements laid out in <a href="#">FTA program circulars</a>.</li> </ul>
Insular Area Grant Consolidation <sup>8</sup>	Consolidation of funding from multiple programs into a single award.	<ul style="list-style-type: none"> <li>• Applicable to recipients in insular areas, which include the U.S. Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands.</li> <li>• For more information on consolidation of awards to insular areas, please refer to <a href="#">FTA Circular 9040.1H</a>.</li> </ul>
Application with Multiple Funding Sources (e.g., Super Grant) <sup>9</sup>	Consolidation of funding from different FTA programs into a single award.	<ul style="list-style-type: none"> <li>• May be effective when multiple funding programs are being used to fund related activities such as a capital improvement project; a construction project; or a system-wide improvement project.</li> <li>• May be effective when funding programs are being used for the same scope and activity line item.</li> </ul>

<sup>7</sup> [Flexible Funding for Transit and Highway Improvements | FTA](#)

<sup>8</sup> [FTA Circular 9040.1H: Rural Area Formula Grant Programs](#) (Chapter III, Section 3)

<sup>9</sup> [Guidance on Combining Multiple Funding Sources in a Single Application | FTA](#)

## Application/Award Action Limitations

Certain limitations or restrictions may exist across different application/award actions, as noted below. If you are unsure of whether you should amend a grant or create a new grant, please consult your regional representative.

### Award Amendments

- Award amendments are required when adding additional federal funds to an existing award, and/or when there is a change in project scope.<sup>10</sup>
  - Additional conditions to amendments can be found within FTA circulars.
  - In some circumstances, a proposed change to the budget for an active award may require an award amendment rather than a budget revision.<sup>11</sup>
- An award can only be amended to add additional funding from an existing funding source already within the award, subject to the period of availability for the funding.
  - An award using multiple funding sources can be amended, but only if the initial award included those funding sources. For example, a single fund source award cannot become a multisource award via an award amendment.
- FTA may initiate administrative amendments to modify or clarify certain terms, conditions, or provisions of an award.<sup>12</sup> Note that these amendments do not change the scope, amount, or purpose.
- Recipients should not create a scope code with zero dollars in anticipation of future amendments to the award.

Detailed guidance on award amendments can be found in Chapter III: Award Development and Administration of [Circular 5010.1F: Award Management Requirements](#).

### Insular Area Funding Consolidation

Insular Areas interested in submitting applications for consolidated awards must notify the appropriate FTA Regional Office in writing. Insular Areas must identify the intended use of funding and should document that the transportation of seniors and people with disabilities will not be adversely affected by the consolidation of funds.<sup>13</sup>

### Super Grants

In TrAMS, recipients may have the opportunity to develop an application that consolidates funding from multiple programs. When an application contains more than one funding source, it is referred to as a “super grant.” Due to the complex nature of super grants, it is

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<sup>10</sup> [FTA Circular 5010.1F Award Management Requirements](#) (Chapter I, Section 4)

<sup>11</sup> [FTA Circular 9040.1H: Rural Area Formula Grant Programs Guidance](#) (Chapter V, Section 5)

<sup>12</sup> [FTA Circular 5010.1F Award Management Requirements](#) (Chapter I, Section 4)

<sup>13</sup> [FTA Circular 9040.1H: Rural Areas Formula Grant Programs Guidance](#) (Chapter III, Section 3)



recommended that you consult with your regional representative first to determine if this is advantageous. For more information on the super grant functionality, recipients may also refer to the following document: [Guidance on Combining Multiple Funding Sources in a Single Application](#).

# C. Application Introductory Sections & Executive Summary

## Overview

The following key elements constitute the introductory sections and executive summary of an application:


- Application Title / Name
- Executive Summary
- Award Description
- Period of Performance
- Pre-Award Authority (if applicable)
- Suballocations (if applicable)
- Indirect Costs (if applicable)

Specific information for each of these sections is detailed below.

## Application Title / Name

The application name should include straightforward and clear terms that are easily searchable in USASpending.gov, the Federal database of agency awards. This is important, as the award will be published on USASpending.gov.

The name will exist throughout the life of the grant and cannot be edited once the grant has been awarded and executed, even when amending. Please note it is crucial to correctly name any application to ensure the title remains transparent to the public for the life of the award and any subsequent amendments. The application name should include the following key elements:

	Application Name – Key Elements
	<input type="checkbox"/> FTA Program(s) being used (Section 5307, Section 5339(a), etc.)
	<input type="checkbox"/> Activity being funded (ex. Capital, Operating, Planning, etc.)
	<input type="checkbox"/> Indicate if competitive/discretionary funding is being used
	<input type="checkbox"/> Recommended to include a distinguishing element to differentiate this award from other awards from the same recipient – options include, but are not limited to:

<ul style="list-style-type: none"> <li>○ Federal fiscal year(s) (FY) of funding being used in the award (e.g., FY23 - FY24 Section 5307 funds for planning and capital expense)</li> <li>○ State Fiscal Year (SFY) (e.g., FFY22 5311 Formula, Capital and Operating (SFY 2023))</li> <li>○ Identification of specific projects (e.g., Section 5307 funds for the District B Bus Maintenance Facility SGR project).</li> </ul>
<ul style="list-style-type: none"> <li>□ Including the term “Lapsing” in the Application Name is not needed to assist with expedited reviews.</li> </ul>


Please note that grants for Capital Investment Grant (CIG) projects with CIG funds are titled differently and should include the name of the project followed by the project type and then the award agreement. For example:

- 2nd Ave Subway - New Start – Full-Funding Grants Agreement (FFGA)

For additional information on titling the award application, please consult your regional representative.

### Executive Summary

The executive summary of an application outlines an overarching description of all activities to be funded in the award, as well as applicable program requirements. For each award, the executive summary is likely to include:

 <span style="margin-left: 10px;">Executive Summary – Key Elements</span>
<ul style="list-style-type: none"> <li>□ FFY [Year] Section [Program Number], amount of federal funds being requested, a brief application description, and types of project(s) included</li> </ul>
<ul style="list-style-type: none"> <li>□ Distinguishment of funding by Discretionary ID, if applicable</li> </ul>
<ul style="list-style-type: none"> <li>□ Distinguishment of funding by Urbanized Area (UZA) name and/or number, and by year of appropriation<sup>14</sup></li> </ul>
<ul style="list-style-type: none"> <li>□ For awards involving Flex Fund Transfers, the year the transfer was completed to FTA, the name of the Federal Highway Administration (FHWA) funding program, and the name of the FTA funding program being flexed to</li> </ul>

<sup>14</sup> To the extent you are applying for funds apportioned or allocated to more than one UZA, this information is useful to ensure reservations are done accurately. If unknown, regional representatives are available to provide information.

<ul style="list-style-type: none"> <li>□ Description of non-federal match, including source and amount of funding</li> </ul>
<ul style="list-style-type: none"> <li>□ Relevant attachment names and descriptions, and any other award numbers related to this application<sup>15</sup></li> </ul>
<ul style="list-style-type: none"> <li>□ Indicate if the funds being applied for are for all or only a partial amount of a full year apportionment for the funding source to the geographic area (e.g., UZA or State)</li> </ul>

Executive summary information may differ based on the characteristics of the application being developed. Possible additional elements are provided for reference in the below table.

Application Characteristics	Additional Elements and Example Language
Formula Funding	<ul style="list-style-type: none"> <li>• Additional Element: Include the urbanized area (UZA) name and/or number in the summary.</li> <li>• Example language: “This application includes \$[_____] in FY20[XX] Section [_____] funding allocated for [UZA name, State] and are for [all or a partial amount of the full year apportionment]. These funds will be used for [Brief, specific description of what is being funded].”</li> </ul>
Competitive (Discretionary Funding)	<ul style="list-style-type: none"> <li>• Additional Element: Include the discretionary award identification number in the document.</li> <li>• Example language: “This application includes \$[_____] in FY20[XX] Section [_____] funding as selected for award under the [_____] discretionary funding program. Discretionary ID #[_____]. It will be used for [Brief, specific description of what is being funded].”</li> </ul>
Flexible “Flex” Funds	<ul style="list-style-type: none"> <li>• Additional Element: Include the UZA name and/or number in the summary.</li> <li>• Additional Element: Include the year that the transfer was completed to FTA, and the name of the FHWA funding program.</li> <li>• Example language: “This application includes \$[_____] in FHWA funds transferred to FTA Section [_____] in FY20[XX] for [UZA name, State]. These funds will be used for [Brief, specific description of what is being funded].”</li> </ul>
Award Amendments	<ul style="list-style-type: none"> <li>• Requirement: Include an updated amendment summary description above any previous amendment language. Do not delete / amend</li> </ul>


<sup>15</sup> Attachments can be used to provide relevant application information. Refer to those attachments here and/or in more detailed sections of the application, such as the Extended Budget Description.

	<p>any past grant/amendment summary language; retain this as “original grant” language and label accordingly.</p> <ul style="list-style-type: none"> <li>• Example language: “Amendment No. [ ]: This amendment includes \$[ ] in FY20[XX] Section [ ] funding allocated for [UZA name, State]. These funds will be used for [Brief, specific description of what is being funded].”</li> </ul>
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## Award Description

Award descriptions provide transparent spending information for public consumption and must adhere to Office of Management and Budget (OMB) requirements. Plain language is encouraged for use in award descriptions, as descriptions are published on [USASpending.gov](https://USASpending.gov) after the award is made final.

To satisfy OMB requirements, award descriptions must include the following key elements:

 Award Description – Key Elements
<input type="checkbox"/> Purpose of the award – Describe the goal(s) of the award.
<input type="checkbox"/> Activities to be performed – Provide high level description of activities.
<input type="checkbox"/> Expected outcomes – List the benefits.
<input type="checkbox"/> Intended beneficiaries – Indicate who will receive benefits.
<input type="checkbox"/> Subrecipient activities (if applicable) – Identify the specific subrecipients and use of funds. If 10 or more subrecipients, identify the approximate number and type of recipients.

Guidance on each of these key sections, along with example language, are provided in [TrAMS Award Descriptions Guidance](#). Please tailor the example language for each award description element specifically to the needs of the award program.

## Period of Performance

All FTA awards must include period of performance information as required by federal regulation. The period of performance is the time during which the recipient or subrecipient may incur obligations to carry out the scope of work authorized under the Award. It is the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods. Projects and related activities described in the award are expected to be completed, and the Federal assistance

expended, within the period of performance. TrAMS will generate the start date based on the award, but recipients must identify a reasonable end date.<sup>16</sup>



When creating the Period of Performance award end date, recipients should set the award end date on or after the last ALI milestone, which includes incurring obligations and completing scope of work within the application.

## Pre-Award Authority

Pre-award authority<sup>17</sup> allows recipients to incur certain project costs before FTA issues an award. It also allows recipients to retain reimbursement eligibility after award approval. The recipient assumes all risk and is responsible for ensuring that all conditions are met to retain eligibility, including procurement requirements and cost allowability. To utilize pre-award authority, recipients must comply with all applicable Federal requirements, including planning and environmental requirements. Failure to comply with applicable Federal requirements will render those project costs or, in certain cases, the project in its entirety, to be ineligible for FTA assistance.

FTA's policy for pre-award authority and list of permissible activities and conditions for grant programs are outlined annually in FTA's Annual Apportionment Notice. If you are eligible to utilize pre-award authority for a project, the eligible costs must be reported at the time of grant award through the initial Federal Financial Report (FFR).

For pre-award costs to be allowable, recipients must include them in the initial FFR. Please coordinate with your regional representative to discuss pre-award authority, if applicable to your project.

## Suballocations

Designated recipients should confirm that their suballocation is documented with a "split letter". If there are two designated recipients, both entities must sign the letter. The letter should include the following:



### Suballocation Documentation Checklist

- Suballocation amount(s) and permission(s) for the award recipient (e.g., direct recipient) to receive and expend the suballocated Federal funds

<sup>16</sup> [FTA Circular 5010.1F Award Management Requirements](#) (Chapter I, Section 4)

<sup>17</sup> [FTA Circular 5010.1F Award Management Requirements](#) (Chapter III, Section 5)

<ul style="list-style-type: none"> <li>□ Incorporation of language to reflect agreement of all signatories with documented suballocations</li> </ul>
<ul style="list-style-type: none"> <li>□ Language clarifying that the direct recipient(s) will assume any and all responsibility associated with the award for suballocated Federal funds</li> </ul>

Below is an example of split letter language:

“As identified in this letter, the designated recipient(s) authorize(s) the reassignment/reallocation of [Include specific funding source here] to the direct recipient(s) named herein. The undersigned agree(s) to the amounts allocated/reassigned to each direct recipient. Each direct recipient is responsible for their application to FTA to receive such funds and assumes the responsibilities associated with any award for these funds.”<sup>18</sup>

The split letter should be uploaded into TrAMS using the Application Details Related Actions on the Application record to indicate suballocation(s) of funding for the applicable program. First, check the box marked next to “Yes, my organization is the Direct Recipient of suballocated funds (from a Designated Recipient)” in TrAMS’ ‘Application Details’ module.

Next, you will be prompted to “Add a Document” using the Document Context – Financials and Document Type – Suballocation Information.

## Indirect Costs

Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved.<sup>19</sup>

Recipients that intend to seek payment for indirect costs must prepare a Cost Allocation Plan (CAP) or an Indirect Cost Rate Proposal (ICRP)<sup>20</sup>. Guidance on this process can be found in [2 CFR Part 200, Subpart E](#).

A ‘*Related Action*’ in TrAMS must be completed to capture indirect costs for all applications. Guidance for completing this related action is provided in the following document: [Apply Estimated Indirect Cost – Related Action Guidance | FTA](#).

Example application language for indirect costs is provided below, corresponding to the federal agency approving the indirect cost request.

<sup>18</sup> [Split Letter Template Language | FTA](#)

<sup>19</sup> [FTA Circular 5010.1F Award Management Requirements](#) (Chapter VI, Section 7)

<sup>20</sup> [FTA Circular 5010.1F Award Management Requirements](#) (Chapter VI, Section 7)

Type	Example Language
Indirect Costs Approved by Cognizant Agency	<ul style="list-style-type: none"> <li>Example language: “The cognizant agency [Agency name] approved [Recipient entity], on [Current date] and information to support the organization’s approved rate is on file with FTA. The [Percentage(s)] will be applied to the applicable activity line item descriptions.”</li> </ul>
Indirect Costs De Minimis Rate	<ul style="list-style-type: none"> <li>Example language: “The [Recipient entity] has submitted documentation to use the de minimis indirect cost rate of [Percentage(s)]. Documentation is attached.”</li> <li>Recipients should contact their regional representative for information on documenting the de minimis rate.</li> </ul>



## D. Projects within an Application

### Overview

Each award has its own scope(s) of work, defined by its project(s). Each award must have at least one project. Each project has a scope of work defined by the Budget Scope Code(s), Activity Line Item(s) (ALI) and the Extended Budget Description(s). The ALIs and the Extended Budget Description provide the detailed narrative for individual project(s) that makes up the overall award.

TrAMS allows for the creation of multiple projects within an award to capture the scopes of work included in the grant award to be funded. A project may be defined as a specific project (e.g., Construct Maintenance Facility) or a project can group related but independent activities (e.g., Rolling Stock Purchases: bus replacement and expansion vehicles). A project can also define activities by subrecipient. Each project created in a grant is assigned a project number. Please consult your regional representative to validate the structure of your application.



If you intend for projects to be funded from different grant programs, multiple years of appropriations, and/or different authorizations (e.g., FAST, IJJA), please consult your regional representative to validate the structure of your application as this could impact reservations and future grant modifications.

### Project Title

The project title may include:

- The funds source.
- A description of the specific activities included in the project.


Recipients should consider the following when determining the naming of and number of projects to create:

- Does the application have one or multiple funding sources?
- Is the application using a fund source with several appropriations or different types of funding within the same program (recipient should confirm with their regional representative)?

## Project Description

The project description should include a high-level summary of the activities included in each individual project within the award. The project description is an “executive summary” for the specific project and should describe project details, not the overall award details. The information must be in sufficient detail for FTA to obtain a general understanding of the nature and purpose of the planned activities in the individual project. Include information (within the application or as an attachment) on any subrecipients and their projects in the description. The project description should also include specific subrecipient information for applications including multiple subrecipients.

Please consider the following when developing application project descriptions:

	Project Description – Key Elements
<input type="checkbox"/>	Funding Program Type(s): State the type (formula or discretionary) and program of funds requested [5307/5311/5311(c)].
<input type="checkbox"/>	Funding Amount: Include the total project cost and the amount of Federal funding being requested.
<input type="checkbox"/>	Project Scope: Describe the scope, components, and quantity of capital items funded under this project. Include useful life information <sup>21</sup> , unless more suitable for the extended budget description.

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<sup>21</sup> If there are multiple types of projects being funded under one TrAMS project, these details can be included in the extended budget description rather than project description. If application includes one project per TrAMS project, this information should be in the project summary page.

## E. Budget Information

### Overview

The following key elements constitute the budgeting section of an award application:

- Scope Codes & Activity Line Items (ALIs)
- Funding Source
- Selection Quantity
- Extended Budget Descriptions
- Project / Activity Milestones

Specific information for each of these sections is detailed below.

### Scope Codes & Activity Line Items (ALI)

Application and project budgets are formulated by consolidating project scope codes and budget ALIs. A scope code is a five-digit number with an associated general category description to be funded (e.g., Scope Code 111-00 – Bus Rolling Stock). The ALI is a six-digit identification number with an associated title that describes a specific activity to be funded (e.g., 11.12.04 – Buy Replacement <30 FT Bus).

A list of all Scope Codes and ALI numbers are available for reference on the [Scope & Activity Line Codes](#) webpage.

When developing an application, please consult with your regional representative to identify the most appropriate project scope code, and associated line-item number for your project.

If you have any questions regarding how budget and activity line items are populated and managed in TrAMS, refer to the [TrAMS User Guide, Section 5.2.1.11.4](#).

### FTA Funding Source Selection

Each funding program leverages one or more potential funding sources to disburse funding to recipients. A list of current FTA funding sources is available for reference at the following link: [TrAMS Funding Source List](#). Please confirm with your regional representative that the appropriate funding source is selected for each project in your application.

If a recipient is developing a multisource (super) grant, please note that each funding source for the super grant must be separated into individual projects within the award application.

Please contact your regional representative if you require any further guidance.

## Quantity

Quantity describes the total quantity of the object, resource, or benefit that the application is funding and must be consistent with any discretionary selections. Recipients are required to account for and maintain equipment, facilities, and rolling stock procured with FTA funding. Quantities should be identified for all activities funded in the grant, including but not limited to equipment and rolling stock.<sup>22</sup> Total quantities must be reflected by whole numbers.

If multiple awards are funding one discrete project (e.g., rolling stock procurement), then the quantity reflected in the grant award must match the **portion** of funds allocated to each award.<sup>23</sup>


See below for an example of how to allocate a total quantity funded by multiple awards.

“10 new buses using \$10,000,000 in combined Federal and local funds using two awards. Each award should not indicate a total 10 buses, or this creates quantity double counting.

Award 1 \$7,000,000 5339 (c) = 7 buses  
Award 2 \$3,000,000 5307 = 3 buses  
Total \$10,000,000 = 10 buses”

## Extended Budget Description (EBD)

The Extended Budget Description (EBD) is used to provide the greatest level of detail of the activity(s) being funded. Each ALI's EBD should be a thorough description and provide a clear understanding about the specific components and any applicable program requirements, to the extent that the checklist items below are not addressed in the project-specific information.

	Activity Line Item EBD Checklist
	<input type="checkbox"/> Details of what is occurring in the specific activity
	<input type="checkbox"/> Useful life for capital items with individual value over \$10,000
	<input type="checkbox"/> Vehicle replacement information including useful life, mileage, and make/model/year/vehicle identification number (VIN)
	<input type="checkbox"/> Year of activity for operating assistance and/or for preventive maintenance

<sup>22</sup> [FTA Circular 5010.1F Award Management Requirements](#) Chapter 6, Section 2

<sup>23</sup> [FTA Circular 5010.1F Award Management Requirements](#) Chapter 6, Section 2

<ul style="list-style-type: none"> <li>□ STIP ID number and page (or UPWP ID number and/or page for planning projects), if applicable</li> </ul>
<ul style="list-style-type: none"> <li>□ Non-federal match amounts and percentages specific to the program and activity funded (e.g., ADA Buses)</li> </ul>
<ul style="list-style-type: none"> <li>□ Project location information specific to the individual line item</li> </ul>

Below are two EBD examples for reference.

Transit Agency X will use \$10,000,000 in FY 2020 Section 5307 funds to construct a bus operation and maintenance garage for 220 buses near its existing facility, the Transportation Garage, Office and Transit Control Center at 123 Metro Way in Washington, DC. The proposed structure is estimated to be primarily a one-story facility with a second story in the Bus Operations and Maintenance Operations support areas; the estimated size of the garage is 300,000 square feet. Rooftop parking is planned for the site. Funding will be used for construction-related activities, including hazardous materials abatement, demolition, and soil corrections, including the removal of contaminated soils and replacement with clean soils. Useful life of the facility is 30 years.

Transit Agency X will use funds for paratransit services beyond ADA requirements. The service is contracted to a provider who owns and maintains the vehicles used for the service. Pursuant to Circular 9050.1A, page IV-20<sup>24</sup>, one half of the total contract for turnkey service (Type 6 contract) that includes contracted maintenance and leased service is eligible for federal capital cost of contracting funds at 80% of the resultant amount. For the period January 1, 20XX - December 31, 20XX, Transit Agency X is projecting a contract expense of \$200,000. Therefore, the total eligible cost of contracting is one-half this amount or \$100,000. Capital cost of contracting covers the depreciation of the vehicles and equipment in addition to maintenance of facility leasing costs.

## Project / Activity Milestones

Milestones are estimated goals or progress markers for each project. Milestone descriptions should sufficiently detail how the recipient plans to demonstrate progress toward, and accomplishment of, the full scope of work. Some activities may require additional milestones, such as rolling stock and construction projects.

<sup>24</sup> [FTA Circular 9050.1A Urbanized Areas Formula Grant Programs Guidance](#) (Chapter IV, Table 4)

**If you have exercised pre-award authority, milestones should reflect those dates and may precede the award period of performance date, which is auto-populated.**

At least two milestones are required for each ALI, and at least three milestones are required for ALIs that involve contracts / third-party contractors. It is key to ensure that the appropriate option is selected (“Yes” or “No”) in the application as to whether third-party contractors will be used to fulfill the ALI.<sup>25</sup>

TrAMS provides default milestones for some ALIs, such as rolling stock. At a minimum, these default milestones should be used in these specific cases. Please consult with your regional representative to ensure all key relevant milestones are reflected in your application.

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<sup>25</sup> [Transit Award Management System \(TrAMS\) User Guide](#) (Section 5.2.1.11.4)

## F. Application Finalization

### Overview


Prior to application transmission, recipients should review the application for inclusion of key attachments. Recipients are encouraged to work with their regional representative to confirm that all necessary attachments are included in the application.

### Environmental Findings

Prior to approving an award in TrAMS, FTA must find that the action complies with the National Environmental Policy Act (NEPA) and any other applicable environmental laws. Recipients must consult with regional representatives to review all applicable environmental requirements, including Section 106 (Historic Preservation), for the project(s) contained within the grant to ensure compliance. FTA encourages recipients to review FTA's [Environmental Standard Operating Procedures](#) for additional guidance.

TrAMS allows recipients to select an Environmental Finding (EF) at the project level (i.e., all ALIs under one project are covered under one finding), or at the ALI level (i.e., each ALI activity holds a different EF).<sup>26</sup>

After environmental documentation is complete and FTA approval is granted, there are several actions that recipients should consider in the checklist below.

	Environmental Documentation Checklist
	<input type="checkbox"/> Review that the appropriate EF is selected.
	<input type="checkbox"/> Review that the signed FTA determination / concurrence letter is attached.
	<input type="checkbox"/> In the EF <i>'Details'</i> section, review that a formal statement affirming that environmental documentation is complete has been included.
	<input type="checkbox"/> Review that the <i>'Environmental Finding Dates'</i> section is complete.
	<input type="checkbox"/> Review that the State Historic Preservation Officer (SHPO) concurrence letter is attached, if applicable.

<sup>26</sup> [FTA Transit Award Management System \(TrAMS\) User Guide - Recipient - Version 2.22](#) (Step 5.2.1.11.5)