**Common TEAM Comments**

**FY 2012**

**All Grants**

*Project Information*

1. STIP/UPWP –Attach current STIP/UPWP page(s) and FTA/FHWA STIP/UPWP approval letter(s) to grant application. Use FTA TIP/STIP/UPWP approval date as the program date (STIP/UPWP) entry in TEAM. The UPWP page(s)/date(s) would apply in the case of grants containing planning projects.
2. Governor’s Apportionment Allocation Letter – attached the Governor’s apportionment Letter to your application (Section 5307 small urban or large urbanized areas with multiple operators)
3. FTA Manager/Recipient Contact – Add both contact names and telephone numbers
4. Start/End Dates – Project Start/End dates must match the initial and final completion dates described in each one of the Milestones.
5. Earmark Tab: Please be sure to complete this tab for any grants funded with Section 5309 Bus and Bus Facility grants. Make sure the appropriate earmark is selected.

*Project Details*

1. Include a statement indicating the total federal apportionment, fiscal year and brief summary of application. Add for the first sentence, “This is an FY XXXX Section XXXX application in the amount of $XXXX.  The application is for (provide description of projects).
2. Please add a statement that “The grantee or Sub-grantee (when applicable) will follow all 3rd party procurement policies as defined in C4220.1F (Third Party Contracting Guidance).”
3. Please add a statement that “The Grantee or Sub-grantee (when applicable) will ensure contractors procured will not be on the FTA Suspension and Debarment list”.
4. Amendments – Under the project detail section separate the original application project description from the Amendment project description by adding a line between the two narratives.
5. Add the following language to the beginning of the Amendment project description. “AMENDMENT #X and the date” and then second line, “This amendment is for FY XXXX Section XXXX funds in the amount of $XXXX. The amendment is for (provide description of projects).

*Budget (Extended Budget Descriptions)*

1. Please add useful life information for all bus ALIs and capital equipment over $5K (refer to circular 5010.D Useful Life).  Please add this information in the Extended Budget Descriptions. For Section 5311 only add useful life information for items over $5K not identified in State Management Plan.
2. Ensure that quantity of the capital purchases is included in the budget in the quantity field (please ensure this matches the language in extended budget description).
3. Vehicle ALI’s. For all vehicle ALI’s please include:
	1. Narrative explaining who will own, operate, and maintain these vehicles.
	2. Include who will be doing the procurement and how the Grantee (in the case of State DOT grants, the State) will ensure satisfactory continuing control of the Federal Interest over the life span of the assets (e.g. “XX” will hold a lien on the vehicles or enter into a sub-recipient agreement with the sub-grantee, etc.)
	3. Include a statement indicating if the vehicles will be ADA accessible. If not, please include a statement that equivalent service certification has been filed with FTA.
	4. For any Expansion ALIs – please explain the need for expansion and who will operate (example: XXXX will expand transit in the XXXX due to increased ridership of the general public. This was determined based on monthly ridership numbers of the past several years and a recommendation of the XXXX transit plan. XXXX will operate the service.
	5. For Replacement ALIS – include the make, model, year and mileage of the vehicles being replaced.
4. Engineering and Design ALIs – For all Engineering and Design ALIs include:
	1. The total estimated cost of eng/design and construction of the facility. The eng/design of a facility should not exceed 10% of the total cost (as a rule of thumb). If more, please explain and provide documentation
	2. The schedule for the design, engineering and construction phases of the project
	3. A schematic drawing of the facility (if available)
	4. Indication if the design and/or engineering will be completed in house or contracted out.
	5. Ensure independent cost estimates and corresponding cost/price analyzes have and will be conducted. Include statement, “[The Grantee] certifies an independent cost estimate will be prepared and available on file along with the corresponding cost/price analysis for the scope of work of the project”.
	6. Useful life of the facility.
5. Construction and Facility ALIs – For all Facility Construction or Rehabilitation ALIs include:
	1. Detailed scope of project
	2. Total estimated cost
	3. Schedule of project
	4. A schematic drawing of the project/facility
	5. If the funds in this grant are not sufficient for the completion of the project identify they additional local, state or federal funds necessary for the final completion of the project/facility.
	6. When applicable identify other grants (previous and current “sister grants”) associated with the project/facility
	7. Address and current ownership of the property where the facility will be located (if possible include a map).
	8. A narrative explaining who will own, operate and maintain the facility and how “XX”(The Grantee) will ensure satisfactory continuing control over the Federal Interest during the life span of the facility.
	9. Indication if the construction management and project oversight will be conducted in-house or contracted out. Please indicate who will be in charge of the following: procurement responsibilities, preliminary engineering, contract administration, construction management and inspection.
	10. For work planned to be done in-house, please include a statement indicating that the grantee will have on file a force account plan and justification at the project level for work in excess of $100,000.
	11. Ensure independent cost estimates and corresponding cost/price analyzes have and will be conducted. Include statement, “XX certifies an independent cost estimate will be prepared and available on file along with the corresponding cost/price analysis for the scope of work of the project”.
	12. Include a cost estimate showing the breakdown of construction costs. This item needs to include sufficient detail to determine the elements funded and establish base if property is ever disposed of. The cost estimate should include sufficient detail the total project cost including the other work items not funded by this grant (in addition to the activities) needed for the completion of the project.
	13. A statement indicating that the grantee will make available bid ready documents for review as appropriate prior to construction.
	14. Include demolition work in a separate ALI.
6. For Bus Passenger Shelter please include information on the type of shelters (concrete, wood, metal, stucco, etc?).
7. For Capital Cost of Contracting ALI - This is a XXXX contract (for example, Turnkey Contract - contractor provides vehicles, maintenance, and transit service) in the amount $XXXX.
8. Preventive Maintenance and Operating ALIs –
	1. Include the period for PM and/or operations. The grantee may request preventive maintenance for the immediate preceding year (reimbursement) or for the current year (advance) (FTA C 9030 pg. E-4).
	2. Indicate if any PM items will be over $5K, and if so, their useful life.
	3. The State may include operating assistance projects of up to two years’ duration in its annual program of projects (FTA C 9040 pg III-12). If it will fund two years, two additional ALIs should be added for each individual fiscal year FTA C9030 pg. B-8, 9.
9. For ITS ALI’s please include;
	1. Radios and communication equipment: A statement certifying the radios will comply with FCC’s regulations including Narrowbanding requirements.
10. A statement indicating that the project is consistent with the Regional ITS Architecture
11. Amendments – Add first sentence for every amended ALI to include, “Amendment #X – This amendment will increase/decreases this ALI by $XXXX.” Include justification for the amendment. Insert line separator between amendment language and original language.

*Milestones* –

1. Please make sure your milestone dates match your project start/end date entry in the Project Information Section.
2. Every ALI must have a minimum of two milestone dates – initial and final expenditure dates. ALIs with third party procurements are required to have a minimum of three milestone dates.
3. Please note you can change the milestone description to more adequately reflect the project milestones.
4. Do not include milestones for project scopes.

*Environmental Findings* –

1. Every ALI must have an Environmental Finding (only select one per ALI)
2. Do not include Environmental Findings for project scopes
3. For all Environmental Findings that are an II(d) (documented categorical exclusions), documentation must be attached along with an FTA concurrence letter.

*Fleet Status/Spare Ratio*

1. Fleet status must be completed for all Section 5307 and Section 5309 applications (this requirement applies to all FTA discretionary programs).
2. Spare ratios of grantees with 50 or more fixed-route revenue vehicles should not exceed 20 percent of the number of vehicles operated in peak service.
3. For all replacement vehicles – please include the make, model, year and mileage of the replaced vehicle.

**Section 5303/5304**

1. Include the allocation for each MPO (this can be attached in the project details or extended budget description) showing the dollar amounts for each Technical Accounting Classification for each MPO (This information should be consistent with the attached pages of the UPWP(s)).
2. Include the federal approval dates of all the Unified Planning Work Program (for Large UZAs only).
3. Include a statement that the funding amounts for each MPO are derived from a current, approved UPWP.

**Section 5311**

1. Program of Projects (POP). The POP must include:
	1. The subrecipients and indicate whether they are private non-profit agencies, public bodies, or private providers of transportation service, designates the areas served (including Congressional Districts), and identifies any tribal entities.
	2. Identify the intercity bus and RTAP projects.
	3. Include a brief description of the projects, total project cost and Federal share for each project, and the amount of funds used for program administration from the 15 percent allowed.
2. 5311(f) – Intercity Bus - Section 5311(f) requires each State to expend at least 15% of its annual Section 5311 apportionment to carry out a program to develop and support intercity bus transportation unless the Governor’s certifies that intercity bus needs of the state are being met adequately. The project details must include:
	1. A description of the States intercity bus program
	2. Include the 15% allocation
	3. If the Intercity Bus not included in the application please indicate why and either
		1. Provide the governors certification that all intercity bus needs have been met and the consultation meeting date with the intercity bus providers in making this certification
		2. When the 15% will be amended to the application.
3. 5311(f) – use Scope 634-00 for all Intercity Bus ALIs.
4. RTAP – This is funded at 100% federal and use Scope 656-00.
5. State Administration – 15% of the apportionment is eligible at 100% federal. In the extended budget description provide a detailed scope on the State Administration activities.
6. For Section 5311, please add a statement” All subrecipients will follow useful life standards as defined in the XXXX State Management Plan.”

**Section 5310**

1. For **each one of the selected projects** include a brief statement explaining how the proposed projects are eligible and meet the goals of the Section 5310 program. This should be included in the extended budget descriptions.
2. Please ensure all the selected projects are derived from a coordinated plan.
3. Include and attach a Program of Projects (POP). The POP should:
	1. Identify projects by subrecipient. Also include per subrecipient if they are rural or small urban and if projects are capital or operating
	2. Agency type (non-profit, governmental authorities, or private operators of public transportation services
	3. Project description
	4. Total project costs and federal share and the amount of funds required for planning and program administration
	5. Name of the applicable coordinated plan, page number where the project or strategy is located within the plan and date adopted.
4. Program/State Administration – Up to 10% of the recipient’s total apportionment may be used to fund program administration costs at 100% federal share. Use Scope 610-00, ALI 11.80.00.

**Section 5316 and 5317**

1. Attached the Section 5316/5317 Designated Recipient (DR) letter to the grant application
2. Include to FTA approval date of the Section 5316/5317 Program Management or State Management plans.
3. Include a summary of the competitive selection process in the project details section of the grant application. This should include the dates for any coordination meetings, the “call for projects” and the when the projects were selected.
4. For **each one of the selected projects** include a brief statement explaining how the proposed projects are eligible and meet the goals of the Section 5316 and 5317 programs. This should be included in the extended budget descriptions. For the JARC program, this information should include on a project-by-project basis, how the services being supported by the grant provide job access to low-income individuals or reverse commute. For the New Freedom Program (NF), the descriptions should include how each project meets the eligibility criteria of the NF program.
5. The grantee should include a statement certifying that all selected projects are derived from a Coordinated Plan (To document this in the grant, please refer to comment 6.e)
6. Include and attach a Program of Projects (POP). The POP should:
	1. Identify projects by subrecipient. Also include per subrecipient if they are rural or small urban and if projects are capital or operating
	2. Agency type (non-profit, governmental authorities, or private operators of public transportation services
	3. Project description
	4. Total project costs and federal share and the amount of funds required for planning and program administration
	5. Name of the applicable coordinated plan, page number where the project or strategy is located within the plan and date adopted.
7. For States applying for their small UZA apportionments, for each one of the sub-recipients located in small urbanized areas, included UZA code information and the respective funding indicating how much for capital and how much for operating.
8. Program/State Administration – Up to 10% of the recipient’s total apportionment may be used to fund program administration costs at 100% federal share. Use Scope 610-00, ALI 11.80.00.