Please note the following when developing your grant application in TrAMS:

Attachments:
Make sure all documentation related to the grant application is uploaded in TrAMS. The most common attachments are:
- The FTA/FHWA signed Statewide Transportation Improvement Program (STIP Letter).
- The project listing(s) from the STIP.
- The FTA signed STIP amendment letter (if the grant application contacts projects that were amended in the STIP after the date of original STIP approval.
- Supporting environmental documentation (if applicable), such as the FTA signed environmental approval letter, documental categorical exclusion checklist, etc.
- Transportation Development Credit (TDC) Letter from the State DOT (if applicable).
- Funds allocation letter from the State DOT and/or the Designated Recipient (if applicable).
- Unified Planning Work Program (UPWP) Approval Letter or Statewide Planning Program Approval Letter (if applicable).
- The project listing(s) from the UPWP and/or the Statewide Work Program.
- Governor's Funding Distribution Letter, or the appropriate funding distribution for the program you are apply for (if applicable).
- Indirect Cost Rate Approval/Concurrence (if applicable).

Part 2: Application Information (Executive Summary Section):
This section should provide a general explanation of the type of projects that you are applying for. In this section you should provide the following information:
- Federal fiscal year of the funding and funding amount that will be used.
- The type of funds that will be used (Section 5307, 5311, 5339, etc.).
- The projects/activities that are included in the grant application (purchasing replacement buses, operating assistance, preventive maintenance, renovation of a bus garage, etc.).
- The source of local funds.
- The supporting documents that are attached in the grant application (STIP approval letter, STIP project listings, etc).
- The following information MUST be included in the EXECUTIVE SUMMARY SECTION of the grant:
    1. **Period of Performance:** The award's *Period of performance* is the time during which you may incur eligible costs to carry out the work authorized under the Federal award (not including the allowance for pre-award). The Executive Summary must include the following statements for the Award Start Date and Award End Date:
        - Award Start Date (Include the following statement):
            - "The Award Start Date is the same as the date of award."
        - Award End Date (Provide the following information):
            - The date of the latest milestone across all projects**.**
    2. **Designated and Direct Recipients:** If your application includes sub-allocated funds include the following statement in the Executive Summary:

- "This Application for [enter fund source; e.g. Section 5307] Federal Assistance is consistent with the Designated Recipient [fill in the blank as appropriate with: Designated Recipient Sub-Allocation Letter, Split Letter, State / Governor Distribution letter or similarly named letter] letter dated [date] and attached to this application.

3. **Research and Development:** Include one of the following statements:
   - "This application includes funds for Research and/or Development Activities"; or
     "This application DOES NOT include funds for Research and Development Activities"
4. **Indirect Cost Rate:** Include one of the following statements:
   - "Indirect Costs Will NOT be applied to this application and its scope of work"; or "Indirect Costs WILL be applied to this application and apply to one or more of its activities contained within the award scope of work."
   - If Indirect Costs WILL be applied: insert one of the following statements:
     - "The cognizant agency [enter agency name] approved [enters applicant's name on [date] and a copy of the organization's approved rate is on file with FTA (in the EAMS). The approved rate(s) of [provide percentage(s)] will be applied to the applicable activity line descriptions"; or
       "[Applicant's Name] has submitted FTA's certification and elected to use the de minimis indirect cost rate of 10 %; the agency certification and FTA's response noting acceptance of the election of this rate is attached in the recipient profile in the EAMS."

Part 3: Project Information (Project Description Section):
This section should provide more detail on the specific projects. In this section you should mention the following:
- Federal fiscal year of the funding that will be used.
- The type of funds that will be used (Section 5307, 5311, 5339, etc.).
- More details about the project. For example if you are renovating a bus garage, you should provide details about the specific activities that will take place (such as replacement of the lighting, roof replacement, installation of new garage doors, etc.).

Part 3: Project Information (Budget Activity Line Item – Extended Budget Description Section):
This section should include the following:
- A description of the project.
- Useful life information for capital items such as vehicle purchases, facility renovations, software/hardware purchases, etc.
- For Operating Assistance and Preventive Maintenance…the period of time that the funding will cover (for example January 1, 2016-December 31, 2016).

- A statement that includes the dollar amount of the TDC (if TDC is part of the local match).
- For replacement vehicles…a statement that the bus purchase will replace an existing vehicle that has reached its useful life.
- STIP ID number and/or page where the project is listed in the STIP.

Federal Share of Project Costs:

The typical Federal/Local Share of project costs are (80% Federal/20% Local) for Capital and Planning projects, and (50% Federal/50% Local) for Operating Assistance. There are instances where the Federal share of a project can be higher than 80%. For example the federal share for project costs for acquiring vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) for purposes of complying or maintaining compliance with the Clean Air Act Amendments, or required by the Americans with Disabilities Act, is 90 percent.

- When using a Federal funding share that is more than 80/20 for Capital or Planning, or 50/50 for Operating Assistance, you should clearly state the reason for the increased Federal Funding in the extended budget description for that activity line item (ALI).
- When developing your project budgets in TrAMS for each ALI, be mindful not round the Federal share up, thereby causing it to be over the maximum amount allowed.

Requirement for Planning Projects: (See Page VI-1 of the Section 5307 Circular (Circular 9030.1E).

Planning projects **are required** to be in the UPWP if you are in an urbanized area with a population over 50,000, or a Statewide Planning Program document for those areas under 50,000 in population. The project listing and budget from the UPWP or Statewide Planning Program document must be uploaded in TrAMS.

- The Statewide Transportation Improvement Program (STIP) cannot be used as the document for listing Planning Projects.

Capital Cost of Contracting: (See Page VI-11 of the Section 5307 Circular (Circular 9030.1E) for more information:

If you have an ALI for Capital Cost of Contracting, the extended budget details must clearly state the type of contract and the amount of funding the budget represents. For example:

"This is a Type 1 Service Contract. This budget represents 40% of the total eligible cost of contracting, at an 80/20 Federal to local share."

Environmental Findings:

TrAMS offers the option of selecting an Environmental Finding (EF) at the Project level (which means that all ALIs under that project are covered in one finding), or at the ALI level (which means that each ALI activity may have a different EF).

Prior to approving a grant in TrAMS, FTA must find that the action complies with the National Environmental Policy Act (NEPA) and any other applicable environmental laws. For most entries in TrAMS, there will be one EF per "Project" in TrAMS (e.g., a bus purchase). In some cases, it may be desirable for one "Project" to have multiple EFs, and in that instance, there would be one EF identified per ALI (e.g., large formula grants covering multiple independent activities or Projects that involve permissible early acquisition of real property where the early property acquisition has not been set up as its own "Project") rather than at the Project level. Contact your grant representatives if you have questions about whether you should select the EFs at the Project or ALI level.

Be sure the proper EF is selected for each Project/ALI. Some of the EFs are straight forward and do not require additional information or documentation (such as C-4 for Operating Assistance and Planning Activities, and C-7 for vehicle purchases and preventive maintenance).

Additional environmental documentation and/or FTA approval may be required if you have a project that contains renovations or construction. The review and approval of environmental documentation can sometimes take several months (or more) to complete, so it's important to contact your grant representative well in advance of when you put the project in a grant application. FTA can then make a determination on whether additional environmental information is required.

If environmental documentation and FTA approval are completed:
- The appropriate EF should be selected.
- The environmental documents should be attached to the grant application.
- The signed FTA approval letter should be attached to the grant.
- A statement that environmental documentation was completed and the date FTA signed the approval letter should be provided in the EF Details section.

Helpful Links:

FTA Website:
www.fta.dot.gov

FTA Circulars:
https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/fta-circulars

Environmental Guidance:
https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/fta-environmental-impact-and-related-procedures

TrAMS Guidance:
https://www.transit.dot.gov/funding/grantee-resources/teamtrams

FY 2017 Certifications and Assurances:
https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances