

# FTA

FEDERAL TRANSIT ADMINISTRATION

## Emergency Relief Funds for Transit Systems Affected by Major Declared Disasters in CY 2018



U.S. Department of Transportation  
Federal Transit Administration

December 2019

# Agenda

Emergency Relief Program Overview

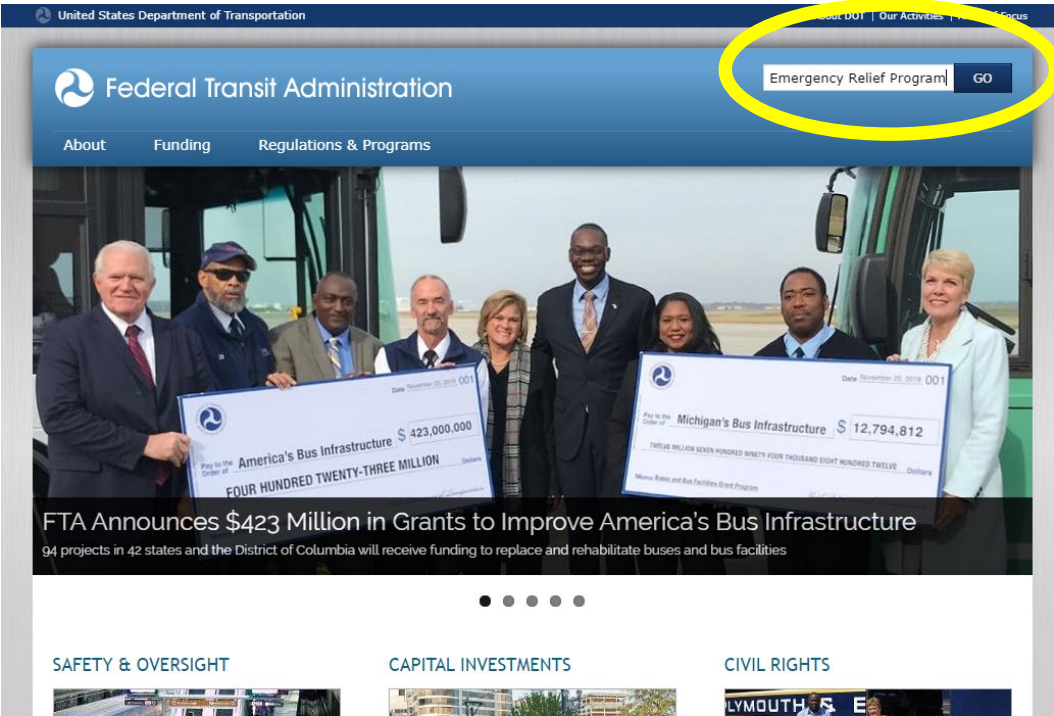
Calendar Year 2018 Funding Availability

Applying Through Grants.gov

Questions?

# Emergency Relief Program

[transit.dot.gov](https://transit.dot.gov)



# Emergency Relief Program



*Hurricane Sandy flooding, New York, NY - 2013*

## Provides grants for:

- **Capital projects** to protect, repair, reconstruct, or replace equipment and facilities
- **Emergency operating costs** of public transportation equipment and facilities

## Authorized in 2012

- No permanent or annual appropriation to date

## Three supplemental appropriations:

- **Hurricane Sandy** in 2013 (\$10.9 billion)
- **Hurricanes Harvey, Irma, and Maria** in 2018 (\$330 million)
- Major declared disasters in **calendar year 2018** (\$10.5 million)

# Emergency Relief Program



*Hurricane Harvey preparations, Houston, TX- 2017*

## Eligible Recipients

- States
- Territories
- Tribal governments
- FTA Direct Recipients

## Eligible Expenses

- **Disaster Response**: Emergency or temporary operations
- **Disaster Recovery and Rebuilding**: Projects to temporarily or permanently repair or replace transit assets
- **Disaster Resilience**: Projects that address a vulnerability

# Emergency Relief Program

## Disaster Response

- Evacuations and temporary service to/from shelters
- Emergency responder or utility worker transport
- Temporary bus service to replace inoperable rail service
- Rerouted or temporary service to avoid impassable roads
- Emergency protective measures to prevent damage or protect health and safety such as sandbagging or debris removal
- Temporary repairs to facilities to hasten their return to service until permanent repairs can be made.



*Evacuations in Oroville, CA - 2017*

# Emergency Relief Program

## Disaster Recovery and Rebuilding

- Vehicle repair and replacement
- Passenger, operations, or administrative facility repair or rebuilding
- Repair or replacement of other infrastructure and equipment such as power or track components and maintenance equipment
- Replacement of supplies kept in the normal course of doing business that were owned by the transit agency and destroyed in the disaster



*Hurricane Sandy repair work, New York, NY*

# Emergency Relief Program

## Disaster Resilience

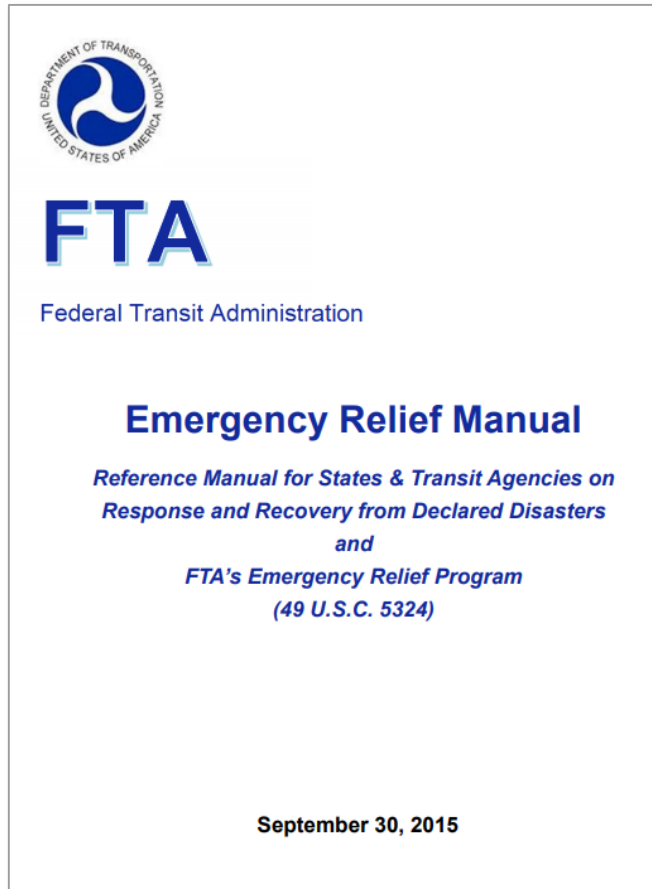
- Flood protection measures such as sea walls; wet and dry water proofing; strengthening systems that remove rainwater from public transportation facilities; or raising rail signal, power, or other equipment above expected flood elevations
- Relocating facilities to higher ground
- Building covered storage to protect rolling stock
- Burying power lines to protect them from high-wind events
- Resilient features built into recovery projects that are integral and cost-effective, such as using stronger materials



*South Ferry Station resilience project, New York, NY - 2014*



# Emergency Relief Program



## Ineligible Expenses

- Heavy maintenance (i.e. normally expected costs due to seasonal and natural occurrences)
- Projects that change the function or capacity of a transit system
- Failures due to internal causes, such as design flaws or lack of maintenance
- Projects with FTA funding obligated prior to the disaster
- Reimbursement for lost revenue
- Replacement of supplies and materials not owned by the applicant and not incorporated into the transit system
- Labor for salaried management as a direct cost
- Preparations prior to storm or disaster forecasts
- Costs reimbursed by another source, such as FEMA

# Emergency Relief Program



*Winter storm Skylar, Boston, MA - 2018*

## Key Policies

- **Federal Share** is 80%, but may be increased by the Secretary
- When ER funds have not been appropriated, 5307 and 5311 funds may be used to respond to a disaster but cannot be replenished or replaced if ER funds are subsequently appropriated
- FTA will not reimburse expenses already reimbursed by FEMA or any other federal agency
- FTA cannot pay for any expenses covered by insurance.
- Emergency and permanent repairs that do not involve functional, locational, or capacity changes do not need to be in the TIP/STIP
- FTA waives the remaining useful life for destroyed assets; damaged assets that are repaired retain useful life
- FTA remains entitled to reimbursement if the recipient disposes of assets with a Federal interest and a fair market value of more than \$5000

# Emergency Relief Program



*Corroded MTA equipment from Hurricane Sandy, New York, NY - 2013*

## Key Policies

- **Pre-award authority** is granted for ER projects retroactive to the date on which preparations for the storm or disaster began in response to forecasts
- Requests for **waivers** to administrative requirements that inhibit disaster response and recovery may be submitted to FTA's Emergency Relief Docket at [www.regulations.gov](http://www.regulations.gov)
- Charter-like services are permitted if the action is directly related to a declaration of emergency
- Sole-source procurements are allowed if the public exigency or emergency does not permit a competitive procurement.
- Track separately all disaster-related expenses and outcomes to facilitate reimbursement later, whether FEMA or FTA

# Emergency Relief Program

## Working with FEMA

- FTA's ER program may receive an appropriation months after an event
- Work with FEMA immediately after an event
- If ER receives funding for a specific event, transit operators **MUST** stop working with FEMA and begin working with FTA
- We will work with FEMA to transfer any paperwork that is in-process
- Applicants must inform FTA if they are seeking or have received FEMA funding
- We work closely with FEMA to ensure expenses aren't paid for twice

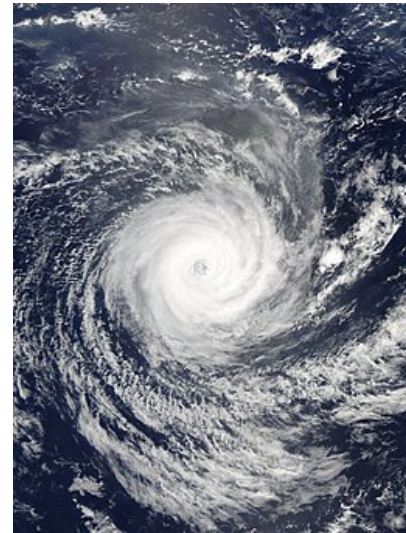


# CY 2018 Funding Availability

The Additional Supplemental Appropriations for Disaster Relief Act of 2019 (Disaster Relief Act), signed into law on June 6, 2019, appropriated **\$10,542,000** for FTA's Emergency Relief Program for transit systems affected by major declared disasters occurring in calendar year 2018



*California wildfires - 2018*



*Guam typhoon - 2018*



*Alaska earthquake - 2018*

# CY 2018 Funding Availability



*North Carolina flooding from Hurricane Florence - 2018*

## Notice of Availability of Emergency Relief Funding (NAERF)

- Published December 3, 2019
- Deadline is January 17, 2020

The application process will occur in two stages

1. Applicants submit proposals requesting reimbursement of eligible costs
2. FTA will announce allocation of funds on its website at [www.transit.dot.gov](http://www.transit.dot.gov). Recipients with allocations enter a grant application in the FTA's **Transit Award Management System** (TrAMS)

Funds will be allocated on a **non-competitive** basis

# CY 2018 Funding Availability



*Iowa tornadoes- 2018*

## Eligible Recipients

Public transportation agencies, States, Territories, local governmental authorities, Indian tribes, and other FTA grant recipients...

...that provide or fund public transportation services in counties designated as eligible for any category of Federal Emergency Management Agency (FEMA) Public Assistance...

...for a major declared disaster with an incident period partially or entirely occurring within calendar year 2018.

<https://www.transit.dot.gov/funding/grant-programs/emergency-relief-program>

# CY 2018 Funding Availability



*New Hampshire snowstorm - 2018*

## Eligible Projects and Expenses

Public transportation emergency operations, emergency protective measures, emergency repairs, and permanent repairs

## Ineligible Expenses

Expenses previously reimbursed by FEMA or insurance proceeds

Please see the FTA's [Emergency Relief Manual](#) for a complete list and description of eligible and ineligible expenses



# CY 2018 Funding Availability



*Oklahoma wildfires - 2018*

## Federal Matching = 80% except:

- ADA or Clean Air Compliance:
  - Vehicles = 85%
  - Vehicle-related equipment and facilities = 90%
- Disaster in an insular area = 100%
- Disaster response limited to debris removal, emergency protective measures, emergency repairs, and emergency operations expenses:
  - Oklahoma Wildfires (DR-4373) = 90%
  - California Wildfires (DR-4382) = 90%
  - California Wildfires (DR-4407) = 90%
  - Florida Hurricane Michael (DR-4399)
    - Completed on or before 11/24/2018 = 100%
    - Completed on or after 11/25/2018 = 90%
- Any disaster in calendar year 2018 for which FEMA later increases the Public Assistance Federal share

# CY 2018 Funding Availability



*Michigan flooding - 2018*

## How to Apply

A complete submission to [GRANTS.GOV](https://www.grants.gov) consists of:

- SF-424 Application for Federal Assistance
- Supplemental form for this NAERF
- Supporting documentation

## Emergency Operating Documentation

- Purpose, dates, hours, number of vehicles, and fares charged.

## Detailed Damage Assessments for Capital Projects

- Location, type of facility or equipment, nature and extent of damage
- The most feasible and practical method of repair or replacement
- Estimated repair and replacement cost

# CY 2018 Funding Availability



*Tohono O'odham Nation flooding- 2018*

## Reporting Requirements

Post-award reporting requirements include submission of the Federal Financial Reports (FFRs) and Milestone Progress Reports (MPRs) in TrAMS consistent with the FTA's grants management Circular 5010.1E

## Oversight and Audits

FTA will provide oversight of grants funded through the Emergency Relief Program using its standard oversight programs, including Triennial Reviews and State Management Reviews

# CY 2018 Funding Availability



*Hawaii Kilauea volcanic eruption - 2018*

## References, Regulations, & Guidance

### **Federal Register Notice 84 FR 66271 – December 3, 2019**

Public Transportation Emergency Relief Funds for Transit Systems Affected by Major Declared Disasters Occurring in Calendar Year 2018

### **Emergency Relief Final Rule – October 7, 2014**

49 CFR Part 602 – Emergency Relief

### **Emergency Relief Program Manual**

Emergency Relief Manual: A Reference for States & Transit Agencies on Response and Recovery from Declared Disasters and FTA's Emergency Relief Program

### **FTA Award Management Requirements (C.5010.1E)**

Federal requirements for insurance, asset disposition, etc.

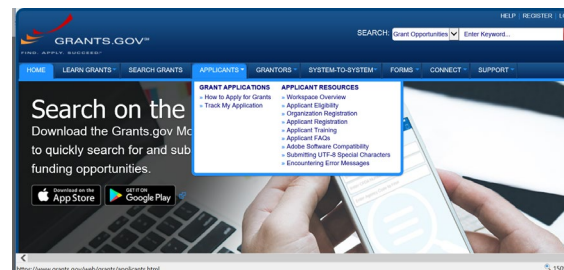
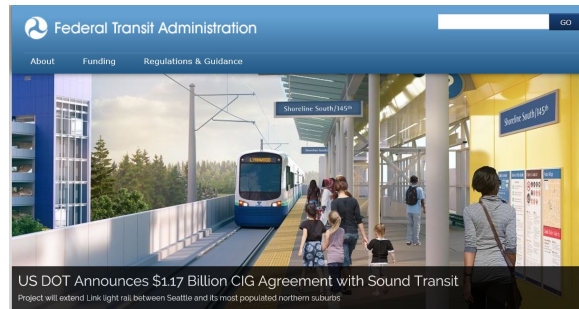
### **FTA Emergency Relief Docket (FTA-2019-0001)**

Permits recipients to request FTA waivers of administrative requirements by submitting a request at [www.regulations.gov](http://www.regulations.gov) 20

# FTA

FEDERAL TRANSIT ADMINISTRATION

## Applying for FTA Grant Opportunities in Grants.gov



U.S. Department of Transportation  
Federal Transit Administration

# ER Grant Opportunity

<https://www.grants.gov/web/grants/view-opportunity.html?oppld=322825>

Grant Opportunity Page contains:

- Summary Description
  - Application requirements
  - Eligibility
- Supplemental Form
- Links to Grants.gov
- Links to Program Information
- Other references and links

The screenshot shows the Grants.gov website interface. At the top, there is a search bar with the text 'Grant Opportunities' and a 'GO' button. Below the search bar is a navigation menu with options: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled 'VIEW GRANT OPPORTUNITY' and features the logo of the Department of Transportation. The grant title is 'FTA-2020-002-TPM-ER Public Transportation Emergency Relief Funds for Transit Systems Affected by Major Declared Disasters Occurring in Calendar Year 2018' from the Department of Transportation, DOT/Federal Transit Administration. There are 'Apply' and 'Subscribe' buttons. Below this, there are tabs for 'SYNOPSIS', 'VERSION HISTORY', 'RELATED DOCUMENTS', and 'PACKAGE'. The 'SYNOPSIS' tab is active, showing a 'General Information' section with the following details:

Document Type:	Grants Notice	Version:	Synopsis 4
Funding Opportunity Number:	FTA-2020-002-TPM-ER	Posted Date:	Dec 03, 2019
Funding Opportunity Title:	Public Transportation Emergency Relief Funds for Transit Systems Affected by Major Declared Disasters Occurring in Calendar Year 2018	Last Updated Date:	Dec 03, 2019
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Jan 17, 2020
Opportunity Category Explanation:		Current Closing Date for Applications:	Jan 17, 2020
Funding Instrument Type:	Grant	Archive Date:	Feb 10, 2020
Category of Funding Activity:	Transportation	Estimated Total Program Funding:	\$10,482,935
Category Explanation:		Award Ceiling:	\$0
Expected Number of Awards:	100	Award Floor:	\$0
CFDA Number(s):	20.527 -- Public Transportation Emergency Relief Program		
Cost Sharing or Matching Requirement:	Yes		

**Link and Instructions for attaching the supplemental form to the SF-424:** All applicants must complete the attached [supplemental form](#) and attach it to their submission in GRANTS.GOV.

<https://www.transit.dot.gov/funding/grant-programs/emergency-relief-program>

# Download Application

NOTE: Anyone can download the application package from Grants.gov. However, only “authorized organizational representatives” can submit applications in Grants.gov.

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HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONN

GRANTS.GOV Search Grants

### VIEW GRANT OPPORTUNITY

FTA-2020-002-TPM-ER  
Public Transportation Emergency Relief Funds for Transit Systems Affected by Major Declared Disasters Occuring in Calendar Year 2018  
Department of Transportation  
DOT/Federal Transit Administration

Apply Subscribe

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-2020-002-TPM-ER	<a href="#">FTA-2020-002-TPM-ER-Full Announcement - FTA-2020-002-TPM-ER.zip</a>	Dec 03, 2019 04:09:08 PM EST	1.1 MB
2019 ER Supplemental Form Update	<a href="#">2019-ER-Supplemental-Form.pdf</a>	Dec 03, 2019 04:09:08 PM EST	984.7 KB
FRN	<a href="#">2019-28088 FRN.pdf</a>		

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
20.527	FTA-2020-002-TPM-ER	Public Transportation Emergency Relief Funds for Transit Systems Affected by Major Declared Disasters Occuring in Calendar Year 2018	PKG00258088	12/03/2019	01/17/2020	<a href="#">Preview</a>   <a href="#">Apply</a>

# Application Package

**Preview Opportunity Package Details**

**Opportunity Package Details:**

**Agency Contact Information:** Thomas Wilson  
 Office of Program Management  
 E-mail: Thomas.Wilson@dot.gov  
 Phone: (202) 368-5279

**Who Can Apply:** Organization Applicants

**PACKAGE FORMS:**

**Mandatory Forms**  
(Click to Preview)

**Optional Forms**  
(Click to Preview)

[Download Instructions](#)

» [SF424 Mandatory Form \[V1.2\]](#)

» [Grants.gov Lobbying Form \[V1.1\]](#)

» [Attachments \[V1.2\]](#)

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Close

OMB Number 4901-0002  
Expires Date 01/01/2014

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

1.A. Type of Submission: <input checked="" type="checkbox"/> Application <input type="checkbox"/> Plan <input type="checkbox"/> Funding Request <input type="checkbox"/> Other Other (specify):		1.B. Frequency: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Other Other (specify):		1.D. Version: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Resubmission <input type="checkbox"/> Revision <input type="checkbox"/> Update STATE USE ONLY: 2. Date Received: 3. Applicant Identifier: 4. Federal Entity Identifier: 5. Date Received by State: 6. State Application Identifier: 7. Federal Award Identifier:	
1.C. Consolidated Application/Plan/Granting Request? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Explanation:					
7. APPLICANT INFORMATION:					
a. Legal Name:					
b. Employer/Taxpayer Identification Number (EIN/TIN):		c. Organizational OUNS:			
d. Address:					
Street:		Street:			
City:		County / Parish:			
State:		Province:			
Country:		Zip / Postal Code:			
USA / UNITED STATES					
e. Organizational Use:					

Please fill out the following form. Highlight Existing Files

**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="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
2) Please attach Attachment 2	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
3) Please attach Attachment 3	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
4) Please attach Attachment 4	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
5) Please attach Attachment 5	<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="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
7) Please attach Attachment 7	<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="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
9) Please attach Attachment 9	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
10) Please attach Attachment 10	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
11) Please attach Attachment 11	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
12) Please attach Attachment 12	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
13) Please attach Attachment 13	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
14) Please attach Attachment 14	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>



# Application Package

v1.2

**Applicant and Proposal Profile**

Public Transportation Emergency Relief Program

This application form collects information from Federal Transit Administration grant recipients that provide or fund public transportation service in areas affected by major declared disasters occurring in calendar year 2018

**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:

FEMA Disaster Number:

Applicant Type:  State government  
*(pick one)*  Federally-recognized Native American Tribe  
 Direct Recipient  
 Other

If Other, specify:

Project Location (State):

Counties Affected:

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.

**CAUTION:** Do not use “**Supplemental Form**” from prior years or create your own form. Please use the file provided on the FTA website or 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 OMB Circular A-102

**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.

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3) Please attach Attachment 3	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
4) Please attach Attachment 4	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
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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"/>
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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"/>

# Grants.gov – Applicants

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SEARCH: Grant Opportunities | Enter Keyword... GO

HOME | LEARN GRANTS | SEARCH GRANTS | **APPLICANTS** | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

**GRANT APPLICATIONS**

- » 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
- » Encountering Error Messages

**FOR APPLICANTS**

**Check Your Eligibility**  
Are you or your organization eligible for a grant? Learn how to check your eligibility here.  
[Check Your Applicant Eligibility »](#)

**Get Registered**  
To apply, you need to register an account with Grants.gov. Begin registering today.  
[Applicant Registration »](#)  
[Organization Registration »](#)

**Apply for Grants**  
Ready to apply? Create a workspace to apply for a grant.  
[Apply for a Grant Opportunity Today »](#)  
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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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**Adobe Compatibility**  
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[Adobe Compatibility Tip Sheet »](#)

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[Applicant Training »](#)  
[Grants.gov Online User Guide »](#)

**Applicant FAQs**  
If you have questions, you are not alone. Here are the answers to frequently asked questions.  
[Applicant FAQs »](#)

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GRANTS.GOV Applicant Support  
1-800-518-4728  
[support@grants.gov](mailto:support@grants.gov)

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

# Applicant – Organization Registration

The screenshot shows the Grants.gov homepage. At the top, there is a search bar with 'Grant Opportunities' selected and a 'GO' button. Below the search bar is a navigation menu with items: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The 'APPLICANTS' menu is expanded, showing two columns of links: 'GRANT APPLICATIONS' (How to Apply for Grants, Track My Application) and 'APPLICANT RESOURCES' (Workspace Overview, Applicant Eligibility, Organization Registration, Applicant Registration, Applicant Training, Applicant FAQs, Adobe Software Compatibility, Submitting UTF-8 Special Characters, Encountering Error Messages). Below the menu is a large banner with the text 'FOR APPLICANTS'. Underneath the banner are eight tiles: 'Check Your Eligibility', 'Get Registered', 'Apply for Grants', 'Track Your Application', 'Adobe Compatibility', 'Applicant Training', 'Applicant FAQs', and 'Manage Subscriptions'. At the bottom, there is a footer with social media links and contact information.

The screenshot shows the 'ORGANIZATION REGISTRATION' page on Grants.gov. The page title is 'ORGANIZATION REGISTRATION'. Below the title is a navigation menu with 'APPLICANTS' selected. The main content area is titled 'Registering an Organization' and contains the following text: '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 this text are three numbered steps: '1. Obtain a DUNS Number', '2. Register with SAM', and '3. Register with Grants.gov'. Each step includes a brief description and a 'How long does this step usually take?' section. Step 1: 'How do I get a DUNS number?' - 'Call 1-800-708-7111 or access the Dun & Bradstreet website http://dunandbradstreet.com/'. 'How long does this step usually take?' - '1-2 business days'. Step 2: '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 authorized official of the organization to send a response letter to SAM and an EIN.' 'How long does this step usually take?' - 'After SAM receives the authorized letter, up to 2 weeks (up to 5 more weeks to acquire EIN)'. Step 3: 'How long does this step usually take?' - 'After SAM receives the authorized letter, up to 2 weeks (up to 5 more weeks to acquire EIN)'. At the bottom, there is a footer with social media links and contact information.

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

# Workspace in Grants.gov

GRANTS.GOV > Applicants > Workspace Overview

## 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
  - Organization Registration
  - Applicant Registration
  - Applicant Training
  - Applicant FAQs
  - Adobe Software Compatibility
  - Submitting UTF-8 Special Characters
  - Encountering Error Messages

## 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
<ul style="list-style-type: none"><li>+ Best for organizations with 1-2 registered Grants.gov users</li><li>+ Application forms are downloaded and emailed to collaborators before being uploaded back to the workspace</li></ul> <p><a href="#">LEARN MORE &gt;</a></p>	<ul style="list-style-type: none"><li>+ Best for organizations with 3-5 registered Grants.gov users</li><li>+ Applicant teams are typically comprised of 1-2 AOR who submit a Workspace application on behalf of the organization they oversee for</li></ul> <p><a href="#">LEARN MORE &gt;</a></p>	<ul style="list-style-type: none"><li>+ Best for organizations with external Grants.gov users, such as consultants</li></ul>

## Using Custom Roles in Workspace

Organizations are also able to create custom roles for their organization.

[LEARN MORE >](#)

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GRANTS.GOV > Applicants > Workspace Overview > Workspace Roles

## WORKSPACE ROLES

**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
- Organization Registration
- Applicant Registration
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## 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.



## 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 Emergency Relief Program:
  - <https://www.transit.dot.gov/funding/grant-programs/emergency-relief-program>
  - Federal Register Notice: <https://www.federalregister.gov/documents/2019/12/03/2019-26068/public-transportation-emergency-relief-funds-for-transit-systems-affected-by-major-declared>
  - Emergency Relief for 2018 Disasters: <https://www.transit.dot.gov/funding/grant-programs/emergency-relief-program/emergency-relief-2018-disasters>
  - Grants.gov: Opportunity: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=322825>
- Grants.gov:
  - <http://www.grants.gov/>
  - <http://www.grants.gov/web/grants/applicants.html>
- Contact Grants.gov Support Center to get help with Grants.gov issues:  
GRANTS.GOV Applicant Support  
1-800-518-4726  
[support@grants.gov](mailto:support@grants.gov)

# Questions?

**Thomas Wilson**

Emergency Relief Program Manager

Office of Program Management

Federal Transit Administration, Washington, D.C.

**202-366-5279**

Thomas.Wilson@dot.gov