

FTA

FEDERAL TRANSIT ADMINISTRATION

2017 SSO Training Workshop

Breakout Session #1 SSO and the Grants Process

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U.S. Department of Transportation
Federal Transit Administration

Agenda

- Provide an overview of how State Safety Oversight grants fit into the Grants Life Cycle.
- Share some SSO Grants Data.
- Questions and Answers.

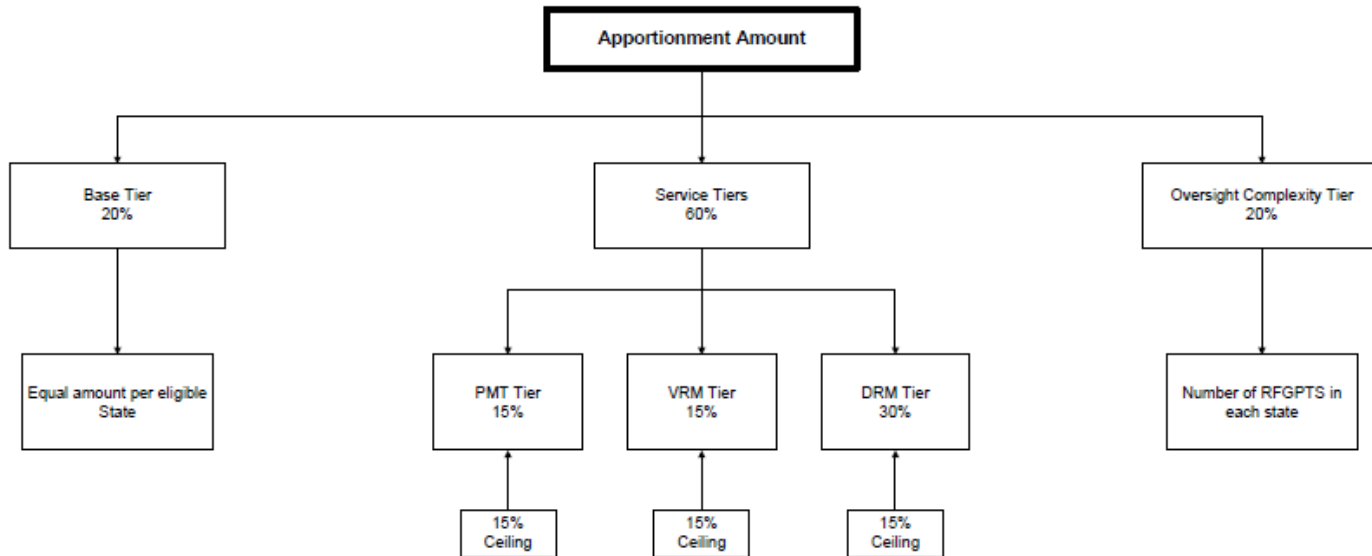
The SSO Program

- Introduced in MAP-21 and carried forward in the FAST Act
- Congress appropriates approximately \$23 million per year
- Funds are apportioned to eligible states on the basis of a formula outlined in law and finalized by FTA in 2013

The SSO Formula

PMT = Vehicle Passenger Miles
VRM = Vehicle Revenue Miles
DRM = Directional Route Miles
RFGPTS = Rail Fixed Guideway
Public Transportation System

FAST
Section 5329
Illustrative State Safety
Oversight Formula



The SSO Grants Life Cycle

- Congress Appropriates funds, FTA publishes the Apportionments table and makes funds available for obligation in TrAMS.
- State SSOs and other stakeholders determine how best to use the SSO funds (consistent with program eligibility and FTA requirements).
- States create an SSO grant application in TrAMS, FTA regional offices review and obligate funds.
- States submit milestone progress reports and federal financial reports and perform budget revisions and amendments to award grants, if necessary.
- States incur costs and draw down funds from the grant.
- States close out the grant (and deobligate any remaining funds) when the projects funded in the grant have been completed and funds have been disbursed.

SSO Grant Making FY 13-17

- FY 13: No grants awarded.
- FY 14: 17 grants awarded for \$18.7 million
- FY 15: 15 grants awarded for \$19.8 million
- FY 16: 18 grants awarded for \$21.5 million
- FY 17 (as of early April): 4 grants awarded for \$2 million and 11 applications for \$11.5 million in development or being reviewed by FTA.

Processing SSO Applications in TrAMS

- FTA HQ staff concurrence as well as regional staff concurrence is required
- We are able to give TSO staff the “initial reviewer” role in TrAMS so that they can log an ad-hoc comment that includes their concurrence or requests for changes.

Processing SSO Applications in TrAMS

- If SSO grants created in TrAMS contain funding for different projects, disbursements on these projects can be tracked separately
- If SSO grants created in TrAMS contain funding for different budget scopes, disbursements for these budget scopes can be tracked separately
- TrAMS allows applications to contain SSO funds along with other FTA fund sources. Talk to your regional office or TSO to determine if that would make sense in the future

Processing SSO Applications in TrAMS

- Example GA-2016-003

Summary View of Review / Concurrence / Approvals

Select a comment to view the details

Review Type	Review Decision	Reviewed by	Reviewed Date
Ad Hoc Review		Jennifer Hibbert	Mar 31, 2016
Ad Hoc Review		Alicia Berger	Apr 20, 2016
Ad Hoc Review		Alicia Berger	Apr 25, 2016
Ad Hoc Review		Eric Madison	May 24, 2016
Environmental Concurrence	Concur - Move Forward	Robert Buckley	Mar 31, 2016

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Review Comments Details

Comment Type
Ad Hoc Review

Comment By
Eric Madison

Comment Text
FTA HQ has reviewed the application and TSO concurs with the submitted application.

Tracking SSO Grant Implementation

- As of early April, 2017 we have 48 awarded/active SSO grants for \$57 million obligated and \$38 million left undisbursed.
- Milestone Progress Reports and Federal Financial Reports are required to be submitted in TrAMS.
- Budget revisions are required when there are minor changes to the activity line items in the grant.
- Amendments are required when there is either a change in the scope of work (including period of performance, sub-awards, and significant budget changes) or the amount Federal funds or matching requirements.
- Grants should be closed within 90 days of the end date in the award.
- Make sure you have processed your final draw down before amending a grant to close it out.
- Contact your regional office if you have award management questions.

SSO Funds Availability

- Funds must be obligated in grants within three fiscal years of appropriation (i.e. funds appropriated in FY 15 must be obligated in grants by 9/30/17)
- As of early April, approximately \$12.3 million in SSO Funds Appropriated in FY 15 will lapse to the State as of 9/30/17 unless obligated in a grant.
- FY 15 funds don't need to be expended by 9/30/17, just obligated in grants.
- Funds already obligated in grants can be expended after 9/30/17.
- Please work with your recipients and regional staff to ensure that lapsing funds are awarded in TrAMS prior to the 9/22 TrAMS shut-down
- TBP Budget runs regular reports of lapsing funds—consult Joy Whren for additional information on which funds will lapse
- Lapsing funds return to the program and are reapportioned to all eligible states on the basis of the SSO formula

Some TrAMS Tips

- Please do not deactivate FTA contractors who have access to your organization
- Contractors appear in your organization's list of TrAMS users if they need access to your organization to do business with FTA
- These contractors have read-only access to your organization

Reporting Errors/Issues to the Help Desk

Help Desk: (877) 561-7466

FTA.TrAMS.Help@DOT.GOV

1. Your Name
2. Your Email/Phone Number
3. Incident Number (if you called the Helpdesk and already have one)
4. Date/Time incident occurred
5. Environment (Production vs. Training)
6. Browser and Version (Chrome vs Internet Explorer vs Firefox vs Safari vs Tablet vs Other?)
1. Brief Description of Issue (steps of what you were trying to do)
2. Screenshots of forms/error messages
3. User Type (FTA vs. Recipient)
4. Cost Center/Region
5. User Roles
6. Recipient ID (if applicable)
7. Application Number (if applicable)

Resources Available on the TrAMS Website

- The TrAMS user manual
- Presentations and recordings for prior trainings.
- Guidance on developing applications
- The TrAMS help desk and FTA LSM contacts
- **Sign up for alerts when we update the TrAMS page**
- <http://www.fta.dot.gov/TrAMS>

Additional Resources

- Circular 5010.1E:
<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/award-management-requirements-circular-50101e>
- More information on FTA's Formula Apportionments:
<https://www.transit.dot.gov/funding/apportionments/apportionment-resources>

Questions?