

Federal

Subject: Urbanized area grant application process, including process for transferring Federal Highway Administration (FHWA) funds to Federal Transit Administration (FTA).

Information:

This procedure is for urbanized area transit agencies to receive state funding match for FTA funding applications. There is separate guidance below for grant applications for FTA program funding and for grant applications requiring funds to be transferred from FHWA programs.

Actions Needed:

1. Instructions for grant applications for FTA program funding:

- A. A transit agency will create a grant application or amendment in the Transit Award Management System (TrAMS) and obtain a temporary or official Federal Award Identification Number (FAIN). This includes entering all required information in the grant application.
- B. The transit agency will submit a copy of the grant application with the temporary or official FAIN to their Office of Passenger Transportation (OPT) Project Manager. The Project Manager will verify match funding from the Comprehensive Transportation Fund as indicated in the approved state capital match plan.
- C. While the application is being reviewed and approved by FTA, OPT will process the MDOT project authorization with the transit agency and secure appropriate approval.
- D. When the grant application has been awarded by FTA, the transit agency will forward a copy of the grant application including FTA award notification page(s) to their OPT Project Manager. Receipt of the award notification indicates to OPT that the MDOT project authorization can be awarded and mailed to the transit agency.

2. Instructions for grant applications for FHWA program funds which must be transferred (flexed) to FTA:

FHWA programs include projects approved by the Rural Task Force, Small Urban Program, Transportation Alternatives Program, and Congestion Mitigation and Air Quality (CMAQ) Improvement Program.

- A. A transit agency will create a grant application in TrAMS and obtain a temporary or official FAIN. This includes entering required information in the grant application, clearly identifying the flex-fund project, the amount of funds, and the FHWA program from which the funds are being transferred.

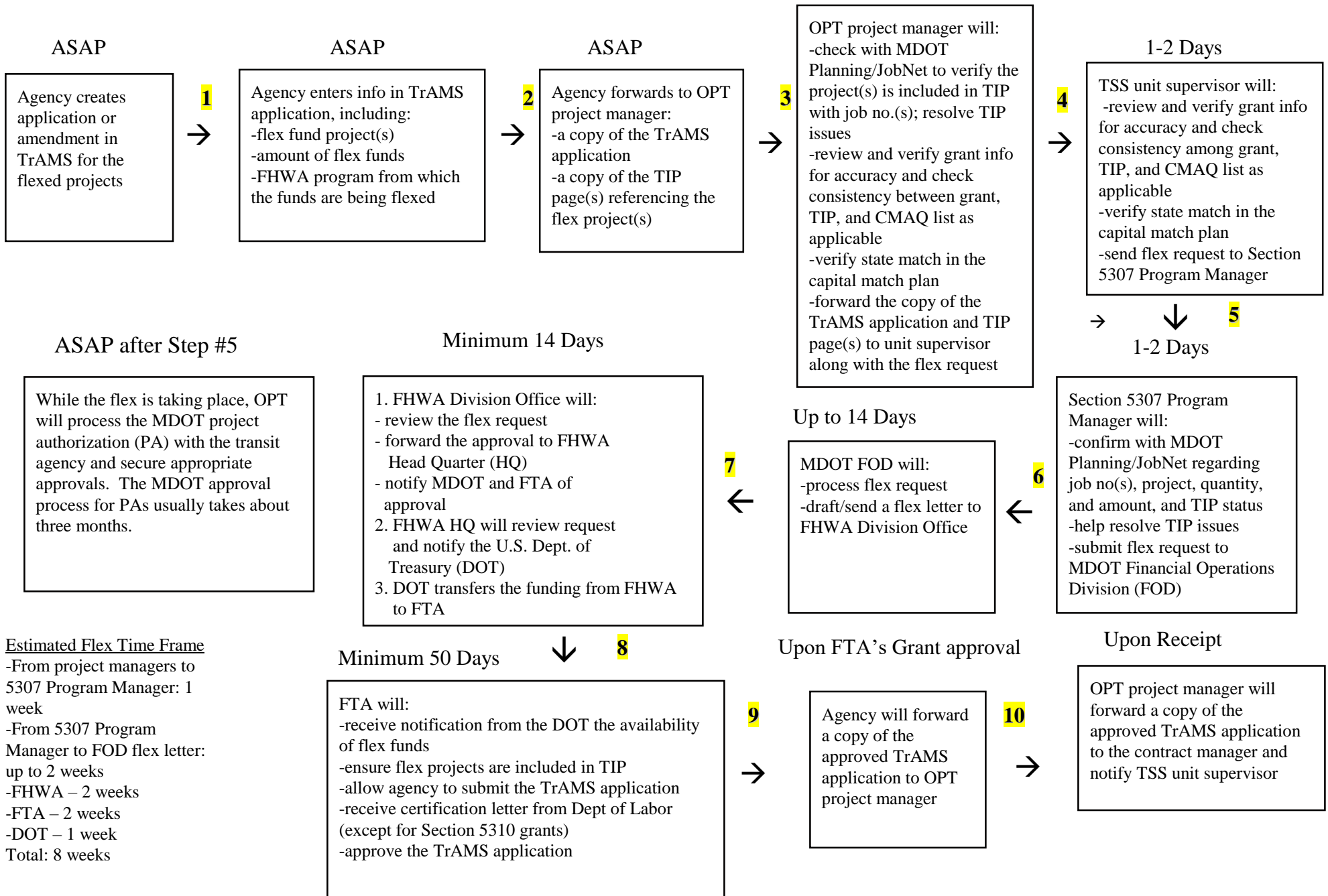
- B. By June 1, forward to the OPT Project Manager a copy of the FTA grant with the temporary or official FAIN and the page(s) of the approved Transportation Improvement Program (TIP) in which the flex project(s) are referenced. The dollar amount and project description must be consistent between the grant application, and TIP. OPT will review the information and submit the flex request to MDOT Financial Operation Division (FOD). FOD will then process the flex request and send a letter to the FHWA Division Office requesting the flex. The FHWA Division Office will notify MDOT upon approval of the flex request. The OPT Project Manager will provide the flex letter to the transit agency.
- C. While the flex process is taking place, OPT will process the MDOT project authorization with the transit agency and secure appropriate approval.
- D. As soon as the grant has been awarded by FTA, the transit agency will forward a copy of the grant including FTA award notification page(s) to their OPT Project Manager. Receipt of the award notification indicates to OPT that the MDOT project authorization can be awarded and mailed to the transit agency.

Contact: If you have any questions, please contact your Project Manager.

Approved: Sean Zucchi 5/2/19
Administrator Date

Attachment: Urban Agency Flex Funding Process Flow Chart

Urban Agency Flex Funding Process Flow



Estimated Flex Time Frame

- From project managers to 5307 Program Manager: 1 week
- From 5307 Program Manager to FOD flex letter: up to 2 weeks
- FHWA – 2 weeks
- FTA – 2 weeks
- DOT – 1 week
- Total: 8 weeks