



U.S. Department
of Transportation
**Federal Transit
Administration**

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REGION 10 BULLETIN NO: 2014-21

Subject: Grant Development Checklist for Grantees

Date: March 25, 2014

Background

The Federal Transit Administration (FTA) is asking our grantees to submit grant applications in Transportation Electronic Award Management (TEAM) System no later than June 30, 2014 for grants you would like to have awarded by the end of Fiscal Year (FY) 2014 (which is September 30, 2014). This grant submission timeline is specified in the Federal Register Notice, published on March 10, 2014 announcing FTA's FY 2014 Apportionments and Allocations, <http://www.gpo.gov/fdsys/pkg/FR-2014-03-10/pdf/2014-05058.pdf>, and is intended to allow FTA sufficient time to prepare for the transition and launch of a new grant award and management system, TEAM Replacement Award Management System (TrAMS), in October 2014.

What does this mean?

1. Compressed 2014 Timeline for Grant Development and Processing

In the past, grantees applying for formula program funds have until early August to submit the grant applications in TEAM-Web; grantees applying for discretionary program funds have until mid-July to submit their grant applications. In FY 2014, all grant applications, regardless of the funding program type, must be in "submitted" status in TEAM-Web no later than June 30, 2014. The June 30, 2014 grant submission deadline means shortened grant development and submission time for FY 2014.

2. Grants in "Submitted Status"

"Submitted" means that a grant has gone through FTA review and is ready for FTA to continue processing towards award.

3. Grants Submission and Processing Priorities

To effectively manage and process the anticipated high volume of grant applications on a compressed timeline, please let your assigned FTA Grant Representative know of the priority of your funding needs. Unless requested by the grantees, the grant processing priority is as shown below:

- Priority #1: Grant applications applying for funds that will lapse on September 30, 2014.

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- Priority #2: Grants that grantees need to maintain service (e.g. operating assistance) and/or maintain cash flow balance.
- Priority #3: All other grants.

How can we help you?

In response to the shortened grant development and submission window this year, the FTA Region 10 Office has developed the “Grant Development Checklist for Grantees” (enclosed) to help grantees in preparing grant applications. This guidance document is designed to assist and streamline grantee’s grant development process and aims to improve efficiencies in FTA’s grant review/processing.

More specifically, this guidance includes a comprehensive list of FTA program requirements, as well as “templates” for grantees to use when entering information in the “Project Details” and “Extended Budget Description” sections of the grant application in TEAM-Web.

For further information, please contact Region 10’s Amy Changchien at 206-220-4464 or email amy.changchien@dot.gov.

Sincerely,

R.F. Krochalis
Regional Administrator

Encl: FTA Region 10 Grant Development Checklist for Grantees