

Effective Practices for Grants Development and Management



U.S. Department of Transportation
Federal Transit Administration

Effective Practices for Grants Development and Management



U.S. Department of Transportation
Federal Transit Administration

Session

1. Updates

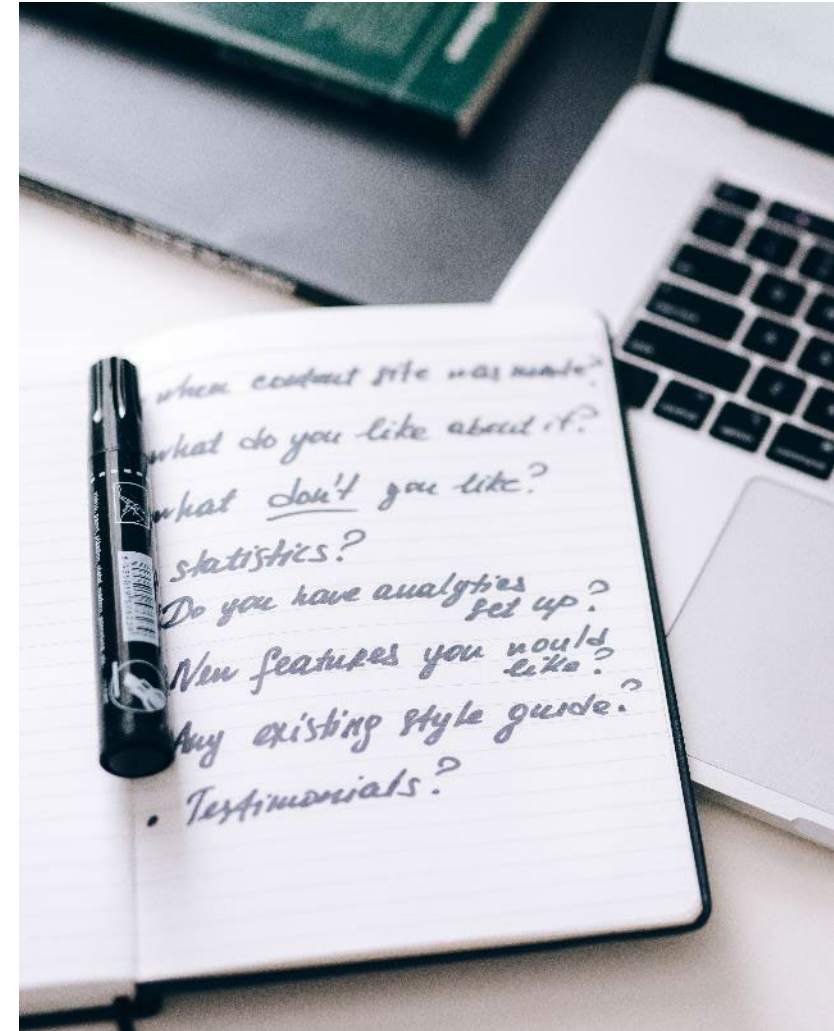
- Regulatory Updates
- TrAMS Updates

2. Grant Development

- Planning for your grant application
- FTA CE Worksheet
- FTA Recipient Toolkit

3. Grant Management

- Period of Performance
- Progress Reporting
- Budget Revisions and Amendments



FTA Circulars

FTA Circulars provide grantees with directions on comprehensive and program-specific issues and are a resource for grantees on how to comply with statutory and regulatory requirements.



FTA Circulars:

<https://www.transit.dot.gov/regulations-and-programs/fta-circulars/circulars>

https://www.transit.dot.gov/regulations-and-programs/fta-circulars/circulars

Federal Transit Administration

About Funding Regulations & Programs

• [FTA 2024 Circular Update](#)
• [Proposed Circulars](#)

Contact Us

Office of the Chief Counsel
Federal Transit Administration
1200 New Jersey Avenue, S.E.,
Room E56-311
Washington, DC 20590
United States

Phone: [202-366-4011](tel:202-366-4011)
Fax: [202-366-3200](tel:202-366-3200)
Business Hours:
8:30 a.m.-5 p.m. ET, M-F

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

5000 - Grants Management - General

Circular Number	Subject	Date
C 5010.1F	Award Management Requirements	09-27-2024
C 5200.1A	Full-Funding Grant Agreements Guidance	12-05-2002
C 5800.1	Safety and Security Management Guidance for Major Capital Projects	08-01-2007

6000 - Technology Development and Deployment

Circular Number	Subject	Date
C 6100.1E	Research, Technical Assistance and Training Program: Application Instructions and Program Management Guidelines	04-10-2015

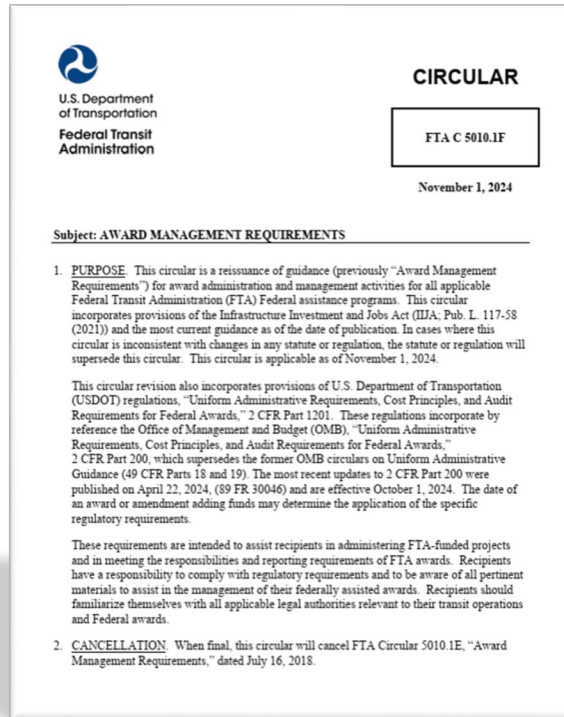
7000 - Policy and Program Development

Circular Number	Subject	Date
C 7050.1C	Joint Development Guidance	01-31-2024

8000 - Planning

Circular Number	Subject	Date
C 8100.1D	Program Guidance for Metropolitan Planning and State Planning and Research Program Grants	09-10-2018

Updated Circulars and Guidance




- **4220.1G:** Third Party Contracting Guidance (Jan. 2025)
- **5010.1F:** Award Management Requirements (Sept. 2024)
- **9040.1H:** Rural Areas Formula Grants Program Guidance (Sept. 2024)
- **9050.1A:** Urbanized Areas Formula Grant Programs Guidance (Sept. 2024)
- **9070.1H:** Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance (Sept. 2024)

FTA Categorical Exclusion Worksheet

An official website of the United States government [Here's how you know](#)

United States Department of Transportation

 Federal Transit Administration

Search

About Funding Regulations & Programs

[Home](#) / [Regulations and Programs](#) / [Environmental Policy and Programs](#)

Environmental Policy and Programs


Environmental Review Process >

Environmental Resources Information >

Environmental Training and Technical Assistance >

FTA Categorical Exclusion (CE) Worksheet

Document

 [FTA-Categorical-Exclusion-Worksheet-November-2025.pdf](#) (382.08 KB)

The FTA CE Worksheet assists project sponsors in providing sufficient documentation to support FTA in making a [CE](#) determination for certain construction projects to comply with the National Environmental Policy Act (NEPA) and FTA's environmental regulations ([23 CFR Part 771](#)). In general, the FTA CE Worksheet will be applied to projects involving construction activities that are more than minor in nature. For example, proposing to construct a new transfer station would require use of the FTA CE Worksheet when the proposed project meets the CE's conditions at [23 CFR 771.118\(c\)\(9\)](#), as determined by FTA. Conversely, proposing to replace sidewalks or installation of new signage and benches at an existing transit facility would not require the use of this Worksheet. Instead, such activities would likely satisfy NEPA compliance by submitting a detailed project description to FTA via email or FTA's grant management software, TrAMS.

The FTA CE Worksheet includes links to FTA's [environmental resources information](#) and [environmental standard operating procedures](#) to guide project sponsors in the identification and analysis of potential environmental issues or effects, as well as instructions on how to complete the Worksheet. Note that text fields are limited to 400 words maximum. For certain environmental areas, such as biological resources or historic resources, project sponsors may need to engage a qualified subject matter expert to conduct additional analysis or documentation to ensure compliance with other applicable environmental requirements.

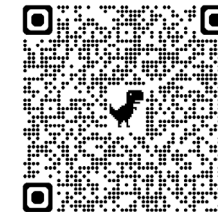
Project sponsors should discuss all proposed construction projects with the FTA Regional Office prior to assuming a project would qualify for a CE, and to determine whether to complete this Worksheet.

For assistance on the use of the FTA CE Worksheet: FTACEWorksheetAssist@dot.gov.

Related Links

- [Guidance for Implementation of FTA's Categorical Exclusions \(23 CFR 771.118\)](#)
- [Watch: FTA CE Worksheet Tutorial Video](#)

- CE worksheet published on FTA website in November 2025
- Webpage includes a link to a training video



<https://www.transit.dot.gov/regulations-and-programs/environmental-policy-and-programs/fta-categorical-exclusion-ce-worksheet>

Transit Award Management System

- TrAMS is a web-based tool for recipients to apply for federal funds, manage programs according to federal requirements, and allow FTA to review, approve, control, and oversee grants.
- Webpage includes links to training videos

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

Federal Transit Administration

About Funding Regulations & Programs

Search

Most Requested Pages

- [Sign Up for Updates](#)
- [FTA Regional Offices](#)
- [Transit Award Management System \(TrAMS\)](#)
- [Certs and Assurances](#)
- [System for Award Management \(SAM\)](#)

Contact Us

FTA Application Help Desk
1200 New Jersey Avenue, SE
Washington, DC 20590
United States

Email:
FTAITHelpDesk@dot.gov

Phone: (877) 561-7466

Alt Phone: (202) 967-0340

Business Hours:
8:00 a.m.-8:00 p.m. ET, M-F

Operating Status: Open.

What's New

- 2026 TrAMS Training Video Series
 - [TrAMS for Beginners](#)
 - [Application Development](#)
 - [FFR Video Guide](#)
 - [Update Period of Performance End Date](#)
 - [Create Closeout Amendments](#)
- [MPR/FFR Dear Colleague Letter - Reporting Frequency Update](#)

TrAMS
Transit Award Management System

Beginner Training

TrAMS Beginners Training
Now available: TrAMS Beginner Training video. This video is intended for new users to the Transit Award Management System (TrAMS).

<https://www.transit.dot.gov/funding/grantee-resources/teamtrams/transit-award-management-system-trams>

FTA Recipient Award Toolkit

This toolkit helps grantees with decisions on developing applications for award in the Transit Award Management System (TrAMS). It includes information for recipients on application development, consistent with FTA Circulars and other information materials.




FTA Recipient Award Toolkit:

<https://www.transit.dot.gov/funding/grants/applying/fta-recipient-award-toolkit>



FTA Recipient Award Toolkit

- This toolkit may be consulted to help developing applications for award in the [TrAMS](#), including:
- Preliminary work for application development
- Key elements of an application
 - information on developing the executive summary
 - projects within the application
 - budget descriptions

	Pre-Work Checklist
	<ul style="list-style-type: none">□ Confirm active System for Award Management (SAM) Unique Entity ID (UEI) status. If SAM is inactive, please work with the SAM Federal Service Desk to resolve this issue, as FTA is unable to award funding with an expired SAM status.
	<ul style="list-style-type: none">□ Complete planning activities applicable to your funding programs and projects. Recipients must ensure that the project(s) they intend to apply for are included in the required planning program(s) (e.g., Transportation Improvement Program (TIP)/Statewide Transportation Improvement Program (STIP), Unified Planning Work Program (UPWP)).¹
	<ul style="list-style-type: none">□ Confirm that contact information is updated in TrAMS.
	<ul style="list-style-type: none">□ Confirm all required recipient documents (e.g., opinion of counsel, authorizing resolution, designated recipient documentation), are current and uploaded to recipient organization level in TrAMS.
	<ul style="list-style-type: none">□ Confirm Certifications & Assurances are provided for the current Fiscal Year.²
	<ul style="list-style-type: none">□ Confirm compliance with any relevant civil rights requirements.³
	<ul style="list-style-type: none">□ Contact regional representative to begin the National Environmental Policy Act (NEPA) review process, if applicable.⁴
	<ul style="list-style-type: none">□ Confirm fleet status is updated, if applicable.

Programming Requirements in TrAMS

Program Plan Documentation

STIP/TIP

STIP/TIP Date 12/16/2024  ← Enter Federal Approval Date (Federal Action)

Description CTIP ID: 212-0000-XXXX Federally approved on 12/16/2024 and updated through an Administrative Modification #25-13 approved on 4/18/2025.

Enter any minor changes to the STIP (Administrative Modification) here.

Provide details about the uploaded STIP document (e.g., page number where the project is mentioned in the document)

New Document(s)  Drop or paste files here

Documents	Document Name	Date Uploaded
	2025 SJCOG FTIP Grouped TE (Amend 13).pdf	4/21/2025 3:19 PM PDT

Upload attachments here.

Designated Recipient/Direct Recipient

Circular 5010.1F (p. I-8)

(41) Designated Recipient: An entity designated, in accordance with the planning process under 49 U.S.C. 5303 and 5304, by the governor of a State, responsible local officials, and publicly owned operators of public transportation to receive and apportion amounts under 49 U.S.C. 5336 to UZAs of 200,000 or more in population; or a State or regional authority, if the authority is responsible under the laws of a State for a capital project and for financing and directly providing public transportation. See 49 U.S.C. 5302(5).

(43) Direct Recipient: An entity that receives funding directly from FTA.



Circular 5010.1F: <https://www.transit.dot.gov/regulations-and-programs/fta-circulars/award-management-requirements-circular>

Designated Recipient/Direct Recipient in TrAMS

Application Financial Information

- Is this application using pre-award authority?
- Yes, this application is using Pre-Award authority.
 - No, this application is not using Pre-Award authority.

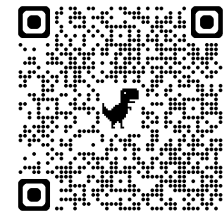
- Does this application include suballocation funds?
- Yes, my organization is a Designated Recipient.
 - Yes, my organization is the Direct Recipient of suballocated funds (from a Designated Recipient).
 - No, my organization is a Direct Recipient; funds were directly allocated to my organization.

Split Letters

- Circular 9050.1A (p. II-6)

The Designated Recipient must inform FTA of the arrangement in a Split Letter, which establishes the allocation of Section 5307, 5337, and/or 5339(a) funds in a large UZA. States must inform FTA of such arrangements in an annual apportionment letter for funds attributable to small UZAs. Once an agency has been authorized to apply to FTA as a Direct Recipient, it is not necessary to repeat this authorization upon each future allocation of program funds.

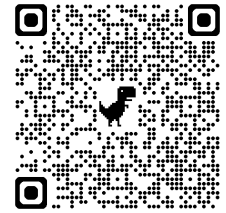
Circular 9050.1A: <https://www.transit.dot.gov/regulations-and-programs/fta-circulars/urbanized-areas-formula-grant-programs-guidance>



Section 5307: 0.75% Safety Requirement

Circular 9050.1A (p. V-16)


e. Safety Set-Aside. Recipients of Section 5307 funds that serve large UZAs, and that are subject to the PTASP requirements, must use not less than 0.75 percent of their Section 5307 funds for safety-related projects (49 U.S.C. 5329(d)), referred to by 49 CFR Part 673 as a “safety set-aside.” Unlike the requirement that Designated Recipients of UZAs set aside at least one percent of their Section 5307 funds for security-related projects unless they certify that funds are not needed for that purpose, there are no exemptions from this requirement via certification. Further, the safety set-aside applies to each recipient within a large UZA and cannot be satisfied as a total expenditure for the large UZA as a whole. In their Section 5307 grant applications, recipients should provide a short narrative noting how the safety set-aside is used in the given fiscal year. This requirement is effective for grants obligated on or after October 1, 2021, regardless of year of apportionment. However, this requirement does not apply to individual subrecipients. If a grant includes multiple sub-recipients, this requirement may be met collectively for the grant as a whole.



Circular 9050.1A:
<https://www.transit.dot.gov/regulations-and-programs/fta-circulars/urbanized-areas-formula-grant-programs-guidance>

Period of Performance


WELCOME MY WORK (14) RECORDS REPORTS




System Announcements

Expired Period of Performance Starting January 30, 2026, any grant past its Period of Performance (POP) end date will be placed on restricted drawdown.

i Drawdown restrictions will be lifted once the period of performance is updated. Please contact your regional office for more information.

 **Actions**

 **Period of Performance Expired:** The Current Period of Performance End Date (9/24/2022) is expired. Please reach out to the FTA Post-Award Manager if assistance is needed.

Period of Performance

FTA Training Video regarding updating period of performance for grants, including a demo in TrAMS.



https://youtu.be/5GdZ9ch7l_4?si=vm4_uEIFN_Gxat-Z

A screenshot of a presentation slide with a purple border. The slide has a white background and contains the following text:

Agenda

- Period of Performance Update Summary
- Demo – Period of Performance Update via Budget Revision
- Demo – Period of Performance Update via Amendment

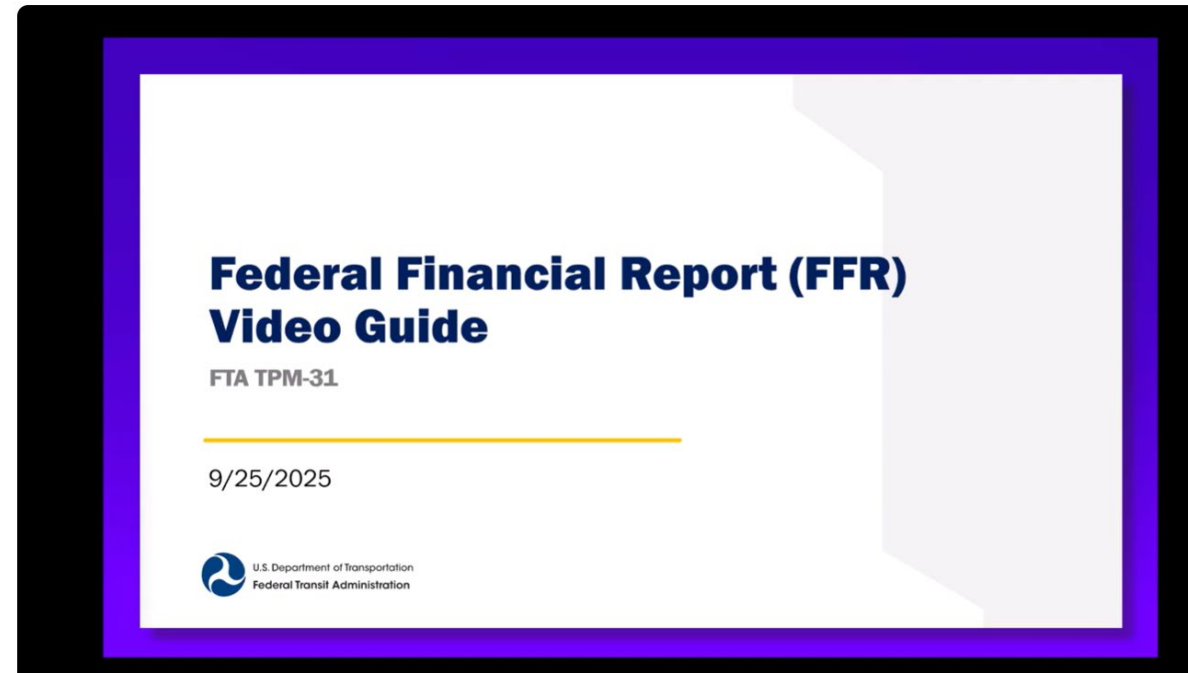
*Note: This presentation assumes that the viewer is familiar with the FTA Transit Award Management System (TrAMS). TrAMS roles are required to update an award's Period of Performance.

At the bottom of the slide, there is a blue footer bar containing the number '2' on the left and the U.S. Department of Transportation Federal Transit Administration logo on the right.

TrAMS Period of Performance Update Training

Progress Reporting

- FTA Circular 5010.1F (pg. III-24) identifies 12 items for Milestone Progress Reports:
 - Status of milestones
 - Explanation of why milestone not met and revised milestone dates
 - Expected impacts and schedule recovery efforts
 - Discussion of budget/schedule changes
 - Claims/change orders greater than \$100k
- Due Dates: January 30, April 30, July 30, and October 30



FFR Video Guide:

<https://www.youtube.com/watch?v=LtUwKrmLNLo>



Federal Financial Report in TrAMS

Calculations

Note: The below information is captured to ensure consistency with Standard Form (SF) 425 as provided by OMB.

Federal Cash

Transactions	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period <i>Note: Typically \$0, If not please describe in Submission Remarks</i>	\$0	\$0	\$0
B. Federal Cash Receipts	\$0	\$0	\$0
C. Federal Cash Disbursements	\$0	\$0	\$0
D. Federal Cash on Hand at End of Period <i>Line A plus Line B minus Line C</i>	\$0	\$0	\$0
E. Total Federal Funds Authorized			\$1,000

Award Modifications

Award Actions	Description	Purpose
Create a New Award	Development of a new award.	<ul style="list-style-type: none"> • Obligation of funding for a new project, a project that is unique or has a detailed scope of work, or for new funding sources.
Create an Award Amendment	Significant modification of an existing award.	<ul style="list-style-type: none"> • Modification of an award that includes a significant change in scope of work and/or change in Federal assistance, as approved by FTA.⁵
Budget Revision	Minor modification of an existing award.	<ul style="list-style-type: none"> • Any change of budget allocations within the award and the overall award budget that has minor impact on the budget allocations of the original award.⁶



FTA Recipient Award Toolkit:

<https://www.transit.dot.gov/funding/grants/applying/fta-recipient-award-toolkit>

FTA Mission, Vision, Values



Mission

Improve America's Communities through Public Transportation



Vision

A Better Quality of Life for All Built on Public Transportation Excellence

Values

Service

Provide reliable, transparent, responsive, and anticipatory services to meet stakeholder needs

Integrity

Commitment to the highest professional and ethical standards

Innovation

Foster new ideas, concepts, and solutions for improved outcomes

Resiliency

Optimize decisions, resources, and systems to make long-term positive impacts on the environment, infrastructure, and safety