

FTA Presentation

September 2024

9/12/2024



U.S. Department of Transportation
Federal Transit Administration



Region 7 Staff

Regional Administrator – Carrie Butler (Effective 09/09/24)

Deputy Regional Administrator – Mark Bechtel

Regional Counsel – Jason Pollock

Office of Planning & Program Development

Director: Cathy Monroe

Community Planner: Gerri Doyle

Community Planner: Temp. Vacancy (during D. Nguyen deployment)

Community Planner Student Pathways: Kaylee Sands

Environmental Program Specialist: Tyler Holladay

Grants Management Specialist: Kelly Broxterman

Transportation Program Specialist: Shannon Graves

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Transportation Program Specialist – Jeremiah Schuler

Transportation Program Specialist – Vacant

Transportation Planning and Programming



U.S. Department of Transportation
Federal Transit Administration

What is the Transportation Planning Process?

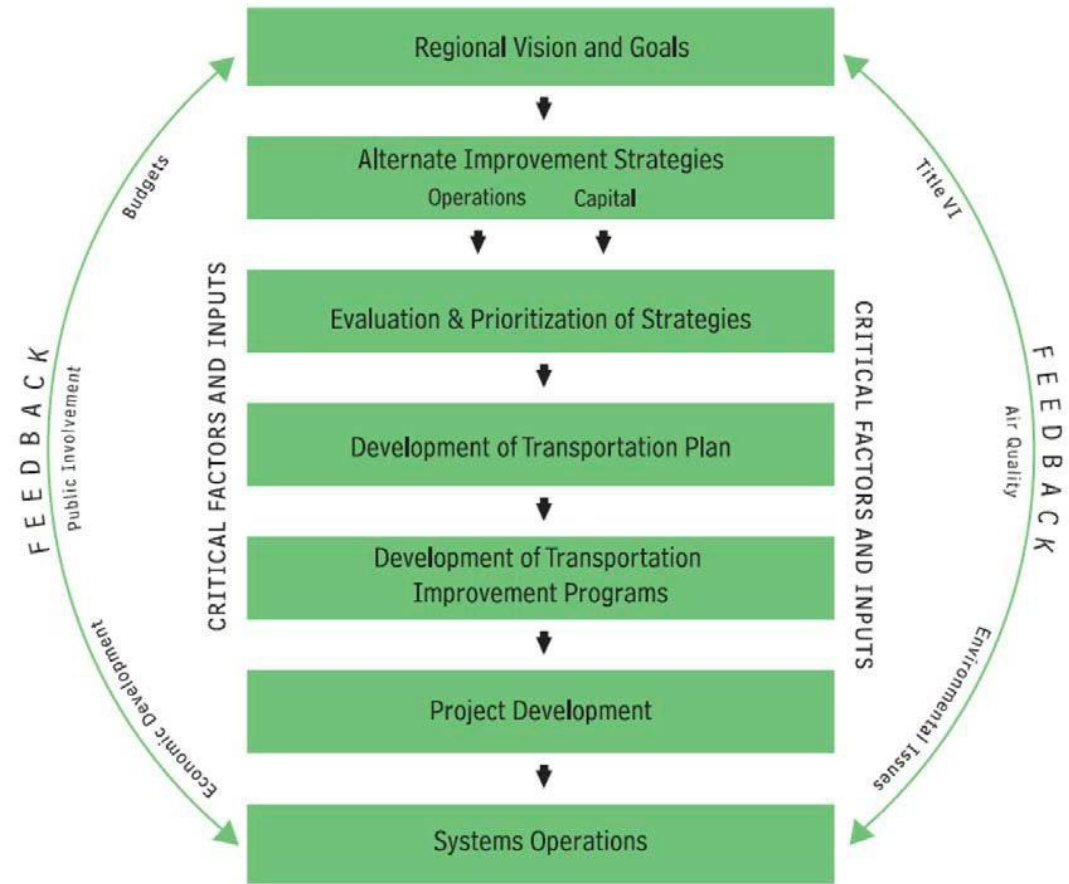
A continuous, cooperative, and comprehensive (3-C) process that informs transportation decisions, including how projects are selected and prioritized for implementation within a region that consider planning factors and performance measures

3-C Planning Process

Continuous – Regularly addressing short-term needs and long-term regional goals

Cooperative – Involving all interested parties through a public participation process

Comprehensive – Multimodal in scope and consistent with other regional and statewide planning products and federal planning factors

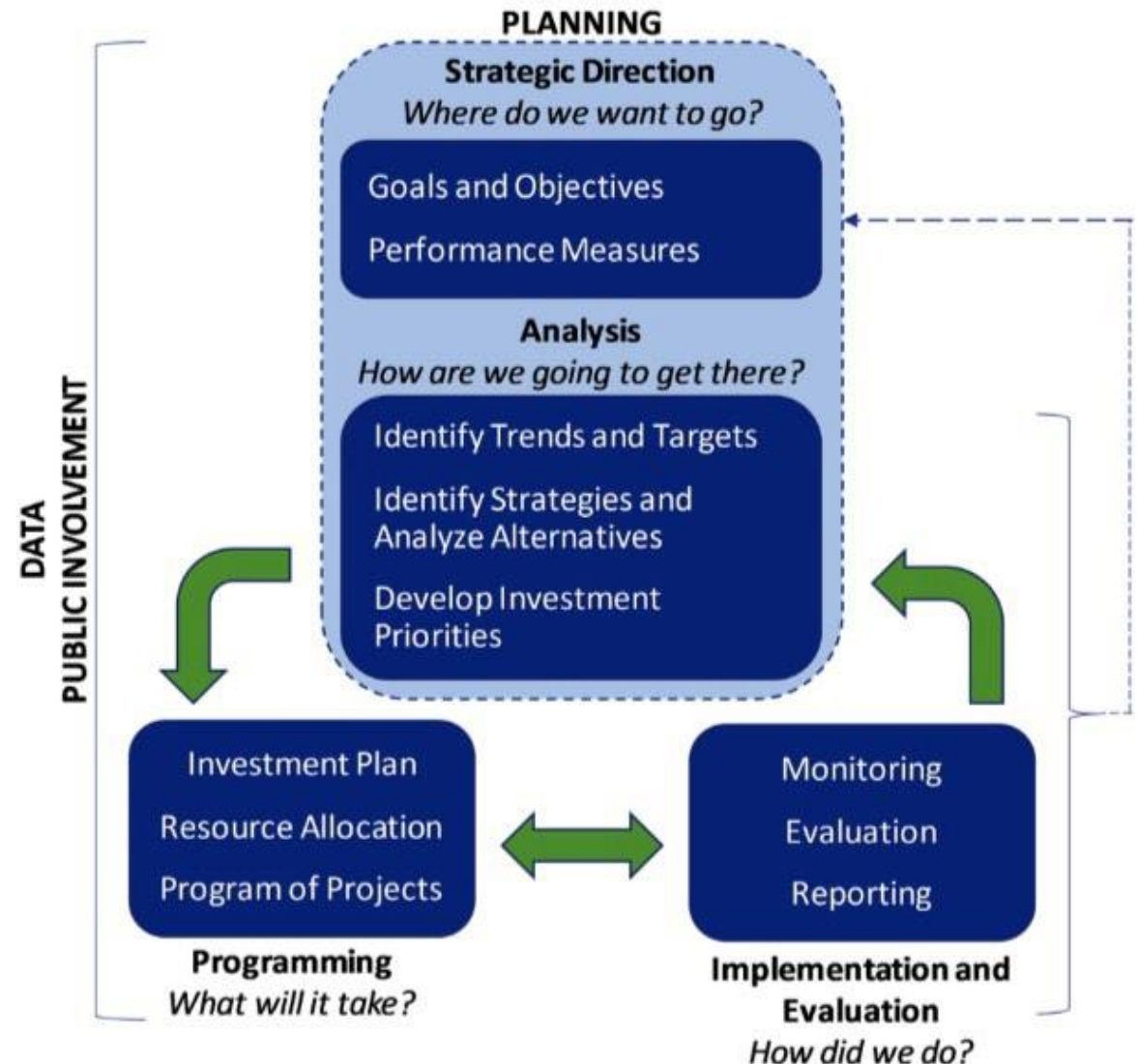


Performance-Based Planning and Programming

PBPP Framework

Fits within the traditional planning and programming process and focuses on the following:

1. Strategic Direction
Where do we want to go?
2. Planning Analysis
How are we going to get there?
3. Programming
What will it take?
4. Implementation and Evaluation
How did we do?



Performance-Based Planning and Programming

Why use PBPP?

Improve investment decision-making

Use data in decision-making process and focus on performance outcomes.

Improve system performance

Guide investments based on anticipated impacts and support for goals.

Improve link between investments and performance

Use data on past and expected future performance to prioritize existing funds and justify additional funding.

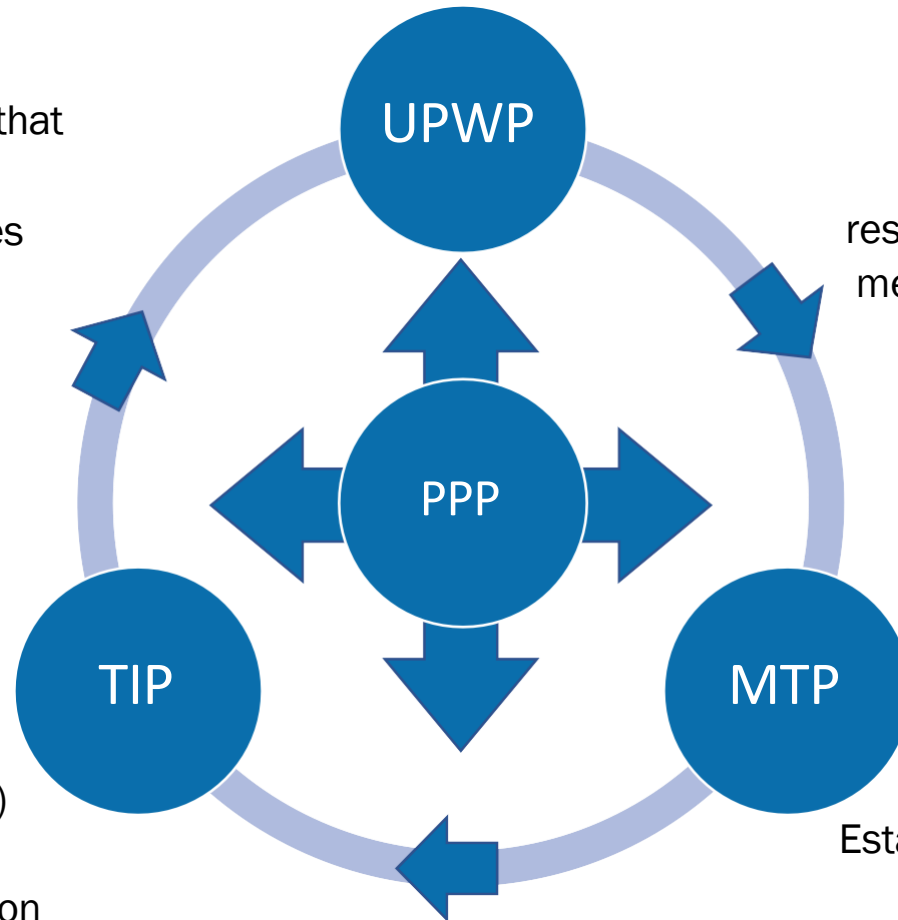
Increase accountability and transparency

Document the decision-making process to show the public that funds are being invested wisely.

Metropolitan Transportation Planning Products

Public Participation Plan (PPP)
Documents public involvement strategies that provide the general public and planning stakeholders with meaningful opportunities to influence transportation decisions throughout the planning process.

Transportation Improvement Program (TIP)
Identifies transportation investments, and associated costs, by year for implementation in the region over the next 4 to 5 years. Projects reflect investment priorities from the MTP and activities from the UPWP.



Unified Planning Work Program (UPWP)
Lists transportation tasks, products, and associated costs that MPO staff and other responsible parties will perform to support the metropolitan transportation planning process.

Metropolitan Transportation Plan (MTP)
Establishes regional goals, strategies, projects, and priorities for an integrated intermodal transportation system that reflect current and future demand over at least 20 years.

Metropolitan Transportation Plan

20+ year multimodal plan

Reflects values, vision and goals of the region through a 3-C decision-making process

Includes the following:

- Forecasts demand and needs
- Short- and long-term strategies
- Existing and proposed facilities
- Consideration of land-use plans and community development objectives
- Fiscally constrained financial plan



Financial Planning

Financial Planning

Describes potential funding and financing, including:

- Revenue forecasting – anticipated availability of State, Federal, local, innovative financing, or other sources
- Cost estimation – cost per mile; costs of similar projects/scale; project components; appropriate inflation rate; operations and maintenance of system

Consistency between reasonably expected to be available and proposed new funding resources and the costs of implementing proposed transportation improvements.

Required for MTPs and TIPs.

Fiscal Constraint

- Demonstrates sufficient revenue to implement proposed projects and programs, while maintaining and operating the existing and proposed transportation system.
- Fiscal constraint is like managing your checking account balance - you cannot spend more than the amount of funds that are available to you.




Planning & Environmental Process

9/12/2024




U.S. Department of Transportation
Federal Transit Administration


The Facility Project Development Process

 Needs Identified

 Talk to FTA!

 Planning Basis Worksheet

 Environmental Worksheet

 Secure Project Funding



DO NOT acquire
real property
prior to NEPA
approval from
FTA!



Facility Planning Basis Information Sheet

- Initiated at any point prior to beginning a NEPA evaluation
- Include worksheet in TrAMS with your grant for the facility

FTA Region VII
Facility Planning Basis Information Sheet

Purpose of the form: According to FTA Circular 9300.1B, there must be a planning basis for every proposed transit construction project. This basis needs to be documented and generally includes a purpose and need statement, determination of existing and future use, identification of alternatives, development of an evaluation criteria matrix, evaluation of alternatives, and selection of the preferred alternative. This form provides a general outline to assist grantees in completing a proposed transit facility planning basis study.

General Information

Agency/Sponsor Name:	Click here to enter text					
Project Name:	Click here to enter text					
Project Contact (name, phone number, and email):	Click here to enter text		Date:	Click to enter a date.		
Project Location	City:	Click to enter text	County:	Click to enter text	State:	Choose item.
Project Type:	Choose item.			Area served:	Choose item.	
Facility Type and Uses:	Click here to enter text					

Purpose and Need

Explain why the project is necessary (the need and what the transportation problem is). Explain how implementing the proposed project will address the need and how the problem is resolved (purpose). Include current transit utilization, ridership information, and estimated future need, as applicable. Explain how implementing the proposed project will affect current and future transit operations. Be sure to include quantity and sizes of current fleet (minivans, cutaway vans, 30 ft buses, etc), anticipated future fleet, and how the new facility will accommodate both the current and future fleet. Include whether or not any refueling or charging operations will be included on site now or in the future. Will any portion of the facility be open to the public, such as ticket sales or customer service, or will the site be employee access only? Also, remember that when determining how much space will be needed in a new facility, it is important to keep in mind some commonly overlooked space needs such as adequate room for electric charging ports, the bicycle racks on the front of vehicles, or extra room to safely perform certain maintenance tasks.

This box may be expanded as needed or a separate document can be attached in the exhibit section and referenced here if desired.

Alternatives Analysis

- What sites did you consider and how were they evaluated?
- Sample evaluation criteria and a template matrix are provided in the worksheet for your use.
- Title VI Equity Analysis should be complete at this step.

Evaluation Criteria	Weight	Site 1		Site 2		Site 3	
		101 W. Main		400 E Broadway		345 N. Outer Rd	
		Rating	Score	Rating	Score	Rating	Score
1) General Geographic Area	5	4	20	1	5	2	10
2) Site Area Needs	5	2	10	3	15	3	15
3) Anticipated Acquisition Costs	4	3	12	4	16	4	16
4) Development Costs	3	0	0	0	0	0	0
5) Operating Costs	3	4	12	4	12	0	0
6) Access Requirements	3	4	12	4	12	4	12
7) Utilities	3	4	12	0	0	2	6
8) Easements	2	3	6	1	2	3	6
9) Topography	2	4	8	2	4	3	6
10) Geotechnical	2	4	8	0	0	0	0
11) Drainage	2	4	8	4	8	4	8
12) Floodplain	2	4	8	3	6	0	0
13) Landfills	1	0	0	0	0	0	0
14) Zoning	1	4	4	4	4	4	4
15) Neighborhood Compatibility	1	3	3	4	4	4	4
16) Environmental Impact	1	3	3	3	3	3	3
17) Shared Use Potential	1	4	4	4	4	0	0
<i>Maximum possible score</i>	<i>168</i>						
Total Score			130		95		90
Site Ranking			1		2		3

Key	
Weight	
5 = most important	
4 = more important	
3 = important	
2 = less important	
1 = least important	
Rating	
4 = excellent	
3 = good	
2 = fair	
1 = poor	

Environmental Worksheet

- Initiated after the Planning Basis Worksheet is complete and accepted by FTA.
- Used to evaluate potential environmental impacts for each project.
- **DO NOT** negotiate, promise to buy or purchase property or easements or accept a donation prior to NEPA completion

FTA REGION 7
ENVIRONMENTAL EVALUATION WORKSHEET
WORKSHEET

This worksheet is provided to assist project sponsors (grantees) and FTA in complying with the National Environmental Policy Act (NEPA). This worksheet is to help grantees gather information for environmental analysis, identify potential project impacts, and determine if other environmental laws and permits apply. It will also enable FTA to determine the class of action for a project.

NOTE: The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. Grantees should refer to applicable regulations and statutes referenced in this document. Submission of this worksheet alone does not satisfy NEPA requirements.

Not every item in Part III will apply to every project. Each agency should fill out the sections they think apply to their project. If more information is needed, FTA will work the agency as the NEPA process proceeds. Compliance with all applicable environmental requirements must be completed before FTA will issue a determination of finding, a finding of no significant impact or a record of decision. Although some technical reports may be needed, this worksheet will serve as documentation for C-list and D-list CE's. This worksheet is not sufficient for documenting EA and EIS studies.

Projects may not proceed past 30% design and right-of-way may not be purchased before the NEPA review is complete.

If you need help or have any questions, contact Gerri Doyle, the Region 7 Environmental Protection Specialist (EPS), at Gerri.Doyle@dot.gov or 816-329-3928.

PART I: PROJECT INFORMATION

Project Sponsor	Date Submitted	FTA Grant Number(s)/Funding Source(s)
Project Title		
Project Location (include physical address)		

Disclav Settir

Bus Stop Worksheet

Agency to Complete					
Address	Detailed Scope of Work (Describe all activities to be undertaken at each stop locations)	Will this project be adding a new concrete pad?		Will this project be replacing a concrete pad?	
		Estimate the depth of the ground disturbance	Provide the perimeter measurements for the area to be disturbed	Estimate the depth of new ground disturbance	If expanding the concrete pad, provide the additional width and length of concrete to be added.
551 E Southampton Dr	Replace concrete pad and install new shelter. Install solar on	18"	96	0	0
500 E Nifong Blvd	Replace concrete pad and install new shelter. Install solar on	18"	96	0	0
Carter Ln (,)	Replace concrete pad and install new shelter. Install solar on	18"	96	0	0
411 S. 6th St (across the street)	Replace concrete pad and install new shelter. Install solar on	18"	96	0	0
1729 W Broadway	Replace concrete pad and install new shelter. Install solar on	18"	96	0	0
2401 W Broadway	Replace concrete pad and install new shelter. Install solar on	18"	96	0	0
2601 W Broadway	Replace concrete pad and install new shelter. Install solar on	18"	96	0	0
101 Park De Ville Dr (across the	Replace concrete pad and install new shelter. Install solar on	18"	96	0	0
100 W Broadway	Replace concrete pad and install new shelter. Install solar on	18"	96	0	0
E Worley (,)	Replace concrete pad and install new shelter. Install solar on	18"	96	0	0

- For new shelter or pad placements
- In-kind shelter replacements require documentation, but not worksheet.

Common Resource Areas

- Section 106
- Section 4(f)
- Hazardous Materials
- Environmental Justice
- Wetlands

Common Programming Issues

- Section 106
- Section 4(f)
- Hazardous Materials
- Environmental Justice
- Wetlands

Grants & Requirements

9/12/2024



U.S. Department of Transportation
Federal Transit Administration

Grant Related Items & Deadlines

- Each October Review and Update TrAMS Profile
 - Make sure everything is up to date
- When Published each FY Complete Certifications & Assurances
 - Must be completed for grants to be processed
- Review and keep current ECHO & TrAMS users
 - Remove users that no longer need roles or have left agency
 - Make sure you have back-ups and two user managers
- SAM
 - Make sure this is renewed each year before it expires
- Civil Rights documents
 - Make sure they are all submitted through TrAMS by the deadlines
- FTA grant applications – refer to carryover letter
 - Lapsing funds – Grants should be transmitted by March 1st
 - All other grants should be transmitted prior to June 1st.

Grant Delays

- Environmental
- TIP/STIP- Make sure to include page numbers & TIP numbers
- TIP/STIP- Make sure to work with MPOs to make sure funds are programmed in the current TIP/STIP
- Funding Source are incorrect
- Local Share and funding ratio for activities on the budget
- Available funding (transfers)
- Timing (Fall, Spring and Summer)
- Slow responses to comments on returned grants
- Timing of submittal in the fiscal year



Grant Tips

- Executive Summary Mandatory Information
 - Funding program, year, federal, local, & total amounts.
 - If using funding that have a limit, please include the apportionment amount for easy verification (10% State Admin/15% Intercity Bus/ Safety & Security)
 - Pre-Award and Pre-Award language
 - References to attached documents
- Period of Performance — cannot be more than 120 past last milestone
- Program of Projects (POP's) – Clear & Complete
- Extended Budget Descriptions including Useful Life, Quantities, Operating period and other information
- Replacement Vehicles – include make, model, year, current mileage, condition, useful life, and in-service date.
- Expansion Vehicles – include justification for the expansion
- Amendments vs New Grants (funding from different bills)
- Documentation that needs to be attached



Grant Submissions

- How many grants will you be submitting this FY
- Grant structure – Executive Summary and Required elements
- When will the grants be transmitted –Early, mid year, or by the deadline?
- Any known obstacles – Environmental, STIP, Transfers, Training etc.
- Program of projects (POP) for 5310 applications
- STIP Approval Dates, Page and TIP numbers
- ONEDOT Letters
- Period of Performance and how that relates to Milestone dates
- Pre-Award
- Vehicle replacement information
- State/Program Administration

Capital Review Meetings

- Annual Activities
- Funding (Carryover Letter)
- Training (TRAMS Pre and Post award)
- Deadlines (see above)
- Strategies
- Oversight/ Unresolved Findings
- FFR/MPR Reporting
- Dispositions



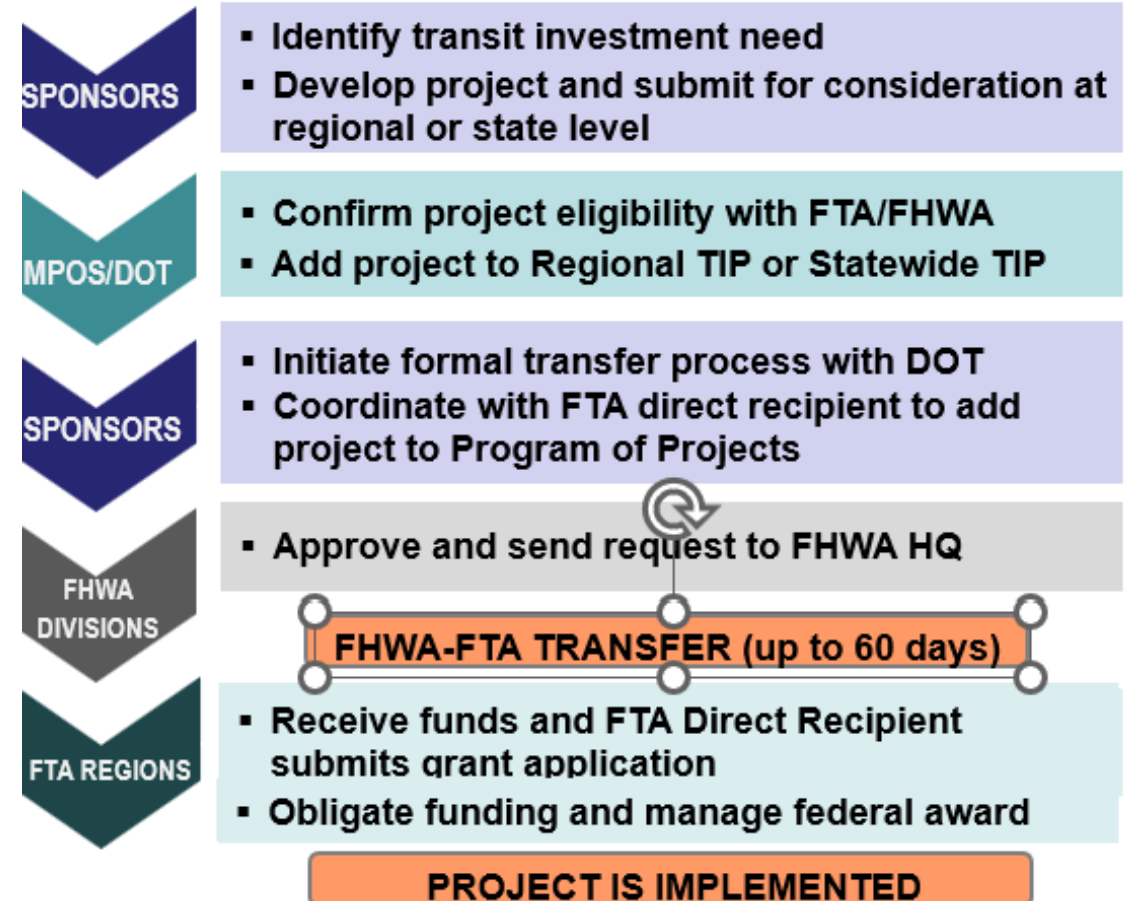
Miscellaneous Items

- Transfer of FHWA (CMAQ, STP, & CRP)
 - Make sure funds are transferred as soon as possible
 - Please make sure details on the projects/amounts are included on the transfer form
 - Attach documentation to grant applications
- Carryover letters
 - Expect these December/January
 - Identifies available funding and lapsing funds
 - Includes additional details on deadlines and other important information
- Lapsing Funds
 - Top Priority
 - Stay in communication with Regional Office

How Do I Start the Process to Flex Funding?

- Engage stakeholders such as transit agency, appropriate local agencies, State DOT, FHWA Division Office, and FTA Regional Office

- Once project is programmed and stakeholders are on board, follow the flow chart to request Flex Funding



FHWA Programs Eligible to Flex to FTA

Eligible programs to be flexed to FTA

Carbon Reduction Program	✓
Congestion Mitigation and Air Quality Improvement (CMAQ)	✓
Federal Lands Highways Programs	✓
Ferry Boat Program	✓
Highway Safety Improvement Program (HSIP)*	✓
National Highway Performance Program (NHPP)	✓
PROTECT Formula Program	✓
Surface Transportation Block Grant (STBG)	✓
Transportation Alternatives (TA)	✓

*Must first be transferred to another 23 U.S.C. program that has transit eligibility before the funds may be transferred to FTA.

Types of Projects Eligible to Flex Funds

- Transit capital programs such as rolling stock purchases
- Enhanced access for persons with disabilities to public transportation
- Bus shelters
- Lighting
- Historic preservation, rehabilitation, and operation of historic public transportation buildings, structures, and facilities
- Functional landscaping and streetscaping
- Complete Streets prioritization plans
- Developing plans and policies that support TOD

Eligible “associated transit improvements”:

- Pedestrian improvements located within half a mile of a transit stop or station.
- Bicycle improvements located within three miles of a transit stop or station.
- Pedestrian/bicycle improvements located outside of this “catchment” area if project sponsor can demonstrate the improvement is within the distance that people will travel by foot or bicycle to a transit stop or station.

Thank you!



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