

# Instructions: FFY25 Anticipated Application Activity (AAA) Recipient Spreadsheets

*Due not later than 2/15/2025*

*Please send completed Spreadsheets to these e-mail addresses not later than 2/15/2025*

*\*Note: AAA's only need to be transmitted once*

*Please send AAA's to the 3 e-mail addresses below & suggest also copying your pre- and post-award managers*

**FTA Region IV Anticipated Application Activity (AAA) Spreadsheet for FFY25. Send to FTATRO4@dot.gov, CC robert.sachnin@dot.gov, Aviance.Webb@dot.gov, elizabeth.orr@dot.gov**

Recipient Information				
Recipient ID	Type Recipient ID here	State	Type State here	
Recipient Name		Type Recipient Name here		
Recipient Address		Type Recipient Address here		
Point of Contact Information				
	Full Name	Title	Office Phone	Business Cell Phone
GM/CEO				
Emergency Point of Contact (natural disaster) <sup>1</sup>				Please see footnote #1 below
Grants Point of Contact				
Civil Rights Point of Contact	Please add point of contact information for Title VI, DBE and EEO programs			

*To ensure your agency receives timely information from FTA, it is important to have accurate and up to date contact info. Please also note cell phone information, especially for the emergency contact, for use only during a disaster, such as a Hurricane.*

*Note that there are important footnotes at the bottom of the spreadsheet, which may assist you in populating the spreadsheet.*

Emergency (Natural Disaster) Contact: please provide appropriate point-of-contact information for use in transit-related logistics and FTA coordination during natural disasters, such as Hurricanes.

A) If you have a carryover funds for the same program, you may combine up to 3 years of formula funding from the same FTA program into one application, however FFY21 or earlier funds must be separated from FFY22 & beyond via a different project.. B) Recipients are encouraged to consider multi-source or "Super Grants," which combine more than one source of funding in to an application. Exception: CARES and CRRSAA funds cannot be combined into a "Super Grant." Please contact your Pre- and Post-award Managers for additional details or questions.

Lapsing funds are those which will expire by 9/30/25. **Definition of Critical Application:** "A demonstrated need for funds to avoid an imminent interruption of service; pay debts/loans; maintain a bond rating; or respond to an actual emergency." Please provide sufficient detail to allow FTA to better assist your efforts.

Documentation Secured: refers to those documents required to advance a grant application. This includes, but is not limited to: 1) project programmed in the TIP/STIP (if applicable), 2) Flex funds (if applicable); a Form 1575C signed by the State DOT and FHWA division office, 3) Toll Credits (if applicable); documented approval/authorization from State DOT, 4) Ensuring Civil Rights documents are correct and current, 5) Required NEPA and/or Section 106 Documentation (as applicable).

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*Entries below should include any potential grants with proposed activity in FFY25, such as new or carryover grants, and amendments. Budget revisions do not need to be included.*

*Please only enter the federal (FTA) amount here*

*To prevent delays, early NEPA & Section 106 consultation is recommended, as applicable*

## FY25 AAA Grant Details

Lapsing or Critical Application? (Indicate which, if applicable) <sup>3</sup>	Application Name & FTA Program (i.e. 5307 Formula)	FTA Program/Section of Statute <sup>2</sup>	Anticipated Federal Share	TrAMS Temporary FAIN (Required)	Anticipated Transmittal Date	If Critical <sup>3</sup> , describe the reason(s)	Construction Involved? (Yes/No)	If documentation is not secured, please describe process and dates for when all documentation will be in place - i.e. NEPA, TIP/STIP <sup>4</sup>	Notes
Lapsing	5339 Capital & Operating, XX Agency, XX UZA	5339(a) - Buses and Bus Facilities Formula	\$2,000,000	XXXX-2024-1	2/17/2025				Application contains lapsing 5339 funds.
Noncritical	Multi-source/Super Grant: 5307 & FHWA STBG Flex for Capital, XX Agency, XX UZA	Multi-source/Super Grant	\$10,000,000	XXXX-2024-2	2/17/2025		Yes	NEPA hasn't been completed - coordinating details with FTA and anticipate completion in January 2025. Project not programmed in STIP but will be by February 2025	
Critical	5307 Operating Assistance, XX Agency, XX UZA	5307 - Urbanized Area Formula	\$700,000	XXXX-2024-3	2/17/2025	A portion of the funds are needed to cover salaries due to cash flow concerns.	No		

*Multi-source applications are also known as "Super Grants", combining 2+ FTA programs. Please remember to include the FTA funding program (i.e. 5307 Formula).*

*Please use the dropdown option to select the appropriate FTA program/Section of Statute.*

A screenshot of a dropdown menu with the following options: 5307 - Passenger Ferry Competiti, 5307 - Urbanized Area Formula, 5307 - FHWA Transfer to Urbanize, 5309 - Capital Investment Grants (, 5310 - Enhanced Mobility Pilot Prc, 5310 - Mobility of Sr. & Indv. w/ Dis., 5311 - Rural Area Formula, 5311 - Tribal Transit. Below the menu, there are three rows with the text "Select FTA Program" and a blue arrow pointing to the first row.

*Applications without proper documentation may result in processing delays (see Footnote #4).*

A screenshot of a dropdown menu with the following options: Select FTA Program, Multi-source/Super Grant, 3028 - Positive Train Control, 5303d/5304 - Statewide Plannir, 5303d/5305 - Metropolitan Plar, 5307 - Passenger Ferry Compet, 5307 - Urbanized Area Formula, 5307 - FHWA Transfer to Urbar.

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*Please note the definition of “critical” and note that follow up and/or concurrence with your agency leadership may occur.*

FY25 AAA Grant Details									
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Critical	5307 Operating Assistance, XX Agency, XX UZA	5307 - Urbanized Area Formula	\$700,000	XXXX-2024-3	2/17/2025	A portion of the funds are needed to cover salaries due to cash flow concerns.	No		

*Please ensure “critical” applications align to the definition at bottom of spreadsheet (footnote #3) and provide documentation from your agency’s GM/CEO affirming this designation.*

Definition of Critical Application: “A demonstrated need for funds to avoid an imminent interruption of service; pay debts/loans; maintain a bond rating; or respond to an actual emergency.” |