FFY25 Application Reminders

- Please review lapsing/carryover balances previously sent and note that up to 3-years of formula funds may be combined into 1 application. Similarly, an existing grant can be amended to include up to 3 years of funding.
- Funds from FFY 2022 and later cannot be combined with FFY 2021 funds and previous years due to FTA internal funding code changes starting in FFY 2022. FFY 2022 and later should be in a separate project or in a separate grant application.
- Multisource applications or "Super Grants" are also encouraged, where possible. These contain 2 or more FTA programs, separated by projects in the same application and have the potential to streamline the process. Please include the words "Super Grant" in the application's name.
- **The following efforts conducted early in the process may help mitigate future delays and increase odds for an award in FFY25:**
  - Transmitting applications on/before recommended deadlines – 3/3/25 for lapsing and critical funds, 4/1/25 for all other applications.
    - **State DOTs and Designated Recipients**: The recommended deadline for any reallocations and revised split letters targeting a FFY25 award is end of December 2024.
    - If there are any lapsing funds you do not plan to apply for, please e-mail rodney.n.williams@dot.gov and copy your pre-award manager.
    - If any funds/applications are identified as "critical", please provide an email or written documentation from your agency's GM/CEO affirming the "critical" designation along with a brief rationale.
      - Definition of Critical: "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."
  - Early outreach and coordination with FTA for any proposed construction activities which will/may require more NEPA and/or Section 106 considerations, including submission of a NEPA checklist (if applicable) by 1/31/25.
  - Ensuring core documentation is in place (i.e. funds in TIP/STIP, planning funds in UPWP, etc. and as applicable -- toll credits secured, FHWA 1575C form completed and attached to your application, etc.)
  - Reviewing your agency's staffing and making sure they have all appropriate User Roles and are recertified during the upcoming TrAMS annual recertification process by your User Manager.
    - *Note: Recipient User Managers cannot recertify themselves and as such, 2 User Managers per agency are recommended.
    - The annual recertification period is typically in December/January.
  - Please also ensure you agency's:
    - Certifications & Assurances (C&As) are executed & PIN'd in TrAMS. NOTE: the FFY24 C&As may be utilized until the FFY25 version is published.
    - Civil Rights documents should be current and not in expired status.
    - System for Award Management (SAM) is active and has not expired.
  - Note: the application period of performance has been adjusted from 2 to 5 years after the latest milestone and rounded up to the next March 30th.
    - *Note: there may be exceptions for certain programs, such as RAISE.
  - Lastly, additional application development and other resources may be found on FTA's website, such as the:

- **TrAMS webpage**: contains trainings, resources and tip sheets to help TrAMS users.
- Region 4's **resource webpage**: trainings, sample grant applications and toolkits, checklists and many other helpful resources.
- **TrAMS User Guide**: provides step by step instructions and other details to navigate a variety of TrAMS activities (i.e. developing a grant, adding a user, executing C&As, TrAMS Pre/Post-Award status, etc.). Generally, a good first step in debugging any TrAMS-related questions.