



The Life of a Grant
Helpful Tips for Federal Grant Spending

IOWA | DOT



Today's Discussion

BACK TO THE BASICS

how do I get my money?

THE LIFE OF A GRANT

obligations, spending and close-outs (oh my)

HELPFUL REMINDERS

tips to keep your project on track

FTA Funds Managed by Iowa DOT

- **5311: Formula Funding for Rural Areas**
- **5310: Enhanced Mobility of Seniors & Individuals with Disabilities**
- **5339: Bus and Bus Facility Grants** (formula and competitive)
- **STA: State Transit Assistance** (formula, urban fellowships, special projects)
- **CRP: Carbon Reduction Program**
- **STBG: Surface Transportation Block Grant** (planning dollars used for transit)
- **ICAAP: Iowa's Clean Air Attainment Program**
- **PTIG: Public Transit Infrastructure Grants**
- **ICB: Intercity Bus Funding**
- **RTAP: Rural Transit Assistance Program** (training and rural fellowships)

How do I get my money?

FTA and State funded projects are developed using information gathered from:

- **Transportation Improvement Plan (TIP)***
 - programmed through the **Transportation Program Management System (TPMS)**
 - reviewed by Iowa DOT
- Projects programmed into the TIP are combined into a **Statewide TIP (STIP)** and used to apply for statewide formula and competitive funding opportunities
- **Public Transit Management System (TPMS)** helps Iowa DOT to prioritize vehicle replacement and rehabilitation projects

** Projects and vehicles must be programmed into the TIP to be eligible for funding*

Useful Grant Terminology

- **Award:** application has been selected and must be programmed/obligated into TrAMS
- **Period of Availability:** timeframe for which funds must be obligated, varies by grant type (1-2yr)
- **Lapse:** expiration in Period of Availability, could result in loss of funding due to non-compliance
- **Obligate:** awarded funds are programmed for a particular project(s), typically 1-5 years
- **Period of Performance (POP):** timeframe for funds to be spent once obligated, varies by grant type
- **Milestone Progress Report (MPR):** timely updates of grant spending, quarterly or annual

** Most FTA grant funding must be spent within 5 years of the initial award. It is the responsibility of the Iowa DOT to maintain the life of the grant and its project spending*

Funding Agreements

Joint Participation Agreement (contract): between Iowa DOT and its 35 transit systems, for the use of operations (1 year) or vehicle purchase and capital improvements (2 years)

- Signing [Part II of the Joint Participation Agreement](#) holds your agency accountable for meeting all compliance related milestones of the funding contract
 - *“Inability to procure a vehicle within 12 months of the original expiration date could forfeit any awarded funding”*
- Part II is subject to change, Iowa DOT utilizes the [FTA Master Agreement](#) for all contracting related compliance

** FTA is closely monitoring grant spending milestones; flexibility may be limited. Failure to spend to adhere to this timeframe could result in the removal of funding to be used by another eligible project*

Can I make any changes to my project?

Grants Manager must oversee all grant activity and approve any contract modifications requested by the transit agency

Example: TPA receives a request and works with Grants Manager to:

- Determine if the new/modified project is eligible within the current scope of the grant
- Develop a budget revision in TrAMS to make the modification – the original grant scope may not include the newly proposed project, and may need to add a new activity line item (ALI) or shift funds between ALI's
- Any modification may trigger a new contract signature and/or TIP modification or amendment

EXAMPLE:

Grant Number: IA-2022-008-00

Project Scope: 641-00 "5310 Projects"

Activity Line Items (ALI): 11.12.03 (30' bus), 11.32.10 (shelter), 11.7A.00 (prev.maint), 11.12.15 (van)

***contracts: each project must align with a particular ALI*

Tips for Successful Grants Management

- 1 **Are You Ready?** be familiar with what is expected as an organization, and are ready to start the project once funded – known as “shovel ready”
- 2 **Develop a checklist** or an internal process to stay on top of projects, especially vehicle purchases and facility projects
- 3 **Document, Document, Document** – thoroughly document all stats and report them on-time; including ridership, spending and incidents
- 4 Maintain **open communication** with Iowa DOT of any concerns or if you need to modify your project(s)

Questions?

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