



# **Subrecipient Workshop**

## **FY 2025 APPLICATION CYCLE**

**Presenters**

**Mariate Echeverry, GDOT/AECOM**

**Courtney Frisch, AECOM**

## Grant Applications Available

- Section 5307 – Urban Systems
- Section 5311 – Rural Systems
- Section 5311(f) – Intercity Operators
- Section 5303 and 5304 – MPO and Regional Agencies
- Section 5339 – Capital

**The FY 2025 Grant application  
deadline is September 30, 2023.**



# Application Features

- Similar to last year – All application documentation is provided and must be completed entirely in the [BlackCat](#) platform.

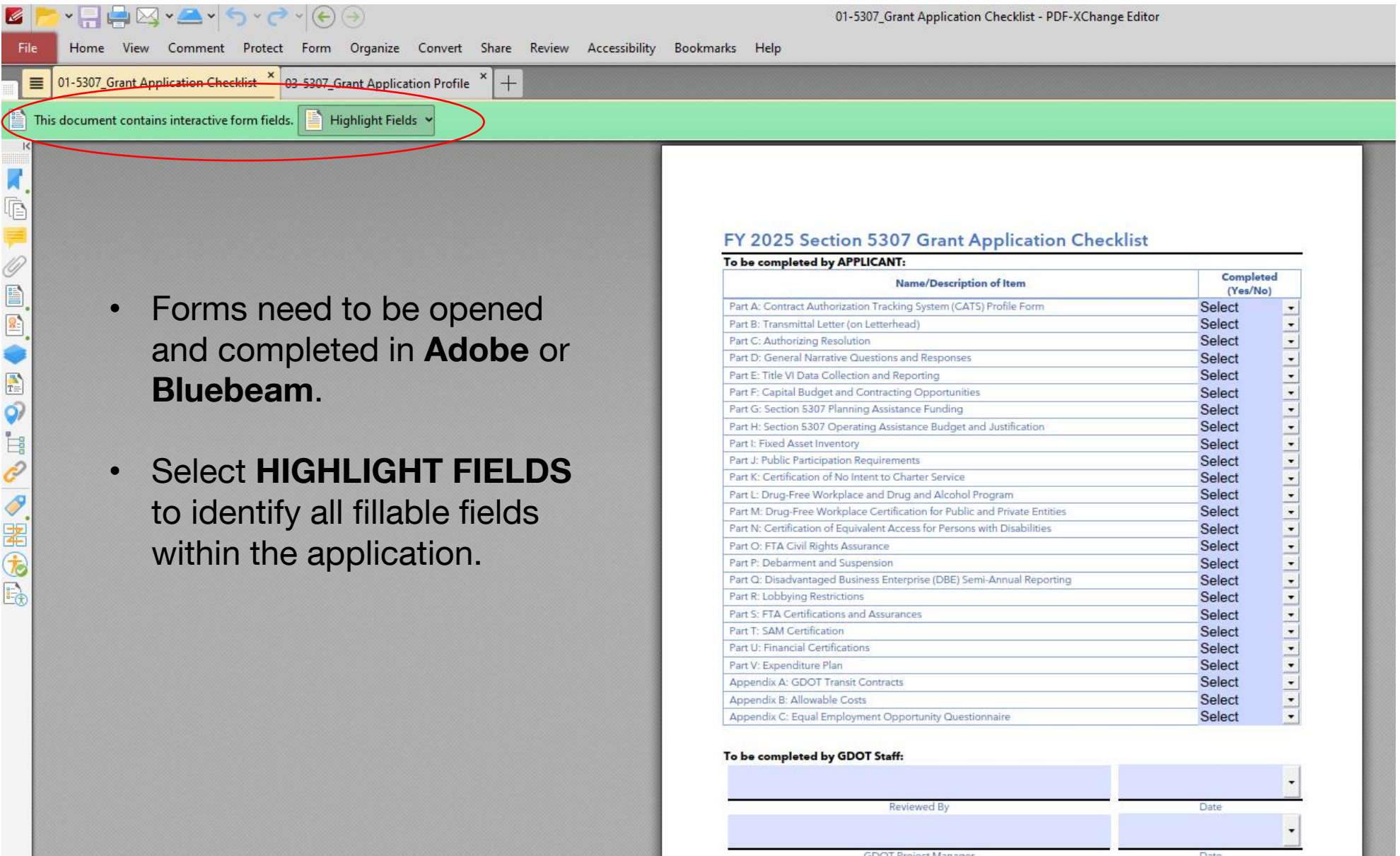
## FY 2025 Section 5307 Grant Application Checklist

To be completed by APPLICANT:

Name/Description of Item	Completed (Yes/No)
Part A: Contract Authorization Tracking System (CATS) Profile Form	Select
Part B: Transmittal Letter (on Letterhead)	Select
Part C: Authorizing Resolution	Select
Part D: General Narrative Questions and Responses	Select
Part E: Title VI Data Collection and Reporting	Select
Part F: Capital Budget and Contracting Opportunities	Select
Part G: Section 5307 Planning Assistance Funding	Select
Part H: Section 5307 Operating Assistance Budget and Justification	Select
Part I: Fixed Asset Inventory	Select
Part J: Public Participation Requirements	Select
Part K: Certification of No Intent to Charter Service	Select
Part L: Drug-Free Workplace and Drug and Alcohol Program	Select
Part M: Drug-Free Workplace Certification for Public and Private Entities	Select
Part N: Certification of Equivalent Access for Persons with Disabilities	Select
Part O: FTA Civil Rights Assurance	Select
Part P: Debarment and Suspension	Select
Part Q: Disadvantaged Business Enterprise (DBE) Semi-Annual Reporting	Select
Part R: Lobbying Restrictions	Select
Part S: FTA Certifications and Assurances	Select
Part T: SAM Certification	Select
Part U: Financial Certifications	Select
Part V: Expenditure Plan	Select
Appendix A: GDOT Transit Contracts	Select
Appendix B: Allowable Costs	Select
Appendix C: Equal Employment Opportunity Questionnaire	Select

Fillable Fields

Status	Documents
✔	<a href="#">Download</a> - Grant Application Checklist
	<a href="#">Download</a> - Introduction, Submission Guidelines, Contact Information and Additional Information
✔	<a href="#">Download</a> - Grant Application Profile
✔	<a href="#">Download</a> - Transmittal Letter
✔	<a href="#">Download</a> - Authorizing Resolution
✔	<a href="#">Download</a> - General Narrative Questions and Responses
✔	<a href="#">Download</a> - Title VI Data Collection and Reporting
✔	<a href="#">Download</a> - Capital Budget and Contracting Opportunities
✔	<a href="#">Download</a> - Section 5307 Planning Assistance Funding
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✔	<a href="#">Download</a> - Public Participation Requirements
✔	<a href="#">Download</a> - Certification of No Intent to Charter Service
✔	<a href="#">Download</a> - Drug-Free Workplace and Drug and Alcohol Program
✔	<a href="#">Download</a> - Drug-Free Workplace Act Certification for Public and Private Entities
✔	<a href="#">Download</a> - Certification of Equivalent Access for Persons with Disabilities
✔	<a href="#">Download</a> - FTA Civil Rights Assurances
✔	<a href="#">Download</a> - Debarment and Suspension
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✔	<a href="#">Download</a> - Lobbying Restrictions
✔	<a href="#">Download</a> - FTA Certifications and Assurances
✔	<a href="#">Download</a> - Financial Certifications
✔	<a href="#">Download</a> - SAM Certification
✔	<a href="#">Download</a> - Budget Workbook
✔	<a href="#">Download</a> - Indirect Cost documentation



01-5307\_Grant Application Checklist - PDF-XChange Editor

File Home View Comment Protect Form Organize Convert Share Review Accessibility Bookmarks Help

01-5307\_Grant Application Checklist x 03-5307\_Grant Application Profile x +

This document contains interactive form fields. Highlight Fields

- Forms need to be opened and completed in **Adobe** or **Bluebeam**.
- Select **HIGHLIGHT FIELDS** to identify all fillable fields within the application.

### FY 2025 Section 5307 Grant Application Checklist

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Part T: SAM Certification	Select
Part U: Financial Certifications	Select
Part V: Expenditure Plan	Select
Appendix A: GDOT Transit Contracts	Select
Appendix B: Allowable Costs	Select
Appendix C: Equal Employment Opportunity Questionnaire	Select

**To be completed by GDOT Staff:**

Reviewed By	Date

GDOT Project Manager

# Application Features

- Expenditures-to-date and a spend-down-plan form **IS REQUIRED.**

Project expenditure plan for active projects

GDOT PI (contract #)	FTA Project No.	Scope/Suffix	Program	Amount Authorized to Spend	Previous Reimbursed to Date	Balance Available	Projected Monthly Expenditures	Projected Completion Date	Justification
T0006835	GA-2021-009-01-00	300-A4	5307	\$ 1,950,450.00	\$ -	\$ 1,950,450.00	\$ 350,000.00	Jun-22	Funds will be spent by 2022

EXHIBIT A  
PROJECT SUMMARY  
Project ID Number T006835

FY2022 FTA 5307 Urban Transit Operating Assistance  
Period of Eligible Expenses - July 1, 2021 - June 30, 2022

SECTION 1		SCOPE/SUFFIX	FTA ALI CODE	Total Cost	Federal Share (50%)	State Share (0%)	Local Share (50%)
1	Urban Transit Administrative and Operating Cost	300-A4	30.09.01	\$3,900,900.00	\$1,950,450.00	\$0.00	\$1,950,450.00
<b>Total Admin &amp; Operating Cost</b>				<b>\$3,900,900.00</b>	<b>\$1,950,450.00</b>	<b>\$0.00</b>	<b>\$1,950,450.00</b>

Funding Distribution		Fund Sources	
Federal (50%)	\$1,950,450.00	2111A	
State (0%)	\$0.00	N/A	
Local (50%)	\$1,950,450.00	4511A	
<b>Total Estimated Operating Cost</b>	<b>\$3,900,900.00</b>		

FTA FAIN Number:	GA-2021-009
FTA Project:	GA-2021-009-01-00
FTA PO:	GA-90-X417
Federal Award Date:	4/16/2021

# Application Features

- Similar to last year – All budgets must be prepared in BlackCat, including 5307 and 5311(f).

**BlackCat**  
TRANSIT DATA MANAGEMENT SYSTEM

Mariate Echeverry | [My Account](#) | [Logout](#) | [Help](#) | System Version 6.0.42

Dashboard | Projects | Applications | Organizations | Resources | Reports | Review | Contracts | Grants

Dashboard > Projects > Project Details

Project Overview  
Project Details  
Project Funding  
Project Documents

### Project Details

**Project Information**

UP TO 50% FEDERAL SHARE

UPIN: BCT0000289  
Project Status: Open  
Application: [FY 2022 FTA Section 5307 Program formula small urban transit grant application](#)

Created by: Vicky Taunton on 1/7/2021 9:42:25 AM  
Last Modified by: Mark Peoples on 6/10/2021 1:10:11 PM

**Project Information**

\*Agency:

\*Year: 2022

\*Stimulus Funds: No

\*Budget Type: Operating

\*Activity Line Item (ALI): 30.09.01 UP TO 50% FEDERAL SHARE

\*Description: UP TO 50% FEDERAL SHARE

Scope Code: 300-00 Operating Assistance

\*Total Project Cost: \$940,060

Notes:

Save Cancel



- Project Overview
- Project Details
- Project Funding
- Project Documents

## Project Overview

### Project Information

Unified Government of Athens Clarke County (Transit) BUY ASSOC CAP MAINT ITEMS

**UPIN:** BCT0000689

**Project Status:** Open

**Application:** [FY 2022 FTA Section 5307 Program formula small urban transit grant application](#)

**Created by:** Derick Gandyon 1/26/2021 10:47:58 AM

**Last Modified by:** Robin Walker on 2/11/2021 4:04:50 PM

**Contract:** [48400-294-IGOIP2200050](#)

### Funding Requests

Action	Project Status	Year	Requested	Allocated	Encumbered
<a href="#">Select</a>	Funds Available	2022	\$300,000	\$300,000	\$300,000



### Project Details

**Project Information**

Auauasta, GA dba Auauasta-Richmond County PURCHASE MISC COMMUNICATIONS EQUIP

UPIN: BCT0000613 Created by: Troy G  
Project Status: Open Last Modified by: A  
Application: FY 2022 FTA Section 5311 Program formula rural transit grant application Contract: 48400-29

**Project Information**

\*Agency: [Dropdown]  
\*Year: 2022 [Dropdown]  
\*Stimulus Funds: No [Dropdown]  
\*Budget Type: Capital [Dropdown]  
\*Activity Line Item (ALI): 11.62.20 PURCHASE MISC COMMUNICATIONS EQUIP [Dropdown]  
\*Description: PURCHASE MISC COMMUNICATIONS EQUIP  
Scope Code: 116-00 Signal & Communication Equip - Bus [Dropdown]  
\*Total Project Cost: \$600  
Notes: Tablet Replacement

Save Cancel

## Examples of Project Details

- Capital Maintenance: This funding will be utilized to upgrade & maintain fleet systems/subsystems, specifically radios. The radios have already achieved useful life. State contract will be used for this purchase.
- This grant will be used to purchase 30 radios.
- Radios useful life is 10 years.

**Provide project details in NOTES Section – Applications will not be reviewed if this field is incomplete.**





# Application Features

- Refreshers and training videos are found in BlackCat:  
<https://gadot.blackcattransit.com/Resources/Default.aspx?section=resources>

Navigation: Dashboard | Projects | Applications | Organizations | **Resources** | Reports | Review | Contracts | Grants

Breadcrumbs: [Dashboard](#) > [Resources](#) > Global Resources

Organization Library: [Global Resources](#)

### Global Resources

Search: [ ] Add Move Create Folder Delete Email Download Archive

Current Search Results Archived Files/Folders

#### Current Files

Root \  Show all files

Type	Name	Size	Created By	Create Date	Downloads	Operations
<input type="checkbox"/>	<a href="#">PowerPoint_September2020_Training</a>	523 KB	Entin, Scott	09/29/2020	71	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Project and Application "Cheat Sheet"</a>	197 KB	Entin, Scott	09/30/2020	106	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Invoicing_Capital_Planning_Operating Projects</a>	437 KB	Entin, Scott	08/17/2021	7	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Troubleshooting_Document Download Issues</a>	388 KB	McCalla, Axah	10/09/2020	18	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">COVID Reporting Module Agency Guide</a>	326 KB	McCalla, Axah	04/13/2021	25	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">BlackCat Transit Overview and Application Training</a>	294.56 MB	Entin, Scott	09/30/2020	77	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">Invoicing in BlackCat Transit Training</a>	153.62 MB	Entin, Scott	08/17/2021	48	<a href="#">Edit</a>

# Indirect Costs

- If the agency is charging indirect costs, it needs to select one of these options:
  - Approved Indirect Cost Rate (ICR) on file with GDOT
  - De Minimis Cost Rate (10% fixed)

# Allowable Operating Expenses

- Salaries, Wages, and Fringe Benefits
- Services
- Contract Maintenance
- Consumable Parts, Materials and Supplies
- Utilities – including Telephone and Internet
- Insurance
- Tax, Licensing, and Registration Fees
- Purchased Transportation
- Dues, Subscriptions, Travel, and Meetings
- Bridge, Tunnel, and Highway Tolls
- Advertising and Promotional Media, and Other Miscellaneous
- Interest on Short-Term Debt Obligations

- Lease and Rental of Transit Facilities, Passenger Revenue Vehicles, and Service Vehicles
- Depreciation of Building, Equipment, and Furnishings Owned by the Transit System

## *Under Some Circumstances:*

- *Interest on Long-Term Debt Obligations*
- *Bad Debt Expense (not eligible under 5311)*

**Check with the GDOT Project Manager if you are unsure**

# Tips for a Successful Application

1. Make sure the person completing the application has access to BlackCat
2. Execute all the certifications
3. Prepare necessary operating and capital projects and budgets
4. Complete your expenditure plan accurately and based on past trends
5. Determine staffing needs

**BEGIN  
EARLY!!**

# Tips for a Successful Application

6. Provide accurate information in the Contract Authorization Tracking System (CATS) Profile form
7. Verify that capital projects are included in the **TIP/STIP**
8. Verify that planning projects are included in the local **UPWP**
9. Applications must have a resolution signed by the governing body

## Additional Considerations

- ✓ Make sure that prior expenses of a related line item are in process to be used according to the period of performance.
- ✓ Agency needs to make sure there is capacity (financial and resources) to execute the project.

# Tips for a Successful Application

10. Rehab and construction projects will require a NEPA checklist (included in BlackCat)
11. Provide appropriate and accurate information in the Project Notes when preparing the budget:
  - Work to be Performed
  - Quantities
  - Useful Life (see guidance) of items being requested or replaced

**Applications that do not have all necessary information will be returned.**

## Examples of Project Details

- a. Capital Maintenance: This funding will be utilized to upgrade & maintain fleet systems/subsystems, specifically radios. The radios have already achieved useful life. State contract will be used for this purchase.
- b. This grant will be used to purchase 30 radios.
- c. Radios useful life is 10 years.

# Tips for a Successful Application

11. The Applicant Organization **MUST** publish the following notice one time in the local government’s legal newspaper and have a 15-day comment period that concludes **PRIOR** to **September 30, 2023**.

**Talk to the GDOT Project Manager if your agency cannot meet this deadline.**

**Public Notice**

The \_\_\_\_\_ is applying for funding assistance under Title 49 U.S.C. Section 5311 of the Federal Transit Act pertaining to rural areas.

The \_\_\_\_\_ will offer general public transportation to all citizens of \_\_\_\_\_ for any worthwhile purpose, including but not limited to shopping, medical treatment, social services, and other purposes.

The \_\_\_\_\_ solicits private sector input and participation to assure that private for-profit transportation operators have a fair and timely opportunity to participate in the development of this program.

The \_\_\_\_\_ also solicits comments and concerns from the general population on local rural public transportation services.

The \_\_\_\_\_ also solicits comments and concerns from the elderly, low-income, and disabled population and their representatives to assure that issues relating to the disabled are addressed in the service design proposed during the planning process.

Interested persons are invited to request that a public hearing be held to discuss the services being offered or development of the application.

Written comments, requests for a public hearing and/or written notice of intent by private for-profit transportation operators to provide or participate in any or all of the above services should be submitted no later than fifteen (15) days from the date of this publication to:

**Commission Chairman/Mayor/Chief Executive of Applicant Organization:**  
\_\_\_\_\_

**Address/City/State/Zip Code of Applicant:**  
\_\_\_\_\_

**Phone Number of Applicant:** \_\_\_\_\_

If no response is received within the fifteen (15) days, the \_\_\_\_\_ will proceed with the application to the Georgia Department of Transportation.

# Questions