



Award Management Process

Document Revisions		
Document Section	Revision Date	Information Updated
Original Document	3/13/2023	Original Document
Full Document	1/29/2026	Full Document Review and Update

Purpose

The Award Management process outlines the roles and responsibilities of the FDOT in meeting the requirements of Federal Transit Administration’s (FTA) Section 5310, 5311, and 5339 funding programs in the following topic areas: FTA Funding Allocations; Grant Application Submittal, Award Execution; Amendments/Budget Revisions; Plans and Reports; ECHO Draws and Closeout of Grants. Additionally, the Central Office (CO) Grants Team will coordinate with FDOT Leadership to complete the Annual Certifications and Assurances.

Note: References to desk guides in this document are internal work guides and are not published on FDOT’s external website.



FTA Funding Allocations

This section provides the process for the (CO) Grants Team to develop FTA Funding Allocations for Sections 5310, 5311, 5339 (Rural) and the Governor’s Apportionment allocations for Section’s 5339 and 5307 Small Urban Areas.

Roles and Responsibilities			
	Task	Responsibility	Details
1.	FTA Apportionments	FTA	Annually FTA releases the federal programs apportionment tables between February – April.
2.	Develop Program Allocations	CO Grants Team	The CO Grants Team develops funding allocation tables for FTA Sections 5310, 5311, 5339 (Rural) and Governor’s Apportionment allocations for Sections 5307 and 5339 Small Urban Areas. <i>*See Allocating Federal Funds Desk Guide</i>
3.	Distribute Allocation Tables and Program of Projects (POP) Template	CO Grants Team	The CO Grants Team distributes the mention in Step 2 to District Offices and the Strategic Development Work Program Team. The POP template is also distributed to the District Offices.
4.	District POP	District Offices	District Offices will have 30 days to submit their POP, vehicle replacement list, and draft order forms (if applicable) to the CO Grants Team. District Offices must utilize the POP template distributed by the CO Grants Team.
5.	Review Submitted District POPs	CO Grants Team	The CO Grants Team will have 30 days to review POPs for completeness and determine if awards are within the apportionment/allocation. The CO Grants Team will communicate with District Offices if additional information or clarification is needed.
6.	POP Approval	CO Grants Team	The CO Grants Team will inform the District Offices once the POPs have been approved.



Grant Application Submittal, Award, and Execution

This section provides the process for the CO Grants Team to develop FTA Grant Applications. Before grant awards can be executed, the CO Grants Team must coordinate with FDOT Leadership to complete and submit the Annual Certifications and Assurances (see Appendix A).

Roles and Responsibilities

	Task	Responsibility	Details
1.	Prepare Draft FTA Grant Application	CO Grants Team	The CO Grants Team will develop a draft grant application in TrAMS for FTA Section’s 5310 5311 and 5339.
2.	Prepare FTA Grant Application	CO Grants Team	The CO Grants Team prepares FTA grant applications for Section’s 5310, 5311 and 5339 based on the approved District Offices POPs. The CO Grants Team also submits FTA applications on behalf of SunRail for the Section 5337 and Section 5307 Programs.
3.	Submit FTA Grant Application	CO Grants Team	The CO Grants Team submits the FTA applications in TrAMS for FTA review.
4.	Execute FTA Grant Application	CO Grants Team	Once FTA awards the grant application, it is submitted back to FDOT for execution. The Secretary’s designated Official will log into TrAMS within five (5) business days of notification and execute the award. *DOL approval may take up to 60 days after FTA has completed its review and referred the grant for DOL certification. This requirement applies to grants under Sections 5307, 5337, and 5339.
5.	Complete Initial Milestone Progress Report (MPR)	CO Grants Team	The CO Grants Team completes the initial MPR in accordance with the Milestone Progress Reporting Instructions (CO Desk Guide) .
6.	Complete Initial Federal Financial Review Report (FFR)	CO Grants Team	The CO Grants Team completes the initial FFR in accordance with the Federal Financial Report (FFR) Instructions (CO Desk Guide) .
7.	Notification of Award	CO Grants Team	Upon execution of the FTA grant, CO Grants Team will update the FTA Federal Award Identification Numbers (FAIN) Tracking Log located on the Grant Management SharePoint site with the FAIN number and Award Date. The FAIN Tracking Log will be updated when FTA grants are awarded. The CO Grants Team will notify the District Offices when the worksheet is updated. District Offices



8.	Complete Subrecipient Reporting per the Federal Funding Accountability Act (FFATA)	CO Grants Team	<p>will forward the FAIN number and Award Date to applicable subrecipients.</p> <p>The CO Grants Team will enter the individual subrecipient data into the Federal Subaward Reporting System (FSRS) at www.SAM.gov no later than the end of the month following the month in which the grant was executed.</p> <p><i>*See Appendix B Instructions for Entering Subawards in SAM.gov</i></p>
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Amendments/Budget Revisions

This section provides the process for the CO Grants Team to amend and/or conduct budget revisions of FTA grant awards.

Roles and Responsibilities			
	Task	Responsibility	Details
1.	Change Request	District Offices	The District Offices will notify the CO Grants Team of a change request and provide an updated POP, draft order form, and vehicle replacement list (if applicable) to CO Grants Team for review.
2.	Review Materials	CO Grants Team	The CO Grants Team will review the request and determine if the change request is an Amendment or Budget Revision. The CO Grants Team will determine if further information is needed, (i.e., NEPA).
3.	Creates Amendment <u>or</u> Budget Revision	CO Grants Team	<p>The CO Grants Team will initiate an Amendment or Budget Revision to the applicable FTA grant within TrAMS.</p> <p><i>*See Amendment and Budget Revision Instructions (CO Desk Guide)</i></p>
4.	Approval of Request	CO Grants Team	The CO Grants Team will send either an approval or request for additional information for the updated POP to the District Office within five (5) days of execution of Amendment/Budget Revision.

Plans and Reports

This section provides the process for the CO Grants Team to submit Plans and Reports to FTA in the following areas: Anticipated Application Activity (AAA), Title VI Plan, DBE Goal/Plan, FFRs, MPRs, Charter Service, and POP Status Reports.

Roles and Responsibilities



1.	Task	Responsibility	Details
1.	Annual Certifications and Assurances	CO Grants Team	<p>FTA’s Annual Certifications and Assurances (C&As) must be updated annually at the start of the new Federal Fiscal Year (October) and prior to executing a grant award. FTA will post the updated C&As in TrAMS. The CO Grants Team will follow internal processes to ensure the C&As are completed in TrAMS in a timely manner.</p> <p><i>*See Appendix A: Completion of FTA’s Annual Certifications and Assurances</i></p> <p><i>*Detailed guidance can be found in the TrAMS User Guide.</i></p>
2.	Complete Anticipated Application Activity (AAA)	CO Grants Team	<p>The CO Grants Team will complete the AAA Form annually by March 31st or date provided by FTA and submit to FTA representatives via instructions provided in the email correspondence from FTA.</p>
3.	Develop FDOT Title VI Plan	CO Grants Team	<p>The CO Grants Team will develop the FDOT Title VI Plan every three (3) years in accordance with the requirements provided in Circular 4702.1B, Title VI Circular. The Plan will be submitted to FTA via TrAMS for review and concurrence. The Plan will be uploaded to the Transit Office Website.</p> <p><i>*See FTA’s TrAMS User Guide for more information on how to submit the Plan in TrAMS.</i></p>
4.	Submit DBE Plan	CO Grants Team	<p>FDOTs DBE Program Plan is developed by the FDOT Business Growth and Engagement Office (BGE) The DBE Program Plan is updated by BGE on an as needed basis to remain in compliance with all laws, regulations, and Executive Orders. The CO Grants Team will ensure that any major updates to FDOTs DBE Program Plan are approved by FTA and uploaded to TrAMS.</p>
5.	Develop DBE Goal	CO Grants Team	<p>The CO Grants Team will develop the DBE Goal every three (3) years in accordance with the requirements of FTA. The Goal will be submitted to FTA via TrAMS for review and approval. Additionally, the Goal will be uploaded to the Transit Office website.</p> <p><i>*See DBE Goal Setting Instructions (CO Desk Guide)</i></p>
6.	Semi-Annual DBE Reporting	CO Grants Team	<p>The CO Grants Team will prepare and submit the Semi-Annual DBE report to FTA via TrAMS. This report will utilize subrecipient reports received from the District Offices.</p> <p><i>*See DBE Reporting Instructions (CO Desk Guide)</i></p>



7.	Charter Service Reports	CO Grants Team	The CO Grants Team will prepare and submit quarterly Charter reports (January 31st, April 30th, July 31st and October 31 st) to FTA via the Charter Reporting Website . *See Charter Service Reporting Process (CO Desk Guide)
8.	Prepare and Submit FFRs	CO Grants Team	The CO Grants Team will prepare and submit FFRs to FTA via TrAMS. FFR reporting may occur either quarterly or annually depending on the amount of the grant, population/UZA and the nature of the grant's projects. *See Federal Financial Report (FFR) Instructions (CO Desk Guide).
9.	Prepare and Submit MPRs	CO Grants Team	The CO Grants Team will prepare and submit MPRs to FTA via TrAMS. MPR reporting may occur either quarterly or annually depending on the amount of the grant, population/UZA and the nature of the grant's projects. * See Milestone Progress Reporting Instructions (CO Desk Guide).
10.	Program of Projects (POP) Status Report	CO Grants Team	The CO Grants Team will prepare and upload a POP Status Report under each grant award in TrAMS. The report will be uploaded on an annual basis for all Section 5310 and Section 5311 awards. The 5310 Large Urbanized Areas (UZA) with awards exceeding \$6 million will be uploaded on a quarterly basis.
11.	Master Award Tracking Spreadsheet	CO Grants Team	The CO Grants Team will maintain a Master Award Tracking Spreadsheet with all FTA open awards. This spreadsheet will track the period of performance end date, the last disbursement date, and the progress of each award. The report will be reviewed and updated on a quarterly basis.

ECHO Draws

This section provides the process for ECHO Drawdowns.

Roles and Responsibilities

	Task	Responsibility	Details
1.	Pull Expenditures	Accounts Receivable Section	FDOT's Federal Accounts Receivable Section (FAR) will compile a list of expenditures from the Comptroller Automation Platform (CAP) system and sends the expenditure spreadsheet to the CO Grants Program Manager quarterly.



2.	Review SF425 Worksheet	CO Grants Program Manager	The CO Grants Program Manager will provide the UZA, FTA Grant Award Number (FAIN) and Scope Code for each expenditure in accordance with the ECHO Drawdown Instructions (CO Desk Guide) and will submit the updated SF425 worksheet to the FAR Section.
3.	Update SF425 Worksheet	Accounts Receivable Section	The FAR Section will provide an updated SF425 worksheet showing the total amount being drawn from each award, by scope.
4.	Approve ECHO SF425 Worksheet	CO Grants Program Manager	The CO Grants Program Manager provides the Draw approval to the FAR Section. If additional corrections are needed, the corrections are communicated to the FAR Section.
5.	Complete Drawdown	Accounts Receivable Section	The FAR Section submits the Draw into the ECHO system.

Closeout of Grants

This section provides the process for the CO Grants Team to Closeout FTA grants no later than 120 days when one or more of the following factors occur: Inactive, 100% Disbursed or all activities completed.

Roles and Responsibilities			
	Task	Responsibility	Details
1.	Update Master Award Tracking Spreadsheet	CO Grants Team	Utilizing TrAMS, the CO Grants Team will review and update the Master Award Tracking Spreadsheet on a quarterly basis. Updated areas include: <ul style="list-style-type: none"> • Period of Performance End Date • Total Amount Disbursed • Last Disbursement Date • Anticipated Closeout
2.	Identify Award Status	CO Grants Team	The CO Grants Team will determine if the FTA Grant Award has reached one of the following factors: Inactive; 100% Disbursed; or all activities completed.
3.	Confirm Closure of Subrecipient Projects	CO Grants Team	Once the award has reached one or more of the factors listed above, the CO Grants Team will confirm with District Offices that applicable projects have been completed.
4.	Submit Final Equipment List, if applicable	District Offices	District Offices will submit a final equipment list purchased with federal funds that also includes rehabbed equipment.



5.	Complete Closeout of FTA Grant	CO Grants Team	The CO Grants Team will initiate the Closeout Amendment in TrAMS and complete and submit the Final Budget Reconciliation, FFR and MPR.
6.	Update Master Award Tracking Spreadsheet	CO Grants Team	Once the grant is closed in TrAMS, the CO Grants Team will remove the grant from the Master Award Tracking Spreadsheet.
7.	Send Notification of Grant Closure	CO Grants Team	The CO Grants Team will notify the Federal Accounts Receivable Section (FAR) and SD-FAST Work Program Section when an FTA grant award has been closed. The CO Grants Team will request and ensure that the SD-FAST Work Program Section removes any remaining funds that have lapsed and/or been de-obligated.



Appendix A

Completion of FTA's Annual Certifications and Assurances

The process below provides the steps to complete the Annual Certifications and Assurances. This process must be completed before the execution of FTA grant applications.

Certification and Assurance Process

1. The Central Office Grants Team will ensure the "Official" and "Attorney" user roles are up to date in the FTA Access Control and Entry System (FACES).
2. Once the new Federal Fiscal Year (FFY) Certifications and Assurances are published in TrAMS, the Central Office Grants Team will coordinate with FDOT Leadership to PIN the new Certifications and Assurances in TrAMS within 90 days from date of publication in TrAMS.

**Instructions to upload the document can be found in the [TrAMS User Guide](#).*

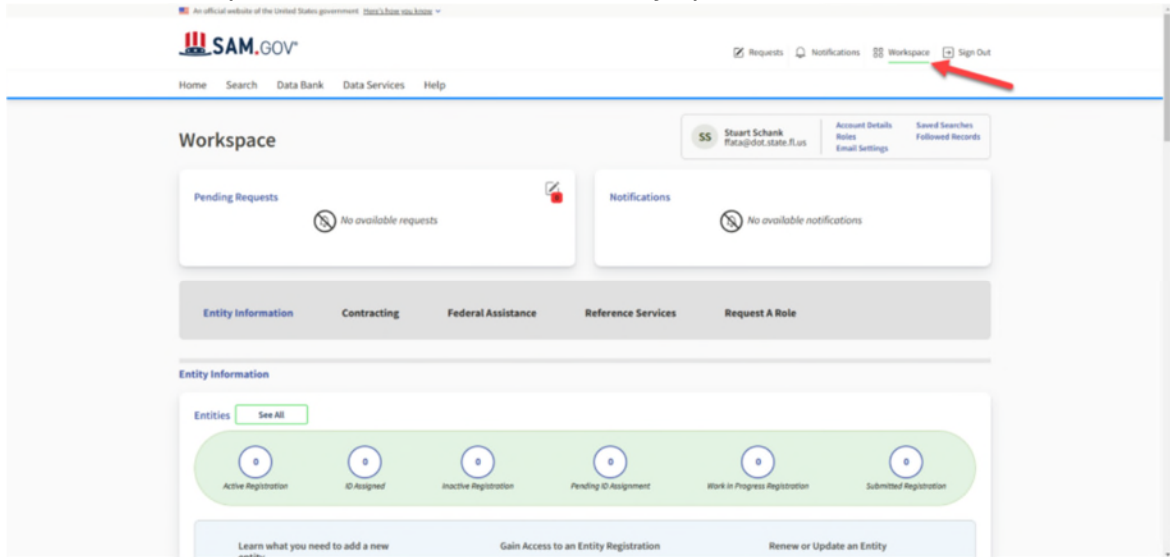


Appendix B

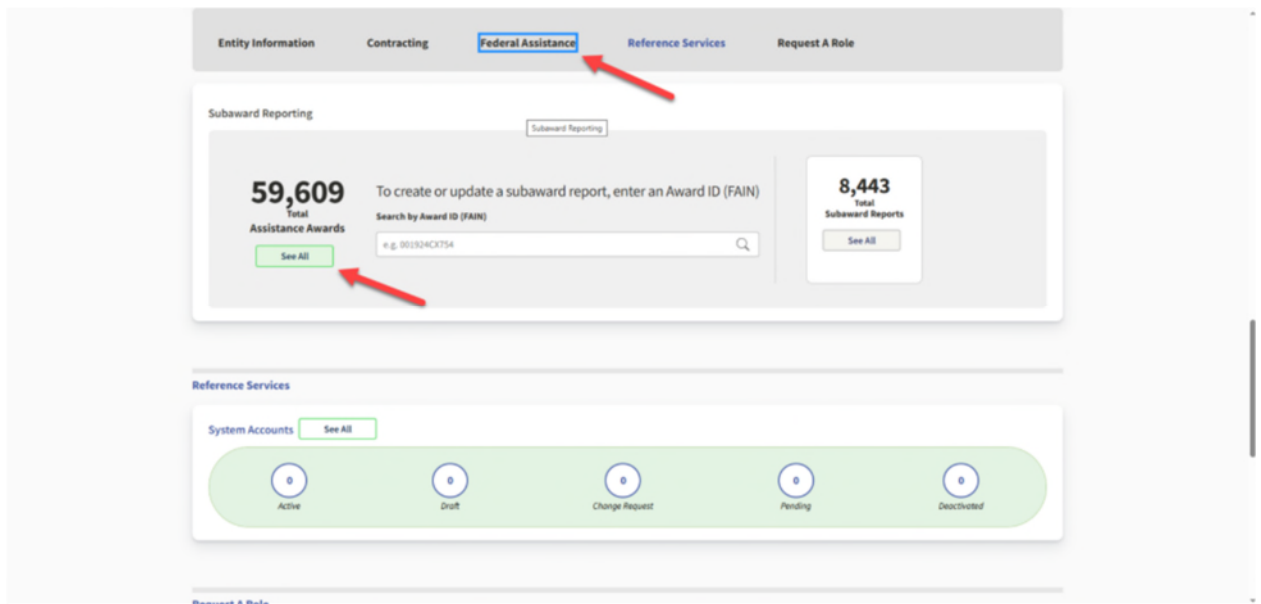
Instructions for Entering Subawards in SAM.gov

Anyone entering subaward information in SAM.gov must have a login and the Data Entry role with Subaward permission. If you had an FRS login, it should have automatically been migrated over to SAM.gov, but without the Subaward permission. To request this role and permission, please send an email to FFATA@dot.state.fl.us.

- Log in to SAM.gov. You may have to enter a code received via phone call.
- Go to the Workspace if it does not automatically open.



- Click “Federal Assistance” and then “See All” under Assistance Awards





- Enter program name (Transit, Rail, Safety) into the Keyword search. This will pull all assistance awards based on the awarding sub-tier (agency). You can switch between Table view and Summary view. Table view does not show the Awarding Subtier, but the search still applies to it.

The screenshot shows the 'Assistance Awards' interface. At the top, there are tabs for 'Assistance Awards' and 'Subaward Reports'. Below this, the 'Assistance Awards' section includes a search bar with 'rail' entered and a 'Reset All' button. A 'Filter By' section contains dropdowns for 'Award ID (FAIN)', 'Awarding Dept./Ind. Agency', 'Prime Recipient', and 'Date'. A 'Sort By' dropdown is set to 'Updated Date'. View toggles for 'Table' and 'Summary' are visible. A detailed award card is shown below, with a 'View Award' button. The card displays the following information:

Award ID (FAIN)	69A36524520750FSPFL	Assistance Type	COOPERATIVE AGREEMENT (B)
Total Award Value	\$500,000.00	Awarding Dept./Ind. Agency	069 - DEPARTMENT OF TRANSPORTATION (DOT)
Congressional District	FLORIDA - 02	Doing Business As	(blank)
		Awarding Subtier	0930 - FEDERAL RAILROAD ADMINISTRATION
		Physical Address	605 SUMMANEE ST TALLAHASSEE, FLORIDA 32399
		Date Signed (Base Award)	Sep 13, 2024
		Updated Date	Sep 13, 2024
		Place of Performance	FLORIDA

- You can then sort by date in either view or apply a filter by date.

The screenshot shows the 'Assistance Awards' interface with a list of awards. The 'Filter By' section has 'transit' entered in the search bar. The 'Sort By' dropdown is set to 'Date'. The 'Table' view is selected. The list of awards is as follows:

Award ID (FAIN)	Assistance Type	Awarding Dept./Ind. Agency	Date Signed	Total Award Value
FL-2024-081	FORMULA GRANT (A)	069 - DEPARTMENT OF TRANSPORTATION (DOT)	Sep 23, 2024	\$3,489,999.00
FL-2024-078	FORMULA GRANT (A)	069 - DEPARTMENT OF TRANSPORTATION (DOT)	Sep 20, 2024	\$22,602,093.00
FL-2024-079	FORMULA GRANT (A)	069 - DEPARTMENT OF TRANSPORTATION (DOT)	Sep 20, 2024	\$9,328,657.00
FL-2024-076	FORMULA GRANT (A)	069 - DEPARTMENT OF TRANSPORTATION (DOT)	Sep 19, 2024	\$5,571,316.00
FL-2024-077	FORMULA GRANT (A)	069 - DEPARTMENT OF TRANSPORTATION (DOT)	Sep 19, 2024	\$3,569,734.00
FL-2024-074	FORMULA GRANT (A)	069 - DEPARTMENT OF TRANSPORTATION (DOT)	Sep 16, 2024	\$1,487,999.00
FL-2024-075	FORMULA GRANT (A)	069 - DEPARTMENT OF TRANSPORTATION (DOT)	Sep 16, 2024	\$12,790,475.00

- Click on whichever Award ID (FAIN) needs to have a subaward entered. You can also search by FAIN, if you have that, to enter a subaward. Just click the Award ID after your search and it will open the assistance details.



Assistance Awards

Search and view your assistance awards and create new subaward reports.

Filter By Reset All

Award ID (FAIN) Awarding Dept/Ind. Agency Prime Recipient Date

Keyword Search:

Showing 1 - 25 of 242 results

Award ID (FAIN)	Assistance Type	Awarding Dept/Ind. Agency	Date Signed	Total Award Value
FL-2024-081	FORMULA GRANT (A)	069 - DEPARTMENT OF TRANSPORTATION (DOT)	Sep 23, 2024	\$3,489,999.00
FL-2024-078	FORMULA GRANT (A)	069 - DEPARTMENT OF TRANSPORTATION (DOT)	Sep 20, 2024	\$22,602,093.00
FL-2024-079	FORMULA GRANT (A)	069 - DEPARTMENT OF TRANSPORTATION (DOT)	Sep 20, 2024	\$9,328,657.00
FL-2024-076	FORMULA GRANT (A)	069 - DEPARTMENT OF TRANSPORTATION (DOT)	Sep 19, 2024	\$5,571,316.00

- Once on the Assistance Details page, click “New Subaward Report”.

Assistance Details

Formula Grant (A) FAIN FL-2024-081

Assistance Information

Award ID (FAIN): FL-2024-081
Assistance Listing Number(s): 20.513 Enhanced Mobility of Seniors and Individuals with Disabilities
Date Signed (Base Award): Sep 23, 2024

Assistance Type: Formula Grant (A) | Total Award Value: \$3,489,999.00

Product or Service Information

Description: Application Purpose: This application is to request FFY22 Section 5310 funds apportioned to District One Large UZAs. The purpose of this award is to provide the Bonita Springs Cape Coral Sarasota Bradenton and Lakeland UZAs and their subrecipients operating assistance and capital funding to provide transportation services for people with disabilities and older adults. Activities Performed: Funds will be used to cover eligible operating expenses such as driver salaries fuel items having a useful life of less than one year and mobility management in order to continue service for people with disabilities and older adults. Funds will also be used for eligible capital investment including the purchase of replacement and expansion vehicles ADP hardware and radios. Expected Outcomes: Funding will

- Enter the subrecipient name or UEI and click “Next”

New Report

Subrecipient

Enter the subrecipient's Unique Entity ID or entity name. The subrecipient must have a Unique Entity ID to report a subaward.

Subrecipient:

SUBRECIPIENT DETAILS

ENVIRONMENTAL RAIL SOLUTIONS INC

Unique Entity ID FK7UFSJ82593	Physical Address 511 NW CHEPSHOT LANE PORT SAINT LUCIE, FL 34986 UNITED STATES	HIGHEST LEVEL OWNER Legal Business Name (Blank) Unique Entity ID (Blank)
Doing Business As (Blank)	Congressional District FLORIDA 21	

- Enter the subaward details and click “Next”



Subaward Details
Enter the details about the subaward.

Subaward ID
Title your report to identify the subaward internally.

Subaward Amount
Enter the total amount you obligated to the subrecipient when you signed the award.

Subaward Date
Enter the date you signed the subaward.

Subaward Description
Describe the purpose of the subaward. Please do not include any personally identifiable information in your description.

- Select the subrecipient’s physical address as the place of performance and click “Next”

Place of Performance
Enter the primary location or office where the subrecipient performs work.

Subrecipient Place of Performance is:

- The prime recipient's place of performance
- The prime recipient's physical address
- The subrecipient's physical address
- Another Location

PREVIOUS **NEXT**

- Review the subaward information and click “Submit”