Emergency Relief Application Template Language
June 8, 2018
v 0.1
(Subject to Change)

Instructions: The numbered information below should be added to the Project Description field in TrAMS. Please sure this information is very clear and each section has sufficient detail.

1. **Project Scope:** Indicate the project location, scope, components and quantity being funded under this grant, and justification for grant request. Include useful life of components funded in this project, explain whether there was early disposal of assets requiring FTA reimbursement, and indicate whether the scope is a continuation of any previously (Section 5324 or other) funded scope. Additionally, please specifically state whether the damaged assets were dedicated to transit use prior to the storm.

2. **Funding Type:** Indicate the type of funds being requested (response/recovery/rebuilding and/or resiliency). Include total project cost and the amount of funding being requested in this grant application. Indicate the number of future grant requests that will be made for remaining project cost.

3. **Prior Federal Funding:** State whether federal funding was previously received for this project. If so, include the amount of federal funding received, the grant application number & the ALI number where the funds were requested. Ensure all additional sources of funding are clearly documented. Specifically state if any FEMA funds have been received for transit-related projects.

4. **Insurance:** Indicate if ALI items are insured and were previously insured. Specify if:
   a. (1) insurance claim to collect funds is being or has been filed,
   b. (2) insurance proceeds from damages have been received, and
   c. (3) insurance funds have been applied to the project.

5. **Basis of Cost Estimate:** Provide an explanation of how costs were developed for this ALI (engineer's estimate, historical data, bids etc.) and reference any attached backup documentation to support cost estimate.

6. **Cost breakdowns:** Include cost breakdowns for items in this project and a description of activities associated with each cost breakdown.

7. **Cost Sharing:** Indicate the cost sharing breakdown by both percentages and dollar amounts. For projects that are cost shared with another recipient of federal funding, document basis of any cost sharing. Document the amount and source of all local share amounts and attach supporting documentation in TrAMS.

8. **Contracts / Vendors Information:** List the vendor(s) in this ALI and the selection process used for each vendor (e.g. Sole source etc.).

9. **Project Management, Force Account and Fleet Management Plans:** Indicate the status of any of these documents, if required. Force Account work less than $1,000,000 can be performed without force account plan. Force account work between $1,000,000 and $10,000,000 requires a force account plan on file. Force account work over $10,000,000 requires FTA approval.

10. **STIP:** Include one of the following statements in the Application Executive Summary. If application only contains emergency operations, emergency protective measures, or

emergency/permanent repairs with NO functional, location, or capacity change, please include the standard language listed in (a) below. Otherwise, please use (b).

  a. *This project only includes emergency operations, emergency protective measures, and emergency repairs/permanent repairs with no functional, location, or capacity change. Therefore, no TIP/STIP page is required.*

  b. *The project listed in the FY20XX-20XX Puerto Rico State Statewide Transportation Improvement Program (STIP) approved by FTA/FHWA on XX/XX/XXXX. This project is referenced in the STIP as STIP ID number(s) [insert applicable #] on page XX.*

Congressional Release Talking Point Instructions: Each FTA Emergency Relief Program application will require Congressional notification and release. Separate from the information above, please send to your FTA grant reviewer the following information:

1. **Congressional Release Talking Points:** Send Talking Points language to the assigned FTA Grants Manager as you transmit the application for initial review. Follow the prompts in the screenshot below. Note the size of the boxes and use as an indicator of the amount of text expected under each heading. This information may be sent directly in an email or in a separate word document. Please complete the following fields and provide to your FTA grant reviewer via email.

Talking Points Overview

Input a brief description/overview of the project

Talking Points

Input a detailed description of the application funding sources, including discretionary and non-discretionary funding.

Place of Performance

Indicate where this project will take place.

Congressional Interest Expressed By

Provide the name(s) of Congressional representatives who have expressed interest in this project.