Flex Funding Process Flow for Rural Projects

Nov - April

1 Agency submits completed 1797 form to the rural task force and TSS project manager

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Two weeks

2 Regional planning agency programs project(s) in JobNet.

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April 1

3 OPT program manager gets list of projects and provides the list to TSS project managers.

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2 weeks

4 TSS project managers review list for accuracy – project description and funding amount.

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2 weeks

5 OPT program manager will confirm projects are on the STIP. If not, will work with Planning to ensure projects are on the current STIP prior to flexing.

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6

RTF meetings continue through July. Steps 1-5 are repeated*

Due to Finance by July 15

7 OPT program managers will send to Planning (SPS/CMAQ Coordinator) for concurrence. Once received they will put all projects in a POP, enter information in FTA TrAMS grant, start the authorizations, and submit flex letters to MDOT Finance.

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Due to FHWA by August 1

8 MDOT FOD will:
-process flex request
-draft/send a flex letter to FHWA Division Office

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30 – 45 Days

9 a. FHWA Division Office will:
- review the flex request
- forward the approval to FHWA Head Quarter (HQ)
- notify MDOT and FTA of approval

b. FHWA HQ will review request and notify the U.S. Dept. of Treasury (DOT)

c. DOT transfers the funding from FHWA to FTA

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2 weeks

10 FTA will:
-receive notification from the DOT the availability of flex funds
-ensure flex projects are included in S/TIP
-allow OPT to submit the TrAMS Application
-receive certification letter from DOL (except for Section 5310 grants)
-approve the TrAMS Application

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OPT program manager will forward a copy of the approved TrAMS Application to the contract manager to execute PA and mail to agency.

By September 15

*Working with FTA to submit grant sooner. Would require an additional grant amendment to capture late bid savings awarded to transit.