

Process Control System

Process Number/Name: 1.9 5310, 5311, 5316 and 5317 Federal Grant Administration Process	Primary Customers: Transit providers (including tribal agencies), transit users (riders) Primary Regulators: Federal Transit Administration	Customers Valid Requirements: safe and efficient transportation services, accessibility, funding for services, technical assistance, understanding of funding requirements, selection criteria, and application deadlines	Regulator's Valid Requirements: timely reporting, grant award tracking, effective administration of federal resources and compliance with federal regulations
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Input(s): federal circulars, FDOT procedures, grant allocation amounts and grant packages <small>(1)</small> Supplier(s): FDOT and FTA	Flow Chart	Process and Quality Measures (QC/QA)	Checking / Measurement Monitoring	Miscellaneous Information
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	Central Office/FTA	District Transit Offices	Central Office			Process Measures	Control Limits	Checking Item	Timeframe (Frequency)	Respon- sibility	Contingency Plans	Miscellaneous Information
Comment						Quality Measures	Specs / Targets	What is to be checked?	When to check?	Who will check?	Actions req'd for exception?	
by 1-Sept Notify 60 days Host 120 days by 31-Jan Review 30 days Select 30 days Transmit 1-Mar Execute by 30-Jul Enter 150 days Conduct on-going Prepare by Nov 1						Q1 Notices, criteria and deadlines sent to applicant with in 60 days Q2 Documentation of project ranking, scoring and selections with list of projects Q3 Status of projects with Joint Participation Agreements Q4 Required documents included in project files Q5 Projects entered into to FDOT Five Year Work Program Q6 Sub-recipient site visits are conducted in accordance with procedures Q7 Vehicle Inventory reports are prepared in accordance with procedure	100% 100% 80% 85% 100% 80% 80%	Workshop notices and meeting handouts Program of Projects with scoring sheets and summary of rankings before first working day in March JPA Status reports Project file checklist Work Program Reports Site visit Status Report Vehicle Inventory Status Reports	Annually Annually August 1st and Quarterly Annually Annually Annually Annually	Central Office Central Office Central Office Central Office Central Office Central Office Central Office	- Abbreviations - Procedure Reference - Notes, etc. (1) FTA Circulars: 9040.1F, 9070.1F, 9050.1 and 9045.1 FDOT Procedures: 725-030-001, 725-030-004, 725-030-010, 725-030-016 and 725-030-017	

Process Owner Approval: _____ Date: _____ Executive Manager Approval: _____ Date: _____ Rev#: _____ Rev Date: _____