Section 5311 Process

Apportionment Amount from FTA

HQ sends Call for Projects Letter to Agencies

Agencies and applicants Submit Applications in BlackCat

HQ Staff Review Application for Compliance and Eligibility

Branch Chief reviews and approve applications in BlackCat

Grant Submitted to DOL & FTA for Approval

HQ Grant Cycle Project Coordinator Prepares Program of Projects (POP) and submits to Grants Management Branch

Office Chief and OPM E-Signs Contract (executed) 2 hard copies sent to Accounting

FTA Approves Grant

HQ Staff Prepare Contracts in BlackCat for Agency’s Signature

Agency Returns Signed Copies to HQ electronically

Contract sent to Grants Management Encumbers in AMS

Caltrans Monitors Agency/Equipment

Agency Receives Executed Contracts and Sends Requests for Reimbursements in BlackCat

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Legend:

FTA Process
Agency Process
DTR Process
Caltrans HQ Process