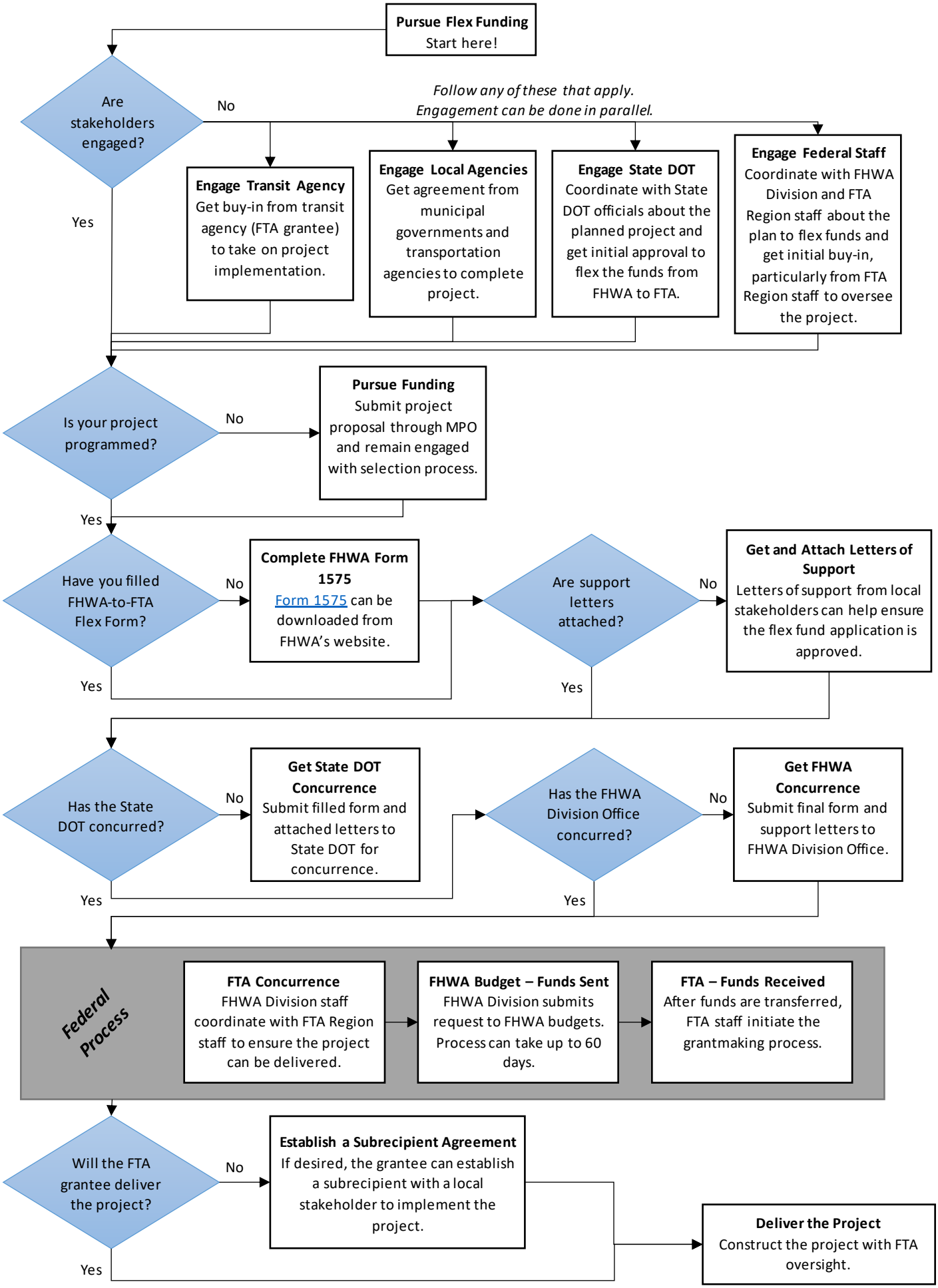
Pursue Flex Funding
Start here!
Are stakeholders engaged?
No
Yes
Follow any of these that apply.
Engagement can be done in parallel.
Engage Transit Agency
Get buy-in from transit agency (FTA grantee) to take on project implementation.
Engage Local Agencies
Get agreement from municipal governments and transportation agencies to complete project.
Engage State DOT
Coordinate with State DOT officials about the planned project and get initial approval to flex the funds from FHWA to FTA.
Engage Federal Staff
Coordinate with FHWA Division and FTA Region staff about the plan to flex funds and get initial buy-in, particularly from FTA Region staff to oversee the project.
Is your project programmed?
No
Pursue Funding
Submit project proposal through MPO and remain engaged with selection process.
Yes
Have you filled FHWA-to-FTA Flex Form?
No
Complete FHWA Form 1575
Form 1575 can be downloaded from FHWA's website.
Are support letters attached?
No
Get and Attach Letters of Support
Letters of support from local stakeholders can help ensure the flex fund application is approved.
Yes
Yes
Has the State DOT concurred?
No
Get State DOT Concurrence
Submit filled form and attached letters to State DOT for concurrence.
Has the FHWA Division Office concurred?
No
Get FHWA Concurrence
Submit final form and support letters to FHWA Division Office.
Yes
Yes
Federal Process
FTA Concurrence
FHWA Division staff coordinate with FTA Region staff to ensure the project can be delivered.
FHWA Budget – Funds Sent
FHWA Division submits request to FHWA budgets. Process can take up to 60 days.
FTA – Funds Received
After funds are transferred, FTA staff initiate the grantmaking process.
Will the FTA grantee deliver the project?
No
Establish a Subrecipient Agreement
If desired, the grantee can establish a subrecipient with a local stakeholder to implement the project.
Yes
Deliver the Project
Construct the project with FTA oversight.