

implementation activities may not be initiated prior to NEPA completion, FTA will normally not issue an LONP for such activities until the NEPA process has been completed with a ROD, FONSI, or CE determination. The conformity requirements of the Clean Air Act, 40 CFR part 93, also must be fully met before the project may be advanced with non-Federal funds.

Similarly, the requirement that a capital project be included in a locally adopted metropolitan transportation improvement program and federally approved statewide transportation improvement program must be followed before the project may be advanced with non-Federal funds. For planning projects, the project must be included in a locally approved Planning Work Program that has been coordinated with the State. In addition, Federal procurement procedures, as well as the whole range of Federal requirements, must be followed for projects in which Federal funding will be sought in the future. Failure to follow any such requirements could make the project ineligible for Federal funding. In short, this pre-award authority requires a grantee to make certain that no Federal requirements are circumvented. If a grantee has questions or concerns regarding the environmental requirements, or any other Federal requirements that must be met before incurring costs, it should contact the appropriate FTA regional office.

D. Request for LONP

Before an applicant may incur costs for a project not covered by automatic pre-award authority, it must first submit a written request for an LONP to the appropriate regional office and obtain written approval.

XVIII. FTA Web Site on the Internet

FTA provides extended customer service by making available transit information on the FTA Web site, including this apportionment notice. Also posted on the Web site are FTA program Circulars: C9030.1C, Urbanized Area Formula Program: Grant Application Instructions, dated October 1, 1998; C9040.1E, Nonurbanized Area Formula Program Guidance and Grant Application Instructions, dated October 1, 1998; C9070.1E, The Elderly and Persons with Disabilities Program Guidance and Application Instructions, dated October 1, 1998; C9300.1A, Capital Program: Grant Application Instructions, dated October 1, 1998; 4220.1D, Third Party Contracting

Requirements, dated April 15, 1996; C5010.1C, Grant Management Guidelines, dated October 1, 1998; C8100.1B, Program Guidance and Application Instructions for Metropolitan Planning Program Grants, dated October 25, 1996; C8200.1, Program Guidance and Application Instructions for State Planning and Research Program Grants, dated December 27, 2001; and C5200.1A, Full Funding Grant Agreement Guidance, dated December 5, 2002. The FY 2003 Annual List of Certifications and Assurances is also posted on the FTA Web site. Other documents on the FTA Web site of particular interest to public transit providers and users include the annual Statistical Summaries of FTA Grant Assistance Programs, and the National Transit Database Profiles.

FTA circulars are listed at [<http://www.fta.dot.gov/library/admin/checklist/circulars.htm>]. Other guidance of interest to Grantees can be found at: [<http://www.fta.dot.gov/grantees/index.html>]. Grantees should check the FTA Web site frequently to keep up to date on new postings.

XIX. FTA Fiscal Year 2003 Annual List of Certifications and Assurances

On October 23, 2002, FTA published in the **Federal Register** the list and accompanying text of all Certifications and Assurances required of recipients of FTA assistance in Fiscal Year 2003. *See*, 67 FR 65171 *et seq.* The full text of the Fiscal Year 2003 Certifications and Assurances is also accessible both on FTA's Internet Web site at [<http://www.fta.dot.gov/library/legal/ca.htm>] and FTA's TEAM Web site for recipients, TEAM-Web at [<http://ftateamweb.fta.dot.gov/static/2003-CERTS-TEAM.doc>]. In compliance with 49 U.S.C. 5323(n), which requires a simultaneous publication of a list of the Certifications and Assurances and FTA's annual notice of Apportionments, recipients are directed to the October 23, 2002 notice at 67 FR 65171 *et seq.* for the list and text of FTA's Certifications and Assurances and to FTA's Web sites displaying those Certifications and Assurances. Any questions regarding this document may be addressed to the appropriate Regional Office.

As in previous years, the grant applicant should certify electronically. Under certain circumstances the applicant may enter its Personal Identification Number (PIN) in lieu of an electronic signature provided by its

attorney, provided the applicant has on file the current affirmation of its attorney in writing dated this Federal fiscal year. The applicant is advised to contact the appropriate FTA Regional Office for electronic procedure information.

XX. Grant Application Procedures

All applications for FTA funds should be submitted to the appropriate FTA Regional Office. FTA utilizes TEAM-Web, an Internet accessible electronic grant application system, and all applications should be filed electronically. FTA has provided exceptions to the requirement for electronic filing of applications for certain new, non-traditional grantees in the Job Access and Reverse Commute and Over-the-Road Bus Accessibility programs as well as to a few grantees that have not successfully connected to or accessed TEAM-Web.

FTA is committed to processing grants within 60 days of receipt of a completed application by the appropriate Regional Office. In order for an application to be considered complete, it must meet the following requirements: All projects must be contained in an approved STIP (when required), all environmental findings must be made by FTA, there must be an adequate project description, local share must be secure, any flexible funds included in the budget must be secured, all required civil rights submissions must be current and certifications and assurances must be properly submitted. Once an application is complete, the FTA Regional Office will assign a project number and, when required, submit the application to the Department of Labor for a certification under section 5333(b). The FTA circulars contain more information regarding application contents and complete applications. State applicants for section 5311 are reminded that they must certify to DOL that all subrecipients have agreed to the standard labor protection warranty for section 5311 and provide DOL with other related information for each grant.

This notice and all program guidance circulars may be accessed via the FTA Web site. Copies of circulars are available from FTA Regional Offices as well.

Issued on: March 5, 2003.

Jennifer L. Dorn.

Administrator.

BILLING CODE 4910-57-P