

PART 601—ORGANIZATION, FUNCTIONS, AND PROCEDURES

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AUTHORITY: 49 U.S.C. 1657, 1659; Reorganization Plan No. 2 of 1968 (82 Stat. 1369); 49 CFR 1.51.

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SOURCE: 41 FR 56808, Dec. 30, 1976, unless otherwise noted.

§ 601.1 Purpose.

This part describes the organization or the Federal Transit Administration ("FTA") an operating administration within the Department of Transportation. This part also describes the general responsibilities and authority of the officials directing the various offices of which FTA is composed. In addition, this part describes the sources and locations of available FTA program information.

§ 601.2 Organization of the Administration.

(a) The headquarters organization of FTA is composed of 10 principal offices which function under the overall direction of the Federal Transit Adminis-

trator ("the Administrator") and Deputy Administrator. These offices are:

- (1) Office of the Administrator.
- (2) Office of the Associate Administrator for Administration.
- (3) Office of Chief Counsel.
- (4) Office of Civil Rights.
- (5) Office of Public Affairs.
- (6) Office of the Associate Administrator for Transit Assistance.
- (7) Office of the Associate Administrator for Policy and Program Development.
- (8) Office of the Associate Administrator for Transportation Planning.
- (9) Office of the Associate Administrator for Transportation Management and Demonstrations.
- (10) Office of the Associate Administrator for Technology Development and Deployment.

The Administrator receives staff support from the Executive Secretariat which coordinates internal document dissemination and project assignments and ensures policy compliance.

(b) The Office of the Administrator and the Offices of Chief Counsel, Public Affairs, the Associate Administrator for Administration, the Associate Administrator for Transit Assistance, the Associate Administrator for Policy and Program Development, and the Associate Administrator for Transportation Planning are located in the Department of Transportation Building, 400 7th Street, SW., Washington, DC 20590. The Offices of Civil Rights, the Associate Administrator for Technology Development and Deployment, and the Associate Administrator for Transportation Management and Demonstrations are located in the Transpoint Building, 2100 2nd Street, SW., Washington, DC 20590.

Region/States	Office/address	Telephone No.
I—Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.	FTA Representative, c/o Transportation Systems Center, Kendall Square, Room 277, 55 Broadway, Cambridge, Mass. 02142.	617-494-2055
II—New York, New Jersey, Puerto Rico, and Virgin Islands.	FTA Representative, 26 Federal Plaza, Suite 507, New York, N.Y. 10007.	212-264-8162
III—Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia.	FTA Representative, 434 Walnut St., Suite 1010, Philadelphia, Pa. 19106.	215-597-8098
IV—Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.	FTA Representative, 1720 Peachtree Rd. NW., Suite 400, Atlanta, Ga. 30309.	404-526-3948
V—Illinois, Indiana, Minnesota, Michigan, Ohio, and Wisconsin.	FTA Representative, 300 South Wacker Dr., Suite 1740, Chicago, Ill. 60606.	312-353-0100
VI—Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.	FTA Representative, 819 Taylor St., Suite 3A32, Fort Worth, Tex. 76102.	817-334-3787

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Region/States	Office/address	Telephone No.
VII—Iowa, Kansas, Missouri, and Nebraska	FTA Representative, 6301 Pork Hill Rd., Room 303, Kansas City, Mo. 64131.	816–926–5053
VIII—Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.	FTA Representative, Prudential Plaza, Suite 1822, 1050 17th St., Denver, Colo. 80202.	303–837–3242
IX—Arizona, California, Hawaii, Nevada, Guam, and American Samoa.	FTA Representative, Two Embarcadero Center, Suite 620, San Francisco, Calif. 94111.	415–556–2884
X—Alaska, Idaho, Oregon, and Washington	FTA Representative, Federal Bldg., Suite 3106, 915 2d Ave., Seattle, Wash. 98174.	206–442–4210

§ 601.3 General responsibilities.

The general responsibilities of each of the offices which comprise the headquarters organization of FTA are:

(a) *Office of the Associate Administrator for Administration.* Directed by an Associate Administrator for Administration, this office provides general administrative support services for FTA, including financial management, personnel administration, audit, procurement, logistical and management information systems.

(b) *Office of Chief Counsel.* Directed by a Chief Counsel, this office provides legal advice and services to the Administrator and other FTA officials; coordinates with and provides support to the General Counsel of DOT on matters involving urban mass transportation; and, provides liaison between FTA and the Department of Labor regarding the administration of section 13(c) of Federal Mass Transit Act of 1964, as amended (“the Act”).

(c) *Office of Public Affairs.* Directed by a Director of Public Affairs, this office advises and assists the Administrator in the area of public relations and in the dissemination to the public and the news media of information about FTA programs, projects and activities.

(d) *Office of the Associate Administrator for Policy and Program Development.* Directed by an Associate Administrator for Policy and Development, this office advises and assists the Administrator in the development and evaluation of policies and plans for implementing the functions and programs authorized by the Act; coordinates FTA activities with those of other agencies; and manages and administers the University Research Program under section 11 of the Act (49 U.S.C. 1607(c)). This office has three organizational components: The Office of Policy Development; the

Office of Program Evaluation; and the Office of Policy Research.

(e) *Office of the Associate Administrator for Transit Assistance.* Directed by an Associate Administrator for Transit Assistance, this office reviews and processes all applications for urban mass transportation capital and operating assistance grants and loans under sections 3, 4, 5, 16 and 17 of the Act (49 U.S.C. 1602, 1603, 1604, 1612 and 1613); reviews and processes applications for Federal assistance to the Washington Metropolitan Area Transit Authority (WMATA) under the Transportation Act of 1972 and the National Capital Area Transit Act of 1972; directs the evaluation and analysis of proposed annual programs and individual programs and individual projects; and approves and recommends for approval annual programs and individual projects. This office has three operating components which direct and coordinate post-approval grant activities: the Office of Grant Assistance, the Office of Program Support, and the Office of Program Analysis.

(f) *Office of the Associate Administrator for Transportation Planning.* Directed by an Associate Administrator for Transportation Planning, this office assists the Administrator in directing, coordinating and controlling FTA’s transportation planning assistance and reviews planning activities both in relation to FTA-supported State and local actions and planning policy interaction within the Department of Transportation and with other Federal agencies; and administers grants to States and local public bodies under section 9 of the Act (49 U.S.C. 1607a). This office has two organizational components: the Office of Planning Assistance and the Office of Planning Methodology and Technical Support.

(g) *Office of the Associate Administrator for Transportation Management and*

Demonstrations. Directed by an Associate Administrator for Transportation Management and Demonstrations, this office assists the Administrator in directing, conducting and controlling research and demonstration activities, including information dissemination, to foster the development of methods for improving transit management and operations from the perspectives of the operator and the user; administers grant and procurement contracts to demonstrate facilities, methods and techniques under section 6(a) of the Act (49 U.S.C. 1605), and managerial training fellowship grants under section 10 of the Act (49 U.S.C. 1607b). This office has two organizational components: the Office of Transit Management and the Office of Service and Methods Demonstrations.

(h) *Office of the Associate Administrator for Technology Development and Deployment.* Directed by an Associate Administrator for Technology Development and Deployment, this office is responsible for developing and administering a program of research, development, testing, evaluation, operational demonstration, product qualification, standardization, analysis, and information exchange concerning new products intended for use in transportation systems assisted by FTA. The office is also responsible for FTA's safety and system assurance function and for advising the Administrator on matters relating to technology. This office administers research, development and demonstration projects under section 6(a) of the Act (49 U.S.C. 1605).

(i) *Office of Civil Rights.* Directed by a Director of Civil Rights, this office advises and assists the Administrator and other FTA officials in implementing compliance with applicable laws and directives pertaining to civil rights and equal employment opportunity, both within FTA and in the conduct of urban mass transportation projects and programs.

§ 601.4 Responsibilities of the Administrator.

The Administrator is responsible for the planning, direction, and control of the activities of FTA and has authority to approve urban mass transportation grants, loans, and contracts. The Dep-

uty Administrator is the "first assistant" for purposes of the Federal Vacancies Reform Act of 1998 (Pub. L. 105-277) and shall, in the event of the absence or disability of the Administrator, serve as the Acting Administrator, subject to the limitations in that Act. In the event of the absence or disability of both the Administrator and the Deputy Administrator, officials designated by the agency's internal order on succession shall serve as Acting Deputy Administrator and shall perform the duties of the Administrator, except for any non-delegable statutory and/or regulatory duties.

[64 FR 61033, Nov. 9, 1999]

Subpart B—Delegations

§ 601.10 Delegations of authority.

(a) Pursuant to authority delegated to the Administrator by 49 CFR 1.45(b) and 1.51 of the regulations of the Office of the Secretary of Transportation, the following powers and duties of the Administrator are redelegated to the officials indicated—

(1) The Associate Administrator for Transit Assistance is delegated authority to execute grant contracts, loan agreements, and amendments thereto with respect to approved capital and operating grants, loans and advanced land acquisition loan projects under sections 3, 4, 5, 16 and 17 of the Act (49 U.S.C. 1602, 1603, 1604, 1612 and 1613); under limited circumstances review and approve applications for grants and grant amendments under the FT Act and section 110 of the Federal-Aid Highway Act of 1976 and 121(a) of the Federal-Aid Highway Act of 1973, as amended (23 U.S.C. 103 (e) (4) and 142). The Associate Administrator is further authorized, in connection with the administration of those projects, to approve requisitions for funds, third-party contracts, and project budget amendments within previously authorized limits.

(2) The Associate Administrator for Policy and Program Development is delegated authority to execute and amend grant contracts and amendments for university research and training projects under section 11 of the Act (49 U.S.C. 1607c). The Associate

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Administrator is further authorized in connection with the administration of those projects to approve requisitions for funds, third-party contracts and project budget amendments within previously authorized limits.

(3) The Associate Administrator for Technology Development and Deployment is delegated authority to execute and amend grant contracts and procurement requests for approved projects under section 6(a) of the Act (49 U.S.C. 1605); The Associate Administrator is further authorized, in connection with the administration of grant contracts, procurement contracts, interagency reimbursable agreements and purchase orders, to approve requisitions for funds, third-party contracts, and project budget amendments within previously authorized limits.

(4) The Associate Administrator for Transportation Planning is delegated authority to execute and amend grant contracts and interagency agreements for planning, engineering, architectural feasibility and operational improvement study projects under section 9 of the Act (48 U.S.C. 1607a); review and approve grant applications and grant amendments requested pursuant to section 9 of the Act by urbanized areas of less than 500,000 population. The Associate Administrator is further authorized in connection with the administration of such contracts to approve requisitions for funds, third-party contracts and project budget amendments within previously authorized limits.

(5) The Associate Administrator for Transportation Management and Demonstrations is delegated authority to execute and amend grant contracts for projects designed to demonstrate facilities, methods and techniques of transit management and operations under section 6(a) of the Act (49 U.S.C. 1605) and for approved managerial training fellowship projects under section 10 of the Act (49 U.S.C. 1607b). The Associate Administrator is further authorized, in connection with the administration of such projects to approve requisitions for project funds, third-party contracts and project budget amendments within previously authorized limits.

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(b) All authority delegated to an official listed in paragraph (a) of this section may be redelegated by that official to one or more employees under his jurisdiction.

[41 FR 56809, Dec. 30, 1976]

Subpart C—Public Availability of Information

§ 601.20 Sources of information.

(a) The Federal Transit Administration has published a series of internal and external directives which contain the history, organization, policy, procedures, criteria, guidelines, interpretations and general regulations formulated and adopted by FTA as guidance for grant recipients, and the general public. All directives are listed in FTA Notice N 0000.17 “Directives Checklist.”

(b) Single copies of the checklist or any directive may be obtained without charge upon written request either to the Director, Office of Public Affairs, Federal Transit Administration, Room 9314, 400 Seventh Street, SW., Washington, DC 20590, or any Federal Transit Administration regional office listed in § 601.2.

(c) The Federal Transit Administration maintains, under the supervision of the Director of Public Affairs, a document inspection facility in Room 9314 at the headquarters of the Department of Transportation Building (Nassif Building), 400 Seventh Street, SW., Washington, DC 20590, through which the following FTA documents may be obtained:

(1) An index to, and copies of, the internal and external directives of the Federal Transit Administration.

(2) Any proposed or final regulation issued by the Federal Transit Administration, and any background information for these regulations.

(d) Any person desiring to inspect any of these records, or obtain a copy thereof, must submit a request in writing, specifying the record to be inspected or copied to the Director, Office of Public Affairs, Federal Transit Administration, Room 9314, 400 Seventh Street, SW., Washington, DC 20590, accompanied by the appropriate

fee for copies prescribed in 49 CFR part 7, subpart I.

(Authority: 5 U.S.C. 552; 49 U.S.C. 1657; 49 CFR 7.1(d))

[47 FR 55684, Dec. 13, 1982]

PART 604—CHARTER SERVICE

Subpart A—General

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APPENDIX A TO PART 604

AUTHORITY: 49 U.S.C. 5323(d); 23 U.S.C. 103(e)(4); 142(a); and 142(c); and 49 CFR 1.51.

SOURCE: 52 FR 11933, Apr. 13, 1987, unless otherwise noted.

Subpart A—General

§ 604.1 Purpose.

The purpose of this part is to implement section 3(f) and section 12(c)(6) of the FT Act.

§ 604.3 Applicability.

This part applies to all applicants and recipients of Federal financial assistance under:

(a) Sections 3 (excluding section 16(b)(2)), 5, 9A, 9 or 18 of the FT Act; or

(b) Sections 103(e)(4), 142(a), or 142(c) of Title 23 United States Code which permit the use of Federal-Aid Highway funds to purchase buses.

§ 604.5 Definitions.

(a) All definitions in the FT Act (at 49 U.S.C. 1608) are applicable to this part, except as may otherwise be provided in this section.

(b) *The Acts* means the FT Act and those parts of Title 23 United States Code, 23 U.S.C. 103(e)(4), 142(a) and

142(c), that provide for assistance to public bodies for purchasing buses.

(c) *Administrator* means the Administrator of FTA or his or her designee.

(d) *Categories of Revenue Vehicle* means bus or van.

(e) *Charter Service* means transportation using buses or vans, or facilities funded under the Acts of a group of persons who pursuant to a common purpose, under a single contract, at a fixed charge (in accordance with the carrier's tariff) for the vehicle or service, have acquired the exclusive use of the vehicle or service to travel together under an itinerary either specified in advance or modified after having left the place of origin. This definition includes the incidental use of FTA funded equipment for the exclusive transportation of school students, personnel, and equipment.

(f) *Chief Counsel* means the Chief Counsel of FTA.

(g) *Days* means calendar days in subpart A and Federal working days in subpart B.

(h) *Designated Official* means the applicant's and recipient's employee authorized to file applications on behalf of the applicant or to enter into agreements on behalf of the recipient.

(i) *Incidental Charter Service* means charter service which does not: (1) interfere with or detract from the provision of the mass transportation service for which the equipment or facilities were funded under the Acts; or (2) does not shorten the mass transportation life of the equipment or facilities.

(j) *Interested Party* means an individual, partnership, corporation, association, or public or private organization that has a financial interest which is adversely affected by the act or acts of a recipient regarding charter service.

(k) *Non-urbanized area* means an area with a population of less than 50,000 people.

(l) *Recipient* means one that has received or is receiving Federal financial assistance under the Acts. The term includes subrecipients of a recipient, subrecipients in FTA's State administered programs, public bodies that receive assistance that will be passed on to another public or quasi-public body, any