FTA

FEDERAL TRANSIT ADMINISTRATION

FTA Region 4 TrAMS Post Award Functions

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U.S. Department of Transportation
Federal Transit Administration

"The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees and subgrantees should refer to applicable regulations and statutes for requirements for FTA funding.

Objectives

- Who is FTA Region IV?
- How do I make changes once my application is awarded?
- How often do I have need to report on an awarded application?
- We spent all the money/we don't need it anymore; now what?

Note: The purpose of this training is navigational; this does not include eligibility. In addition, other requirements may be needed depending on your application and funding type, etc.

Agenda

- FTA Region IV Overview
- TrAMS System Overview
- TrAMS Award Modification Overview
- TrAMS Reporting Overview
- Awards Close Out

FTA Region IV Overview

FTA

- The Federal Transit Administration (FTA) is an agency within the U.S. Department of Transportation (U.S. DOT).
- U.S. DOT falls within the Executive Branch of the Federal Government.
- FTA's programs are authorized in the Fixing America's Surface Transportation (FAST) Act, signed into law by President Obama on December 4, 2015.

FTA Overview

- Office of the Secretary of Transportation (OST)
- Federal Aviation Administration (FAA)
- Federal Highway Administration (FHWA)
- Federal Motor Carrier Safety Administration (FMCSA)
- Federal Railroad Administration (FRA)
- **Federal Transit Administration (FTA)**
- Maritime Administration (MARAD)
- National Highway Traffic Safety Administration (NHTSA)
- Office of Inspector General (OIG)
- Pipeline and Hazardous Materials Safety Administration (PHMSA)
- Saint Lawrence Seaway Development Corporation (SLSDC)

Overview of FTA Region IV

Areas Served

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, The Commonwealth of Puerto Rico, and the United States Virgin Islands

Federal Transit Administration
Region IV, Organizational Chart

Regional Administrator
Yvette Taylor, PhD

Civil Rights Officer
D. Michele Foster
Sarah Majdiak

Regional Counsel
Micah Miller

Deputy Regional Administrator
Dudley Whyte

Administrative Officer
Fredaricka Tolen
Administrative Assistant
Jada Jackson (Student)
Program Specialist
Nancy Pruitt
Program Analyst
Yvetho Merisme

Director, Office of Planning & Program Development
Keith Melton

Community Planners
Andres Ramirez, PE
John Crocker, PhD
Brittany Lavender
Parris Orr
Robert Sachnin, AICP
Nicole Spivey
Aviance Webb
Environmental Program Spc
Carrie Walker, MHP
Vacant

Florida Team
Team Leader
Brittany Lavender
Comm. Planners
John Crocker
Robert Sachnin
Holly Liles
Program Managers
Emmanuel Ramos
Tyrone Pelt
Patrick Winders
Vacant

PR Team
General Engineers
Emmanuel Ramos
Nelson Delgado - Term
Maribell Perez
Teresa Sifre, RA (CTR)
Freddie Salado
Comm. Planners
Bayoan Ortiz-Rios

Director, Office of Program Management & Project Oversight
Margarita Sandberg

General Engineers
Charles Chiu, PhD
Guanying Lei, PE
Emmanuel Ramos, MSEng, PE
Tyrone Pelt, PE
Layana George – Term
Vacant
Program Analyst
Patrick Winders

SAN JUAN, PR OFFICE
Transportation Program Spc
Maribell Perez, MCE, PE
General Engineer
Nelson Delgado
Contractor
Teresa Sifre, RA (CTR)

States Team
Team Leader
Holly Liles
Community Planner
Michael Sherman
Transportation Program Spc
Roxanne Ledesma
Courtney Roberts

ER Team
Team Leader
Roxanne Ledesma
General Engineers
Chris White
Jaymei Kinney
Freddie Salado
Elijah Wheeler (Student)

Director, Office of Financial Management & Program Oversight
Robert Buckley, AICP

General Engineers
David Powell, PE
Christopher White
Elijah Wheeler (Student)
Transportation Program Spc
Roxanne Ledesma, PMP
David Mucher
Courtney Roberts
Community Planners
Holly Liles
Michael Sherman
Financial Analyst
Rodney Williams
Program Analyst
Rhonda King
Contractor (Procurement)
Dwight Hill, CFCM (CTR)
SAN JUAN, PR OFFICE
General Engineers
Jaymei Kinney, EIT
Freddie Salado
Community Planners
Bayoan Ortiz-Rios, PE

FY2020 Region IV Awards				
State	# of Applications	Amount Awarded	Percent of Applications Awarded	Percent of Funds Awarded
AL	29	$ 159,756,143	6.00%	4.49%
FL	139	$ 1,493,129,808	28.78%	42.00%
GA	44	$ 778,005,069	9.11%	21.89%
KY	29	$ 159,489,767	6.00%	4.49%
MS	14	$ 87,642,399	2.90%	2.47%
NC	75	$ 375,055,222	15.53%	10.55%
PR	43	$ 123,013,441	8.90%	3.46%
SC	44	$ 110,660,110	9.11%	3.11%
TN	64	$ 266,811,658	13.25%	7.51%
VA	1	$ 271,271	0.21%	0.01%
VI	1	$ 856,111	0.21%	0.02%
Grand Total	**483**	**$ 3,554,690,999**		

TRAMS SYSTEM OVERVIEW

The Basics – System & Browser

- TrAMS works in multiple browsers; your experience will differ based on browser and version.
- You can also use Tablet or Smart phone.
- Appian has an application you can download, but is not required to access TrAMS.

Workflow & User Role Orientation

- A Workflow is a sequence of actions.
- A specific User (or Role Group) is responsible for completing each action.
- The User Role identifies who can do what actions.

TrAMS Recipient Roles

TrAMS/Roles & Functions
User Manager
Developer
Submitter**
Civil Rights
Official**
Official**
Attorney**
Requires Official & Attorney Roles**
FFR Reporter
MPR Reporter
*** Requires a PIN*

*Pinning of Certifications & Assurances requires **Official & Attorney** roles!*

FFR/MPR Reporter

- Submitter
  - Can submit Close outs
  - Can submit Budget Revisions
- FFR Reporter
  - Prepares and submits Federal Financial Reports
- MPR Reporter
  - Prepares and submits Milestone Progress

FTA User Roles

Two key FTA User Roles to be aware of are:

1. Pre- Manager: This is the person who works with the recipient from application development to .
2. Post- Manager: This is the person who works with the recipient after the .

**For some recipients, this may be the same person.*

TrAMS AWARD MODIFICATION OVERVIEW

Award Modifications

There are two types of award modifications:

1. Budget Revision
2. Amendment

Award Modification Considerations: Amendments vs. Budget Revisions

- ✓ Amendment - significant change to:
  - ✓ Scope of work
  - ✓ Adding new additional funding
  - ✓ NEPA determination
- ✓ Budget Revision - no changes to:
  - ✓ Scope of work or purpose of award
  - ✓ Type/amount of federal funding

Application Considerations: Amendments vs. Budget Revisions

- ✓ Please review FTA Circular 5010.1E for specific details
- ✓ Coordination with FTA Pre- and Post- award managers is highly recommended.
  - ✓ Budget Revisions and Amendments (including Zero-Dollar amendments) may result in unforeseen consequences
  - ✓ FTA staff can review your details and advise as to the best action

Budget Revision

(Guidance in 5010.1E)

- Budget Revisions are allowed if there is no change in the award purpose, scope codes, and/or total Federal funding
- Some Budget Revisions require prior FTA approval and some do not, but all awards must be reconciled based on final expenditures and project costs which would require an FTA approved budget revision
  - See FTA Circular 5010.1E for allowable Budget Revision requirements, and the rules governing when prior FTA approval is needed or not

Budget Revision

- Budget Revisions require prior FTA approval if:
  - For equipment, the federal share of the revision exceeds $150,000 and the change in the cumulative amount of funds is >20% from latest approved budget by FTA
  - Funds are transferred between ALIs with different match ratios or between capital/operating/planning activities (change in FPC code)
  - You want to change the ratio of federal and local match within an ALI
  - Any changes to an award under a competitive funding program

Budget Revision

- Budget revisions require prior FTA approval if:
  - The addition or deletion of an ALI to an existing scope included in the award, provided that the request does not change the amount of Federal funds in the original award or change the scope of the project contained in the award
    - Note: Budget revisions must meet all federal requirements including STIP and NEPA requirements

Amendment

- An Amendment is required when:
  - There is a change in scope, such as:
  - Adding a new scope code

    OR
  - There is a change in overall purpose and scope of work

    OR
  - When new/additional Federal funds are added to an existing award

    OR
  - If the change will cause a Scope to be zeroed out

Amendments are just like a new application and are subject to the same requirements as a new application (NEPA, FTA review, etc.)

Budget Revision Example

Scenario:

- The transit agency's annual preventive maintenance is projected to be $100,000 short of what is programmed in the award.
- The award contains operating expenses that are currently running less than expected.

Award Budget

Budget Item			FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
114-00	BUS: SUPPORT EQUIP AND FACILITIES		$44,000.00	$11,000.00	$55,000.00	21
	11.42.07	ACQUIRE - ADP HARDWARE	$16,000.00	$4,000.00	$20,000.00	9
	11.42.08	ACQUIRE - ADP SOFTWARE	$12,000.00	$3,000.00	$15,000.00	4
	11.42.09	ACQUIRE - MOBILE SURV/SECURITY EQUIP	$16,000.00	$4,000.00	$20,000.00	8
117-00	OTHER CAPITAL ITEMS (BUS)		$450,000.00	$112,500.00	$562,500.00	1
	11.7A.00	PREVENTIVE MAINTENANCE	$450,000.00	$112,500.00	$562,500.00	1
300-00	OPERATING ASSISTANCE		$1,021,594.00	$1,021,594.00	$2,043,188.00	1
	30.09.03	SPECIAL RULE - OPERATING ASSISTANCE /1 - 75 BUSES	$1,021,594.00	$1,021,594.00	$2,043,188.00	1
991-00	SECURITY EXPENDITURES		$16,000.00	$4,000.00	$20,000.00	8
	11.42.09	ACQUIRE - MOBILE SURV/SECURITY EQUIP	$16,000.00	$4,000.00	$20,000.00	8

Budget Revision Example

TrAMS Steps:

Select award Related Actions to access budget revision action tab:

Budget Revision Example

Related Actions Steps for Budget Revision:

1. Modify Budget Revision Details
2. Budget Revision Activity Line Items
3. Validate and Submit Budget Revision

Budget Revision Example

Modify Budget Revision Details

Budget Revision Guidance

What is a Budget Revision?

Per FTA Circular 5010.1D: A budget revision is any change within the scope that has impact on budget allocation of the original grant. A budget revision may be a transfer of funds within a project scope or between existing activity line items (ALIs) within an approved grant. It could also include the addition or deletion of an ALI.

Additional guidance can be found at the following webpages:

FTA Circular 5010.1D
http://www.fta.dot.gov/legislation_law/12349_8640.html
http://www.fta.dot.gov/legislation_law/12349_8640.html

Budget Revision Examples
http://www.fta.dot.gov/documents/Budget_Revision_Examples.docx
http://www.fta.dot.gov/documents/Budget_Revision_Examples.docx

Budget Revision Information

Budget Revision Reasons

- [x] Modify FTA Funding Across Existing Scopes
- [ ] Modify FTA Funding Within Existing Scope
- [ ] Modify Non-FTA Funding for Existing Scopes
- [ ] Modify Quantities for Existing ALI

Select one or more

Revision Description

06/23/2016 - BR #1. Projected annual preventive maintenance costs will be higher than programmed. This budget revision request is to move $100,000 from ALI 30.09.03 Operating Assistance to ALI 11.7A.00 Preventive Maintenance. The operating costs are less than expected and moving the requested funds from Operating Assistance will not affect the completion of this project.

Select Continue at bottom of screen

Budget Revision Example

Budget Revision Activity Line Items:

1. Select the Existing Line Item

☐	SC-90-X282-01	117-00 OTHER CAPITAL ITEMS (BUS)	11.7A.00 PREVENTIVE MAINTENANCE		$451,000.00	$451,000.00	$563,750.00	$563,750.00
☑	SC-90-X282-01	300-00 OPERATING ASSISTANCE	30.09.03 SPECIAL RULE - OPERATING ASSISTANCE /1 - 75 BUSES		$1,781,594.00	$1,781,594.00	$3,563,188.00	$3,563,188.00

1-7 of 7

2. Revise Line Item Details

Line Item Details

Original Quantity
1

Revised Quantity
1

Original Extended Budget Description
Amendment #1 - This will fund Operating expenses for the period 7/1/2014 - 3/31/16. State AD & OP cost = $60,584

Ops percentage of total FTA amount = 67.40%

Updated Extended Budget Description
06/23/2016 - BR #1. Moving $100,000 in Federal dollars to ALI 11.7A.00 Preventive Maintenance to cover costs of unanticipated annual PM costs. The current Operating Costs are less than programmed. Moving these funds will not affect the completion of these activities. After BR is approved this Line Item

Budget Revision Example

Budget Revision Activity Line Items:

3. Revise Funding Information

Funding Information

FTA Funding Source
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)

Award FTA Funding Amount
$1,781,594.00

Award Non-FTA Amount
$1,781,594.00

Award Total Eligible Cost
$3,563,188.00

FTA Funding Source
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)

Revised FTA Funding Amount
$1,681,594.00

Revised Non-FTA Amount
$1,681,594.00

Revised Total Eligible Cost
$3,363,188.00

4. Saving Line Item => Select Close After Saving

Milestones

Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date ↓	Description
Beginning Expenditure	7/1/2015			This will fund operating expenses beginning 7/1/2014.
Final Expenditure	3/31/2016			Amendment #1 - Operating/Administration of system from 7/1/15 through 3/31/16. This will fund operating expenses for the period 7/1/2014- 6/30/2015.

Budget Revision Example

Budget Revision Activity Line Items:

1. Select the Existing Line Item

☑	SC-90-X282-01	117-00 OTHER CAPITAL ITEMS (BUS)	11.7A.00 PREVENTIVE MAINTENANCE		$451,000.00	$551,000.00	$563,750.00	$688,750.00
☐	SC-90-X282-01	300-00 OPERATING ASSISTANCE	30.09.03 SPECIAL RULE - OPERATING ASSISTANCE /1 - 75 BUSES		$1,781,594.00	$1,681,594.00	$3,563,188.00	$3,363,188.00

1-7 of 7

2. Revise Line Item Details

Line Item Details

Original Quantity
0

Revised Quantity
0

Original Extended Budget Description
Amendment #1 - Preventive maintenance or the period July 1, 2015 through March 31 2016 - No State funding associated with this ALI. Federal funding should be from our FY 14 allocation

Updated Extended Budget Description
06/23/2016 - BR#1. Increasing Preventive Maintenance costs by $100,000 in Federal dollars to cover unanticipated annual PM costs from ALI 30.09.03 Operating Assistance. Operating expenses are currently less than programmed and moving these funds to this ALI will not affected the completion of that project. After Budget Revision is approved, the project costs will be $551,000 Federal and $137,750 Local with a total project cost of $688,750

Budget Revision Example

Budget Revision Activity Line Items:

3. Revise Funding Information

Funding Information

FTA Funding Source
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)

Award FTA Funding Amount
$451,000.00

Award Non-FTA Amount
$112,750.00

Award Total Eligible Cost
$563,750.00

FTA Funding Source
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)

Revised FTA Funding Amount
$551,000.00

Revised Non-FTA Amount
$137,750.00

Revised Total Eligible Cost
$688,750.00

4. Saving Line Item => Select Close After Saving

Milestones

Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date ↓	Description
FY14 $$ Beginning Expenditure	7/1/2015			Amendment # 1 Additional period of performance for Preventive Maintenance program to cover period 7/1/15 - 3/31/16 using FY 14 allocation
FY14 $$ Ending Expenditure	3/31/2016			Amendment # 1 Additional period of performance for Preventive Maintenance program to cover period 7/1/15 - 3/31/16 using FY 14 allocation

Save Line Item | Zero Out Line Item | Cancel

Budget Revision Example

Validate and Submit Budget Revision

Step 1. Update Project Information?

TRAINING

Summary
News
Related Actions ▸
Points of Contact
Application Control Totals
Application Projects

Budget Revision | Update Project Info? (Step 1 of 3)

If you would like to update project-specific information before proceeding such as Narratives, Environmental Findings, or Documents, click on the project name below to be re-directed to that project's Summary page.

Otherwise, click the 'Continue with Submission' button to move forward.

Projects for Application

Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
SC-90-X282-01	Capital and Operating for FY2014-2015	$4,780,438	Nov 30, 2015	

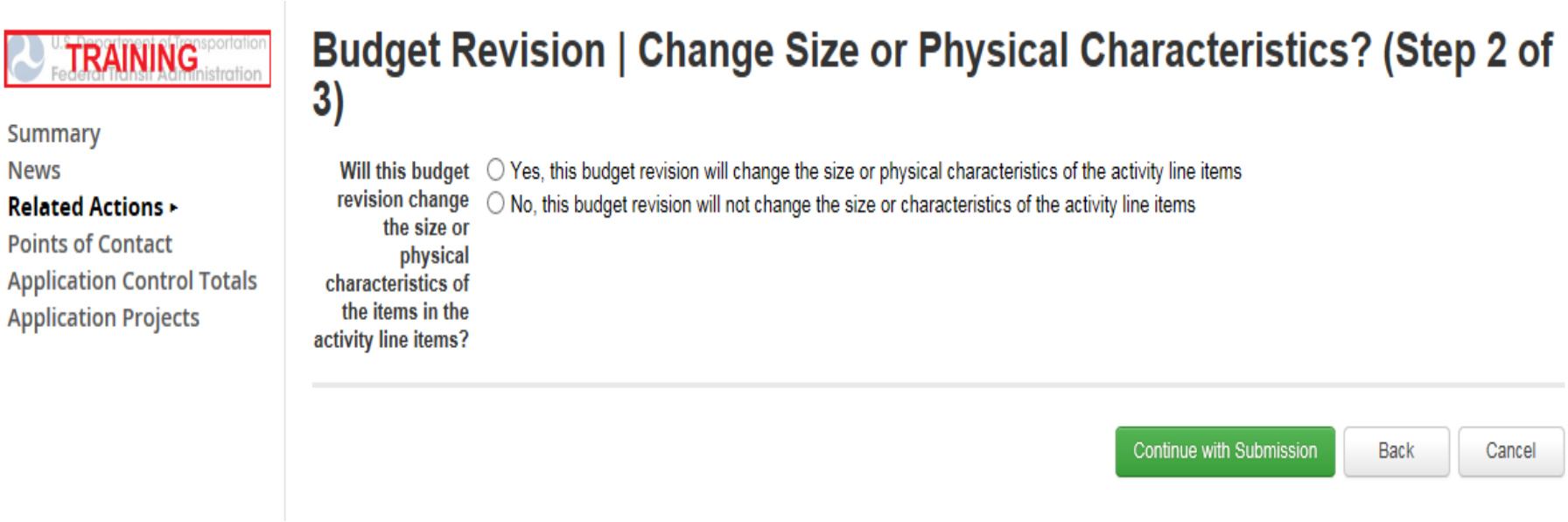
Continue with Submission | Cancel

Select Continue with Submission

Budget Revision Example

Validate and Submit Budget Revision

Step 2. Change Size or Physical Characteristics?



Select Continue with Submission

Budget Revision Example

Validate and Submit Budget Revision

Step 3. Submit Budget Revision

TRAINING

Summary
News
Related Actions ▸
Points of Contact
Application Control Totals
Application Projects

Budget Revision | Submit Budget Revision (Step 3 of 3)

Award Summary

Recipient Name	CRPTA - WACCAMAW REGIONAL TRANSPORTATION AUTHORITY	Award Name	Capital and Operating for FY2014-2015
Recipient ID	5526	Award Number	SC-90-X282-01

Budget Revision Summary

Revision Status	Pending	Created Date	3/7/2016 4:47 PM GMT+00:00
Revision Number	1	Created By	robert.flaay124@yahoo.com

Revision Reasons
- [x] Modify FTA Funding Across Existing Scopes
- [ ] Modify FTA Funding Within Existing Scope
- [ ] Modify Non-FTA Funding for Existing Scopes
- [ ] Modify Quantities for Existing ALI

Revision Description: 06/23/2016 - BR #1. Projected annual preventive maintenance costs will be higher than programmed. This budget revision request is to move $100,000 from ALI 30.09.03 Operating Assistance to ALI 11.7A.00 Preventive Maintenance. The operating costs are less than expected and moving the

Select Continue at Bottom of page

Budget Revision Example

Success – pat yourself on the back!

TRAINING

Summary
News
Related Actions ▸
Points of Contact
Application Control Totals
Application Projects

Budget Revision | Submitted

Success!

Federal Award ID Number SC-90-X282-01 budget revision has been submitted to FTA for review.

Close

Zero Dollar Budget Revisions

- These do not change any of the federal funding amounts
  - The Budget Revision Narrative can be used to introduce new information to an award:
    - Provide a Useful Life to an asset purchased by the award that exceeds $5,000 in value
    - Extend the Period of Performance End Date of the award
  - A Zero Dollar Budget Revision can be used to change the local funding share of an ALI without affecting the award's federal share.

Budget Revisions Best Practices

- Be descriptive!
  - Use the Budget Revision Narrative to state why the transfer of funds is necessary, which ALI's are losing funds, and which are gaining funds.
  - A single short sentence is usually not enough to explain the purpose or action of the budget revision.

Budget Revisions Best Practices

- Double-check the finances
  - Be sure that the Scopes and ALI's which will be decreased have not already been spent down. If a change to a Scope or ALI will result in negative funds remaining, errors may occur.
  - Don't forget to change the local match too!

Budget Revisions Best Practices

- Use Budget Revisions prudently
  - A typical award is subject to a few (but not many!) Budget Revisions during its lifetime.
  - If Budget Revisions for an award are being submitted frequently, particularly for small amounts each time, it may be a sign that the award's budget was not structured properly at the time of application.

Questions?

TrAMS REPORTING OVERVIEW

TrAMS Reporting

1. The system will generate tasks to the FFR/MPR reporter groups
2. Recipient completes tasks and submits MPR/FFR to FTA
3. FTA will query and complete review
4. FTA can return the MPR/FFR and re-task the recipient to update and resubmit
5. FTA will be notified it was resubmitted for review and mark review complete

TrAMS Reporting

- Q: Is there an Order to Complete the MPR and FFR Tasks?
  - Nope! They are independent actions.
- Q: Will I get reminder notifications to finish my task?
  - Yep! And frequently (20, 10, 5, 0 days until due…) This may be adjusted in the future.
- Q: I forgot to submit my report, why do I see what I started in the current cycle task?
  - If you start to work on a report, or your report is returned and you do not resubmit it…WHATEVER is there last is captured and moved forward to the next cycle to be updated.

Reporting in TrAMS

- Quarterly or Annual Reports - due **30** days after the end of the reporting period
  - *Always on the 30th day of the reporting month…even if there are 31 days in the month!*
  - Federal Financial Report
  - Milestone Progress Report

Reporting Annually vs. Quarterly

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/regulations-and-guidance/policy-letters/66091/fta-policy-letter-risk-based-reporting-policy-10-09-17.pdf

Reporting Timeframes

- Quarters follow the Federal Fiscal Year

Reporting Period	Reporting Period	Reports Due Date
1st Quarter	October 1-December 31	1/30
2nd Quarter	January-March 31	4/30
3rd Quarter	April-June 30	7/30
4th Quarter	July-September 30	10/30
Annual	October 1- September 30	10/30

Frequency of Reports

- **Quarterly** reports may be returned for corrections and resubmitted up until the day prior to the next reporting period (when the next Task is issued), provided it not marked as 'Reviewed' by FTA*.
- **Annual** reports must be submitted on time. There are no extensions for Annual reporters. (Due Oct 30)

* *Once the report is marked 'Reviewed', it may not be returned for further corrections and must be reconciled in the next report. Past reports cannot be corrected!*

TrAMS Reporting

- **EXAMPLE:** Quarter 3 Report (April, May, June)
  - Task is issued on July 1
  - Report is Due on July 30
  - Task remains available until September 30 for approved late submissions or corrections and final FTA review; up until the next task is issued.

FFR – Federal Financial Report

Federal Financial Report (FFR)

- The purpose of the FFR is to provide a current, complete and accurate financial picture of the award
- Some lines are calculated on the cash basis of accounting, while others are calculated based on the accrual basis
- FFR's must be submitted for all active awards
- Submitted electronically in TrAMS system

Federal Financial Report (FFR)

- **Must contain following elements:**
  - All financial facts relating to scope and purpose of each reporting period
  - Up-to-date financial data
  - Should be based on supporting documentation maintained in recipients financial system
  - Data derived from accounts maintained on consistent, periodic basis – any major changes must be explained
  - Reporting terminology consistent with application

Federal Financial Report (FFR)

Common FFR Questions

- ✓ Cash vs. Accrual Basis of Accounting
- ✓ Program Income
- ✓ Unliquidated Obligations
- ✓ Initial FFR

Federal Financial Report (FFR)

Cash vs. Accrual Basis of Accounting

- **Cash Basis of Accounting**
  - Revenue is recorded when received, rather than when earned
  - Expenses recorded when paid rather than incurred
  - ONLY DONE IN LINES A-D
- **Accrual Basis of Accounting**
  - Revenue recorded when earned rather than when received.
  - Expenses recorded when incurred instead of when paid
  - REMAINDER OF FFR

Federal Financial Report (FFR)

Program Income

- Gross income directly generated by award supported activity, or earned only as a result of the award agreement.
- Includes:
  - Fees for services performed
  - Use or rental of real or personal property acquired with award funds
  - Sale of commodities or items fabricated under an award
  - Payments of principal and interest on loans made with award funds.
- Uses:
  - Recipients can keep and use for capital and operating expenses
  - May not be used to reduce local share of the award from which it was earned, but may be used in future awards.

Federal Financial Report (FFR)

Program Income Reporting

- Reported in Lines P-U of the FFR
- Current FTA policy on reporting of Program Income in FFR:
  - Recipients do not need to track and report program income at the individual award level
  - Program income totals can be reported cumulatively in one application's FFR

Federal Financial Report (FFR)

Unliquidated Obligations

- Funding commitments that have been incurred, but for which outlays have not yet been recorded, because goods and services have not yet been received.
- Binding contracts are unliquidated obligations
- Reported in Lines I and J

Federal Financial Report (FFR)

Initial FFR

- If you requested Pre-Award authority then you must submit an initial FFR
- If you have not incurred costs, enter $0 expenditures
- If you have incurred pre-award costs, enter those expenses in Lines F (Fed) and G (Recipient)
- Enter unliquidated obligations in lines I (Fed) and J (Recipient) for contracts executed but not yet invoiced
- Task is generated by TrAMS after award
- Must be done BEFORE execution task is generated

Overview of FFR

Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	$0	$0	$0
B. Federal Cash Receipts	$6,550,538	$0	$6,550,538
C. Federal Cash Disbursements	$6,550,538	$0	$6,550,538
D. Federal Cash on Hand at End of Period (A + B - C)	$0	$0	$0
E. Total Federal Funds Authorized			$10,557,344
F. Federal Share of Expenditures	$7,449,089	$0	$7,449,089
G. Recipient Share of Expenditures	$1,862,274	$0	$1,862,274
H. Total Expenditures (F + G)	$9,311,363	$0	$9,311,363
I. Federal Share of Unliquidated Obligations			$46,503
J. Recipient Share of Unliquidated Obligations			$11,626
K. Total Unliquidated Obligations (I + J)			$58,129
L. Total Federal Share (F + I)			$7,495,592
M. Unobligated Balance of Federal Funds (E - L)			$3,061,752
N. Total Recipient Share Required			$2,639,336
O. Remaining Recipient Share to be Provided [N - (G + J)]			$765,436
P. Federal Program Income on Hand at Beginning of Period			$0
Q. Total Federal Program Income Earned			$24,501
R. Federal Program Income Expended in accordance with the deduction alternative			$0
S. Federal Program Income Expended in accordance with the addition alternative			$0
T. Federal Program Income Expended on allowable Transit Capital and Operating expenses			$24,501
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			$0

FFR Lines A-D

Financial Status Log

Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	$0	$0	$0
B. Federal Cash Receipts	$1,912,646	$28,131	$1,940,777
C. Federal Cash Disbursements	$1,912,646	$28,131	$1,940,777
D. Federal Cash on Hand at End of Period (A + B - C)	$0	$0	$0

Federal Financial Report (FFR)

Line by Line

- Line A (Federal Cash on Hand at Beginning of Period):
  - Will be the same as Line D from the previous period's report.
  - Should always be $0, except in rare cases. (Example: a draw on the one day before the end of the reporting period).
  - If Line A is not $0, provide an explanation in the comment box.
  - Can never be greater than Line E-Total Federal Funds Authorized

Federal Financial Report (FFR)
Line by Line

- Line B (Federal Cash Receipts):
  - Will be the amount of actual Federal funds drawn during the reporting period for eligible expenses (up to the end date of the period).
  - This will be entered in the "Current" column.
  - This amount should be reported on a *cash* basis (<u>not</u> on an *accrual* basis).
  - Can never be greater than Line E-Total Federal Funds Authorized

Federal Financial Report (FFR)

Line by Line

- Line C (Federal Cash Disbursements):
  - Will be the amount of actual Federal funds disbursed by the recipient for eligible expenses during the reporting period (up to the end date of the period).
  - The Three-Day Rule means that all funds drawn from the (Line B) must be disbursed no later than three business (3) days later. Recipients should not hold onto the cash from ECHO draws.
  - This amount should be reported on a *cash* basis (<u>not</u> on an *accrual* basis).
  - Can never be greater than Line E-Total Federal Funds Authorized

Federal Financial Report (FFR)

Line by Line

- Line D (Federal Cash on Hand at End of Period [A + B – C]):
  - Should always be $0, except in rare cases. (Line B should almost always be equal to Line C).
  - If Line D is not $0, provide an explanation in the comment box explaining why the drawdown was made prematurely or other reason for the excess cash.
  - Line D can never be negative, either in the Current column or the Cumulative column.
  - **TrAMS will automatically calculate this field.**

FFR Lines E-O

E. Total Federal Funds Authorized			$10,557,344
F. Federal Share of Expenditures	$7,449,089	$0	$7,449,089
G. Recipient Share of Expenditures	$1,862,274	$0	$1,862,274
H. Total Expenditures (F + G)	$9,311,363	$0	$9,311,363
I. Federal Share of Unliquidated Obligations			$46,503
J. Recipient Share of Unliquidated Obligations			$11,626
K. Total Unliquidated Obligations (I + J)			$58,129
L. Total Federal Share (F + I)			$7,495,592
M. Unobligated Balance of Federal Funds (E - L)			$3,061,752
N. Total Recipient Share Required			$2,639,336
O. Remaining Recipient Share to be Provided [N - (G + J)]			$765,436

Federal Financial Report (FFR)
Line by Line

- Line E (Total Federal Funds Authorized):
  - This is the total amount of Federal funds in the award, including amendments.
  - No other Lines involving federal funds should be greater than Line E
  - **TrAMS will automatically populate this field.**

Federal Financial Report (FFR)

Line by Line

- Line F (Federal Share of Expenditures):
  - Of the total project costs to date, enter the amount of Federal participation.
  - Expenditures are the total project costs (less any rebates, refunds, or other credits) incurred on the *accrual* basis of accounting.
  - Should not be **less than** Line B (Federal Cash Receipts). Line F should be **greater than** or **equal to** Line B.
  - If Line F is less than Line B, this indicates an Overdraw situation and will be flagged by the FTA reviewer.
  - Can never be greater than Line E-Total Federal Funds Authorized

Federal Financial Report (FFR)

Line by Line

- Line F (Federal Share of Expenditures) cont.
  - Example of expenditures are:

1. The sum of cash disbursements for direct charges for property and services
2. The amount of indirect expense incurred
3. The amount of in-kind contributions
4. Net increase or decrease in Accounts Payable or Accrued Expenses (invoices received but not paid yet).

Federal Financial Report (FFR)
Line by Line

- Line G (Recipient Share of Expenditures):
  - Of the total project costs to date, enter the amount the recipient is paying for.
  - Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions.

Federal Financial Report (FFR)
Line by Line

- Line G (Recipient Share of Expenditures) cont:
  - The ratio of Line F to Line G should be similar to (or, preferably, match) the ratio of Federal to Local match in the award (example: 80% federal / 20% local).
  - The recipient's share of expenditures should be entered on the *accrual* basis of accounting.
  - On the **final** report, this line should be equal to the Total Recipient Share Required (Line N).

Federal Financial Report (FFR)
Line by Line

- Line H (Total Expenditures [F + G]):
  - Total of all expenditures (total project costs) as of the end of the reporting period.
  - **TrAMS will automatically populate this field.**

Federal Financial Report (FFR)

Line by Line

- Line I (Federal Share of Unliquidated Obligations):
  - Enter the Federal portion of unliquidated obligations (binding commitments entered into for goods and services **not yet received**) as of the end of the reporting period.
  - On the **final** report, this line should be $0.
  - The unliquidated obligations should be entered on the *accrual* basis of accounting.
  - Can never be greater than Line E-Total Federal Funds Authorized

Federal Financial Report (FFR)

Line by Line

- Line J (Recipient Share of Unliquidated Obligations):
  - Enter the recipient share of unliquidated obligations as of the end of the reporting period.
  - The unliquidated obligations should be entered on the *accrual* basis of accounting.
- Line K (Total Unliquidated Obligations [I + J]):
  - Total of binding commitments recipient has entered into for goods and services **not yet received**.
  - **TrAMS will automatically populate this field.**

Federal Financial Report (FFR)
Line by Line

- Line L (Total Federal Share [F + I]):
  - The total FTA is expected to contribute to the Total Project Costs.
  - It equals the sum of the **Federal Share of Expenditures** and the **Federal Share of Unliquidated Obligations**.
  - **TrAMS will automatically populate this field.**

Federal Financial Report (FFR)
Line by Line

- Line M (Unobligated Balance of Federal Funds [E - L]):
  - Equals the Federal share of the that recipient has <u>not</u> dedicated towards a binding commitment.
  - **TrAMS will automatically populate this field.**

Federal Financial Report (FFR)

Line by Line

- Line N (Total Recipient Share Required):
  - This amount represents the total required recipient (recipient) share for the including amendments.
  - The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by FTA.
  - 'Cumulative' column should <u>never</u> be less than the sum of Lines G and J.
  - **TrAMS will automatically populate this field.**
- Line O (Remaining Recipient Share to Be Provided [N – (G + J)]):
  - Should never be negative (indicates an error and TrAMS will not accept)
  - **TrAMS will automatically populate this field**

FFR Lines P-U

P. Federal Program Income on Hand at Beginning of Period			$0
Q. Total Federal Program Income Earned			$24,501
R. Federal Program Income Expended in accordance with the deduction alternative			$0
S. Federal Program Income Expended in accordance with the addition alternative			$0
T. Federal Program Income Expended on allowable Transit Capital and Operating expenses			$24,501
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			$0

Federal Financial Report (FFR)

Line by Line

- Lines P through U (Program Income):
  - These lines represent the gross income received by the recipient or subrecipient,
    - directly generated by a supported activity,
    - OR earned only as a result of the agreement during the period.
  - Examples: income from (1) fees for services performed, (2) from the use or rental of real or personal property acquired with funds, (3) from the sale of advertising and concessions, and (4) from the sale of commodities or items fabricated under an agreement.

Federal Financial Report (FFR)
Line by Line

- Lines P through U (Program Income) cont.:
  - **Line R** is used only in special instances like non-profits (should normally be $0).
  - You cannot input amounts into both **Line R** and **Line T**. TrAMS will allow input into only one of those fields.
  - FTA recipients are not authorized to use **Line S**
  - **Line T** is program income expended on allowable capital and operation expenses for transit.
  - **Line U** equals [P+Q-(R or T)] and should be $0 (i.e. all program income is fully expended).

Federal Financial Report (FFR)

Areas of Special Attention

- The information entered as "Current" must match the "Project Funds Status" or "Funds Status" of the for the most recent 3-month reporting period.

Financial Status Log

Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	$0	$0	$0
B. Federal Cash Receipts	$1,912,646	$28,131	$1,940,777
C. Federal Cash Disbursements	$1,912,646	$28,131	$1,940,777
D. Federal Cash on Hand at End of Period (A + B - C)	$0	$0	$0

Example: Q2 2018 FFR

Federal Financial Report (FFR)

Areas of Special Attention

Award Funding - Transaction View

PO Number	Project Number	UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date ↑	Transaction Type	Amount
[redacted]	[redacted]		65000	2005.47.03.31.1	00	9/21/2010	Disbursement	$4,636.00
[redacted]	[redacted]	[redacted]	65000	2005.47.03.31.1	00	3/8/2018	Disbursement	$28,131.00
[redacted]	[redacted]	[redacted]	65000	2005.47.03.31.1	00	5/18/2018	Deobligation	$1,876.00

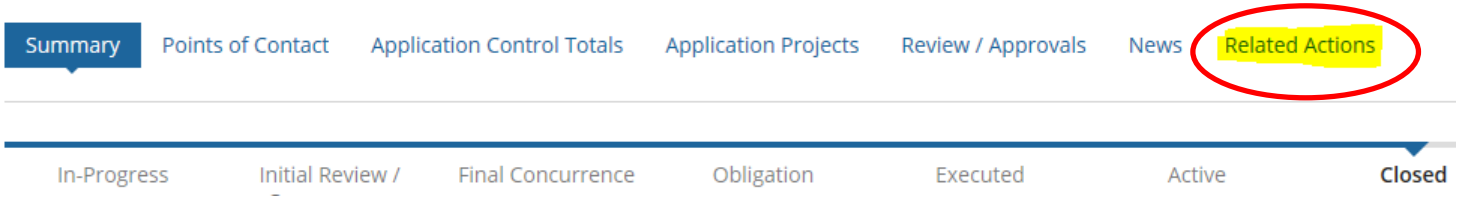
Example: Funds Status from TrAMS

- Disbursements during period January through March 2018 match the amount reported in the "Current" column of the Q2 2018 FFR.

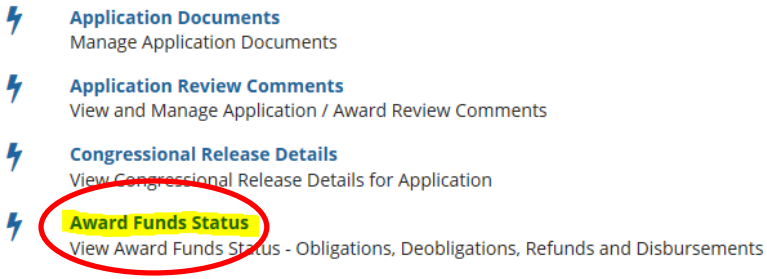
Federal Financial Report (FFR)

Areas of Special Attention

- Where can you find the Funds Status?
  - Select "Related Actions" from the Award's "Summary"



  - Then, select "Award Funds Status" from the list of available



Federal Financial Report (FFR)

Areas of Special Attention

- FTA focuses on the ECHO Disbursements which occurred during the most recent Reporting Period
  - Project or Funding Summary
  - Project Funding – Transaction History or Application Transaction History
    - Transactions from dates within the most recent reporting period.
    - Transaction Date – click and make sure the arrow is pointing down; it will show the order of the disbursements from the most recent date.

Award Funding - Transaction View

PO Number	Project Number	UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date ↓	Transaction Type	Amount
[redacted]	[redacted]	[redacted]	65000	2005.47.03.31.1	00	5/18/2018	Deobligation	$1,876.00
[redacted]	[redacted]	[redacted]	65000	2005.47.03.31.1	00	5/18/2018	Authorized Disbursement	($1,876.00)
[redacted]	[redacted]	N/A	65000	2005.47.03.31.1	00	3/8/2018	Disbursement	$28,131.00
[redacted]	[redacted]		65000	2005.47.03.31.1	00	9/21/2010	Disbursement	$4,636.00

Federal Financial Report (FFR)

Areas of Special Attention

- Disbursements in the Funds Status should match with the Cumulative Federal Cash Receipts in the FFR (not including Disbursements made **after** the FFR reporting period).

Award Funding Summary

PO Number	Funding Source	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance
[redacted]	49 USC 5309 - Bus and Bus Facilities (FY2005 and prior)	$1,942,653.00	$1,876.00	$1,940,777.00	$0.00	$0.00

Financial Status Log

Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	$0	$0	$0
B. Federal Cash Receipts	$1,912,646	$28,131	$1,940,777
C. Federal Cash Disbursements	$1,912,646	$28,131	$1,940,777
D. Federal Cash on Hand at End of Period (A + B - C)	$0	$0	$0

MPR – Milestone Progress Report

Milestone Progress Report (MPR)

- The MPR is the primary written communication between the recipient and FTA
- Must be submitted for all active/executed awards
- Especially important for Inactive and 95-100% Disbursed awards:
  - Inactive Awards
    - 3 years since obligation AND
    - 12 months w/no drawdowns
  - 95-100% Disbursed
    - When awards reach this level of disbursement, recipients need should be identifying for the FTA how and when these applications will be moving to closeout

Milestone Progress Report (MPR)

Milestone Progress Reports contain:

- ✓ Current status of each ALI
- ✓ Narrative description of projects and any problems
- ✓ Detailed discussion of all budget/schedule changes
- ✓ Dates of expected or actual requests for bid, delivery, etc.
- ✓ Active completion dates
- ✓ Revised estimated completion dates when original dates are not met
- ✓ Explanation of why scheduled dates not met
- ✓ Analysis of significant project cost variances
- ✓ A list of all outstanding claims over $100k, and any claims settled during reporting period
- ✓ Potential and executed change orders over $100k
- ✓ Claims or litigation involving third party contracts
- ✓ Updates on real property acquisitions

Milestone Progress Report (MPR)

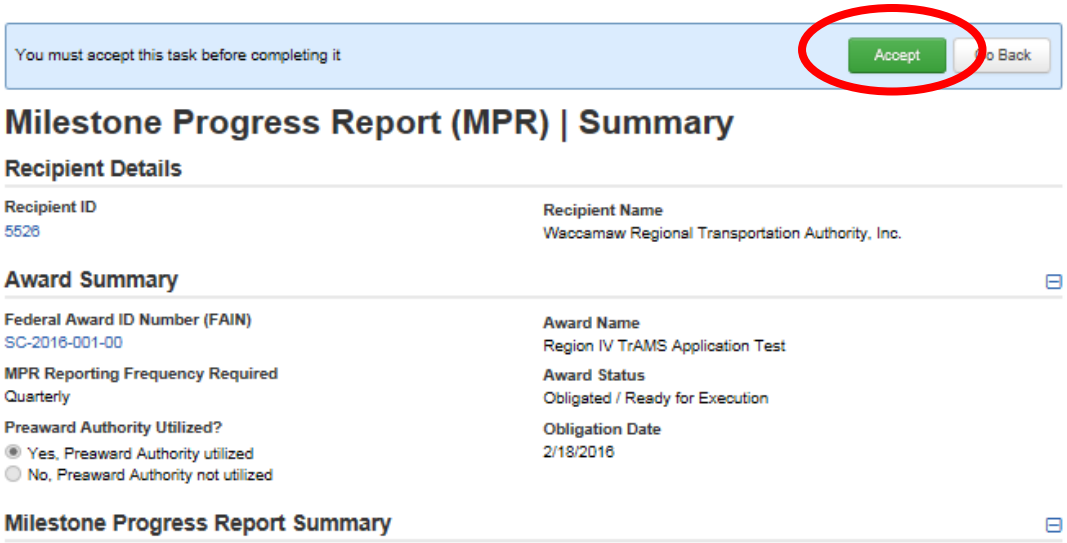
Task Acceptance

- Tasks are generated for all users in the FFR/MPR Reporter Role groups

Milestone Progress Report (MPR)

Task Acceptance

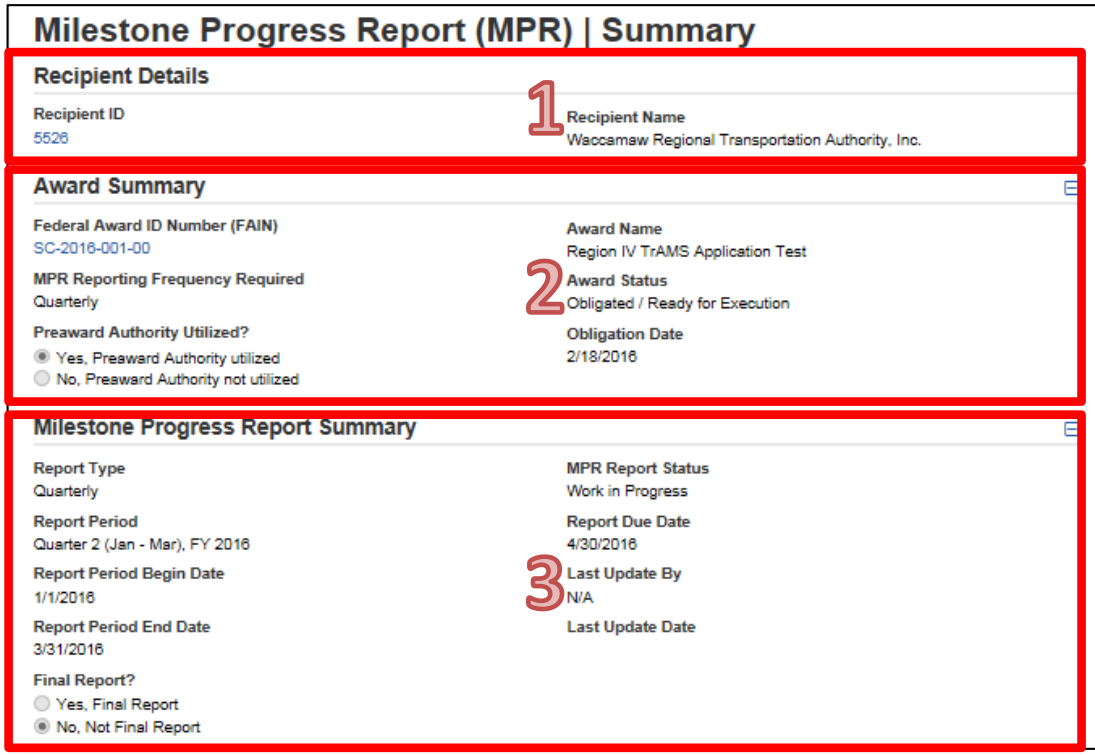
- Once a specific task is selected, the user must first choose to "**Accept**" the task
- When a task is "**Accepted**" by an individual user, it will no longer be available to any other FFR or MPR Reporter.
- If a task is "**Accepted**" in error, an individual user can return the task to the larger group by selecting "**Close Task**" at the bottom of the page:



Milestone Progress Report (MPR)

Summary Information

1. Recipient Details
   - From Recipient Section.
   - Link available to take user to Recipient Profile.
2. Summary
   - Details about the application.
   - Link available to application.
3. MPR Summary
   - Details on the MPR being filed. These fields are auto-generated.
   - The final report section cannot be changed here. When an application is ready for closeout, the workflow will allow the user to complete a final report.



Milestone Progress Report (MPR)

Summary Information

4. Overview/MPR Overview Remarks

- Similar to the "Project Status Overview" section of the MPR from TEAM.
- Provide as much detail as possible, explaining project progress during the reporting period or providing reasons for inactivity (Mandatory field)
- This section should provide an overview of the activities taking place in the application.

5. List of Line Items

Award Overview

MPR Overview Remarks

4

Provide details about overall progress of this award including all projects within the award

List of Line Items

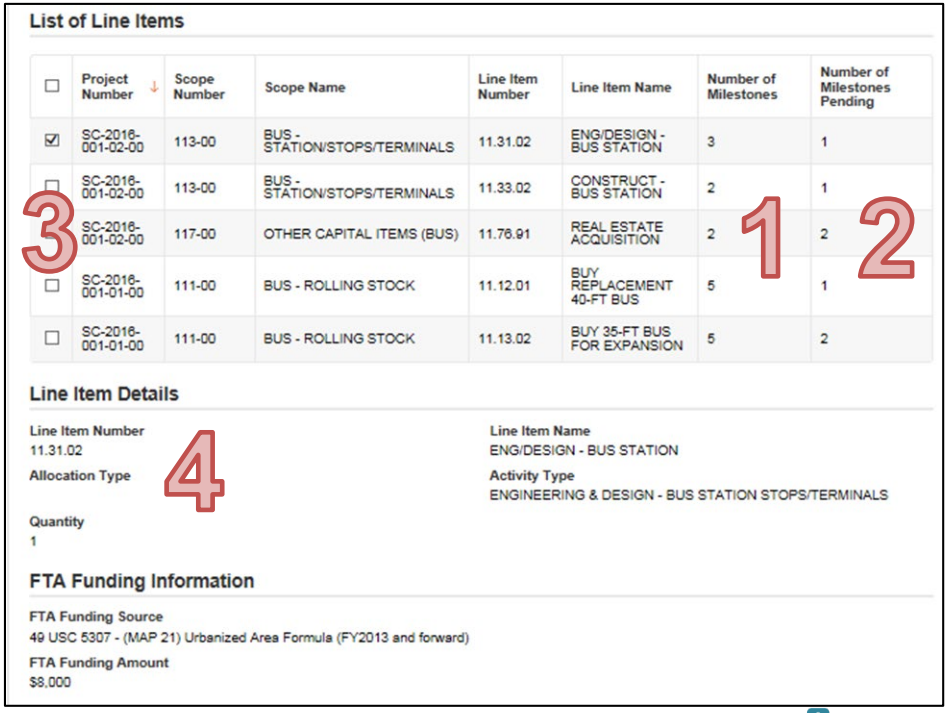
5

☐	Project Number	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
☐	SC-2016-001-02-00	113-00	BUS - STATION/STOPS/TERMINALS	11.31.02	ENG/DESIGN - BUS STATION	3	1
☐	SC-2016-001-02-00	113-00	BUS - STATION/STOPS/TERMINALS	11.33.02	CONSTRUCT - BUS STATION	2	1
☐	SC-2016-001-02-00	117-00	OTHER CAPITAL ITEMS (BUS)	11.76.91	REAL ESTATE ACQUISITION	2	2
☐	SC-2016-001-01-00	111-00	BUS - ROLLING STOCK	11.12.01	BUY REPLACEMENT 40-FT BUS	5	1
☐	SC-2016-001-01-00	111-00	BUS - ROLLING STOCK	11.13.02	BUY 35-FT BUS FOR EXPANSION	5	2

Milestone Progress Report (MPR)

MPR Data

1. Number of Milestones
   - Shows the total number of milestones for a particular ALI.
2. Number of Pending Milestones
   - Shows the number of **out of date milestones** for a particular ALI.
   - **Out of date milestones** are those that expired prior to the end of the noted reporting period (i.e. before March 31 for Quarter 2).
3. Line Item Selection
   - Selecting the box next to the ALI will allows you to edit the milestones for the given ALI.
4. Line Item Details
   - This section is generated when a specific ALI is selected



List of Line Items

Project Number	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
SC-2016-001-02-00	113-00	BUS - STATION/STOPS/TERMINALS	11.31.02	ENG/DESIGN - BUS STATION	3	1
SC-2016-001-02-00	113-00	BUS - STATION/STOPS/TERMINALS	11.33.02	CONSTRUCT - BUS STATION	2	1
SC-2016-001-02-00	117-00	OTHER CAPITAL ITEMS (BUS)	11.76.91	REAL ESTATE ACQUISITION	2	2
SC-2016-001-01-00	111-00	BUS - ROLLING STOCK	11.12.01	BUY REPLACEMENT 40-FT BUS	5	1
SC-2016-001-01-00	111-00	BUS - ROLLING STOCK	11.13.02	BUY 35-FT BUS FOR EXPANSION	5	2

Line Item Details

Line Item Number
11.31.02

Line Item Name
ENG/DESIGN - BUS STATION

Allocation Type

Activity Type
ENGINEERING & DESIGN - BUS STATION STOPS/TERMINALS

Quantity
1

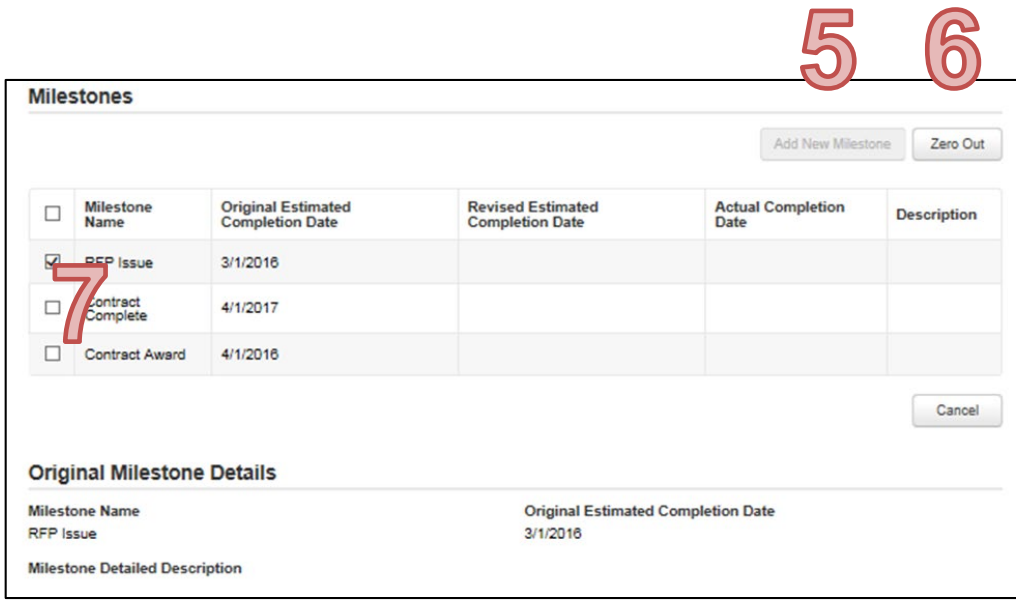
FTA Funding Information

FTA Funding Source
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)

FTA Funding Amount
$8,000

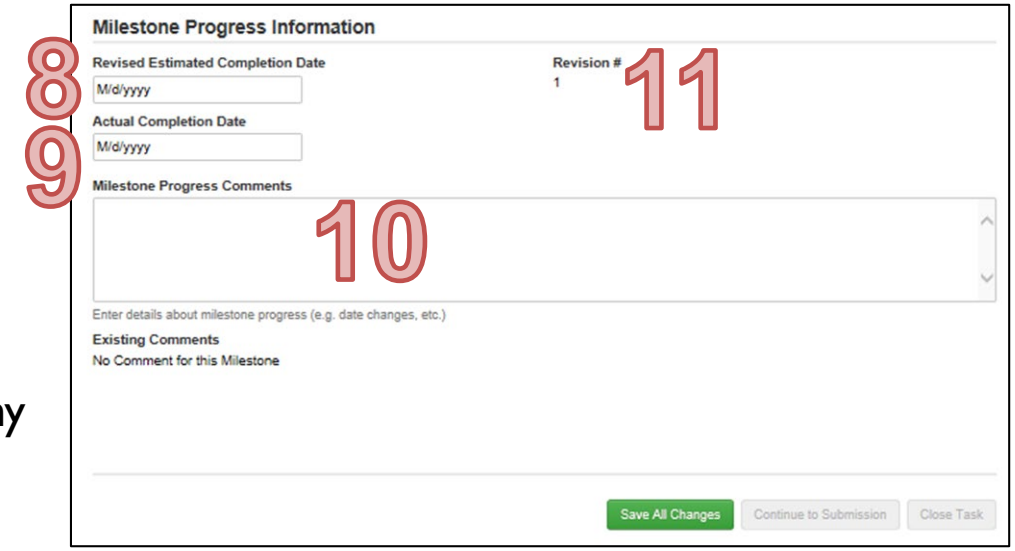
MPR Data (2/4)

5. Add New Milestone
    - Allows a new milestone to be added to an ALI.
6. Zero Out Milestone
    - Similar to deleting a milestone, but the history does not go away.
    - Will leave a note in the application that the milestone was "zeroed out" on a particular date.
7. Milestone Selection
    - Selecting the box next to the specific milestone will allow you to make the necessary changes.



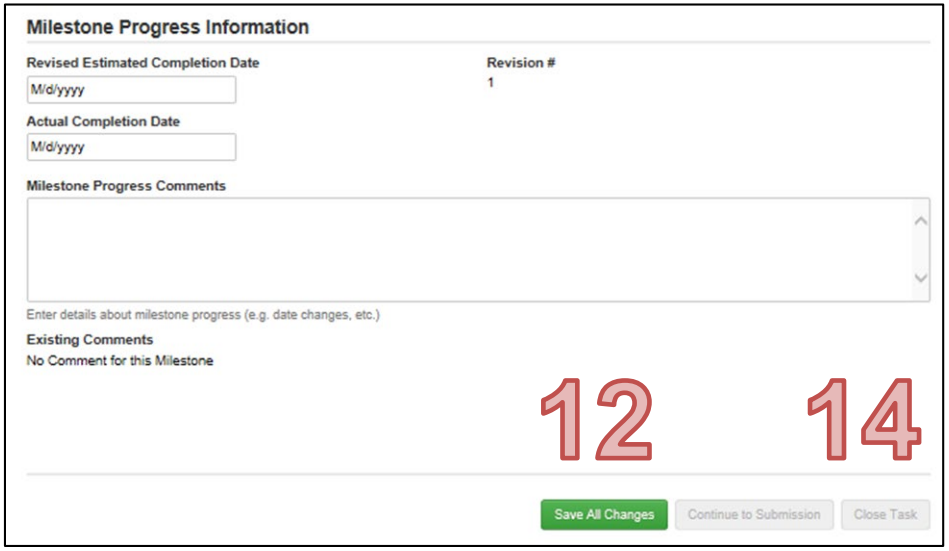
MPR Data (3/4)

8. Revised Estimated Completion Date
    - Enter if date needs to be revised.
9. Actual Completion Date
    - Enter if milestone has been completed.
10. Milestone Progress Comments
    - If a milestone is revised this box MUST be completed.
    - Must provide an explanation for why the milestone had to be changed.
11. Revision #
    - Tracks the number of revisions to a particular milestone.



MPR Data (4/4)

12. Save All Changes
    - Saves changes made in the MPR.
13. Continue to Submission
    - When completed with updates, this selection will be available to move forward to report submission.
14. Close Task
    - Closes task and returns it to MPR Reporter role group.

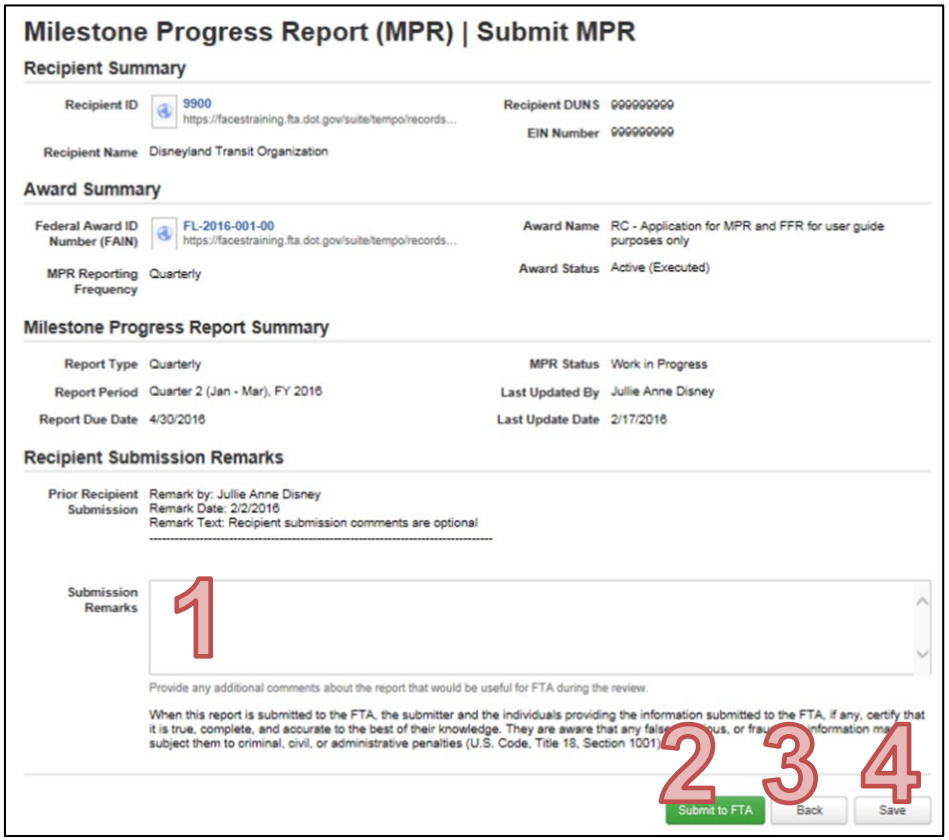


13

Please check if all the required data have been included per C. 5010.1E (pp. III-6~7)

Submit MPR Screen

1. Recipient Submission Remarks
   - Not required.
   - Should be included if there is any other information that should be conveyed to FTA in regards to this MPR.
2. Submit to FTA
   - Submits the MPR to FTA for review.
3. Back
   - Return to previous screens for edits.
4. Save
   - Saves Remarks added on this screen, and allows the same user to come back and make further changes.



MPR Submitted!

Don't forget to click "Close" button!

Revising Milestones (1/2)

- When revising Milestones dates, Revised Completion dates should **NOT** be set later than the Period of Performance (POP) end date.
  - If there is a need to extend an ALI after the POP, then a budget revision must be submitted to extend the POP to March 30, two years past the last milestone date.
    - The extended time will allow for resolving any change orders, contract closeouts, and final administrative closeout preparations.

Revising Milestones (2/2)

- If revising a Milestone's date to move forward in the future, you **must** look at the subsequent Milestones and provide revised dates if necessary to keep the chronological order of the Milestones and properly reflect the time necessary between Milestones to complete project activities.

- If revising a Milestone's date causes the Milestone schedule to get out of order without correcting the subsequent Milestones, the MPR will be returned by the reviewer for correction.

Questions?

AWARD CLOSEOUTS

Closeouts

- When ready to close an award, the recipient must submit:
  - Final FFR
  - Final MPR
  - Final budget
  - If necessary, a request to de-obligate funds

- Note: FTA may unilaterally initiate closeout if the award is inactive and the recipient is unresponsive

Closeout Example

Related Actions => Create Closeout Amendment

TRAINING

Summary
News
Related Actions ▸
Points of Contact
Application Control Totals
Application Projects

Records / Applications / Awards

SC-2016-001-00 | Region IV TrAMS Application Test Follow

Application Documents
Manage Application Documents

Application Details
Manage Application Details

View-Print Application
Generate View/Print for Application

Execution & Award Summary
View Execution Summary and Award Agreement

Create Budget Revision
Initiate Budget Revision for Award

View-Print Budget Change History
Generate View-Print for Budget Revision

Create Amendment
Initiate Amendment for Active Executed Award

Create Closeout Amendment

Closeout Example

Closeout Amendment Creation/Summary Page

Award Information

Award Number
SC-2016-001-00

Award Name
Region IV TrAMS Application Test

Award Status
Active (Executed)

Executed Date
Apr 26, 2016

Award Funds Status

Unliquidated Balance
This Application/Award has unliquidated funds of $120,000. This amount does not include pending disbursements requested within the past two business days. Unliquidated funds shall be deobligated in the full amount specified above.

PO Number	Project Number	Scope Code / Suffix	Account Class Code / FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
SC-90-X303	SC-2016-001-01-00	111-00 / A1	2014.25.90.91.2 / 00	$16,000	$0	$0	$0	$16,000
SC-90-X303	SC-2016-001-02-00	117-00 / A3	2014.25.90.91.2 / 00	$16,000	$0	$0	$0	$16,000
SC-90-X303	SC-2016-001-02-00	113-00 / A2	2014.25.90.91.2 / 00	$88,000	$0	$0	$0	$88,000

Continue With Closeout Request | Cancel Closeout Request

Select Continue With Closeout Request

Closeout Example

Closeout Amendment Summary Page

Provides detailed close out process guidance

Close Out Amendment Information

Close Out Reasons

- [ ] All approved activities are completed and/or applicable Federal funds expended
- [ ] All applicable Federal funds expended
- [x] Funds are no longer needed to accomplish the grant purpose
- [ ] Determined that the project has been essentially completed and/or approved funds have been substantially drawn down

Select One or More Options

Close Out Remarks

Due to annual fiscal financial constraints, the local match for the projects in this grant could not be secured; therefore, the funds are no longer needed to accomplish the projects in this grant.

Provide detailed explanation for this close-out

This Grant Close out will be recorded under the name of:

Close Out By Robert Flaay

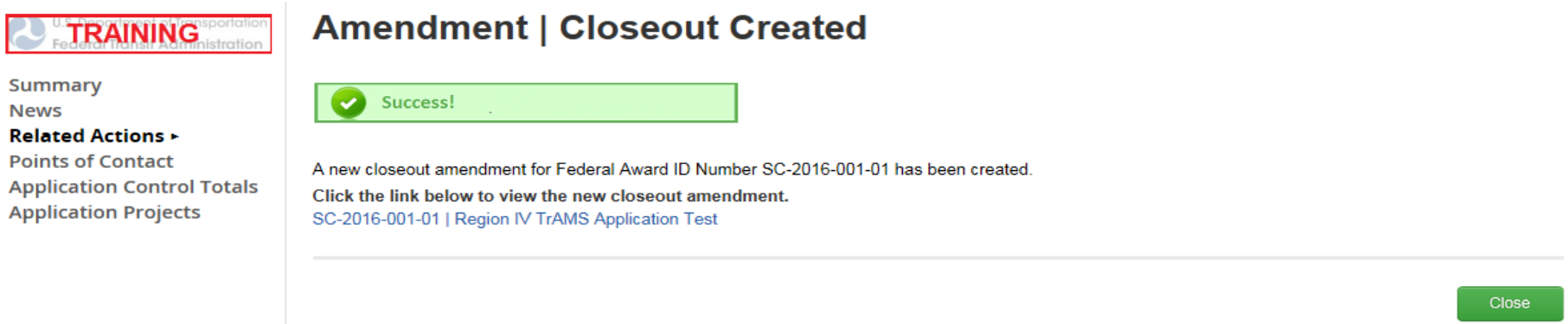
Close Out Date Jun 28, 2016

Create Close Out Amendment | Cancel

Select Create Close Out Amendment

Closeout Example

Amendment Closeout Created



1. Create Final Budget
2. Create Final FFR
3. Create Final MPR
4. Deobligate remaining funds, if needed

Closeout Example

Related Actions => Closeout Budget Reconciliation

- Summary
- News
- **Related Actions ▸**
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Generate View/Print for Application

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View Execution Summary and Award Agreement

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View and Manage Application / Award Review Comments

Closeout Details
Manage Details for Closeout Amendment

Closeout Budget Reconciliation
Manage Budget Reconciliation for Closeout Amendment

Validate and Submit Closeout

Closeout Example

Step 1 of 3 – Closeout Budget Reconciliation

Allows last changes to ALIs, Local & In-kind match

TRAINING

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Application | Step 1 of 3 - Closeout Budget Reconciliation

Recipient Details

Recipient ID
5526

Recipient Name
Waccamaw Regional Transportation Authority, Inc.

Award Summary

Recipient Name
Waccamaw Regional Transportation Authority, Inc.

Recipient ID
5526

Award Name
Region IV TrAMS Application Test

Federal Award ID Number (FAIN)
SC-2016-001-01

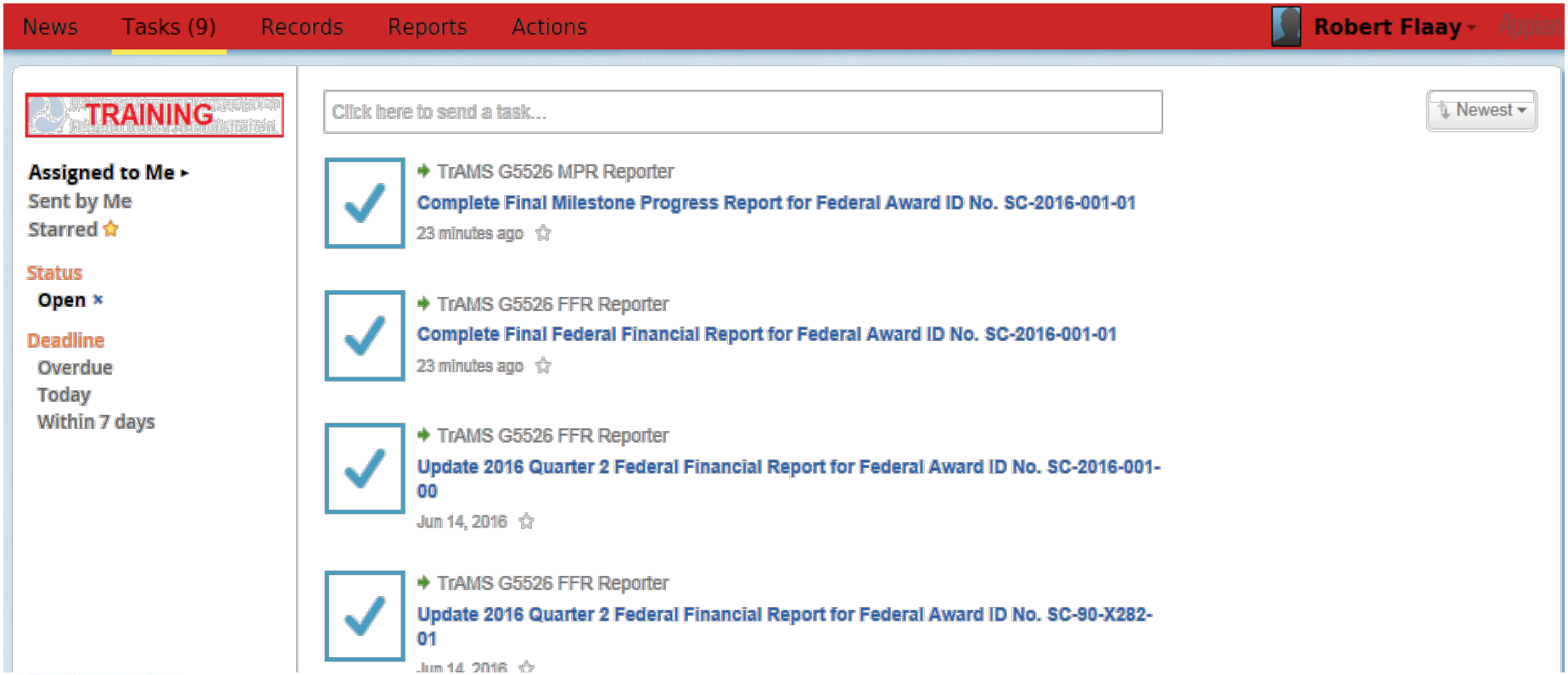
Funding Summary

Funding Source	Original Amount	Difference	Final Amount
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	$120,000.00	$0.00	$120,000.00

Select Save Line Item

Closeout Example

Budget Reconciliation Success will prompt two tasks in TrAMS for Final FFR and MPR



Closeout Example

Final Milestone Adjustments per ALI

- Each milestone needs an actual completion date

List of Line Items

☐	Project Number	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
☑	SC-2016-001-02-01	113-00	BUS - STATION/STOPS/TERMINALS	11.31.02	ENG/DESIGN - BUS STATION	3	1
☐	SC-2016-001-02-01	113-00	BUS - STATION/STOPS/TERMINALS	11.33.02	CONSTRUCT - BUS STATION	2	1
☐	SC-2016-001-02-01	117-00	OTHER CAPITAL ITEMS (BUS)	11.76.91	REAL ESTATE ACQUISITION	2	1
☐	SC-2016-001-01-01	111-00	BUS - ROLLING STOCK	11.12.01	BUY REPLACEMENT 40-FT BUS	5	2
☐	SC-2016-001-01-01	111-00	BUS - ROLLING STOCK	11.13.02	BUY 35-FT BUS FOR EXPANSION	5	3

Provide Final Milestone Dates => Submit to FTA

Milestones

Add New Milestone | Zero Out

☐	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
☐	RFP Issue	3/1/2016		3/1/2016	
☐	Contract Complete	4/1/2017		6/27/2016	
☐	Contract Award	4/1/2016		6/27/2016	

Closeout Example

Accept Task for Final FFR

Complete All Lines of the Final FFR

Federal Financial Report Summary

Report Type	Quarterly	Report Period Begin Date	4/1/2016
Report Period	Quarter 3 (Apr - Jun), FY 2016	Report Period End Date	6/28/2016
Report Due Date	6/28/2016		
Final Report?	(●) Yes, Final Report ( ) No, Not Final Report		

Status Log

Status	Updated Date	Updated By
Work in Progress	6/28/2016	appian.administrator

Indirect Expense

Type	N/A	Period From	M/d/yyyy
Rate	0%	Period To	M/d/yyyy
Base	$0	Amount Charged	$0
		Federal Share	$0

Closeout Example

Complete Final MPR & FFR and submit them to FTA
Find Closeout Amendment in TrAMs through Search Applications/s
Search by Status: Active /Ready for Closeout

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Waccamaw Regional Transportation Authority, Inc. | Application Search Results

Applications

FAIN	Application Name	Last Updated By	Last Updated Date	Status
SC-2016-001-01	Region IV TrAMS Application Test	robert.flaay124@yahoo.com	6/28/2016 2:53 AM GMT+00:00	Active Award / Ready for Closeout

Search Again | Close

Closeout Example

Related Actions => Validate and Submit Closeout

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Manage Budget Reconciliation for Closeout Amendment

Validate and Submit Closeout
Validate and Submit Closeout for FTA Review

Closeout Example

Validate/Submit Closeout provides Closeout Details

If everything looks good, select Submit to FTA

Closeout Details

Created Date 6/28/2016 2:46 AM GMT+00:00

Created By robert.flaay124@yahoo.com

Closeout Reason

- ☐ All approved activities are completed and/or applicable Federal funds expended
- ☐ All applicable Federal funds expended
- ☑ Funds are no longer needed to accomplish the grant purpose
- ☐ Determined that the project has been essentially completed and/or approved funds have been substantially drawn down

Closeout Remarks Due to annual fiscal financial constraints, the local match for the projects in this grant could not be secured; therefore, the funds are no longer needed to accomplish the projects in this grant.

Award Funds Status

Unliquidated Balance This Application/Award has unliquidated funds of $120,000 This amount does not include pending disbursements requested within the past two business days. The funds shall be deobligated in the full amounts specified in the 'Unliquidated Balance' column below.

er	Project Number	Cost Center	Scope Code / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
	SC-2016-001-01-00	65000	111-00 / A1	2014.25.90.91.2 / 00	00	$16,000	$0	$0	$0	$16,000
	SC-2016-001-02-00	65000	117-00 / A3	2014.25.90.91.2 / 00	00	$16,000	$0	$0	$0	$16,000
	SC-2016-001-02-00	65000	113-00 / A2	2014.25.90.91.2 / 00	00	$88,000	$0	$0	$0	$88,000

Closeout Example

Successful Closeout Amendment Submission

TRAINING

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Close Out Amendment | Confirmation!

Confirmation

The close out amendment for Award Number SC-2016-001-01 has been submitted to FTA for review.

Close

Search Application/ Status

TRAINING

Waccamaw Regional Transportation Authority, Inc. | Application Search Results

Applications

FAIN	Application Name	Last Updated By	Last Updated Date	Status
SC-2016-001-01	Region IV TrAMS Application Test	robert.flaay124@yahoo.com	6/28/2016 4:05 AM GMT+00:00	Active Award / Closeout Requested

Search Again | Close

Questions?

Helpful Resources

- ✓ TrAMS User Guide: helps recipients navigate TrAMS
- ✓ TrAMS Webpage: includes webinars and tip sheets.
- ✓ FTA TRO-4 Trainings: includes pre-, MPR/FFR, and others.
- ✓ FTA Regulations & Guidance
- ✓ FTA Apportionments: identify amount of funds available to a State and/or urbanized areas.
- ✓ Final Circulars: guidance for FTA and related programs.

TrAMS User Guide

- ✓ Excellent initial reference for TrAMS related questions.
  - ✓ Often contains answers to common questions.

- ✓ Contains helpful information for many functions:
  - ✓ User roles & capabilities
  - ✓ Executing Certifications & Assurances
  - ✓ Application development, transmission and submission
  - ✓ And many others!

FTA TrAMS HelpDesk

- May troubleshoot system errors
  - Helpful to include screenshots of error, where applicable
  - Contact via email or phone

HelpDesk Contact Information:

FTA.TrAMS.Help@DOT.GOV

(877) 561-7466

Meeting Recap

- ✓ Final Questions?
- ✓ Action Items?
- ✓ Thank you!