

FEDERAL TRANSIT ADMINISTRATION

FTA Transit Award Management System (TrAMS) User Guide Recipient

Version 2.10

OCTOBER 2022





Revision History	Date	Summary of Changes	Author
2.0	1/15/2021	Version 2.0 of the Recipient version of the TrAMS User Guide was assembled from various earlier versions of the user guide and other supplemental source documentation.	Leslie Thomas, Paul Zaic, et al.
		 The overall structure was reorganized to focus on instruction for the TrAMS system 	
		 Section Headers were updated for internal consistency and to follow naming conventions in the system itself 	
		 Sections not pertinent to Recipient users were trimmed out 	
		 Sections in need of future updates were identified 	
		Outdated material was removed	
2.1	5/6/2021	Added or Updated the following:	Jae Hu Kim,
		 5.2.1.1.1.5 Related Action: Application Review Comments 	David Von Berg, Nidhi Arora, Paul Zaic
		• 5.2.1.1.1.6 Related Action: View Period of Performance Changelog	
2.2	8/26/2021	Added or Updated the following:	Jae Hu Kim,
		 3.0 Getting Started – Updated language to reflect switch to multi-factor authentication (login.gov) 	Nidhi Arora, Paul Zaic
		 4.4 Civil Rights Management – Overhauled this sub-section of Recipient Organization Management to reflect 2021 update of Civil Rights modules in TrAMS 	
		 Updates to Program Status names and related rules 	
		 Updates to streamline the submissions process via the Civil Rights Information related action 	

Document Revision History

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Revision History	Date	Summary of Changes	Author
		 Updates to Document Types available for Program Plan uploaded and related rules Updates to DBE Reporting 	
2.3	10/22/2021	 4.3 View Recipient Organization Records – Updated screenshots 5.2.1.1 Action: Create Application – Updated Application Name Character Limit 5.2.1.1.1.2 Related Action: Application Details – Updated screenshots 	TrAMS Development Team
2.4	11/27/2021	 3.0 Getting Started: Updated to reflect new TrAMS layout 4.2 Search Recipient Organization Records: Updated to reflect new TrAMS layout 4.4 Civil Rights Management: Updated to reflect new TrAMS layout 5.1 Application / Award Overview: Updated to reflect new TrAMS layout 5.4.2 Search for FFRs and MPRs: Updated to reflect new TrAMS layout 5.5.1.5 Additional Ways to Check the Change in Period of Performance End Date: Added "View Period of Performance Changelog" as a way to check Period of Performance End Date 8.0 Reports: Updated to reflect new TrAMS layout 8.1 Reports Overview: Updated description in "Table 1: TrAMS Reports" 	TrAMS Development Team
2.5	1/14/2022	 Removed references to Tempo and replaced outdated pictures across the user guide to reflect the change to Sites 	TrAMS Development Team

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Revision History	Date	Summary of Changes	Author
		 Section 6 Recipient Organization Management will be updated in the next version of the user guide to reflect both the change to Sites and the SAM UEI updates 	
2.6	4/1/2022	 SAM Unique Entity Identifier (UEI): Updated images and text throughout the guide to reflect the transition to SAM UEI from DUNS 3.3.7.5 Managing Filters: Added a new section for management of custom filters on certain grids throughout TrAMS 4 Recipient Organization Management: Updated images throughout to reflect transition from Tempo to Sites 	TrAMS Development Team
		 5.2.1.5 Related Action: Apply Estimated Indirect Costs: Added a new section for this new application related action 5.3 Application Review, Award, and Execution: Overhauled this section to better represent the recipient point of view 	
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2.9	08/11/2022	 5.2.1.10.4 Related Action: Budget Activity Line Items and Milestones: Updated text to add discretionary applications 	TrAMS Development Team
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Revision History	Date	Summary of Changes	Author
		 deprecated DOL document type for No Material Change 5.2.1.3: Related Action: Application Details: Updated text ad screenshots to display the 5 new fields added to Application Details 5.2.1.12: Related Action: Validate and Transmit Application: Updated the table with validation for 5 new fields added to application details 5.5.2.1: Amendment: Updated text and screenshots for Application Details to reflect the 5 new fields added 5.5.3: Closeout Amendment: Updated the validation messages to include the validation for the 5 new fields added to Application Details 	



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1 About this User Guide

The Transit Award Management System (TrAMS) User Guide is a technically-focused manual intended to help users understand the system and perform work within it. Readers of this guide will learn basic navigation, system terminology, management of different system records, workflow progression, and other skills necessary to master the system.

This guide does not provide business guidance. Readers will encounter many references to business terminology, explanations of the Application to Award lifecycle, and familiar forms and reports, but only as it is necessary to help learn how to accomplish their work in TrAMS. The guide lays out many system rules, such as when a certain field is available, or which user roles may access certain actions. However, the guide does not define business rules or best practices, such as when it might be appropriate to take one action over another.

For best practices and other guidance, readers of this guide should refer to FTA circulars or FTA Regional Offices.



2 TrAMS Overview

The Federal Transit Administration (FTA) as part of the U.S. Department of Transportation (DOT) provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems. Financial assistance to states and local transit providers (from here on referred to as recipients) is provided through federal grants and cooperative agreements. Recipients of these federal funds are responsible for managing their programs in accordance with federal requirements, and the FTA is responsible for ensuring that the recipients of these funds follow federal mandates along with statutory and administrative requirements. The Transit Award Management System (TrAMS) is a webbased tool that was developed to allow recipients to apply for federal funds, manage their programs in accordance with federal requirements, and provide the FTA with a method to review, approve, control, and oversee the distribution of funds.

The TrAMS application is based on the Appian platform. The platform provides workflow control though role-based access and by assigning 'Tasks' to the appropriate 'User Roles' when a particular step in a grant's life cycle should be performed. Recipients initiate the grants process within the TrAMS application and are notified by email of any assigned tasks. Access to specific TrAMS grant functions are restricted to only be available during certain times within the grant's life cycle and to users who are allowed to perform those tasks.

2.1 Recipients in TrAMS

The TrAMS system maintains information on each recipient organization, the organizations compliance with eligibility requirements for awards, and the users within their organization.

Recipient Organization profile information is automatically imported from the System for Award Management (SAM). Any changes to organizations information such as name, address, phone, emails, contact information, etc. must be made in SAM. Additional organizational information including, Congressional Districts, Fleet, Point of Contact and Union, Direct Recipient and Sub-allocation information is updated using TrAMS functionality. When applying for a grant, all required organizational information is taken from the Recipients organizations record.

To apply for FTA grants, recipients must ensure that they are in compliance with required civil rights programs. Using TrAMS, recipients must annually submit their Certification and Assurance that they adhere to the program standards. Through TrAMS they document, manage, and verify compliance to Equal Employment Opportunity (EEO), Title VI, and Disadvantage Business Enterprise (DBE) programs.

Each user within a recipient organization is provided with a unique 'User Name' for accessing TrAMS. Their user name is linked to one of more 'User Roles' that controls the information that they are allowed to view and update in TrAMS. Each organization has one or more users that have been granted the role of 'User Manager'. The 'User Manager' is able to manage the access to TrAMS for their organization, including adding new users, inactivating users, and assigning user roles. Each user role is linked to a specific subset of allowed activities and linked to assigned tasks as a grant moves through its life cycle.



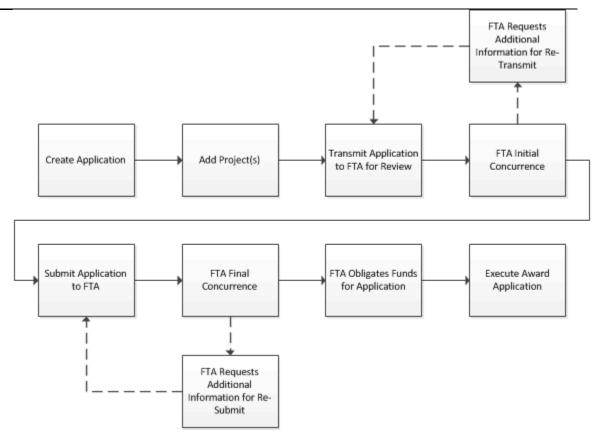
2.2 Grant Life Cycle in TrAMS

Using TrAMS a designated user representing the recipient organization will draft an application to begin the TrAMS Grant Life Cycle. Recipients will need to provide a high-level overview of the general purpose of the grant and answer some general questions regarding the purpose of the request. The recipient will then be required to add more specific information regarding the specifics of a grant by adding one or more projects. Projects within TrAMS allow for adding the details associated with an application including such items as location of project, type of work to be performed, environmental findings, funding source, funds requested, and expected project milestones. Additionally, TrAMS allows recipients to upload supporting documentation both on a project level and at the application level. Once a project is complete the system will perform a validation on the project to verify its completeness. After all projects for an application have been completed and validated, the system will perform a final validation on the application prior to the recipient being able to submit it for an initial FTA review.

Each recipient organization belongs to one of 10 regional FTA offices. Applications submitted to the FTA in TrAMS are transmitted to the recipients' local regional office. A pre-award manager from the regional office will be assigned to review the application for completeness and accuracy. The pre-award manager will use TrAMS to assign any additional required reviews (environmental, civil rights, and technical). These additional reviewers will receive a TrAMS task to log their concurrences or objections and provide any additional feedback. After all requested reviews have been completed TrAMS will notify the pre-award manager and assign him a new task to complete. The pre-award manager may at this point assign a task to the recipient to make changes or comments to their application or have TrAMS assign the application its Federal Award Identification Number (FAIN). Once the FAIN has been assigned the recipient will receive an email indicating that they have received initial approval of their application and that they have been assigned a task to submit the final application.

After submission has occurred the pre-award manger will receive a task to determine and assign any additional reviews that need to take place and request that funds are reserved. Again, tasks will be assigned to additional regional reviewers to log their concurrences or objections along with a task to the regional reservationist to reserve the funds. Once more TrAMS will allow the pre-award manager to route the application back to the recipient for additional changes if necessary. Following the completion of the approval process the regional Administrator will receive a task to approve and obligate the funds for the award. A user designated as the recipient 'Official' will receive a task to accept the award. At this point the award will be executed and will move into a post award phase of grant.





During the post-award phase, the recipient organization will be required to fulfill the terms of the award. Each award requires the recipient to provide a Federal Financial Report (FFR) and a Milestone Progress Reports (MPR). Frequency of these reports depends on the size of the recipient organization, the type of funding, and the amount of the funding. The TrAMS application will maintain the required frequency of these reports for each grant and will assign a task to the recipient prior to their due dates. Both the FFR and the MPR report will be created within the TrAMS application. Upon their completion they will be forwarded to FTA for review and will be maintained within the system throughout the life of the grant.

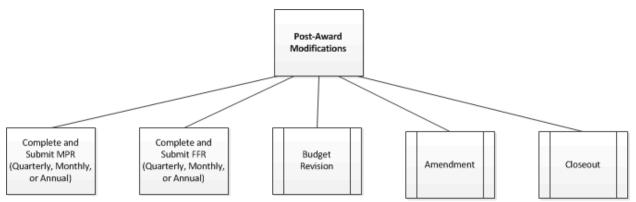
Required modifications to any grant are also maintained, reviewed, and approved using TrAMS. Three different types of changes to grants are available using TrAMS, Budget Revisions, Grant Amendments, and Administrative Amendments. Budget Revisions may be initiated by the recipient for changes that do not involve changes to scopes and funding of the grant. For changes to the scope or funds the recipient may initiate a Grant Amendment. When an amendment has been initiated, TrAMS will send the request through a full cycle of FTA reviews and approvals similar to the initial grant approval process. An Administrative Amendment is initiated by the FTA and will be used to modify grant name changes, clarify or modify terms and conditions of the grant or make funding adjustments to the grant.

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Once all activities of a grant have been completed or all Federal funds expended the recipient must request a 'Closeout' of the grant using the TrAMS application. The recipient will be required to submit within TrAMS a final version of their FFR and MPR reports. Any unexpended balance of Federal funds will automatically deobligated by TrAMS upon closing of the grant. The grant closeout process may also be initiated by FTA in the event that the FTA determines that there is a failure to comply with the terms and conditions, failure of the recipient to make progress, or if they determine the funds are no longer needed for various reasons.



Following the completion of the closeout process of a grant, all financial records, supporting documents, and any submitted reports associated with the grant shall remain available in TrAMS for review by both the FTA and the recipient organization.

2.3 Information Exchanges

TrAMS interacts with other FTA and government systems in maintaining recipient organization information and awarding and executing grants and cooperative agreements. TrAMS interacts directly or indirectly with the following systems:

- System of Award Management (SAM): TrAMS obtains recipient organization information from SAM via a nightly update that includes such information as: legal business name, addresses, phone numbers, emails, UEI (Unique Entity Identifier), TIN, Cage Numbers and SAM organization contact information. Some recipient information from SAM displays in TrAMS. Any updates to the recipient's SAM information must be made in SAM; and must be completed by the recipient organization.
- **Grant Notification System 'GNS'**: Applications funded from certain grant programs or discretionary funds are required to go through the Congressional Release Process. TrAMS transmits a file to GNS for these applications when they are ready to be awarded.
- **Financial Management System (FMS)**: FMS is the interface for financial transactions between TrAMS and Delphi, where award information is transmitted nightly.
 - Delphi elnvoicing System (DELPHI): FMS sends the award/obligation information to be processed by DELPHI. Delphi's ESC/E Invoicing (sub-system) is used for requests for drawdowns against cooperative agreements. Note: TrAMS does not directly interface with DELPHI.

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- **Electronic Clearing House Operation (ECHO):** Requests to draw downs against grants are processed through ECHO Web 2.0 application. ECHO Web 2.0 interacts with FMS to ensure that only obligated funds are distributed. Note: TrAMS does not directly interface with ECHO.
- **Oversight Tracking System (OTRAK):** TrAMS transmits a monthly report of Recipients and Total Obligations to OTRAK. OTRAK maintains oversight review information on recipient organizations.
- **USA Spending:** As mandated through the Federal Funding Accountability and Transparency Act, federal assistance award information shall be available for public access on the usa.spending.gov website. TrAMS transmits a file on semi-monthly basis to provide award information to the site.



3 Getting Started

3.1 User Management and Access

3.1.1 Getting Access

In order to access TrAMS, users will first need an account set up for them using the FTA Access Control and Entry System (FACES). FACES is the user creation and management system for each user on the FTA platform where TrAMS resides. FACES is used to manage security requirements. This includes authenticating users when they try to log in to the FTA platform, locking accounts, recertifying user accounts, etc. FACES is used to assign and manage the user roles that will dictate what users see and do in TrAMS.

The *FACES User Guide* offers more detailed step-by-step instructions for establishing and managing user roles as mentioned above. The following sections of this user guide provide more detailed information about users and user roles within TrAMS.

3.1.2 Initial Login to TrAMS

Once user roles have been established in FACES, users can log into TrAMS through a browser via https://faces.fta.dot.gov/suite/.

New FTA users should contact their FTA office/region's Local Security Manager (LSM) or Supervisor in order to obtain access to TrAMS. After the LSM or Supervisor has activated the user's account in TrAMS, the user will receive an email from TrAMS indicating that the account is ready for use.

New Recipient users should contact their organization's 'User Manager' in order to obtain access to TrAMS. After the User Manager has added the users contact information into TrAMS the user will receive an email from TrAMS indicating that the account has been created.

For login instructions, see the FACES User Guide.

3.1.3 Browser Support

The TrAMS web system may be accessed through a web browser.

The following web browsers are supported by TrAMS:

- Microsoft Edge
- Microsoft Internet Explorer
- Apple Safari
- Mozilla Firefox
- Google Chrome

3.1.4 User Roles

3.1.4.1 Introduction

There are three account types in TrAMS:

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- FTA User Roles
 - These consist of FTA employees and Federal Contractors.
- Recipient User Roles
 - These consist of individuals who are employed by or support a recipient organization.
 - Note that Recipient Users are also referred to as Organization Users in the FACES User Guide.
- DOL User Roles
 - These consist of Department of Labor employees.
 - Note that DOL Users are also referred to as External Users in the FACES User Guide

3.1.4.2 FTA User Roles

Each FTA office and region will have one or more users that have been assigned the 'Local Security Manager (LSM)' role. As the LSM, a user is able to create new TrAMS users, activate/deactivate/ reactivate users, edit user profiles, assign user roles, and review role change requests from Supervisors and recipient User Managers for approval. Access to perform these functions is limited to the users within the office/region who have the 'LSM' role assigned to them. Users in the LSM's same office/region assigned with the 'Supervisor' role typically serve as the LSM's facilitators through shared access to select user management privileges in the system such as creating new recipient users, activating FTA users, and updating user roles but with LSM approval.

TrAMS FTA User Roles		
User Role & Description	Available Actions	Tasks Assigned
Read Only - Anyone who needs a search and view only function (this includes data report queries)	 Search Applications/Awards Search Recipient Organizations Search FFR and MPR for Review Search DBE Report 	N/A
Note: This role should NOT be combined with other FTA user roles.	 Application Budget by ALI Report Application by Status Report Application Budget Report Cumulative Formula Apportionment Report (FYFAP Report) 	
	 Deobligation by Funding Source Report Discretionary Allocation Detail Report General Discretionary & Earmark 	
	Allocation ReportFFR Detail Report	

The following table lists the available user roles that may be assigned to FTA users. The table also identifies the system actions that these roles provide access to.

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TrAMS FTA User Roles			
User Role & Description	Available Actions	Tasks Assigned	
	 FYOBL2 Report Manage Earmark & Discretionary Allocations (VIEW ONLY) MPR Detail Report OPERBUD Report Project Scope Budget Report Project Budget Report Recipient Detail Report Recipient Funding Summary Report Recipient POC Detail Report TrAMS User Detail Report 		
Supervisor - Manages user accounts, establishes roles, approves, and forwards to LSM for concurrence; manages reference data sets according to affiliated FTA office; there may be one or more Supervisor in an office; individual must have supervisory responsibilities	 ALL Read-Only + the following: Create New User Manage FTA Certs and Assurances Reference Data (only for Supervisors belonging to FTA Office of Chief Counsel (TCC)) Manage Environmental Findings Reference Data (only for Supervisors belonging to FTA Office of Planning & Environment (TPE)) Manage Fuel Type Reference Data (only for Supervisors belonging to FTA Office of Program Management (TPM)) 	N/A	
Local Security Manager - Manages user accounts in coordination with the Supervisor; reviews recipient User Manager requests, and approves requests; there should be at least one LSM in each office, a backup is recommended Intake Manager - Receives all draft Applications transmitted to an FTA	 ALL Read-Only role actions+ Create New User Create Multiple Users Recertify Users Review Unlock Requests Review Role Requests Manage Role Documentation ALL Read-Only role actions 	Select FTA Pre- and Post-Award	
Applications transmitted to an FTA Regional Office for review; identifies and assigns the individual(s) responsible for Pre- and Post-Award management of the Application/Award		Managers	



TrAMS FTA User Roles			
User Role & Description	Available Actions	Tasks Assigned	
Pre-Award Manager - Identified by the Intake Manager; handles all related pre-Award activities, and is responsible for oversight and coordination with the applicant; identifies requirements for technical or civil rights reviews and congressional release; may transmit comments to the recipient; oversees the processing of an Application from development through to Award	ALL Read-Only role actions	 Set Up Initial Review/ Concurrences and Routing Finalize Application and Assign FAIN Set Up Final Concurrence/ DOL/ Reservation Routing Input Congressional Release Details (for discretionary Applications) 	
Initial Reviewer - Receives tasks from the Pre-Award Manager to complete review, comment, and initial concurrence on the draft Application; receives tasks from the Pre-Award Manager to provide final concurrences on submitted Applications for Award	ALL Read-Only role actions	N/A	
Environmental Reviewer - Receives tasks from the Pre-Award Manager to complete review and provide initial concurrence on the draft Application; may receive a task from the Pre-Award Manager to provide final concurrences on submitted Applications for Award	ALL Read-Only role actions	Environmental Concurrence	
Technical Reviewer - Receives the task from the Pre-Award Manager if a technical review is required; technical reviews include Engineering Reviews, Safety Oversight Reviews, or as requested; if requested, the Technical Review Concurrence must be complete	ALL Read-Only role actions	Technical Concurrence	



TrAMS FTA User Roles			
User Role & Description	Available Actions	Tasks Assigned	
before the Application can proceed			
to final Award			
Civil Rights Officer - Receives the	ALL Read-Only role actions	Civil Rights	
task from the Pre-Award Manager if		Concurrence	
a Civil Rights review is required; if		Review	
requested, the Civil Rights Officer		Submitted DBE	
completes the review, comments,		Report (FTA	
and provides concurrence before		Regional)	
the Application can proceed to final			
concurrence and Award; manages			
Civil Rights Compliance Reviews;			
conducts the initial Regional			
reviews of Disadvantaged Business			
Enterprise (DBE) reports			
DBE Approver - Assigned to HQ TCR	ALL Read-Only role actions	Review Submitted	
Staff; conducts final reviews of DBE		DBE Report (FTA	
reports for approval		HQ)	
Post-Award Manager - Identified by	ALL Read-Only role actions	Review	
the Intake Manager; is responsible		Submitted	
for oversight and coordination with		Budget Revision	
the applicant on post-Award		Complete Scope	
activities; may receive tasks to		Transfer	
review and concur on Budget		Complete FPC	
Revision and Amendment Requests;		Transfer	
reviews and concurs on final FFRs		Complete Final	
and MPRs for closeouts; may		MPR	
transmit comments to the recipient		Complete Final	
on post-Award activities; oversees		FFR	
the grant/cooperative agreement		Review	
Award through closeout		Submitted	
		Closeout Request	
Director - Receives task to Review	ALL Read-Only role actions	Planning Director	
and Concur on Applications prior to		Concurrence	
Award; concurrence on each			
Application is required			
Director of Operations - May	ALL Read-Only role actions	Operations Director	
complete an initial review of		Concurrence	
transmitted Applications;			
concurrence on submitted			
Applications is optional			



TrAMS FTA User Roles			
User Role & Description	Available Actions	Tasks Assigned	
Reservationist - Manages reservations of Applications prior to Award; manages financial actions post Award	ALL Read-Only role actions	 Complete Reservation Add Discretionary Allocation Deobligate Funds 	
Legal Counsel - Adds special conditions to Applications; concurrence on each Application is required	ALL Read-Only role actions	Legal Concurrence	
Administrator - Role includes Regional Administrator and Headquarters Associate Administrators (or their designee); receives task to Award Applications following each affirmative concurrence	ALL Read-Only role actions	RA ConcurrenceObligate Funds	
Discretionary Administrator - Manages discretionary program allocations in the system; prepares, uploads and manages discretionary and earmark allocations in the system (This role group only exists in the Office of Program Management)	 ALL Read-Only role actions + Manage Earmark & Discretionary Allocations (Can EDIT) Upload Earmark & Discretionary Allocations 	N/A	
Discretionary Manager – Manages discretionary grant Applications. (This role group only exists in the Office of Program Management.)	 ALL Read-Only role actions + Manage Earmark & Discretionary Allocations (Can EDIT) 	N/A	
Recorder - Manages communications of discretionary grant details for release to Congressional Offices. (This role group only exists within the Office of Congressional Affairs.)	ALL Read-Only role actions	Log Congressional Release Dates	
Apportionment Manager - Completes initial review of State/UZA Apportionment runs. (This role group only exists in the Office of Program Management.)	ALL Read-Only role actions	N/A	
Note: These role	TrAMS Financial User Roles es only exist in the Office of Budget and Po	licy	

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TrAMS FTA User Roles			
User Role & Description Available Actions		Tasks Assigned	
User Role & Description	Available Actions	Tasks Assigned	
Read Only - View only	FTA Read Only +	N/A	
	Allotment Advice Report		
Note: This role should NOT be	Allotment Advice Summary Report		
combined with other recipient user	DBE Report		
roles.	Disbursement Report		
Budget Director – Reviews and	Financial Read Only +	Recover Deobligated	
approves budget, modify pending	Create New Allotment Advice	Funds	
allotment advices	Create New Operating Budget		
	Create State/UZA Apportionment		
Budget Analyst Reviews budget,	Financial Read Only +	Recover Deobligated	
modify pending allotment advices	Create New Allotment Advice	Funds	
	Create New Operating Budget		
	Create State/UZA Apportionment		
Vendor Setup - Creates	ALL Read-Only role actions	Review New	
grantee/vendor organizations'		Vendor/Recipient	
accounts.		Account Request	

3.1.4.3 Recipient User Roles

Each recipient organization will have a User Manager assigned to them and it will be the User Manager's responsibility to assign roles to each user within their organization. Recipient users will be assigned one or multiple roles. The roles assigned to a user control the 'Actions' that a user will have access to and the 'Tasks' that the system assigns to the user. Recipient users are limited to viewing the data for the recipient organizations that the user belongs to.

The following table lists the available user roles that may be assigned to recipient users and the system actions that these roles provide access to.

TrAMS Recipient User Roles			
User Role & Description	Available Actions	Tasks Assigned	
Read Only - View only	 Search Applications/Awards 	N/A	
	Search Recipient Organizations		
Note: This role should NOT be	 Search FFR and MPR for Review 		
combined with other recipient user roles.	Search DBE Reports		
	 Application Budget by ALI Report 		
	 Application by Status Report 		
	 Application Budget Report 		
	Application Discretionary Allocation		
	Detail Report		
	TrAMS User Detail Report		

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TrAMS Recipient User Roles			
User Role & Description	Available Actions	Tasks Assigned	
	 FFR Detail Report Recipient POC Detail Report MPR Detail Report Project Scope Budget Report Broject Budget Report 		
User Manager - Adds, edits, or removes roles and privileges for organization's users; edits agency point of contact (POC) and profile information; deactivates and reactivates users	 Project Budget Report ALL Read-Only role actions+ Create New User Create Multiple User Recertify Users Review Unlock Requests Manage Role Documentation 	N/A	
Submitter - Creates and edits Applications and their details; creates, edits, and deletes Applications' Projects and their details; validates and transmits initial draft Applications for FTA review; formally submits Applications to FTA for Award consideration; implements post- Award activities (amendments, budget revisions, and closeouts); adds, edits, and deletes direct recipients and formula program sub- allocations (if designated recipient)	ALL Read-Only role actions+ Create Application 	 Submit and Transmit Application Re-Submit Application Complete Sub- Allocations 	
Developer - Creates and edits Applications and their details; creates, edits, and deletes Applications' Projects and their details; validates draft Applications (but CANNOT transmit or submit); creates and edits post-Award activities (amendments, budget revisions, and closeouts)	ALL Read-Only role actions+ Create Application 		
Official - Executes grant/cooperative agreements; certifies (PINs) the annual Certifications & Assurances; adds, edits, and deletes direct recipients and formula program sub- allocations (if designated recipient)	ALL Read-Only role actions	Execute Application	
Attorney - Prepares and submits/uploads recipient legal	ALL Read-Only role actions	N/A	



TrAMS Recipient User Roles			
User Role & Description	Available Actions	Tasks Assigned	
documents; certifies (PINs) the annual Certifications & Assurances			
Civil Rights - Updates civil rights program compliance and documents; completes and submits DBE reports	ALL Read-Only role actions	 Submit DBE Report Update DBE Report 	
FFR Reporter - Prepares and submits Federal Financial Reports	ALL Read-Only role actions	Complete FFRUpdate FFR	
MPR Reporter - Prepares and submits Milestone Progress Reports	ALL Read-Only role actions	Complete MPRUpdate MPR	

3.1.4.4 DOL User Roles

The 'DOL Reviewer' role is specifically designed to grant DOL users the necessary TrAMS privileges to review Applications where DOL certification has been requested by FTA. TrAMS will determine if an application must be submitted to DOL and whether that review is needed for certification or information based on the funding source that was selected on the application. The requested reviews are generated as tasks in TrAMS that can be claimed by anyone in the 'DOL Reviewer' role group. User will need to belong in this role group in order to view and submit these tasks.

The following table lists the DOL user role that may be assigned to a DOL Reviewer. The table also identifies the system actions that these roles provide access to.

TrAMS DOL User Roles			
User Role & Description	Available Actions	Tasks Assigned	
DOL Reviewer - Grant DOL users to	ALL Read-Only role actions to include	Complete DOL for	
review Application, Review	the following:	Certification	
Applications	Create Application	Complete DOL for	
	Search Applications/Awards	Information	
	Search recipient Organizations		



3.1.5 User Profiles

A User record includes all information that is directly related to a user's profile such as their name, address, title, and user roles. FTA users within an FTA office/region may see other users from within their office/region along with their 'Summary' page and 'User Details' information. Recipient users within an organization may see other users from within their organization along with their 'Summary' page and 'User Details' information.

Each user may manage their profile information. All information other than email address/username, current user roles, and the FTA office/region that they are a part of may be edited by the user. User roles may be edited by User Managers (refer to *User Manager Responsibilities* of the TrAMS Recipient User Guide for more information), LSMs, and Supervisors. FTA users should contact their office/region's LSM or Supervisor if they need to make additions or deletions. Recipient users should contact their organization's User Manager(s), LSM(s), or GSM(s). Changes to email addresses are not possible – if users need to change their email address, they must have an LSM or Supervisor activate a new FTA account with the new email address.

3.1.6 User Setup

3.1.6.1 Local Security Manager (LSM) and Supervisor Responsibilities

All LSMs and Supervisors may only manage the user records associated with their own FTA office/region. However, both roles have view access to all FTA user records. For Supervisors, this does not include users under recipient organizations that fall within their region—only LSMs may modify account information/role assignments for recipient users within their region. All other user records' information will be displayed as read-only for the LSM and Supervisor.

Each organization will have one or more users that have been assigned the 'LSM' role. As an LSM, a user is able to:

- Create new recipient users (individually or in bulk)
- Activate FTA users
- Deactivate users
- Reactivate users
- Assign new roles to users
- Edit user profile information
- Recertify users

Access to perform these functions is limited to the LSM. As a user with the 'Supervisor' role, user management privileges in the system will be similar to the LSM's but to a smaller extent:

- Create new recipient users
- Activate FTA users

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• Assign new roles to users (only with LSM approval)

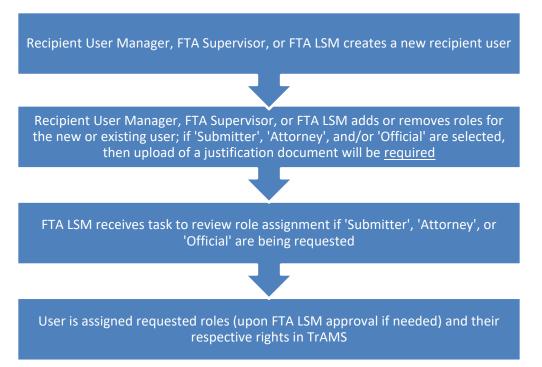
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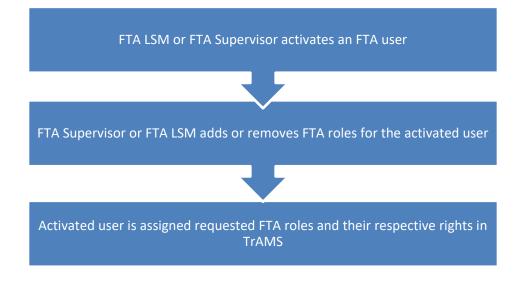


3.1.6.1.1 Workflow

The following presents an overview of the process required for creating a new recipient user record in the system and then assigning its roles:



FTA users will follow a different process since they are not created by other users in the system, but are synchronized from LDAP and then activated into TrAMS by the FTA LSM or Supervisor, as shown below:



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3.1.6.2 User Manager Responsibilities

Each organization will have one or more users that have been assigned the 'User Manager' role. As a User Manager for an organization a user is able to:

- Create new users
 - Assign user roles
- Create multiple users
- Review user role request
- Manage role documentation
- Review unlock requests
- Update existing user records
 - Edit user profile information
 - Deactivate users
 - Reactivate users
 - Manage user roles
 - Unlock users
- Recertify user roles

Some roles added by User Managers require elevated approvals (Submitter, Official, and Attorney). When these roles are added, a role request is generated and a request to review the role is sent to the user's LSM.

Some roles require justification for their assignment to a specific user. The TrAMS Submitter, Attorney, and Official roles require a Delegation of Authority letter from the agency's CEO justifying the assignment of the role to the specific user. Justification documentation can be uploaded in advance of role assignment via the Manage Role Documentation action or uploaded at the time the role is added on the Manage Roles form.

User accounts are automatically locked after 60 days of user inactivity. Users who are locked out will still be able to log into TrAMS but their access will be severely restricted. User Managers may review unlock requests for users in their organization.

Once a user has been created, users with the User Manager role are able to manage details for existing users in their organization including: managing the users' profiles, updating their user roles/privileges, and assigning User Manager privileges. Users may be deactivated from the Users Record, and deactivated users may be reactivated as well.



3.2 Understanding Workflow

The underlying FTA Platform software, Appian, is workflow based – it is designed for situations where the work consists of steps in a pre-defined process such as applying for a grant or cooperative agreement. In Appian, workflow is carried out by a set of users. Users can access portions of TrAMS and take actions in TrAMS based on their user roles. Some user actions in TrAMS will kick off a workflow such as submitting a grant to FTA for review.

TrAMS automates the workflow associated with creating, Awarding, and administrating FTA Awards. Each workflow step is associated with a specific user role responsible for completing the step. As part of the workflow, Appian assigns 'Tasks' to users with the appropriate user roles to prompt completion of the next "step" or "action" in the process. These 'Tasks' may be found on the 'My Work' tab. To learn more about 'Tasks' and the 'My Work' Tab, see the 'My Work' Tab section of Navigating TrAMS. Steps in a workflow must be completed in the order defined.

3.3 Working with Appian Forms

This section describes different aspects of the TrAMS/Appian interface, functionality and the types of field, filters, buttons and terminology user will see while working in TrAMS.

3.3.1 Buttons

Use form buttons to perform actions such as saving data, deleting data, or leaving the form. When no buttons exist on a form, user can click an item outside the form to close the form. They will see a variety of other button labels used. The button labels will indicate what actions will happen when the buttons are clicked. Many buttons use standardized labels and form layout to indicate expected functionality.

• **Back:** The 'Back' button appears on forms that are part of a sequence. It is used to move to a previous form in the sequence. The 'Back' button will usually appear on the lower left side of the form. Always use the form 'Back' button instead of the browser back button to avoid losing the place in the sequence.



• **Cancel:** The 'Cancel' button closes a form without saving any changes made on the form since the last save. The 'Cancel' button only applies to the current form.



• **Close:** The 'Close' button completes an action or workflow and returns the user to the menu on which they selected the action. The button is commonly on read-only forms where no action is to be taken (e.g. a success screen).



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Tip: Click the 'Close' button on success screens to complete a process and prevent "extra" tasks appearing in the task list.

• Forms with Close and Cancel Buttons: Some forms contain a 'Cancel' button tied to an expanded portion of the form as well as a 'Close' button at the bottom of the form. In these instances, the 'Cancel' button will close the expanded portion of the form without saving the information and the 'Close' button will close the entire form without saving.

ehicle Condition		Fuel		
New		▼ Diesel Fuel		
ehicle Size Oft				
Ailestones				
Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
Final Delivery Date				Milestone Zeroed out on 6/16/2016.
Contract Completion Date				Milestone Zeroed out on 6/16/2016.
RFP/IFB Issue Date	6/20/2016		6/9/2016	
Contract Award Date	6/22/2016		6/9/2016	

• Save: The 'Save' button saves the changes that have been made to the form. 'Save' buttons allow users to save data intermittently on a form. If a form has both a 'Save' button and a 'Cancel' button, only the changes made after the last 'Save' button click are not saved



• **Next**: The 'Next' or 'Next Step' button is shown when the workflow steps through a series of forms. It will save the data on the current form and move to the next form in the workflow.



• **Generate Report:** The 'Generate Report' button appears on report forms. It initiates the creation of the report based on the selected search criteria. Most reports generate on the same form, others will generate a task. For the latter, users must open the task to retrieve the report.

	CLEAR FILTER	GENERATE REPORT	CLOSE	J
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• **Submit:** The 'Submit' button saves the data and closes the current form.

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CANCEL



3.3.2 Checkboxes

Checkboxes are used when one or more items can be selected from a small list (usually <5 items). Each item has its own checkbox that can be selected or deselected (by selecting the box a second time) independent of the other items in the list.

* Report Period Type 🗹 Quarterly	Annual Hold ctrl to select multiple.	
Monthly	Report Period 👻	
Annual	Quarterly Hold ctrl to select multiple.	
Initial	·	
Report Final 🔷 Yes, Final Report	Report Period 👻	
🔿 No, Not Final Report	Hold ctrl to select multiple.	

3.3.3 Date Fields (Calendars)

User can enter dates into Appian date fields in one of two ways: 1) type the date directly into the field; or 2) use the calendar function to pick a date. Dates follow a 'mm/dd/yyyy' format.

To select a date using the picker:

1. Click in the date field box.



2. A calendar for the current month will display. Use the arrows (< and >) to navigate to the correct month and year. Users can only move forward or backward by months, not years.

Period of Performance End								
Date	÷		Ju	ne 201	7		÷	1
	SUN	MON	TUE	WED	THU	FRI	SAT	1
	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
Designated Recipient	25	26	27	28	29	30	1	
my organization.	2	3	4	5	6	7	8	
, ,	TODA	Y				c	LEAR	

3. Click on the date to select it. The date will populate in the date field.

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	06/16/2017	
Performance End Date	Select the date for which all	l award activities will be completed

3.3.4 Document Uploads

Document uploads are indicated by the 'Upload' button. To upload a file, either click the 'Upload' button and select a file using the folder navigator. Alternately, users can drag and drop a file into the upload field box. Appian generally will not restrict the type of document that can be uploaded.

Documents are most easily readable by other users as .doc, .rtf and .pdf uploads.

Give the document a meaningful description. Appian document uploads can be up to 2GB in size.

Figure 1: Upload Button

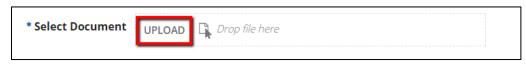


Figure 2: Drag and Drop Upload

Recipient ID		I I I I SampleDoc File Home Share	View			- 0	×
Application Details Application Number New Transportation Route Upload New Document		Pin to Quick Copy Paste 2010	Move to • X Delete •	New folder New	Properties	Select all Select none Invert selection Select	
Document Context	Select Document Context	← → ~ ↑ 🔋 « Downl	oads > SampleDoc	~ ð	Search SampleDo	e	P
Document Type	Select Document Type	Name	Date modified 12/26/2017 3:48 AM	Type Microsoft V	Size	30 KS	
Document Description	w					_	
* Select Document	UPLOAD Drop file here						

Deleting documents: documents can be deleted prior to saving. Hold cursor over the document, an 'X', is visible select to delete.



Add Document	
Document * Substitution Document3 DOCX - 11.14 KB Document Name *	System TrAMS Cost Center
255 characters left	78400 - Region 4 Organization 9900 - Trams Transit Organization (TRAMS)
Description *	
4000 characters left	

Depending on the location of the upload, most documents may be deleted after saving, others may not be deleted. Refer to the applicable system section to determine if Applications can be deleted and under what conditions. TrAMS does not keep records of documents deleted.

Documents saved can be populated by selected the related hyperlink associated with the file name.

Civil Rights	General	DBE Goal Findings 12-29-11_0.pdf	DBE Report of Findings for SMARTs Goal Attainment	Dec 28, 2011	TEAM Doc
General	General	Michigan Governors JARC and New Freedom DR Letter.pdf	5316 and 5317 DR Letter	Jan 02, 2012	TEAM Doc

Note: All migrated TEAM documents under the recipient profile will be identified as a "TEAM" Doc under 'Uploaded by', all future documents will generally identify who uploaded the document.

3.3.5 Drop-Down Fields (Single-Select)

Drop-downs fields are used to select from a set list of allowable values. The drop-down field ensures that only valid values are selected. Sometimes, the values allowed in a field may depend on the values selected in other fields. In these cases, the list of values will refresh as the independent fields values change. This will be the case when user is developing their Application budget activity line items, see example below.

New Bu	New Budget Activity Line Items (ALIs)									
Status	Scope Code / Scope Name	Activity Type	Line It	tem Number / Line Item Name						
•	121-00 RAIL - ROLLING STOCK	Select Activity ENGINEERING/DESIGN (RAIL)		tem	~	DEL				
You must +Add Item	select a scope, activity type and item name									

3.3.6 Drop Down (Multi-Select)

A multi-select drop down field also appears as a list of allowable items that expands when the user clicks in the field. In this case, multiple items can be selected from the list (click an item to select it). Selected

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items will appear to be highlighted within the drop down and will be listed in the field box. To unselect click on the item again.

* Report Period Type Report Final Period From Period To	Monthly Annual Initial Yes, Final Report No, Not Final Report mm/dd/yyyy	Annual Report Period Quarterly Report Period Monthly	Hold ctrl to select multiple. 2017 Quarter 1, 2017 Quarter 2 Any 2017 Quarter 1 2017 Quarter 1 2017 Quarter 3 2017 Quarter 4 2016 Quarter 1 2016 Quarter 2
	Monthly Annual	Report Period Quarterly	2017 Quarter 1, 2017 Quarter 2 Hold ctrl to select multiple.

3.3.7 Grids (Tables)

Appian uses grids (tables) to display data. Individual or multiple records (rows) in these grids may be selectable and fields (columns) sortable depending on the specific grid.

3.3.7.1 Selecting Grid Records (Rows)

Grids contain checkboxes when a user can select a specific record to view or modify.

1. To select a grid record, click the checkbox next to the row.

To edit a line item, click on the checkbox for the line item and a new section will appear below with line item and milestone details							
	Status	Scope Name / Code	Custom Item Name	Activity Type	Quantity	FTA Amount	Total Eligible Cos
~	Completed	111-00 BUS - ROLLING STOCK	BUY REPLACEMENT 30-FT BUS	Buy Replacements - Capitol Bus	5	\$100,000	\$155,000
	Completed	111-00 BUS - ROLLING STOCK	VEH OVERHAUL (UP TO 20% VEH MAINT)	Bus - Rolling Stock	1	\$250,000	\$275,00

2. To select all items in a grid, click on the top checkbox and all other checkboxes will automatically be selected, then click the appropriate button to perform the action on all items in the table.

Existing Documents									
~	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By			
~	Application Information	General	Test Upload File.docx	Application Timeline	Jun 28, 2017	sddot.submitter1			
~	Comments	General Comments	Test Upload File.docx	Application Comments	Jun 28, 2017	sddot.submitter1			

3.3.7.2 Expanding and Collapsing Data

Grids are also used to select items for which user wants to display additional details. For grids which are used to expand data details, only one row may be picked at a time.

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1) Click the checkbox next to the item to expand. The page will expand below the current grid to show the additional information.

	Completed	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.03 ACQUIRE - ADMIN/MAINT FACILITY	Acquire - Admin/maint Facility	3	\$13,940.00	\$17,425.00
	Completed	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.05 ACQUIRE - YARDS AND SHOPS	Acquire - Yards And Shops	1	\$10,000.00	\$12,500.00
						<	1 - 10 of 21 >
	1						CANCEL
Lin	e Item Sc	cope: 114-00 BUS	S: SUPPORT EQUIP	AND FACILITIES			CANCEL
	ltem #	cope: 114-00 BU	5: SUPPORT EQUIP	AND FACILITIES			CANCEL
Line 11.42	ltem #	-	S: SUPPORT EQUIP	AND FACILITIES			CANCEL
Line 11.42 Stand	Item # 2.05	n Name	S: SUPPORT EQUIP	AND FACILITIES			CANCEL

2) To collapse the item, simply uncheck the box, or click the appropriate action buttons that are present on the form.

3.3.7.3 Sorting Grids by Field (Column)

Some grids are sortable and can be sorted alphabetically (or in reverse) on a single column. A blue arrow within a grid header field indicates that the grid has been sorted by either ascending or descending. One column will default the display. All column headers can be selected to sort on other criteria.

To sort a grid:

1. Click in the field label in the header row to sort the table on that column.

	Document 🖌 🧲 Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
	DOL Documentation	DOL	DOL Other Document - 9900 - TRAMS - 12/7/2017 10:13 PM EST	Sample Doc	Dec 07, 2017	reviewer2 DOL
_	Application Information	General	View Print Application - FL-2018- 006-00	Execute Award (12/26/2017) - Application View-Print	Dec 26, 2017	jane.trams@yahoo.co m

2. A blue arrow will appear next to the field name and the table will sort in ascending order on that field (A-Z, or 0-9).



Exi	sting Docume	nts							
	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By			
	Application Information	General	View Print Application - FL-2018- 006-00	Execute Award (12/26/2017) - Application View-Print	Dec 26, 2017	jane.trams@yahoo.co m			
	DOL Documentation	DOL	DOL Other Document - 9900 - TRAMS - 12/7/2017 10:13 PM EST	Sample Doc	Dec 07, 2017	reviewer2 DOL			

3. Click in the field label again to sort information in the opposite direction.

Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
DOL Documentation	DOL	DOL Other Document - 9900 - TRAMS - 12/7/2017 10:13 PM EST	Sample Doc	Dec 07, 2017	reviewer2 DOL
Application Information	General	View Print Application - FL-2018- 006-00	Execute Award (12/26/2017) - Application View-Print	Dec 26, 2017	jane.trams@yahoo.co m

3.3.7.4 Paging Grids (Row Limits)

Most grids in TrAMS are paging grids. Paging grids have a maximum number of records that they can display at a time. When the number of records exceeds the number of rows that can display, additional "pages" become available. Users may "page through" the grid using the navigation arrows beneath the gird to see additional records.

~	Completed	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.05 ACQUIRE - YARDS AND SHOPS	Acquire - Yards And Shops	1	\$10,000.00	\$12,500.00
					•		1 - 10 of 21 👂

Navigation arrows:

- 1. Click the single forward arrow '>' to show the next set of records.
- 2. Click the double forward arrow '>>' to move to the last record.
- 3. Click the single backward arrow '<' to move to the previous set of records.
- 4. Click the double backward arrow '<<' to move to the first record.



3.3.7.5 Managing Filters

Some grids have a filter icon on the top right corner that allows the user to save current filter settings as a custom filter. For example, the Application/Award record type as shown below. Users can also delete saved filter combinations as well as select a custom filter as a default.

1. Click the filter icon to begin.

ે Test		SEARCH	REGION / OFFICE Region 3	O - APP	▼ APPLICATION STATUS Initial Review / Concur ③ ▼ 📩 ▼ - 2				
Application Number	Application Name	Temporary Application Number	Application Status	Recipient ID	Recipient Nam	ne Region / Office	Last Modified ↓ Date	Action	
NY-2022-001-00	Test	9900-2021-10	Initial Review / Concurrence	9900	TrAMS Transit Organization	Region 3	2/23/2022 2:10 PM EST	 Yiew-Print Application Application Document Application Details 	
9900-2022-2	Test - TOM-12330	9900-2022-2	Initial Review / Concurrence	9900		Region 3	11/9/2021 11:01 AM EST	 Yiew-Print Application Application Document Application Details 	
9900-2022-1	Test TOM-12287	9900-2022-1	Initial Review / Concurrence	9900		Region 3	11/9/2021 10:49 AM EST	 View-Print Application Application Document Application Details 	

2. Click the 'Clear filters' button that appears to clear any filters currently set.

Application/ Award									
Q Test SEARCH SEARCH REGION / OFFICE Region 3 STATUS Initial Review / Concur							ir 😋 ▾ 🛓 ་ ▾ ତ		
Application Number	Application Name	Temporary Application Number	Application Status	Recipient ID	Recipient	Name	Region / Office	Last Modified ↓ Date	✗ Clear filters☑ Save filters as
NY-2022-001-00	Test	9900-2021-10	Initial Review / Concurrence	9900	TrAMS Tra Organizati		Region 3	2/23/2022 2:10 PM EST	 View-Print Application Application Documents Application Details

3. Click the 'Save filters as...' button to save any filters currently set.

Application/ Award	I								
Q Test		SEARCH	REGION / OFFICE Region 3		0 -	APPLICATION	STATUS Initia	l Review / Concu	r 🛛 🔻 📥 🔻 🐨 😂
Application Number	Application Name	Temporary Application Number	Application Status	Recipient ID	Recipient	Name	Region / Office	Last Modified ↓ Date	✗ Clear filters☑ Save filters as
NY-2022-001-00	Test	9900-2021-10	Initial Review / Concurrence	9900	TrAMS Tra Organizati		Region 3	2/23/2022 2:10 PM EST	 Yiew-Print Application Application Documents Application Details

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4. Once the 'Save Filters' pop-up window appears, enter text into the 'Name' box.

Save Filters	
Name *	
My Custom Filter	
Set as default	
Search Term = Test Region / Office = Region 3 Application Status = Initial Review / Concurrence	
CANCEL	SAVE

5. Click the 'Set as default' checkbox to make this new custom filter your default when returning to the grid.

Save Filters					
Name *					
My Custom Filter					
Set as default					
Search Term = Test Region / Office = Region 3 Application Status = Initial Review / Concurrence					
CANCEL	SAVE				

6. Click the 'Save' button to save the new custom filter and return to the grid, or click the 'Cancel' button to return to the grid without saving.

Save Filters							
Name *							
My Custom Filter							
Set as default							
Search Term = Test Region / Office = Region 3 Application Status = Initial Review / Concurrence							
CANCEL	SAVE						

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7. If the user has saved at least one custom filter, a 'Manage my filters...' button becomes available after clicking the filter icon. Click it to modify saved custom filters, remove them, or set a new default filter.

Application/ Award									
MY FILTERS My Cu	stom Filter My O	Custom Filter 2							
Q Test O SEARCH REGION / OFFICE Region 3 O 🗸 APPLICATION STATUS Initial Review / Concur 3 V 🛓 🔽									
Application Number	Application Name	Temporary Application	Application Status	Recipient ID	Recipient	Name	Region / Office	Last Modified	 ✗ Clear filters IB Save filters as
		Number						Date	Manage my filters
NY-2022-001-00	Test	9900-2021-10	Initial Review / Concurrence	9900	TrAMS Tra Organizat		Region 3	2/23/2022 2:10 PM EST	 Application Documents Application Details

8. Click the star beside any custom filter to make it the default filter that will be set any time your return to the grid.

0	Name	Filter Values	
*	My Custom Filter	Search Term = Test Region / Office = Region 3 Application Status = Initial Review / Concurrence	×
습 Set	My Custom Filter 2 as default	Search Term = Test Region / Office = Region 3 Application Status = Active (Executed)	×

9. Click the 'x' beside any custom filter to remove it.

0	Name	Filter Values	
*	My Custom Filter	Search Term = Test Region / Office = Region 3 Application Status = Initial Review / Concurrence) 10V
☆	My Custom Filter 2	Search Term = Test Region / Office = Region 3 Application Status = Active (Executed)	,

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10. Click the 'Save' button to save any changes made to custom filters and return to the grid, or click the 'Cancel' button to return to the grid without saving.

0	Name	Filter Values	
*	My Custom Filter	Search Term = Test Region / Office = Region 3 Application Status = Initial Review / Concurrence	×
☆	My Custom Filter 2	Search Term = Test Region / Office = Region 3 Application Status = Active (Executed)	×

11. Any saved custom filters will appear as buttons above the grid in the 'My Filters' section. The dark blue button is the filter is currently selected. Click any other custom filter's button to switch to it.

Application/ Awar		Custom Filter 2							
Q Test		SEARCH REGI	ON / OFFICE Region 3		0 -	APPLICATIO	ON STATUS Initia	al Review / Concu	r 🛛 🔻 🛓 🗡 👻 😂
Application Number	Application Name	Temporary Application Number	Application Status	Recipient ID	Recipient	Name	Region / Office	Last Modified ↓ Date	Action
NY-2022-001-00	Test	9900-2021-10	Initial Review / Concurrence	9900	TrAMS Tra Organizati		Region 3	2/23/2022 2:10 PM EST	 Yiew-Print Application Application Documents Application Details

12. Click the red 'x' of any filter to clear it. All custom filter names in the 'My Filters' section will be un-selected and the user can then use the filters freely again.

Application/ Award									
MY FILTERS My Custom Filter My Custom Filter 2									
Q Search TrAMS Application / Awards	SEARCH	REGION / OFFICE Region 3	0 •	APPLICATION STATUS Any	-	*	τ -	C	

3.3.8 Radio Buttons

Radio button groups are used when a user can select only one (1) item from a short list (usually <5 items). The selected radio button will appear highlighted.

Report Final • Yes, Final Report	Report Period	v
No, Not Final Report	Monthly Hold ctrl to select multiple.	

3.3.9 Text Fields

A text field search filter allows the user to enter free text.

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Tr/	AMS User Guide	- Recipient			
	Report Search	Criteria			
	Application/Award Number	1012-	Application/Award Type	Please Select a Type	•

3.3.10 Type Ahead Fields

Federal Transit Administration

Type-ahead fields are like text fields but search for matching inputs. The user can type valid data for the field and the system will populate available data inputs. The user will then be prompted to select from search results that match what was typed. A matching item that was selected can be unselected by clicking the "x".

Note: Type ahead fields will be more common for FTA user views of the report forms where a recipient ID may need to be selected from the full list of recipients. In most cases, such as the recipient ID, the information will auto populate for recipient users. If users belong to multiple organizations, they may be presented with the available search fields.

Report Search	Criteria			
Recipient Name/ID	1818	Application/Award	Please Select a Type	•
Recipient	1818 - Bettendorf, City Of	Туре		
Region/Cost Center		Application/Award Status	Please Select a Status	•
Report Search Recipient Name/ID	Criteria 1818 - Bettendorf, City Of ×	Application/Award Type	Please Select a Type	•

3.4 Navigating TrAMS

This section provides a brief synopsis of the FTA Platform layout followed by TrAMS-specific information on how to navigate, find, and work with data in TrAMS. Some users will have access to multiple systems (e.g. TrAMS and NTD) on the FTA Platform.



¥ Home					III 🕡 a fearer konst Ammakation
Welcome to the Transit Integrat Current user TRAMS, Jane Last Login Date:	ed Appia	an Platform!			
G TrAMS	*	S NTD	☆	¢ FACES	☆
Transit Award Management System		National Transit Database		User Management	
Please select a system above. To set a default system, click on	the star next t	o desired system.			

These users can switch back and forth using the Navigation Menu on the upper right corner, or select a system upon logging into TrAMS.

	WELCOME	MY WORK (21)	RECORDS	REPORTS		Focueral home Admentitation
Γ.					FTA Organizations	
					Home	TrAMS Website 🕘 Help Page
					National Transit Databas	
	IrAn	/IS 🔔			User Management	

3.4.1 Navigation and Views

After logging in via https://faces.fta.dot.gov/suite/, the user will see the TrAMS Welcome homepage. The homepage contains four distinct areas as shown below in Figure 1: Navigation:

Figure 3: Navigation

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	د المحالة المحا
TrAMS 🔁 🗿	
Actions	Quick Links
Enter Action Name	Ocoming Soon
Create Application	
Q Search Applications / Awards	
Q Search FFR and MPR for Review	
Q Search Recipient Organizations	

- 1. **Navigation Tabs**: There are four tabs on the upper left corner of the screen. The Welcome tab will be selected by default. These tabs are used to navigate through the system. All TrAMS users, regardless of the User Roles assigned to them, will see these four tabs:
 - 1. Welcome
 - 2. My Work
 - 3. Records
 - 4. Reports
- 2. User Account Information: Located at the top right corner of the screen, the silhouette icon provides quick access to the user account. This includes three options:

Profile: Provides a means for the user to view and update their individual profile information and to set up their Personal Identification Number (PIN). See the *FACES User Guide* for PIN Set up

Settings: The user settings Page is where the user can set language and time zones and adjust other settings.

Sign – out: The user can select Sign-out from the dropdown to close the Application.

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		Federal Transit Administration
Sigr	ned in as Jane TrAMS	Vebsite (Help Page
	SETTINGS 🕞 SIGN OUT	
		_

3. **Banner:** The TrAMS banner will appear below the Navigation Tabs. The "TrAMS Website" link will take the user to the FTA TrAMS public website. The "Help Page" link will take the user to the TrAMS System record. This page includes the System Details, Help Contacts, and Release information.



4. **Main Content**: This area displays the information relevant to the selected tab. For example, only tasks will be displayed when the 'My Work' tab is selected.

TrAMS 💭						•	MS Website 🖞 Help Pa
·Task Filters							
lask Name		FAIN			Application Name		
Enter Partial/Full Task Name		Enter Partial/Full FAIN			Enter Partial/Full /	Application Name	
Application Status		Recipient Organization			FTA Office		
Select Application Status	•	Search for a Recipient Organization			Select FTA Office		
Type Of Task Select Type	•						
							Clear Filters
C My Tasks							
Task Name	FAIN	Application Name	Application Status	Recipient Id	Regional Office	Assigned To	Received
Log Civil Rights Concurrence 9900-2020-8 TRAMS 9900	9900-2020-8	User Guide Testing	Initial Review / Concurrence	9900	Region 3	TrAMS FTA Region 3 - Civil Rights Officer	3/19/2021 6:52 PM EDT
Complete Congressional Release 9900-2021-10 TRAMS 9900	9900-2021-10	Test	Initial Review / Concurrence	9900	Region 3	Jane TrAMS	3/16/2021 10:34 AM EDT
Return to DOL VA-2021-001-00 TRAMS 9900	VA-2021-001- 00	Sample Application	Final Concurrence / Reservation	9900	Region 3	Jane TrAMS	3/9/2021 1:44 PM EST
Complete Reservation VA-2021-004-00 TRAMS 9900	VA-2021-004- 00	User Guide Cancel Reservation	Final Concurrence / Reservation	9900	Region 3	Jane TrAMS	2/25/2021 4:08 PM EST
	VA-2021-003- 00	User Guide Submit	Application Submitted	9900	Region 3	Jane TrAMS	12/31/2020 12:20 PM EST
Select Final Concurrences VA-2021-003-00 TRAMS 9900			Ready for RA Concurrence / Award	9900	Region 3	TrAMS FTA Region 3 - Administrator	12/29/2020 4:11 PM EST
Select Final Concurrences VA-2021-003-00 TRAMS 9900 Obligate & Award VA-2021-002-00 TRAMS 9900	VA-2021-002- 00	User Guide	Awaro				
		User Guide fta.userguide@email.com	Transmitted / Ready for FTA Review	9900	Region 3	Jane TrAMS	12/18/2020 4:50 PM EST
Obligate & Award VA-2021-002-00 TRAMS 9900	00		Transmitted / Ready for FTA	9900 9900	Region 3 Region 3	Jane TrAMS TrAMS FTA Region 3 - Intake Manager	
Obligate & Award VA-2021-002-00 TRAMS 9900 Select Initial Review Concurrences 9900-2021-2 TRAMS	00 9900-2021-2	fta.userguide@email.com	Transmitted / Ready for FTA Review Transmitted / Ready for FTA		-	TrAMS FTA Region 3 - Intake	EST 12/18/2020 4:50 PM

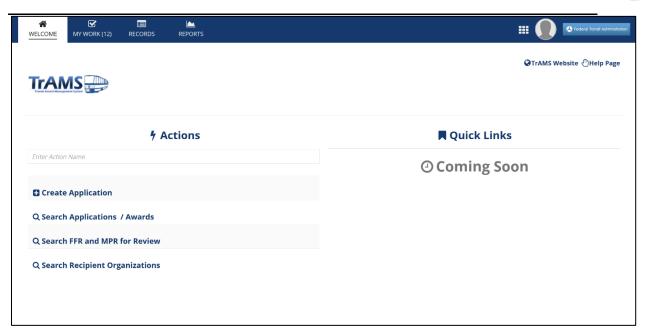
3.4.2 Navigation Tabs

3.4.2.1 Welcome Tab

The 'Welcome' tab is the default tab displayed when a user initially logs into the platform. The 'Welcome' tab displays System Announcements, Actions, and Quick Links.



Federal Transit Administration TrAMS User Guide - Recipient



System Announcements are messages that are visible to users upon login. Messages are displayed on the screen based on a user's role.

System Announcements
UAT Demo Announcement Sample Message

3.4.2.1.1 Actions

Actions allow users to interact with information in TrAMS at a high-level. The actions available are based on each user's role. The 'Actions' tab provides a way to create new records and perform searches for specific records

3.4.2.1.1.1 Using Actions to Search

Users may use 'Search Applications / Awards' action to search for a specific Application.

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4 Actions	
Enter Action Name	
Create Application	
Q Search Applications / Awards	
Q Search FFR and MPR for Review	
Q Search Recipient Organizations	

To access the search options:

1) On the Welcome page, select "Search Applications / Awards" under the 'Actions' column.

⊘ TrAMS Website ᠿHelp Pa
Quick Links
Ocoming Soon

2) Once the "Search Applications / Awards" Action has been clicked, the user will be taken to the "Application | Search Applications" form. Filters are available to refine the search. The data each user can access depends on their user role and associated organization(s).

WELCOME MY WO					III 🚺 🕄 Federal Torrell Administration
	Search Applications				
Recipient Sear	ch Criteria				
Recipient ID			Recipient Name		
	Enter four-digit recipient ID			Enter all or part of a recipient's legal business name	
Application Se	arch Criteria				
Fiscal Year	Any	-	Application Name		
	Select obligation fiscal year for application			Enter all or part of an application name	
Federal Award ID Number (FAIN)			Application State		
Number (PAIN)	Enter federal award ID number			Enter state abbreviation for application	
Section Code			Application Status	Any	-
	Enter two-digit section code for application funding source			Select application status	
					SEARCH CANCEL

3.4.2.1.2 Quick Links

Quick Links allow users to navigate directly to frequent actions. This feature is currently in development, and will be available in the future.

Quick Links
② Coming Soon

3.4.2.2 My Work Tab

The 'My Work' tab shows specific work items that have been assigned either to a user or group of users. TrAMS generates and assigns tasks at certain steps in the Award life cycle. TrAMS is workflow-based and tasks are used to progress Applications. Clicking a link in the 'Task Name' column will open the associated task.

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WELCOME MY WORK (12) RECORDS REPORT	s					Federal Transit Administrat	
TrAMS					O TrAM	S Website 🖑 Help Page	
∨Task Filters Task Name	FAIN			Application Nam	e		
Enter Partial/Full Task Name	Enter Partial/Fu	II FAIN		Enter Partial/Full Application Name			
Application Status	Type Of Task						
Select Application Status	▼ Select Type		-				
∂ My Tasks						Clear Filters 🕭	
Task Name	FAIN	Application Name	Application Status	Recipient Id	Assigned To	Received 1	
Review & Submit NY-2022-001-00 Test	NY-2022-001-00	Test	FAIN Assigned / Ready for Submission	9900	TrAMS G9900 Submitter	11/9/2021 10:51 AM EST	
Complete 2021 MPR VA-2020-003-00 9900	VA-2020-003-00	User Guide Project	Active (Executed)	9900	TrAMS G9900 MPR Reporter	10/29/2021 10:40 AM EDT	

As an example, users that have been assigned the 'Official' user role will receive a task when an Award is ready for execution. By accepting the task, the 'Official' will be able to review the Award information and sign their acceptance.

Tasks are assigned when a user needs to perform a specific action as a part of a workflow. Users are notified by email when tasks are assigned to them. The workflow waits for the task(s) to be completed prior to moving on to the next step (or task) in the workflow.

Tasks may be assigned to an individual user or to a group of users who share the same role. The user can see which type of task has been assigned by looking at the 'Assigned To' column. Tasks assigned directly to users will show their name under the 'Assigned To' column. Tasks assigned to a group will show the group name.



WELCOME MY WORK (12) RECORDS REPOR	TS					Federal Transit Administ	
TrAMS					Q TrAM	S Website 🖑 Help Pag	
~Task Filters							
Task Name	FAIN			Application Name			
Enter Partial/Full Task Name	Enter Partial/Fu	ll FAIN		Enter Partial/Full Application Name			
Application Status	Type Of Task						
Select Application Status	▼ Select Type		•				
						Clear Filters 4	
📿 My Tasks							
Task Name	FAIN	Application Name	Application Status	Recipient Id	Assigned To	Received 👃	
Review & Submit NY-2022-001-00 Test	NY-2022-001-00	Test	FAIN Assigned / Ready for Submission	9900	TrAMS G9900 Submitter	11/9/2021 10:51 AM EST	
Complete 2021 MPR VA-2020-003-00 9900	VA-2020-003-00	User Guide Project	Active (Executed)	9900	TrAMS G9900 MPR Reporter	10/29/2021 10:40 AM EDT	

Users may use the Task Filters located at the top of a screen to narrow down tasks. Users can manage the number of tasks they see on the page by changing the value at the bottom of the screen titled 'Tasks Per Page'.

WELCOME MY WORK (12)					# (Pederal Transit Administration	
TrAMS					Э тгам	S Website ①Help Page	
∼Task Filters Task Name	FAIN			Application Nam	e		
Enter Partial/Full Task Name	Enter Partial/Fu	ill FAIN		Enter Partial/Full Application Name			
Application Status	Type Of Task						
Select Application Status	▼ Select Type		•				
						Clear Filters Ø	
🕄 My Tasks							
Task Name	FAIN	Application Name	Application Status	Recipient Id	Assigned To	Received 👃	
Review & Submit NY-2022-001-00 Test	NY-2022-001-00	Test	FAIN Assigned / Ready fo Submission	r 9900	TrAMS G9900 Submitter	11/9/2021 10:51 AM EST	
Complete 2021 MPR VA-2020-003-00 9900	VA-2020-003-00	User Guide Project	Active (Executed)	9900	TrAMS G9900 MPR Reporter	10/29/2021 10:40 AM EDT	

When tasks are assigned to a group of users, any user within the group may claim and complete the task. Once a task has been claimed, the task becomes unavailable to the other users in the group. If users select a task and then decide not to complete the task, they can return the task to the group for someone else to pick up.

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3.4.2.2.1 Task Notification

Automatic system-generated task notifications are sent via email at the time the tasks are created. Task notification emails have the following characteristics:

- From: Appian for Federal Transit Administration (PROD) <ftafacesadmin@dot.gov>
- To: User's Saved Contact Email (as viewed on User Profile if the user's email has changed, speak with the User Manager)
- Subject: New Task: [Type of Task that has been assigned]
- Body: Link to the task

Note: Check the Junk folder for an expected task notification that cannot be found in the user's email.

3.4.2.2.2 Accepting Tasks

When users receive a task notification email, users may click on the provided link. The link will redirect users to the FTA Platform log on screen. After logging into the system, users will be either redirected to the task form or they may need to check their task queue by going to the 'Tasks' tab. In the latter situation,

- 1. Click on the 'My Work' tab.
- 2. Find the corresponding task link (use filters as needed).
- 3. Click on the link provided to accept the Task.

	orts						Pederal Transit Administration
TrAMS						@ TrAM	S Website ①Help Page
✓Task Filters		FAIN			Application Nam	•	
Enter Partial/Full Task Name		Enter Partial/Ful	I FAIN		Enter Partial/Full.		
Application Status		Type Of Task					
Select Application Status	•	Select Type		•			
€ My Tasks							Clear Filters 🖉
Task Name		FAIN	Application Name	Application Status	Recipient Id	Assigned To	Received 🗍
Review & Submit NY-2022-001-00 Test		NY-2022-001-00	Test	FAIN Assigned / Ready fo Submission	r 9900	TrAMS G9900 Submitter	11/9/2021 10:51 AM EST
Complete 2021 MPR VA-2020-003-00 9900		VA-2020-003-00	User Guide Project	Active (Executed)	9900	TrAMS G9900 MPR Reporter	10/29/2021 10:40 AM EDT

4. For group tasks, TrAMS will display 'Accept' and 'Go Back' button options. Click the 'Accept' button to claim the task and begin working on the task. The user can leave the task form and return later.

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5. Complete the task. The Task will be removed from the user's 'My Work' Tab once the task has been completed.

Note: If the Task form appears to be in read-only mode, scroll to the top of the form to verify that the user has accepted the task.

3.4.2.2.3 Returning Tasks

If a user has selected the wrong task or would prefer to work on the task at another time, the user can return the task to the original assigned user(s) list. This can be done even after formally accepting the task.

1) To return a task that is opened, but not yet accepted, click the "Go Back" button at the top of the screen.

WELCOME MY WORK (18)	RECORDS	REPORTS	III 🕡 Rederal Transil Administration
You must accept this task bef	ore completing it		LACCEPT O GO BACK

 To return a task that a user has already accepted, scroll to the bottom of the page and select the "Close", "Close Task", or "Return to Group" button. The button terminology will depend on the specific task.

CONTINUE TO EXECUTION VI	EW AWARD AGREEMENT	CLOSE
SAVE ALL CHANGES	FINALIZE FOR CLOSEOUT	CLOSE TASK
	CONTINUE	GROUP

Note: If the user has returned the task but do not immediately see the task back in the task queue, refresh the task queue by clicking on the 'My Work' tab again or click the icon next to the 'My Tasks' section. When returning a task to the group, the user may also see a new email notification.

3.4.2.3 Records Tab

The 'Records' tab provides a way to access and work on records that already exist in the system. Records consist of all information for a specific type of data, such as all the information about a recipient

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organization or an Application. A user can click the 'Records' tab to see a list the records types they have permissions to view.

¢	ی Applications / Awards	Pi	i≣ rojects		童 Recipient Organizations	D	ال isadvantaged Business Reports	
pplication/ Award								
C Search TrAMS App		Temporary Application		• Recipient	APPLICATION STATUS Any	Region /	•	± ▼ • 3
Number	Application Name	Number	Application Status	ID	Recipient Name	Office	Last Modified Date	
CA-2021-028-00	Reservation Application	1622-2021-12	Final Concurrence / Reservation	1622		Region 9	3/31/2021 12:15 PM EDT	 View-Print Application Application Document Application Details
1622-2021-11	Initial Review Application	1622-2021-11	Initial Review / Concurrence	1622		Region 9	3/31/2021 12:07 PM EDT	 View-Print Application Application Document Application Details
CA-2021-021-00		1622-2021-10	FAIN Assigned / Ready for Submission	1622		Region 9	3/31/2021 11:04 AM EDT	 View-Print Application Application Document Application Details
CA-2021-027-00		1622-2021-9	Active (Executed)	1622		Region 9	3/30/2021 4:17 PM EDT	 View-Print Application Application Document Application Details
CA-2021-026-00		1622-2021-8	Active (Executed)	1622		Region 9	3/30/2021 4:17 PM EDT	 View-Print Application Application Document Application Details
CA-2021-025-00		1622-2021-7	Active (Executed)	1622		Region 9	3/30/2021 4:17 PM EDT	 View-Print Application Application Document Application Details
CA-2021-024-00		1622-2021-6	Active (Executed)	1622		Region 9	3/30/2021 4:16 PM EDT	 View-Print Application Application Document Application Details
CA-2021-023-00		1622-2021-5	Active (Executed)	1622		Region 9	3/30/2021 4:16 PM EDT	 View-Print Application Application Document Application Details
CA-2021-022-00		1622-2021-4	Active (Executed)	1622		Region 9	3/30/2021 4:16 PM EDT	 View-Print Application Application Document Application Details
		1369-2021-10	Active (Executed)	1369		Region 1	3/30/2021 3:50 PM EDT	 View-Print Application Application Document

All TrAMS users are able to view 4 record types defined in Table 1: TrAMS Records

Table 1: TrAMS Records

Record Name	Description
Application/Awards	Contains Applications and Awards associated with recipient organization(s) or regional cost center FTA Staff members
Projects	Provides direct access to the individual Projects that make up Applications and Awards.
Recipient Organization	Contains recipient organization information. If the user is a recipient organization member, they can only see the recipient organizations to which they belong.

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Record Name	Description
Disadvantaged Business Enterprise (DBE) Reports	Contains Disadvantaged Business Enterprise report information per recipient organization

3.4.2.3.1 Searching from the Records Tab

To search for records using the 'Records' tab:

1. Click on the 'Records' tab on the navigation bar.



Users can use the Record tab to search for different kinds of records such as, Applications / Awards, Projects, Recipient Organizations, and DBE Reports.

2. Use filters on each record types to narrow the data. For example, to search for an Application or Awards, select the "Application / Awards" records and fill in the filter.

								OTrAMS Website OHelp Page
TrAMS 🍚								
Ć Apş	elications / Awards		i≡ Projects		宣 Recipient Organizati	ons		🚯 Business Enterprise (DBE) Reports
Application/ Award		7						
Q, 9900				0-			0 -	۵. ۲۰ (۵
	Application Name	SEARCH REGION / OFFICE Regio Temporary Application Number	n 3 Application Status	0 - Recipient ID	APPLICATION STATUS In-Progress Recipient Name	Region / Office	O - Last Modified Date	1 Action
Q, 9900	Application Name Test TOM-6704			-		Region / Office Region 3		

For example, to search for a Recipient Organization, select the "Recipient Organization" record. Use the filters as necessary



WELCOME MY WORK	(21) RECORDS REPORTS						III 🚺 C Federal Tanat Administra
TrAMS 🚽	A						GTrAMS Website ᠿHelp Page
Арр	ा lications / Awards	Ρ	i≣ Projects	t∕> Recipi	章 ent Organizations	Disa	dvantaged Business Enterprise (DBE) Reports
cipient Organization		OFFICE Any	•	TRAMS STATUS Any	•	am status Any	• ± T • S
Recipient ID	Recipient Name	DUNS	Region / Office	Organization Type	TrAMS Status	SAM Status	Action
9900	TrAMS Transit Organization	999999999	Region 3	Small Business	Active	ACTIVE	 Recipient Documents POC and Union Information
ecords Per Page							

3. Users may manipulate the number of records displayed on each Record grid. The grid will contain 50 records as a default. However, users can change the number of records displayed in the grid by changing the "Records Per Page" option at the bottom of the page.

Records	s Per	Page	e
50 100	150	200	250

4. The users can navigate through different pages of the grid by clicking the right or left arrow.

9900-2021-2	fta.userguide@email.com	9900-2021-2	Transmitted / Ready for FTA Review	9900	TrAMS Transit Organization	Region 3	12/18/2020 4:45 PM EST	 View-Print Application Application Documents Application Details
		5					*	1 - 50 of 111,623 > »

5. If the search does not provide the desired records, click 'Clear Filters' icon on the top right corner. Also, by clicking "Save filter as...", user can set selected filter as a default so next time they navigate to the specific records, the saved filter is displayed as a default.



	O -		*	T- 2
Office	Last Modified Date	ţ	Action	🕺 Clear filters
	2/24/2021 11:31 AM EST		 View-Print Applicati Application Docume Application Details 	

6. To open a record, click the blue record hyperlink.

Application/ Award							
Q 9900		۲	SEARCH	REGION / OFFICE Region 3			
Application Number	Application Name	Tem	Temporary Application Number				
9900-2020-2	Test TOM-6704	9900-2020-2					
9900-2021-5	Sample Grant	9900	-2021-5				
Records Per Page 50 100 150 200 250							

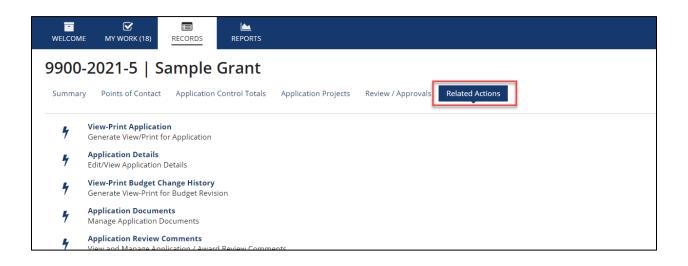
3.4.2.3.2 Record Contents

Upon opening a specific record, a high-level summary of the data populates in the main content area of the screen. This is the "Summary" dashboard in the navigation bar.



WELCOME MY WORK (18)	RECORDS REPORTS					III 🚺 C Federal Tanul Administration
9900-2021-5 9	Sample Grant					
Summary Points of Contact	Application Control Totals Applicat	ion Projects Review / Approvals	Related Actions			
In-Progress	Initial Review / Concurrence	Final Concurrence	Obligation	Executed	Active	Closed
Recipient Details						
Recipient ID 9900 ರ್ಷ			Recipient Name TrAMS Transit Organ	nization		
Application Status I	nformation					
Application Number						
9900-2021-5			Application Tasks	for Completion	Status	
Application Name			Annual C&As		MISSING	
Sample Grant Status			Executive Summar	у	COMPLETED	
In-Progress			Project(s) Validate	i	MISSING	
Last Modified On						
Dec 23, 2020						

Related Actions: The top navigation menu contains links specific to the type of record. This will often include a 'Related Actions' option (sometimes referred to as a 'tab'. The 'Related Actions' opens to a page of options to view and modify detailed record information. A user's ability to update record information depends on their assigned roles as well as the current state of the data (ex. recipient users with read only can view, however they cannot edit Applications).



3.4.2.4 Reports Tab

The 'Reports' tab provides access to a suite of reports. There are 3 columns in the Reports tab including Reports, Excel Reports, and Static Reports. By clicking on any report link, the user can review reports of data in TrAMS as permitted by their user roles. To learn about these reports in detail, refer to *Section 8: Reports*.

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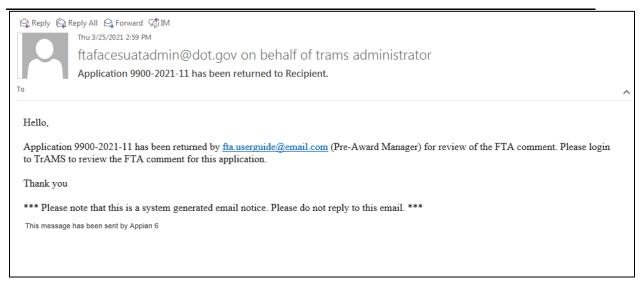
WELCOME MY WORK (12) RECORDS		# (
TrAMS		⊘ TrAMS Website ⊘Heip Page
년 Reports	🔀 Excel Reports	🔀 Static Reports
Enter Report Name	Enter Report Name	
		► FY 2022
izz Disadvantaged Business Enterprise (DBE) Semi- Annual Uniform Report ⊕	Application Budget by ALI Report ®	► FY 2021
	🖹 Application Budget Report 👁	► FY 2020
🗠 Disbursement Report 💿	Application by Status Report ®	► FY 2019
🗠 MPR Details 👁		► FY 2018
Recipient POC Details 👁	Discretionary Allocation Detail Report 👁	► FY 2017
	FFR Detail Report 🕲	► FY 2016
	🖹 Project Budget Report 🖲	► FY 2015
	📝 Project Scope Budget Report 👁	FY 2015 Archive
	🝸 Transactions By FAIN Report 🕐	FY 2014 Archive
	8 items	FY 2013 Archive
		FY 2012 Archive
		FY 2011 Archive

3.5 Emails

In addition to tasks, users may receive emails from the system indicating that they need to perform an action as part of a workflow. After receiving an email and logging on, the user will not find any corresponding tasks to perform. Instead, they will need to navigate to the appropriate record and must initiate the required action. In some instances, the action initiated will start a workflow that includes tasks for other user roles (e.g. Closeout Amendment). Similarly, the action may initiate other email notifications to different users (e.g. the Certification and Assurance process).

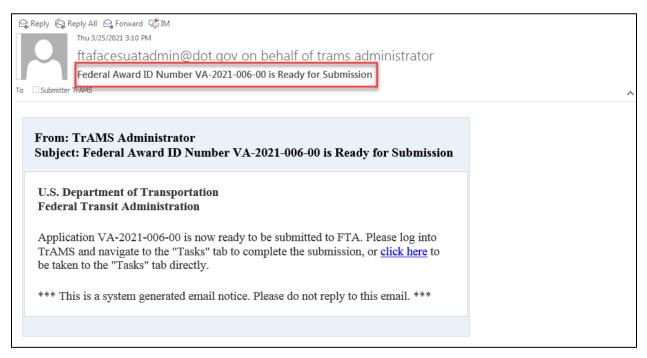
As an example, a user may receive an email indicating that an Application has been returned by the Pre-Award Manager and that they should review the comment.





The user will be able to distinguish between emails sent by the system and system emails associated with tasks:

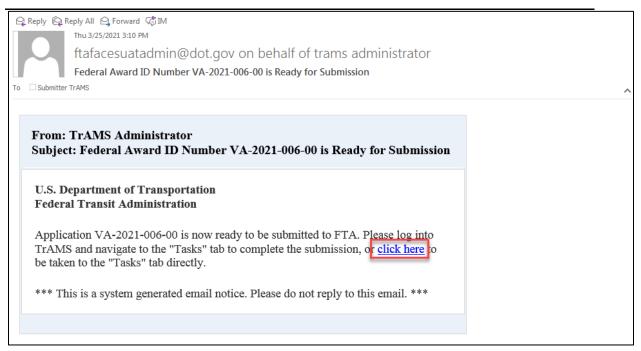
• The description of the task will be in the subject line for emails associated with tasks



- Emails not associated with a Task 'From' line will be listed as 'TrAMS Administrator'.
- The link in the email takes the user to the TrAMS website or takes the user to the task at hand if they are already logged into TrAMS

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In both cases, the workflow will not continue until the required action(s) are complete.

3.6 Exporting Information from TrAMS

3.6.1.1 Printing from the Browser

When printing within a web browser, only the banner and the Main Content area will be included.



						•	TrAMS Websit	e 🕀 Help Page	Print	2 s
TrAN									Destination	🖶 Microsoft Pri
∼ Task Filters									Pages	All
Task Name	FAIN				Applicati	on Name				
Enter Partial/Full Tasi	Name Ente	r Partial/Full FAIN			Enter Pa	rtial/Full Applic	ation Name		Layout	Portrait
Application Status	Recipi	ient Organization	n		FTA Offic				Edjour	1 or draft
Select Application Sta	tus Sean	ch for a Recipient C	Organization		Select FI	A Office				
Type Of Task									Color	Color
Select Type									0000	00.01
								Clear Filters #		
C My Tasks									More settings	
Task Name		FAIN	Applicati on Name	Applicati on Status	Recipien t Id	Regional Office	Assigned To	Received		
Return to DOL VA-	021-001-00 TRAMS 9900	VA-2021- 001-00	Sample Applicatio n	Final Concurren ce / Reservatio n	9900	Region 3	Jane TrAMS	3/9/2021 1:44 PM EST		
Complete Reservation	n VA-2021-004-00 TRAMS 9900	VA-2021- 004-00	User Guide Cancel Reservatio n	Final Concurren ce / Reservatio n	9900	Region 3	Jane TrAMS	2/25/2021 4:08 PM EST		
Select Final Concurr	nces VA-2021-003-00 TRAMS 9900	VA-2021- 003-00	User Guide Submit	Applicatio n Submitted	9900	Region 3	Jane TrAMS	12/31/202 0 12:20 PM EST		
Obligate & Award	A-2021-002-00 TRAMS 9900	VA-2021- 002-00	User Guide	Ready for RA Concurren ce / Award	9900	Region 3	TrAMS FTA Region 3 - Administr ator	12/29/202 0.4:11 PM EST		
Select Initial Review	Concurrences 9900-2021-2 TRAMS	9900- 2021-2	fta.usergui de@email. com	Transmitt ed / Ready for FTA Review	9900	Region 3	Jane TrAMS	12/18/202 0 4:50 PM EST		
Select Pre/Post Awa	d Managers 9900-2021-3	9900- 2021-3	test	Transmitt ed / Ready for FTA Review	9900	Region 3	TrAMS FTA Region 3 - Intake Manager	12/18/202 0 4:50 PM EST		
Select Pre/Post Awa	d Managers 1401-2021-3	1401- 2021-3	Loan Example 1	Transmitt ed / Ready for FTA Review	1401	Region 3	TrAMS FTA Region 3 - Intake Manager	11/17/202 0 3:49 PM EST		
Obligate & Award	MD-2020-011-01 MTA 1401	MD-2020- 011-01	Testing Edit Internal App Review Comment s Test	Ready for RA Concurren ce / Award	1401	Region 3	TrAMS FTA Region 3 - Administr ator	9/28/2020 2:30 PM EDT		

3.6.1.2 Exporting Files (View/Prints) Information

TrAMS records and documents that may be viewed and printed have been formatted as 'Rich Text Format' (.rtf). These files will need to be opened using a program that is compatible with this type of file (e.g. Microsoft Word).

When the 'View/Print' Application related action is selected, the user will be prompted to open or save the file. Variations will exist depending on the browser that the user is working with and the default program the user has defined to be the default program to open rtf files.

Example: Internet Explorer 11 and Microsoft Word

Do you want to open or save View Print Application - VA-2021-005-00.rtf (33.8 KB) from facesuat.fta.dot.gov?	Open Sav	re 🔻 Cancel 🗙
Example: Chrome		
View Print Applicatirtf		Show all X

The view-print format may require the user to adjust the font size or layout of the page to suit the user's preferences or view information displayed.

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4 Recipient Organization Management

4.1 Overview

A recipient organization is any entity that is eligible to seek and apply for federal assistance from FTA. FTA will assess a recipient organization's eligibility; and assign an identification number (Recipient ID) to conduct business with FTA. The Recipient ID is a four-digit number (e.g. 2345); and is used in TrAMS, and other FTA systems to identify the recipient organization record.

The Recipient Organization record is where a user can search, view, and update, recipient organization record details in TrAMS.

Each recipient organization is associated to either a Regional FTA Office or an FTA Headquarters Office. These offices are known as "cost centers." Each cost center has an acronym and number that are used throughout TrAMS. The FTA cost centers are listed in Table 1: FTA Cost Centers for reference:

Cost Center Name	Acronym	Number
FTA Regional 1 Office	TRO-1	78100
FTA Regional 2 Office	TRO-2	78200
FTA Regional 3 Office	TRO-3	78300
FTA Regional 4 Office	TRO-4	78400
FTA Regional 5 Office	TRO-5	78500
FTA Regional 6 Office	TRO-6	78600
FTA Regional 7 Office	TRO-7	78700
FTA Regional 8 Office	TRO-8	78800
FTA Regional 9 Office	TRO-9	78900
FTA Regional 10 Office	TRO-10	79000
Office of Administrator	ТОА	61000
Office of Administration	TAD	62000
Office of the Chief Counsel	TCC	63000
Office of Communication and Congressional Affairs	TCA	64000
Office of Program Management	ТРМ	65000

Table 1: FTA Cost Centers

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Cost Center Name	Acronym	Number
Office of Budget and Policy	ТВР	66000
Office of Research, Demonstration and Innovation	TRI	67000
Office of Civil Rights	TCR	68000
Office of Planning and Environment	TPE	71000
Office of Transit Safety and Oversight	TSO	74000

User Role Requirements

A TrAMS user must have at a minimum, the Read-Only user role to access the recipient organization to view or update portions of the record information. In some instances, a user must have specified user roles to complete updates.

4.2 Search Recipient Organization Records

There are multiple ways to search for and access a recipient organization record. Users may find recipient organization information by either searching from the 'Welcome' tab 'Actions' and selecting 'Search Recipient Organization' or searching from the 'Records' tab and selecting 'Search Recipient Organization'.

Users can navigate to the organization record from any Application or Awards' 'Summary' page by clicking the Recipient ID hyperlink located on that page.

4.2.1 Searching Recipient Organization from Actions Tab

To search for a recipient organization using the 'Actions' tab:

1) Navigate to the 'Welcome Tab' and click the 'Search Recipient Organizations' link in the 'Actions' section.

	⊘ TrAMS Website ①Help Page
TrAMS	
4 Actions	Quick Links
Enter Action Name	O Coming Soon
Create Application	
Q Search Applications / Awards	
Q Search FFR and MPR for Review	
Q Search Recipient Organizations	

- 2) The 'Search Recipients in TrAMS' form will display with search criteria fields. Note that none of these fields are required. Not populating any fields will return all recipient organizations in the profile. Users can search for an organization using one or more of the following criteria:
 - a) **Recipient ID** The recipient's ID will default to their organization. When a user is assigned to more than one ID, they can choose the recipient ID from the drop-down menu. Only one ID can be selected and viewed at a time.
 - b) **Recipient Name:** Enter in all or part of the recipient organization's name in the 'Recipient Name' field.
 - c) **Recipient Alias:** Enter in all or part of the recipient alias name.
 - d) **TrAMS Status:** Select the recipient organization's status in TrAMS from the drop-down menu provided under the 'TrAMS Status' field. Status options are 'Active', 'Inactive', or 'New-Pending Review'.
 - e) **SAM Status:** Select the recipient organization's status in SAM.gov from the drop-down menu provided under the 'SAM Status' field. Status options are: 'Active' or 'Expired'.
 - f) Cost Center: Select a cost center (aka, a Regional Office or HQ office) from the drop-down menu provided under the 'Cost Center' field. For recipient organizations, the user's Recipient ID is already associated with a cost center. If users are a user associated with multiple recipient organizations across different FTA offices; then the cost center they choose must correspond with the Recipient ID. Remember, this is not a required field.

WELCOME MY WORK (20) RECORDS REPORTS	III 🕢 C Foderet Harvel Administration
View Recipient Profile Search Recipients in TrAMS	
Enter Search Criteria	
Recipient ID	
Input the 4-digit TrAMS recipient ID (e.g. 1398)	
Recipient Name	
Input all or part of a recipient organization's name (e.g. "Washington")	
Recipient Alias	
Input all or part of a recipient organizations allas (AKA Team Name)	
TrAMS Status	
Active	-
SAM Status	
Any	-
Cost Center	
Any	-
CANCEL	CONTINUE

- 3) Once all desired search criteria have been entered, click the 'Continue' button.
- 4) The 'Search Results' form will be displayed. To access the recipient record, click on the 'Recipient ID' hyperlink of the desired recipient organization. After selecting the hyperlink, the user will be taken to the record of the Recipient Organization.

View Recipient Profile Search Results										
Select a recpient to na	iviga	te to its dashboard								
Recipient ID	t	Recipient Name	Recipient Acronym	UEI	Recipient DUNS	Recipient Cost Center	SAM Status	TrAMS Status		
9900		Transitcenter, Inc.	TRAMS			78300	EXPIRED	Active		
							REVIS	SE SEARCH CLOSE		

In most cases, only the user's recipient organization will display. If users are associated with more than one organization, they can only search for one organization at a time.

Recipient Organization names in the table are listed by their legal business name (from SAM) and then the provided acronym.

4.2.2 Searching Recipient Organizations from Records Tab

Recipient organization profile(s) may be accessed from the 'Records' tab in TrAMS.

1) Click the Records tab in the navigation bar.

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2) Click on the 'Recipient Organization' record type from the menu to view recipient organizations. The results will display recipient organizations in which the user has assigned user roles.

A VELCOME MN	WORK (14)		EPORTS										👌 Federal Trans	il Administra
rAM S											€TrAM	S Web	site ∂He	lp Page
Арр	lications / Awards			i≡ Projects			盦 介 Recipient Orga	nizatio	ns	Disadva	ntaged Busir (DBE) Rep		Enterpris	e
cipient Organi		SEARCH	REGION / OFFICE Ar	y	•	TRAMS STATUS	Any	•	SAM STATUS	Any		•	± T	0
Recipient ID	Recipient Name	Recipie	nt Acronym	UEI	Regio	n / Office	Organization Type	TrAMS	Status	SAM Status	Action			
9900	Transitcenter, Inc.	TRAMS			Region	n 3	Small Business	Active		EXPIRED	 Recipient D POC and Ur 			

- 3) In most cases, only one recipient organization will display. If a user has user roles for multiple recipient organizations, each organization will display in the list.
- 4) Recipient Organization names are listed by their legal business name (from SAM), the provided acronym, and then the four-digit recipient ID number.
- 5) The results will display in Recipient ID order. Users may filter displayed records by using the search box and typing the organization name in full or in part, or they can search by entering the four-digit recipient/vendor ID number.

M WELCOME M	WORK (14)	Lee Reports							🔕 Federal Tran	nsit Administration	
TrAMS		-						Q TrAMS We	bsite 🗍 He	⊧lp Page	
Apj	iii Dications / Awards		i≣ Projects		盦 ᠿ Recipient Orga	nizations	Disadva	ntaged Business (DBE) Reports		se	
Recipient Organi		ARCH REGION / O	DFFICE Any	▼ TRAMS STATUS	Any	▼ SAM ST	atus Any	•	± T.	. 3	
Recipient ID	Recipient Name	Recipient Acrony	ym UEI	Region / Office	Organization Type	TrAMS Status	SAM Status	Action			
9900	Transitcenter, Inc.	TRAMS		Region 3 Small Business		Active	EXPIRED	 Recipient Documents POC and Union Information 			

Note: Users may enter the phrase they would like to search for in the 'Search TrAMS Recipient Organization' field and click on the 'Search' button to initiate the search.

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6) Click on the recipient organization's ID which is a hyperlink.

K WELCOME M	Y WORK (14)	S REPO								🔕 Fed	eral Transit Ad	ministration
TrAMS									@ TrAMS W	ebsite	()Help	Page
Арј) plications / Awards			i≡ Projects		盦 介 Recipient Org	anizations	Disadv	ntaged Business (DBE) Report		rprise	
Recipient Organ								_				
Q Search TrAMS	Recipient Organizatior.	Recipient A	GION / OFFICE Anj	UEI	TRAMS STATUS Region / Office	Any Organization Type	TrAMS Status	SAM Status	• Action	*	۳ *	0
9900	Transitcenter, Inc.	TRAMS			Region 3	Small Business	Active	EXPIRED	 Recipient Docur POC and Union 		ation	

7) The user will be taken directly to the selected recipient organization record's 'Summary' page.

WELCOME MY WORK (14) RECORDS REPORTS	III 🚺 💿 hadra harri karrinanan								
Transitcenter, Inc. TRAMS 9900									
Summary Applications/Awards TrAMS Users Locations Designated Recipient Related Actions									
TrAMS Profile Information									
Recipient ID	TrAMS Status								
9900	Active								
Recipient Acronym	Geographic Location Code								
TRAMS									
Recipient Alias	NTD Code								
TrAMS Transit									
Recipient Cost Center	Is MPO?								
78300	No								
Is State DOT?	Recipient ID of MPO								
No									
Recipient OST Type	Is DBE?								
Small Business	No								
DAIMS Business Type	Assistance?								
Small Business	No								
Is Designated Recipient?									
No									
SAM Profile Information									

4.3 View Recipient Organization Records

4.3.1 Overview

Each Recipient profile has dashboards to view information and a series of related actions. The following section covers the different information that may be viewed. Information is outlined moving left to right as shown below. The **tab** selected is highlighted by the blue box and arrow.

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4.3.2 Summary

The 'Summary' page is the landing page after selecting an organization record to view. The 'Summary' page is in a read-only format for all users. It contains high-level information concerning the organization including:

- TrAMS Profile Information
- SAM Profile Information
- Payment Information
- Locations

WELCOME MY WORK (14) RECORDS REPORTS	III 🚺 C Fooled Tanual Administration							
Transitcenter, Inc. TRAMS 9900								
Summary Applications/Awards TrAMS Users Locations Designated Recipient Related Actions								
TrAMS Profile Information								
Recipient ID	TrAMS Status							
9900	Active							
Recipient Acronym	Geographic Location Code							
TRAMS								
Recipient Alias	NTD Code							
TrAMS Transit								
Recipient Cost Center	Is MPO?							
78300	No							
Is State DOT?	Recipient ID of MPO							
No								
Recipient OST Type	Is DBE?							
Small Business	No							
DAIMS Business Type	Assistance?							
Small Business	No							
Is Designated Recipient?								
No								
SAM Profile Information								



WELCOME MY WORK (14)	REPORTS			III 🚺 🔤	Transit Administration				
SAM Profile Information									
Legal Business Name Transitcenter, Inc.		SAM Status EXPIRED							
DBA Name		SAM Expiration Date							
UEI		SAM Website							
DUNS		FY End Date							
Website		12/31							
https:///www.transitcenter.org Payment Information									
ECHO Number		WCF? No							
REQU? No		TSC? No							
OPAC?		NO							
No Locations									
Name	Address Line 1	Address Line 2	City	State	Zip				
Physical Address			NEW YORK	NY	10004				

Recipients are responsible for changes to the SAM profile information and must be made directly in SAM. TrAMS is synced nightly with SAM. Users can also update their recipient organization's SAM information by clicking on the Sync Recipient Organization with SAM related action.

4.3.3 Applications / Awards

The applications / awards option will populate a list of all applications and awards that are associated with a recipient organization; this includes both active and closed awards. A grid/table will populate listing associated with the organization. The list provides the application/award number or Federal Award Identification Number (FAIN), the application name, person last updated by, last update date, and the current status of the application/award. Each amendment associated with an award will be displayed separately.

To view recipient 'Applications/Awards' from the Recipient organization profile:

Click on the 'Applications/Awards' form the navigation bar.

WELCOME MY WORK (14)	III 🕘 Cased bank Astronomica
Transitcenter, Inc. TRAMS 9	900
Summary Applications/Awards TrAMS Users Locations	Designated Recipient Related Actions
Recipient Information	
Recipient ID	Recipient Name
9900	Transiteenter, Inc.
UEI	Acronym
	TRAMS
Recipient DUNS	
Applications	

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The FAIN will be displayed as a hyperlink and can be used to directly access the application/award record. If there are no applications, the grid will be empty.

Applicatio	ons			/
FAIN	Application Name	Last Updated By	Last Updated J Date	Status
9900-2016-4	Sample Application 2	jane.trams@yahoo.com	May 30, 2018	In-Progress
9900-2018- 13	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS	jane.trams@yahoo.com	Apr 05, 2018	In-Progress
FL-2018-007- 00	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS	trams.official1	Feb 28, 2018	Active (Executed)
9900-2018-9	New Transit Line	jane.trams@yahoo.com	Feb 07, 2018	In-Progress

Users can filter and sort on the various columns within the Applications grid. Users can filter by ascending or descending order by clicking on the column header twice. Users can also sort by most recently acted on by using the last updated date or sort by application status.

When more than 25 applications/awards exist, use the arrows on the bottom of the page to display the additional applications.

CT-44-X004-00	Walk Bridge Design & NH Railyard Power	Feb 24, 2015	Active (Executed)
CT-90-X519-00	FY 2013 5307 Program of Projects	Feb 23, 2015	Active (Executed)
			≪ < 1 - 25 of 813 > ≫

4.3.4 TrAMS Users

All active TrAMS users associated with the selected recipient organization can be found under the recipient organization profile. User record information will display in a grid. If there are no users the grid will be blank. Information displayed includes the user's first and last name, contact information (email and phone), and the user roles that have been assigned.

1) Click on 'TrAMS Users' from the navigation bar.

WELCOME MY WORK (14)	RECORDS REPOR	15		III 😡 C Facera Tarrel Administrator
Transitcenter, l	nc. TRAMS	9900		
Summary Applications/Awa	rds TrAMS Users Lo	cations Designated Recipient Related Actions		
Recipient Informatio	on			
Recipient ID 9900			Recipient Name Transitcenter. Inc.	
UEI			Acronym	
Recipient DUNS			TRAMS	
Users				
First Name	Last Name	Email	Phone	User Roles
Submitter	Trams	submitter1.trams@email.com	(123) 456-7910	Submitter, 9900 Official, 9900 Attorney, 9900 Civil Rights, 9900 Developer, 9900 User Manager, 9900 FRR Reporter, 9900 MPR Reporter, 9900

- 2) The active TrAMS users associated with the recipient will display. If there are no TrAMS users associated, the grid will be empty.
- 3) This is a summary view only of the user; you may review more information about a user by reviewing their profile. To modify user profile information, see the FACES User Guide.

Recipient Information	
Recipient ID	Recipient Name
9900	Transitcenter, Inc.
UEI	Acronym
	TRAMS
Recipient DUNS	

4. If a user has roles that are associated with multiple organizations, you can differentiate each role title by referring to the organization's four-digit recipient ID number.

Users					
First Name	Last Name	Email	Phone	User Roles	
Jane	Trams	example@example.com	(555) 555-5555	Submitter, 9900 Attorney, 9900 Official, 9900 MPR Reporter, 9900 FFR Reporter, 9900 User Manager, 9900 Civil Rights, 9900	

4.3.5 Locations

Recipient organizations must be associated with at least one and may be associated with multiple, urbanized areas (UZA), states and congressional districts. This information is important as it is used

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during the development of applications. Applications must define the place of the performance which is in part associated with the UZA and applicable congressional districts.

The 'Locations' dashboard displays all the applied UZAs and congressional district(s).

To view the 'Locations' for a recipient organization:

1) Click on 'Locations' from the navigation bar.

WELCOME MY WORK (14)		III 🚺 @ taket taut kenn	totion
Transitcenter, Inc. TRAMS 9900			
Summary Applications/Awards TrAMS Users Locations Designated Recipion	ent Related Actions		
Recipient Details			
Recipient ID 9900		vient Name itcenter, Inc.	
Urbanized Areas (UZA) and States			
States and UZAs			
Area Name		UZA Cod	le
Virginia		51000	o
Virginia		51000	O
Congressional Districts			
Congressional District	State	Representative Name	
1	Virginia	Congressional Representative	

- 2) The 'Urbanized Areas (UZA) and States' section displays the UZAs and states associated with the recipient organization. If there are no UZAs and states associated, the grid will be empty. Your organization should have at least one UZA populated to support future applications/awards. To modify your UZA information, contact your FTA awarding office.
- 3) The 'Congressional Districts' section displays all Congressional Districts associated with the recipient organization. If there are no Congressional Districts associated, the grid will be empty. Your organization should have at least one Congressional District to support future applications/awards. To manage your Congressional Districts, refer to *Related Action: Manage Congressional Districts*.

4.3.6 Designated Recipient

The Designated Recipient section is undergoing changes in the TrAMS system and is not currently active. This section will be updated once implemented. The below describes the intent of this module.

The Designated Recipient option is visible to all users. This module will allow those recipient organizations who have the principal authority and responsibility for suballocating specified formula funds to states and urbanized areas (UZAs) to document the allocations (or splits) among the eligible direct recipients within the urbanized area. If the recipient organization is a designated recipient, you will see the funding programs and UZAs that are associated with the recipient of the 'Designated Recipient' page.

All user roles including the read-only can "view" the information in this dashboard.

<u>Note:</u> If you do not see a UZA listed; check your recipient locations. If you confirm a UZA is missing, contact your FTA office to update your location information.

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Designated recipient details can only be updated by FTA after verifying that they have the appropriate documentation for the requested changes.

In TrAMS, a recipient organizations profile can be tagged as designated recipients for the following formula programs, which can be suballocated in TrAMS:

- Section 5307 Urbanized Area Formula Program (5307-2A)
- Section 5310 Formula Grants for Enhanced Mobility of Seniors & Individuals with Disabilities (5310-1A)
- Section 5337 State of Good Repair Formula Grants (5337)
- Section 5339 Formula Grants for the Bus and Bus Facilities Infrastructure Investment Program

<u>Note</u>: If you are a designated recipient your profile should indicate "yes" under the question 'Is Designated Recipient?' If your profile information is not accurate, contact your FTA POC; only FTA has the authority to update that piece of information.

Summary Applications/Awards TrAMS Users Locations	Designated Recipient Suballocations News Related Actions
TrAMS Profile Information	
Recipient ID	TrAMS Status
1707	Active
Recipient Acronym	Geographic Location Code
ANCHORAGE	020200130
Recipient Alias	NTD Code
MUNICIPALITY OF ANCHORAGE	12
Recipient Cost Center	Is MPO?
79000	Yes
Is State DOT?	Recipient ID of MPO
No	1707
Recipient OST Type	Is DBE?
Other Government Agency	Yes
Is Designated Recipient?	Assistance?
Yes	Yes

To view the designated recipient details for a recipient organization:

1) Click on the 'Designated Recipient' tab.

Transitcenter, Inc. TRAMS 9900		
Summary Applications/Awards TrAMS Users Locations Designated Recipient Relat	red Actions	
Recipient Information		
Recipient ID	Recipient Name	
9900	Transitcenter, Inc.	
UEI	Acronym	
HW4YBLZG5NM6	TRAMS	
Recipient DUNS		
020605171		

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2) The formula programs associated with the designated recipient are listed and displayed in a grid format under the 'Designated Recipient Details' section. If there are no formula programs associated or the recipient organization is not a designated recipient, no grid will display.

Transitcenter, Inc. TRAMS 9900						
Summary Applications/Awards TrAMS Users Locations Designated Recipient	Related Actions					
Recipient Information						
Recipient ID	Recipient Name					
9900	Transitcenter, Inc.					
UEI	Acronym					
HW4YBLZG5NM6	TRAMS					
Recipient DUNS						
020605171						

4.3.7 Related Actions

4.3.7.1 Introduction

All users have access to view information about their assigned recipient organization. Certain information may only be modified by specific user roles.

To view or modify, use the 'Related Actions' tab for the selected Recipient Organization. The following actions are available only to recipient users:

- Recipient Documents
- Civil Rights Information
- Certifications & Assurances
- Fleet Status
- Congressional Districts
- Direct Recipients
- POC and Union Information
- Sync Recipient Organization With SAM



ederal Transit Administration	III 🚺 🖬 feared bout Aar	5	KELCOME MY WOR
		9900	ransitcent
		ations Designated Recipient Related Actions	Summary Applicatio
			Recipient Do Manage Recip
			Civil Rights In Manage Civil I
			Certification Manage Certification
			Fleet Status Manage Fleet
			Manage Recip
		ated Recipient	Manage Direct
		nformation	POC and Univ Manage Recip
		5AM Information	Sync Recipier Sync with SAM
		5AM Information	

4.3.7.2 Related Action: Recipient Documents

TrAMS users have the ability to manage documentation for their assigned recipient organizations.

To View recipient documents:

- 1) Click on Related Actions in the navigation bar.
- 2) Click 'Recipient Documents' from the menu.
- 3) The Recipient Organization |Document Summary page will display. Documents migrated from TEAM or added to TrAMS will display in a grid. If there are no documents, the grid will be blank. To view a previous uploaded document on the 'Document Summary' page, click on the hyperlink under the 'Document File Name' column.



nma						
	ary Applications/Awar	ds TrAMS Users Locations Designated	Recipient Related Actions			
₹e	cipient Org	anization Document	Summary			
	Recipient Profile In Recipient ID 9900 Recipient ID 9900	ts		me Transitcenter, Inc.		
	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
	Civil Rights	Title VI Program Plan New Submission	New Title VI Program Plan New Submission		May 10, 2021	test.submitter@email.com
	Civil Rights	DBE Program Plan New Submission	DBE Program Plan New Submission Document Name		May 12, 2021	test.submitter@email.com
	Civil Rights	EEO Program Plan New Submission	EEO Program Plan New Submission		May 12, 2021	test.submitter@email.com
	Civil Rights					

4) Click the 'Close' button to return to the 'Related Actions' menu.

4.3.7.2.1 Add Recipient Profile Documents

- 1. Click the 'Add Document' button to upload a document for the recipient organization.
- 2. The 'Add Documents' page will display:

T



Recipient Profile Information Recipient ID 9900 Recipient ID 9900 Existing Documents							
	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By	
	Legal	Legal Authority Document	Hydrangeas	User Role Justification for Jane Trams	Mar 09, 2016	region4.lsm1	
	Legal	Legal Authority Document	Chrysanthemum	User Role Justification for Jane Trams	Mar 09, 2016	region4.lsm1	
	Legal	Legal Authority Document	Desert	User Role Justification for Jane Trams	Mar 09, 2016	region4.lsm1	
	Civil Rights	EEO Program	EEO test document		Jun 08, 2016	trams.civilrights1	
	Civil Rights	DBE Program	Sample Document for Guide purposes		Jun 08, 2016	trams.civilrights1	
	Civil Rights	DBE Goal	DBE Sample Document 2016		Jun 08, 2016	trams.civilrights1	
	Civil Rights	Title VI	Document sample		Jun 08, 2016	trams.civilrights1	
	General	General	Add_Documentpng	Demo Purposes	Jun 14, 2017	region9.civilrights1	
	Civil Rights	EEO Program	Document #2		Jun 15, 2017	region9.civilrights1	
	Civil Rights	DBE Program	Test Upload Document		Jun 15, 2017	region9.civilrights1	
	Civil Rights	DBE Goal	DBE Goal Test Document		Jun 15, 2017	region9.civilrights1	
	Civil Rights	Title VI	Test Title VI Document		Jun 15, 2017	region9.civilrights1	
						12 iter	

- a) Select the 'Document Context' from the drop-down list of values.
- b) After selecting the 'Document Context', the 'Document Type' field will populate. Select a 'Document Type' value from the drop-down list.
- c) Provide a description of the document in the 'Document Description' field.
- d) Use the 'Upload' button to select a document. You can also drag and drop documents to the field.

Upload New Document		
* Document Context	Select Document Context	
* Document Type	Select Document Type	
* Document Description		
* Select Document	UPLOAD 🛱 Drop file here	

4.3.7.2.2 Delete Recipient Profile Documents

- 2) To delete a document that you just uploaded prior to selecting the save button, the user can either:
 - a) Place the cursor over the newly uploaded document the document icon will display an "X"; select the "X" to proceed with deleting; or

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b) The user can select the 'Cancel' button to return to the 'Document Summary' page without saving the document.

Select Document	
CANCEL	SAVE

Note: Once a document has been uploaded and saved, it cannot be deleted. Contact your FTA POC to delete documents.

c) Use the 'Save' button to complete the document upload process.

cords / Recipient Organiz	it Organization	RAMS 9900	
Summary Applications	Awards TrAMS Users Location	Designated Recipient Suballocations News Related Actions	
Recipient C	Organization Add	Documents	
Recipient Info	rmation		
Recipient ID	9900	Recipient Name Trams Transit Organization	
Upload New D	ocument		
* Document Context	Contact Persons		-
* Document Type	General		•
* Document Description	Contact Information		
• * Select Document	Justification Document2 DOCX - 11.13 KB		
CANCEL			SAVE

<u>Note</u>: The table below describes the crosswalk for values listed under 'Document Context' and 'Document Type'. For example, when the user selects 'Civil Rights' from the 'Document Context' dropdown, the user will also see and be able to select the values under 'Document Type' dropdown shown below. Note that documents migrated from TEAM, where no context or type was provided, will display with "General."

Document Context	Document Type
General	General
Contact Persons	General
Cert & Assurances	General
Codes	General

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Payment Codes	General
Civil Rights	General
Civil Rights	EEO Program
Civil Rights	Title VI
Civil Rights	DBE Program
Civil Rights	DBE Goal
Otrack	General
Triennial Review	General
Legal	General
Legal	Legal Authority Document
Legal	Opinion of Legal Counsel
Legal	Resolution Document
Fleet	Fleet Status
Fleet	Fixed Route Fleet Details
Fleet	Paratransit Fleet Details
Fleet	Light Rail Fleet Details
Fleet	Commuter Rail Fleet Details
Fleet	Heavy Rail Fleet Details
Fleet	Waterborne Fleet Details
Fleet	Other Fleet Details

3) To view a previously uploaded document that is displayed on the 'Document Summary' page, click on its hyperlink under the 'Document File Name' column. (Note: you are not required to select the checkbox.)



Recipient Profile In Recipient ID 9900 Reting Document			Recipient Name Trams Transit Organization		
Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
Legal	Legal Authority Document	Hydrangeas	User Role Justification for Jane Trams	Mar 09, 2016	region4.lsm1
Legal	Legal Authority Document	Chrysanthemum	User Role Justification for Jane Trams	Mar 09, 2016	region4.lsm1
Legal	Legal Authority Document	Desert	User Role Justification for Jane Trams	Mar 09, 2016	region4.lsm1
Civil Rights	EEO Program	EEO test document		Jun 08, 2016	trams.civilrights1
Civil Rights	DBE Program	Sample Document for Guide purposes		Jun 08, 2016	trams.civilrights1
Civil Rights	DBE Goal	DBE Sample Document 2016		Jun 08, 2016	trams.civilrights1
Civil Rights	Title VI	Document sample		Jun 08, 2016	trams.civilrights1
General	General	Add_Documentpng	Demo Purposes	Jun 14, 2017	region9.civilrights1
Civil Rights	EEO Program	Document #2		Jun 15, 2017	region9.civilrights1
Civil Rights	DBE Program	Test Upload Document		Jun 15, 2017	region9.civilrights1
Civil Rights	DBE Goal	DBE Goal Test Document		Jun 15, 2017	region9.civilrights1
Civil Rights	Title VI	Test Title VI Document		Jun 15, 2017	region9.civilrights1
					12 iter

4.3.7.3 Related Action: Civil Rights Information

Refer to the *Civil Rights Management* section to learn about the Civil Rights Information related action in context.

4.3.7.4 Related Action: Certifications & Assurances

Recipients must certify that they are in compliance with Federal transit laws as well as Federal crosscutting requirements prior to FTA making an award. Certification & Assurances (C&As) must be submitted electronically via TrAMS.

The C&As module:

- Allows you to view current and past C&As.
- Allows you to certify the current fiscal year.
- Allows you to correct or update the current fiscal year C&As.
- Prohibits corrections to past fiscal years.

User Roles:

- All TrAMS user roles can view the C&As.
- The Official user role executes only for the Official.
- The Attorney user role executes only for the Attorney.

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• A user may be given authority to have both the 'Official' and 'Attorney' user roles to certify; this is referred to as "certifying on behalf of both" for an organization. Refer to *Certify on Behalf of Both the Official and Attorney* for more information.

4.3.7.4.1 View the C&As

- 1) Find your Recipient Organization Profile.
- 2) Click on Related Actions in the navigation bar.
- 3) Click on 'Certifications & Assurances' from the menu options.
- 4) The 'Certifications and Assurances' form will display for your recipient organization.
 - a) Use the provided drop-down menu under 'Select Fiscal Year' to select the fiscal year of the C&A you wish to view. Only the current fiscal year, plus the past nine fiscal years will display (a total of ten fiscal years are available to be viewed).
 - b) Click the 'Continue' button.

•
CONTINUE

5) If the Certifications & Assurances have not yet been published for a fiscal year, you will receive a warning message:

Miami Bea	ch, City Of Certifications and Assurances	
* Select Fiscal Year	2018	•
	C&A's not published for FY2018	
CANCEL		CONTINUE

6) If the C&As are published, a read-only version of the 'FY [current FY] C&A Affirmations' form for the selected fiscal year will populate.

If the C&As have not been completed by the recipient for the current fiscal year, this entire form will be read-only and display incomplete fields. An example of an incomplete field is a Certification Date displayed as N/A or categories only displaying red circles (indicating not certified).

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Ce	rtifications & Assura	nces FY 2018 C&A Affirmations	
Rec	ipient Details		
Recip	ient ID	Recipient Name	
9900		Trams Transit Organization	
Cer	tification and Assurance In	Iformation	
	Fiscal Year 2018	Original Certification N/A	
	Assigned Date 1/19/2018	Date	
	Due Date 4/20/2018	Latest Certification N/A Date	
Pub	lished Certifications and A	ssurances	
FTA C	ERTIFICATIONS AND ASSURANCES		
	ertifications and Assurance	20	
	fication History		
	ification Date: In-Progress		-
	Category 1	Title	Certified
	01	REQUIRED FOR EACH APPLICANT	•
	02	LOBBYING	•
	03	PROCUREMENT AND PROCUREMENT SYSTEMS	•
	04	PRIVATE SECTOR PROTECTIONS	•
	05	ROLLING STOCK REVIEWS AND BUS TESTING	•
	06	DEMAND RESPONSIVE SERVICE	•
	07	INTELLIGENT TRANSPORTATION SYSTEMS	•
	08	INTEREST, FINANCING, AND LEASING COSTS	•

The Certifications and Assurances Information Critical Dates:

- 1) Fiscal Year: This will reflect the Fiscal Year that you selected on the prior form.
- 2) **Assigned Date**: This is the date that FTA published the C&As in TrAMS (note that it may be different than the date indicated on the FTAs website).
- 3) **Due Date**: reflects FTA guidance to complete your C&As within 90 dates from date of publication in TrAMS.

Certification a	and Assurance Information		
Fiscal Year	2018	Original Certification 2/2	27/2018
Assigned Date	2/21/2018	Date	
Due Date	5/22/2018	Latest Certification 2/2 Date	27/2018
Published Cer	tifications and Assurances		
FTA CERTIFICATIONS AN	ND ASSURANCES		

4) **Original Certified Date**: This date will populate only once both the Official and Attorney have PINed in TrAMS. The Initial Date Certified Date does not change.

Last Certification Date: The last certification date will be the same as the original certification date the first time the organization certifies. The Last Recertified Date will update if the

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organization updates any categories or documents, and both the Official and the Attorney have recertified.

Both the Official and Attorney must certify or PIN for the Latest Certification Date to populate and be considered complete. Each recertification is tracked. See the recertification process below.

Fiscal Year 2018 Assigned Date 2/21/2018 Due Date 5/22/2018 Published Certification FTA CERTIFICATIONS AND ASSURAN Certifications and Ass Certification History	CES	Original Certification : Date Latest Certification : Date	
Certification Date: 7/12/2018 Off	icial: Charlanne Lanie Thornton Attorney: Ann C	ordo	
Certification Date: 7/12/2018 Off	icial: Charlanne Lanie Thornton Attorney: Ann C	ordo	
Certification Date: 3/16/2018 Off	icial: Charlanne Lanie Thornton Attorney: Ann C	ordo	
	Required Certifications and Assurance	es for Each Applicant	0
01			
01 02	Lobbying		0

To read the full narrative of each category, under "Published Certifications and Assurances" there is a link to direct you to the list of the current and past published Certifications and Assurances and instructions.

Certification a	ind Assurance Informat	tion	
Fiscal Year	2018	Original Certification	2/4/2018
Assigned Date	1/24/2018	Date	
Due Date	4/24/2018	Latest Certification Date	2/15/2018
Published Cer	tifications and Assuran	ces	
FTA CERTIFICATIONS AN	ID ASSURANCES		
Certifications	and Assurances		

4.3.7.4.2 Complete C&A Certifications

To complete the certification of the C&As, it requires two independent actions. The C&As are workflowbased and are initiated by the Official User. The second action is taken by the Attorney user role. There is no task in the task tab; the Attorney will only receive an email notification once the Official has certified. The Official asserts to the certifications and the Attorney affirms the certifications. FTA does allow for one individual to take action in TrAMS "On Behalf of Both" the Official and Attorney. This is common when outside legal counsel supports an organization.

Initiate CA& Certification

1) Log in as the Official User.

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- 2) Locate your Recipient Organization Profile.
- 3) Click on Related Actions in the navigation bar.
- 4) Select the Certification and Assurances option from the available menu.
- 5) A form will populate to select the fiscal year to certify; select the current fiscal year.
- 6) The C&A's form will populate and display checkboxes next to each C&A category. Boxes will only display if you have the Official User Role.
- 7) Category #1 is a required selection. An error message will display and you cannot certify until it is selected.
- 8) Check applicable boxes.

<u>Note</u>: The Certified circle will remain red until you complete certification, by entering your PIN. Once certified, the circle will change to a green circle with a checkmark

Ce	rtifications & Assura	nces FY 2018 C&A Affirmations		
Rec	ipient Details			
Recip	ient ID	Recipient Name		
9900		Trams Transit Organization		
Cer	tification and Assurance In	formation		
	Fiscal Year 2018	Original Certification N/A		
	Assigned Date 1/19/2018	Date Latest Certification N/A		
	Due Date 4/20/2018	Date		
Pul	olished Certifications and A	ssurances		
FTA C	ERTIFICATIONS AND ASSURANCES			
A C	ertifications and Assurance	15		
Certi	fication History			
Cert	ification Date: In-Progress		•	
	Category 1	Títle	Certified	
			o	
	01	UIRED FOR EACH APPLICANT		
	02	LOBBYING	•	
	03	PROCUREMENT AND PROCUREMENT SYSTEMS		
	04	PRIVATE SECTOR PROTECTIONS		
	05	ROLLING STOCK REVIEWS AND BUS TESTING		
	06	DEMAND RESPONSIVE SERVICE	•	
	07	INTELLIGENT TRANSPORTATION SYSTEMS	•	
	08	INTEREST, FINANCING, AND LEASING COSTS	•	

- 9) Review the Certify Affirmation information. Confirm your name and title are properly displayed.
- 10) Enter your PIN (you will receive an error if you have not entered a correct PIN. If you need to set your PIN, see *User Management and Access*.
- 11) Click on the Certify button.
- 12) The Attorney will now receive an email notification to complete certification.

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	NOT SIGNED			
Certification Date	N/A			
Certify Affirm	Certify Affirmation			
Please note that this ve	erification is being recorded under the name of:			
Official's Name	Jane Trams	Certification Date	10/17/2018	
Title	Sr. Financial Analyst	User PIN		

- 13) Attorney Certifies
 - a) The Attorney User can follow the same steps of the Official to locate the certification. The attorney will not see checkboxes and cannot make corrections.
 - 1) To Certify, enter the user PIN in the provided field.
 - 2) Click on Certify.
 - 3) Confirm the certified date is now populated.
 - b) The Attorney can return the C&As to the Official if a correction is needed.

To Return the C&As to the Official:

- 1) Select the Return to Official Button.
- 2) The user will be prompted to confirm you want to return the C&As.
- 3) The user will be prompted to provide comments to the Official.

Please	tify Affirmation e note that this verification is being recorded under the name of: ttorney's Name MarciAttorney1 SCRRA	Certification Date User PIN	11/10/2017
CAN	CEL RETURN TO OFFICIAL		CERTIFY
			ew page to provide comments for the e returned. Would you like to continue? YES

4) The Attorney's comments will populate in the email to the Official and display on the C&As form.



Comments *	
Please make additional selections for Asset Management Category	
Use this field to explain why the C&As are being returned.	
use this neid to explain why the Cooks are being returned.	
BACK	RETURN TO OFFICIAL
Recipient Details	
Recipient ID	Recipient Name
5802	Southern California Regional Rail Authority
Certification and Assurance Information	
Fiscal Year 2018	Original Certification N/A
Assigned Date 11/10/2017	Date
Due Date 2/8/2018	Latest Certification N/A Date
Comments From Attorney	
Please make additional selections for Asset Management Category	
Certifications and Assurances	
Certifications and Assurances	

- 1) The Official must PIN the C&As again to return the C&As for the Attorney to complete certification.
- 2) The Attorney will receive an email notification again and can follow the steps above to complete certification.
- Once certified the Original and Latest Certification Date will populate and the selected categories will display with a green circle. The names of the certifying individuals will display and the date certified.

Certifications & Ass	urances FY 2018 C&A Affirmations	
Recipient Details		
Recipient ID	Recipient Name	
Sertification and Assuran	Trans Transit Organization	
Fiscal Year 2018 Assigned Date 1/19/2018 Due Date 4/20/2018	Original Certification 6/14/2018 Date Latest Certification 6/14/2018 Date	
Published Certifications a	nd Assurances	
FTA CERTIFICATIONS AND ASSURANCES		
Certifications and Assura	ices	
Certification History Certification Date: 6/14/2018 Official: Jan	Trams Attorney: Jane Trams	•
Category	Title	Certified
01	REQUIRED FOR EACH APPLICANT	۲
02	LOBBYING	۲
03	PROCUREMENT AND PROCUREMENT SYSTEMS	۲

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Affirmation of	Applicant
	BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2016, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.
	FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2016. The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," A PCI Rep art 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute
	In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.
Official's Name	Jane Trams
	✓ I accept the above
Certification Date	Jun 14, 2018
Affirmation of	Attorney
	As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.
	I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.
	Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.
Attorney's Name	Jane Trams
	✓ I accept the above
Certification Date	Jun 14, 2018

4.3.7.4.3 Certify on Behalf of Both the Official and Attorney

This process allows for a single individual to certify the C&As in TrAMS. The user must be assigned both user roles, Official and Attorney. To be assigned both TrAMS user roles, you must have the appropriate delegation of signature authority.

When certifying on "Behalf of Both" a signed and dated copy of the C&As must be uploaded to the C&As module at the time of certification. The exact same categories must be selected.

Typically, the Official PINs in TrAMS on behalf of the Attorney. The same process can be used if the Attorney PINs on behalf of the Official.

To complete certification on behalf of both

- 1. Follow the steps to complete the certification provided above.
- 2. Select the applicable certifications.
- 3. Upload the document and provide a document description. Multiple documents may be added.

Page 90



Documents ixisting Documents				
Document	Description	Uploaded By	Date	
Jpload Documents	No iten	ns available		
Upload	Description			
UPLOAD Drop file here				×

- 4. Both the Official and the Attorney PIN fields will display
- 5. The PIN must be entered in each field
- 6. Click on the Certify button.

ADD SCREENSHOT that looks like this

Official's Name	MarciOfficial1 SCRRA		
	NOT SIGNED		
Certification Date	Nov 10, 2017		
Certify Affirm	ation		
Please note that this ve	rification is being recorded under the name of:		
Official's Name	Brother Masterson	Certification Date	11/10/2017
Title	None	User PIN	
Affirmation of	Attorney		
		ssurances as indicated on the foregoing pages. I further affi	ant that it has authority under State, local, or tribal government law, as applicable, rm that, in my opinion, the Certifications and Assurances have been legally made
	I further affirm that, to the best of my knowledge the performance of its FTA Project or Projects.	, there is no legislation or litigation pending or imminent tha	t might adversely affect the validity of these Certifications and Assurances, or of
			an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. s Affirmation, signed by the attorney and dated this Federal fiscal year.
Attorney's Name	MarciAttorney1 SCRRA		
	NOT SIGNED		
Certification Date	Nov 10, 2017		
Certify Affirm	ation		
Please note that this ve	rification is being recorded under the name of:		
Attorney's Name	Brother Masterson	Certification Date	11/10/2017
Title	None	User PIN	
CANCEL			RECERTIFY

7. Confirm the correct names and dates populated

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8. The document will display in a grid. The document may be viewed by selecting the hyperlink. Documents added here only reside in the C&As module. Recipients should upload them here versus adding C&As document to the Recipient Profile.

Document		Description	Uploaded By	Date	
View Print Application	- MD-2018-014-00	asdfasdf	Official1 BALTIMORECITY	01/22/2018	
Affirmation of	f Applicant				
	Federal statutes and regulations, and follow a	opplicable Federal guidance, and comply with	make these Certifications and Assurances and bind it the Certifications and Assurances as indicated on the Fiscal Year 2016, irrespective of whether the individu	foregoing page applicable to each app	licat
	during Federal Fiscal Year 2016. The Applicant any other submission made to FTA, and ackn	affirms the truthfulness and accuracy of the owledges that the Program Fraud Civil Remed foation, assurance or submission made to FTA	If this document should apply to each Project for whi Certifications and Assurances it has selected in the st les Act of 1986, 31 U.S.C. 3801 et seq., and implement The criminal provisions of 18 U.S.C. 1001 apply to a r 53 or any other statuse	atements submitted with this docume ting U.S. DOT regulations, "Program Fr	nt an aud i
	In signing this document, I declare under per accurate.	alties of perjury that the foregoing Certificatio	ins and Assurances, and any other statements made	by me on behalf of the Applicant are t	ue a
Official's Name	Official1 BALTIMORECITY				
	I accept the above				
Certification Date	Jan 22, 2018				
Affirmation of	fAttorney				
		s as indicated on the foregoing pages. I furthe	nt that it has authority under State, local, or tribal go r affirm that, in my opinion, the Certifications and As		nd
	I further affirm that, to the best of my knowle the performance of its FTA Project or Project		ig or imminent that might adversely affect the validit	y of these Certifications and Assurance	s, ar
			ject must provide an Affirmation of Applicant's Attor cant has on file this Affirmation, signed by the attorn		apac
Attorney's Name	Attorney1 BALTIMORECITY				
	I accept the above				
and the second second second	lan 22, 2018				

4.3.7.4.4 Recertify or Correct C&As

Corrections may only be made to the current fiscal year C&As.

- 1. Only the Official can initiate recertification.
- Follow steps to complete the certification provided above to proceed to the current fiscal year certifications.
- 3. Upload revised documentation, if applicable.
- 4. Both the Official and Attorney must re-PIN to be in a certified status.

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4.3.7.4.5 C&As and Your Grant Applications

All recipients must complete their C&As in TrAMS before FTA can make an award (or amendment) in a given fiscal year. The following explains how the C&As relate to your applications and information about your C&As during application development:

- If FTA has not published the C&As yet or if you have not certified yet, the system will flag that your C&As are "missing" or not yet complete when you are working on a new application or a new amendment.
- There are no hard stops in the application development process. This will not stop application development, transmission or submission.
- The status box will change to completed once you have certified to the Certifications and Assurances.

Application Tasks for Completion	Status
Annual C&As	MISSING
Executive Summary	COMPLETED
Project(s) Validated	COMPLETED

 The example warning message will display when you are transmitting an application for initial review. This is not a hard stop; select the continue button to proceed with the action.

Varning Issues
Warning
his application can pass Application Validation with the following issues, but they must be corrected prior to Award
Your organization has expired or incomplete civil rights program compliances. Please update your civil rights programs (Recipient Organization Record, Civil Rights Information Related Action)
Your organization has not approved C&A's for Fiscal Year 2018 (Recipient Organization Record, Certifications & Assurances Related Action).



4.3.7.5 Related Action: Application Fleet Status

When rolling stock (fleet of buses, trains, etc.) is included in an award any information associated with the fleet can be found under the Related Actions tab, Application Fleet Status option. The information listed in the award is determined by the fleet status at the time of award execution.

All users may view the read-only fleet status information associated with the award.

- 1) Log in as a TrAMS user
- 2) Navigate to the Records tab

H WELCOME	MY WORK (14)	RECORDS			III 🕡 Rederal Transf Administration
TrAN	MS 🍚				@ TrAMS Website ⁽)Help Page
	ြာ က Applications	/ Awards	i≣ Projects	章 Recipient Organizations	Disadvantaged Business Enterprise (DBE) Reports
Application	/ Award				

3) Click on the "TrAMS | Recipient Organizations"

WELCOME MY WORK (14)	RECORDS	REPORTS		III 🚺 C Foderal Tarrel Administration
TrAMS 🂭				@TrAMS Website ᠿHelp Page
් ආ Applications	/ Awards	i≣ Projects	盦 Recipient Organizations	Disadvantaged Business Enterprise (DBE) Reports
Application/ Award				



4) Use the filters to identify a Recipient Organization

R WELCOME MY	WORK (14)	REPOR	πs						III 🚺 C Federal Tantif Administration
Арр	🖹 lications / Awards			i≣ Projects		<u>童</u> 순 Recipient Orga	nizations	Disadva	ntaged Business Enterprise (DBE) Reports
Recipient Organiz									
Q 9900	o s	EARCH REG	ION / OFFICE Anj	Ý	 TRAMS STATUS 	Any	▼ SAM STATUS	Any	▼ ≛ T ▼ C
Recipient ID	Recipient Name	Recipient A	cronym	UEI	Region / Office	Organization Type	TrAMS Status	SAM Status	Action
9900	Transitcenter, Inc.	TRAMS			Region 3	Small Business	Active	EXPIRED	 Recipient Documents POC and Union Information

5) Click on the Recipient Organization

Transitcenter, Inc. TRAMS 9900							
Summary Applications/Awards TrAMS Users L	ocations Designated Recipient Related Actions						
TrAMS Profile Information							
Recipient ID		TrAMS Status					
9900		Active					
Recipient Acronym TRAMS		Geographic Location Code					
Recipient Alias TrAMS Transit		NTD Code					
Recipient Cost Center		Is MPO?					
78300		No					
Is State DOT?		Recipient ID of MPD					
No							
Recipient OST Type		Is DBE?					
Small Business		No					
DAIMS Business Type		Assistance?					
Small Business		No					
Is Designated Recipient?							
No							
SAM Profile Information							
Legal Business Name		SAM Status					
Transitcenter, Inc.		EXPIRED					
DBA Name		SAM Expiration Date					
		10/14/2020					
UEI		SAM Website					
		Link to SAM Website					
DUNS		FY End Date					
		12/31					
Website							
https:///www.transitcenter.org							
Payment Information							
ECHO Number		WCF?					
		No					
REQU?		TSC?					
No		No					
OPAC?							
No							
Locations							
Name	Address Line 1	Address Line 2	City	State	Zip		
Physical Address			NEW YORK	NY	10004		
Headquarters							
Mailing Address			NEW YORK	NY	10004		

6) Navigate to the list of related actions by clicking on the "Related Actions" tab

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Transitcenter, Inc. | TRAMS | 9900

	Summa	ry Applications/Awards TrAMS Users Locations Designated Recipient Related Actions
	4	Recipient Documents Manage Recipient Documents
	4	Civil Rights Information Manage Civil Rights Information
	4	Certifications & Assurances Manage Certifications and Assurances
	4	Fleet Status Manage Fleet Status Information
	4	Congressional Districts Manage Recipient's Congressional Districts
	4	Direct Recipients Manage Direct Recipients Associated with Designated Recipient
	4	POC and Union Information Manage Recipient's Points of Contact and Union Information
	4	Sync Recipient Organization With SAM Sync with SAM System to Update Organization's SAM Information
7)	Seleo	t "Fleet Status" related action
7)		t "Fleet Status" related action sitcenter, Inc. TRAMS 9900
7)	Tran	
7)	Tran	sitcenter, Inc. TRAMS 9900
7)	Tran	sitcenter, Inc. TRAMS 9900 ry Applications/Awards TrAMS Users Locations Designated Recipient Related Actions Recipient Documents
7)	Tran Summa	sitcenter, Inc. TRAMS 9900 ry Applications/Awards TrAMS Users Locations Designated Recipient Related Actions Recipient Documents Manage Recipient Documents Givel Rights Information
7)	Tran Summa	sitcenter, Inc. TRAMS 9900 ry Applications/Awards TrAMS Users Locations Designated Recipient Related Actions Recipient Documents Manage Recipient Documents Vivil Rights Information Manage Civil Rights Information Certifications & Assurances
7)	Tran ^{Summe} 7 7	sitcenter, Inc. TRAMS 9900 ry Applications/Awards TrAMS Users Locations Designated Recipient Related Actions Recipient Documents Manage Cirklingtis Information Certifications and Assurances Manage Cirklingtons and Assurances Manage Cirklingtons and Assurances
7)	Tran ^{Summa} 4 4 4 4 4	sitcenter, Inc. TRAMS 9900 y Applications/Awards TrAMS Users Locations Designated Recipient Related Actions Recipient Documents Manage Recipient Documents Civil Rights Information Certifications & Assurances Recipient Gaussianees Rest Status Information Generational Districts
7)	Tran ^{Summe} 9 9 9 9 9 9	sitcenter, Inc. TRAMS 9900 y Applications/Awards TrAMS Users Locations Designated Recipient

8) Recipient Fleet Summary will be displayed

xisting Fleet							
Fleet Type	Peak Requirement	Spares	Spare Ratio	Contingency	Pending Disposal	Total	Viev
Light Rail	44	19	20.45%	0	0	63	۲
Other	0	0	0%	0	0	0	۲
Waterbourne	3	0	0%	0	0	3	۲
Paratransit	20	2	10%	0	0	22	٢
Commuter Rail	121	25	13.22%	0	12	158	٢
Fixed Route	0	0	0%	0	0	0	۲
Heavy Rail	1	1	100%	0	0	2	۲

9) Click on the icon on the View column to see more information



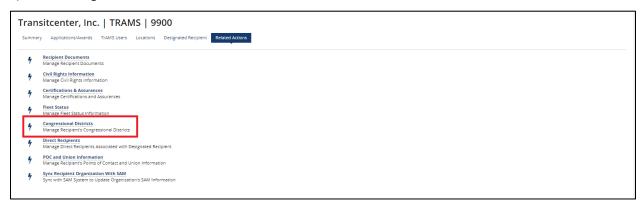
Fleet Status Recipient Fleet Summary								
Existing Fleet								
Fleet Type	Peak Requirement	Spares	Spare Ratio	Contingency	Pending Disposal	Total	Viev	
Light Rail	44	19	20.45%	o	0	63	٢	
Other	0	0	0%	0	0	0	۲	
Waterbourne	3	0	0%	0	0	3	٢	
Paratransit	20	2	10%	0	0	22	۲	
Commuter Rail	121	25	13.22%	0	12	158	۲	
Fixed Route	0	0	0%	0	0	0	۲	
Heavy Rail	1	1	100%	0	0	2	۲	
Light Rail Fleet Su Description I. Existing Active Fleet A. Peak Requirement 44 B. Spares 19	mmary		A.	ing Inactive Fleet Contingency 0 ling Disposal 0				
B. spares 19	C. Total Active Fleet 63 C. Total Inactive 0							
			С. Т	otal Inactive 0 Fleet (A + B)				

4.3.7.6 Related Action: Manage Congressional Districts

The Congressional District information associated with a recipient organization may be managed by both FTA and recipient organization users. Users may add and delete congressional districts. DOL users will have view-only access.

To view congressional districts applicable to a recipient organization:

1) Click 'Congressional Districts'.



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2) The 'Manage Congressional Districts' form will be displayed.

Note: You may click on the 'U.S. House of Representatives Search' link to find the appropriate representative for a given congressional district. The system will direct you to the search function on the U.S. House of Representatives website.

Manage Congress	ional Districts			
Current Congressional I	Districts			
Use the editable grid below to add, update	e, and delete entries			
Congressional District	State		Representative Name	Delete
1	✓ Virginia	•	Congressional Representative	×
Add Congressional District				
Visit the following site to find Congre U.S. House of Representatives Search	essional Districts by zip code:			SAVE

3) Click on the 'Cancel' button to return to the 'Related Actions' menu.

4.3.7.6.1 Add or Update Congressional information

To update existing district information, you will need to delete and add the district again.

- 4) Click on Related Actions tab
- 5) Click on 'Congressional Districts' from the menu options.
- 6) The 'Manage Congressional Districts' form will display.
- 7) To add a new Congressional District:
 - a) Click the 'Add Congressional District' Link. All fields are required to save information. The system will show the newly added district in the 'Current Congressional Districts' grid
 - b) Use the provided drop-down menu under the 'Congressional District' field to select a congressional district number.
 - c) Use the provided drop-down menu under the 'State' field to select the state that the congressional district is located in.
 - d) Enter the appropriate representative name for the new congressional district into the 'Representative Name' field.

<u>Note:</u> You may click on the 'U.S. House of Representatives Search' link to find the appropriate representative for a given congressional district. The system will direct you to the search function on the U.S. House of Representatives website.

e) Click on the "Save" button to save the new congressional district.



Manage Congressional	Districts					
Current Congressional Districts						
Use the editable grid below to add, update, and delete e	ntries					
Congressional District	State	Representative Name	Delete			
1	• Virginia •	Congressional Representative	×			
2	▼ California ▼	Enter Representative Name	×			
Add Congressional District						
Visit the following site to find Congressional Dist U.S. House of Representatives Search	Visit the following site to find Congressional Districts by zlp code: U.S. House of Representatives Search					
CANCEL			SAVE			

4.3.7.6.2 To delete a congressional district

- f) Select the checkbox for the congressional district you wish to remove.
- g) Click the 'Delete' button. The system will remove the congressional district from the grid.
- h) Click on the 'Close' button to return to the 'Related Actions' menu.

4.3.7.7 Related Action: Direct Recipients

For organizations that are Designated Recipients, you have the ability to view, add and delete direct recipients. For organizations that are not Designated recipients, you have the ability to view information.

Note that while Direct Recipients users can be added, the associated Designated Recipient Module and Suballocation Module are not currently active. These sections will be updated once activated.

Recipient users can view the Direct Recipients associated with the organization; these recipients are available for apportionment suballocations.

4.3.7.7.1 View Existing Direct Recipients

- 1) Click on the Related Action tab.
- 2) Click 'Direct Recipients' from the menu options.



	Applications/Awards TrAMS Users Locations Designated Recipient Related Actions
4	Recipient Documents Manage Recipient Documents
4	<u>Civil Rights Information</u> Manage Civil Rights Information
4	Certifications & Assurances Manage Certifications and Assurances
4	Fleet Status Manage Fleet Status Information
*	Congressional Districts Manage Recipient's Congressional Districts
4	Direct Recipients Manage Direct Recipients Associated with Designated Recipient
4	POC and Union Information Manage Recipients Points of Contact and Union Information
4	Sync Recipient Organization With SAM Sync with SAM System to Update Organization's SAM Information

3) The 'Manage Direct Recipients' form will display. The direct recipients associated with the recipient organization are listed and displayed in grid format.

Transitcenter, Inc. TRAMS	9900			
Summary Applications/Awards TrAMS Users Locatio	Designated Recipient Related Actions			
Transitcenter, Inc. Manage	e Direct Recipients			
Recipient Id	Direct Recipient Name	UEI	DUNS	
1000	TRANSPORTATION DEPT OF			×
O Add Recipient				
CLOSE				SAVE

- 4) If there are no direct recipients associated, the grid will be empty.
- 5) Click the 'Cancel' button to return to the 'Related Actions' menu.

4.3.7.7.2 Add a New Direct Recipient

1) Click on the 'Add Recipient' Link and enter the 4-digit Recipient ID and click the 'Search' button.

Transitcenter, Inc. TRAMS 9900 Summary Applications/Awards TrAMS Users Locations Designated Recipient Related Actions
Transitcenter, Inc. Manage Direct Recipients Ute the grid below to add and delete Direct Recipients.
Add New Organization
Recipient ID
1
CANCEL

2) The 'Add New Direct Recipient' form will display. The direct recipient's organizational details are listed and any locations are displayed in grid format.



Transitcenter, Inc. Ma Use the grid below to add and delete Direct Recipients	anage Direct Recipients					
Add New Organization						
Recipient ID						
1000						
Direct Recipient Organization	Details					
Grantee ID		DUNS				
Name TRANSPORTATION, DEPT OF		Organization Type State Agency				
UEI						
Direct Recipient Locations						
Location Type	Address	Address Line 2	City	State	Zip	
Headquarters						
Physical Address						
Mailing Address		OFFICE ENGINEER				
CANCEL						ADD

 Click the 'Add' button to add the direct recipient. You will return to the 'Add New Direct Recipient' form

Transitcenter, Inc. M Use the grid below to add and delete Direct Recipien	anage Direct Recipients					
Add New Organization						
1000						
Direct Recipient Organization	n Details					
Grantee ID		DUNS Organization Type				
TRANSPORTATION, DEPT OF		State Agency				
UEI						
Direct Recipient Locations						
Location Type	Address	Address Line 2	City	State	Zip	
Headquarters						
Physical Address						
Mailing Address		OFFICE ENGINEER				
CANCEL						ADD

4.3.7.7.3 Delete a Direct Recipient

- 1) Select the checkbox for the direct recipient you wish to remove.
- 2) Click the 'Delete' button. The system will remove the direct recipient from the grid.
- 3) Click on the 'Cancel' button to return to the 'Related Actions' menu.

4.3.7.8 Related Action: POC and Union Information

The Point of Contact (POC) and Union information for an organization are stored to provide contact information for an application/award. The system also uses POC information to send email notifications about certain system activities (e.g. email reminders for C&A's or notifications of award execution tasks) This information may also be used for FTA to send correspondence.

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All users of the recipient organization will have access to view POC and Union information. Adding, updating, and the deletion of POC and Union information are limited to recipient users that have the 'User Manager' role.

Refer to *Civil Rights Management* to better understand the information captured under your civil rights information and the process for submitting and obtaining FTA reviews and concurrence on your civil rights programs.

4.3.7.8.1 View POC and union information applicable to a recipient organization

- 1) Click on Related Actions tab
- 2) Click 'POC and Union Information' from the menu options.
- 3) The 'Points of Contact' form will display.
- 4) Any POCs associated with an organization will appear in the Points of Contact grid.
- 5) To filter on a particular recipient POC, you can search by the contact name, title, or the email address, you must know part of all of this information for the search feature. You can also select the appropriate POC contact type from the drop-down menu provided under the 'POC Contact Type' field. The display only shows the first 10 contacts, you may need to page over to display additional information

ran	ds / Recipient Organization Transit Organization TRAMS 9900 Teams Transit Organization TRAMS 9900 Teams Transy Applications/Awards TrAMS Users Locations Designated Recipient Suballocations News Related Actions						
				Designated Recip	ient Suballocations	News Related Actions	
PO Searc	ints of	Con	itact		POC Contact Type		
Poi	nts of Coi	ntact	:		Union		•
	Title	t	Contact Name	Phone	#	Email Address	
	Mr.		John Smith	(123) 4	56-7890	fake@fake.com	
CLO	ISE						NEW

4.3.7.8.2 Add, Delete, or Edit/view a POC

1) To add a new POC click on the 'New' button.

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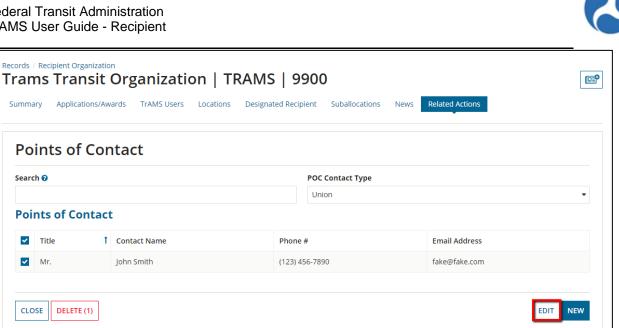
Ро	ints of Co	ntact				
Searc	Search 😧			POC Contact Type		
Poi	nts of Conta	ct		Union	•	
	Title	1 Contact Name	Phon	2 #	Email Address	
	Mr.	John Smith	(123)	456-7890	fake@fake.com	
CLC	DSE				NEW	

- 2) Fill out the information on the Points of Contact. You can click 'Save Changes' to create a new POC or you can 'Cancel Changes' and return back to the Points of Contact form. All fields with an asterisk (*) are a required field.
 - a) The Application Type: Select Yes or No. Select Yes, only if you are a State DOT.
 - b) Union POC: Select Yes or No. Select only if you are a Union Representative. Selecting yes will populate an additional required field to enter the name of the Union Organization.
 - c) POC Contact Type options include the following:
 - Chief Executive Officer (CEO)
 - Metropolitan Planning Organization (MPO)
 - Equal Employment Opportunity (EEO)
 - Disadvantaged Business Enterprises (DBE)
 - Title VI
 - Section 504
 - ECHO
 - Grants
 - General FTA Issues



Basic Information	
rst Name *	Application Type
	Yes, Statewide Application
ast Name *	No, not a Statewide Application
	Union POC Yes, this will be a Union POC
	No, this will not be a Union POC
itle *	POC Contact Type
	Select one or more values
Contact Information	
mail *	Phone Number *
	(555) 555-5555
/ebsite Address	Alt Phone Number
	Fax Number
	Fax Number
Address Information	
Address Information Address 1*	Zip Code *
Address 1 *	
	Zip Code * Zip Ext
Address 1 *	
Address 1 * Address 2	Zip Ext

3) To view or edit details on the POC, select the checkbox next to the contact you would like to view and then click the 'Edit' button.



4) To edit the form, update the information and click 'Save Changes' to return back to the Points of Contact' form. If you are only viewing the information you can click on 'Cancel Changes' to return back to the Points of Contact' form.

		L
ummary Applications/Awards TrAMS Users	Locations Designated Recipient Suballocations News Related Actions	
Points of Contact		
Basic Information		
First Name *	Application Type	
John	○ Yes, Statewide Application	
Last Name *	 No, not a Statewide Application 	
	Union POC	
Smith	 Yes, this will be a Union POC 	
Title *	○ No, this will not be a Union POC	
Mr.	POC Contact Type	
	Select one or more values	-
Union Name *		

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Contact Information	
Email *	Phone Number *
fake@fake.com	1234567890
Website Address	Alt Phone Number
	Fax Number
Address Information	
Address 1 *	Zip Code *
1234 Maple Avenue	12345
Address 2	Zip Ext
City *	State *
Cityville	Select a State 🔻
	Select a State SAVE CHANG

5) To delete a POC select the checkbox next to the contact you would like to delete and then click the 'Delete' button.

iearch 😧		POC Contact Type				
				Union		
Points of Co	ontact	:				
✓ Title	Ť	Contact Name	Phone	2 #	Email Address	
✓ Mr.		John Smith	(123)	156-7890	fake@fake.com	
Mr.		John Smith	(123)	456-7890	fake@fake.com	

6) Click the 'Close' button to return to the 'Related Actions' menu.

4.3.7.9 Related Action: Sync Recipient Organization with SAM

Recipient organization details, such as addresses, are brought into TrAMS via a nightly sync with the System for Award Management (SAM). If the recipient has updated organizational information in SAM, any user can either sync with SAM immediately or wait for the nightly sync to occur.

NOTE: The UEI information in TrAMS may not be modified. Before taking any action related to your organization's UEI, contact your FTA POC. If changes are required to your TrAMS profile, payment, or location information contact your FTA POC to make the desired corrections.

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4



To sync a recipient organization's system record with information on the SAM.gov website immediately:

- 1) Click on the Related Actions tab.
- 2) Click 'Sync Recipient Organization with SAM' from the menu options.

Sync Recipient Organization With SAM Sync with SAM System to Update Organization's SAM Information

- 3) The system will update its information from SAM and show you a success message.
- 4) Click on the 'Close' button in the message to return to the 'Related Actions' menu.
- 5) Confirm information has updated on the Summary.



4.4 Civil Rights Management

4.4.1 Overview

Pre-award submission of four civil rights programs are tracked in TrAMS:

- 1) Equal Employment Opportunity (EEO) Program
- 2) Disadvantaged Business Enterprise (DBE) Program
- 3) DBE Goal
- 4) Title VI of the Civil Rights Act of 1964.

There are several Related Actions and Reports in TrAMS related to Civil Rights. This section shows how to view and update each of those as they relate to Recipient Civil Rights Programs.

The Civil Rights Information Related Action is central to work conducted by Civil Rights users in TrAMS. It allows Recipient Civil Rights users to submit Program Plans and corrections, as well as allowing Civil Rights Officers to update program status and maintain documents and comments. Refer to *Related Action: Civil Rights Information* below for more detail.

There are also Related Actions devoted to Disadvantaged Business Enterprise (DBE) reports. Refer to *DBE Reporting* below for more detail.

They are as follows:

- Complete DBE Report: Allows the Recipient Civil Rights User to start the reporting process.
- Correct DBE Report: Allows the Recipient Civil Rights user make corrections when either the Civil Rights Officer or the DBE Approver has returned the DBE Report to the Recipient.

A Semiannual DBE report must be completed and submitted by recipient organizations with a DBE goal. Recipients with the user role of Civil Rights will receive an email with a link to the report 60 days prior to the due date (October 1 and April 1). Submission due dates are June 1 and December 1 of each fiscal year. FTA regional and HQ staff will review the reports and provide approval.

In TrAMS, DBE reports can be accessed in several ways, including via the related actions mentioned above. Refer to *DBE Reporting* below for more detail and to see other ways to access DBE reports.



4.4.2 User Roles

The following is a summary of the different Civil Rights related actions and reports in TrAMS and the User Roles that have access to them:

Туре	Location	Name	View / Update	User Role(s) with Access
Report	Reports Tab	Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report	View	• All FTA Users
Record	Records Tab	ecords Tab Disadvantaged Business Enterprise (DBE) Reports		 All Trams Users
			Update	 Recipient: Civil Rights
Related Action	Records: Disadvantaged Business Enterprise	Civil Rights Information	View	All TrAMS Users
	(DBE) Reports		Update	 Civil Rights Officer
				 Recipient: Civil Rights
Related Action	Records: Disadvantaged Business Enterprise (DBE) Reports	Complete DBE Report	Update	 Recipient: Civil Rights
Related Action	Records: Disadvantaged Business Enterprise (DBE) Reports	Correct DBE Report	Update	 Recipient: Civil Rights
Related Action	Records: Disadvantaged Business Enterprise (DBE) Reports	Amend DBE Report	Update	DBE Approver
Related Action	Records: Disadvantaged Business Enterprise (DBE) Reports	Review DBE Report	Update	 Civil Rights Officer

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4.4.3 Program Submission Statuses

The statuses of a Recipient's Civil Rights Programs are shown in the Civil Rights Programs section of the main screen on the Civil Rights Information Related Action (Refer to *Related Action: Civil Rights Information*).

Program Name	Submission Status	Submitted Date	Reviewed Date	Due Date	Expiration Date
DBE Goal	Submitted - Reviewed	8/1/2013	9/5/2013	8/1/2016	9/30/2016
Title VI Program	Submitted - Reviewed	4/1/2014	4/14/2014	4/1/2017	5/31/2017
DBE Program	Submitted - Reviewed	3/26/2012	7/11/2012	N/A	N/A
EEO Program	N/A	N/A	N/A	N/A	N/A

The statuses indicate the submission progress of each Program. Some statuses are triggered by Recipient submission via document upload while some statuses are set manually by FTA users:

Program Status	Description	Trigger(s)
1) Submitted	This status will be displayed after the new submission of a program or goal to FTA for review. The FTA Civil Rights Officer reviews the Recipient's submission during this status.	 Document submitted by Recipient: Title VI Program Plan New Submission EEO Program Plan New Submission DBE Program Plan New Submission DBE Goal New Submission
2) Submitted – Returned for Corrections	This status will be displayed when the FTA Civil Rights Officer has reviewed the program or goal and has returned it the Recipient for correction.	An FTA Civil Rights Officer manually sets this status
3) Submitted – Corrections Provided	This status will be displayed when the Recipient Civil Rights user has amended the program per feedback from the FTA Civil Rights Officer	 Document submitted by Recipient: Title VI Program Plan Corrections EEO Program Plan Corrections

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		DBE Program Plan CorrectionsDBE Goal Corrections
4) Submitted – Reviewed with Comments	This status will be displayed when the FTA Civil Rights Officer has reviewed and approved the program submission. The Civil Rights Officer added a comment.	An FTA Civil Rights Officer manually sets this status
5) Submitted – Reviewed	This status will be displayed when the FTA Civil Rights Officer has reviewed and approved the program submission.	An FTA Civil Rights Officer manually sets this status
6) Expired	This status will be displayed when the validity of the Civil Rights program has expired and the Recipient needs to resubmit the program to FTA.	An FTA Civil Rights Officer manually sets this status
7) N/A	The FTA Civil Rights Officer can set this status after review of any Civil Rights Program if the program does not apply to a Recipient Organization.	An FTA Civil Rights Officer manually sets this status
8) Incomplete	This status will be displayed when no Civil Rights Program has yet been submitted for a Recipient.	Displayed by default for the programs and goals of new Recipients in TrAMS. This status cannot be selected by the Reviewer or Recipient. Additionally, this status will not generate a DBE Report task.

4.4.4 Upload Document Types

When uploading files via the Civil Rights Information related action, users are able to select from different document types. Refer to *Related Action: Civil Rights Information*.

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		Date	1	User			
Submitted - Returned for Corrections		5/12/2021		Jane TrAMS			
Submitted		5/12/2021		John TrAMS			
Incomplete		11/21/2019		Region3 Region 3			
EEO Program Existing Do	cument Details						
Document Type	Document Name	Document Name		Program Begin and End Dates		Uploaded By	
EEO Program Plan New Submission	EEO Program Plan Nev	w Submission	5/12 - 6/12		5/12/2021	John TrAMS	×
FFO Other Descentation							
EEO Other Documentation EEO Program Comments ivil Rights Program Comments							
FEO Program Comments	ent Details						

Program Begin and End Dates

UPLOAD Drop file here

Civil Rights Document

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Remark Date

1

Unclassified – For Official Use Only

~DBE Goal Upload Document

Comment

Document Type

Remark By

Select a Document Type

DBE Goal New Submission



The table below shows how automatic updates to Program Status, Submission Date, Due Date & Expiration Date are made based on the Document Type selected while uploading a document.

Title VI Prog	ram, EEO Program, DBE Goal & DI	BE Program Automatic Subm	ission Updates
	D	ocument Types	
	Program Plan New Submission	Program Plan Corrections	Other Documentation
Availability Conditions	Available to Recipients during all statuses except "Submitted – Returned for Corrections"	Available to Recipients only when program status is: "Submitted - Returned for Corrections" "Submitted - Reviewed with Comments" "Submitted – Reviewed" "Expired" "N/A"	Available to Recipients & Civil Rights Officers under all statuses
Buttons	Submit	Submit	Save
Available for Selection		Cancel	
Program Status Change	The Program Status changes to 'Submitted'	The Program Status changes to "Submitted – Corrections Provided"	No Change
Submission Status Date Change	The Submitted Date is updated to the current date for that Program	No Change	No Change
	EEO Program		
	 "Due Date" and "Expiration Date" advance 4 Years 		
	TITLE VI Program		
Other Date Change	 "Due Date" and "Expiration Date" advance 3 Years 	No Change	No Change
	DBE Goal		
	 "Due Date" and "Expiration Date" advance 3 Years 		

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	DBE Program No change 		
Notification	Email sent to recipient and relevant Civil Rights Officer	Email sent to relevant Civil Rights Officer	Email sent to relevant Civil Rights Officer



4.4.5 Related Action: Civil Rights Information

4.4.5.1 View (Non-Civil-Rights users)

Which user roles can view this Related Action?

• All Recipient Users

The Civil Rights Information Related Action can be used to see a Recipient's Civil Rights Program Plans, their statuses, relevant submitted documents and other key information.

Civil Rights Programs Grid

1. Navigate to the Related Actions tab of a Recipient Record and click the 'Civil Rights Information' link.



The user will see a grid called 'Civil Rights Programs' which displays key information about the Recipient's Civil Rights Programs.

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TrAMS Trans	sit Organization C	ivil Rights Progra	ms						
ecipient Details ecipient ID Recipient Name 000 TrAMS Transit Organization									
Civil Rights Prog	rams								
Program Name	Submission Status	Submitted Date	Reviewed Date	Due Date	Expiration Date				
Title VI Program	Submitted - Reviewed	5/10/2021	5/11/2021	5/10/2024	7/9/2024				
DBE Goal	Incomplete	N/A	N/A	N/A	N/A				
DBE Program	Incomplete	N/A	N/A	N/A	N/A				
EEO Program	Incomplete	N/A	N/A	N/A	N/A				

The Columns of the grid are as follows:

- Program Name: The four Civil Rights programs will be displayed in the grid: Title VI Program, DBE Goal, DBE Program, and EEO Program
- **Submission Status**: The Submission Status shown will have been set either by the system or manually by the Civil Rights Officer. Refer to *'Program Submission Statuses' above.*
- **Submitted Date**: The system automatically displays the date that the Recipient Civil Rights user submitted a program by submitting a New Submission document
- **Reviewed Date**: The date that the Civil Rights Officer changed the status to 'Submitted-Reviewed with Comments' or 'Submitted-Reviewed'
- **Due Date**: The upcoming Due Date for the specified Program
- Expiration Date: The upcoming Expiration Date of the specified Program

Selecting Plans

2. On the grid click on the Program row to be reviewed. Once a Program has been selected, a series of collapsible headers will appear below the grid.



	ards TrAMS Users I	ocations Designated I	Recipi	ent News Related Actio	ns						
rAMS Trans	it Organizati	on Civil Ri	igh	ts Programs							
Recipient Details ecipient ID 900 Civil Rights Progr					nt Name Transit Orga	nization					
Program Name	ram Name Submission Status		Submitted Date Reviewed		ed Date Due Date		ate Ex		Expiration Date		
Title VI Program	Submitted - Revie	wed	ved 5/10/2		5/11/2021		5/10/2024		7/9	0/2024	
DBE Goal	Incomplete		N/A		N/A		N/A		N/A		
DBE Program	Incomplete	N/A			N/A		N/A		N//	Ą	
EEO Program	Incomplete	Incomplete N/A			N/A		N/A	N/A		Ą	
Title VI Program	n Status History										
Status				Date	Ļ	User					
Submitted - Reviewed				5/11/2021		Jane TrAMS					
Submitted			5/10/2021 John TrAMS								
Incomplete				11/21/2019		Region3 Region 3					
Title VI Program	n Existing Docun	nent Details									
Document Type		Document Name			Program I	Begin and End Dates		Date	Uploaded	↓ Upload	ed By
Title VI Program Plan New	Submission	New Title VI Program Pl	lan Ne	w Submission	5/10 - 6/10	0		5/10/2	2021	John Tr	AMS
Title VI Program	n Comments										
	Comment								Remark	Date	
Remark By	Remark By Comment John TrAMS Users can enter a comment here.								5/10/202		

- The following headers will be displayed
 - [Program Name] Status History
 - [Program Name] Existing Document Details
 - [Program Name] Comments

A Different View for DBE Goal

All Four Programs have matching layouts, collapsible headers and visible fields with the following exception:

• **DBE Goal**: An additional "DBE Goals" header is present with DBE goal percentages

✓DBE Goals	
DBE Race Conscious Goal	DBE Race Neutral Goal
22%	5%
	Overall Goal
	27%

Program Status History

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All changes to a Program's Status are displayed under the header "Program Status History" with the default starting from most recent changes to the oldest changes. Status changes are shown along with the date of the change and the user who made the change.

Recipient ID 1900			Recipient Name TrAMS Transit Organization						
Civil Rights Pro	grams								
Program Name	Submission Sta	itus		Submitted Date	e	Reviewed Date	Due Date	Expiration Date	
Title VI Program	Submitted - Rev	viewed		5/10/2021		5/11/2021	5/10/2024	7/9/2024	
DBE Goal	Incomplete		1			N/A	N/A	N/A	
DBE Program	Submitted					N/A	N/A	N/A	
EEO Program	Submitted - Ret	Submitted - Returned for Corrections		5/12/2021	N/A		5/12/2025 7/11/2025		
Status Submitted - Reviewed			Date 5/11/20	021		Jane TrAMS			
Submitted			5/10/20		John TrAMS				
Incomplete			11/21/2						
 Title VI Progra 	m Existing Do	cument Details							
Document Type		Document Name			Program Begi	n and End Dates	Date Uploaded	↓ Uploaded By	
Title VI Program Plan Ne	w Submission	New Title VI Program Plan N	New Submiss	ion	5/10 - 6/10		5/10/2021	John TrAMS	×

Existing Document Details and Comments

3. Click on any Document link to download the attached document.

Document Type		Document Name		Program Begin and End Dates	Date Uploaded	t t	Uploaded By
DBE Goal Other Documentation	[Sample Other Documentation]	N/A	7/23/2021		Civil Rights1 MTA
DBE Goal New Submission		Sample New Submission		N/A	7/23/2021		Civil Rights1 MTA
PDBE Goal Comments	Comm	nent				Remark Da	ate
Civil Rights1 MTA		le Comments Sample Comments.				7/23/2021	
	Samp	le Comments Sample Comments Sam	ple Commen	·S.		7/23/2021	
Civil Rights1 MTA	Sampi						



Users can review comments added to a Program by scrolling down to the "[Program Name] Comments" header.

Document Type Document Name Program Begin and End Dates Date Uploaded I I Uploaded I	
DBE Goal New Submission Sample New Submission N/A 7/23/2021 Civil Right	d By
Comments Remark By Comment Remark Date Civil Rights1 MTA Sample Comments Sample Comments. 7/23/2021	ts1 MTA
Remark By Comment Remark Date Civil Rights1 MTA Sample Comments Sample Comments. 7/23/2021	ts1 MTA
Civil Rights1 MTA Sample Comments. 7/23/2021	
Civil Rights1 MTA Sample Comments Sample Comments. 7/23/2021	
CLOSE	SAVE

4.4.5.2 Update

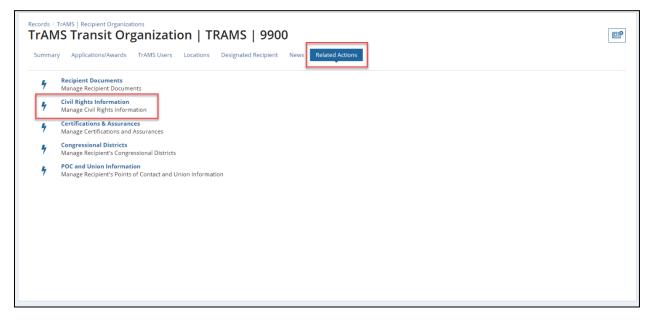
Which user roles can make updates via this Related Action?

• Recipient Civil Rights user

The Civil Rights Information Related Action can be used to manage and make updates to a Recipient's Civil Rights Program Plans, change their statuses, uploaded documents and comment.

Civil Rights Programs Grid

1. Navigate to the Related Actions tab of a Recipient Record and click the 'Civil Rights Information' link.



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The user will see a grid called 'Civil Rights Programs' which displays key information about the Recipient's Civil Rights Programs.

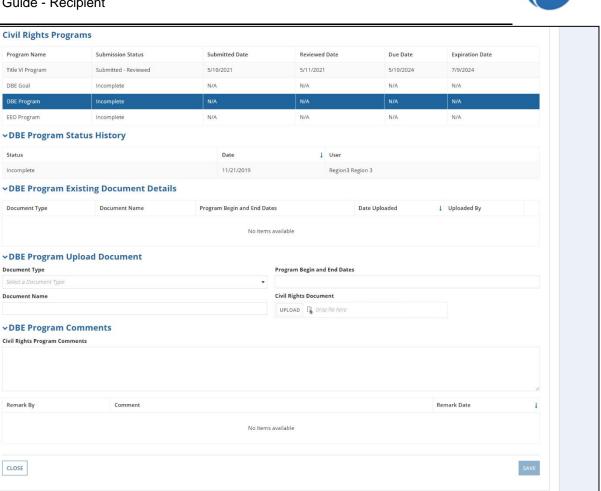
TrAMS Trans	sit Organization C	ivil Rights Progra	ms		
Recipient Detail Recipient ID 9900	S		Recipient Name TrAMS Transit Organization		
Civil Rights Prog	rams				
Program Name	Submission Status	Submitted Date	Reviewed Date	Due Date	Expiration Date
Title VI Program	Submitted - Reviewed	5/10/2021	5/11/2021	5/10/2024	7/9/2024
DBE Goal	Incomplete	N/A	N/A	N/A	N/A
DBE Program	Incomplete	N/A	N/A	N/A	N/A
EEO Program	Incomplete	N/A	N/A	N/A	N/A

The Columns of the grid are as follows:

- Program Name: The four Civil Rights programs will be displayed in the grid: Title VI Program, DBE Goal, DBE Program, and EEO Program
- Submission Status: The Submission Status shown will have been set either by the system or manually by the Civil Rights Officer. Refer to '*Program Submission Statuses*' above.
- **Submitted Date**: The system automatically displays the date that the Recipient Civil Rights user submitted a program by submitting a New Submission document
- Reviewed Date: The system automatically displays the date that the Civil Rights Officer reviewed the submitted program – the date that the Civil Rights Officer changed the status to 'Submitted-Reviewed with Comments' or 'Submitted-Reviewed'
- **Due Date**: The upcoming Due Date for the specified Program
- **Expiration Date**: The upcoming Expiration Date of the specified Program

Selecting Plans

2. On the grid click on the Program row to be updated. Once a Program has been selected, a series of collapsible headers will appear below the grid.



- The following headers will be displayed
 - [Program Name] Status History
 - [Program Name] Existing Document Details
 - [Program Name] Upload Document
 - [Program Name] Comments

A Different View for DBE Goal

- All four Programs have matching layouts, collapsible headers and visible fields with the following exception:
 - DBE Goal: An additional "DBE Goals" header is present with DBE goal percentages
 - These fields are not editable

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∽DBE Goals	
DBE Race Conscious Goal	DBE Race Neutral Goal
22%	5%
	Overall Goal
	27%

Program Status History

All changes to a Program's Status are displayed under the header "Program Status History" with the default starting from most recent changes to the oldest changes. Status changes are shown along with the date of the change and the user who made the change.

			8	ts Programs							
Recipient Details Recipient ID 9900	5				ent Name Transit Organ	nization					
Civil Rights Prog	rams										
Program Name	Submission Sta	atus	Sub	mitted Date	Reviewed	Date	Due Date		Expiration	Date	
Title VI Program	Submitted - Re	viewed	5/10)/2021	5/11/2021		5/10/2024	1	7/9/2024		
DBE Goal	Incomplete		N/A		N/A		N/A		N/A		
DBE Program	Submitted		5/12	2/2021	N/A		N/A		N/A		
EEO Program	Incomplete		N/A		N/A		N/A		N/A		
Status Submitted				Date 5/12/2021	ţ	User John TrAMS					
Incomplete				11/21/2019		Region3 Region 3					
∽DBE Program E	xisting Docume	ent Details									
Document Type		Document Name			Program Be	gin and End Dates		Date Upl	loaded 👃	Uploaded By	
DBE Program Plan New Si	ubmission	DBE Program Plan New Su	ubmis	sion Document Name	5/12 - 6/12			5/12/202	1	John TrAMS	
	omments										
∽DBE Program C											
✓ DBE Program C Remark By	Comme	ent						1	Remark Date		

Note: Email notifications are sent to the Recipients when the Submission Status is updated to one of the following statuses by an FTA Civil Rights Officer: Submitted – Returned for Corrections, Submitted – Reviewed with Comments, Submitted – Reviewed, Expired

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Existing Document Details, Upload Document and Comments

- 3. To upload a document,
 - Select a document type from the Document Type drop down. The user will be presented with various options for selection. Refer to *Document Type Logic* for detailed information about how Document Type selection affects Program Status and key dates for the Program.
 - Enter a desired name in the Document Name field. This is a required field.
 - Enter the Program Begin and End Dates in the Program Begin and End Dates Field.
 - Click on the Upload button to choose a document to be uploaded from the desired location.

ocument Type		Program Begin and End Dates	
Select a Document Type		•	
ocument Name		Civil Rights Document	
		UPLOAD C Drop file here	
Title VI Program (omments		
ivil Rights Program Commen			
0			
Remark By	Comment	Remark Date	
Remark By John TrAMS		Remark Date 5/10/2021	
	Comment		
	Comment		

4. Depending on the Document Type selected by the Recipient Civil Rights user, the button will either say "Save" or "Submit". Refer to *Upload Document Types* above for more detailed. Click on the SAVE button to save the program. Alternately click on the SUBMIT button to submit the program to FTA.

Remark By	Comment	Remark Date	4
John TrAMS	Users can enter a comment here.	5/10/2021	
CLOSE			SAVE



Document Type *			Program Begin and End Dates		
EEO Program Plan Correcti	ions	-	5/20 - 6/20		
Document Name			Civil Rights Document *		
test			Civil Rights Program Upload Document PNG – 22.99 KB		
→EEO Program Co	omments				
Civil Rights Program Comn	nents				
Remark By	Comment			Remark Date	
Remark By John TrAMS	Comment Optional Comment Field			Remark Date 5/12/2021	
		_			SUBM

5. A confirmation screen will be displayed and the button verbiage will be also reflected on the confirmation page. Click on the "YES" button to confirm.

-											
EEO Program	Submitted - Retu	Irned for Correction	Are you sur	e you want to save	information for the EE	O Program?		5/12/2025		7/11/2025	
vEEO Program	Status History				_						
Status			NO			YES					
Submitted - Returned f	or Corrections			5/12/2021		Jane TrAMS					
Submitted				5/12/2021		John TrAMS					
Incomplete				11/21/2019		Region3 Region 3					
vEEO Program	Existing Docur	nent Details									
Document Type		Document Nar	me		Program Begin and	d End Dates	Da	ate Uploaded	Ļ	Uploaded By	
EEO Program Plan New	Submission	EEO Program P	Plan New Subm	ission	5/12 - 6/12		5/1	12/2021		John TrAMS	×
EEO Program Plan Nev DBE Program	r Submission Submitted	EEO Program P	Plan New Subm	ission 5/12/20		N/A	5/1	12/2021 N/A		John TrAMS N/A	×
	Submitted	EEO Program P		5/12/20	21		5/1				×
DBE Program EEO Program	Submitted	irned for Correction		5/12/20			5/1	N/A		N/A	×
DBE Program EEO Program	Submitted Submitted - Retu	irned for Correction	Are you sur	5/12/20	21		5/1	N/A		N/A	×
DBE Program EEO Program ~ EEO Program	Submitted Submitted - Retu Status History	irned for Correction	Are you sur Program?	5/12/20	21	EEO	5/1	N/A		N/A	×
DBE Program EEO Program ~ EEO Program Status	Submitted Submitted - Retu Status History	irned for Correction	Are you sur Program?	5/12/20 e you want t <mark>o</mark> subn	21	YES	5/1	N/A		N/A	×
DBE Program EEO Program • EEO Program Status Submitted - Returned f	Submitted Submitted - Retu Status History	irned for Correction	Are you sur Program?	5/12/20 e you want to subm 5/12/2021	21	YES Jane Traws	5/1	N/A		N/A	×
DBE Program EEO Program EEO Program Status Submitted - Returned f Submitted Incomplete	Submitted Submitted - Retu Status History	irried for Correction	Are you sur Program? NO	5/12/20 e you want to subn 5/12/2021 5/12/2021	21	YES Jane Irawis John TrAMS	5/1	N/A		N/A	×
DBE Program EEO Program EEO Program Status Submitted - Returned f Submitted Incomplete	Submitted Submitted - Retu Status History or Corrections	irried for Correction	Are you sur Program? NO	5/12/20 e you want to subn 5/12/2021 5/12/2021	21	YES Jane ITAMS John TrAMS Region3 Region 3		N/A		N/A	×

6. Click on the "Close" button to exit out of the Civil Rights module and come back to the Related Actions of the Recipient Organization.

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Remark By	Comment	Remark Date 4
John TrAMS	Optional Comment Field	5/12/2021
CLOSE		SAVE

4.4.6 DBE Reporting

This section shows the start to finish workflow of Disadvantaged Business Enterprise Reports, explains what the report entails, distinguishes between the Record and Reports tab versions, and shows how Civil Rights users can make changes to the DBE Report.

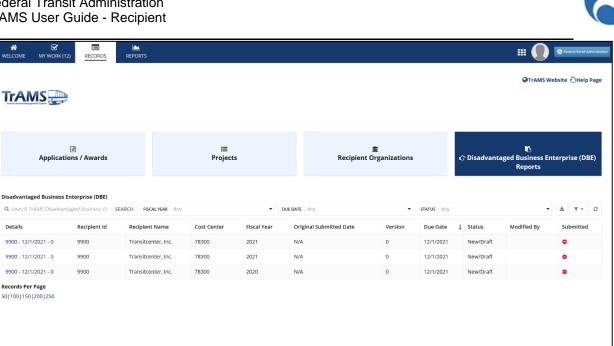
4.4.6.1 Overview

A Semiannual DBE report must be completed and submitted by recipient organizations with a DBE goal. The DBE reports are launched for recipients that have an Active status in TrAMS and a DBE Goal program in a status other than "N/A", or "Incomplete". Recipients submits semiannual reports to report on activities in the DOT's Disadvantaged Business Enterprise (DBE) program. DBE Reports are completed and submitted by the recipient twice a year: June 1st and December 1st. TrAMS will launch a report and send email reminder on April 1st and October 1st. Recipients will have 60 days to complete and submit their DBE Report. Once Recipients have submitted the report for review, the FTA Office of Civil Rights reviews the reports.

4.4.6.1.1 Access

There are two locations where TrAMS users can view the DBE report:

• "Disadvantaged Business Enterprise (DBE) Reports" under Records



- Available through the Records tab
- Available to all TrAMS users
- Export to Excel is available 0
- Complete or Correct DBE Reports
- "Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report" under Reports

		III 🌒 🖉 restart
TrAMS		@ TrAMS Website
Reports	🔀 Excel Reports	🖹 Static Reports
Enter Report Name	Enter Report Name	
		► FY 2022
🗠 Disadvantaged Business Enterprise (DBE	:) Semi-	■ FY 2021
Annual Uniform Report 💿	Application Budget Report ®	► FY 2020
🗠 Disbursement Report 💿		► FY 2019
MPR Details @	Application by Status Report ®	► FY 2018
	Discretionary Allocation Detail Report 🔊	■ FY 2017
🗠 Recipient POC Details 🕲	闭 FFR Detail Report 👁	► FY 2016
		- 5/2015

- Available through the Reports tab
- Available to Recipient users
- More filters than the "Disadvantaged Business Enterprise (DBE) Reports" available to the users
- Export to Excel is available

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4.4.6.1.2 Elements of the DBE Report

Which user roles have access to this Action?

- All TrAMS users may view the Report
- Only Recipient Civil Rights user may edit the Report

The "Uniform Report of DBE Awards or Commitments and Payments Form" summary page displays the following information:



Amongenerical rise Subjective state Sub	Summary News	Related Act															
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20. Race NeutralImage: Second					acts									E. Percentag Participatior	e of Total DBE Dollars		
New Status Log New Status New Status Change Date Change Date Change Date Previous Status New/Draft Change Date Change Date Change Date New/Draft New/Draft 10/1/2020 3:01 M EDT Change Date SEREport RemarkLink Remarked by Remarked by Remarked by	19. Race Conscious				0		\$0			\$0			\$0			0	
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Previous Status New Status Change Date Changed By New/Draft 10/1/2020 3:01 AM EDT Appian Administrator DBE Report Remarks Remarked by Remarked by	21. Total				0		\$0						\$0			0	
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Unclassified – For Official Use Only



• Recipient Summary:

WELCOME MY WORK (30)		III 🚺 💿 federal hand Administrator
Dec 1, 2020 Uniform Report of DBE Awards or C	Commitments and Payments Form	
Recipient Summary Recipient ID > Current Active Awards	Recipient Name	
∽DBE Uniform Report Summary		
Report Type Semiannual	Report Status New/Draft	
Report Fiscal Year 2020	Last Updated By N/A	
Report Due Date December 1	Last Updated Date N/A	
Version 0	Submitted Date N/A	

- Recipient ID: 4-digit system identifier for recipient organization/applicant
- Recipient Name: Legal Business Name for recipient organization/applicant
- Current Active Awards: This collapsible section displays all active Awards associated to the Recipient Organization

	A III 🔮 🗈 Casar Law Administration
Dec 1, 2020 Uniform Repo	ort of DBE Awards or Commitments and Payments Form
Summary Related Actions	
Recipient Summary	
Recipient ID	Recipient Name
> Current Active Awards	
∽DBE Uniform Report Summary	
Report Type Semiannual	Report Status New/Draft
Report Fiscal Year 2020	Last Updated By N/A
Report Due Date December 1	Last Updated Date N/A
Version 0	Submitted Date N/A

DBE Uniform Report Summary

WELCOME MY WORK (30)	REPORTS E Caler Normaliae
Dec 1, 2020 Uniform Re Summary Related Actions	port of DBE Awards or Commitments and Payments Form
Recipient Summary Recipient ID Current Active Awards DBE Uniform Report Summar	Recipient Name
Report Type Semiannual	Report Status New/Draft
Report Fiscal Year 2020	Last Updated By N/A
Report Due Date December 1	Last Updated Date N/A
Version 0	Submitted Date N/A

- Report Type: This will display which report type the DBE report uses
- Report Fiscal Year: This will display the Fiscal Year of the DBE report
- Report Due Date: This will display the Due Date of the DBE report
- Version: This will display the version of the DBE report
- Report Status: This will display the status of the DBE report
- Last Updated By: This will display the user who updated the report last
- Last Updated Date: This will display the date of latest update
- Submitted Date: This will display the submitted date of the DBE report
- Triennial DBE Goals

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Triennial DBE Goals	
Triennial DBE	Goal (%)
Race Conscious	
Race Neutral	1
Overall Goal (%)	

- Race Conscious
- Race Neutral
- Overall Goal (%): The sum of the Race Conscious and Race Neutral percentage
- Section A: Awards and Commitments Made During This Period

	ds and Commitme		This Period						
wards/Commitments M	ade During This Reporting P	eriod:							
	A. Total Dollars (All Types)	B. Total Number (All Types)	C. Total to DBEs (\$)	D. Total to DBEs (#)	E. Total Dollars to DBEs/Race Conscious	F. Total Number to DBEs/Race Conscious	G. Total Dollars to DBEs/Race Neutral	H. Total Number to DBEs/ Race Neutral	I. % of Total to DBEs
8. Prime Contracts Awarded / Committed This Period	\$0	0	\$0	0			\$0	0	0
9. Sub Contracts Awarded / Committed This Period	\$0	0	\$0	0	\$0	0	\$0	0	0
10. Total			\$0	0	\$0	0	\$0	0	0
	down by Ethnicity eakdown By Ethnicity & Ger	nder:	ntracts Awarded to						
	A. Total to DB	E (dollar) - Women B	. Total to DBE (dollar) - Men	C. Total to DBE (d	ollar) D. Tot	tal to DBE (number) - Womer	E. Total to DBE (numb	er) - Men F. Total to	DBE (number)
		s	D	\$0	0		0	0	
11. Black American	\$0								
	\$0	s	D	\$0	0		0	0	
12. Hispanic American		Si Si		\$0 \$0	0		0	0	
12. Hispanic American 13. Native American	\$0 \$0		D						
11. Black American 12. Hispanic American 13. Native American 14. Asian-Pacific American 15. Subcontinent Asian An	\$0 \$0 1 \$0	S	D	\$0	0		0	0	
12. Hispanic American 13. Native American 14. Asian-Pacific American	\$0 \$0 1 \$0	Si Si	D D D	\$0 \$0	0		0	0	

• Section B: Breakdown by Ethnicity & Gender of Contracts Awarded to DBEs This Period

		into made Daring	This Period						
wards/Commitments Ma	de During This Reporting P	eriod:							
	A. Total Dollars (All Types)	B. Total Number (All Types)	C. Total to DBEs (\$)	D. Total to DBEs (#)	E. Total Dollars to DBEs/Race Conscious	F. Total Number to DBEs/Race Conscious	G. Total Dollars to DBEs/Race Neutral	H. Total Number to DBEs/ Race Neutral	I. % of Total to DBEs
8. Prime Contracts Awarded / Committed This Period	\$0	0	\$0	0			\$0	0	0
9. Sub Contracts Awarded / Committed This Period	\$0	0	\$0	0	\$0	0	\$0	0	0
10. Total			\$0	0	\$0	0	\$0	0	0
ection B: Break	down by Ethnicity	& Gender of Cor	ntracts Awarded to	o DBEs This Perio	d				
wards/Commitments Bre	eakdown By Ethnicity & Ger	der:							
	A. Total to DB	E (dollar) - Women B	. Total to DBE (dollar) - Men	C. Total to DBE (de	ollar) D. To	tal to DBE (number) - Women	E. Total to DBE (numb	eer) - Men F. Total to	DBE (number)
11. Black American	A. Total to DB	E (dollar) - Women B		C. Total to DBE (do	D. To	tal to DBE (number) - Women	E. Total to DBE (numb	Peer) - Men F. Total to	DBE (number)
			0			tal to DBE (number) - Women			DBE (number)
11. Black American 12. Hispanic American 13. Native American	\$0	\$	0	\$0	0	tal to DBE (number) - Women	0	0	DBE (number)
12. Hispanic American 13. Native American	\$0 \$0 \$0	\$	0	\$0 \$0	0	tal to DBE (number) - Women	0	0	DBE (number)
12. Hispanic American 13. Native American 14. Aslan-Pacific American	\$0 \$0 \$0 \$0 \$0	\$ \$ \$	0	\$0 \$0 \$0 \$0	0	tal to DBE (number) - Women	0	0 0 0	DBE (number)
12. Hispanic American	\$0 \$0 \$0 \$0 \$0	\$ \$ \$ \$		\$0 \$0 \$0 \$0 \$0	0 0 0	tal to DBE (number) - Women	0 0 0 0	0 0 0 0	DBE (number)

• Section C: Payments on Ongoing Contracts

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	A. Total N	umber of Contracts	B. Total Do	llars	C. Total Number of DBEs	of Contracts with	D. Total Payments to I	DBE Firms	E. Total Number of DBE Firms	Paid	F. Percent to DBEs
18. Prime and sub contracts currently in progress	0		\$0		0		\$0		0		0 %
Section D: Actual Payme	nts on (Contracts Compl	eted This	s Reporting Per	riod						
	A. N	Number of Prime Contracts	Completed	B. Total Dollar Value o Contracts	of Completed Prime	C. DBE Participatio (Dollars)	on Needed to Meet Goal	S D. Total DB	Participation Dollars	E. Per Dolla	rcentage of Total DBE Participation rs
19. Race Conscious			0		\$0		ş	0	\$0		(
20. Race Neutral			0		\$0				\$0		
21. Total			0		\$0				\$0		
Status Log											
Previous Status		New Status			Change Date				Changed By		
		New/Draft			10/1/2020 3:01 AM ED	т			Appian Administrator		
DBE Report Remarks											
Remark Link			Rem	arked by			Rema	arked Date			
					No items	available					

• Section D: Actual Payments on Contracts Completed This Reporting Period

Section C: Payments on	Ongoing Cor	ntracts										
	A. Total Number	of Contracts	B. Total Do	illars	C. Total Number DBEs	of Contracts with	D. Total Payments to D	BE Firms	E. Total Number of DBE Fi	ms Paid	F. Percent to DBEs	
18. Prime and sub contracts currently in progress	0		\$0		0		\$0		0		0 %	
Section D: Actual Payme	nts on Cont	racts Comple	ted Thi	s Reporting Per	iod							
	A. Number	of Prime Contracts	Completed	B. Total Dollar Value of Contracts	f Completed Prime	C. DBE Participati (Dollars)	on Needed to Meet Goals	D. Total DB	E Participation Dollars		Percentage of Total DBE Participati Ilars	on
19. Race Conscious			0		\$0		\$0			\$0		0 %
20. Race Neutral			0		\$0					\$0		0 %
21. Total			0		\$0					\$0		0 %
Status Log												
Previous Status		New Status			Change Date				Changed By			
		New/Draft			10/1/2020 3:01 AM E	рт			Appian Administrator			
DBE Report Remarks												
Remark Link			Rem	arked by			Rema	rked Date				
					No item	s available						

• Status Log

Status Log					
Previous Status	New Status		Change Date		Changed By
	New/Draft		10/1/2020 3:01 AM EDT		Appian Administrator
DBE Report Remarks					
Remark Link		Remarked by		Remarked Date	
			No items available		

- Previous Status: This column displays the status before the new status
- \circ $\;$ New Status: This column displays the status changed from the previous status

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- Change Date: This column displays the date of the update
- Changed By: This column displays the user who made the change
- DBE Report Remarks: Displays the Remark Link to view added

Status Log				
Previous Status	New Status	Change Date		Changed By
	New/Draft	10/1/2020 3:01 AM EDT		Appian Administrator
DBE Report Remarks				
Remark Link	Remarked by	R	Remarked Date	
		No items available		

- Remark Link: This will display the link to view the comment
- Remarked by: This will display the user who made the comment
- Remarked Date: This will display the date of when the comment was added

4.4.6.2 Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report

4.4.6.2.1 DBE Semi-Annual Uniform Report for Recipient

This section shows the DBE report view that is available only to Recipient Civil Rights users. The information displayed on this report is identical to the Records DBE report, however, additional filters are available to narrow down the data.

Which user roles have access to this Action?

- Recipient Civil Rights users
- To access the Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report, navigate to the Report tab and click on the "Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report" link



- 2. The filters will be blank except for the Fiscal Year dropdown which will be defaulted to current Fiscal Year. The Recipient Civil Rights user will only see the Recipient Organization that they are a part of.
- 3. Use filters as necessary to view specific DBE Reports. Click on the "View" link to view that DBE Report. The selected DBE Report will be displayed below the grid.

			Status			Recipient Status Ø EXPORT TO EX					
9900		-	Select a Status	ect a Status							
Report Type			Due Date			Fiscal Year					
Select a Repo	rt Type	-	Select a Due Date		•	2021		0 -			
Clear Filters						Reports prior to fiscal y	ear 2016 canno	t be modified			
Submitted	Recipient ID	Recipient Name	Cost Center	Fiscal Year	Report Type	Submitted Date	Version	Report Due Date	Status	Last Updated By	Details
•	9900	Transitcenter, Inc.	78300	2021	Project Goal	N/A	0	12/1/2021	New/Draft	N/A	View
•	9900	Transitcenter, Inc.	78300	2021	Semiannual	N/A	0	12/1/2021	New/Draft	N/A	View

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		Status	Chatria		Select a Sta	atus 🕜		•			EXPORT TO EXCE
				•		tus		•			
ear Filters		Due Date	-		Fiscal Year						
		Select a	Due Date	•	2021, 2020			•			
					Reports prior	to fiscal year	2016 cannot be mo	dified			
Submitted Re	cipient ID Recipient	Name		Cost Center	Fiscal Year	Submitte	ed Date Rep	ort Due Date	Status	Last Update	d By Details
•					2020		N/A	6/1/2021	New/Dr	aft N/A	View
•					2021		N/A	6/1/2021	New/Dr	aft N/A	View
•					2020		N/A	12/1/2020	New/Dr	aft N/A	View
0					2020	5/1	7/2021	6/1/2020	Approve	d tcr.dbeappro	over6 View
Report Fiscal Yea Report Due Date Version iennial DBE	e June 1 n 0				Last Upd Submi	odated By ated Date tted Date	N/A				
riennial DBE					Goal (%)						
ace Conscious											
ace Neutral											
Overall Goal (%)											
rime Contra	ncts and Subco		rded								
/ards/Commitmer			C. Total to DBEs	D. Total to DBEs	E. Total Doll	ars to F.	Total Number	G. Total Dolla DBEs/Race		H. Total Number to DBEs/ Race	I. % of Total to
ards/Commitmer	A. Total Dollars (All Types)	B. Total Number (All Types)	(\$)	(#)	DBEs/Race Conscious		DBEs/Race	Neutral	ľ	Neutral	DBEs
Arrime Contracts warded / committed This eriod			(\$)	(#)	DBEs/Race Conscious				\$0	Veutral 0	
. Prime Contracts warded / ommitted This	(All Types)	(All Types)	(\$)		DBEs/Race Conscious						DBEs
Prime Contracts warded / ommitted This eriod . Sub Contracts warded / ommitted This	(All Types) \$0	(All Types)	(\$) \$0	0	DBEs/Race Conscious	Co	onscious		\$0	0	DBEs 0 S
Prime Contracts warded / ommitted This eriod Sub Contracts warded / ommitted This eriod 0. Total BE Awards/	(All Types) \$0 \$0 \$0	(All Types) 0 5 This Period	(\$) 50 50	0 0	DBEs/Race Conscious	50 Co	0		\$0 \$0	0	0 9 0 9

4.4.6.3 Disadvantaged Business Enterprise (DBE) Reports

4.4.6.3.1 Accessing via the Records Tab

Which user roles have access to this Report?

• All TrAMS users

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1. From the Records tab, click on the 'Disadvantaged Business Enterprise (DBE) Reports' Record

								rAMS Website $$ Help Pag
င် Apş	lications / Awards	i≣ Proje		Recipi	盦 ent Organizations		الله Disadvantaged Busin Repo	ess Enterprise (DBE)
pplication/ Award Q. Search TrAMS App	olications / Awards (Recipient)	SEARCH APPLICATION	status Any		Ŧ			± T- 2
Application Number	Application Name	Temporary Application Number	Application Status	Recipient ID	Recipient Name	Region / Office	Last Modified Date	Action
VA-2020-004-02	User Guide Test	9900-2020-7	Active Award / Ready for Closeout	9900	TrAMS Transit Organization	Region 3	11/22/2021 3:13 PM EST	 View-Print Application Application Documents Application Details
VA-2020-004-01	User Guide Test	9900-2020-7	Active (Executed)	9900	TrAMS Transit Organization	Region 3	11/22/2021 3:07 PM EST	 View-Print Application Application Documents Application Details
9900-2022-2	Test - TOM-12330	9900-2022-2	Initial Review / Concurrence	9900	Transitcenter, Inc.	Region 3	11/9/2021 11:01 AM EST	 View-Print Application Application Documents Application Details
		9900-2021-10	FAIN Assigned / Ready for	9900	TrAMS Transit	Region 3	11/9/2021 10:51 AM	 View-Print Application Application Documents

2. The "TrAMS | Disadvantaged Business Enterprise (DBE) Reports" page will be displayed

									OTrams W	lebsite 🕙 Help Pa
TrAMS 🚽										
Applica	∎ tions / Awards		i≡ Projects			nganizations		ර Disadvant	ि aged Business Er Reports	nterprise (DBE)
isadvantaged Business	s Enterprise (DBE) Intaged Business Er. S	EARCH FISCAL YEAR Any		▼ DU	e date Any	•	STATUS Any		÷	± T- :
						Version	Due Date	1 Status	Modified By	Submitted
	Recipient Id	Recipient Name	Cost Center	Fiscal Year	Original Submitted Date	Version	Due Date	+ 50003	woulled by	Submitted
Details	Recipient Id	Recipient Name Transitcenter, Inc.	Cost Center 78300	Fiscal Year	N/A	0	12/1/2021	New/Draft	Modified by	•
Details 9900 - 12/1/2021 - 0					-				Modified by	
Details 9900 - 12/1/2021 - 0 9900 - 12/1/2021 - 0 9900 - 12/1/2021 - 0	9900	Transitcenter, Inc.	78300	2021	N/A	0	12/1/2021	New/Draft	Mouned by	•

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4.4.6.3.2 Related Actions

This section show the related actions associated with the DBE report. There are three different related actions available to the different Civil Rights users throughout the lifecycle of the DBE report. They are as follows:

- Complete DBE Report: Allows the Recipient Civil Rights User to start the reporting process.
- Correct DBE Report: Allows the Recipient Civil Rights user make corrections when either the Civil Rights Officer or the DBE Approver has returned the DBE Report to the Recipient.
- Amend DBE Report: Allows the DBE Approver to amend a DBE Report once the report is approved

4.4.6.3.2.1 Related Action: Complete DBE Report

Which user roles have access to this Action?

• Recipient Civil Rights users

The Complete DBE Report related action is only available to the Recipient Civil Rights user, while the status of the DBE Report is in "New/Draft" status.

1. Log in as a Recipient Civil Rights user and navigate to the "Disadvantaged Business Enterprise (DBE) Reports" from the "Record" tab

Applicat	∎ ions / Awards		i≡ Project	S	Recipient (盦 Drganizations		🗘 Disadvanta	Reports	nterprise (DB
isadvantaged Business										
Q. Search TrAMS Disadvar Details	Recipient Id	Recipient Name	Cost Center	▼ D Fiscal Year	Original Submitted Date	• Version	STATUS Any	↓ Status	• Modified By	± ▼ -
9900 - 12/1/2021 - 0	9900	Recipient Name	78300	2021	N/A	0	12/1/2021	New/Draft	incontro by	•
9900 - 12/1/2021 - 0	9900		78300	2021	N/A	0	12/1/2021	New/Draft		•
9900 - 12/1/2021 - 0	9900		78300	2020	N/A	0	12/1/2021	New/Draft		•

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2. On the "Details" column, click on the link to complete the DBE report

Applica	ions / Awards		i≣ Project	s	Recipient (血 Organizations		ආ Disadvanta	ि aged Business Er Reports	nterprise (DBE
Search TrAMS Disadva	ntaged Business Er. S						status Any		-	
sadvantaged Busines: 2. Search TrAMS Disadva Details 1900 - 12/1/2021 - 0	Recipient Id	Recipient Name	Cost Center	Fiscal Year	Original Submitted Date	Version	Due Date	Status New/Draft	• Modified By	Submitted
Search TrAMS Disadva	ntaged Business Er. S							L Status		

3. Click on the "Complete DBE Report" button on the top right of the corner or click on the Related Actions tab and then and click on the "Complete DBE Report" to proceed to completing the DBE Report

WELCOME MY WORK (12)			III 🚺 🔹 Federal Itansif Administration
Dec 1, 2021 Uniform R	eport of DBE Awards or Commitme	ents and Payments Form	COMPLETE DBE REPORT
Recipient Summary			
Recipient ID 9900		Recipient Name	
Current Active Awards			
vDBE Uniform Report Summ	ary		
Report Type Semiannual		Report Status New/Draft	
Report Fiscal Year 2021		Last Updated By N/A	
Report Due Date December 1		Last Updated Date N/A	
Version 0		Submitted Date N/A	
Triennial DBE Goals			
Triennial DBE		Goal (%)	
Race Conscious			
Race Neutral			

4. Recipient Civil Rights user can now edit the DBE Report. Complete editing Sections A through Section D, and provide a comment in the required Recipient Remarks field. Click on the "Submit to FTA Region" to Submit DBE Report to the Civil Rights Officer.

Recipient I		/												
/ current Act		varde					Recipi	ent Nai	me					
vDBE Unifor			mmary											
Report Typ							Rep	ort Stat	tus New/Dra	ft				
Report Fiscal Yea									By N/A					
Report Due Dat							Last Upd		ate N/A					
Versio Triennial DBI							Subm	itted Da	ate N/A					
	L GOUI.	, 												
Triennial DBE							Goal (%)							
Race Conscious														
Race Neutral														
Overall Goal (%)														
Section A: Av					de During	; This Period								
Awards/Commitme							E. Total Dol		F. Total Nun		G. Total Dollars	H. Total	No.	
	A. Total I (All Type		B. Total Numb (All Types)	oer C. To (\$)	otal to DBEs	D. Total to DBEs (#)	to DBEs/Ra Conscious	ie ie	to DBEs/Rac Conscious	e	to DBEs/Race Neutral	to DBEs/ Neutral	Race	I. % of Total to DBEs
8. Prime Contracts														
Awarded / Committed This Period		\$100		100	\$0	c					\$0		0	0%
9. Sub Contracts Awarded /														
Awarded / Committed This Period		\$0		0	\$0	0		\$0		0	\$0		0	0 %
10. Total					\$0	(\$0		0	\$0		0	0 %
Section B: Br	eakdo	wn by	Ethnicity	& Gen			rded to D		This Peri	iod				
Awards/Commitmer	nts Breako	lown By E	thnicity & Gend	ler:										
		A. Total to Women	DBE (dollar) -	B. Tota Men	l to DBE (dolla	C. Total to	DBE (dollar)	D. To - Wo	otal to DBE (n	umber)	E. Total to DBE (Men	number) -	F. Tota	l to DBE (number)
11. Black American		\$0		\$0		\$0		0			0		0	
12. Hispanic Americ	an	\$0		\$0		\$0		0			0		0	
13. Native American	1	\$0		\$0		\$0		0			0		0	
14. Asian-Pacific Am	erican	\$0		\$0		\$0		0			0		0	
15. Subcontinent As	ian	\$0		\$0		\$0		0			0		0	
American														
16. Non-Minority		\$0		\$0		\$0		0			0		0	
17. TOTAL		\$0		\$0		\$0		0			0		0	
Section C: Pa	yment	s on O	Ongoing Co	ontract	s									
		A. Total N Contracts		B. Tota	l Dollars	C. Total Nu Contracts		D. To Firm	otal Payments	s to DBE	E. Total Number Firms Paid	r of DBE	F. Perc	ent to DBEs
18. Prime and sub contracts currently i	in	5		\$500		0		\$0			0		0 %	
progress														
Section D: Ac	tual P	aymer	nts on Con	tracts	Complet	ed This Rep	orting Pe	riod						
		A. Nu	umber of Prime	Contracts	B. Total Dol	ar Value of	C. DBE Part	icipatio	n Needed	D. Tota	al DBE Participation	E.	Percenta	ge of Total DBE
		Com	pleted			Prime Contracts	to Meet Go	als (Doll		Dollar	5		articipatio	
19. Race Conscious				5		\$500			\$0			\$0		0 %
20. Race Neutral				0		\$0						\$0		0 %
21. Total				5		\$500						\$0		0.00 %
Status Log														
Previous Status			New St	atus		Change Date					Changed By			
			New/D	raft		4/1/2020 3:0	AM EDT				Appian Administ	trator		
DBE Report F	Remarl	ks												
Demandar 111					mandrast here					ulia 1 m				
Remark Link				Re	marked by				Rema	arked Da	ne			
						No iten	s available							
Recipient Remarks *														
Required Recipient I		eld.												
When this report is sub false, fictitious, or frauc	omitted to F dulent infor	TA, the sub mation ma	mitter and the in y subject them to	dividuals pro criminal, civ	viding the infor il, or administra	mation submitted to tive penalties. (U.S. C	TA, if any, certif ode, Title 18, Sec	y that it i tion 100	is true, complet 1)	te, and ac	ccurate to the best of	their knowl	edge. They	are aware that any
Upload Docu				the second second		1								
Upload Supporting I	Document													
UPLOAD	file here													

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5. Click on the "Close" button on the Confirmation page. The next action is now with the Civil Rights Officer.

DBE Report Con	firmation			
Confirmation				
The 2020 Semiannual DBE Report for		has been submitted.		

4.4.6.3.2.2 Related Action: Correct DBE Report

Which user roles have access to this Action?

• Recipient Civil Rights users

The "Correct DBE Report" related action is only available to the Recipient Civil Rights user, while the status of the DBE Report is "Incorrect/Incomplete". The "Correct DBE Report" related action is available when either the Civil Rights Officer or the DBE Approver returns the DBE Report by clicking on the "Return to Recipient" button on the DBE Summary Page.

The "Correct DBE Report" related action is available to the Recipient Civil Rights user when the Civil Rights Officer clicks on the "Return to Recipient" button.

Status Log						
Previous Status	New Status		Change Date		Changed By	
New/Draft	Ready for Regional Rev	view	5/17/2021 11:50 AM ED	т	Civil Rights1 MTA	
	New/Draft		4/1/2020 3:01 AM EDT		Appian Administrator	
DBE Report Remarks						
Recipient Remarks						
Remark Link		Remarked by		Remarked Date		
Recipient Remarks		Civil Rights1 MTA	5/17/2021 11:50 AM EDT			
Recipient Remarks Civil Rights1 MTA Regional FTA Remarks *						
				SAVE VIEW/PRIM	IT RETURN TO RECIPIENT SUBMIT TO FTA HO	

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The "Correct DBE Report" related action is available to the Recipient Civil Rights user when DBE Approver clicks on the "Return to Recipient" button.

Status Log					
Previous Status	New State	us	Change Date		Changed By
Ready for Regional Review	Ready for	HQ Review	5/17/2021 1:32	2 PM EDT	Region3 Region 3
New/Draft	Ready for	Regional Review	5/17/2021 11:5	50 AM EDT	Civil Rights1 MTA
	New/Draf	t	4/1/2020 3:01	AM EDT	Appian Administrator
DBE Report Remarks					
Recipient Remarks					
Remark Link	Remarked by		Remarked Date		
Recipient Remarks	Civil Rights1 MTA			5/17/2021 11:50 AM EDT	
Regional FTA Remarks					
Remark Link		Remarked by	Remarked Date		
Regional FTA Remarks		Region3 Region 3	5/17/2021 1:32 PM EDT		
HQ FTA Remark *					
Required HQ FTA Remark field.					
When this report is submitted to FTA, the submitt	er and the individuals pro	widing the information submitted to ETA if a	any cartify that it is true	complete, and accurate to the best of th	air knowladge. They are aware that any false

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5 Application / Award Lifecycle

5.1 Application / Award Overview

5.1.1 Application / Award Status

The status of an Application / Award reflects the different phases within the grant lifecycle. Recipients may view an Application at any time; however, the actions that they may perform on an Application will vary depending on the Application Award status. Both FTA and the recipient may view the Application at any time but modification of the Application will be restricted depending on the status. Only users with the Submitter or Developer role will be able to edit the Application, other user roles will see a read-only version of the forms.

TrAMS Pre-Award Status	Description
In-Progress	Initial Application creation by the recipient or returned to recipient prior to FAIN assignment. Developers, Submitters, and FTA (pre-Award manager) may edit.
In-Progress / Returned to Grantee	Application has been returned to the recipient from FTA after FAIN assignment. Developers, Submitters, and FTA may edit. Funding source for existing line items cannot be updated.
Transmitted / Ready for FTA Review	Application has been transmitted to the FTA, reviews have not yet begun. Only FTA may edit the Application.
Initial Review / Concurrence	FTA initial review in progress. Only FTA may edit the Application. FTA inputs congressional details if needed.
Review Complete / Ready for FAIN	FTA has completed their review. Only FTA may edit the Application.
FAIN Assigned / Ready for Submission	The FAIN has been assigned and the Application has been returned to the recipient. Submitter will have a Task to submit the Application but will not be allowed to edit, may return to FTA for editing.
Application Submitted	Application has been submitted to the FTA by the recipient. FTA may edit the Application, except for ALI.
Final Concurrence / Reservation	The Application undergoing final concurrence reviews. FTA completes reservation and adds discretionary allocations.

The following table lists available statuses of Applications prior to Award:

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TrAMS Pre-Award Status	Description
	TrAMS sends an Application to DOL if required for certification or review. FTA may edit the Application, except for ALI.
Ready for RA Concurrence / Award	Final concurrences are complete and Application is awaiting concurrence by the RA and the Awarding of the Application. Application sent for Congressional release if required. Editing not available.
Obligated / Ready for Execution	Application has been sent back to the recipient and is waiting for execution by the Recipient Official. Editing not available.

The following statuses are applicable post Award:

TrAMS Post-Award Status	Description
Active (Executed)	Active Award or Active Amendment. Budget revisions, Amendments, Closeouts may be initiated by Developers and Submitters. FTA may initiate Administrative Amendments or Closeouts.
Active / Budget Revision In-Progress	A budget request has been initiated however it has not yet been sent to FTA for review. May edit Project narratives and line items.
Active / Budget Revision Under Review	FTA is reviewing the budget revision and reserves funds if necessary.
In-Progress / Admin Amendment	FTA has initiated an amendment on this Award.
Active Award / Inactive Amendment	The Award is active however there is a newer active amendment for this Award. All information is read-only.
Active Award / Ready for Closeout	Closeout in amendment in progress.
Active Award / Closeout Requested	Closeout request has been forwarded to the FTA for approval.

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Closed	Award is complete and has been closed, all information is
	read-only no additional actions can be taken on the Award.

5.1.2 Searching for Applications/Awards

Users can search two (2) ways for an Application or Award in TrAMS:

- 1) Use the 'Search Applications / Awards' Action
- 2) Use the 'Records' tab

5.1.2.1 Search Application/Awards Action

To search using the 'Search Application / Awards" Action:

1 1	Navigate to the 'Welcome	' naga and alight an tha	Coarch Annligations	/ Augerda' link
		• DAPE AND CIICK ON THE	Search ADDIICATIONS	/ AWATOS IIDK
÷,			ocar en ripplicaciono	

WELCOME MY WORK (21) RECORDS REPORTS	III 🚺 🖬 taar kuu kuu kuu
	GTrAMS Website ⊕Help Page
TrAMS	
% Actions	Quick Links
Enter Action Name	② Coming Soon
C Manage Earmark & Discretionary Allocations	
Q Search Applications / Awards	
Q Search FFR and MPR for Review	
Q Search Recipient Organizations	
Q Search State/UZA Apportionments	
Send Emails to Recipient POCs	
6 items	

2) The 'Application | Search Applications' form will display. Users can fill in additional information to narrow down the search result.

			III 🕡 C fielder Tanut Administrator
	following search Applications		
Recipient Sear	rch Criteria		
Recipient ID		Recipient Name	
	Enter four-digit recipient ID		Enter all or part of a recipient's legal business name
Application Se	arch Criteria		
Fiscal Year	Any	Application Name	
	Select obligation fiscal year for application		Enter all or part of an application name
Federal Award ID Number (FAIN)		Application State	
	Enter federal award ID number		Enter state abbreviation for application
Section Code		Application Status	Any 🔻
	Enter two-digit section code for application funding source		Select application status
			SEARCH CANCEL

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- 3) Enter any (or no) combination of search criteria in the provided fields and click the 'SEARCH' button. Search results are restricted to Applications and Awards for the user's recipient organizations. Search criteria is not required. If no search criteria is entered, all Applications and Awards for the recipient organization(s) will be returned.
- 4) The search filter options are:
 - a) **Recipient ID/Name:** This is applicable only for users with more than one organization. Recipient ID is the 4 digit number. Recipient Name is a text field that allows the user to enter all or part of a recipient organizations name. The user must already belong to the organization that is entered in the text field.
 - b) Fiscal Year: A drop-down menu containing fiscal years.
 - c) **Federal Award ID Number (FAIN):** Enter a complete or partial Application number. Enter the first part of an Application number to return all Applications beginning with the number. Dashes are required.
 - d) Section Code: Enter a two-digit section code for the Application or Award's funding source.
 - e) **Application Name:** Enter the full or partial name of the Application.
 - f) Application State: Enter the state abbreviation for the Application.
 - g) Application Status: Select an Application status from the drop-down menu.
- 5) When the search is complete, the 'Application Search Results' form will open, containing a table of Awards and Applications that meet the search criteria. Each FAIN is a hyperlink to the returned Application record. Click on a FAIN to go to the selected Application record. Click the 'SEARCH AGAIN' button to return to the previous screen and enter new search criteria.

pplication	s					
FAIN	Application Name	Recipient ID	Recipient Name	Last Updated By	Last Updated Date	Status
/A-2020-001-00	User guide testing Final Concurrence	9900	TrAMS Transit Organization	region3.administrator1	2/2/2020 11:42 PM EST	Obligated / Ready for Execution
9900-2020-2	Test TOM-6704	9900	TrAMS Transit Organization	test.submitter@email.com	2/24/2021 11:31 AM EST	In-Progress
/A-2020-002-00	Refrain from using application - For the use of Final Concurrence User Guide	9900	TrAMS Transit Organization	mta.official1	2/4/2020 12:42 PM EST	Active Award / Inactive Amendment
/A-2020-002-01	Refrain from using application - For the use of Final Concurrence User Guide	9900	TrAMS Transit Organization	region3.administrator1	2/4/2020 2:29 PM EST	Obligated / Ready for Execution
9900-2021-10	Test	9900	TrAMS Transit Organization	test.submitter@email.com	3/16/2021 10:33 AM EDT	Initial Review / Concurrence
/A-2021-006-00	User Guide Screenshot	9900	TrAMS Transit Organization	fta.userguide@email.com	3/25/2021 3:09 PM EDT	FAIN Assigned / Ready for Submission
						24 item

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5.1.2.2 Records Tab: Applications/Awards

To search for an Application or Award from the Records tab:

1) Navigate to the 'Records' tab and click 'Applications/Awards' record.

TrAMS										TrAMS	Website	e 🖒 Help	o Pag
<i>С</i> [,] Арр	Image: Barbon S / Awards Image: Barbon S / Awards Image: Barbon S / Ba								Busine		terpris	e	
	rd Application / Awards	SEARCH	REGION / OF	FFICE Arty		•	APPLICATION STATUS	1ny			*	۲ -	0
		SEARCH Temporary Application		nce Any Application Status	Recipient ID	• Recipient		Region / Office	Last Modified Date	Actio		۲ -	0
Q Search TrAMS A	Application / Awards	Temporary	Number			Recipient		Region /		Actio	n ew-Print	T - Applicati n Docum n Details	ion
Application Number	Application / Awards	Temporary Application	Number 4	Application Status Obligated / Ready for	ID	Recipient TRANSPC CALIFOR	t Name DRTATION,	Region / Office	Date 4/5/2021 12:14	Actio	n ew-Print plicatio plicatio ew-Print plicatio	: Applicat n Docum	ion ents ion

2) A list of Applications and Awards will appear. FTA users can see all TrAMS Applications and Awards. Grantee users can only see the Applications and Awards for their organizations.



3) Each Application record name is a hyperlink to the Application record. As shown in the sample Application record link below, Application record links will be available in the "Application/Award" grid.

NELCOME MY	WORK (21) RECORDS	EPORTS						federal Transit Adminis
TrAMS								
ф Арг	lications / Awards	Р	i≡ rojects	Rec	盦 ipient Organizations			电 susiness Enterprise Reports
Application/ Awa	rd Application / Awards	SEARCH REGION / OF	fice Any		APPLICATION STATUS A	ny		• ± • • 0
		SEARCH REGION / OF Temporary Application Number	Price Any Application Status	Recipient Re	APPLICATION STATUS A Lecipient Name	Region / Office	Last Modified J Date	 خ ۲۰ ۵ Action
Q Search TrAMS	Application / Awards Application Name	Temporary		1622 TF		Region /		Action Y View-Print Application
Q Search TrAMS / Application Number	Application / Awards Application Name	Temporary Application Number	Application Status Obligated / Ready for	1622 TF	ecipient Name RANSPORTATION,	Region / Office	Date 4/5/2021 12:14	Action View-Print Application Application Documents

4) Search criteria can be used to filter or narrow down the list of Applications.

Note: Filters include a text field, drop-down filter for Region/Office, and Application Status for Preand Post-Award statuses. The text field allows users to search for Applications that match all or part of the text in the Application name hyperlink. The search ignores capitalization ("bus" will return anything with "BUS", "Bus", or "bus" in the title). Users searching for an Application Number, the user must include the dashes.

VELCOME MY	WORK (21)	REPORTS						Federal Transit Admin	
с) Арр	lications / Awards	P	i≡ rojects	R	盦 ecipient Organizations			C Business Enterprise) Reports	
pplication/ Awa Q. Search TrAMS /	rd Application / Awards	SEARCH REGION / OF	fice Any		Application status A	lny		• ± • 2	
		SEARCH REGION / OF Temporary Application Number	nce Any Application Status	Recipient ID	APPLICATION STATUS APPLICATION STATUS APPLICATION STATUS	Region / Office	Last Modified J Date	 	
Q Search TrAMS A	Application / Awards	Temporary				Region /			
Q Search TrAMS A Application Number	Application / Awards	Temporary Application Number	Application Status Obligated / Ready for	ID	Recipient Name	Region / Office	Date 4/5/2021 12:14	Action View-Print Application Application Document	

5) To view a specific Application, click the Application hyperlink to go directly to the Application record.

WELCOME MY	WORK (21)	EPORTS							Federal Transit Administr
TrAMS							Q1	TrAMS Websi	te 🖯 Help Page
с > Арр	a) lications / Awards	i≣ Proje	cts	Recipie	童 ent Organizations		Disadvantaged E	C Susiness E Reports	nterprise
Application/ Awai	rd								
Q 9900 Application Number	Application Name	SEARCH REGION / OFFICE Temporary Application Number	Any Application Status	Recipient ID	APPLICATION STATUS Recipient Name	Region / Office	Last Modified ↓ Date	Action	t τ Ω
	1		FAIN Assigned / Ready for		TrAMS Transit		3/25/2021 3:09 PM		
VA-2021-006-00	User Guide Screenshot	9900-2021-11	Submission	9900	Organization	Region 3	EDT	 Applicat Applicat 	nt Application ion Documents ion Details

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6) The Record's Summary page will display once a user clicks on the Application hyperlink.

WELCOME MY WORK (21)					Federal Transit Administration
VA-2021-006-00 User Guide S	Screenshot				
Summary Points of Contact Application Control Totals	Application Projects Review	/ Approvals Related Action	IS		
In-Progress Initial Review / Concurrence	Final Concurrence	Obligation	Executed	Active	Closed
Recipient Details					
Recipient ID		Recipient Na	me		
9900 b a		TrAMS Transit	Organization		
Application Status Information					
Application Number VA-2021-006-00					
Application Name User Guide Screenshot					
Status					
FAIN Assigned / Ready for Submission					
Last Modified On					
Mar 25, 2021					
Last Modified By					
Jane TrAMS					

5.1.3 Search for Existing Awards

Users can search for Awards in TrAMS two ways:

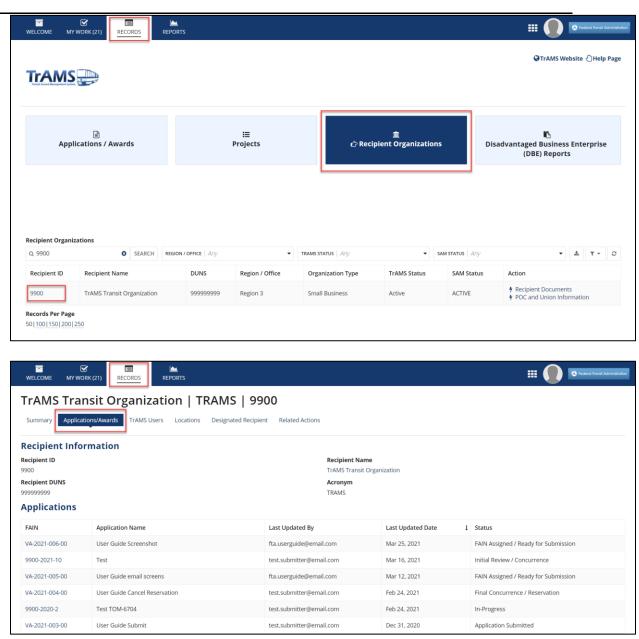
1) Select the Records tab across the top, click the Applications / Awards option, enter the Award Name in the Search box, enter part of the FAIN (dashes are required), or by using the filter criteria and selecting from a list of available options.

TrAMS											/ebsite	() Help	o Pag
						ecipient	童 t Organizations		Disadvantaged Business Enterprise (DBE) Reports				e
	rd Application / Awards	SEARCH	REGION / OF	ffice Any		•	APPLICATION STATUS	1.ny		·	+	۲ -	0
Application/ Awar Q. Search TrAMS / Application Number		SEARCH Temporary Application		PICE Any	Recipient ID	• Recipien		Region / Office	Last Modified Jate	Action		Ŧ •	0
Q Search TrAMS	Application / Awards	Temporary	Number		ID 1622	Recipien		Region /		Action % View % App	v-Print	T - Applicat	ion
Q Search TrAMS	Application / Awards	Temporary Application	Number 4	Application Status Obligated / Ready for	ID 1622	Recipien TRANSPO CALIFOR TRANSPO	t Name DRTATION,	Region / Office	Date 4/5/2021 12:14	Action Y View App App Y View Y View Y App	v-Print lication	Applicat	ion ients ion

2) Select Records across the top, click the Recipient Organization option from the drop down list, search for the Recipient using the Search button. Choose from the Recipient names. Once the Recipient record opens, click on the Applications/Awards tab. The Application Number column includes a hyperlink to the Application or Award record.

Note that the grids can be sorted by selecting any column header.

Federal Transit Administration TrAMS User Guide - Recipient



Once an Award is executed, all Recipient users will have access to additional actions listed under the 'Related Actions' tab, found beneath the Records tab, which includes:

- 1) View execution details and the Award Letter
- 2) View the fund status on both the Award level and Project level
- 3) View of the Fleet status of the Award

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4) Manage any Special Conditions placed on the Award

Additionally, Recipients with the appropriate user roles [Developer or Submitter User Role] may initiate 'Budget Revisions', 'Amendments' and 'Closeouts' from the 'Related Actions' menu.

	TrAMS Applications / Awards 021-007-00 User Guide Testing	•
Summa	ry Points of Contact Application Control Totals Application Projects News Related Actions	
4	Application Documents Manage Application Documents	
7	Application Details Edit/View Application Details	
4	View-Print Application Generate View/Print for Application	
5	Execution & Award Summary View Execution Summary and Award Agreement	
4	Create Budget Revision Initiate Budget Revision for Award	
4	View-Print Budget Change History Generate View-Print for Budget Revision	
4	Create Amendment Initiate Amendment for Active Executed Award	
4	Create Closeout Amendment Initiate Close for Active Executed Award	
4	Application Review Comments View and Manage Application / Award Review Comments	
4	Award Funds Status View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements	
4	Application Fleet Status View Application Fleet Status	
4	Application Special Conditions Manage Application Special Conditions	
4	View All Period of Performance Changelog View All Period of Performance Data at the Award Level	

5.1.4 Searching for Projects

Projects divide an Application into smaller pieces. Each Application must have at least one Project. Sound Project naming conventions will help with search functions later.

Application and Award Project records can be found from an Application record or searched for directly from the 'Records' tab.

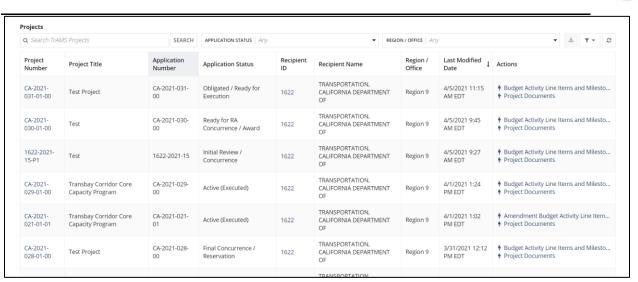
To search for a Project from the 'Records' tab:

1) Go to the 'Records' tab and click 'Projects'.



	MY WORK (22) RECORDS							III 🚺 🔹 Federal Tarsit Admin
TrAM	S							@ TrAMS Website ⁽)Help Pa
Aŗ	Deplications / Awards		i≣ ᠿProjects		盦 Recipient Org	anizations	Dis	ট advantaged Business Enterprise (DBE) Reports
Projects Q. Search TrAI	MS Projects	SEARCH	APPLICATION STATUS Any		▼ REG	ION / OFFICE A/	<i>y</i>	• ± • • 4
Project		Application		Recipient		Degion (
Number	Project Title	Number	Application Status	ID	Recipient Name	Region / Office	Last Modified J Date	Actions
	Test Project		Obligated / Ready for Execution		Recipient Name TRANSPORTATION, CALIFORNIA DEPARTMENT OF		4/5/2021 11:15 AM EDT	
Number CA-2021-		Number CA-2021-031-	Obligated / Ready for	ID	TRANSPORTATION, CALIFORNIA DEPARTMENT	Office	4/5/2021 11:15	 Budget Activity Line Items and Milesto Project Documents
Number CA-2021- 031-01-00 CA-2021-	Test Project	Number CA-2021-031- 00 CA-2021-030-	Obligated / Ready for Execution	ID 1622	TRANSPORTATION, CALIFORNIA DEPARTMENT OF TRANSPORTATION, CALIFORNIA DEPARTMENT	Office Region 9	4/5/2021 11:15 AM EDT 4/5/2021 9:45	 Budget Activity Line Items and Milesto. Project Documents Budget Activity Line Items and Milesto. Project Documents
Number CA-2021- 031-01-00 CA-2021- 030-01-00 1622-2021-	Test Project Test	Number CA-2021-031- 00 CA-2021-030- 00	Obligated / Ready for Execution Ready for RA Concurrence / Award Initial Review /	ID 1622 1622	TRANSPORTATION, CALIFORNIA DEPARTMENT OF TRANSPORTATION, CALIFORNIA DEPARTMENT OF TRANSPORTATION, CALIFORNIA DEPARTMENT	Office Region 9 Region 9	4/5/2021 11:15 AM EDT 4/5/2021 9:45 AM EDT 4/5/2021 9:27	 Budget Activity Line Items and Milesto. Project Documents Budget Activity Line Items and Milesto. Project Documents Budget Activity Line Items and Milesto. Project Documents
Number CA-2021- 031-01-00 CA-2021- 030-01-00 I622-2021- 15-P1 CA-2021- 029-01-00 CA-2021- 029-01-00 CA-2021- 029-01-00	Test Project Test Test Transbay Corridor Core	Number CA-2021-031- 00 CA-2021-030- 00 1622-2021-15 CA-2021-029-	Obligated / Ready for Execution Ready for RA Concurrence / Award Initial Review / Concurrence	ID 1622 1622 1622	TRANSPORTATION, CALIFORNIA DEPARTMENT OF TRANSPORTATION, CALIFORNIA DEPARTMENT OF TRANSPORTATION, CALIFORNIA DEPARTMENT OF	Office Region 9 Region 9 Region 9	4/5/2021 11:15 AM EDT 4/5/2021 9:45 AM EDT 4/5/2021 9:27 AM EDT 4/1/2021 1:24	Budget Activity Line Items and Milesto. Project Documents
Number CA-2021- 031-01-00 CA-2021- 030-01-00 1622-2021- 15-P1 CA-2021- 029-01-00	Test Project Test Test Test Transbay Corridor Core Capacity Program Transbay Corridor Core	Number CA-2021-031- 00 CA-2021-030- 00 1622-2021-15 CA-2021-029- 00 CA-2021-029- 00	Obligated / Ready for Execution Ready for RA Concurrence / Award Initial Review / Concurrence Active (Executed)	ID 1622 1622 1622 1622 1622	TRANSPORTATION, CALIFORNIA DEPARTMENT OF TRANSPORTATION, CALIFORNIA DEPARTMENT OF TRANSPORTATION, CALIFORNIA DEPARTMENT OF TRANSPORTATION, CALIFORNIA DEPARTMENT	Office Region 9 Region 9 Region 9 Region 9	4/5/2021 11:15 AM EDT 11:15 AM EDT 9:45 AM EDT 9:45 A/1/2021 9:27 A/1/2021 1:24 PM EDT 1:24	Budget Activity Line Items and Milesto Project Documents Budget Activity Line Items and Milesto Project Documents Aution of the Items and Milesto Project Documents Budget Activity Line Items and Milesto Project Documents Aution of the Items and Milesto Budget Activity Line Items and Milesto Project Documents Aution of the Items and Milesto Project Documents Budget Activity Line Items and Milesto Project Documents Budget Activity Line Items and Milesto Project Documents

- 2) A list of Projects will appear. Recipient users can only see the Projects for their organizations. (*FTA users can see all TrAMS Projects.*)
- 3) Each Project number is a hyperlink to the Project record. Also, the grid displays more information about the Project: Project Number, Project Title, Application Number, Application Status, Recipient ID, Recipient Name, Region/Office, Last Modified Date, and Actions. The Actions column includes a shortcut to some related action for that Project.



4) A search box for filtering the list of Projects is available at the top of the page.

Note: Enter text into the 'SEARCH' box to filter the list to Projects that match all or part of the text in the Project hyperlink. The search ignores capitalization ("user" will return anything with "USER", "User", or "user" in the title); the Project number must include the dashes.

Q USER		SEARCH	APPLICATION STATUS	ny	•	REGION / OFFICE A/	IV.	
Project Number	Project Title	Application Number	Application Status	Recipient ID	Recipient Name	Region / Office	Last Modified J Date	Actions
VA-2021- 006-01-00	User Guide Screenshot	VA-2021-006- 00	FAIN Assigned / Ready for Submission	9900	TrAMS Transit Organization	Region 3	3/25/2021 2:55 PM EDT	 Budget Activity Line Items and Milesto Project Documents
VA-2021- 005-01-00	User Suide email screens	VA-2021-005- 00	FAIN Assigned / Ready for Submission	9900	TrAMS Transit Organization	Region 3	3/12/2021 2:34 PM EST	 Budget Activity Line Items and Milesto Project Documents
VA-2021- 004-01-00	User Guide Cancel Reservation	VA-2021-004- 00	Final Concurrence / Reservation	9900	TrAMS Transit Organization	Region 3	2/24/2021 1:48 PM EST	 Budget Activity Line Items and Milesto. Project Documents
VA-2021- 003-01-00	User Guide Submit	VA-2021-003- 00	Application Submitted	9900	TrAMS Transit Organization	Region 3	12/31/2020 12:09 PM EST	 Budget Activity Line Items and Milesto. Project Documents
VA-2021- 002-01-00	User Guide	VA-2021-002- 00	Ready for RA Concurrence / Award	9900	TrAMS Transit Organization	Region 3	12/29/2020 11:10 AM EST	 Budget Activity Line Items and Milesto Project Documents
9900-2021- 2-P1	ft <mark>a.userg</mark> uide@email.com	9900-2021-2	Transmitted / Ready for FTA Review	9900	TrAMS Transit Organization	Region 3	12/18/2020 4:41 PM EST	 Budget Activity Line Items and Milesto Project Documents
VA-2020- 004-01-01	User Guide Project 1	VA-2020-004- 01	In-Progress / Admin Amendment	9900	TrAMS Transit Organization	Region 3	9/10/2020 10:02 AM EDT	 Amendment Budget Activity Line Item Project Documents
9900-2020- 10-P1	User Guide for Screenshots	9900-2020-10	Transmitted / Ready for FTA Review	9900	TrAMS Transit Organization	Region 3	7/15/2020 2:50 PM EDT	 Budget Activity Line Items and Milesto Project Documents

5) Click on the Project link to go directly to the Project record.

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Projects								
Q		SEARCH	APPLICATION STATUS	Iny	-	REGION / OFFICE Any		 ▲ T - Ω
Project Number	Project Title	Application Number	Application Status	Recipient ID	Recipient Name	Region / Office	Last Modified ↓ Date	Actions
VA-2021- 006-01-00	User Guide Screenshot	VA-2021-006- 00	FAIN Assigned / Ready for Submission	9900	TrAMS Transit Organization	Region 3	3/25/2021 2:55 PM EDT	 Budget Activity Line Items and Milesto Project Documents
VA-2021- 005-01-00	User Guide email screens	VA-2021-005- 00	FAIN Assigned / Ready for Submission	9900	TrAMS Transit Organization	Region 3	3/12/2021 2:34 PM EST	 Budget Activity Line Items and Milesto Project Documents
VA-2021- 004-01-00	User Guide Cancel Reservation	VA-2021-004- 00	Final Concurrence / Reservation	9900	TrAMS Transit Organization	Region 3	2/24/2021 1:48 PM EST	 Budget Activity Line Items and Milesto Project Documents

6) The Record's Summary page will display.

WELCOME MY WORK (23)	III 🌘 🔹 Tradeo Tool Annualator
VA-2021-006-01-00 - User Guide Sc	reenshot
Summary Project Control Totals Related Actions	
Recipient Details	
Recipient ID 9900	Recipient Name TrAMS Transit Organization
Application Details	HAND Harist of Balingaron
FAIN VA-2021-006-00 m ³	Application Name User Guide Screenshot
Temporary Application Number 9900-2021-11	Application Status FAIN Assigned / Ready for Submission
Project Information	
Project Number VA-2021-006-01-00	
Project Title User Guide Screenshot	
Project Created Date Mar 25, 2021	
Last Modified Date Mar 25, 2021	
Last Modified By test.submitter@email.com	

5.1.5 Working with Applications/Awards

Once an Application/Award has been selected from one of the search options, the 'Summary' page will be displayed. The left navigation menu will contain more options to select and view additional Application/Award information.

The following left navigation menu options are available to all user roles and for all Application/Award statuses.

- Summary
- Point of Contact
- Application Control Totals
- Application Projects
- Review / Approvals

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Related Actions

WELCOME	MY WORK (23)	RECORDS							III 🚺 C Federal Transit Administration
VA-20	21-007-00	User	Guide ⁻	Festing					
Summary	Points of Contact	Application	Control Totals	Application Projects	Review / Approvals	Related Actions			
In	-Progress	Initial Review /	Concurrence	Final Concurrence	Oblig	gation	Executed	Active	Closed

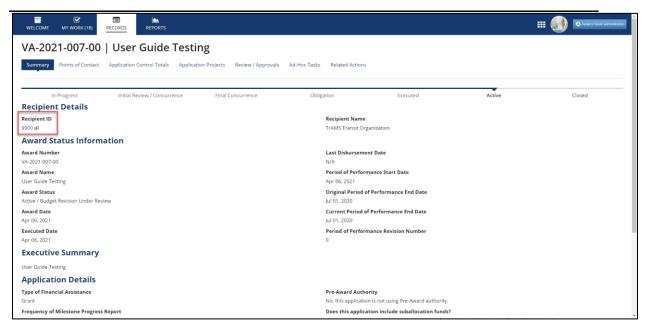
5.1.5.1 Summary

The Summary page of an Application will be the landing page after selecting a specific Application / Award to view or work with. It contains high level information about the Application / Award, including:

- A progress bar showing the current phase of the Application/Award,
- Basic recipient information with a hyperlink to the recipient record,
- Application/Award status information,
- The executive summary of the Application/Award,
- Application details.

The 'Summary' page is in read-only format for all users at all times, the 'Executive Summary' and the 'Application Details' information can be edited from the 'Related Action' Application Details.

- 1) Click the 'Recipient ID' hyperlink to move to the recipient record to see or edit detailed recipient information.
- 2) Click on the 'Application/Award' hyperlink to navigate back to list of Application records.



5.1.5.2 Related Actions

By selecting the 'Related Actions' from Application records the user will be shown a menu of options that are associated to the Application record. These will include additional details about the Application/Award that may be viewed and actions that may be taken on the record. The menu items shown depend on the logged in users' role and the status of the Application/Award.

The following detailed 'Related Actions' are visible regardless of the user role or status of the Application.

- Application Documents
- Application Details
- View-Print Application

- View-Print Budget Change History
- Application Review Comments
- Ad-Hoc Tasks





These actions are described in the following sections. Additional related actions that are available are described under *Application Development* and *Post-Award Management*.

WELCOME	MY MORK (H8) RECORDS RESORTS	III 🐠 C Facilies Tanuel Administration
	A-2021-007-00 User Guide Testing mmary Points of Contact Application Control Totalis Application Projects Review / Approvalis Ad-Hoc Tasks	
	Creates an Ad-Hoc Task	
	View-Print Application Generate ViewPrint for Application	
	Application Details EdW/ww Application Details	
	Execution & Award Summary Vew Execution Summary and Award Agreement	
	Obligation Details View Obligation Details	
	Budget Revision Activity Line Items Modify Budget Activity Line Items for Budget Revision	
	View-Print Budget Change History Generate View-Print for Budget Revision	
	Current Budget Change Log View Budget Change Log	
	DDL Certification Details View Details for DOL Certification	
	Application Documents Marage Application Documents	
	Application Review Comments View and Manage Application / Award Review Comments	
	Award Funds Status View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements	
	Modify Budget Revision Details Allows a user to change the reason for a budget revision	
	Application Fleet Status View Application Fleet Status	
	Application Special Conditions Manage Application Special Conditions	
	View Period of Performance Changelog View All Period of Performance Data at the Award Level	

5.1.5.3 Dashboards

5.1.5.3.1 Dashboard: Points of Contact

The 'Points of Contact' dashboard displays FTA points of contacts and the recipient point of contact for the Application/Award. The recipient point of contact is set during the initial Application development and may be updated on the 'Application Details' screen. The FTA points of contacts will be established after initial transmission of an Application ('Transmitted / Ready for FTA Review' status). The point of contacts name, user role, email, and phone number will be displayed. Updates to names, roles, and phone numbers must be done from the user's profile page.

To view the 'Points of Contact' for an Application/Award:

1) Click on the 'Points of Contact' from the navigation menu to view points of contact associated with the Application/Award. The points of contact associated to the Application are displayed in grid format. If there are no points of contact associated, the grid will be empty.



2) To move away from the 'Points of Contact' dashboard simply click on another item from the navigation menu or select a new tab.

	▶ PORTS		III 🕡 Rederal Transit Administration		
VA-2021-007-00 User Guide Testing Summary Points of Contact Application Control Totals Application Projects Review / Approvals Related Actions					
Recipient Details Recipient ID 9900 ਨਾ		Recipient Name TrAMS Transit Organization			
Award Status Information FAIN VA-2021-007-00 Temporary Application Number 9900-2020-8		Award Name User Guide Testing Award Status Active (Executed)			
Point Of Contacts					
Name	Role	Email	Phone		
John TrAMS	Grantee		(938) 201-8123		
Jane TrAMS	Pre-Award Manager				
Jane TrAMS	Post-Award Manager				

5.1.5.3.2 Dashboard: Application Control Totals

The 'Application Control Totals' displays the total funding associated with an Application/Award.

To view the 'Application Control Totals' for an Application/Award:

 Click on the 'Application Control Totals' from the navigation menu to view the dollar totals associated with the Application/Award. The Application/Award totals are listed in a grid and itemized by their funding source name. If no funding sources have been defined for an Application the grid will not be displayed.



2) To move away from the 'Application Control Totals' simply click on another item from the navigation menu or select a new tab.

/A-2021-007-00 User Guide Testing		
Summary Points of Contact Application Control Totals Application Projects	Review / Approvals Related Actions	
Recipient Details		
ecipient ID 900 d ^a	Recipient Name TrAMS Transit Organization	
Award Status Information		
AIN A-2021-007-00	Award Name User Guide Testing	
emporary Application Number 900-2020-8	Award Status Active (Executed)	
Application Control Totals Summary		
Funding Source Name		Amount
5307 - Urbanized Area Formula Grants (2013 and forward)		\$10
Local		\$0
Local/In-Kind		\$0
State		\$0
State/In-Kind		\$0
Other Federal		\$0
Transportation Development Credit		\$0
Adjustment Amount		\$0
Total Eligible Amount		\$10
		9 items

5.1.5.3.3 Dashboard: Application Projects

The 'Application Projects' dashboard displays the list of Projects associated with an Application/Award. Projects contain the details associated with each grant including

- Scope of work to be performed
- Location where work will be performed
- Funding sources and associated amounts
- Project milestones
- Environmental findings
- Specific Project documentation

Projects allow the overall Application/Award to be divided into multiple pieces. Each Application/Award must have at least one Project associated with it. Awards migrated from TEAM will only have one.

To view Projects associated with an Application/Award:

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- 1) Click on select 'Application Projects' from the navigation menu. The list of Projects associated with the Application/Award will be displayed in a grid.
- 2) Click on the link of the 'Project Number' for more Project information.

WELCOME MY WORK (24)					III 🚺 🔹 federal hanel Administration
VA-2021-007-00 US Summary Points of Contact Applic	tion Control Totals	Review / Approvals	Related Actions		
Recipient Details					
Recipient ID			Recipient Name		
9900 &			TrAMS Transit Org	anization	
Award Status Information					
FAIN VA-2021-007-00			Award Name User Guide Testing	a	
Temporary Application Number			Award Status	g	
9900-2020-8			Active (Executed)		
Projects for Application					
Project Number	Project Name	Project Budget		Last Updated Date	Last Updated By
VA-2021-007-01-00	User Guide Testing	\$10		Jun 22, 2020	Region 3 Region 3

3) The Project Record's Summary page will be displayed.

WELCOME MY WORK (24)	III 🚺 🖬 taken base Amerikan
VA-2021-007-01-00 - User Guide Testing Summary Project Control Totals Related Actions	
Recipient Details	
Recipient ID 9900	Recipient Name TrAMS Transit Organization
Award Details	
FAIN VA-2021-007-00 @	Award Name User Guide Testing
Temporary Application Number 9900-2020-8	Award Status Active (Executed)
Project Information	
Project Number VA-2021-007-01-00	
Project Title User Guide Testing	
Project Created Date Jun 18, 2020	
Last Modified Date Jun 22, 2020	
Last Modified By region3.preawardmanager1	

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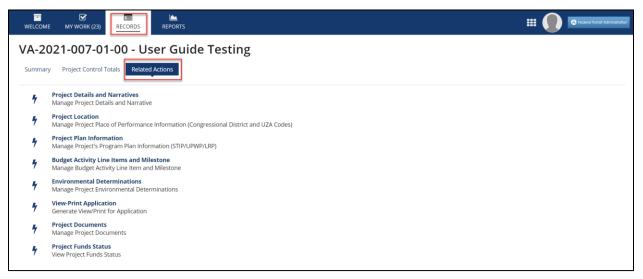
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4) To return to the Application 'Summary' page click on the Application 'FAIN' hyperlink.

Recipient Name
TrAMS Transit Organization
Award Name
User Guide Testing
Award Status
Active (Executed)

5) To see additional information about the Project, select the 'Related Actions' from the navigation menu.



For additional information on 'Related Actions' for Projects, refer to the *Projects* section of *Application Development*

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5.1.5.3.4 Dashboard: Review / Approvals Dashboard

The 'Review/Approvals' dashboard for an Award contains the latest comments resulting from reviews, concurrences, and approvals, and is only viewable by FTA and DOL users.

To view all FTA reviewer comments for an Award:

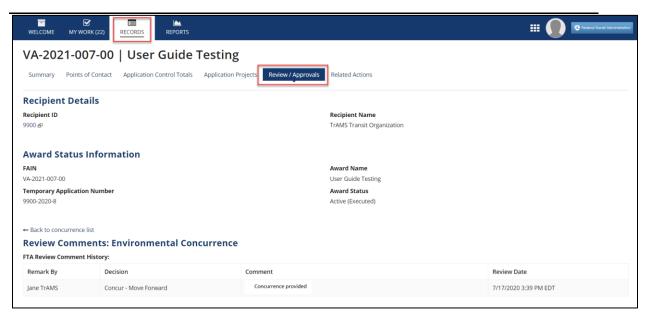
- 1) Click on the 'Review / Approvals' dashboard from the navigation menu.
- 2) The Award's latest FTA review comments will be displayed in grid format.

WELCOME MY WORK (22) RECORDS REPORTS			III 🚺 C Federal Tanat Administration			
VA-2021-007-00 User Guide Testing						
Summary Points of Contact Application Control Totals Application Projects	Summary Points of Contact Application Control Totals Application Projects Review / Approvals Related Actions					
Recipient Details						
Recipient ID 9900 ਲਾ		Recipient Name TrAMS Transit Organization				
Award Status Information						
FAIN		Award Name				
VA-2021-007-00		User Guide Testing				
Temporary Application Number 9900-2020-8		Award Status Active (Executed)				
Summary View of Review / Concurrence / Approvals						
View all review comments →						
Select to view the individual Review Comment						
Concurrence 🛛	Required?	Decision	Latest Review Date			
Environmental Concurrence	 <i>∎</i>	Concur - Move Forward	7/17/2020 3:39 PM EDT			
Technical Concurrence	S	Concur - Move Forward	9/29/2020 10:21 AM EDT			
Civil Rights Concurrence	۲	Concur - Move Forward	4/6/2021 2:57 PM EDT			
Planning Concurrence	Ø	Concur - Move Forward	4/6/2021 2:59 PM EDT			
Operations Concurrence		N/A	N/A			
DOL Routing		No DOL	4/6/2021 2:59 PM EDT			
Deobligation		N/A	N/A			
Reservation Status	S	Reserved	4/6/2021 3:01 PM EDT			
Legal Concurrence	S	Concur - Move Forward	4/6/2021 3:02 PM EDT			
RA Concurrence	۲	Concur - Move Forward	4/6/2021 3:03 PM EDT			

Click on a comment link to expand details.

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3) Use the paging buttons below the grid if all entries are unable to be displayed on a single page of the grid.

5.1.5.3.5 Dashboard: Ad-Hoc Tasks

The Ad-Hoc Tasks dashboard contains all the ad-hoc tasks associated with an application. For more information on this refer to section *Records: Search Ad-Hoc Tasks*.

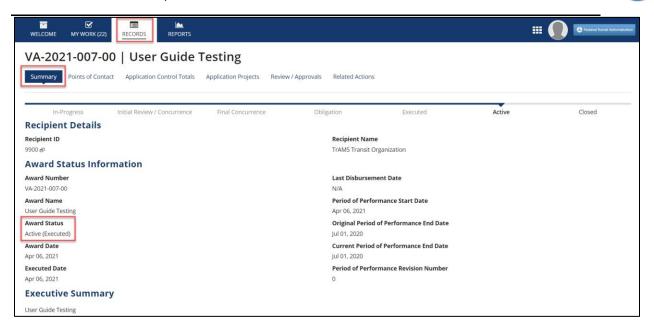
5.1.6 Application Phases & Application Status

This section explains the difference between the Application Phases and the Application Statuses as well as how they relate to one another. The Application Phases are tracked in TrAMS by a visual called the Progress Bar, as mentioned in the *Summary* section. Below is an example of a Progress Bar.

WELCOME	MY WORK (23)	RECORDS REPO				:	E Const Administration
VA-202	21-007-00) User Gui	de Testing				
Summary	Points of Contact	Application Control T	otals Application Projects	Review / Approvals Related Actions			
In-P	Progress	Initial Review / Concurre	nce Final Concurrence	Obligation	Executed	Active	Closed

The <u>Application/Award Status</u> is visible in multiple places within TrAMS, but a common location to view the Application Status is on the 'Summary' Dashboard, as shown in the following image:





Each phase within a TrAMS Application has one or more statuses. For example, an Application within the 'In-Progress' phase can have a status of 'In-Progress' or 'In-Progress / Returned to Grantee.' The table below shows the relationship between the Progress Bar (Application Phases) and the Application Statuses.

Application Phases	Application Statuses
In-Progress	In-Progress
	In-Progress / Returned to Grantee
	Transmitted / Ready for FTA Review
	Initial Review / Concurrence
Initial Review / Concurrence	Review Complete / Ready for FAIN
	FAIN Assigned / Ready for Submission
	Application Submitted
Final Concurrence	Final Concurrence / Reservation
Obligation	Ready for RA Concurrence / Award
Execution	Obligated / Ready for Execution
	Active (Executed)
Active	Active / Budget Revision in Progress

Table 4: Application Phases and Statuses

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	Active / Budget Revision under Review
	In-Progress / Admin Amendment
	Active Award / Inactive Amendment
	Active Award / Ready for Closeout
	Active Award / Closeout Requested
	Closed
Closed	

5.2 Application Development

Application detail records include both applications that are in progress and applications that have been awarded. Available application record details will be displayed in the left navigation menu after selecting an application record. The 'Related Actions' menu will display actions relevant to the selected application. Actions displayed will vary based on the user's role and the current status of the application.

Refer to the *Working with Applications/Awards* section for more detailed information on common Application / Award details and actions.

5.2.1 In-Progress Phase

This section details the steps leading up to the submission of a formal application and subsequent award. The process and information requested to be completed is designed to ensure that once an application is transmitted, it can be processed by the FTA Regional Office in a timely manner.

After an application is created several Related Actions are immediately available. Some maybe be used right away, though others will come into play later on in Application Development. As the Application / Award Lifecycle progresses in this User Guide, Related Actions and Tasks will be shown in the order that progresses the Application / Award for the most part.

To create and transmit an application to FTA, you must be a Submitter or Developer user. The basic steps covered in the create application process includes:

- 1) Create the application, complete the application details
- 2) Add one of more projects to the application to include:
 - a) Add project details and narratives, project locations, and project plan information.
 - b) Add budget activity line items and milestones
 - c) Add environmental determinations
 - d) Validate the project
- 3) Validate and transmit the application

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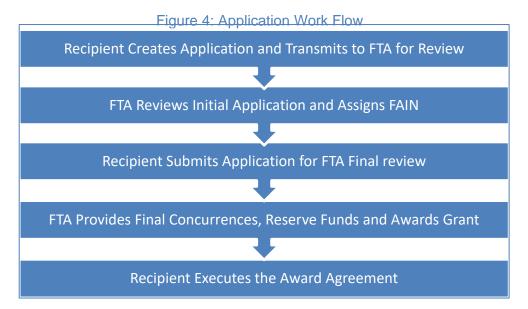


After an application is transmitted, FTA can return the application to the recipient or assign the application to internal reviewers FTA will only assign a FAIN if the application is considered complete. The application will then be returned to the recipient for formal submission to FTA. After submission, FTA will conduct any additional reviews, reserve funds for the application, and then award the grant.

If the application indicates pre-award authority, then the applicant must submit the initial Federal Financial Report (FFR) before the Official will receive the task to execute.

Once a grant has been awarded (and the FFR has been submitted for the pre-authority application), users with the Official role in the Recipient Organization will receive a task to execute the award. The task must be completed within 90 days.

Figure 2, below, highlights this general application process from initial creation to award.



5.2.1.1 Action: Create Application

The 'Create Application' action is the first step in the application development process. Only recipient organization users with the Submitter or Developer roles can access this action.

The form collects high-level information about the application. Some fields are required to save the form. All questions must be answered prior to application transmission. You can return to this form using the 'Application Details' related action once the application is created.

For Guidance to better understand each question and level of information/details refer to resources available on the TrAMS Guidance Page and your primary FTA Office.

To create a new application:

- 1) Click the 'Welcome' tab to display a list of available user actions.
- 2) Click the 'Create Application' action.

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WELCOME MY WORK (12) RECORDS REPORTS	
TrAMS	@ TrAMS Website ⊕Help Page
4 Actions	Quick Links
Enter Action Name	O Coming Soon
Create Application	
Q Search Applications / Awards	
Q Search FFR and MPR for Review	
Q Search Recipient Organizations	

- 3) The 'Application Details' form will display. The form contains two sections: 'Application Details' and 'Application Financial Information'.
- 4) Award Name (Required): Enter the award name. This name will be used for this award and any future amendments. It cannot be modified after award. The name will be visible by the public in USAspending.gov. A maximum of 250 characters are allowed.

Award Details		
* Award Name Test Application		
	Create a name for this application. Note that this name will be used to reference the grant elsewhere, so create a name as you would like this grant to be seen by the public. For Example, New York Wilson Bridge Construction Grant.	
	Create a name for this application. Note that this name will be used to reference the grant elsewhere, so create a name as you would like this grant to be seen by the public. For Example, New York Wilson Bridge Construction Grant.	

5) Award Type (Required): Select the award type from the drop-down menu. Two options are available: a) Grant, b) Cooperative Agreement. If Cooperative Agreement is chosen, the Recipient will have the option to choose a particular region or office to complete the initial review of the application during transmission of the application. Grants are routed to their assigned region for review and do not provide the option to assign the application to other regions for review.

* Award Type	Grant
	Select the type of ETA financial assistance for which you are applying.

6) **Purpose (Required):** Describe the goal(s) of the award to be attained at award completion. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed.

Award Description					
* Purpose This is the Purpose of the Application					
		38/3500			
	Describe the goal(s) of the award (e.g., capital project development stage, operating costs covered) to be attained at award completion.				

7) Activities to be Performed (Required): Provide high-level description of activities to be undertaken with award funds. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed.

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Activities to be Performed
Provide high-level description of activities (e.g., preventative maintenance, bus procurement, planning, research) to be undertaken with a

8) **Expected Outcomes (Required):** List the benefits that will be achieved through the award. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed



ndicate who (e.g., commuters, employees) will receive benefits.

9) Intended Beneficiaries (Required): Indicate who will receive benefits. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed.

*Intended These are the intended beneficiaries Beneficiaries

10) **Subrecipient Activities (Required):** Provide a summary of activities with number of subrecipients planned. If there are no subrecipients then state "None." Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed.

```
*Intended Beneficiaries 36/3500
```

11) **Application Point of Contact (Required):** Select a point of contact (POC) from the drop-down menu provided. This individual will be the primary point of contact from the recipient organization regarding this application. The person selected as the POC will be listed on the Points of Contact page. This also includes the View-Print Application and any other documentation that provides a list of POCs.

* Apj	plication Point of	Jane Trams
	Contact	
		Select your organization's primary contact for this application.

12) Application Executive Summary (Required): Enter an executive summary describing the general purpose of the award. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box.

* Application Executive Summary	This is a sample application.	
	Describe the general purpose of the award	

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•



13) **Research and/or Development:** Select the 'Yes' or 'No' option to respond to the question, 'Does this application include funds for research and/or development activities?'

 Does this application
 Yes, this application includes funds for research and/or development activities.

 include funds for research and/or development activities.
 No, this application does not include funds for research and/or development activities.

 development activities?
 Activities?

- 14) **Period of Performance Start Date:** The period of performance start date is a non-editable field. There is placeholder text that will display until the time of award. The Period of Performance Start Date will be the Original Award Date (i.e. the date the Regional Administrator enters the PIN to obligate the award). Once the Award is obligated, the placeholder text will be removed and the field will be auto-populated with the proper date.
- 15) **Period of Performance End Date:** Enter the period of performance end date. The system will not allow past dates to be entered. The Period of Performance End Date field is not mandatory at the time of application creation, but is required and must be populated before the application is Transmitted. This field is only editable by the FTA Submitter or Developer while the application is In-Progress status.

Period of Performance Start	The start date will be set to the date of the award		10/31/2018	
Date		Performance End Date	Select the date for which a be completed	all award activities will

16) Pre-Award Authority (Required): Select the Yes or No option to respond to the question 'Is this application using pre-award authority?' Selecting 'Yes, my application is subject to pre-award authority' will generate a task for an initial Federal Financial Report (FFR) after FTA makes the award. The Initial FFR must be completed by your recipient organization's FFR Reporter before the Official can execute.

Application Financial Information

17) **Suballocation Funds:** Select the appropriate radio button response to the question: 'Does this application include suballocation funds?' If your organization is a direct recipient of suballocated funds from a designated recipient (option 2 in the screenshot below), additional documentation must be uploaded (e.g. split letter). One or more documents can be added. If your selection changes to a different option (e.g. option 1 or 2), then any uploaded documents are deleted and the option to upload documents disappears from the page.

Federal Transit Administration TrAMS User Guide - Recipient



11 A.	Yes, my organization is the Direct Recipient of suballocated junds from a Designated Recipient.				
Current Suballocation Documents	If applicable, upload a suballocation letter, split letter, or other documentation Name Description Delete				
Documents	UPLOAD		×		
	• Add Document				

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18) Indirect Costs: Select the appropriate radio button response to the question: 'Will indirect costs be applied to this application?' If the answer 'Yes, indirect costs WILL be applied to this application at our organization's approved rate.' is selected, an input box will appear, 'Please Provide Details'. In this case, additional details on the rate, applicable base, and amount of indirect costs must be provided.

Will indirect costs be applied to this application?	 No, indirect costs WILL NOT be applied to this application.
* Please Provide Details	*Indirect documentation must be uploaded to your Recipient Organization Profile
	Include the approved rate(s), applicable base, and amount of indirect costs

19) **Federal Debt:** Select either the Yes or No option to respond to the question, 'Does your organization have delinquent Federal debt?' If you select, the 'Yes' option, an input box will appear, 'Please Provide Details'. Enter additional details into this box.

	 Yes, my organization has delinquent Federal debt. No, my organization does not have delinquent Federal debt. 	
Please Provide Details		

- 20) **E.O. Review:** Select either the Yes or No option as applicable to respond to the question, 'Does your State require E.O.12372 review?' If you select the Yes option, two additional fields will appear:
 - a) Enter the state application ID in the 'Please Provide State Application ID' field.
 - b) Enter the state review date in the 'Please Provide Date Submitted for State Review' field.

	 Yes, our state requires E.O. 12372 review. No, our state does not require E.O. 12372 review.
Please Provide State Application ID	
Please Provide Date Submitted for State Review	mm/dd/yyyy

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21) Once all details have been entered for the new application, click the 'Create Application' button. If you remain on the page, review the form for any error messages for missed information. Click the 'Cancel' button to discard the application and all information entered.



- 22) The new application record will be created and saved.
- 23) A confirmation message will display: 'Click on the link below to view the new Application record,' and the Summary Dashboard will be displayed. You may either click on the hyperlink to automatically be redirected to the new application record and continue developing your application, or return to the record later by clicking the 'Close' button to return to the 'Actions' tab. To access the application at a later date, go to Records, Applications / Awards, and search for the application record.

The temporary 'Application Number' is also generated after clicking the 'Create Application' button. There are 3 components of the temporary application number, each separated by a dash. The first part (from left to right) is the Recipient ID, followed by the fiscal year, which is the second part. The last component of the temporary Application Number is a unique number that is incremented each time a new application is created. This 'Application Number' is temporarily used to reference the application until the FAIN is assigned by FTA.

Application Created
Success!
Application Number 9900-2018-12
Click the link below to open the new Application record.
9900-2018-12 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
CLOSE

Once you access the application record, the Progress Bar will show that the application is in the 'In-Progress' phase, as shown in the image below. This is the first phase within the Pre-Award grant lifecycle.

Summary	Points of Contact	Application Control Totals	Application Projects	News	Related Actions	
In-Progre	ss Initial Revie Concurren		Obligation	Executed	Active	Closed

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5.2.1.2 Related Action: Application Documents

The 'Application Documents' action allows users to add. delete, or view documents associated with the application.

To add, delete, or view documents for an application record:

1) Click 'Application Documents'.

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- 2) You will be taken to the 'Manage Application Documents' form for the selected application. You will be able to upload a new document or delete existing ones displayed in the grid.
- 3) Click the 'Add Document' button to upload a new document for the application.

9900-2022-4 Manage Application Documents						
Recipient Details Recipient ID 9900 Recipient Name Application Details Application ID Application Name Paul Test Existing Documents						
Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By	
				Dec 08, 2021	John TrAMS	

- 4) You will be taken to the 'Add New Documents' form.
 - a) Use the provided drop-down menu under the 'Document Context' field to select from one of the predefined context types.
 - b) Use the provided drop-down menu under the 'Document Type' field to select from one of the predefined document types.
 - c) Enter a description for the document into the 'Document Description' field.
 - d) Click the 'Browse...' button under the "Select File" field to select a local file for upload. You may upload only one file at a time. Click the 'Remove' link which appears after upload if you wish to remove your uploaded file.



e) Click the 'Save' button once all details are complete and a file has been uploaded.

WELCOME MY WORK ((12) RECORDS	REPORTS					Federal Transit Administration
Application	n Add Ne	ew Docun	nents				
Recipient Prof	ile Informatio	on					
Recipient ID	9900			Recipient Name			
Application De	etails						
Application Number	Paul Test			Application Name	Paul Test		
Upload New D	ocument						
* Document Context	Select Document	Context					•
* Document Type	Select Document	Туре					*
* Document Description							
* Select Document	UPLOAD 🛱 Drop	file here					
CANCEL							SAVE

5) To delete any existing documents, select the check box for one or more documents in the grid and then click the 'Remove Document' button.

Summa	ry Points of Contact	Application Control Totals	Application Projects	Related Actions					
99	9900-2022-4 Manage Application Documents								
Арр	ipient Details Recipient ID 9900 Dication Details Application ID				pient Name	I			
v	Document Context	Document Type	Document File	Name Do	cument Description	Date Uploaded	Uploaded By		
~	Program Plan	STIP/TIP	Sample Doc 1	Рац	ıl Test	Dec 08, 2021	John TrAMS		
						ADD DOCUMENT REMO	VE DOCUMENT CLOSE		



6) To view documents simply click on the 'Document File Name' for the document that you want to view.

900-2022-4 1	lanage Applic	ation Documents	5			
ecipient Details Recipient ID 9900 Recipient Name pplication Details Application ID Application Name Paul Test						
xisting Documents		Document File Name	Document Description	Date Uploaded	Uploaded By	
Document Context	Document Type					

5.2.1.2.1 Document Contexts and Document Types

Further details on this topic are discussed in *Related Action: Application Documents*. This section displays all the available combinations of Document Contexts and their corresponding Document types as well as a brief description of each. For example, if you access the Application Document related action and select a Document Context of 'Federal Financial Report,' then the Document Types that will be available for selection are General and Recipient Remarks. See the table below for other context and document type combinations:

Context	Document Type	Description
	FTA Comments	Document that contains FTA Comments
	General Comments	For generic comments
Comments	FTA Internal Comments	Used for Internal FTA Comments
	Conditions of Awards	For specifying award conditions
	DOL	Documents with DOL Comments
		For Generic Federal Financial Report
Federal Financial	General	documents
Report		Recipient Remarks pertaining to the Federal
	Recipient Remarks	Financial Report
Proposal Documents	FTA Comments	Proposal document with FTA Comments

Table 2:	Document	Contexts	and	Document [·]	Types
----------	----------	----------	-----	-----------------------	-------

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	General	Proposal document with General info
Application	General	For documents with general Application Information
Information	Debt Delinquency	Application info docs pertaining to debt
Budget Revision	Approver Notes	Budget Revision documents containing approver notes
	Fleet Status	Documents pertaining to Fleet Status
	Fixed Route Fleet Details	Documents pertaining to Fixed Route Fleet Details
	Paratransit Fleet Details	For documents pertaining to Paratransit Fleet Details
-	Light Rail Fleet Details	For Light Rail Fleet Details
Fleet	Commuter Rail Fleet Details	Use when uploaded doc contains commuter rail fleet details
	Heavy Rail Fleet Details	For Heavy Rail Fleet Detail documents
	Waterborne Fleet Details	Use when document contains Waterborne Fleet Details
	Other Fleet Details	For miscellaneous fleet details
DOL Documentation	DOL Certification	For DOL Certification Documents

5.2.1.3 Related Action: Application Details

The 'Application Details' will allow FTA users with the role of 'Pre-Award Manager' or 'Post-Award Manager' to edit high level application information during initial application creation and during postaward modifications. This information will be read-only for all other FTA users and during other phases of a grant's life cycle.

To edit an application record:

- 1) Click 'Application Details'.
- 2) You will be taken to the 'Application Details' form for the selected application. You will be able to edit text saved in fields and change the values saved for drop-down menus. Refer to *Action: Create Application* for information that will be expected for each field.



3) Once you have completed your changes, click the 'Save' button. All changes will be saved and you will be returned to the 'Related Actions' menu. You can verify changes by clicking the 'Summary' dashboard to view application details.

TrAMS Tra	nsit Organization Application Details	
Recipient Deta		
lecipient ID	ans Recipient Name	
900	TrANS Transit Organization	
Award Details		
* Award Name	Test Application	
* Award Type	Crease a name for this application. Note that this name will be used to reference the grant elsewhere, so create a name as you would like this grant to be seen by the public. For Example, New York Wilson Bridge Construction Grant. Cooperable Agreement	
	Select the good of TA financial assistance for which you are applying.	
ward Descrip	ption	
* Purpose	This is the Purpose of the Application	
		38/3500
	Describe the goal(i) of the award (e.g., capital project development stage, operating costs covered) to be attained at award completion.	
* Activities to be Performed	These are the Activities to be performed	40/3500
	Provide high-level description of activities (e.g., preventative maintenance, bus procurement, planning, research) to be undertaken with award funds.	
* Expected Outcomes	These are the expected outcomes	
		31/3500
	List the benefits (e.g., reduce congestion, improve efficiency, compliance with new regulation) that will be achieved through the award.	
* Intended Beneficiaries	These are the intended beneficiaries	00.00700
	Indicate who (e.g., commutera, employee)) will receive benefita.	36/3500
* Subrecipient	There are the Subrecipient Activities	
Activities		37/3500
	Provide a summary of activities with number of subrecipients planned (e.g., Four rural organizations for maintenance purposes). If no subrecipients, state "None."	
	Provide a summary of activities with number of subrecipients planned (e.g., Four rural organizations for maintenance purposes). If no subrecipients, state "None."	
plication Det		
Application Point	tails John TRAMS	
Application Point of Contact	tails John TAMS Select your organization's primary contact for this application.	
Application Point of Contact * Application cecutive Summary	tails John TAMS Select your organization's primary contact for this application.	
Application Point of Contact * Application ecutive Summary	tails John TAMS Select your organization's primary contact for this application.	
Application Point of Contact * Application ecutive Summary this application	tails John TAMS Select your organization's primary contact for this application. test Describe the general purpose of the award. Or es, this application includes funds for research and/or development activities.	
Application Point of Contact s * Application ecutive Summary include funds for research and/or	tails john TrAMS Select your organization's primary contact for this application. test Describe the general purpose of the award.	
Application Point of Contact Application ecutive Summary s this application include funds for research and/or development activities?	tails John TAMS Select your organization's primary contact for this application. test Describe the general purpose of the award. Vex, this application includes funds for research and/or development activities. No, this application does not include funds for research and/or development activities.	
Application Point of Contact * Application ccutive Summary s this application include funds for research and/or development activities? riod of Perfor	tails John TrAMS Seles your organization's primary consist for this application. Test Describe the general purpose of the award. (Ves, this application include funds for research and/or development activities. (No, this application does not include funds for research and/or development activities. (The second	
Application Point of Contact * Application ecutive Summary include funds for development activities? riod of Perfo Period of T	tails join TrAMS Select your organization's primary contact for this application. test Describe the general purpose of the award. Ves, this application includes funds for research and/or development activities. (No, this application does not include funds for research and/or development activities. The start date will be set to the date of the award The start date will be set to the date of the award	
Application Point of Contact * Application ecutive Summary include funds for development activities? Fiod of Perfor Period of Date	tails John TrAMS Select your organization's primary contact for this application. test Describe the general purpose of the award. Yes, this application includes funds for research and/or development activities. No, this application does not include funds for research and/or development activities. Image: Current Period of Performance Engineer The start date will be set to the date of the award	
Application Point of Contact * Application cutive Summary sthis application include funds for research and/or evelopment activities? riod of Perfo Period of 1 erformance Start Date original Period of 2	tails John TrAMS Select your organization's primary contact for this application. test Describe the general purpose of the award. Yes, this application includes funds for research and/or development activities. No, this application does not include funds for research and/or development activities. Image: Current Period of Performance Engineer The start date will be set to the date of the award	
Application Point of Contact * Application ecutive Summary is this application include funds for research and/or development research and/or Period of T Period of Perfor Period of C Period and C Performance End Date	tails John TrAVS Select your organization's primary contact for this application. test Describe the general purpose of the award. Vex, this application includes funds for research and/or development activities. Ivex, this application does not include funds for research and/or development activities. Imance The start date will be set to the date of the award Sep 30, 2022 Performance End Perford of N/A	
Application Point of Contact * Application ecutive Summary include funds for include funds for research and/or research and/or research and/or research and/or research and/or research and/or erformance Sunt Date Original Period of Performance End Date plication Fin	tails join TrAMS Select your organization's primary contact for this application. test Describe the general purpose of the award. Ves, this application includes funds for research and/or development activities. Image: Current Period of Describe the date of the award. Sep 30, 2022 Sep 30, 2022 Period of NA Set	
Application Point of Contact Application cecutive Summary sthis application include funds for development research and/or development exesarch and/or development activities? riod of Perfor Period of T Performance End Date plication Fin s this application	tails John TrAVS Select your organization's primary contact for this application. test Describe the general purpose of the award. Vex, this application includes funds for research and/or development activities. Ivex, this application does not include funds for research and/or development activities. Imance The start date will be set to the date of the award Sep 30, 2022 Performance End Perford of N/A	
Application Point of Contact * Application ccutive Summary this application include funds for development research and/or development erformance Start Date Driginal Period of 2 Performance End Date plication Fin s this application s this application s this application	tails join TrAUS Select your organization's primary contact for this application. test Describe the general purpose of the award. Vest, this application includes funds for research and/or development activities. Imance The start date will be set to the date of the award Sep 30, 2022 Period of Number No, this application is date of the award activities will be completed No, this application is using Pre-Award authority. No, this application is using Pre-Award authority Yes, my organization is a Designated Recipient.	
Application Point of Contact * Application scutive Summary sthis application include funds for development activities? riod of Perfoo Performance Start Date Driginal Period of Performance end Performance and the schie application using pre-awar authority?	tails John TrAMS Select your organization's primary contact for this application. test Describe the general purpose of the award. Yes, this application includes funds for research and/or development activities. We, this application does not include funds for research and/or development activities. The start date will be set to the date of the award Sep 30, 2022 The start date will be set to the date of the award Sep 30, 2022 Period of N/A Period of N/	
Application Point of Contact * Application ecutive Summary s this application include funds for research and/or development research and/or development erformance Star Date Driginal Period of Performance End Date plication Fin s this application s this application s this application s this application authority?	tails John TrAMS Select your organization's primary contact for this application. test Describe the general purpose of the award. Yes, this application includes funds for research and/or development activities. We, this application does not include funds for research and/or development activities. Image: Current Period of Section does not include funds for research and/or development activities. Image: Current Period of Section does not include funds for research and/or development activities. Image: Current Period of Section does not include funds for research and/or development activities. Image: Current Period of Section does not include funds for research and/or development activities. Image: Current Period of Section does not include funds for research and/or development activities. Image: Current Period of Section does not include funds for research and/or development activities. Image: Current Period of Section does not include funds for research and/or development activities. Image: Current Period of Section does not include funds for a period of Section funds for a period funds for a perigenerad funds for a perigenerad funds for a period funds for a per	
Application Point of Contact * Application ccutive Summary s this application include funds for research and/or research and/or research and/or research and/or research and/or research and/or research and/or Period of T Period of T Period of S Performance Star Date plication Fin s this application include allocation funds?	tails join TrAMS Setes your organization's primary contact for this application. test Describe the general purpose of the award. Ves. this application includes funds for research and/or development activities. No, this application does not include funds for research and/or development activities. Tremance The start date will be set to the date of the award Set join 2022 Period of Number Period of Number No, this application is a Descipanced Recipient. Ves. this application is a Descipanced funds (from a Designated Recipient. Ves. this application is a Descipanced Recipient.	
Application Point of Contact * Application ccutive Summary s this application include funds for research and/or development research and/or development research and/or development reformance Start Date Performance Start Date original Period of S Performance Start Date plication Fin s this application using pre-award authority? s this application include allocation funds?	tails John TrAMS Select your organization's primary contact for this application. test Describe the general purpose of the award. Yes, this application includes funds for research and/or development activities. The start date will be set to the date of the award Sep 30, 2022 Benerical Information Yes, this application is using Pre-Award autority. Yes, my organization is a Deligneted flexible. Yes, my organization is a Deligneted flexible. Yes, my organization is a Direct Recipient of suballocated funds (from a Designated Recipient). Yes, my organization is a Direct Recipient of suballocated funds (from a Designated Recipient).	
Application Point of Contact * Application ccutive Summary sthis application include funds for development eresarch and/or development eresarch and/or development activities? riod of Perfor Period of Period of Serfor Date plication Fin sthis application include authority? sthis application authority? at his application include allocation funds? Does your rganization have	tails John TrAMS Sete: your organization's primary contact for this application. test Test Obscribe the general purpose of the award. Yet, this application includes funds for research and/or development activities. No, this application does not include funds for research and/or development activities. Immance The start date will be set to the date of the award Sep 30, 2022 Period of NUA Period of NUA <td></td>	
Application Point of Contact * Application ccutive Summary this application research and/or development research and/or development research and/or development research and/or development research and/or development research and/or development research and/or development activities? riod of Perfor Period of 1 Period of 1 Period of 1 Period of 1 Date plication Fin include allocation thus applied to this application? rganization have linguent Federal debt?	tails join TAMS Sete to ur organization's primary contact for this application. text Vex, this application includes funds for research and/or development activities. Describe the general purpose of the award. (vex, this application includes funds for research and/or development activities. transact transact (is, in the application includes funds for research and/or development activities. transact transact (is, in the application includes funds for research and/or development activities. transact transact (is, in the application includes funds for research and/or development activities. transact (is, in the application is using Fire-Award activities. transact (is on the application is using Fire-Award activities. (is on, transaction is a beginated Repipert. (is to, my organization is a Designated Repipert. (is not inglication is a Designated Repipert. (is not inglication is a Designated Repipert. (is not inglication is a Designated Repipert of absoluces funds (from a Designated Repipert. (is not inglication is a Designated Repipert of the application is a our organization is a Designated Repipert of the application is our orgenizat	

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5.2.1.4 Related Action: View-Print Application

To view or print the application as a document use the 'View-Print Application' related action. This will generate a document in html format that may be viewed, saved, and/or printed.

- 1) Click 'View-Print' Application.
- 2) The 'View/Print Application' form will be displayed. Click on the provided 'View Print Application [Application number] link to open or save application details in html format.
- 3) Click the 'Close' button to return to the 'Related Actions' menu.

Summary Points of Contact Application Control Totals Application	n Projects Related Actions							
View/Print Application								
	View/Print Types: • <u>Historical</u> : Document generated and saved during Application execution. • Note: Applications that have reached Active (Executed) status prior to 4/27/2020 will show 'Obligated / Ready for Execution' status. • <u>Current</u> : Document generated at the current time.							
View/Print Document	↓ View/Print Generation Date	View/Print Type						
View Print Application - 9900-2022-4	Dec 17 2021 02:31 PM	Current						
CLOSE								

5.2.1.5 Related Action: Apply Estimated Indirect Costs

5.2.1.5.1 Overview

The 'Apply Estimated Indirect Costs' related action allows TrAMS to report data to USASpending. Indirect costs are an estimate of the total dollar amount of federal funds that are expected to be used for indirect costs.

Note: This related action is only applicable to initial awards (not to amendments or budget revisions)

For example, an application may have several projects with several line items each. Even if each project were to have multiple overlapping funding sources, the 'Apply Estimated Indirect Costs' related action would still show amounts for each funding source associated with the application regardless the funding source's project association(s). In other words, 'Estimated Indirect Cost Amount' is not tracked at the individual line item level. Further clarification is provided in the step-by-step instructions below.

Note: This related action must be completed before the 'Validate and Transmit Application' related action can be completed for the application

If the user attempts to validate and transmit the application before completing the 'Apply Estimated Indirect Costs' related action, they will encounter a validation error. For more information, refer to *Related Action: Validate and Transmit Application*

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900-2022-20 Example TTP Grant						
Summary Points of Contact Application Control T	otals Application Projects Related Actions					
Application Application	Validation Results					
	Valuation Results					
Application Details						
Application Number	Application Name					
9900-2022-20	Example TTP Grant					
Temporary Application Number						
9900-2022-20						
Critical Issues						
Validation Error						
This application cannot pass Application Validation and	be transmitted to FTA for review until these errors are corrected					
- This application has not estimated indirect costs for a	Il funding sources. Please provide the estimated indirect costs before continuing (Apply Indirect Costs Related Action).					

5.2.1.5.2 User Roles

The Submitters and Developers of a recipient organization will have the ability to complete this related action prior to application transmission. On the FTA side, Reservationists and Pre-Award Managers will have the ability to make updates via this related action from the In-Progress application status through Final Concurrence / Reservation. All other users who can access the application will have read-only abilities for this related action during any application status.

The following table details which user roles can view the related action. It also shows the Application Statuses during which users with those roles can add or edit estimated indirect costs via the related action. Reviewing these permissions is essential before attempting to complete the step-by-step instructions below.

Table: Access to the 'Apply Estimated Indirect Costs' Related Action by Application Status and User Role

	Permissions				
Application Status	Submitters & Developers	Reservationists & Pre-Award Managers	All Users with Access to the Application		
In-Progress	Add / Edit	Add / Edit	Read Only		
In-Progress / Returned to Grantee	Add / Edit	Add / Edit	Read Only		
Transmitted / Ready for FTA Review	Read Only	Add / Edit	Read Only		

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	Permissions					
Application Status	Submitters & Developers	Reservationists & Pre-Award Managers	All Users with Access to the Application			
Initial Review / Concurrence	Read Only	Add / Edit	Read Only			
Review Complete / Ready for FAIN	Read Only	Add / Edit	Read Only			
FAIN Assigned / Ready for Submission	Read Only	Add / Edit	Read Only			
Application Submitted	Read Only	Add / Edit	Read Only			
Final Concurrence / Reservation	Read Only	Add / Edit	Read Only			
Ready for RA Concurrence / Award	Read Only	Read Only	Read Only			
Obligated / Ready for Execution	Read Only	Read Only	Read Only			
Active (Executed)	Read Only	Read Only	Read Only			
Active / Budget Revision In-Progress	Read Only	Read Only	Read Only			
Active / Budget Revision Under Review	Read Only	Read Only	Read Only			
In-Progress / Admin Amendment	Read Only	Read Only	Read Only			
Active Award / Inactive Amendment	Read Only	Read Only	Read Only			
Active Award / Ready for Closeout	Read Only	Read Only	Read Only			

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		Permissions	
Application Status	Submitters & Developers	Reservationists & Pre-Award Managers	All Users with Access to the Application
Active Award / Closeout Requested	Read Only	Read Only	Read Only
Closed	Read Only	Read Only	Read Only

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5.2.1.5.3 Steps to Add, Update, and Complete

1) Navigate to the 'Apply Estimated Indirect Costs' related action of an application.

Note: See appropriate Application Statuses by user role in the table above.

2) Click the 'Apply Estimated Indirect Costs' link

K WELCOME	MY WORK (0)	RECORDS					₩ 🤤	Federal Transit Administration
9900-2	2022-20	Examp	le TTP Gra	nt				
Summary	Points of Contac	t Application	Control Totals Ap	lication Projects	Related Actions	5		
	pplication Docum							
	dd Project to App Treate Project and A		ication					
	opplication Details dit/View Application							
	fiew-Print Applicat Generate View/Print			_				
	pply Estimated In pply Estimated Ind		oplication					

3) Ensure there are valid funding sources available on the application.

Note: If no projects have been validated for the application, the related action screen will display the message "No valid funding sources found." If this is the case, the user must first validate a minimum of one project for the application. This ensures at least one line item exists with an associated funding source.

Apply Estimated Indirect Costs for 990 Indirect costs must be applied for initial awards and is not required for amendments or but		ess' or 'In-Progress / Returned to Grantee' statu	is for an initial award.
Application Funding Sources			
Funding Source Name 🕴 Funding Source Description	FTA Total Amount	Indirect Cost Amount	Applied?
E	No valid funding sources found		
CLOSE			COMPLETE

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- 4) Review the information displayed under 'Application Funding Sources'.
 - a. The 'FTA Total Amount' column represents the total FTA amount for each funding source across all projects in the application.
 - b. The 'Indirect Cost Amount' column will show a value if the user has updated it previously or it will show 'N/A' if the user has not yet updated it.
 - c. The 'Applied?' column will show a green check mark if the user has previously updated the funding source or it will show a red 'X' if the user has not.

9900)-2022-20	Example TTP Grant			
Summ	ary Points of Contact	Application Control Totals Application Projects	Related Actions		
Indire for ar		ed Indirect Costs for 990		g the 'In-Progress' or 'In-Progress / Return	ed to Grantee' status
	Funding Source A	Funding Source Description	FTA Total Amount	Indirect Cost Amount	Applied?
	5311-1B	5311 - Tribal Transit Program Formula	\$7,000	N/A	⊗
CLC	DSE				COMPLETE



5) Click the checkbox next to any funding source row to select it. A grid will appear below showing any application line items associated with that funding source

Note: The line items shown could be associated with any of the application's projects. As long as the line items are associated with the selected funding source, they will appear in the grid.

pplic	ation Funding Sources					
~	Funding Source ↓ Name	Funding Source Description	FTA Total Amount	Indirect Cost	Amount	Applied?
~	5311-1B	5311 - Tribal Transit Program Formula	\$7,000	N/A		8
	B Application Line Iten					
Scop	e Code	Line Item Description	Line Item Number		FTA Amount	
300-	00	OPERATING ASSISTANCE	30.09.01		\$7,000	
				* Estimated Indirect Cost Amount	1 = 1 =	
					1 = 1 =	

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- 6) Enter an amount in the required 'Estimated Indirect Cost Amount' field and then click 'Save'
- **Note:** The 'Estimated Indirect Cost Amount' is the total amount across all line items for the selected funding source. 'Estimated Indirect Cost Amount' is not tracked at the individual line item level.

Appli	cation Funding Sources					
~	Funding Source Name	Funding Source Description	FTA Total Amount	Indirect Cost	Amount	Applied?
~	5311-1B	5311 - Tribal Transit Program Formula	\$7,000	N/A		8
311-	1B Application Line Iter	ms				
Sco	pe Code	Line Item Description	Line Item Number		FTA Amount	
300-	-00	OPERATING ASSISTANCE	30.09.01		\$7,000	
				* Estimated Indirect Cost Amount	1 = 1 =	
			•			SAVI

Note: If the amount entered exceeds the total in the FTA Amount column, the user will see a validation message: "The Estimated Indirect Cost amount may not exceed the FTA Funding Amount"

Scope Code	Line Item Description	Line Item Number	FTA Amount
300-00	OPERATING ASSISTANCE	30.09.01	\$7,000
		* Es	timated Indirect \$7,500
			Cost Amount The Estimated Indirect Cost amount may not exceed the FTA Funding Amount



7) After clicking save, review the updated funding source and note that the amount entered appears in the 'Indirect Cost Amount' column and the 'Applied?' column now shows a green check mark.

Appli	ication Funding Source	25			
	Funding Source Name	Funding Source Description	FTA Total Amount	Indirect Cost Amount	Applied?
	5311-1B	5311 - Tribal Transit Program Formula	\$7,000	\$3,500	

8) Click 'Close' or 'Complete' to save updates and return to the related actions menu.

Note: Either 'Close' or 'Complete' will save the user's updates. If all funding sources show a green checkmark in the 'Applied?' column, then the user has met the TrAMS requirement to apply estimated indirect costs. The application can pass validation during the 'Validate and Transmit Application' related action later on, assuming other validation requirements have been met.

ce Description FTA Total Am	nount Indirect Cost Amount Applied?
Fransit Program Formula \$7,000	\$3,500
	Transit Program Formula \$7,000

Note: The 'Complete' button only becomes clickable once all funding sources are marked as applied.

ppli	cation Funding Sources				
	Funding Source Vame	Funding Source Description	FTA Total Amount	Indirect Cost Amount	Applied?
	5311-1B	5311 - Tribal Transit Program Formula	\$7,000	\$3,500	

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5.2.1.6 Related Action: View-Print Budget Change History

To view or print budget changes that were made to the application during a budget revision select the 'View-Print Budget Change History' related action. This will generate a document in RTF format that shows changes for a selected revision number that may be viewed, saved, and/or printed.

- 1) Click 'View-Print Budget Change History'
- 2) The 'View/Print Budget Change History for [FAIN #]' form will be displayed.
- 3) Select the check box for a revision to view, and then click the 'View/Print' button.

				Iget Change Hist ton to View/Print the Change History f	•	022-4	
te: These	e revisions apply to this a	ameno	dment only. To see revision	ns to previous amendments, search fo	or those amendments on the Recor	rds tab.	
Rev	vision Number	t	Revision Status	Revision Description	Revision Reason	Date Created	Date Approved
• 0			Approved	New Application	New Application	12/8/2021 1:27 PM EST	

Note: Revision number 0 indicates that it is the budget for the initial award for this amendment and revision numbers are incremented by 1 for each subsequent budget revision in the amendment.



4) The 'View/Print Budget Revision' form will be displayed. Click on the provided link to view or save budget revision details.

Summary Points of Contact Application Control Totals Application Projects Related Actions	
View/Print Budget Revision	
Printable Budget View Print Budget Revision - 9900-2022-4 Revision	
	CLOSE

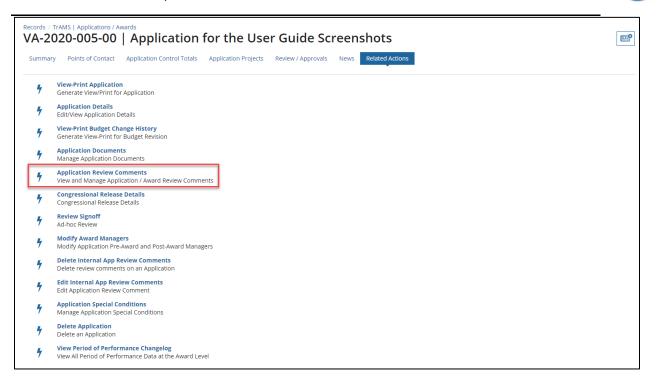
- 5) Click the 'Close' button to return to the 'View/Print Budget Change History for [FAIN #]' form.
- 6) Click the 'Close' button on the form to return to the 'Related Actions' menu.

5.2.1.7 Related Action: Application Review Comments

The 'Application Review Comments' related action can be used to add comments to the Application as it is going through development and reviews. FTA personnel will be able to add review comments to an Application or any of its post-Award modifications as they progress toward execution, while recipient users may only add review comments when the Application has statuses of "In-Progress" or "FAIN Assigned / Ready for Submission." Application review comments created by FTA users can still be viewed by the Application's recipient after they have been made.

To add or view a history of all review comments made on an Application:

1. Click 'Application Review Comments'.



- 2. The '[Application Title]' form will be displayed.
- 3. Comments provided by reviewers during the Application review process will be displayed as links under 'Application Review Comments'.

VA-2020-005-00 Application for the User Guide Screenshots			
Recipient Details			
Recipient ID	Recipient Name		
9900	TrAMS Transit Organization	I	
Application Details			
Application Number	Application Name		
VA-2020-005-00	Application for the User Guide Screenshots		
Temp App Number			
9900-2020-9			
Application Review Comments			
		ADD NEW COMMENT	
		ADD NEW COMMENT	
Select a comment to view the details			
Comment Type	1 Comment By Comment Date		
Grantee Post Review Comments for FTA	Test Email Jul 10, 2020		

At any point, users may click the 'Cancel' button to return to the 'Related Actions' menu without saving any changes.

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Click on the link for a comment to expand the form and view comment type, the comment's creator, and text.

Application Review Comments					
					ADD NEW COMMENT
Select a comment to view the details					
Comment Type	1	Comment By		Comment Date	
Grantee Post Review Comments for FTA		Test Email		Jul 10, 2020	
Application Special Conditions					
Select a condition to view the details					
Condition Type	1 Entered By		Condition Date		
	No items avail	able			
Review Comments Details					
Comment Type Grantee Post Review Comments for FTA					
Comment By Test Email					
Comment Text This is a required comment					
					CANCEL

- 4. If users wish to add a new comment, click the 'Add New Comment' button.
- 5. The form will expand to display the 'Add New Review Comment' section. Use the drop-down menu provided under the 'Comment Type' field to select a comment type. Type the comment into the 'Comment Text' field and then click the 'Save' button. The comment will be added to the 'Application Review Comments' grid.



5.2.1.8 Related Action: View Period of Performance Changelog

During the lifecycle of an Application / Award, the Period of Performance (POP) End Date may change several times. This related action allows the user to see a history of those changes.

To view the Period of Performance Changelog for an Application:

- 1) Use the Records tab to search and open the desired application/award.
- 2) Click the 'Related Actions' link from the navigation bar.
- 3) Click the 'View Period of Performance Changelog' related action from the menu.

Summary	Points of Contact	Application Control Totals	Application Projects	Review / Approvals	News Related Actions
	View-Print Application Generate View/Print for				
	Application Details Edit/View Application D	etails			
	View-Print Budget Cha Generate View-Print for				
	Application Documen Manage Application Do				
	Application Review Co View and Manage Appli	omments ication / Award Review Comm	ents		
	Review Signoff Ad-hoc Review				
	Modify Award Manage Modify Application Pre-	ers Award and Post-Award Manag	gers		
	Delete Internal App R Delete review commen				
4	Edit Internal App Revi Edit Application Review				
	Application Special Co Manage Application Spe				
	Delete Application Delete an Application				
	View Period of Perform View All Period of Perfo	mance Changelog ormance Data at the Award Lev	vel		



4) A view-only form called 'Period of Performance Changelog' will open. It shows a grid that details the history of changes to the Period of Performance.

Period of	Performance Ch	angelog						
Period o Performance Star Dat			Original Pe Performan	riod of 3/1/202 ce End Date	0			
Application Number	Period of Performance End Date	Period of Performance Revision Number	Source of Change	Updated By	Updated Date	Finalized?	Approved By	Approved Date
MD-2020-032-02	2/13/2020	3	Closeout Amendment	mta submitter	2/13/2020	Yes	N/A	N/A
MD-2020-032-01	4/1/2020	2	Amendment	mta submitter	2/10/2020	Yes	trams administrator	2/10/2020
MD-2020-032-00	3/16/2020	1	Budget Revision	mta submitter	2/10/2020	Yes	trams administrator	2/10/2020
MD-2020-032-00	3/1/2020	0	Initial Award	mta submitter	2/10/2020	Yes	trams administrator	2/10/2020

ID	Column Name	Description	Data Type
1)	Application Number	Federal Award Identification Number (FAIN); the permanent application number for the current amendment	Text
2)	Period of Performance End Date	The Period of Performance End Date for that award	Date
3)	Period of Performance Revision Number	The Period of Performance Revision Number is incremented when the Period of Performance End Date is updated	Number
4)	Source of Change	Indicates how the Period of Performance End Date was modified: Initial Award, Budget Revision, Amendment, Closeout Amendment, Admin Amendment	Text
5)	Updated By	The first and last name of the user who last updated the Period of Performance end date	Text
6)	Updated Date	Last date updates were logged for the Period of Performance end date	Date
7)	Finalized?	Indicates whether the Period of Performance End Date is finalized after an Application or Amendment is awarded or after FTA has completed the review of a budget revision: Yes, No	Text

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ID	Column Name	Description	Data Type
8)	Approved By	The first and last name of the user who approved the Award or Post-Award Activity. For example, a Regional Administrator who obligated the award	Text
9)	Approved Date	The date that the user approved the Award	Date

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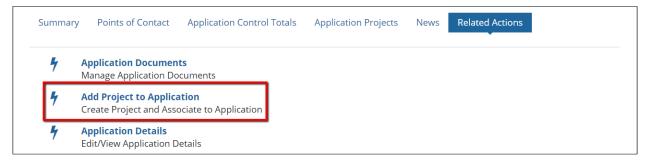


5.2.1.9 Related Action: Add Project to Application

Each application must include one or more projects. The application related action 'Add Project to Application' will be visible to Developers and Submitters when an application or amendment is in the status of 'In-Progress'.

To add a new project to an application:

- 5) Use the Records tab to search and open the desired application/award, or proceed from the success screen hyperlink.
- 6) Click the 'Related Actions' link from the navigation bar.
- 7) Click the 'Add Project to Application' related action from the menu.



8) An editable form, 'Create Project | Step 1 of 3 - Add Project Details and Narratives', will open.



9) Complete the following fields in the "Project Overview" section:

Create Project Step 1 of 3 - Add Project Details and Narratives						
Project Overvi	ew					
* Project Name	Proj 1 Statewide Rural Mob Mgt and Oper FFY2017 & FFY2018 Funding					
	Please create a project name. For example, Wilson Bridge Construction. You may rename this project at a later time.					
* Project Description	Project 1 – Statewide Rural Mobility Management at 80% and Operating at 50%. The Project 1 amount is \$299,390 Federal which includes \$111,388 of 80% mobility management and \$34,102 of 50% operating funds. The Project 1 request includes EFY 2017 Statewide (DS) lapsing funds in the amount of \$145,600 (45% of FFY2017 apportionment) and EFY 2016 Statewide (DS) carryover funds in the amount of \$153,790 (45% of FFY2018 apportionment) for a total project 1 request of \$244,390. The requested funds will be used for mobility management projects for five Regional Coordinating Councils to include Region Please describe the scope of this project and how it impacts the associated grant application.					
* Project Benefits	Funding for this project will be used to support coordinated transportation service activities in the rural regions in cooperation with the State Coordinating Council for Community Transportation.					
	Please describe the expected results of your project. Include who will benefit from this project and how they will benefit (i.e. what is expected to be achieved as a result of this project)					
Additional Information	This region is divided into nine Community Transportation Regions and each region has an associated Regional Coordinating Council (<u>RCC</u>) which is composed of local transportation providers, human service agencies, funding agencies and organizations, consumers, and regional planning commission staff. Section 2311 capital mobility management program funds are allocated by region according to a formula based on regional populations of residents over 65 and those between the ages of 5 to 64 with disabilities, using census data. Each region receives a proportional amount based on seniors and individuals with disabilities nonulation at the rate of \$2.18 per person for disability nonulation and \$1.95 per person for freeded, please provide additional information about this project that hasn't been included above.					

- a) **Project Name (Required):** Enter the project's name into the 'Project Name' field. A maximum of 510 characters are allowed.
- b) **Project Description (Required):** Enter a project description into the 'Project Description' field. There is no character limit for the Project Description field.
- c) **Project Benefits (Required):** Enter the project's benefits into the 'Project Benefits' field. There is no character limit for the Project Benefits field.
- d) Additional Information (Optional): Enter any additional notes into the 'Additional Information' field. There is no character limit for the Additional Information field.



10) Complete the following fields under the 'Capital Investment Project Details' section:

Capital Inve	stment Project Details
	Is this a New Starts, Small Starts or Core Capacity project funded through the FTA Capital Investment Grant Program?
	The Capital Investment Grant Program funds locally planned, implemented and operated transit capital projects, including rapid rail, light rail,streetcars, bus rapid transit, commuter rail, and ferries. Please see the following link for more information about this program:
	Capital Investment Program
	http://www.fta.dot.gov/12304.html
	Yes, this is a Capital Investment Grant project. If you select "yes", the project(s) included in your application will use the 13 or 14 scope series and cost categories of FTA's Activity Line Item tree.
	 No, this is not a Capital investment Grant project.
	If yes, what type of major capital investment project?
	New Starts
	Small Starts
	Ocre Capacity
	NEXT STEP CANCEL

- a) Select either the Yes or No option to respond to the question, 'Is this a New Starts, Small Starts, or Core Capacity project funded through the FTA Capital Investment Grant Program?' A yes selection, will limit your budget activity line items to what is referred to as the Standard Cost Categories and specified scope codes (e.g. 140-00). A project cannot have both the Standard Cost Categories and the traditional scope codes.
- b) If you select Yes, select an option to identify the program and respond to the question, 'If yes, what type of major capital investment project?' The available types are: New Starts, Small Starts, Core Capacity.
- 11) Once all required project details have been entered, click the 'Next Step' button.



12) An editable form, 'Create Project | Step 2 of 3 - Add Project Location', will open.

i iu	ce of Performance		
UZAs	States and Territories associated with yo	our organization's grantee pr	rofile:
	Area Name	t U	UZA Code
	Florida	1.	120000
	Orlando, FL	1	120690
If the (t the Congressional District(s) from your of desired congressional district is not listed, go to ization.		file to modify the list of congressional districts for your
	Congressional District	State	1 Representative Name
	5	Florida	Corrine Brown
Hous	Visit the following site to v e.gov Search /www.house.gov/representatives/find/	/iew Congressional Districts by	ıy ZIP code:
http:/	rative		
1	rative		
Nai	cation Narrative		

13) Click the 'Back' button to return to the previous step. Any input entered or selections made by the user before clicking this button are saved to the form. Click the 'Cancel' button to exit the project creation. The user is taken back to the Project Related Actions when the 'Cancel' button is selected.



14) Complete the following fields on the 'Create Project | Step 2 of 3 – Add Project Location' form.

a) **Place of Performance:** Select one or more checkboxes from the grid for the Urbanized Areas (UZA) associated with the project scope of work.

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b) **Congressional District:** Select one or more Congressional Districts where the project will take place.

At least one UZA and one Congressional District must be selected for the project to be successfully validated. Information may be modified during application development prior to transmission.

	ce of Performance , States and Territories associated with	your organization's grantee	profile	
~	Area Name	Ť	UZA C	Code
~	Florida		12000	0
~	Orlando, FL		12069	0
fthe	ization.	to your organization's grantee p		modify the list of congressional districts for your
	Congressional District	State	1	Representative Name
~				



15) **Narrative (Required):** Enter a location narrative into the 'Location Narrative' field.

Narrative		
* Location Narrative	Region 1 Grafton-Coos Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) will serve as the lead agency for Region 1 Grafton-Coos to provide accessible transportation services to seniors and individuals with disabilities in cooperation with the Region 1, Regional Coordinating Council service area.	•
	Pagion 2 Carroll County	11

16) When all information is entered, click the 'Next Step' button.

ВАСК	NEXT STEP	CANCEL

17) An editable form, 'Create Project | Step 3 of 3', will open. This form collects related program plan information.



Create Proje	ect Step 3 of 3
Other Project In	formation
rojects that request FTA f	unding are required to be part of an approved program plan:
) Unified Planning Work P) Long-Range Plan	n Improvement Plan (STIP)
Program Plan D	ocumentation
New Document	DOT STIP-TIP RTF - 34.08 KB
Date	02/16/2018
Description	DOT signed the Fiscal Year 2019 Certifications and Assurances on 6/27/2017. DOT is current with all Civil Rights submissions. All projects are listed in the Fiscal Year 2017 element of the S TIP. All administrative and statutory requirements have been met in accordance with the §5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, as articulated in Federal Transit Administration Circular 9070 .1 G.
UPWP	
New Document	UPLOAD C Drop file here
Date	mm/dd/yyyy
Description	

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New Document	UPLOAD Crop file here	
Date	mm/dd/yyyy	
Description		

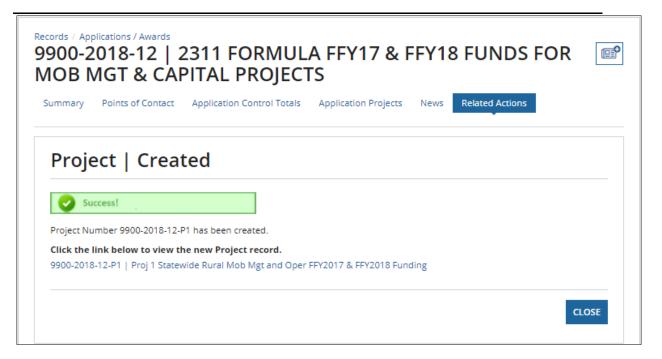
- 18) Depending on the funding program(s) associated with the project, you can include your approved STIP/TIP, Unified Work Program, or Long-Range Plan information. In each section, you may perform the following:
 - a) New Document: Add a document by clicking the 'Upload' button under the respective program and then selecting a document to upload from your computer.
 - b) **Date:** Click on the date field to either type in a date or display a date picker.
 - c) **Description:** Enter a document description.
- 19) Once all details have been entered for the new project, click the 'Finish' button to complete the create project steps.

		CANCEL BACK		FINISH
--	--	-------------	--	--------

- 20) The new project record will be created and saved.
- 21) A confirmation message will display with a hyperlink to the project record. Click the hyperlink to go directly to the new project record and continue developing your project, Click the 'Close' button to return to the application 'Related Actions' tab.

On the 'Success' page, the Project Number is also generated. The format of the project number is the Temporary Application Number, separated by a dash (-), the letter 'P' and a unique number that is incremented each time a new project is created within the application. See the image below for the Project Number generated for this project.

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5.2.1.10 Projects

Once a project has been created, additional details are required before the application is ready for transmission. Projects contain the following details:

- Scope of work
- Location where work will be performed
- Funding sources and amounts (budget activity line items)
- Project milestones
- Environmental determinations
- Project-specific documentation

Projects must be independently validated for completeness.

Related actions are available from the project related actions tab and are editable for Developers, Submitters, and FTA users with 'Pre-Award Manager' or 'Post-Award Manager' roles while an application has a status of 'In Progress'. With the exception of 'Validate Project' these actions are also available to other user roles in a read-only format and available during other project statuses in the read-only format.

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Summary Project Control Totals Related Actions **Project Details and Narratives** 4 Manage Project Details and Narrative Project Location 4 Manage Project Place of Performance Information (Congressional District and UZA Codes) Project Plan Information 4 Manage Project's Program Plan Information (STIP/UPWP/LRP) **Budget Activity Line Items and Milestone** 4 Manage Budget Activity Line Item and Milestone **Environmental Determinations** 4 Manage Project Environmental Determinations **View-Print Application** 4 enerate View/Print for Application Project Documents 4 Manage Project Documents

5.2.1.10.1 Related Action: Project Details and Narratives

The 'Project Details and Narratives' related action allows the user to update the information initially entered during the first step of the 'Add Project to Application' process (see *Related Action: Add Project to Application*).

To update the project details:

- Use the Records tab to search and open the desired project (or access the project from the application navigation bar). The steps for reaching the project via the application navigation bar are as follows:
 - a) Select the 'Records' tab.
 - b) Click on 'Applications / Awards' and select the desired application.
 - c) Select 'Application Projects' from the application navigation bar.
- d) Select the project hyperlink, as shown in the image below.





- 2) Click the 'Related Actions' link from the project navigation bar.
- 3) Click the 'Project Details and Narratives' related action from the menu.

Su	ummary	Project Control Totals News F	Related Actions
ſ		Project Details and Narratives Manage Project Details and Narrative	
	/	Project Location	formation (Congressional District and UZA Codes)

4) An editable form will open.

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Trams Transit Organization | Project Details and Narratives

Project Details					
Project Number	Project Title	Date Created			
9900-2018-12-P3	Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding	2/15/2018 5:29 PM EST			
Project Overvi	ew				
* Project Name	Proj 3 Small Urban Mobility Management FFY 2017 & FFY 2018 fund	ing			
	Please create a project name. For example, Wilson Bridge Construction. Yo	u may rename this project at a later time.			
* Project Description	Project 3 – Small Urban Mobility Management at 80%. The Project 3 management activities for Small Urban Regional Coordinating Coun (Nashua), Region 8 (Greater Manchester), and Region 10 (Southeast	cil areas to include Region 7 Seacoast region).			
	The Project 3 request includes FFY 2017 Small Urban lapsing funds in the amount of \$201,571 (55% of FFY2017 apportionment) and FFY 2018 Small Urban carryover funds in the amount of \$204,321 (15%				
	Please describe the scope of this project and how it impacts the associated grant application.				
• Project Benefits Funding for this project will be used to support coordinated transportation service activities in th Urban regions in cooperation with the State Coordinating Council for Community Transportation					
	Please describe the expected results of your project. Include who will bene benefit (i.e. what is expected to be achieved as a result of this project)	fit from this project and how they will			

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Additional Information	Small Urban Mobility Management funds are requested to support coordinated transportation service activities in cooperation with the State Coordinating Council for Community Transportation. NH is divided into nine Community Transportation Regions and each region has an associated Regional Coordinating Council (RCC) which is composed of local transportation providers, human service agencies, funding agencies and organizations, consumers, and regional planning commission staff. Available Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities formula. If needed, please provide additional information about this project that hasn't been included above.
	Is this a New Starts, Small Starts or Core Capacity project funded through the FTA Capital Investment Grant Program?
	The Capital Investment Grant Program funds locally planned, implemented and operated transit capital projects, including rapid rail, light rail,streetcars, bus rapid transit, commuter rail, and ferries. Please see the following link for more information about this program:
	Capital Investment Program
	http://www.fta.dot.gov/12304.html
	Yes, this is a Capital Investment Grant project. If you select "yes", the project(s) included in your application will use the 13 or 14 scope series and cost categories of FTA's Activity Line Item tree.
	 No, this is not a Capital investment Grant project.
	If yes, what type of major capital investment project?
	O New Starts
	O Small Starts
	O Core Capacity
	SAVE CANCEL

- 5) Edit the Project Name, Project Description, Project Benefits, Additional Information, or capital investment project details as necessary. Project Name, Project Description, Project Benefits remain required fields.
- 6) Click 'Save' to save all changes. After saving, the system takes the user back to the Project Related Actions page. Click 'Cancel' to return to the Related Actions form without saving any changes.

5.2.1.10.2 Related Action: Project Location

The 'Project Location' related action allows the user to update the information initially entered during the second step of the 'Add Project to Application' process (see *Related Action: Add Project to Application*).

To update the project location information:

- 1) Search and open the desired project
- 2) Click the 'Related Actions' link from the navigation bar.
- 3) Click the 'Project Location' related action from the menu.

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	Summary	Project Control Totals News Related Actions
_	4	Project Details and Narratives Manage Project Details and Narrative
	4	Project Location Manage Project Place of Performance Information (Congressional District and UZA Codes)
	k	Project Plan Information

4) An editable form will open.

Project Details						
Project Number	Project Title	t Title		Date Created		
9900-2018-12-P3	Proj 3 Small Urban Mobility I funding	Management f	FFY201	7 & FFY2018	2/15/2018 5:29 PM EST	
Place of Perfo	rmance					
UZAs, States and Territories associated with your organization's grantee profile:						
UZAs, States and Terr	itories associated with your orga	nization's gra	ntee p	rofile:		
UZAs, States and Terr	itories associated with your orga	nization's gra †	ntee p UZA (
·	itories associated with your orga	nization's gra †		Code		
Area Name	itories associated with your orga	nization's gra †	UZA (Code DO		
Area Name Florida Orlando, FL Select the Congression	nal District(s) from your organiza	t ation's granted	UZA (12000 12069 e profil	Code 00 00 le that apply t	o this project: e list of congressional districts for your	
Area Name Florida Orlando, FL Select the Congression If the desired congression	nal District(s) from your organiza	t ation's granted	UZA (12000 12069 e profil	Code 00 00 le that apply t	e list of congressional districts for your	

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* Location Narrative	Region 7 – Nashua Nashua Regional Planning Commission will serve as the lead agency for the Region 7 (Nashua) service area to provide accessible transportation services to seniors and individuals with disabilities in cooperation with the Region 7 Regional Coordinating Council.
	SAVE CANCEL

- 5) Update the places of performance or location narrative as necessary. The Location Narrative remains a required field to save the form.
- 6) Click 'Save' to save all changes. After Saving, the system redirects to the project related actions page. Click 'Cancel' to return to the related actions form without saving any changes.

5.2.1.10.3 Related Action: Project Plan Information

The 'Project Plan Information' related action allows the user to update the STIP/TIP, UPWP or Long-Range Plan information initially entered during the second step of the 'Add Project to Application' process (see *Related Action: Add Project to Application*).

To update the project plan information:

- 1) Search and open the desired project.
- 2) Click the 'Related Actions' link from the navigation bar.
- 3) Click the 'Project Location' related action from the menu.

Sur	mmary	Project Control Totals News Related Actions
	/	Project Details and Narratives Manage Project Details and Narrative
	/	Project Location Manage Project Place of Performance Information (Congressional District and UZA Codes)
		Project Plan Information Manage Project's Program Plan Information (STIP/UPWP/LRP)

4) An editable form will open.



Trams Tran	sit Organization Program Pla	n Information
Project Details		
Project Number	Project Title	Date Created
9900-2018-12-P3	Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding	2/15/2018 5:29 PM EST
Program Plan D	ocumentation	
STIP/TIP		
New Document	UPLOAD Drop file here	
	n	
-	9900-2018-12-P3 - Program Plan - STIP_TIP	
Date	02/21/2018	
Description	This grant does not include: new construction; construction that in remanufacture of stations, stops, or vehicles. As a result, the Civil grant and does not need to provide a Civil Rights Concurrence. Ad Rights programs are in <u>fundable</u> status	Rights Officer will not review this
UPWP		
New Document	UPLOAD C Drop file here	
Date	mm/dd/yyyy	
Description		
		/



New Document	UPLOAD	Drop file	here
Existing Documents	9900-2018-	12-P3 - Prog	ram Plan - Long Range Plan
Date	03/03/201	8	
Description	or the Fed		this Grant Agreement by the Recipient, the Effective Date will be the date FTA ment awarded Federal assistance for this Grant Agreement. Long Range Plans t document.

- 5) Update the STIP/TIP, UPWP, or Long-Range Plan documents, dates, and descriptions as necessary.
- 6) Click 'Save' to save all changes. After clicking save, the user is directed to the project related actions. Click 'Cancel' to return to the related actions form without saving any changes.

CANCEL	VE
--------	----

5.2.1.10.4 Related Action: Budget Activity Line Items and Milestones

The Application and Project Budgets are formulated by adding project scopes and budget activity line items (ALIs) to a project. ALIs describe the type of work that the grant will support.

To add or update ALIs for a project:

- 1) Use the Records tab to search and open the desired project.
- 2) Click the 'Related Actions' link from the navigation bar.
- 3) Click on 'Budget Activity Line Items and Milestone' related action from the menu.



Summa	ry Project Control Totals News Related Actions
4	Project Details and Narratives Manage Project Details and Narrative
4	Project Location Manage Project Place of Performance Information (Congressional District and UZA Codes)
4	Project Plan Information Manage Project's Program Plan Information (STIP/UPWP/LRP)
4	Budget Activity Line Items and Milestone Manage Budget Activity Line Item and Milestone
4	Environmental Determinations Manage Project Environmental Determinations
4	Validate Project Validate and Mark Project Complete
4	View-Print Application Generate View/Print for Application
4	Project Documents Manage Project Documents

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4) The 'Manage Budget Activity Line Items and Milestones' form will open. Any existing ALIs for the project will display in the 'Existing Line Item' section. If there are no ALIs associated, the grid will be empty.

Recipient Details	
Recipient ID	Recipient Name
9900	Trams Transit Organization
Project Details	
Project Number	Project Name
9900-2018-12-P3	Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding
Application Details	
FAIN	Application Name
9900-2018-12	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL
Temp App Number	PROJECTS
9900-2018-12	Application Status
	In-Progress
Existing Line Items	
No Activity Line Items have been added to this project.	
	ADD LINE ITEM CLOSE

- 5) At any time, click the 'Close' button to leave the form without saving any changes and return to the project related actions page.
- 6) Add Budget Activity Line Items (ALI): Click on the 'Add Line Item' button to add one or more ALIs to the project.





7) The 'Add New Budget Activity Line Items (ALIs)' form will open. Click 'Cancel' to exit without saving the changes and return to ALI summary page. Otherwise, click the 'Add Item' link.

lew l	Budget Activity Line I	tems (ALIs)	
Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name
		No items available	

8) A new row will appear in the ALI table. Select values from the drop-down menus for: Scope Code/Scope Name, Activity Type, and Line Item Number/Line Item Name. These values are dependent on each other. The value for Scope Code/Scope Name must be selected first. The values for Activity Type will not populate until Scope Code/Scope Name is selected. Similarly, the values for Line Item Number/Line Item Name will not populate until an Activity Type is selected. The relationships are based on the Activity Line Item Tree.

Also notice that each added line item has a link that says 'DEL' to the right of the 'Line Item Number/Line Item Name' column. Clicking this link allows the user to delete the activity line item.

Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name	
0	Select Scope 🗸		🗸	DEL
<mark>ou must</mark> Add Iten	select a scope, activity type and item nam	e for each line item in the grid before sav	ing	

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- 9) The scopes available depend on whether the project is a Major Capital Investment project (as selected on the "Project Details and Narratives" form):
 - a) If Yes ('Yes, this is a Capital Investment Grant project'), the 13/14 series scopes will be available. Applicants should only use the 140-00 related scope codes in new applications.

900-2	131-00 NEW START - ROLLING STOCK	•	e
Summary	132-00 TRANSITWAY LINES - NEW START		
	133-00 STATION/TERMINALS - NEW START		
	134-00 SUPPORT EQUIP/FACIL - NEW START		
Proje	135-00 ELECTRIFICATION/POWER DISTRIB - NEW START	y Line Items (ALIs)	
You can ad	136-00 SIGNALS/COMMUNICATION - NEW START	nt line items and add more. Click "Finish" to save your cur	rent line
items and i	137-00 OTHER CAPITAL ITEMS - NEW START		
A New	139-00 New Start Associated Transit Improvements		
	140-00 NEW START		
Status	140-10 GUIDEWAY & TRACK ELEMENTS	Line Item Number / Line Item Name	
	140-20 STATIONS, STOPS, TERMINALS, INTERMODAL	Name	
•	Select Scope 👻	▼	▼ DEL

b) If No ('No, this is not a Capital Investment Grant project' on the Project Details form), the user will see the standard capital, planning, operating, etc. scopes and ALIs from the FTA Scope/ALI tree when adding new line items.

900-:	111-00 BUS - ROLLING STOCK			(
Summary	112-00 BUS TRANSITWAYS/LINES			
	113-00 BUS - STATION/STOPS/TERMINALS	- No No.		
	114-00 BUS: SUPPORT EQUIP AND FACILITIES			
Proj	115-00 ELECTRIFICATION/POWER DIST (BUS)	Y Line It	ems (ALIs)	
You can a	116-00 SIGNAL & COMM EQUIPMENT (BUS)		ld more. Click "Finish" to save your curren	it line
items and	117-00 OTHER CAPITAL ITEMS (BUS)			
▲ Nev	119-00 Bus Associated Transit Improvements			
	121-00 RAIL - ROLLING STOCK			
Status	122-00 RAIL TRANSITWAY LINES		Line Item Number / Line Item Name	
	123-00 RAIL - STATION/STOPS/TERMINALS	*	Name	
0	Select Scope	· ·		DEL

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10) Once all ALI's have been added, click 'Save'.

Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name	
•	117-00 OTHER CAPITAL ITEMS (BUS) 🔻	OTHER CAPITAL ITEMS (BUS)	11.7L.00 MOBILITY MANAGEMENT (53 •	D
•	112-00 BUS TRANSITWAYS/LINES -	ACQUIRE BUS TRANSITWAYS/LINES 🔻	11.22.01 ACQUIRE - BUSWAY	D
(1		1

11) After saving, the ALI is added to the 'Existing Budget Activity Line Items' grid with a status of 'In Progress" and you may continue to add ALI's by clicking 'Add Item' to the 'New budget Activity Line Items' grid; and continue to save new ALIs.

Existin	ig Budget Activity Line It	ems (ALIs)	
Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name
In-Progress	117-00 OTHER CAPITAL ITEMS (BUS)	OTHER CAPITAL ITEMS (BUS)	11.7L.00 MOBILITY MANAGEMENT (5302(A) (1)(L))
In-Progress	112-00 BUS TRANSITWAYS/LINES	ACQUIRE BUS TRANSITWAYS/LINES	11.22.01 ACQUIRE - BUSWAY
New Bu	dget Activity Line Items	(ALIs)	
Status So	cope Code / Scope Name	Activity Type	Line Item Number / Line Item Name
		No items available	

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12) Click 'Finish' to exit once all ALIs have been entered and return to the ALI summary page and begin to complete the required information for each added ALI.



13) The new ALIs will appear on the 'Manage Budget Activity Line Items and Milestones' form in the 'Existing Line Items' table. Each new ALI will have a status of 'In-Progress' and summary level information related to quantity and budget. This information will auto populate and the status will move from 'In-Progress' to 'Completed' as you complete the ALI information.

Status	Scope Name / Code	Line Item Number / Name 1	Activity Type	Quantity	FTA Amount	Total Eligible Cost
In- Progress	112-00 BUS TRANSITWAYS/LINES	11.22.01 ACQUIRE - BUSWAY	Acquire Bus Transitways/lines	0	\$0	\$0
In- Progress	117-00 OTHER CAPITAL ITEMS (BUS)	11.7L.00 MOBILITY MANAGEMENT (5302(A)(1)(L))	Other Capital Items (bus)	0	\$0	\$0

14) Input ALI Details: Each ALI requires additional details to be added. For a line item to have a status of 'Complete', it must have: a quantity, an extended budget description, an FTA funding source selected, at least 2 milestones, and all milestone estimated completion dates filled out. To add ALI details, select the check box against the desired ALI from the 'Existing Line Items' table. The form will expand to show the selected ALI.

	Status	Scope Name / Code	Line Item Number / Name 1	Activity Type	Quantity	FTA Amount	Total Eligible Cost
	In- Progress	112-00 BUS TRANSITWAYS/LINES	11.22.01 ACQUIRE - BUSWAY	Acquire Bus Transitways/lines	0	\$0	\$0
Z	In- Progress	117-00 OTHER CAPITAL ITEMS (BUS)	11.7L.00 MOBILITY MANAGEMENT (5302(A)(1)(L))	Other Capital Items (bus)	0	\$0	\$0
				SAVE LINE IT	EM DELETE	LINE ITEM	CANCEL

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6) Line Item Scope: You may provide a customized name for the line item in the 'Line Item Scope' details section by updating the 'Custom Line Items Name' field or you may choose to keep the standard line item name. Only the first 510 characters for custom line item name will save.

Line Item #		
11.7L.00		
Standard Line Item Name		
Mobility Management (5302)(1)(l))	
Custom Line Item Name		
Mobility Management (530	(a)(1)(l))	

- 7) Line Item Details: Update the line item details section
 - a) **Quantity:** Provide the Quantity of items that this ALI will cover in the 'Quantity' field. This field must be a whole number.
 - b) **Extended Budget Description (Required):** Provide description of the ALI in the 'Extended Budget Description'.
 - c) 3rd Party Contractors: Update the 3rd party contractor question with the correct answer. Click on the radio button next to the 'Yes, 3rd Party Contractors will be used for this line item.' or 'No, 3rd Party Contractors will not be used for this line item'.

0		
Extended Budget Descript	tion	
Support coordinated trans Community Transportatio	sportation service activities in the Small Urban regions in cooperation with the State Coordinating Council for n.	
0	nobility management projects for three Small Urban Regional Coordinating Councils to include Region 7 er Manchester), and Region 10 (Southeast Seacoast).	•

- 8) **FTA Funding Information:** Update the FTA Funding Information Section with the requested amount to be provided by the grant or cooperative agreement.
 - a) **FTA Funding Source:** Select a value from the drop-down menu provided under the 'FTA Funding Source' field. The Funding Source selected determines whether the application is a discretionary or a formula application. If a discretionary funding source (e.g. 5309 New Starts) is selected for one or more Budget Activity Line Items, then the application will undergo the Congressional

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Release process before Obligation and Award Execution take place. If a non-discretionary funding source (e.g. 5311 – Rural Area Formula) is selected, the Congressional Release process is not required.

b) FTA Funding Amount: Update the FTA Funding Amount field with the desired amount of funding. (Note: The dollar sign and commas will auto populate once you click outside of the field.) The FTA Funding Source selected determines whether an application is a Formula Grant or a Discretionary Application.

FTA Funding Information	
FTA Funding Source	
5309 - New Starts	•
FTA Funding Amount	
\$405,440	

- 9) Non-FTA Funding Information Section: Provide information concerning additional local, state or other federal funding that will be provided for this ALI as applicable. All amounts should be entered as whole numbers.
 - a) **Local Share Amount:** Update the 'Local Share Amount' field with the amount the local government will be contributing, if applicable.
 - b) **Local/In-Kind Share Amount:** Update the 'Local/In-Kind Share Amount' with the value of any local in-kind funding, if applicable.
 - c) **State Share Amount:** Update the 'State Share Amount' field with the amount the state will be contributing, if applicable.
 - d) **State/In-Kind Share Amount:** Update the 'State/In-Kind Share Amount' field with the desired amount, if applicable. (Note: you will be requested to upload a document to support these funds when validating the project.)
 - e) **Other Federal Share Amount:** Update the 'Other Federal Share Amount' field with the desired amount, if applicable.
 - f) Adjustment Amount: Update the 'Adjustment Amount' field with the desired amount, if applicable. Note: This information will not be additive to the 'Total Eligble Cost' of the activity budget or award budget.
 - g) Transportation Development Credit: Update the 'Transportation Development Credit' field with the desired amount, if applicable. (Note: This information will not be additive to the 'Total Eligble Cost' of the activity budget or award budget. You will be requested to upload a document to support these funds when validating the project.)

The 'Total Eligible Cost' will be update after saving. This is the sum of the FTA Funding and Non-FTA Funding (excluding the Transportation Development Credit and Adjustment Amount).

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Non-FTA Funding Information	
Local Share Amount	
\$101,360	
Local/In-Kind Share Amount	
\$12,424	
State Share Amount	
\$27,686	
State/In-Kind Share Amount	
\$1,043	
Other Federal Share Amount	
\$19,285	
Adjustment Amount	
\$7,202	
Transportation Development Credit	
\$1,112	
Total Eligible Cost	
\$567,238	

The Non-FTA Funding Information section appears differently in TrAMS applications in comparison to Transportation Electronic Award Management (TEAM) applications. TEAM is the legacy system used process and review applications. An application created by the legacy system is usually referred to as a TEAM grant. There are several differences between applications created by the TrAMS system versus the TEAM system, but the one difference applicable to this section can be seen in the image below.

Funding Information: TEAM Application

Funding Information	
FTA Funding Source	FTA Funding Source
49 USC 5311 - (MAP 21) Formula Grants for Rural Areas (FY2013 and forward)	49 USC 5311 - (MAP 21) Formula Grants for Rural Areas (FY2013 a
Award FTA Funding Amount	Revised FTA Funding Amount
\$43,181.00	\$43,181.00
Award Non-FTA Amount	Revised Non-FTA Amount
\$0.00	\$0.00
Award Total Eligible Cost	Revised Total Eligible Cost
\$43,181.00	\$43,181.00

Unlike TrAMS, a TEAM application has a simpler layout when it comes to the Budget ALI page. A TEAM application only has one section for Funding Information, while the TrAMS applications divide the section into two: 1) FTA Funding information and 2) Non-FTA Funding information. Notice the difference in the TEAM Funding information shown above versus the TrAMS Funding Information displayed below.

Funding Information: TrAMS Application

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FTA Funding Information				
FTA Funding Source	FTA Funding Source			
49 USC 5307 - Urbanized Area Formula (FY2006 forward)	49 USC 5307 - Urbanized Area Formula (FY2006 forward)			
Award FTA Funding Amount \$80	Revised FTA Funding Amount \$80			
Non-FTA Funding Information				
Award Local Share Amount	Revised Local Share Amount			
\$0	\$0			
Award Local/In-Kind Share Amount	Revised Local/In-Kind Share Amount			
\$0	\$0			
Award State Share Amount	Revised State Share Amount			
\$0	\$0			
Award State/In-Kind Share Amount	Revised State/In-Kind Share Amount			
\$0	\$0			
Award Other Federal Share Amount	Revised Other Federal Share Amount			
\$0	\$0			
Award Adjustment Amount	Revised Adjustment Amount			
\$0	\$0			
Award Transportation Development Credit	Revised Transportation Development Credit			
\$0	\$0			
Award Total Eligible Cost	Revised Total Eligible Cost			
\$80	\$80			

- 10) **Rolling Stock Information:** When the scope code 'Rolling Stock' is selected, the Rolling Stock Information Section will display. Completing the Rolling Stock Information section is optional, based on your selection of scope code.
 - a) **Vehicle Condition:** Select a value from the drop down 'Vehicle Condition' field indicating whether the vehicles are new or used.
 - b) **Fuel:** Select a value from the drop down 'Fuel' field indicating the type of fuel that the vehicles will use.
 - c) Vehicle Size: Provide a short text describing of the size of the vehicle in the 'Vehicle Size' field.

Rolling Stock Information	
Vehicle Condition	Fuel
Used 🗸	Biodiesel 👻
Vehicle Size	
40 feet	

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11) **Milestones:** Update the Milestone section. A table will display with the minimum two milestones; auto populated to 'Start Date' and 'End Date.' Two milestones are required to pass project validation. A 'Rolling Stock' line item will have five standard milestones (RFP/IFB Issue Date, Contract Award Date, Initial Delivery Date, Final Delivery Date, and Contract Completion Date). The Estimated Completion Date for each milestone must be populated.

Mil	estones			
				ADD NEW MILESTONE
	Name	Estimated Completion Date	t	Description
	Start Date	2/28/2018		Requested funds will be used to support mobility management activities for the following five (5) Regional Coordinating Councils located in rural areas: Region 1 – Grafton-Coos RCC (Lead Agency is Upper Valley Lake Sunapee Regional Planning Commission, Lebanon) Region 2 – Carroll County RCC (Lead Agency is Mount Washington Valley Economic Council, Conway)
	End Date			

12) You can update, delete, or add milestones to the default list. Details for each milestone in the grid must be provided for the ALI to be marked as complete.



13) **Update Milestone:** To update a default milestone, click the checkbox next to the milestone name. The 'Milestone Details' section will open. Update the milestone name as desired. Add an estimated completion date and input a description. A name and completion date are required for each milestone. When done, click the 'Save Milestone' button.

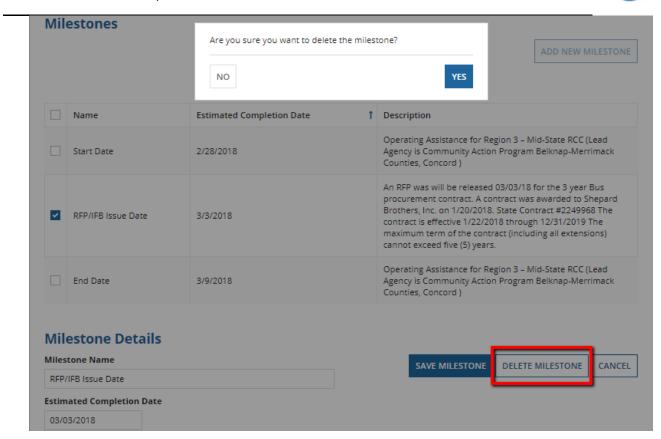
	Name	Estimated Completion Date	t	Description
	Start Date	2/28/2018		Requested funds will be used to support mobility management activities for the following five (5) Regional Coordinating Councils located in rural areas: Region 1 – Grafton-Coos RCC (Lead Agency is Upper Valley Lake Sunapee Regional Planning Commission, Lebanon) Region 2 – Carroll County RCC (Lead Agency is Mount Washington Valley Economic Council, Conway)
	End Date			
Miles	estone De tone Name t Date	tails		SAVE MILESTONE DELETE MILESTONE CANCEL
	ated Completio	n Date		
02/2	tone Descriptio		activitie	s for the following five (5) Regional Coordinating Councils located



14) Add Milestone: To add new milestones click the 'Add New Milestone' button and the form will expand to allow for the input of the milestone details. Add the milestone name, an estimated completion date and input a description. A name and completion date are required for each milestone. When done, click the 'Save Milestone' button.

			ADD NEW MILESTON
	Name	Estimated Completion Date	† Description
	Start Date	2/28/2018	Operating Assistance for Region 3 – Mid-State RCC (Lead Agency is Community Action Program Belknap-Merrimack Counties, Concord
	End Date	3/9/2018	Operating Assistance for Region 3 – Mid-State RCC (Lead Agency is Community Action Program Belknap-Merrimack Counties, Concord
~			
	estone Deta	ails	
RFP/ Estim	stone Name /IFB Issue Date nated Completion	Date	SAVE MILESTONE CANCER
RFP/ Estim	stone Name /IFB Issue Date	Date	SAVE MILESTONE CANCEL

15) **Delete Milestone:** Click the checkbox next to the milestone name. The 'Milestone Details' section will open. Click on the 'Delete Milestone' button and a confirmation prompt is displayed. Click 'Yes' to delete the milestone, and collapse the form. Selecting the 'No' button will prevent any changes from occurring.



16) **Save Line Item:** Once all details for the selected line item have been added, click the 'Save Line Item' button. The button can be found below the 'Existing Line Items' grid and beneath the 'Milestones' section.

SAVE LINE ITEM	DELETE LINE ITEM	CANCEL	



17) The 'Click Close Button to Save' form will appear. Warning: You must click the 'Close' button on this screen to complete saving. Failure to select the 'Close' button will result in incorrect Control Totals.

Line Item Click Close Button to Save	
Success!	
Click Close button to save line item and return to budget activity line items form.	
	CLOSE

18) Once saving is complete, the 'Budget Activity Line Items' form will reopen. The status for the saved line item will change from 'In-progress' to 'Completed' after all required information has been provided.

Status	Scope Name / Code	Line Item Number / 1 Name	Activity Type	Quantity	FTA Amount	Total Eligible Cost
In- Progress	112-00 BUS TRANSITWAYS/LINES	11.22.01 ACQUIRE - BUSWAY	Acquire Bus Transitways/lines	0	\$0	\$0
Completed	117-00 OTHER CAPITAL ITEMS (BUS)	11.7L.00 MOBILITY MANAGEMENT (5302(A)(1) (L))	Other Capital Items (bus)	0	\$405,440	\$567,238

Notice there are two fields above populated with dollar amounts based on recent updates to the Activity Line Items: FTA Amount and Total Eligible Cost. The FTA Amount is derived from the dollar amount entered into the 'FTA Funding Amount' field within the 'Manage Budget Activity Line Items and Milestones' form. The Total Eligible Cost includes the FTA Amount, plus some of the Non-FTA Funding.

The Non-FTA Funding that is included in the Total Eligible Cost includes all of the values entered into the 'Local Share Amount', 'Local/In-Kind Share Amount', 'State Share Amount', 'State/In-Kind Share Amount', and 'Other Federal Share Amount' fields. The 'Adjustment Amount' and 'Transportation Development Credit' fields are not included in the 'Total Eligible Cost'

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Local Share Amount	
\$101,360	
Local/In-Kind Share Amount	
\$12,424	
State Share Amount	
\$27,686	
State/In-Kind Share Amount	
\$1,043	
Other Federal Share Amount	
\$19,285	
Adjustment Amount	
\$7,202	
Transportation Development Credit	
\$1,112	
Total Eligible Cost	
\$567,238	

19) Select all remaining ALI's and repeat the process of updating their information. All line items must have a 'Complete' status in order to successfully validate the project.



20) To delete an ALI, select the checkbox next to the ALI and then click the 'Delete Line Item' button that appears. A prompt will display confirming that you wish to delete.

	Status	Scope Name / Code	Line Item Number / 1 Name	Activity Type	Quantity	FTA Amount	Total Eligible Cost
	Completed	132-00 TRANSITWAY LINES - NEW START	13.23.01 CONSTRUCT BUSWAY	Construction	1	\$10,000	\$20,000
~	In- Progress	140-20 STATIONS, STOPS, TERMINALS, INTERMODAL	14.02.20 STATIONS, STOPS, TERMINALS, INTERMODAL	Stations, Stops, Terminals, Intermodal	0	\$0	\$0

- 21) Once a line item is deleted the existing line items grid will no longer display the deleted line item.
- 22) Click the 'Cancel' button to exit out of the form without saving changes for the selected line item and collapse the form to exclude the line item sections.

App	olication	Details		YES	10		
AIN					- 8		
900-	2018-2		New Itali:	it Line			
Temp	App Number	•	Applicatio	n Status			
900-	2018-2		In-Progres	5			
	sting Line		e item and a new section will appea	below with line it	em and milesto	one details	
	-		e item and a new section will appea Line Item Number / ↑ Name	below with line it Activity Type	em and milesto Quantity	one details	Total Eligible Cost

23) Click the 'Close' button to return to the Projects Related Actions menu.

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5.2.1.10.5 Related Action: Environmental Determinations

Environmental determinations must be provided to pass project validation. You may select to have one environmental determination apply to the project as a whole (and all ALIs within the project) or select individual environmental determination for each ALI.

To update Environmental Determination, complete the following:

- 1) Use the Records tab to search and open the desired project.
- 2) Click the 'Related Actions' link from the navigation bar. .
- 3) Click on the link 'Environmental Determination' related action from the menu to update environmental determination details.

Summary	/ Project Control Totals News Related Actions
4	Project Details and Narratives Manage Project Details and Narrative
4	Project Location Manage Project Place of Performance Information (Congressional District and UZA Codes)
4	Project Plan Information Manage Project's Program Plan Information (STIP/UPWP/LRP)
4	Budget Activity Line Items and Milestone Manage Budget Activity Line Item and Milestone
4	Environmental Determinations Manage Project Environmental Determinations
4	Validate Project Validate and Mark Project Complete
4	View-Print Application Generate View/Print for Application
4	Project Documents Manage Project Documents

4) The Project Environmental Review Summary form will open. The top of the form contains information about environmental reviews.



9900-2018-12-P3 | Project Environmental Review Summary

Recipient Details

Recipient ID 9900

Application Details

FAIN 9900-2018-12

Temp App Number 9900-2018-12

Project Details

Project Number 9900-2018-12-P3 Recipient Name Trams Transit Organization

Application Name 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Application Status In-Progress

Project Name Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding

FTA Environmental Review

Prior to approving a grant in TrAMS, FTA must find that the action complies with the National Environmental Policy Act (NEPA) and any other applicable environmental laws and regulations including, but not limited to, Section 106 of the National Historic Preservation Act, Section 4(f), and the Endangered Species Act. TrAMS requires you to enter NEPA classes of action (whether the project qualifies as a c-list or d-list categorical

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- 5) At the bottom of the form, review the text in the 'Step 1: Independent Utility and Permissible Segmentation' section. Select whether this project is covered by one or multiple NEPA findings.
 - a) **Multiple:** 'This Project and each ALI activity have a separate, individual NEPA finding' select this option when each ALI within the project has its own environmental determination, or
 - b) **One:** 'This Project and ALL ALIs activities are covered by one NEPA determination' select this option when one environmental determination applies to the project as a whole.

have multiple N	in TrAMS, there will be one NEPA finding per "Project" in TrAMS. In some cases, it may be desirable for one "Project" to PA findings, and in that instance, there would be one NEPA finding identified per ALI (e.g., large formula grants coverin dent activities or Projects that involve permissible early acquisition of real property where the early property acquisition
individual ALIs,	up as its own "Project") rather than at the Project level. Whether a NEPA finding is made at the Project level or for very NEPA finding must comply with the scope requirements of 23 CFR 771.111(f) (independent utility, logical termini for ot restrict consideration of alternatives for reasonably foreseeable transportation projects).
Federal funds m	cludes permissible early acquisition of real property, that early acquisition of property must have its own NEPA finding ay be used for the acquisition. That can be done through either including a separate "Project" for early property entering NEPA findings at the ALI level.
	Project involves one or more than one environmental finding (e.g., multiple NEPA findings at the ALI level). *
This Project a	nd each ALI activity have a separate, individual NEPA finding.
O This Project a	nd ALL ALIs activities are covered by one NEPA finding.
	NEXT

6) Click on the 'Next' button to move the next form. Click the 'Close' button on this, or any subsequent forms, to close the form without saving changes and return to the project 'Related Actions' menu.

This Project and each ALI a	ictivity have a separate, i	ndividual NEPA finding.	
This Project and ALL ALIs a	ctivities are covered by o	one NEPA finding.	
			NEXT CLOSE



7) The 'Step 2: Project Environmental Finding Summary' section will appear.

a) If the answer to Step 1 was 'This Project and each ALI activity have a separate, individual NEPA determination,' the form will display each ALI in the project. A 'NEPA Class of Action' and its corresponding 'Category Exclusion' will need to be chosen for each ALI.

			ntal Review Su	lilliary
Recipient De	tails			
Recipient ID		Recipie	ent Name	
9900		Trams	Transit Organization	
Application D	Details			
FAIN		Applica	ation Name	
9900-2018-12		2311 FC PROJEC	DRMULA FFY17 & FFY18 FUNDS	5 FOR MOB MGT & CAPITAL
Temp App Number 9900-2018-12		-	ation Status	
9900-2018-12		In-Prog		
Project Detai	ls			
Project Number		Project	t Name	
9900-2018-12-P3		Proi 3 S	mall Urban Mobility Managem	
		Proj 5 2	sman orban woonity wanagem	ent FFY2017 & FFY2018 funding
Step 2: Project	ct Environmental Find		inian orban mobility managem	ent FFY2017 & FFY2018 funding
			NEPA Class of Action	Category Exclusion
Select NEPA Class of	Action	ling Summary		
Select NEPA Class of	Action Scope Name OTHER CAPITAL ITEMS	Line Item Number	NEPA Class of Action	Category Exclusion
Select NEPA Class of Scope Code 117-00	Action Scope Name OTHER CAPITAL ITEMS (BUS)	Line Item Number	NEPA Class of Action	Category Exclusion
Select NEPA Class of Scope Code 117-00	Action Scope Name OTHER CAPITAL ITEMS (BUS)	Line Item Number	NEPA Class of Action	Category Exclusion

b) If the value 'This Project and ALL ALIs activities are covered by one NEPA finding' was selected, the form will display a single row for the entire project. Only one 'NEPA Class of Action' and its corresponding 'Category Exclusion' may be selected.

BACK



CLOSE

NEXT

9900-2018-12-P3 | Project Environmental Review Summary

Recipient Details				
Recipient ID	Recipient Name	Recipient Name		
9900	Trams Transit Org	Trams Transit Organization		
Application Details				
FAIN	Application Nam	e		
9900-2018-12		2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL		
Temp App Number	PROJECTS			
9900-2018-12	Application Statu	s		
	In-Progress	In-Progress		
Project Details				
Project Number	Project Name	Project Name		
	Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 fundir			
9900-2018-12-P3	Proj 5 Sman Orban	mobility management PP12017 & PP12010 fulluling		
9900-2018-12-P3 Step 2: Project Environment Select NEPA Class of Action				
Step 2: Project Environment		Category Exclusion		

- 8) Select a value from the drop-down menu provided under the 'NEPA Class of Action' field. Once you select a class of action from the drop-down, the 'Category Exclusion' field will populate with appropriate values.
 - a) If 'Class II(c) Categorical Exclusion (C-List)' or 'Class II(d) Categorical Exclusion (D-List)' is selected, a new dropdown menu will appear displaying the possible categorical exclusion values.
 - b) Otherwise, the value of 'NA' will populate.
- 9) To change your Step 1 answer, click the 'Back' button and adjust your selection. The following validation message will display to confirm your change. You will need to repeat steps 5 7.

YES	NO
	YES

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10) When the NEPA classes and categorical exclusions have been selected, click the 'Next' button to move to the next page to provide detail information on the Environmental Findings.

11) The 'Step 3: Budget Activity Line Items Associated to NEPA Class of Action' section will display:

	Scope Code	Scope Name	Line Item Number	Line Item Name	FTA Amount	Total Eligible Cost	NEPA Class	Categorical Exclusion
	117- 00	OTHER CAPITAL ITEMS (BUS)	11.7L.00	MOBILITY MANAGEMENT (5302(A)(1)(L))	\$405,440.00	\$567,238.00	Class II(c) - Categorical Exclusions (C- List)	Type 10: Joint Development of Facilities
*	112- 00	BUS TRANSITWAYS/LINES	11.22.01	ACQUIRE - BUSWAY	\$23,100.00	\$25,991.00	Class II(d) - Categorical Exclusions (D- List)	Type 01: Highway Modernization

12) When multiple findings have been selected you will be presented with a grid to select the ALI to be updated. Select an ALI by checking the box associated with the ALI and the form will expand to allow the entry of the details. If only one finding was selected for the project, selecting an ALI will not be required and the expanded form will automatically be displayed.

	etails		
			4
Environment	al Finding Dat	es	
Finding Date Type	Date		
Class IIc CE Approved mm		yy	
	on for NEPA C	Uploaded By	
Document Name	Date Oploaded	орюайей Бу	
Document Name			
Document Name	No items available		
UPLOAD	No items available		

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13) For each NEPA Class of Action selected the user will be able to:

- a) Provide a description of the findings in the 'Description Details' field.
- b) Click on each finding date type 'Date' field to either type in a date or select a date from the date picker. Date fields listed will depend on the NEPA Class of Action selected.
- c) Click on the 'Browse' button to upload a document that is associated with the NEPA Class of Action.

Description De		cclusions (CEs) which are	known not to have, either individually or cumulatively, a significant environmental
	or natural environment and act statement. Class II(c) do		ally excluded from the requirement to prepare an environmental assessment or ation.
			h
Environmental	l Finding Dates		
	-		
Finding Date Type	Date		
Class IIc CE Approved	02/22/201	8	
Documentatio	n for NEPA Clas	s of Action	
Document Name	Date Uploaded	Uploaded By	
	No items available		
Class IIc CE Appr	vd NEPA		

14) Click on 'Save' to save all information for the selected NEPA Class of Action. Then click 'Close' to close the form and return to the project 'Related Actions' menu.

	ВАСК		SAVE	CLOSE	

- 15) Click on 'Back' to return to the previous form and modify the NEPA Class of Action or Categorical Exclusions selected.
- 5.2.1.10.5.1 NEPA Class Actions & Category Exclusions

Within section Environmental Determinations, a submitter or developer must select the necessary 'NEPA Class Actions' and 'Category Exclusions in order to complete project validation. The NEPA Class action column shows all of the options available for selection in the 'NEPA Class Action' drop down menu. After selecting the Class Action, the corresponding Category Exclusions become available for selection in the 'Category Exclusions' drop-down menu.

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Step 2: Project Environmental Finding Summary Select NEPA Class of Action						
Project Name	NEPA Class of Action	Category Exclusion				
Project	Select One	✓ NA				
BACK CLOSE						

The table below displays the Category Exclusion options that are available for each of the corresponding NEPA Class Actions.

NEPA Class Action	Category Exclusions
Class I - Environmental Impact Statement (EIS)	NA
	Type 01: Utility and Similar Appurtenance Action
	Type 02: Pedestrian or Bicycle Action
	Type 03: Environmental Mitigation or Stewardship Activity
	Type 04: Planning and Administrative Activity
	Type 05: Action Promoting Safety, Security, Accessibility
	Type 06: Acquisition, Transfer of Real Property Interest
	Type 07: Acquisition, Maintenance of Vehicles / Equipment
Class II(c) - Categorical Exclusions (C-List)	Type 08: Maintenance, Rehab, Reconstruction of Facilities
	Type 09: Assembly or Construction of Facilities
	Type 10: Joint Development of Facilities
	Type 11: Emergency Recovery Actions
	Type 12: Action Within Existing Operational Right-of-Way
	Type 13: Action With Limited Federal Financial Assistance
	Type 14: Bridge Removal and Related Activities
	Type 15: Preventative Maintenance of Culverts/Channels
	Type 16: Geotechnical and Other Similar Investigations
	Type 01: Highway Modernization
Class II(d) - Categorical Exclusions (D-List)	Type 02: Bridge Replacement or Rail Grade Separation
	Type 03: Hardship or Protective Property Acquisition

Table 3: NEPA Class Actions & Category Exclusions

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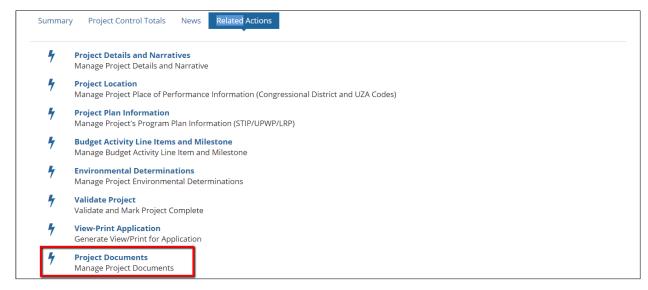
	Type 04: Acquisition of Right-of-Way
	Type 05: Bicycle Facility Construction
	Type 06: Facility Modernization
	Type 07: Minor Facility Realignment for Rail Safety Purposes
	Type 08: Facility Modernization/Expansion Outside Existing ROW
	Type 09: Other
Class III - Environmental Assessment (EA)	NA

5.2.1.10.6 Related Action: Project Documents

Documents that are added to the project will display in the Project Documents related action. This also includes the documents that are added as part of Project Validation. The documents that are added to the project will also display at the Application level as well, within the 'Application Documents' Related Action. The Project Documents related action allows users to upload new documents, remove or view documents.

To add, view, or delete documents associated with the project:

- 1) Use the Records tab to search and open the desired project
- 2) Click the 'Related Actions' link from the navigation bar.
- 3) Click on the 'Project Documents' related action from the menu.



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4) The 'Manage Documents' form will open. Documents previously uploaded and associated with the project will display in a grid.

Project Details Project Number Project Name 9900-2018-12-P3 Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding Current Documents Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding							
	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By	
	Program Plan	Long Range Plan	9900-2018-12-P3 - Program Plan - Long Range Plan	Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement. Long Range Plans included in attachment document.	Mar 02, 2018	jane.trams@yahoo.com	
	Program Plan	STIP/TIP	9900-2018-12-P3 - Program Plan - STIP_TIP	remanufacture of stations, stops, or vehicles. As a result, the Civil Rights Officer will not review this grant and does not need to provide a Civil Rights Concurrence. Additionally, the recipient's Civil Rights programs are in fundable status	Feb 20, 2018	jane.trams@yahoo.com	
	Environmental Finding	Class II(c) - Categorical Exclusions (C-List)	Class IIc CE Apprvd NEPA		Feb 16, 2018	jane.trams@yahoo.com	
	Project Budget	In-Kind Funding	In-KindPrjFunding		Feb 16, 2018	jane.trams@yahoo.com	
	Project Budget	In-Kind Funding	In-KindPrjFunding		Feb 16, 2018	jane.trams@yahoo.com	
						1 - 5 of 5	

5) View Document: To view a document, click the corresponding 'Document File Name' hyperlink. The file will download to your local file system.

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Cur	Current Documents						
	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By	
	Program Plan	Long Range Plan	9900-2018-12-P3 - Program Plan - Long Range Plan	Upon full execution of this Grant Agreement by the Recipient, the Effective Date will be the date FTA or the Federal Government awarded Federal assistance for this Grant Agreement.	Mar 02, 2018	jane.trams@yahoo.com	

6) Add Document: Click the 'Add Document' button to upload a new document to the application. The "Add New Document" form will open. Fill in all required information as described below:

Trams Tran	Trams Transit Organization Add New Document					
Project Details	i					
Project Number 9900-2018-12-P3	Project Name Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding					
Upload New D	ocument					
* Document Context	Select Document Context 👻					
Document Type	Select Document Type 💌					
* Document Description						
* Select Document	UPLOAD 🔓 Drop file here					
CANCEL	SAVE					

- a) **Document Context:** Select a context type ("document category") from the drop-down menu.") from the drop-down menu.
- b) **Document Type:** Select a document type from the drop-down menu. The available types depend on the selected context.
- c) **Document Description:** Enter a description for the document.
- d) **Select Document:** Click the 'Upload' button and select a file from your local system. You may only upload one file at a time. After uploading a file, hover over the 'page' icon next to the uploaded file and click the 'X' that appears to remove the file as needed.



e) Once all details have been entered, click the 'Save' button to save the document.

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CANCEL	SAVE
CANCEL	SAVE

f) The previous screen will open and you will see the uploaded file in the 'Existing Documents' grid.

	Environmental Finding	Class II(c) - Categorical Exclusions (C-List)	Class IIc CE Apprvd NEPA		Feb 16, 2018	jane.trams@yahoo.com	
	Project Budget	In-Kind Funding	In-KindPrjFunding	Feb 16, 2018 jane.trams@		jane.trams@yahoo.com	
	Project Budget	In-Kind Funding	In-KindPrjFunding	Feb 16, 2018		jane.trams@yahoo.com	
	Project Budget	Scope Details	BdgtScopeDetails.rtf	117-00 (117) Enh Mob Seniors/Disabl - state	Feb 16, 2018	jane.trams@yahoo.com	
1 - 6 of 6							
						1 - 6 of 6	
						1 - 6 of 6	

7) **Delete Document:** To delete a document, select the checkbox next to the document in the 'Existing Documents' table and click the 'Remove Document' button. More than one document can be deleted at a time.

	~	Project Budget	In-Kind Funding	In-KindPrjFunding		Feb 16, 2018	jane.trams@yahoo.com		
-		Project Budget	In-Kind Funding	In-KindPrjFunding		Feb 16, 2018	jane.trams@yahoo.com		
	~	Project Budget	Scope Details	BdgtScopeDetails.rtf	117-00 (117) Enh Mob Seniors/Disabl - state	Feb 16, 2018	jane.trams@yahoo.com		
•	1-6 of 6								
-					ADD DOCUM	ENT REMO	VE DOCUMENT CLOSE		

5.2.1.10.7 Related Action: Validate Project

All projects must be validated before transmitting an application to FTA for review.

To validate a project, complete the following:

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- 1) Search and open the desired project
- 2) Click the 'Related Actions' link from the navigation bar.
- 3) Click on the 'Validate Project' related action from the menu.

Summar	y Project Control Totals News Related Actions
4	Project Details and Narratives Manage Project Details and Narrative
5	Project Location Manage Project Place of Performance Information (Congressional District and UZA Codes)
4	Project Plan Information Manage Project's Program Plan Information (STIP/UPWP/LRP)
4	Budget Activity Line Items and Milestone Manage Budget Activity Line Item and Milestone
4	Environmental Determinations Manage Project Environmental Determinations
4	Validate Project Validate and Mark Project Complete
4	View-Print Application Generate View/Print for Application
7	Project Documents Manage Project Documents

4) The system will validate the project to ensure all required elements for the project are present and will provide a summary of critical issues and warnings.



5) If the validation results in critical issues, you will need to address them individually before the project will pass validation. Critical issues will result in a red box 'Validation Error' and the list of errors to be corrected. Potential critical errors include missing ALIs, incomplete ALIs, missing location details, and missing environmental determinations.

9900-2021-19 New Application		
Summary Points of Contact Application Control Totals Application Projects Related Actions		
Application Application Validation Results		
Application Details		
Application Number	Application Name	
9900-2021-19	New Application	
Temporary Application Number 9900-2021-19		
Critical Issues		
X Validation Error		
This application cannot pass Application Validation and be transmitted to FTA for review until these errors are correct	ted	
- The following projects in this application have not passed Project Validation:		
- 9900-2021-19-P3		
Warning Issues		
🔔 Warning		
This application can pass Application Validation with the following issues, but they must be corrected prior to Award		
- Your organization's SAM registration status is Expired (Expiration Date: 10/14/2020). Please visit the SAM website to	update your organization's registration status.	
- Your organization has not approved C&A's for Fiscal Year 2021 (Recipient Organization Record, Certifications & Assur	rances Related Action).	
		CLOSE

- 6) Click the 'Close' button to return back to the available related actions for the project and update the project as necessary.
- 7) When one or more of the ALI's contain rolling stock, the current fleet status associated to the recipient organization is shown. You may add new fleet types, update the current fleet items, delete fleet items, or bypass making any changes to the rolling stock by clicking the 'Close' button. The fleet status associated with the application will be the fleet status listed on the recipient organization profile at the time of application award. Fleet information will display in the application view print once the award is made. Use the Recipient Profile at any time to view or update fleet information.

Recipient Info	ormation						
Recipient ID	9900		Recipier	nt Name TrAMS Transit	Organization		
Existing Fleet							
Fleet Type	Peak Requirement	Spares	Spare Ratio	Contingency	Pending Disposal	Total	Edit
Light Rail	100	10	10%	2	4	116	C

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8) Once all validations have passed, the confirmation screen 'Project Validated' will display with the following message: 'Project Number [project #] has been successfully validated'. Click the Close button to return to the 'Related Actions' menu.

Project Validated	
Success! Project Number 9900-2018-9-P1 has been successfully validated.	
	CLOSE

5.2.1.10.7.1 Project Validation Critical Errors

During project validation, there are several errors that can occur, preventing a user from advancing through the validation process. The following items define each of the critical errors and how to resolve each of them.

5.2.1.10.7.1.1 TrAMS Validation Errors

The following table provides the system validation messages shown by TrAMS for the above Related Action.

Project Validation					
Message Text	Reason				
Critical Issues - This project cannot pass Project Validation until these errors are corrected.					
"The following line items in the project have a status of 'In-Progress'. Please ensure each line item has a status of 'Completed' before continuing (Budget Activity Line Items Related Action):	One or more line items within a project are not in the required "Completed" status (only applies for TrAMS applications).				
<grid in-progress="" items="" line="" of="">"</grid>					
The following project details are incomplete. "Please fill out the following details before continuing:	The project is missing the required project title.				
 Project Title/Name (Project Details and Narratives Related Action)" 					
"The following project details are incomplete. Please fill out the following details before continuing:	The project is missing the required location narrative.				

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Project Validation	
Message Text	Reason
 Location Narrative (Project Location Related Action)" 	
"The following project details are incomplete. Please fill out the following details before continuing:	The project is missing the required project description.
 Project Description (Project Details and Narratives Related Action)" 	
"The following project details are incomplete. Please fill out the following details before continuing:	The project is missing required project benefits.
 Project Benefits (Project Details and Narratives Related Action)" 	
"The project must have at least one line item. Please add line items to the project before continuing (Budget Activity Line Items Related Action)."	The project is missing line items.
"The project must have at least one congressional district selected (Project Location Related Action)."	The project does not have at least one congressional district associated to it.
"The project must have at least one UZA code / state selected (Project Location Related Action)."	The project does not have at least one state/UZA associated to it.
"Each line item must have a NEPA Class of Action/Environmental Determination selected (Environmental Determinations Related Action)."	The project has been set up for one environmental finding per ALI and at least one ALI is missing an environmental finding association.
"The project must have a NEPA Class of Action/Environmental Determination selected (Environmental Determinations Related Action)."	The project has been set up for all activities to be covered under one environmental finding, but no environmental finding has been selected.

5.2.1.10.7.1.2 Missing ALIs

The 'Missing ALIs' critical error will display with the following text:

• The project must have at least one item. Please add line items to the project before continuing (Budget Activity Line Items Related Action)

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9900-2021-19-P3 - New Project Summary Project Control Totals Related Actions	t	
Project Project Validation	Results	
Project Number	Project Name	Date Created
9900-2021-19-P3	New Project	1/4/2022 3:21 PM EST
Critical Errors Validation Error This project cannot pass Project Validation until these errors a Project Datail Errors • Must have at least one line item (Budget Activity Line item • Sch line firm must have a Head Class of Action/Environ Flease correct each of the listed errors using the corresponding re	ns Related Action) mental Determination selected (Environmental Determinations Related Action)	
		CLOSE

5.2.1.10.7.1.3 Incomplete ALIs

The 'Incomplete ALI' critical error will display with the following text:

• The following line items in the project have a status of 'In-Progress'. Please ensure each line items has a status of 'Completed' before continuing (Budget Activity Line Items Related Action)

					Date Created
Project Number		Project Name		C	
9900-2021-19-P3		New Project			1/4/2022 3:21 PM EST
Incomplete Line Item	Project Validation until these errors are corrected:	ne item has a status of 'Completed' before consinu	ung (Budget Activity Line Items Related Action).		
Scope Code	Scope Name	Line Item Number	Custom Line Item Name	FTA Funding Amount	Status
112-00	BUS TRANSITWAYS/LINES	11.23.01	CONSTRUCT - BUSWAY	\$0.00	In-Progress
	t have a NEPA Class of Action/Environmental Determination	selected (Environmental Determinations Rela	ted Action)		CLOSE

5.2.1.10.7.1.4 Missing Location Details

The 'Missing Location Details' critical errors include the following:

- The project must have at least one congressional district selected (Project Location Related Action.)
- The project must have at least one UZA code / state selected (Project Location Related Action)



	P-P4 - New Project 1 rrol Totals Related Actions					
Project P	roject Validation Result	ts				
Project Number			Project Name			Date Created
9900-2021-19-P4			New Project 1			1/6/2022 4:31 PM EST
Incomplete Line Item	Project Validation until these errors are corrected:			ntinuing (Budget Activity Line Items Related Action). Custom Line Item Name	FTA Funding Amount	Status
111-00	BUS - ROLLING STOCK	11.17.00		VEH OVERHAUL (UP TO 20% VEH MAINT)	\$10.00	In-Progress
 Must have at least 	one congressional district selected (Project Location one UZA code / state selected (Project Location Rela listed errors using the corresponding related action.					CLOSE

To resolve these issues, refer to *Related Action: Project Location*.

5.2.1.10.7.1.5 Missing Environmental Determinations

The 'Missing Environmental Determinations critical errors include the following:

• The project must have NEPA Class of Action/Environmental Determination selected (Environmental Determinations Related Action).

Project Number Project Name Date Creat					
					1/4/2022 3:21 PM E
Incomplete Line Item	s Project Validation until these errors are corrected:	n line item has a status of 'Completed' before continuut	ling (Budget Activity Line Items Related Action).		
Scope Code	Scope Name	Line Item Number	Custom Line Item Name	FTA Funding Amount	Status
112-00	BUS TRANSITWAYS/LINES	11.23.01	CONSTRUCT - BUSWAY	\$100.00	In-Progress
	it have a NEPA Class of Action/Environmental Determinat listed errors using the corresponding related action.	on selected (Environmental Determinations Relat	ted Action)		CLO

To resolve this issue, refer to *Related Action: Environmental Determinations*.

5.2.1.10.8 Related Action: View-Print Application

Users may access the View-Print Application functionality from either the application record or the project record. Refer to *Related Action: View-Print Application* for information regarding this action.

5.2.1.10.9 Related Action: Application Special Conditions

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5.2.1.10.10Related Action: View Period of Performance Changelog

5.2.1.10.11 Related Action: Delete Project

Projects can be deleted from an application by users with a submitter or developer role while the application is in 'In-Progress' status.

To delete one or more projects from an application:

- 1) Search and open the desired application/award.
- 2) Click the 'Related Actions' link from the navigation bar.
- 3) Click the 'Delete Project' related action.

Summary	Points of Contact Application Control Totals Application Projects News Related Actions
4	Application Documents Manage Application Documents
4	Add Project to Application Create Project and Associate to Application
4	Application Details Edit/View Application Details
4	View-Print Application Generate View/Print for Application
4	Validate and Transmit Application Validate and Transmit Application to FTA for Review
4	View-Print Budget Change History Generate View-Print for Budget Revision
4	Application Review Comments View and Manage Application / Award Review Comments
4	Delete Project Delete Associated Application Project
4	Award Funds Status View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements

4) The 'Application | Select Project to Delete' form will display.



Application | Select Project to Delete

Recipient Details

Recipient ID 9900

Application Details

FAIN

9900-2018-12

Temp App Number

9900-2018-12

Recipient Name Trams Transit Organization

Application Name 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Application Status In-Progress

Projects for Application

9900-2018-12-P3 Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding \$593,229 Feb 15, 2018 Jane Trams 9900-2018-12-P2 Proj 2 State Capital for bus procurement at 65% & capital equip at 45% \$0 Feb 15, 2018 Jane Trams	9900-2018-12-P3 FFY2017 & FFY2018 funding \$593,229 Feb 15, 2018 Jane Trams 9900-2018-12-P2 Proj 2 State Capital for bus procurement at 65% & capital equip at 45% \$0 Feb 15, 2018 Jane Trams	Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
9900-2018-12-P2 65% & capital equip at 45% S0 Feb 15, 2018 Jane Trams	9900-2018-12-P2 95% & capital equip at 45% \$0 Feb 15, 2018 Jane Trams 9900-2018-12-P1 Proj 1 Statewide Rural Mob Mgt and Oper \$0 Feb 15, 2018 Jane Trams	9900-2018-12-P3		\$593,229	Feb 15, 2018	Jane Trams
Proj 1 Statewide Rural Mob Mgt and Oper to Eeb 15, 2018 Jane Trans	9900-2018-17-PT	9900-2018-12-P2	2 I I I I I I I I I I I I I I I I I I I	\$0	Feb 15, 2018	Jane Trams
FFY2017 & FFY2018 Funding		9900-2018-12-P1		\$0	Feb 15, 2018	Jane Trams

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5) Select the check box for a project you wish to delete from the application and then click the 'Delete' button which appears. You may only select one project at a time.

	Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
	9900-2018-12-P3	Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding	\$593,229	Feb 15, 2018	Jane Trams
~	9900-2018-12-P2	Proj 2 State Capital for bus procurement at 65% & capital equip at 45%	\$18,489	Feb 15, 2018	Jane Trams
	9900-2018-12-P1	Proj 1 Statewide Rural Mob Mgt and Oper FFY2017 & FFY2018 Funding	\$0	Feb 15, 2018	Jane Trams

6) The '[Application ID] | Confirm Delete Project' form will display. Click the 'Delete' button to confirm project deletion or click 'Cancel' to return to the application 'Related Actions' menu without deleting the project.

9900-2018-12-P2 Confirm Delete Project			
Project Details			
Project Number	Project Title	Date Created	
9900-2018-12-P2	Proj 2 State Capital for bus procurement at 65% & capital equip at 45%	2/15/2018 5:21 PM EST	
CANCEL		DELETE	

7) Click the 'Yes' button on the additional prompt message, 'Are you sure you want to delete this project?' to confirm the deletion. WARNING: Deleted projects are not recoverable.

Are you sure you want to delete this project	t?	
	YES	NO

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 The 'Project | Deleted' success message will display with the following confirmation message: '[Project ID] has been successfully deleted'. Click the 'Close' button to return to the 'Related Actions' menu.

Project Deleted	
Success! Project 9900-2018-12-P2 has been succesfully deleted	
	CLOSE

5.2.1.10.12Dashboard: Project Control Totals

To view the total funding associated with the Project, select the 'Project Control Totals' dashboard from the Project Record

WELCOME MY WORK (52) RECORDS REPORTS	III 👔 C Federal Ranul Administration			
CA-2022-012-01-00 - Technical Assistance Project				
Summary Project Control Totals Related Actions				
Project Information				
Project Number CA-2022-012-01-00				
Project Title Technical Assistance Project				
Project Created Date Jan 07, 2022				
Last Modified Date Jan 07, 2022				
Last Modified By scrra.submitter@example.com				
Project Control Totals Summary				
Funding Source Name	Amount			
5314 – Technical Assist, Standards, HR, & Training (2018 and forward)	\$500			
Local	\$0			
Local/In-Kind	\$0			
State	\$0			

5.2.1.11 Related Action: Delete Application

5.2.1.12 Related Action: Validate and Transmit Application

Once all projects for an application have been completed and have been successfully validated you will be ready to send the application to the FTA for their initial review to take place. You will need to return

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to the 'Related Actions' associated with the application. Both users with the Submitter and Developer roles can transmit an application to FTA.

To validate and transmit an application:

- 1) Search and open the desired application/award.
- 2) Click the 'Related Actions' link from the navigation bar. A list of available related actions will show. *If in a project, go to the 'Summary' page and click on the FAIN hyperlink to return to the Application 'Summary'.*

Records / Projects 9900-2018-12-P3 - Proj 3 Sm FFY2017 & FFY2018 funding	all Urban Mobility Management
Summary Project Control Totals News Related	Actions
Recipient Details	
Recipient ID	Recipient Name
9900	Trams Transit Organization
Application Details	
FAIN	Application Name
9900-2018-12	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
Temp App Number	Application Status
9900-2018-12	In-Progress

3) Click the 'Validate and Transmit Application to FTA' related action.

Summary	Points of Contact Application Control Totals Application Projects News Related Actions	
4	Application Documents Manage Application Documents	
4	Add Project to Application Create Project and Associate to Application	
4	Application Details Edit/View Application Details	
4	View-Print Application Generate View/Print for Application	
4	<u>Validate and Transmit Application</u> Validate and Transmit Application to FTA for Review	

4) The system will display a form with validation results. The results may contain Critical Issues and Warning Issues. You must resolve any critical issues to proceed with validation and transmit. Potential critical errors include, but are not limited to, missing application details and missing projects. Potential warnings include, but are not limited to, expired Civil Rights programs.



Application Number	Application Name
000 2018 12	
9900-2018-12 Temp App Number 9900-2018-12	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
Critical Issues	
X Validation Error	
his application cannot pass Application Validation and b	e transmitted to FTA for review until these errors are corrected
The following projects in this application have not passe	d Project Validation:
- 9900-2018-12-P1	
Narning Issues	
Warning	
bis application can pass Application Validation with the f	following issues, but they must be corrected prior to Award
	program compliances. Please update your civil rights programs (Recipient Organization
Your organization has not approved C&A's for Fiscal Yea	ar 2018 (Recipient Organization Record, Certifications & Assurances Related Action).

5) Warnings only are displayed, they can be disregarded by clicking the 'Continue with Warnings' button.

Warning	
This application can pass Application Validation with th	e following issues, but they must be corrected prior to Award
- Your organization has expired or incomplete civil righ Organization Record, Civil Rights Information Related A	its program compliances. Please update your civil rights programs (Recipient Action)
- Your organization has not approved C&A's for Fiscal Action).	/ear 2018 (Recipient Organization Record, Certifications & Assurances Related
	CONTINUE WITH WARNINGS

6) Once all critical errors have been corrected, revalidate the application. The 'Application | Validated' screen will display. To proceed with submission, click the 'Continue with Transmission' button. If you are not ready to transmit to FTA for initial review, click the 'Close' button to return to the 'Related Actions' menu without transmitting.

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Application Validated	
Success! Application Number 9900-2018-12 has been successfully validated.	
	CONTINUE WITH TRANSMISSION CLOSE

7) The 'Application | Transmitted' success screen will display. Click the 'Close' button to return to the 'Related Actions' menu.

Application Transmitted	
Success! Application Number 9900-2018-12 transmission completed.	
	CLOSE

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8) The 'Summary' page will update to show the new application status. The status bar will be set to 'Initial Review / Concurrence' and the application's status field will have changed from 'In-Progress' to 'Transmitted/Ready for FTA Review'.

MGT & CA	8-12 231 APITAL PRO	-	Application Projects			1OB 🖻
In-Progress	Initial Review / Concurrence	Final Concurrence	Obligation	Executed	Active	Closed
Recipient De	etails	R.				
Recipient ID 9900			Recipient Trams Tra	t Name ansit Organization		
Application	Status Inform	ation				
Application Numbe	r					
Application Name						
	17 & FFY18 FUNDS FOR	MOB MGT & CAPITAL PR	OJECTS			
Status Transmitted / Ready	for FTA Review					

5.2.1.12.1 Validate and Retransmit Application to FTA

If deficiencies are identified in the application by any FTA reviewers, the application will be returned to the recipient for updates. An email will be sent to the recipient's Point of Contact indicating that the application has been returned. The status of the application will return to the 'In-Progress' status or to 'In-Progress / Returned to the Grantee' when returned following FAIN assignment.

The recipient may then:

- View and respond to FTA comments from the Application Related Actions menu 'Application Review Comments'. See *Related Action: Application Review Comments*.
- Have users with the Submitter or Developers roles edit the application.
 - All actions available and editable during drafting of the application will be available.
 - Changes made to projects will require project validation prior to resubmission.
 - After correcting the application deficiencies, retransmit the application using the 'Validate and Transmit Application to FTA' related action.
- WARNING: Changes to existing ALI(s) will not be permitted once the FAIN has been generated. Projects within the application can no longer be deleted once the FAIN is assigned (In-Progress/Returned to Grantee).

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5.2.1.12.2 TrAMS Validation Messages

The following table provides the system validation messages shown by TrAMS for the above Related Action.

Application/Amendment Validation				
Message Text	Reason			
<u>Critical Issues</u> - This application cannot pass Application Validation and be transmitted to FTA for review until these errors are corrected.				
"This application has no associated projects. Please add at least one project before continuing (Add Project to Application Related Action)."	There are no projects associated to application/amendment.			
"The following projects in this application have not passed Project Validation: < <i>list of incomplete Project Numbers></i> Please validate all projects in the application before continuing (Project Record, Validate Project Related Action)."	The projects associated to the application/amendment have not been validated.			
"This application is missing award details or descriptions (Award Name, Award Type, Purpose, Activities to be Performed, Expected Outcomes, Intended Beneficiaries, or Subrecipient Activities). Please fill out all award details/award descriptions before continuing (Application Details Related Action)."	The Application/amendment is missing an Award Name, Award Type, Purpose, Activities to be Performed, Expected Outcomes, Intended Beneficiaries, or Subrecipient Activities.			
"The Estimated Indirect Cost amount may not exceed the FTA Funding Amount"	The Apply Estimated Indirect Costs related action has not been completed.			
<u>Warning Issues</u> - This application can pass Application Validation with the following issues, but the must be corrected prior to Award.				
"Your organization's SAM registration status is Expired (Expiration Date: <i><sam date="" expiration=""></sam></i>). Please visit the SAM website to update your organization's registration status."	Your recipient organization's SAM status has expired.			
"Your organization has expired or incomplete civil rights program compliances. Please update your civil rights programs (Recipient Organization Record, Civil Rights Information Related Action)."	Your recipient organization has at least one Civil Rights program whose status is not equal to "Concur" or "N/A."			
"Your organization has not approved C&A's for Fiscal Year < <i>current Fiscal Year</i> > (Recipient	Your recipient organization does not have approved C&A's for the current fiscal year.			

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Organization Record, Certifications & Assurances Related Action)."	
"Submitting this application will result in a deobligation of <i><deobligation amendment<="" amount="" for="" i="">>."</deobligation></i>	This message will be displayed for an amendment that will result in a deobligation amount.

5.3 Application Review, Award, and Execution

When a recipient has completed validation and transmission of an application, this marks the end of the In-Progress phase. The application now moves to the Initial Review / Concurrence Phase. During this phase, FTA users will conduct various reviews of the Application before it is returned to the recipient to review and submit a finalized version.

During the next two phases, Final Concurrence and Obligation, FTA users will conduct another series of reviews of the application and reserve funding before returning it to the recipient again.

At this point the application is in the Execution phase. This phase begins the with a task for the recipient to execute the award.

Note: If the Application uses Pre-Award Authority, the recipient will receive a task to complete the initial FFR before they receive a task to execute.

After validation and transmission, the application will be reviewed by FTA users for a few phases leading up to execution. To learn more about how these phases and the Award Status are related, refer to *Application Phases & Application Status*.

5.3.1 Initial Review / Concurrence Phase

After FTA has completed its initial concurrence reviews for the application and the FAIN has been generated, the submitter will receive a task to formally submit the application to FTA.



5.3.1.1 Task: Review & Submit

After the FTA has completed their initial review of the Application and has assigned a FAIN to the Application, FTA will return the Application to the recipient for formal submission. A 'Task' will be assigned to users in the recipient organization with the Submitter role group. All Submitters will receive an email notice indicating that a task has been assigned.

To complete the submit task:

- 1) Click the 'Tasks' tab to view a list of tasks for the Recipient user.
- 2) Select the 'Review & Submit' task for the Application.

🔁 My Tasks							
Task Name	FAIN	Application Name	Application Status	Recipient Id	Assigned To	Received	Ţ
Review & Submit NY-2022-001-00 Test	NY-2022-001-00	Test	FAIN Assigned / Ready for Submission	9900	TrAMS G9900 Submitter	11/9/2021 10:51 AM EST	
Review & Submit VA-2021-010-00 TOM-10963	VA-2021-010-00	TOM-10963	FAIN Assigned / Ready for Submission	9900	TrAMS G9900 Submitter	10/22/2021 1:46 PM EDT	

3) Once the Submit Application for FTA Final Review form is displayed, click on "Accept" button at the top to proceed. Click "Go Back" to return to the task queue.

You must accept this task before completing it	🕹 АССЕРТ 🖸 О БО ВАСК			
Application Submit Application for FTA Final Review				
Recipient Details				
Recipient ID	Recipient Name			
9900 🗗	TrAMS Transit Organization			
Application Details				
FAIN	Application Name			
VA-2021-002-00 🗗	User Guide			
Temporary Application Number	Application Status			
9900-2021-6	FAIN Assigned / Ready for Submission			
Last Modified By	Last Modified Date			
Fta guide	12/29/2020			
CLOSE	SUBMIT TO FTA REQUEST FTA RETURN APPLICATION VIEW/PRINT APPLICATION			

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4) Once the "Accept" button is pressed, the user may proceed

lecipient Details	
ecipient ID	Recipient Name
900 8 9	TrAMS Transit Organization
Application Details	
AIN	Application Name
A-2021-002-00 🗗	User Guide
emporary Application Number	Application Status
900-2021-6	FAIN Assigned / Ready for Submission
ast Modified By	Last Modified Date
ta guide	12/29/2020
CLOSE	SUBMIT TO FTA REQUEST FTA RETURN APPLICATION VIEW/PRINT APPLICAT

From this screen, the recipient user may:

- Click on the "Close" button to return the task for later action.
- Click on the "Submit to FTA" button to Submit the Application to FTA
- Click on the "Request FTA Return Application" button to return the Application back to the Pre-Award Manager
- Click on the "View/Print Application" to download the View/Print for the Application
- 5) Submit to FTA: Click on the "Submit to FTA" to see the screenshot below. Enter the PIN number and Click "Confirm" to submit the Application to the FTA.

Application Validation Submit Application for FT Please review the content below to confirm submission.	A Review
Recipient Details	
Recipient ID	Recipient Name
9900 🗗	TrAMS Transit Organization
Application Details	
FAIN	Application Name
VA-2021-002-00 🗗	User Guide
Temporary Application Number	Application Status
9900-2021-6	FAIN Assigned / Ready for Submission
Last Modified By	Last Modified Date
Fta guide	12/29/2020
To the best of my knowledge and belief, all data entered is true and correct. Submission of this application is certifications and assurances if the federal assistance is awarded.	uly authorized by the appropriate governing officials of the applicant and the applicant will comply with the
If you agree, click on the Confirm button to complete submission of this application to the Federal Transit Adn	inistration (FTA).
Enter User PIN	
Please note that this verification is being recorded under the name of:	
Name Test Email	Date Dec 29, 2020
Title Developer	User PIN
BACK	CONFIRM

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6) Request FTA Return Application": Click on the "Request FTA Return Application" to see the screenshot below. Add comments in the comment box to return the Application back to the Pre-Award Manager.

Return Application to Pre-Award Manager Recip	ient Comment Entry
Recipient Details	
Recipient ID	Recipient Name
9900	TrAMS Transit Organization
Application Details	
FAIN	Application Name
VA-2021-002-00 🗗	User Guide
Temp App Number	Application Status
9900-2021-6	FAIN Assigned / Ready for Submission
Last Modified By	Last Modified Date
Fta guide	12/29/2020
Comments *	
Enter your comment here	
	<i>h</i>
Please enter your comments for review by the FTA Pre Award Manager.	
ВАСК	RETURN WITH COMMENT TO FTA

7) View/Print Application: Click on the "View/Print Application" to see the screenshot below. Click the link under the "View/Print Document" to download the View/Print for the Application.

View/Print Application				
View/Print Types:				
View/Print Document	View/Print Generation Date	View/Print Type		
View Print Application - VA-2021-002-00	Dec 29 2020 02:24 PM	Current		
CLOSE				

9) Once the Application is submitted, click the "Close" button on the Success screen.

(Add the success screen)

5.3.1.1.1 Recipient Return with Comments to FTA

Alternately, the Submitter may elect to return the Application to FTA with comments when completing the Review & Submit task.

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1. Selecting the "Request FTA Return Application" option will take the Submitter to another form to enter any comments for FTA related to the Application.

Application Submit Application for F	TA Final Review
Recipient Details	
Recipient ID	Recipient Name
9900 5 7	TrAMS Transit Organization
Application Details	
FAIN	Application Name
VA-2021-002-00 தூ Temporary Application Number	User Guide Application Status
9900-2021-6	FAIN Assigned / Ready for Submission
Last Modified By	Last Modified Date
Fta guide	12/29/2020
CLOSE	SUBMIT TO FTA REQUEST FTA RETURN APPLICATION VIEW/PRINT APPLICATION
Return Application to Pre-Award Mana	ager Recipient Comment Entry
Recipient Details	
Recipient ID	Recipient Name
9900	TrAMS Transit Organization
Application Details	
FAIN	Application Name
VA-2021-002-00 🗗	User Guide
Temp App Number 9900-2021-6	Application Status FAIN Assigned / Ready for Submission
Last Modified By	Last Modified Date
Fta guide	12/29/2020
Comments *	
Enter your comment here	
Please enter your comments for review by the FTA Pre Award Manager.	
· · · · ·	
BACK	RETURN WITH COMMENT TO FTA

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2. The comments will be logged and the Application returned to the FTA Regional Pre-Award Manager for review once again.

NY-2022-001-00 Application Returned	
Success!	
The application has been returned to the FTA Pre-Award Manager for review of the new comment.	
Click the button below to continue.	
	CLOSE

5.3.2 Final Concurrence, Obligation, and Execution

After a recipient has formally submitted the application, it enters the Final Concurrence phase in which FTA conducts another series of reviews and reserves funds as necessary.

Note: At any time during the Final Concurrence phase, the application can be returned to the recipient. The recipient will receive an email notification that the application has been returned and will need to transmit again after making any necessary changes. Refer to *Related Action: Validate and Transmit Application*.

After the Final Concurrence phase, the application moves to the Obligation phase. During this phase, FTA will obligate and award the application.

Finally, the application will enter the Execution phase in which a recipient user will be able to execute the Award.

5.3.2.1 Execution Phase

5.3.2.1.1 Task: Complete Initial Federal Financial Report for Federal Award

When the Application is created, the recipient has the option to identify whether the Application uses Pre-Award Authority or not. If the recipient chooses the 'Yes' option, this indicates that the Application uses Pre-Award Authority and the next step after obligating / Awarding the Application will be for the Recipient's FFR reporter to complete the initial FFR.

To complete the Initial FFR task:

- 1) Click the 'Tasks' tab to view a list of tasks for the logged-in user.
- 2) Select the 'Complete Initial Federal Financial Report for Federal Award ID No. [FAIN]' task.

<u>€</u> My Tasks						<u>Clear</u> Filte	ers Ø
Task Name	FAIN	Application Name	Application Status	Recipient Id	Assigned To	Received	4
Complete Initial FFR VA-2021-012-00 9900	VA-2021-012-00	DOL screenshot	Obligated / Ready for Execution	9900	TrAMS G9900 FFR Reporter	2/23/2022 3:02 PM EST	
Submit MPR to FTA for Final VA-2020-002-02	VA-2020-002-02	Refrain from using application - For the use of Final Concurrence User Guide	Active Award / Ready for Closeout	9900	John TrAMS	2/1/2022 9:02 AM EST	

3) The 'Federal Financial Report | Input FFR Values' Click 'Accept' button to accept the task within the 'You must accept this task before completing it' prompt. Clicking the 'Go Back' button will return the task to the group and make the task available to any other users in the recipient organization with the FFR Reporter role.

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🕹 ACCEPT 🛛 🕝 GO BACK

You must accept this task before completing it

The Recipient Summary, Award Summary and FFR Summary sections are read-only. It displays information about the Application in each of the appropriate sections.

Recipient Sum	imary		
Recipient ID	9900	Recipient DUNS	999999999
Recipient Name	Trams Transit Organization	EIN Number	999999999
~Award Sumn	nary		
Federal Award ID Number (FAIN)	FL-2018-007-00	Award Name	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
FFR Reporting	Initial	Award Status	Obligated / Ready for Execution
Frequency Required		Obligated Date	2/26/2018
Preaward Authority	Yes, Preaward Authority utilized		
	No, Preaward Authority not utilized		
~Federal Fina	ncial Report Summary		
Report Type	Initial	FFR Report Status	Work in Progress
Report Period	FY 2018	Report Due Date	2/26/2018
Report Period Begin	2/21/2018	Last Update By	N/A
Date		Last Update Date	
Report Period End Date	2/26/2018		
Final Report?	🔵 Yes, Final Report		
	No, Not Final Report		

The 'Status Log' section keeps track of the Status, Update Date and the user who last modified the FFR.

4) The Indirect Expense section consists of the 'Type' field that allows the user to select the expense type (Fixed, Final, Predetermined, Provisional, N/A), a percentage rate, base amount, the expense period, charge amount and the Federal Share amount. Populate each field with the appropriate values.

Indirect Expen	se		
Туре	Fixed -	Period From	02/27/2018
Rate	15%	Period To	03/27/2019
Base	\$45,892	Amount Charged	\$32,821
		Federal Share	\$2,311

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- 5) There are multiple editable and non-edible sections within the 'Federal Financial Report (FFR) | Input FFR Values' form. Populate each field with appropriate data. Read-only fields fields that are automatically calculated by the system will retain a value of '0' until the 'Calculate Totals' button is clicked at the bottom of the form. The remaining sections of the 'Federal Financial Report (FFR) | Input FFR Values' form include:
 - A) Federal Cash on Hand at Beginning of Period: Consists of the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the Applications federal cash on hand from the previous period. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal cash on hand amount into the 'This Period' field.

A. Federal Cash on Hand at Beginning of Period				
Previous	\$0	Cumulative	\$25,347	
This Period	\$25,347		Calculated by System	

B) Federal Cash Receipts: Includes the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the Applications federal cash on hand from the previous period. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal cash receipts amount into the 'This Period' field, if applicable.

B. Federal Cash	n Receipts		
Previous	\$0	Cumulative	\$564
This Period	\$564		Calculated by System

C) Federal Cash Disbursements: The Previous, Cumulative and This Period fields are included in this section. The 'Previous' field is a read-only field that is automatically populated based on the Applications federal cash on hand from the previous period. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal cash disbursements amount into the 'This Period' field, if applicable.

C. Federal Cas	n Disbursements			
Previous	\$0	Cumulative	\$1,776	
This Period	\$1,776		Calculated by System	

D) Federal Cash on Hand at End of Period (A + B - C): Consists of the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the Applications federal cash on hand from the previous period. The 'This Period' is a read-only, system calculated field that sums the cumulative amount of sections A and B, minus the cumulative amount in C. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields.

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D. Federal Cash on Hand at End of Period (A + B - C)

Previous	\$0
	Calculated by System
This Period	\$24,135
	Calculated by System

Cumulative \$24,135 Calculated by System

E) **Total Federal Funds Authorized:** Contains the read-only, Cumulative field that is populated based on the Application's total authorized federal funds.

E. Total Federal Funds Authorized	
	Cumulative \$471,563

F) Federal Share of Expenditures: Includes the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the Applications federal cash on hand from the previous period. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal share of expenditures amount into the 'This Period' field.

F. Federal Shar	are of Expenditures		
Previous	\$0	Cumulative	\$6,047
This Period	\$6,047		Calculated by System

G) Recipient Share of Expenditures: Consists of the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the Applications federal cash on hand from the previous period. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the recipient share of expenditures amount into the 'This Period' field.

G. Recipient Sh	are of Expenditures		
Previous	\$0	Cumulative	\$10,483
This Period	\$10,483		Calculated by System

H) **Total Expenditures (F + G):** Sums up the cumulative amounts in sections F and G and displays the total within section H. Both the 'This Period' and 'Cumulative' fields in this section are read-only, system calculated fields.

H. Total Expenditures (F + G)			
This Period \$16,530		Cumulative	\$16,530	
Calculated by S	ystem		Calculated by System	

 Federal Share of Unliquidated Obligations: Enter the Application's federal share of unliquidated obligations amount into the 'Amount' field

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I. Federal Share of Unliquidated Obligations

Amount \$456

J) **Recipient Share of Unliquidated Obligations:** Enter the Application's recipient share of unliquidated obligations amount into the 'Amount' field.

J. Recipient Share of Unliquidated Obligations	
Amount	\$903

K) **Total Unliquidated Obligations (I + J):** The amount field in section K is a read-only field that is system calculated by summing up the amounts in section I and J.

K. Total Unliquidated Obligations (I + J)		
	Amount	\$1,359
		Calculated by System

L) **Total Federal Share (F + I):** Displays the Total Federal Share amount, which is system calculated by summing up sections F and I.

L. Total Federal Share (F + I)

Amount \$6,503

Calculated by System

M) **Unobligated Balance of Federal Funds (E – L):** Displays the Unobligated Balance of Federal Funds amount, which is system calculated by subtracting section L from section E.

M. Unobligated Balance of Federal Funds (E - L)

Calculated by System

N) **Total Recipient Share Required:** Displays the Application's total recipient share required in the amount field.

N. Total Recipient Share Required

Amount \$179,766

Amount \$465,060

O) Remaining Recipient Share to be Provided [N – (G + J)]: Contains the remaining recipient share to be provided, which is system calculated amount based on the formula, section N minus the sum of section G and J.

	O. Remaining Recipient Share to be Provided [N - (G + J)]
	Amount \$168,380
	Calculated by System
-	

P) **Federal Program Income on Hand at Beginning of Period:** Enter the Application's Federal program income on hand at the beginning of the period.

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P. Federal Program Income on Hand at Beginning of Period

Amount \$2,756

Q) **Total Federal Program Income Earned:** Enter the Application's Total Federal Program Income Earned amount.

Q. Total Federal Program Income Earned	
Amount	\$841

R) Federal Program Income Expended in accordance with the deduction alternative: Enter the amount for the Federal Program Income Expended in accordance with the deduction alternative. The system will not allow users to enter values in both the R and T fields. Enter a value in one or the other. If a value is entered in both, a validation will display, preventing the user from advancing in the Pre-Award Application process.

R. Federal Program Income Expended in accordance with the deduction alternative

S) Federal Program Income Expended in accordance with the addition alternative: This section contains a read-only field that is automatically populated based on the Application's Federal Program Income Expended in accordance with the deductive alternative.

S. Federal Program Income Expended in accordance with the addition alternative Amount \$0

T) Federal Program Income Expended on allowable Transit Capital and Operating expsnes: Cannot enter values in both R and T fields. Enter a value in one or the other. If a value is entered in both, a validation will display, preventing the user from advancing.

T. Federal Program Income Expended on allowable Transit Capital and Operating expense

Amount \$463

U) Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]: System calculated section that is based on the the formula [(P + Q - R) or (P + Q - T)]. The calculated amount depends on the fields populated by the user.

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U. Federal Unexpended Program Income [(P + Q - R) or (P + Q	Q - S) or (P + Q - T)]
Amount \$	3,534
c	alculated by System
	CALCULATE TOTALS CLOSE TASK

6) Click the 'Calculate Totals' button once all input values are entered. The 'Confirm FFR Data' form is displayed.

Federal F	inancial Repo	ort (FFR) Co	onfirm FFR	t Data
Recipient Sum	mary			
Recipient ID	9900 https://facestest1.fta.dot.g	gov/suite/tempo/records/it	Recipient DUNS EIN Number	
Recipient Name	Trams Transit Organization			
Award Summa	iry			
Federal Award ID Number (FAIN)	FL-2018-007-00 https://facestest1.fta.dot.	gov/suite/tempo/records/it	Award Name	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
FFR Reporting	Initial		Award Status	Obligated / Ready for Execution
Frequency			Obligation Date	2/26/2018
	 Yes, Preaward Authority u No, Preaward Authority no 			
Federal Finance	ial Report Summary	,		
Report Type	Initial		Report Period	
Report Period	FY 2018		Begin Date	
Report Due Date	2/26/2018		Report Period End Date	
Final Report?	 Yes, Final Report No, Not Final Report 			
Status Log				
Status		Updated Date		Updated By
Work in Progress		2/26/2018		appian.administrator
Indirect Exper	ise			
Туре	Fixed	¥	Period From	2/27/2018
Rate	15%		Period To	3/27/2019
Base	\$45,892		Amount Charged	\$32,821
			Federal Share	\$2,311

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Financial Status

Fransactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	\$0	\$25,347	\$25,347
3. Federal Cash Receipts	\$0	\$564	\$564
C. Federal Cash Disbursements	\$0	\$1,776	\$1,776
D. Federal Cash on Hand at End of Period (A + B - C)	\$0	\$24,135	\$24,135
E. Total Federal Funds Authorized			\$471,563
E Federal Share of Expenditures	\$0	\$6,047	\$6,047
3. Recipient Share of Expenditures	\$0	\$10,483	\$10,483
H. Total Expenditures (F + G)	\$0	\$16,530	\$16,530
Federal Share of Unliquidated Obligations			\$456
I. Recipient Share of Unliquidated Obligations			\$903
C. Total Unliquidated Obligations (I + J)			\$1,359
Total Federal Share (F + I)			\$6,503
VI. Unobligated Balance of Federal Funds (E - L)			\$465,060
N. Total Recipient Share Required			\$179,766
D. Remaining Recipient Share to be Provided [N - (G + J)]			\$168,380
P. Federal Program Income on Hand at Beginning of Period			\$2,756
Q. Total Federal Program Income Earned			\$841
R. Federal Program Income Expended in accordance with the deduction alternative			\$0
6. Federal Program Income Expended in accordance with the addition alternative			\$0
F. Federal Program Income Expended on allowable Transit Capital and Operating expenses			\$463
J. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			\$3,134

7) Click the 'Continue to Submission' button and the 'Federal Financial Report | Save' success form is displayed. Clicking the 'Close Task' button on the 'Confirm FFR Data' form will lead back to the Task tab without submitting to FTA. Clicking the 'Modify FFR Values' button will lead back to the 'Input FFR Values' form with updated system calculated values.

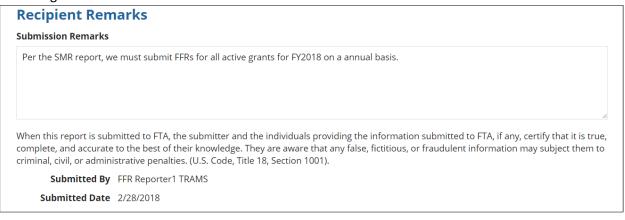
CONTINUE TO SUBMISSION	MODIFY FFR VALUES	CLOSE TASK	
------------------------	-------------------	------------	--

The Submit FFR screen is displayed after clicking the 'Continue to Submission' button.



Federal Fir	ancial Re	port (FFR)	Submit FFR	1
Recipient Sum	mary			
Recipient ID	9900		Recipient DUNS	999999999
Recipient Name	Trams Transit Organ	ization	EIN Number	999999999
~Award Sumn	nary			
Federal Award ID Number (FAIN)	FL-2018-007-00		Award Name	2311 FORMULA FFY17 & FFY18 FUNDS FO MOB MGT & CAPITAL PROJECTS
FFR Reporting	Initial		Award Status	Obligated / Ready for Execution
Frequency Required Preaward Authority	Ves Preaward Au	thority utilized	Obligated Date	2/26/2018
Freaward Authority	No, Preaward Aut	2		
~Federal Fina	ncial Report	Summary		
Report Type	Initial		FFR Report Status	Work in Progress
Report Period	FY 2018		Report Due Date	2/26/2018
Report Period Begin Date	2/21/2018		Last Update By Last Update Date	FFR Reporter1 TRAMS
Report Period End Date	2/26/2018			
Final Report?	O Yes, Final Report			
	No, Not Final Rep	ort		
Status Log				
Status		Updated Date	Updat	ed By
Work in Progress		2/26/2018	anniar	n.administrator

 Enter Submission Remarks into the Recipient Remarks section. Recipient Remarks are required. If there aren't any remarks entered, a validation error will display, preventing the Application from advancing.



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CLOSE TASK

- 9) Click the 'Save' button and the 'Federal Financial Report | Saved' form is displayed. Clicking the Back button will return to the 'Confirm FFR Data' page. The 'Close Task' button will return the task to the Tasks tab without saving any changes to the Application.
- 10) Click the 'Close' button to return to the 'Submit FFR' screen.

ederal Financial Repo	ort Saved
Success!	s been saved for Initial. Return to the Task list to Complete and submit the FFR to FTA.
	CLOSE

SUBMIT TO FTA

BACK

SAVE

11) Click the 'Submit to FTA' button on the 'Submit FFR' screen to continue with submission of the FFR task to FTA. The 'Federal Financial Report | Submitted' page is displayed. The Recipient Official is then assigned a task to execute the Award.

Federal Financial Report Submitted	
Success!	
Federal Award ID Number FL-2018-007-00FFR for Initial has been submitted to FTA.	
CLOS	E

Note: Once the initial FFR is submitted by the Recipient, a Post Award Manager will receive an email notification stating that the initial FFR is ready for review.

5.3.2.1.2 Task: Execute Award

After the FTA has completed their reviews of the Application and obligated the funds for the Award, a 'Task' will be assigned to users with the Official role to execute the Award. The Official will receive an email notice indicating that a task has been assigned.

Once the Application is obligated / Awarded, the progress bar is updated on the summary dashboard to reflect that it is in the 'Executed' phase, as shown in the image below.

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Summary	Points of Contact	Application Control Totals	Application Projects	s Review / App	rovals News	Related Actions
In-Progres	s Initial Review / Concurrence	Final Concurrence	Obligation	Executed	Active	Closed

When the Application is created, the recipient has the option to identify whether the Application uses Pre-Award Authority or not. If the recipient chooses the 'Yes' option, this indicates that the Application uses Pre-Award Authority and the next step after obligating / Awarding the Application will be for the Recipient's FFR reporter to complete the initial FFR. For steps on completing the initial FFR, see the Initial FFR section of the appendix. Once the initial FFR is completed, the Recipient's Official user can execute the Award.

After FTA has completed their reviews of the Application, the Initial FFR is completed (if applicable), and the funds have been obligated, a 'Task' will be assigned to users with the Official role to execute the Award. All users with the Official role in the recipient organization will receive an email notice indicating that a task has been assigned.

To complete the execute Award task:

- 1) Click the 'Tasks' tab to view a list of tasks for the logged-in user.
- 2) Select the 'Execute Award for Federal ID Number [FAIN]' task.

🖸 My Tasks							
Task Name	FAIN	Application Name	Application Status	Recipient Id	Assigned To	Received	1
Execute Award VA-2021-004-00 User Guide Cancel Reservation	VA-2021-004-00	User Guide Cancel Reservation	Ready for RA Concurrence / Award	9900	TrAMS G9900 Official	2/23/2022 3:16 PM EST	
Submit MPR to FTA for Final VA-2020-002-02	VA-2020-002-02	Refrain from using application - For the use of Final Concurrence User Guide	Active Award / Ready for Closeout	9900	John TrAMS	2/1/2022 9:02 AM EST	

3) The system will prompt users to accept the task at the top of the Award Execution Summary form. Click 'Accept' to accept the task within the 'You must accept this task before completing it' prompt. Clicking the 'No' button will return the task to the group and make the task available to any other users in the recipient organization with the Official role.



- 4) After accepting the 'Execute Award' task users will be able to:
 - 1) View the Award Letter prior to executing
 - 2) Execute the Award
 - 3) Close the task to return it to the queue

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Recipient Deta	ails		
Recipient ID		Recipient Name	
9900		Trams Transit Organizat	tion
Application De	etails		
Application Number Obligation Fiscal		Application Name	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOE MGT & CAPITAL PROJECTS
Year	2010	Application Type	Grant
Award and Ex	ecution Details		
Award Status	Obligated / Ready for Execution		Obligated / Ready for Execution
Awarded By	region4.administrator1	Status	
	Administrator	Award Execution By	
	User Title		11 To 1
Awarded Date	2/26/2018	• · · · · · • • · · · · · · · · · · · ·	User Title
		Award Execution Date	

5) To View the Award Agreement select the 'View Award Agreement' button. The 'Award | View Award Letter for [FAIN]' screen will display. Click on the 'Award_Letter_FAIN' hyperlink to open and view the Award information. WARNING: Be sure to click the 'Close' button on the View-Print form to be returned to the Execute Award task. Otherwise, users will have to wait 1 hour for the View-Print form to time-out and for the Execute Award task to be returned to users.

Award View Award Letter for VA-2021-004-00	
Award Letter AwardLetter_VA-2021-004-00	
	CLOSE

6) Click the 'Continue to Execute' button to execute the Award. The 'Application | Execute Contract Award' screen will display. Provide the PIN number in the 'User PIN' field and click the 'Execute Award' button to complete the Award execution. The Award status will change to 'Active (Executed)' once this step has been successfully completed.



Recipient Details	
Recipient ID	Recipient Name
9900	Trams Transit Organization
Application Details	
Application Number	Application Name
FL-2018-007-00	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
Obligation Fiscal Year	Application Status
2010	Obligated / Ready for Execution
Award Execution Details	
This contract award execution sign off is being recorded under the n	ame of:
Executed By Official1 TRAMS	
Executed Date Feb 28, 2018	
Enter User PIN	
Please note that this verification is being recorded under the name	
of:	Date Feb 28, 2018
Name Official1 TRAMS	User PIN
Title Official	

Once the proper PIN is entered and the 'Execute Award' button is clicked, the following success screen will display.

Application Review Executed	
Federal Award ID Number FL-2018-007-00 has been successfully executed.	CLOSE

Now that the Award was successfully executed, the Progress Bar is updated to reflect that the Application is now in the 'Active' phase. To access the Progress Bar, navigate to the Summary Dashboard

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	U



within the Application record.

Summary	Points of Contact	Application Control Totals	Application Project	is News	Related Actions	
In-Progress	5 Initial Review Concurrence		Obligation E	excuted	Active	Closed

7) Click the 'Close' button on the 'Application | Award Execution Summary' screen or the 'Cancel' button from the 'Application | Execute Contract Award' page to return the task and execute at a later date.

	CONTINUE TO EXECUTION	VIEW AWARD AGREEMENT	CLOSE	
-				

5.3.3 Ad Hoc Related Actions for Application Review

5.3.3.1 Related Action: Execution & Award Summary

To view execution details and the Award agreement letter, select the 'Execution & Award Summary' from the 'Related Action' menu. This information is only available after an Application has been Awarded.

- 1) Search and select an Award record as shown in Section 5.1 of this document,
- 2) Once Award record opens, click on the 'Related Action' tab.
- 3) Select 'Execution & Award Summary' from the list of options.
- 4) The 'Award | View Execution Summary' page will display showing:
 - a) Recipient Details, which includes ID and name of Recipient
 - b) Award Details, which includes the FAIN, reporting frequency and if there is pre-Award authority
 - c) Award and Execution Details, which includes who Awarded and who executed the Award



Recipient Deta	ails		
Recipient ID		Recipient Name	
9900		Trams Transit Organiza	tion
Award Details			
Federal Award ID Number (FAIN)	FL-2018-002-00	Application Name	Bus Transit Modernization
Obligation Fiscal Year	2018	Application Type	Grant
Period of Performance Start Date	11/4/2017	Period of Performance End Date	11/3/2017
Milestone Progress Report (MPR) Reporting Frequency	Annual	Federal Financial Report (FFR) Reporting Frequency	
Pre-Award Authority	No, this application is not using Pre-Award authority.	Research and/or Development	No, this application does not include funds for research and/or development
	No, my organization is a Direct Recipient; funds were directly allocated to my	Activities	
Funds	organization.	Indirect Costs	No, indirect costs WILL NOT be applied to this application.
Award and Ex	ecution Details		
Award Status	Active / Budget Revision In-Progress		Active / Budget Revision In-Progress
Awarded By	Administrator1 Region 4	Status	
	Administrator	Award Execution By	
	User Title		Sr. Financial Analyst User Title
Awarded Date	11/4/2017	Award Execution	
		Date	
			VIEW AWARD AGREEMENT CLOSE

- 5) Click the 'View Award Agreement' button, which creates a hyperlink to a Word document. The Word document shows Award information, terms and conditions along with funding information.
- 6) Click on the 'AwardLetter_[FAIN]' hyperlink to view the Award letter, or click the 'Close' button at any time to return to the 'Related Actions' menu

Award View Award Letter for FL-2018-002-0)
Award Letter AwardLetter_FL-2018-002-00	CLOSE

5.3.3.2 Related Action: Award Funds Status

The 'Award Fund Status' Related Action allows a Recipient to view the financial details of an executed Award such as obligation, deobligation, disbursement, refund and unobligated balance. All recipient user roles can access this Related Action, which is available once an Award has a status of 'Active'. The 'Award Fund Status' page is read-only for all users.

To view 'Award Fund Status' information:

1) Click the 'Award Funds Status' from the 'Related Actions' menu.

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2) The display will include:

- a) Recipient Details
- b) Award Details
- c) Award Funding Summary
- d) Award Funding Account Class Code grid
- e) Award Funding Financial Purpose Code (FPC) grid
- f) Application Transaction History grid, which can be filtered by several drop down options.

Note: Each grid will display a small number of rows, use the arrow keys on the bottom of the grid to view additional records. Arrows only appear when there are additional rows.

FL-2018-00	02-00 Bus Transi	t Moderniza	tion				
Recipient Det	tails						
Recipient ID			Recipier	nt Name			
9900			Trams T	Trams Transit Organization			
Award Detail	s						
FAIN			Award	Name			
FL-2018-002-00			Bus Trar	nsit Modernization			
Temp App Number			Award S	Status			
9900-2018-3			Active (E	xecuted)			
Award Fundi	ng Summary						
PO Number	Funding Source	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance	
FL-03-4501	5309 - New Starts	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	

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PO Number	Project 1 Number	Cost Center	Scope Code / Name	/ Suffix	Account Class Code	FP C	Obligatio n	Deobligat	n Disbursem	en Refun t d	U	nliquidateo Balanco
FL-03-4501	FL-2018-002-01	65000	112-00 BUS TRANSIT A1	TWAYS/LINES	2018.25.03.SB	.2 00	\$100.00	\$0.0	00 \$0.	00 \$0.00		\$100.0
Ward Fu	Inding - Final	FPC Descriptio) Obligati	ion	Deobligation	Dis	bursement	Refund		Unliquidat	ted Balanc
		CAPITAL		\$100	00	\$0.00		\$0.00	\$0.00			\$100.0
	on Transacti			\$100		20.00						
pplicati	on Transacti			3100		2000						
Applicati Iter by: Account Class	on Transacti			3100								
pplicati Iter by: Account Class	on Transacti			3100								
pplicati Iter by: Account Class	on Transacti			5100								
pplicati Iter by: Account Class Noose Filter I	On Transacti Code Data	on History	r / Name / Suffix	UZA Code		Account Classifi	cation Code	FPC Tra	nsaction Date 1	Transaction Tyj	pe	Amoun
Applicati Iter by: Account Class hoose Filter I	on Transacti Code Data	Scope Number	r / Name / Suffix IANSITWAYS/LINES				cation Code		nsaction Date † 4/2017	Transaction Tyj Obligation	pe	Amoun \$100.00

Elements of Award Funding Summary:

- a) If the Award has more than one fund source, a PO Number will populate for each source.
- b) Obligation is the total amount of funds Awarded, original or as amended to add new funds.
- c) Deolbigation indicates any scope code transfer removing funds from a funding source.
- d) Disbursements indicate the amount of funds passed through FMS via ECHO or Delphi to the Recipient.
- e) Refund indicates any funds returned to FTA via ECHO or pay.gov.
- f) Unliquidated Balance reflect the amount available to be disbursed against the original Award obligation.

Elements of Award Funding – Account Class Code

- a) The Account Class Code section details information for each obligation to include deobligation, disbursement, refund and unliqudated balance.
- b) This section includes information needed to complete drawdowns on Awards, including:
 - a. PO (Purchase Order) Number
 - b. Project Number
 - c. Cost Center
 - d. Scope Code/Name/Suffix
 - e. Account Class Code
- c) Fiscal Year (first 4 digits), Section Code digits 7 and 8, following by a 'limitation code' to further delineate the program funds.
 - a. FPC Code (TEAM Awards)
- d) Unliquidated Balance specifies the amount of funds available for disbursement.

<u>Note</u>: TrAMS Awards; funds cannot be reallocated in a budget revision or amendment greater than the amount available to the specific Scope Code Suffix as shown as Unliqudated Balance.

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Elements of Award Funding – Financial Purpose Code (FPC)

a) Financial information pertaining to each FPC used.

PO Number	Project † Number	Cost Center Sco	ope Code / Name	/ Suffix	Account Class Code	s FP C	Obligatio n	Deobligat	o Disbursen n	t d	Unli	Balance
FL-03-4501	FL-2018-002-01	65000 112 A1	2-00 BUS TRANSIT	WAYS/LINES	2018.25.03.5B	3.2 00	\$100.00	\$0.0	0 \$0	.00 \$0.00		\$100.00
Ward Fu	Inding - Finar	FPC Description	Code (FPC)) Obligati	ion	Deobligation	Dis	bursement	Refund		Unliquidated	d Balanc
						\$0.00	013	\$0.00	\$0.00		onnquidated	\$100.00
L-03-4501	00	CAPITAL		\$100.	.00	\$0.00						\$100.0
FL-03-4501	00	CAPITAL		\$100.	.00	\$0.00						2100.0
				\$100.	.00	\$0.00						
pplicati	oo on Transactio			\$100.	.00	30.00						2100.0
pplicati	on Transactio			\$100.		30.00						2100.
pplication Iter by: Account Class	on Transactio			\$100.		30.00						
pplication Iter by:	on Transactio			\$100.		30.00						2100.
pplicati ter by: ccount Class oose Filter I	on Transactio			\$100.		30.00						
pplicati ter by: ccount Class oose Filter (vard Funding	On Transactio		Name / Suffix	UZA Code	Cost Center	Account Classifi	cation Code	FPC Tra		Transaction Typ		
pplication Iter by: Account Class	On Transactio Code Data g - Transaction View	Scope Number / N								Transaction Typ Obligation		Amount \$100.00

Elements of Application Transaction History

Application Transaction History shows all financial activities pertaining to the Application. This section can be filtered by one of the options from the drop down menu:

- a) FPC (e.g. 00, 01, 02, 04, 09)
- b) Project Number (it must contain all numbers and dashes)
- c) Scope Code
- d) Transaction Type (Obligation, Authorized Disbursement, Disbursement, Refund)

The 'Choose Filter Data' option allows further drill down into a specific category based on the 'Filter By' selection. This is a 'type ahead' function, and will auto populate available data. Start typing the appropriate data in the Choose Filter Data field than select from the list of values that becomes available. If entered information does not populate a list of values, there are no further options for the Award.

Filter by:									
Transaction Ty	/pe								
Choose Filter [Data								
Oblig									
Obligation									4
PO Number	Project Number	Scope Number / Name / Suffix	UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date 1	Transaction Type	Amount
FL-03-4501	FL-2018-002-01-00	112-00 BUS TRANSITWAYS/LINES	120000	65000	2018.25.03.SB.2	00	11/4/2017	Obligation	\$100.00
FL-03-4501	FL-2018-002-01-00	112-00 BUS TRANSITWAYS/LINES	120000	65000	2018.25.03.5B.2	00	12/13/2017	Authorized Disbursement	\$100.00

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5.3.3.3 Related Action: Project Funds Status

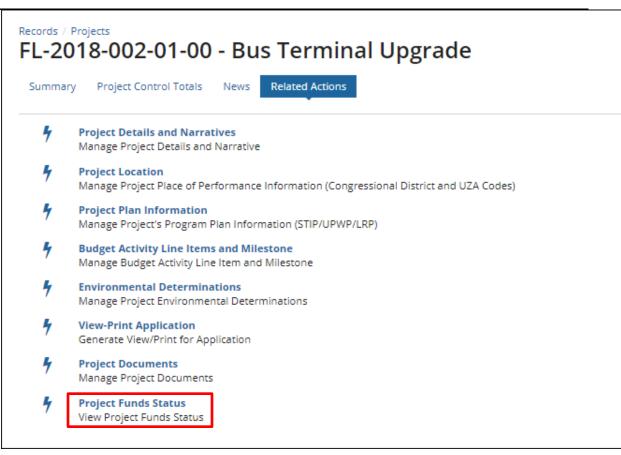
Recipients may view their fund status from a Project level versus total Award level. To view the Project fund status, the user will need to navigate to the Project record within an Application or Award. Once users are in an Application or Award:

- 1) Select 'Application Projects' tab.
- 2) A grid will populate with a list of Projects. Only several will populate, if users have additional Projects they may need to move the grid forward using paging at the bottom right of the grid. Users can sort information in the grid using the column headers.
- 3) Click on the 'Project Number', which is a hyperlink taking users to the Project record.

Records / Applications / Awards	us Transit Modernizatio	n		e
Summary Points of Contact Appli	ication Control Totals Application Projects N	ews Related Actions		
Recipient Details				
Recipient ID		Recipient Name		
9900		Trams Transit Organ	nization	
Award Status Information	n			
FAIN		Award Name		
FL-2018-002-00		Bus Transit Moderni	ization	
Temp App Number		Award Status		
9900-2018-3		Active (Executed)		
Projects for Application				
Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
FL-2018-002-01-00	Bus Terminal Upgrade	\$102	Oct 26, 2017	Jane Trams

- 4) Select the 'Related Actions' tab.
- 5) Select 'Project Funds Status' from the menu options.





- 6) The Project Funds page contains the following sections:
 - a) Recipient Details
 - b) Award Details
 - c) Project Details
 - d) Project Funding Summary grid
 - e) Project Funding Account Class Code grid
 - f) Project Funding Financial Purpose Code (FPC) grid
 - g) Project Funding Transaction History grid

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FL-2018-002-01-00 - Bus Terminal Upgrade

Recipient Det	ails					
Recipient ID			Recipient Nan	me		
9900			Trams Transit (Organization		
Award Details	5					
FAIN			Award Name			
FL-2018-002-00						
Temp App Number			Award Status			
9900-2018-3			Active (Execute	ed)		
Project Detail	ls					
Project Number			Project Name			
FL-2018-002-01-00			Bus Terminal U	Jpgrade		
Project Fundi	ng Summary					
PO Number	Funding Source	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance

PO Number	Cost Center	Scope Code / Name / Suffix	Account Class Code	FPC	Obligation	Deob	igation	Disburseme	ent Refund	Unliquidated Balance
FL-03-4501	65000	112-00 BUS TRANSITWAYS/LINES A1	2018.25.03.5B.2	00	\$100.00		\$0.00	\$0	.00 \$0.00	\$100.00
Project Fu	unding - Fina	ancial Purpose Code (FPC)								
FPC	FPC Description	Obligation	Deobli	gation	Dist	oursemen	ts	Refund		Unliquidated Balance
00	CAPITAL	\$100.00		\$0.00		\$0.	00	\$0.00		\$100.0
roject Fi	unding - Tra	nsaction History								
lter by:		nsaction History								
Project Fu ilter by: Account Class	Code	nsaction History								
ilter by: Account Class	Code	nsaction History								
lter by: Account Class	Code	-								
iter by: Account Class noose Filter D	Code	-	UZA Code Accco	unt Classific	ation Code	FPC	Transacti	on Date 1	Transaction Type	Amount
ilter by: Account Class hoose Filter D	Code ata g - Transaction Vie	w		unt Classific 25.03.58.2	ation Code	FPC 00	Transacti 11/4/2017		Transaction Type Obligation	Amount \$100.00

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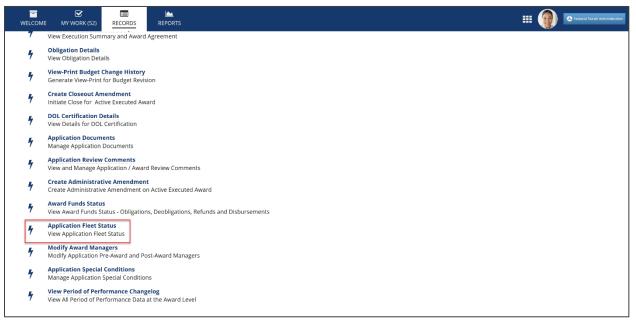
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5.3.3.4 Related Action: Application Fleet Status

This related action is available for any Application / Award with rolling stock (fleet of buses, trains, etc.) The information is determined by the fleet status at the time of Award execution. All users may view the read-only fleet status information associated with an Application / Award they otherwise have access to.

1) From the Application or Award, click the Related Actions tab, select 'Application Fleet Status' from the list.



- 2) 'The Application Fleet Status' form will display.
- 3) Select the 'Close' button to return to the 'Related Actions' menu.

VELCOME MY	WORK (52)	REPORTS						Redeval Transit Administr
Y-2022-0	003-00 New	Applicat	ion					
ummary Poin	ts of Contact Application Co	ontrol Totals A	oplication Projects	eview / Approvals	Ad-Hoc Tasks Related	Actions		
Fleets								
Fleet Type	Peak Requirement	Spares	Spare Ratio	Active Total	Contingency	Pending Disposal	Inactive Total	Overall Total
		10	10%	110	2			

5.4 Post-Award Reporting

5.4.1 Overview

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Recipients of FTA funding submit Milestone Progress Reports (MPR) and Federal Financial Reports (FFR) on a periodic basis to show the status and progress of activities and funding expenditures on their awards. The MPRs and FFRs are completed and submitted by the recipient within 30 days of the end of the reporting period. The reporting period for MPRs and FFRs can be Annual, Quarterly or Monthly, depending on the requirements for the award and/or funding program.

Submission of both MPRs and FFRs in TrAMS is task-based, which means that recipient users in the 'MPR Reporter' and 'FFR Reporter' role groups will receive a task to complete and submit their MPR or FFR 30 days before a report is due. Once recipients submit their reports for FTA review, FTA Regional Office staff with the 'Post-Award Manager' role may complete their reviews of the reports before the next reporting period is over. Once a new reporting period has finished, FTA staff will no longer be able to review reports from prior periods – those reports will now be read only.

5.4.1.1 FFR/MPR Reporting Cycle Timeframes

Quarterly FFR/MPR Reporting Cycle	Months Covered	Task Issued	Due Date	Task Closes*
Quarter 1	Oct – Nov – Dec	January 1	January 30	March 31
Quarter 2	Jan – Feb - Mar	April 1	April 30	June 30
Quarter 3	Apr – May – June	July 1	July 30	September 30
Quarter 4	July - Aug - Sept	October 1	October 30	December 31

Table 1 - Quarterly FFR/MPR Reporting Cycle Timeframes

*Tasks are launched at 7:15 AM GMT; and Task closes and the period closes for FTA staff to review at 11:59 PM GMT. Tasks may not be modified after FTA has accepted the report. FTA regional and HQ staff will review the reports and provide approval.

Table 2 – Annual FFR/MPR Reporting Cycle Timeframes

Annual FFR/MPR Reporting Cycle	Months Covered	Task Issued	Due Date	Task Closes*
Federal Fiscal Year	October 1 to September 30	October 30 of the next fiscal year	October 30 of the next fiscal year	September 30 of the next fiscal year
Example	October 1, 2017 to Sept. 30, 2018	October 1, 2018	Oct. 30, 2018	Sept. 1, 2016

Note: Federal Fiscal Year is October 1 to September 30;

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*Tasks are launched at 7:15 AM GMT; and Task closes and the period closes for FTA staff to review at 11:59 PM GMT. Tasks may not be modified after the report has been accepted by FTA. FTA regional and HQ staff will review the reports and provide approval

5.4.2 Search for FFRs and MPRs

5.4.2.1 Action: Search FFR and MPR for Review

To view MPR and FFR reports (in progress, submitted or reviewed), first navigate to the 'Welcome' tab.

To view read-only versions of previously submitted or draft FFRs and MPRs:

1) Click 'Search FFR and MPR for Review'.

WELCOME	MY WORK (12)	RECORDS	REPORTS		III 🚺 🗟 Federal Transil Administration
TrAM	MS 💭				@ TrAMS Website [⊕] Help Page
			4 Actions	Quick Links	
Enter Action	n Name			O Coming Soon	
Create	e Application				
Q Search	h Applications	/ Awards			
Q Search	h FFR and MPR f	or Review			
Q Search	h Recipient Org	anizations			

- 2) The 'MPR and FFR Review | Search Criteria' form will display. The following search fields can be used to narrow down search for a specific report. Any required fields are marked with an asterisk.
 - a) The 'Application/Award Fiscal Year' field will limit the search to select report years.
 - b) The 'Application/Award Status' field will limit search based on the award status. Some example statuses are: Active (Executed), In-Progress, or Closed.
 - c) Select whether the award is 'Active' or 'Closed' from the drop-down menu provided under the 'Active / Closed Award(s)' field.
 - d) Use the 'Application Number' field to enter a specific application/award number. User must include the dashes and the amendment extension.
 - e) Select the 'Report Type' field to search for FFR or MPRs only, select 'Any' to retrieve both types.
 *This is a required field.
 - f) Select the 'Report Status' field to search for reports either 'Work In Progress', 'Submitted', 'FTA Review Complete'.
 - g) Select one or more check boxes for the 'Report Period Type' field. *This is a required field.

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Note: User must select "Initial" if they are searching for an initial report.

h) The corresponding report period selections on the right side of the screen will become active as the check boxes are selected. User must select one or more report periods from the 'Report Period Annual,' 'Report Period Quarterly,' and/or 'Report Period Monthly' fields. All activated report period fields will require a selection.

Note: Selecting 'Initial' does not activate any Report Period lists. User must select the Initial box to retrieve initial reports.

i) Select a radio button option for the 'Report Final' field.

To search for reports within a given range of dates the user may use the 'Period From' field 'Period To' field to enter in a date or display a calendar picker to select a date from for the first date of a range.

Note: The 'Clear Filter' button on this form can be used at any time to wipe out all entered search criteria.

3) Apply the desired search criteria along with the required fields and click the 'Search' button.

inter one or more of the f	FR Review Search Criteria		
Search Criteria	a for Award(s)		
Application/Award Fiscal Year	2021	Report Period Any Annual	
Application/Award Status	Please Select a Status	Report Period Quarterly	
Active / Closed Award(s)	Please Select a Value	Report Period Monthly	
Application/Award Number			
* Report Type	Any		
Report Status	Please Select a Status		
* Report Period Type	Quarterly Monthly		
	Annual		
Report Final	Initial Yes, Final Report		
	No, Not Final Report		
Period From	mm/dd/yggy		
Period To	mm/ddlyyyy		

4) The 'MPR and FFR Review | Search Results' form will be displayed with results in grid format.

	MPR and FFR Review Search Results							
Sea	rch Criteria Selected							
Avard Files Year: 2020 Report Type Activar Classes IV:A Reporting P Region: Reporting P Region: Report Type Region: Report Perior Recipient ID: 990' Criteria sel Award Status: IU/A Report Perior Award Status: IU/A Report Perior					Report Type: FFR Reporting Period: ; A Report Status: Report Period From:	aporting Parinds; Any opent Satus: aport Pariod From: To: iteria selected for MPR opent Type: UPR opent Satus:		
Search Results Based on the Selected Criteria Only the first & search results returned. Presse narrow your search criteria if the desired result does not appear.								
	he first 6 search results returned. Please r	narrow your search criteria if the des	ired result does not appear.	Report Type	Report Period	Report Status	Report Last Updated By	Report Last Updated Date
Only t				Report Type	Report Period	Report Status Work in Progress	Report Last Updated By	Report Last Updated Date 10/29/2021 10:40 AM EDT
Only t	Recipient Name	Award Number	Report Period Type					
Only t	Recipient Name TrAMS Transit Organization	Award Number VA-2020-003-00	Report Period Type Annual	FFR	2021	Work in Progress	N/A	10/29/2021 10:40 AM EDT
	Recipient Name TrAMS Transit Organization TrAMS Transit Organization	Award Number VA-2020-003-00 VA-2020-004-00	Report Period Type Annual Annual	FFR FFR	2021 2021	Work in Progress	N/A N/A	10/29/2021 10:40 AM EDT 10/29/2021 10:37 AM EDT
	Recipient Name TrAMS Transit Organization TrAMS Transit Organization TrAMS Transit Organization	Award Number VA-2020-003-00 VA-2020-004-00 VA-2020-004-00	Report Period Type Annual Annual Final Report	FFR FFR FFR	2021 2021 Final Report	Work in Progress Work in Progress Work in Progress	N/A N/A N/A	10/29/2021 10:40 AM EDT 10/29/2021 10:37 AM EDT 11/22/2021 3:13 PM EST
	Recipient Name TrAMS Transit Organization TrAMS Transit Organization TrAMS Transit Organization TrAMS Transit Organization	Award Number VA-2020-003-00 VA-2020-004-00 VA-2020-004-00 VA-2020-003-00 VA-2020-003-00	Report Period Type Annual Annual Final Report Annual	FFR FFR FFR MPR	2021 2021 Final Report 2021	Work in Progress Work in Progress Work in Progress Work in Progress	N/A N/A N/A N/A	10/29/2021 10:40 AM EDT 10/29/2021 10:37 AM EDT 11/22/2021 31:3 PM EST 10/29/2021 10:40 AM EDT

5) Select the check box for a report from the list and then click the 'View Selected Report' button to access a read-only version of the report.

Note: Only one report may be selected and viewed at a time. User can sort information by clicking on the header of any column (e.g. report period).

- a) Click the 'Back to Search' button to return to the previous search criteria form if needed.
- b) Clicking the 'Cancel' button returns users to the 'Actions' tab.



- 6) The selected FFR or MPR report title will display either:
 - a) 'MPR and FFR Review | Federal Financial Report (FFR)' or
 - b) 'MPR and FFR Review | Milestone Progress Report (MPR)'.





MPR and FFR Review Federal Financial Report (FFR)					
Recipient Sum	nmary				
Recipient ID	9900	DUNS	999999999		
Recipient Name	TrAMS Transit Organization	EIN Number	134146467		
UEI	HW4YBLZG5NM6				
~Award Sumn	nary				
Federal Award ID		Award Name	User Guide Project		
Number (FAIN)		Award Status	Active (Executed)		
FFR Reporting Frequency Required	Annual	Obligated Date	6/17/2020		
Preaward Authority	Yes, Preaward Authority utilized				
	No, Preaward Authority not utilized				
∽Federal Fina	ncial Report Summary				
Report Type	Annual	FFR Report Status	Work in Progress		
Report Period	FY 2021	Report Due Date	10/30/2021		
Report Period Begin		Updated By	John TrAMS		
Date		Updated Date	1/13/2022		
Report Period End Date	9/30/2021				
Final Report?	Yes, Final Report				
	No, Not Final Report				

7) To view (and print) the report, click on the link displayed within the report. This will generate an html view/print document that users can save or open.

WELCOME MY WORK (12) RECORDS REPORTS	III 🕕 Reservation Advantation
	\$0
P. Federal Program Income on Hand at Beginning of Period	
Q. Total Federal Program Income Earned	\$0
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	\$0
U. Federal Unexpended Program Income [[P + Q - R) or (P + Q - S) or (P + Q - T)]	\$0
	1 - 21 of 21
View/Print Reports Current FR FY 2022 Federal Financial Report for Application VA-2020-004-02 Recipient Remarks Recipient Comments No Comment Entered	ji.
FTA Review Remarks	
Prior FTA Remarks	
No Comment Entered	
	VIEW MPR CLOSE

8) Clicking on the 'Close' button on this form returns users to the previous search results.



https://ftaconfluence.ad.dot.gov/display/TOM/User+Guides

Recipient Remarks	
Recipient Comments	
No Comment Entered	li
FTA Review Remarks	
Prior FTA Remarks	
No Comment Entered	li.
	VIEW MPR CLOSE

9) Click the 'View FFR' or 'View MPR' button to view the related report.

Recipient Remarks	
Recipient Comments	
No Comment Entered	
FTA Review Remarks	
Prior FTA Remarks	
No Comment Entered	
	VIEW MPR CLOSE

10) If a matching report does not exist, users will be presented with the "There is no matching report" message. Click the 'Back' button to return to the report view.

WELCOME	🗹 MY WORK (24)	RECORDS	III 😡 C Federal Hansil Administration
MPR ai	nd FFR R	eview	
There is no ma	tching MPR.		
			ВАСК

Note that reports submitted under TEAM can be viewed and printed by clicking on the link to the applicable MPR or FFR document in the Document File Name column of the 'Previous Federal Financial Reports' section. Both the MPR and FFR are included in a single document with a file name starting with "MPR_Q." Only TEAM reports may also be found under the applicable Application Documents.



Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
Vilestones	Milestone Progress	MPR_Q_718_20070200.htm	Milestone Progress Report(2 Quarter, 2007)	Apr 05, 2007	TEAM Doc
Vilestones	Milestone Progress	MPR_Q_718_20050100.htm	Milestone Progress Report(1 Quarter, 2005)	Feb 06, 2005	TEAM Doc
Vilestones	Milestone Progress	MPR_Q_718_20050400.htm	Milestone Progress Report(4 Quarter, 2005)	Oct 30, 2005	TEAM Doc
Vilestones	Milestone Progress	MPR_Q_718_20040400.htm	Milestone Progress Report(4 Quarter, 2004)	Oct 31, 2004	TEAM Doc
Vilestones	Milestone Progress	MPR_Q_718_20060400.htm	Milestone Progress Report(4 Quarter, 2006)	Nov 01, 2006	TEAM Doc

5.4.3 Federal Financial Report (FFR)

5.4.3.1 Complete and Submit FFR

5.4.3.1.1 Task: Complete [Fiscal Year and Cycle] Federal Financial Report for Federal Award ID No. [Application Number]

The completion of the Federal Financial Report is assigned as a task to the users with the 'FFR Reporter' user role.

The task to complete the FFR will be assigned 30 days prior to their due date. Users will receive a system generated email notification that they have a task. The email goes to the FFR Reporter Group; therefore, everyone with the FFR user role will receive the task. The task will allow the FFR Reporter to complete and submit their Federal Financial Report.

A task will be issued for each active award. The number of Tasks assigned to a user will be visible next to the 'Tasks' tab.

1) After the FFR Reporter successfully logs on, click the 'My Work' tab.



2) Select the task for the application and then accept the task. The format of the task reads; Complete [FY] [Report Frequency] Federal Financial Report' for Federal Award ID No.

Complete 2021 MPR VA-2020-003-00 9900	VA-2020- 003-00	User Guide Project	Active (Executed)	9900	TrAMS G9900 MPR Reporter	10/29/2021 10:40 AM EDT
Complete 2021 FFR VA-2020-003-00 9900	VA-2020- 003-00	User Guide Project	Active (Executed)	9900	John TrAMS	10/29/2021 10:40 AM EDT

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3) The 'Input FFR Values' form will be displayed. You must accept the task to edit the fields.

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GO BACK

🕹 ACCEPT

You must accept this task before completing it

WELCOME MWORK (14) RECORDS REPORTS					Administration
Federal Financial Report (FFR) Inp	out FFR Values				
Recipient Summary					
Recipient ID 9900		DUNS	999999999		
Recipient Name TrAMS Transit Organization		EIN Number	134146467		
UEI HW4YBLZG5NM6					
∽Award Summary					
Federal Award ID VA-2020-002-02		Award Name	Refrain from using application - For the use of Final Co	oncurrence User Guide	
Number (FAIN)		Award Status	Active Award / Ready for Closeout		
FFR Reporting Quarterly Frequency Required		Obligated Date	2/4/2020		
Preaward Authority Ses. Preaward Authority utilized					
O No, Preaward Authority not utilized					
∽Federal Financial Report Summary					
Report Type Quarterly		FFR Report Status	Work in Progress		
Report Period Quarter 2 (Jan - Mar), FY 2022		Report Due Date	1/14/2022		
Report Period Begin 1/14/2022		Updated By	N/A		
Date Report Period End 1/14/2022		Updated Date	1/14/2022		
Date					
Final Report? O Yes, Final Report					
No, Not Final Report					
Status Log					
Previous Status	New Status	Updated Date	e I	Updated By	
Task Launched	Work in Progress	1/14/2022		N/A	
Indirect Expense					
Type N/A	-	Period From	mm/dd/yyyy		

4) At any point, you may click the 'Close Task' button on this form to return to the 'Tasks' tab without saving any changes and retain the task.



- 5) Complete the fields that need to be populated in the FFR.
- 6) Complete fields as needed under the 'Indirect Expense' section.
 - 'Type' drop-down menu options include: 'Provisional', 'Predetermined', 'Final', 'Fixed' and 'N/A'.
 - 'Rate' field is a percent value.
 - 'Base' field a dollar value.
 - 'Period From' and 'Period To' fields allow the user to enter dates or display the date picker to select dates.
 - 'Amount Charged' is a dollar value field
 - 'Federal Share' a dollar value field.

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Indirect Expens	5e		
Туре	N/A 🗸	Period From	mm/dd/yyyy
Rate	0%	Period To	mm/dd/yyyy
Base	\$0	Amount Charged	\$0
		Federal Share	\$0

7) Enter dollar values into the 'This Period' fields for the following sections on the form:

Note: TrAMS will auto populate any \$ signs and commas when you click outside of the field.

- a) 'A. Federal Cash on hand at Beginning of Period'
- b) 'B. Federal Cash Receipts'
- c) 'C. Federal Cash Disbursements'
- d) 'F. Federal Share of Expenditures'
- e) 'G. 'Recipient Share of Expenditures'

A. Federal Cash on Hand at Beginning of Period	
Previous \$0	Cumulative \$0
This Period \$0	Calculated by System
B. Federal Cash Receipts	
Previous \$0	Cumulative \$0
This Period s0	Calculated by System
C. Federal Cash Disbursements	
Previous \$0	Cumulative \$0
This Period \$0	Calculated by System
D. Federal Cash on Hand at End of Period (A + B - C)	
Previous \$0	Cumulative \$0
Calculated by System	Calculated by System
This Period \$0	
Calculated by System	
E. Total Federal Funds Authorized	
	Cumulative \$145,220
F. Federal Share of Expenditures	
Previous \$0	Cumulative \$0
This Period s0	Calculated by System
G. Recipient Share of Expenditures	
Previous \$0	Cumulative \$0
This Period \$0	Calculated by System

Note: You are allowed to **type in** negative numbers into any of the editable fields on the FFR. However, calculated fields CANNOT be negative.

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E. Total Federal Funds Authorized	
	Cumulative \$145,220
F. Federal Share of Expenditures	
Previous \$0	Cumulative \$0
This Period \$0	Calculated by System
G. Recipient Share of Expenditures	
Previous \$0	Cumulative \$0
This Period \$0	Calculated by System
H. <mark>Total Expenditures (F + G</mark>)	
This Period \$0	Cumulative \$0
Calculated by System	Calculated by System

Note: TrAMS calculates the total expenditures based on the award control totals.

- 8) You will also be able to enter dollar values into the 'Amount' fields for the following sections on the form:
 - a) 'I. Federal Share of Unliquidated Obligations'
 - b) 'J. Recipient Share of Unliquidated Obligations'

I. Federal Share of Unliquidated Obligations	
Amount	\$0
J. Recipient Share of Unliquidated Obligations	
Amount	\$0

- c) 'K. Total Unliquidated Obligations'
- d) 'L Total Federal Share'
- e) 'M. Unobligated Balance of Federal Funds'
- f) 'N. Total Recipient Share Required'
- g) 'O. Remaining Recipient Share to be Provided'



	Amount	\$0
K. Tatal Unlimited and Obligations (L. D.		
K. Total Unliquidated Obligations (I + J)		
	Amount	\$0
		Calculated by System
L. Total Faderal Share (F. L.I)		
L. Total Federal Share (F + I)		
	Amount	\$0
		Calculated by System
M. Unobligated Balance of Federal Funds (E - L)		
w. onobigated balance of rederal rullus (E - L)		
	Amount	\$145,220
		Calculated by System
N. Total Recipient Share Required		
ni rotar recipient onare required		
	Amount	\$12,000
O. Remaining Recipient Share to be Provided [N - (G + J)]		
	Amount	
		Calculated by System

Note: The total recipient share is derived from the award control total at the time the FFR is generated.

- h) 'P. Federal Program Income on Hand at Beginning of Period'
- i) 'Q. Total Federal Program Income Earned'
- j) 'R. Federal Program Income Expended in Accordance with the Deduction Alternative'
- k) 'S. Federal Program Income Expended in Accordance with the Addition Alternative'
- I) 'T. Federal Program Income Expended on Allowable Transit Capital and Operating Expense'
- m) 'U Federal Unexpanded Program Income'

P. Federal Program Income on Hand at Beginning of Period	
Amount	\$0
Q. Total Federal Program Income Earned	
Amount	: \$0
R. Federal Program Income Expended in accordance with the deduc	tion alternative
Amount	\$0
S. Federal Program Income Expended in accordance with the additi	on alternative
Amount	: \$0
T. Federal Program Income Expended on allowable Transit Capital a	nd Operating expense
Amount	\$0
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or ((P + Q - T)]
Amount	\$0
	Calculated by System
	CALCULATE TOTALS CLOSE TASK

9) Once you have completed entering all details, click the 'Calculate Totals' button.

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On June 21, 2018, FTA made a modification to the FFR report form rules; it no longer allows the calculated value of Line D to be negative (see Note below). Please be aware that FFRs submitted before this date may show negative amounts.

Note: To avoid system validation errors while entering dollar values into the 'This Period' and 'Amount' fields, you must keep the following rules in mind for the FFR:

The sum of the value displayed under the 'Cumulative' field in 'G. Recipient Share of Expenditures' and the value provided for 'J. Recipient Share of Unliquidated Obligations' must be less than or equal to the value displayed for 'N. Total Recipient Share Required.'

You cannot input values in both 'R. Federal Program income expended in accordance with the deduction alternative' and 'T. Federal Program income expended on allowable transit Capital and operating expense.' You will be allowed to enter a value for only one of these fields.

Each of the separate values entered for 'A. Federal Cash on hand at Beginning of Period,' 'B. Federal Cash Receipts,' 'C. Federal Cash Disbursements,' 'F. Federal Share of Expenditures,' and 'I. Federal Share of Unliquidated Obligations' cannot be greater than 'E. Total Federal Funds Authorized.'

The calculated value of 'D. Federal Cash on hand at End of Period (A + B - C)' cannot be negative.

The calculated value of 'O. Remaining Recipient Share to be provided [N - (G + J)]' cannot be negative.

10) The system will display the 'Confirm FFR Data' form. If you wish to return to the previous 'Input FFR Values' form to make changes, click on the 'Modify FFR Values' button. If the User navigates away from the task, a new task to Review FFR will be displayed on the My Work page.

5.4.3.1.2 Task: Review FFR - [Fiscal Year and Cycle] Federal Financial Report for Federal Award ID No. [Application Number]

Federal Fir	ancial Report (FFR) Co	nfirm FFR Data			
Recipient Sum	imary				
Recipient ID	9900		DUNS	999999999	
Recipient Name	TrAMS Transit Organization		EIN Number	134146467	
UEI	HW4YBLZG5NM6				
~Award Sumn	nary				
Federal Award ID	VA-2020-002-02		Award Name	Refrain from using application - For the use of Final C	oncurrence User Guide
Number (FAIN)			Award Status	Active Award / Ready for Closeout	
FFR Reporting Frequency Required	Quarterly	c c	bligated Date	2/4/2020	
Preaward Authority	Yes, Preaward Authority utilized				
	No, Preaward Authority not utilized				
✓Federal Fina	ncial Report Summary				
Report Type	Quarterly	FFR	Report Status	Work in Progress	
Report Period	Quarter 2 (Jan - Mar), FY 2022	Re	port Due Date	1/14/2022	
Report Period Begin Date	1/14/2022		Updated By	John TrAMS	
Report Period End	1/14/2022		Updated Date	1/28/2022	
Date	1714/2022				
	O Yes, Final Report				
	No, Not Final Report				
Status Log					
Previous Status		New Status	Updated Dat	te I	. Updated By
Work in Progress		Work in Progress	1/28/2022		John TrAMS
Task Launched		Work in Progress			N/A
Indirect Exper	ise				

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11) Sections 'A' to 'U' will display the data entered in the previous step.

12) Once you have finished entering information for the FFR, click the 'Continue to Submission' button.

ransactions	Previous	Current	Cumulative
. Federal Cash on Hand at Beginning of Period	\$0	\$0	\$0
). Federal Cash Receipts	\$0	\$0	\$0
. Federal Cash Disbursements	\$0	\$0	\$0
0. Federal Cash on Hand at End of Period (A + B - C)	\$0	\$0	\$0
. Total Federal Funds Authorized			\$100
Federal Share of Expenditures	so	\$0	\$0
. Recipient Share of Expenditures	so	\$0	\$0
I. Total Expenditures (F + G)	so	\$0	\$0
Federal Share of Unliquidated Obligations			\$0
Recipient Share of Unliquidated Obligations			\$0
. Total Unliquidated Obligations (I + J)			\$0
. Total Federal Share (F + I)			\$0
A. Unobligated Balance of Federal Funds (E - L)			\$100
I. Total Recipient Share Required			\$0
0. Remaining Recipient Share to be Provided [N - (G + J)]			\$0
. Federal Program Income on Hand at Beginning of Period			\$0
). Total Federal Program Income Earned			\$0
. Federal Program Income Expended in accordance with the deduction alternative			\$0
. Federal Program Income Expended in accordance with the addition alternative			\$0
Federal Program Income Expended on allowable Transit Capital and Operating expenses			\$0
J. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			\$0

- 13) The 'Submit FFR' form will be displayed. Use the 'Back' button at the bottom of the form if you wish to return to the previous form.
- 14) Enter any comments for FTA into the 'Submission Remarks' field and then click the 'Submit to FTA' button to proceed. The 'Save' button can be used to save the comments entered into the 'Submission Remarks' field. This is a required field.



Federal Financial Report (FFR) Sub	mit FFR		
Recipient Summary			
Recipient ID 9900		DUNS 99999999	
Recipient Name TrAMS Transit Organization		EIN Number 134146467	
UEI HW4YBLZG5NM6			
∽Award Summary			
Federal Award ID VA-2020-002-02		Award Name Refrain from using application - For the use of Final Concu	irrence User Guide
Number (FAIN) FFR Reporting Quarterly		Award Status Active Award / Ready for Closeout	
Frequency Required	0	bligated Date 2/4/2020	
Preaward Authority Ves, Preaward Authority utilized			
No, Preaward Authority not utilized			
∽Federal Financial Report Summary			
Report Type Quarterly	FFR	Report Status Work in Progress	
Report Period Quarter 2 (Jan - Mar), FY 2022	Rep	oort Due Date 1/14/2022	
Report Period Begin 1/14/2022 Date		Updated By John TrAMS	
Report Period End 1/14/2022	1	Updated Date 1/28/2022	
Date			
Final Report? O Yes, Final Report			
No, Not Final Report			
Status Log			
Previous Status	New Status	Updated Date	Updated By
Work in Progress	Work in Progress	1/28/2022	John TrAMS
Task Launched	Work in Progress		N/A
Recipient Remarks			
Submission Remarks			
When this report is submitted to FTA, the submitter and the individuals providir or administrative penalties. (U.S. Code, Title 18, Section 1001).	ing the information submitted to FTA, if any, certify that it is true, complete, and a	ccurate to the best of their knowledge. They are aware that any false, fictit	ious, or fraudulent information may subject them to criminal, civil,
Submitted By John TrAMS			
Submitted Date 1/28/2022			
			SUBMIT TO FTA BACK SAVE CLOSE TASK

- 15) The 'Submitted' form will be displayed with the following confirmation message: 'Federal Award ID Number [FAIN #] FFR for [FY] [Report Frequency] has been submitted to FTA.'
- 16) Click the 'Close' button. The system returns you to the 'Tasks' tab and the task link will now be removed from the task list.

Federal Financial Report Submitted	
Success! Federal Award ID Number FL-2018-006-00FFR for 2018 7 has been submitted to FTA.	
	CLOSE

5.4.4 Milestone Progress Report (MPR)

5.4.4.1 Task: Complete and Submit MPR

To complete the Milestone Progress, Report the user must have the 'MPR Reporter' user role.

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The task to complete the MPR will be assigned 30 days prior to their due date. Users will receive a system generated email notification that they have a task. The email goes to the MPR Reporter Group; therefore, everyone with the MPR user role will receive the task. The task will allow the MPR Reporter to complete and submit their Milestone Progress Report. A task will be issued for each active award.

The number of tasks assigned to a user will be visible next to the 'My Work' tab.

1) After the MPR Reporter successfully logs on, click the 'My Work' tab.

A WELCOME	MY WORK (13)	ECORDS	III 🕡 Toolea baak Aansatate
			⊘ TrAMS Website ᠿHelp Page
TrA	MS		

2) Select the task 'Complete [FY] [Report Frequency] Milestone Progress Report' for the application. The form will populate; accept the task to complete the report.

Complete 2021 MPR VA-2020-003-00 9900	VA-2020- 003-00	User Guide Project	Active (Executed)	9900	TrAMS G9900 MPR Reporter	10/29/2021 10:40 AM EDT
Complete 2021 FFR VA-2020-003-00 9900	VA-2020- 003-00	User Guide Project	Active (Executed)	9900	John TrAMS	10/29/2021 10:40 AM EDT

- 3) The 'Milestone Progress Report (MPR) | Summary' form fields will display.
- 4) At any point, you may click the 'Close Task' button to return report to the 'Tasks' tab without saving any changes and retain the task.

∽Milestone Pr	ogress Report Sumn	nary	
Report Type	Monthly	MPR Report Status	Work in Progress
Report Period	April, 2018	Report Due Date	5/30/2018
Report Period Begin	4/1/2018	Last Update By	N/A
Date		Last Update Date	
Report Period End Date	4/30/2018		
Final Report?	🔵 Yes, Final Report		
	No, Not Final Report		
Award Overvi	ew		
MPR Overview Remar	ks		
			1
Provide details about ove	rall progress of this award including	all projects within the award	

5) The Report Begin Date – is the date that the period for which activities being reported on begins. Example: the beginning date for Q2 reports in FY18 would begin on January 1, 2018.

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- 6) The Report End Date is the date that the period for which activities being reported on ends. Example: the end date for Q2 reports s for FY18 would end on March 30, 2018.
- 7) The Report Due Date is the date that the reports are due. Example: the due date for Q2 reports in FY18 is April 30, 2018. However, the task will still be available in TrAMS up through the date when the task closes (in this example is June 30, 2018).

Note: TrAMS will pre-select the 'Final Report' radio button based on the whether the report is final or not. The final button is auto populated once a closeout is created. Users cannot select this radio button.

8) Enter comments into the 'MPR Overview Remarks' field to provide details about overall progress of the award scope of work. This is a required field and the field length is limited to 255 characters.

Award Overview	
MPR Overview Remarks	
Provide details about overall progress of this award including all projects within the award	11

9) Review all line items displayed under the 'List of Line Items' grid. Any value greater than zero under the 'Number of Milestones Pending' column indicates pending milestone(s) (this means the last estimated date passed during the reporting cycle and it must be updated). The user must provide an appropriate 'Actual Completion Date' or 'Revised Estimated Completion Date'.

NI	Project Number	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number Mileston Pending	es
	L-2018-	114-00	BUS: SUPPORT EQUIP AND FACILITIES	11.44.11	REHAB/RENOVATE - SUPPORT VEHICLES	2	1	

Note: A milestone is considered 'Pending' if one of the following is true:

- The 'Original Estimated Completion Date' expired on or before the 'Report Period End Date'
- There is no 'Actual Completion Date' indicated yet; and the milestone is before the 'Report Period End Date'

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- The 'Revised Estimated Completion Date' expired on or before the 'Report Period End Date'
- 10) Select the check box for an activity line item with a pending milestone to display the activity information and milestones.

.ist	of Line l	tems					
~	Project Number	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
~	FL-2018- 006-01-00	114-00	BUS: SUPPORT EQUIP AND FACILITIES	11.44.11	REHAB/RENOVATE - SUPPORT VEHICLES	2	1

11) The form will expand to display the 'Line Item Details,' 'FTA Funding Information,' and 'Milestones' sections.

Lin	e Item Detai	s							
Line	Item Number		Line Item Nan	ne					
11.71	.11		OTHER 3RD PA	OTHER 3RD PARTYCONTRACTUAL SERVICES					
Allocation Type			Activity Type	Activity Type					
			OTHER 3RD PA	OTHER 3RD PARTYCONTRACTUAL SERVICES					
Quar	ntity								
1	1								
FT	A Funding Inf	ormation							
	Funding Source SC 5310 - (MAP 21)For	mula Grants for Enhanced Mob of Sr. &	lnd. w Disab						
FTA F \$147,	Funding Amount ,734								
Mil	estones								
	ADD NEW MILESTONE								
	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description				
	Contract Award	1/1/2016			Initiaion of purchase order with selected vendor to provide transportation to eligible voucher holders.				

12) To update Pending Milestones, select the checkbox associated with milestones whose estimated dates are in the past in relation to the 'Report Period End Date' (ex. if the report period end date is 3/31/2016 all milestones with estimated dates that are earlier than 3/31/2016 will be considered pending and will need to be updated).



Mil	estones				ADD NEW MILESTONE
	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
~	Contract Award	1/1/2016			Initiaion of purchase order with selected vendor to provide transportation to eligible voucher holders.
	Contract Complete	6/30/2017			Completion of the provision of transportation services under this grant.
				SAVE ALL CHANGES	CONTINUE TO SUBMISSION CLOSE TASK

- a) Enter either a revised estimated completion date or an actual completion date.
- b) Enter Milestone Progress Comments
- c) Select 'Save All Changes' button (this button saves information and keeps you on the page)

Each milestone can only have one date – either a new Revised Estimated Completion Date or an Actual Completion Date.

Original Milestone Details	
Milestone Name	Original Estimated Completion Date
Contract Award	1/1/2016
Milestone Detailed Description	
Initiaion of purchase order with selected vendor to provide transportation to eligible vot	icher holders.
Milestone Progress Information	
Revised Estimated Completion Date	Revision #
mm/dd/yyyy	6
Actual Completion Date	
mm/dd/yyyy	
Milestone Progress Comments	
	1
Enter details about milestone progress (e.g. date changes, etc.)	
	SAVE ALL CHANGES CONTINUE TO SUBMISSION CLOSE TASK

Revised Estimated Completion Date must be a date in the future of the 'Report Period End Date'; Actual Completion Date must be on or before the 'Report Period End Date'.

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ogress Report Summary		
Quarterly	MPR Report Status	Work in Progress
Quarter 2 (Jan - Mar), FY 2018	Report Due Date	4/30/2018
1/1/2018	Last Update By	N/A
	Last Update Date	
3/31/2018		
Yes, Final Report		
💿 No, Not Final Report		
	Quarterly Quarter 2 (Jan - Mar), FY 2018 1/1/2018 3/31/2018 Ves, Final Report	Quarterly MPR Report Status Quarter 2 (Jan - Mar), FY 2018 Report Due Date 1/1/2018 Last Update By 3/31/2018 Last Update Date

If you enter invalid values for Revised Estimated Completion Date (i.e. a date in the past) or for Actual Completion Date (i.e. a date in the future), the system will display an error message indicating the issue with the entered date.

The Revision number field on the MPR task is a system generated number that increments per milestone per reporting cycle. For example, if the revision number field displays a "6", that is the sixth MPR task for that specific grant, where an existing milestone has been present on a single ALI.



- 13) To add a new milestone to the activity, click the 'Add New Milestone' button. The form will expand further to display the 'Add New Milestone' section:
 - a) Enter a name for the milestone into the 'Name' field.
 - b) Click in either the 'Estimated Completion Date' or the 'Actual Completion Date' field to enter a date or display the date picker to select a date from. You may only enter a date in one field.
 - c) Enter a comment about the milestone into the 'Detailed Description' field. This is a required field.
 - d) Once you have completed entering information in all fields, click the 'Save All Changes' button and you will be returned to the 'Milestones' grid.



Add New Milestone				
Name				
Estimated Completion Date				
mm/dd/yyyy				
Actual Completion Date				
mm/dd/yyyy				
Detailed Description				
				//
		SAVE ALL CHANGES	CONTINUE TO SUBMISSION	CLOSE TASK
	_			

14) Click on the 'Continue to Submission' button to proceed with the next step in completing the MPR.

a) If you have made changes but wish to return to the form at a later date, you can close the task by clicking on 'Close Task'. When you return to the task all saved changes will display.

ription
paon

15) The 'Submit MPR' form will be displayed. Use the 'Back' button at the bottom of the form if you wish to return to the previous form. The 'Save' button can be used to save the comments entered into the 'Submission Remarks' field. Enter any comments for FTA into the optional 'Submission Remarks' field and then click the 'Submit to FTA' button to proceed.

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					III 🚺 C Focked York Admension
Milestone I	Progress Report (MPR)) Submit MPR			
Recipient Sum	mary				
Recipient ID	9900		DUNS	99999999	
Recipient Name	TrAMS Transit Organization		EIN Number	134146467	
UEI	HW4YBLZG5NM6				
Award Summa	ry				
Award Name	VA-2020-002-02		Award Name	Refrain from using application - For the use of Final Concurrence User Guide	
MPR Reporting Frequency	Quarterly		Award Status	Active Award / Ready for Closeout	
Milestone Prog	gress Report Summary				
Report Type	Quarterly		MPR Status	Work in Progress	
Report Period	Quarter 2 (Jan - Mar), FY 2022		Updated By	John TrAMS	
Report Due Date	1/14/2022		Updated Date	2/1/2022	
Recipient Subr	nission Remarks				
Submission Remarks					
					h
	Provide any additional comments about the report	*			
		ibmitter and the individuals providing the information submitted or administrative penalties (U.S. Code, Title 18, Section 1001).	to the FTA, if any, certify that it	is true, complete, and accurate to the best of their knowledge. They are aware	e that any false, ficticious, or fraudulent
					SUBMIT TO FTA BACK SAVE

16) The 'Submitted' form will be displayed with the following confirmation message: 'Federal Award ID Number [FAIN #] MPR for [FY] [Report Frequency] has been submitted to FTA for review.'

Milestone Progress Report Submitted	
Federal Award ID Number FL-2018-006-00 MPR for 2018 7 has been submitted to FTA for review.	
	CLOSE

17) Click the 'Close' button. The system returns you to the 'Tasks' tab and the task link will now be removed from the task list.

5.5 Post-Award Management

Activity conducted after a grant is award is considered post-award management. These activities consist of budget revision, amendment, reporting and close out.

A budget revision can be initiated by the Recipient for changes to an award, as long as the change does not include new scope codes or funding amounts. For changes to the scope codes or funding amount, the Recipient may initiate an amendment. When an amendment has been initiated, TrAMS will send the request through a full cycle of FTA reviews and approvals similar to the initial grant approval process. For a change to, modify terms and conditions or make funding adjustments, an FTA user will initiate an Administrative Amendment.

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5.5.1 Budget Revisions

A budget revision is any change to an award that has an impact on the budget allocation of the original award. A budget revision may be a transfer of funds within a project scope or between existing ALIs within an approved award. It could also include the addition or deletion of an ALI.

The function of a budget revision is to allow the transfer of funds within or across existing project scope codes and budget activity line items (ALIs), add additional ALIs, or make updates to Application Details (narrative, performance end date, OMB questions).

5.5.1.1 User Roles

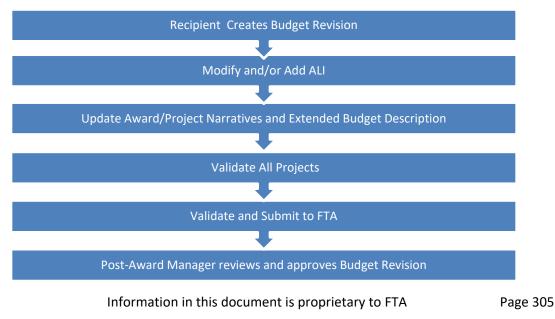
Users with the "Developer" or "Submitter" role can initiate a budget revision.

5.5.1.2 Budget Revision Workflow

Once a budget revision is initiated, the award status is moved to 'Active / Budget Revision In-Progress'. No other types of revisions (Amendments or Closeout Amendments) may be initiated until the award is back in an 'Active (Executed)' status.

Budget revisions are reviewed and approved by FTA staff in the Regional Post-Award Manager user role. FTA may reject the budget revision and return it to the recipient for additional modifications. Following approval of the budget revision, FTA staff may need to take additional steps within TrAMS to align obligated funds to the new budget. Upon completion of FTA actions, the award will return to the 'Active (Executed)' status.

The award must be back in Active status before any additional drawdowns can be made against the revised budget. Recipients should wait three (3) to five (5) business days after budget revision approval to seek a drawdown.



The following is the general workflow of a budget revision:



5.5.1.3 Budget Revision Creation and Submission

5.5.1.3.1 Related Action: Create Budget Revision

Updates to the content of this section are in progress.

To create a 'Budget Revision' you must be logged on with the 'Submitter' or 'Developer' user roles and the award must be in the 'Active (Executed)' status.

- 1) Locate your award, and select the 'Related Actions' tab.
- 2) Click the 'Create Budget Revision' related action.
- 3) Select one or more of the following budget revision reasons (required).
 - a) Modify FTA Funding Across Existing Scope Codes
 - b) Modify FTA Funding Within Existing Scope Codes
 - c) Modify Non-FTA Funding for Existing Scopes
 - d) Modify Quantities for Existing ALI

If you are using the budget revision process to modify the period of performance, end date use (b) Modify Funding Within Existing Scope Codes.



Award Summary					
Recipient Name Trans Transit Organization	Award Name Bus Transit Modernization				
Recipient ID 9900	Award Number FL-2018-002-00				
Budget Revision Guidance					
Guidance on Programmatic and Award Management Requirements can be found in FTA Circui	ars by visiting				
https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/final-circulars					
Budget Revision Information					
Budget Revision Reasons *					
Modify FTA Funding Across Existing Scopes Modify FTA Funding Within Existing Scope					
Modify FLA Funding within Existing Scope					
Maariy Non-FLA Hunding for Existing Scopes					
moony quarters of a save choices.					
The budget revision will be recorded under the name of:					
The budget revision will be recorded under the name of: Revised By Submitter1 TRAMS					
The budget revision will be recorded under the name of: Revised By Submitter1 TRAMS Revised Date 9/10/2018					
Revised By Submitter1 TRAMS					
Revised By Submitter1 TRAMS Revised Date 9/10/2018					

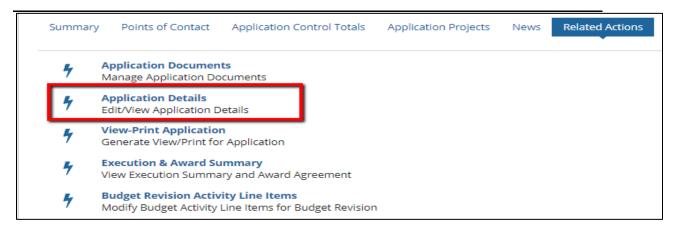
- 4) Provide an explanation for the change. (Character limitation is 450 Characters including spaces)
- 5) Click 'Create Budget Revision' to initiate the budget revision process
- 6) Click 'Cancel' to return to the 'Related Actions' page without creating a budget revision.
- 7) A success message will be displayed following the successful initiation of a budget revision.

Budget Revision Created	
Success! Federal Award ID Number FL-2018-002-00 budget revision has been created.	
	CLOSE

8) Select the Close button to return to the Related Actions list.

<u>Note</u>: To modify the period of performance end date, use the 'Related Actions' tab from the top bar and select "Application Details" from the main menu. Enter the period of performance end date. The system will not allow past dates to be entered.

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oplication De	tails			
Application Name	Bus Transit Modernization			
Application Type	Grant			
pplication Point of Contact	trams.official1			
Application Recutive Summary	Give me money			
	 Yes, this application includes funds for research and/or development activities. No, this application does not include funds for research and/or development activ 	ities.		
Period of Performance Start Date	11/4/2017	Period of Performance End Date	11/3/2017	

5.5.1.3.1.1 Error Messages while Creating a Budget Revision

- 1) Recipient users may encounter error messages when the active award has a pending Budget Revision or a pending amendment. The system will populate an error message indicating the applicable pending action. For example:
 - a. For budget revisions, user can confirm if a pending action by reviewing the related action menu option Budget Revision History.

Note:	These revisions apply	to this amendmen	t only. To see revisions to previous amendr	ments, search for those amendments o	n the Records tab.	
	Revision † Number	Revision Status	Revision Description	Revision Reason	Date Created	Date Approved
	0	Approved	New Application	New Application	2/23/2016 4:20 PM GMT+00:00	9/13/2016 2:59 PM GMT+00:00
	1	Pending	12/4/2018 Budget Revision The purpose of this budget revision is to move a total of \$12,000 (\$9,600 federal and \$2,400 local) from ADA Construction 11.93.09 to ADA Engineering/Design 11.91.09.	Modify FTA Funding Within Existing Scope	12/4/2018 7:10 PM GMT+00:00	

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b. For amendments, users can determine if a there is a pending action by searching for the application without the amendment extension (-00 or 01, etc...). In the example below, award 00 is inactive; the active award is 01 and amendment 02 is in review; once amendment 02 is approved, amendment 01 will move to the "Active Award/ Inactive Amendment" status.

ELCOME MY	WORK (13) RECORDS RE	PORTS						7 Application Details
VA-2021-001-00	Sample Application	9900-2021-4	Application Submitted	9900	TrAMS Transit Organization	Region 3	12/23/2020 12:09 PM EST	 Yiew-Print Application Application Documents Application Details
VA-2020-005-00	Application for the User Guide Screenshots	9900-2020-9	FAIN Assigned / Ready for Submission	9900	TrAMS Transit Organization	Region 3	7/10/2020 2:48 PM EDT	 Y View-Print Application Application Documents Application Details
VA-2020-004-02	User Guide Test	9900-2020-7	Active Award / Ready for Closeout	9900	TrAMS Transit Organization	Region 3	11/22/2021 3:13 PM EST	 View-Print Application Application Documents Application Details
VA-2020-004-01	User Guide Test	9900-2020-7	Active (Executed)	9900	TrAMS Transit Organization	Region 3	11/22/2021 3:07 PM EST	 Yiew-Print Application Application Documents Application Details
VA-2020-004-00	User Guide Test	9900-2020-7	Active Award / Inactive Amendment	9900	TrAMS Transit Organization	Region 3	6/17/2020 6:50 PM EDT	 Yiew-Print Application Application Documents Application Details
VA-2020-003-01	User Guide Project	9900-2020-5	Transmitted / Ready for FTA Review	9900	TrAMS Transit Organization	Region 3	9/16/2021 9:57 PM EDT	 View-Print Application Application Documents Application Details
VA-2020-003-00	User Guide Project	9900-2020-5	Active (Executed)	9900	TrAMS Transit Organization	Region 3	6/17/2020 4:29 PM EDT	 View-Print Application Application Documents Application Details

2) The Budget Revision remarks field is limited to 450 characters. If the grantee exceeds the character limits (including spaces) the system will reject the create budget revision function.



- 3) The information in the 'Award | Budget Revision Details' form can be modified as several points during the creation and during the review process. The grantee will be presented with the same form again prior to submission, and can be edited at that time.
- 4) Users should be aware of the below:
 - i) The 'Budget Revision Reasons' field requires at least one selected check box
 - ii) The Budget Revision Description field does not accept certain special characters; it is best to avoid bullets and \$ signs.
 - iii) The Budget Revision Description will display in the Budget Revision View Print History Grid once created. The information should be concise. It is preferred that the detailed budget revision information is incorporated into Executive Summary.
 - iv) If there is a pending action on the award, the grantee will not be able to create a new budget revision until the prior action is completed or deleted. Refer to the *Related Action: Delete Budget Revision.*

Award Budget Revision Details		
Award Summary		
Recipient Name Transit Organization	Award Name Test Application for User Guide	
Recipient ID 9900	Award Number FL-2016-003-00	
Budget Revision Guidance		
- suidance on Programmatic and Award Management Requirements can be found	in FTA Circulars by visiting	
ttps://www.transit.dot.gov/regulations-and-guidance/fta-circulars/final-circulars		
Budget Revision Information		
udget Revision Reasons *] Modify FTA Funding Across Existing Scopes] Modify FTA Funding Within Existing Scope		
Modify Non-FTA Funding for Existing Scopes		
Modify Quantities for Existing ALI		
elect one or more of the above choices.		
udget Revision Description		
he budget revision will be recorded under the name of:		
Revised By Submitter2 TRAMS		
Revised Date 1/24/2019		
Review History		
Comments [No comments available]		

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5.5.1.3.2 Related Action: Budget Revision Activity Line Items

When modifying Budget Activity Line Items (ALIs) in TrAMS, the display fields and options available vary slightly for applications that were originally created in TEAM or TrAMS. Separate sections are included to address the different business rules that apply to TEAM and TrAMS awards.

5.5.1.3.2.1 Budget Revision Activity Line Items (TrAMS Award)

To modify the budget ALIs for an application

- 1) Select the Related Actions tab from the Application/Award level.
- 2) Click the 'Budget Revision Activity Line Items' option.

Budget Revision Activity Line Items

Modify Budget Activity Line Items for Budget Revision

- 3) The 'Manage Budget Revision Activity Line Items and Milestones' form will be displayed. The ALIs associated with the application are shown in the 'Existing Line Items' section.
- 4) At any point, you may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.

	plicatio	n Manago	e Budget Revision A	ctivity Line l	tems and Mi	estones		
Red	ipient Det	ails						
Recip	pient ID			Recipi	ient Name			
9900				Trams	Transit Organization			
Aw	ard Summ	ary						
Recip	pient Name	-		Award	d Name			
Fram	s Transit Organiza	ation		Bus Tr	ansit Modernization			
Recip	pient ID			Feder	al Award ID Number (FAIN)		
9900				FL-201	8-002-00			
	nding Sumi	t	FTA Amo	unt - Award	Difference		FTA Ar	mount - Budget Revisio
530	9 - New Starts			\$100.00	\$0.00			\$100.0
550								
Exi	sting Line I		ne item and a new section will appear below wi	ith line item and milestone d	letails			
Exi				ith line item and milestone d Activity Type	etails Award FTA Amount	Revised FTA Amount	Award Total Eligible Cost	
Exi	it a line item, click o	on the checkbox for the li	Line Item Number / Name 11.23.02 CONSTRUCT - TRANSIT		Award FTA			Co
Exi	it a line item, click o Project Number FL-2018-002-	Scope Name / Code	Line Item Number / Name 11.23.02 CONSTRUCT - TRANSIT	Activity Type Construct Bus	Award FTA Amount	Amount	Cost	Revised Total Eligibl Co: \$10

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5) Add new ALIs to an existing Project

a) Click on the 'Add Line Item' button

VA-2020-00	1-00 Project Selection for Add Line Item
To Which Project Should the Line Item Be Added?	VA-2020-001-01-00 - User Guide Testing -
	CONTINUE

- b) The 'Project Selection for Add Line Item' form will be displayed. Use the provided drop-down menu to select a project to add ALIs to and then click the 'Continue' button.
- c) The 'Add New Budget Activity Line Items (ALIs)' form will be displayed.
- d) Click the '+Add Item' link to begin adding a new line item.
- **Note:** The available selection of scope codes and funding sources for any new ALIs added to the project(s) during the budget revision will be limited to selections made in the latest approved award.

-	ect Add New Budget Activity	Line Items (ALIS) ine items and add more. Click "Finish" to save your current line items and	return to previous form.
~ Exis	ting Budget Activity Line Items (ALIs)		
Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name 1
Complet	ted 112-00 BUS TRANSITWAYS/LINES	CONSTRUCT BUS TRANSITWAYS/LINES	11.23.02 CONSTRUCT - TRANSIT MALL
New I	Budget Activity Line Items (ALIs)		
Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name
		No items available	
+Add Iten	n		
			SAVE FINISH CANCEL

- 6) Clicking the 'Cancel' button will return you to the 'Manage Budget Revision Activity Line Items and Milestones' form without saving any changes. The system will provide a warning prompt for confirmation before returning you to the previous screen.
- 7) The 'New Budget Activity Line Items (ALIs)' section will create a new grid row and display selectable fields each time the '+Add Item' link is clicked. Click the 'DEL' link if you wish to delete an ALI that you added to the grid.

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-		Add New Budget Activ 10) line items at a time. Click "Save" to save your cu	vity Line Items (ALIS) urrent line items and add more. Click "Finish" to save your curre	ent line items ar	nd return to previous form.	
~ Exist	ting Buo	dget Activity Line Items (ALI	s)			
Status		Scope Code / Scope Name	Activity Type		Line Item Number / Line Item Name	Ť
Complet	ted	112-00 BUS TRANSITWAYS/LINES	CONSTRUCT BUS TRANSITWAYS/LINES		11.23.02 CONSTRUCT - TRANSIT MALL	
A New Status	Ū	t Activity Line Items (ALIs) le / Scope Name	Activity Type	Lin	e Item Number / Line Item Name	
0	Select Scop	De la	▼	•		- DE L
You must : +Add Item		e, activity type and item name for each line item	in the grid before saving		SAVE FINISH	CANCEL

- 8) Select a Scope Code from the drop-down menu provided under the 'Scope Code / Name' field.
 - a) Select an activity type for the selected scope from the drop-down menu provided under the 'Activity Type' field.
 - b) Select a line item name or number from the drop-down menu provided under the 'Line Item Number/Line Item Name' field
 - c) Click the 'Finish' button to add all new ALIs that have been completed to the project and return to the 'Manage Budget Revision Activity Line Items and Milestones' form.

-		Add New Budget Activit	ty Line Items (ALIS) nt line items and add more. Click "Finish" to save your current line iter	ms and return to previous form.
~Exist	ting Bu	dget Activity Line Items (ALIs)		
Status		Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name
Complet	ted	112-00 BUS TRANSITWAYS/LINES	CONSTRUCT BUS TRANSITWAYS/LINES	11.23.02 CONSTRUCT - TRANSIT MALL
New B	Budget	Activity Line Items (ALIs)		
Status	Scope Coo	le / Scope Name	Activity Type	Line Item Number / Line Item Name
۲	112-00 BU	IS TRANSITWAYS/LINES	ENGINEERING & DESIGN - BUS TRANSITWAY LINES	11.21.04 ENG/DESIGN - TUNNELS DE
+Add Iten	n			
				SAVE FINISH CANCEL

- 9) To update new or existing budget ALIs for a project:
 - a) Select the check box for an ALI to modify from the grid under 'Existing Line Items'. The form will expand below the grid to include the following sections for the selected line item:
 - 'Line Item Scope'
 - 'Line Item Details'

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- 'FTA Funding Information'
- 'Non-FTA Funding Information'
- 'Rolling Stock Information'
- 'Milestones'
- b) Update the Line Items as needed

	Project Number	Scope Name / Code	Line Item Number / Name 🏌	Activity Type	Award FTA Amount	Revised FTA Amount	Award Total Eligible Cost	Revised Tota Eligible Cos
	FL-2018-002- 01-00	112-00 BUS TRANSITWAYS/LINES	11.21.04 ENG/DESIGN - TUNNELS	Engineering & Design - Bus Transitway Lines	\$0	\$0	\$0	\$0
~	FL-2018-002- 01-00	112-00 BUS TRANSITWAYS/LINES	11.23.02 CONSTRUCT - TRANSIT MALL	Construct Bus Transitways/lines	\$100	\$100	\$102	\$102
ne			TRANSITWALS			SAVE LIN		
ne li	e Item Sco tem #					SAVE LINE		
ne li .23.	e Item Scc tem # .02	ope: 112-00 BUS 1				SAVE LINE		
ne li .23. and	e Item Sco tem #	ope: 112-00 BUS 7				SAVE LIN		
ne li .23. and	e Item Sco tem # .02 lard Line Item I	ope: 112-00 BUS 7 Name				SAVE LINE		

- **Note:** There is no longer a 'Zero Out Line Item' button. If you need to bring an ALI down to a zero dollar amount. Enter a '\$0' into the field. (Do not simply wipe out the amount, you must replace the amount with a zero dollar amount.) To support the reduction in ALI, type a notation in the Extended Budget Description section. The milestones can be corrected with actual dates during the next reporting cycle referencing this revision action.
 - 10) Update the 'Line Item Scope' section as needed:
 - a) Update the line item's name in the 'Custom Line Item Name' field, if needed. .

Line Item Scope: 112-00 BUS TRANSITWAYS/LINES
Line Item #
11.23.02
Standard Line Item Name
Construct - Transit Mall
Custom Line Item Name
Construct - Transit Mal
Activity Type
Construct Bus Transitways/lines

11) Update the 'Line Item Details' section as needed:

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- a) Update the quantity in the 'Revised Quantity' field with the desired number. This is an integer field and must be a whole number.
- b) Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text.
- c) Select either the Yes or No option to respond to the question, "Will 3rd Party contractors be used to fulfill this activity line item?"

Line Item Details Quantity	
' Extended Budget Description	
Test	
	li.
Will 3rd Party contractors be used to fulfill this activity line item?	
Yes, 3rd Party Contractors will be used for this line item.	
No, 3rd Party Contractors will not be used for this line item.	

12) Update the 'FTA Funding Information' section as needed:

a) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Total Eligible Cost' field will update accordingly.

FTA Funding Information	
FTA Funding Source	FTA Funding Source
5309 - New Starts	5309 - New Starts
Award FTA Funding Amount \$100	Revised FTA Funding Amount \$50

13) Update the 'Non-FTA Funding Information' section as needed:

- a) Update any existing values in fields with the desired amounts. These are all integer fields and must be whole numbers. The 'Revised Total Eligible Cost' field will update automatically.
 - i) If the budget revision changes the local match ratios, the overall award level control totals and subsequent FFR will NOT update automatically as it does on the ALI level. Consider an Amendment.



Non-FTA Funding Information	
Award Local Share Amount	Revised Local Share Amount
\$2	\$2
Award Local/In-Kind Share Amount	Revised Local/In-Kind Share Amount
\$0	\$0
Award State Share Amount	
\$0	Revised State Share Amount
Award State/In-Kind Share Amount	\$0
\$0	Revised State/In-Kind Share Amount
Award Other Federal Share Amount \$0	50
	Revised Other Federal Share Amount
Award Adjustment Amount \$0	
Award Transportation Development Credit	\$0
\$0	Revised Adjustment Amount
Award Total Eligible Cost	\$0
\$102	Revised Transportation Development Credit
	\$0
	Revised Total Eligible Cost
	\$52

Note: The 'Rolling Stock Information' section is only shown when a rolling stock line item exists in the project with a selected activity line item.

14) Update the 'Rolling Stock Information' section as needed:

- a) Select a vehicle condition from the drop-down menu provided for 'Vehicle Condition'.
- b) Enter a vehicle size into the 'Vehicle Size' field.
- c) Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.

Rolling Stock Information	Rolling Stock Information				
Vehicle Condition		Fuel			
Used	-	Biodiesel	-		
Vehicle Size					
40 feet					

15) The 'Milestones' section will be read-only if an existing line item is selected. You cannot update existing milestones during a budget revision.

Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	↓ Description
Start Date	9/10/2018			test
End Date	10/4/2018			ettst

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- 16) Update the 'Milestones' section if you have selected a new ALI that was added to the budget revision. Update the Milestones' section if you have selected a new ALI that was added to the budget revision.
- 17) Once you have completed all the sections related to the selected ALI from the grid, you will have the following options:
 - a) Click on the 'Save Line Item' button to save all information for the selected ALI and click 'Close' button to return to the 'Manage Budget Revision Activity Line Items and Milestones' form, or

Name Estimated Completion Date 1 Description Start Date 9/10/2018 Test End Date 10/4/2018 Test	Vil	estones		4	DD NEW MILESTONE
End Date 10/4/2018		Name	Estimated Completion Date	† Description	
		Start Date	9/10/2018	Test	
SAVE LINE ITEM DELETE LINE ITEM CANCEL		End Date	10/4/2018	Test	
				SAVE LINE ITEM DELETE L	INE ITEM CANCEL

Line Item Click Close Button to Save	
Click Close button to save line item and return to budget activity line items form.	
	CLOSE

b) Click on the 'Delete Line Item' button to delete the selected ALI from the project. This is only applicable to ALIs that were created during this budget revision.

Milestones		ADD NEW MILESTONE
Name	Estimated Completion Date	1 Description
Start Date	9/10/2018	Test
End Date	10/4/2018	Test
		SAVE LINE ITEM DELETE LINE ITEM CANCE

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c) Click on the 'Cancel' or 'Close' button to exit out of the form without saving changes for the selected ALI. You will be returned to the 'Related Actions' menu.

Ne	ws Tasks (10)	Records Reports Actions			Appian 🖉
	Milestones	You v want NO	\$0 ill lose your changes if you close now. Are you sure you o close? YES		
	Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
	Start Date	12/20/2017	7/1/2018		
	End Date	9/14/2018	7/1/2018		
				_	LINE ITEM CANCEL

- 18) Repeat previous steps to update the remaining ALIs in the grid as needed. The status for each ALI will change from 'In-Progress' to 'Complete.' The status of 'Complete' is required for all ALIs on the project in order to validate and mark the project as ready for FTA review.
- 19) Any new ALI must be associated with an environmental finding.
- 5.5.1.3.2.2 Budget Revision Activity Line Items (TEAM Award)

To modify the budget ALIs for a TEAM award:

- 1) Select the Related Actions tab, and
- 2) Click 'Budget Revision Activity Line Items' from the menu options.



	cipient De plent ID	tails		Recipient Name LOS ANGELES, CP				
Aw	ard Sumn	nary						
	plent Name ANGELES, CITY O	F		Award Name Bus Replacement	t and Sec. Lighting			
	pient ID				D Number (FAIN)			
	nding Sum	imary	t	FTA Amount - Award	Differ	ence	FTA Amour	nt - Budget Revision
5307 - Urbanized Area Formula Grants (2013 forward)				\$5,061,400.00	2	0.00		\$5,061,400.00
	sting Line It a line item, clid Project Number		a new section will appear below with line I Line Item Number / Name	tem and milestone details Activity Type	Award FTA Amount	Revised FTA Amount	Award Total Eligible Cost	Revised Tota Eligible Cost
								England Cost
	CA-90-Z259- 01	111-00 BUS - ROLLING STOCK	11.12.07 BUY REPLACEMENT COMMUTER BUS	Buy Replacement Commuter Bus	\$1,191,762.00	\$1,191,964.00	\$1,489,202.00	
		111-00 BUS - ROLLING STOCK 111-00 BUS - ROLLING STOCK			\$1,191,762.00 \$4,801,000.00	\$1,191,964.00 \$4,801,400.00	\$1,489,202.00	\$1,489,000.00
	01 CA-90-Z259-		COMMUTER BUS 11.12.07 BUY REPLACEMENT	Commuter Bus Buy Replacement				\$1,489,000.00
	01 CA-90-Z259- 01 CA-90-Z259-	111-00 BUS - ROLLING STOCK 113-00 BUS -	COMMUTER BUS 11.12.07 BUY REPLACEMENT COMMUTER BUS 11.33.08 CONSTRUCT -	Commuter Bus Buy Replacement Commuter Bus Construct - Furniture &	\$4,801,000.00	\$4,801,400.00	\$6,001,000.00	\$1,489,000.00 \$6,001,000.00 \$325,500.00 \$801,400.00

- The 'Manage Budget Revision Activity Line Items and Milestones' form will be displayed. The ALIs
 associated to the project are listed and displayed in grid format under the 'Existing Line Items'
 section.
- **Note:** At any point, you may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.
- 4) Click on the 'Add Line Item' button to add ALIs to this project.
- 5) The 'Project Selection for Add Line Item' form will be displayed. Use the provided drop-down menu to select a project to add ALIs to and then click the 'Continue' button.



VA-2020-00	1-00 Project Selection for Add Line Item	
To Which Project Should the Line Item Be Added?	VA-2020-001-01-00 - User Guide Testing	-
Be Audeu:		CONTINUE

6) The 'Add New Budget Activity Line Items (ALIs)' form will be displayed. Click the '+Add Item' link to begin adding a new line item. Note that your selection of scopes and funding sources for any new ALIs added to the budget revision's project will be limited to selections made in the original award.

Existing	Budget Activity Line Items (ALIs	;)	
Status Scope Code / Scope Name Activit		Activity Type	Line Item Number / Line Item Name
Completed	111-00 BUS - ROLLING STOCK	BUY REPLACEMENT COMMUTER BUS	11.12.07 BUY REPLACEMENT COMMUTER BUS
Completed	113-00 BUS - STATION/STOPS/TERMINALS	CONSTRUCT - FURNITURE & GRAPHICS	11.33.08 CONSTRUCT - FURNITURE & GRAPHICS
Completed	113-00 BUS - STATION/STOPS/TERMINALS	CONSTRUCT - FURNITURE & GRAPHICS	11.33.08 CONSTRUCT - FURNITURE & GRAPHICS
Completed	111-00 BUS - ROLLING STOCK	BUY REPLACEMENT COMMUTER BUS	11.12.07 BUY REPLACEMENT COMMUTER BUS
lew Budg	get Activity Line Items (ALIs)		
Status Scop	e Code / Scope Name	Activity Type	Line Item Number / Line Item Name
		No items available	
Add Item			

- 7) Clicking the 'Cancel' button will return you to the 'Manage Budget Revision Activity Line Items and Milestones' form without saving any changes. The system will provide a warning prompt for confirmation before returning you to the previous screen.
- 8) The 'New Budget Activity Line Items (ALIs)' section will create a new grid row and display selectable fields each time the '+Add Item' link is clicked. Click the 'DEL' link if you wish to delete an ALI that you added to the grid. (A validation message appears indicating that all three fields must be completed before the form can be saved).



Exis	ting E	Budget Activity Line Items (ALIs)					
Status Scope Code / Scope Name		Scope Code / Scope Name	Activity Type		Line Item Number / Line Item Name		
Comple	ted	111-00 BUS - ROLLING STOCK	BUY REPLACEMENT COMMUTER BUS		11.12.07 BUY REPLACEMENT COMMUTER BUS		
Comple	eted	113-00 BUS - STATION/STOPS/TERMINALS	CONSTRUCT - FURNITURE & GRAPHICS		11.33.08 CONSTRUCT - FURNITURE & GRAPHICS		
Comple	ted	113-00 BUS - STATION/STOPS/TERMINALS	CONSTRUCT - FURNITURE & GRAPHICS		11.33.08 CONSTRUCT - FURNITURE & GRAPHICS		
Completed 111-00 BUS - ROLLING STOCK		111-00 BUS - ROLLING STOCK	BUY REPLACEMENT COMMUTER BUS		11.12.07 BUY REPLACEMENT COMMUTER BUS		
New Status		get Activity Line Items (ALIs)	Activity Type		Line Item Number / Line Item Name		
0			-	•		DE	
ou must Add Iter		scope, activity type and item name for each line item in t	he grid before saving				

- 9) Select a scope code from the drop-down menu provided under the 'Scope Code / Scope Name' field.
- 10) Select an activity type for the selected scope from the drop-down menu provided under the 'Activity Type' field.
- 11) Select a line item name or number from the drop-down menu provided under the 'Line Item Number/Line Item Name' field (The validation message disappears and a checkmark appears in the status box which indicates that the form can be saved and the user can move forward).
- 12) Click the 'Finish' button to add all new ALIs that have been completed to the project and return to the 'Manage Budget Revision Activity Line Items and Milestones' form.

To update new or existing budget ALIs for a project:

- 13) Select the check box for an ALI you wish to modify from the grid under 'Existing Line Items'. The form will expand below the grid to include the following sections for the selected line item:
 - a) Line Item Scope
 - b) Line Item Details
 - c) Funding Information
 - d) Rolling Stock Information
 - e) Milestones'
- <u>Note</u>: There is no longer a 'Zero Out Line Item' button. If you need to bring an ALI down to a zero dollar amount. Enter a '\$0' into the field. (Do not simply wipe out the amount, you must replace the amount with a zero dollar amount.) Add notations in the extended budget description. The milestone can be corrected with actual dates during the next reporting cycle referencing this revision action.

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14) Update the 'Line Item Scope' section as needed:

a) Update the line item's name in the 'Custom Line Item Name' field with the desired text.

Line Item Scope: 111-00 BUS - ROLLING STOCK
Line Item # 11.12.07
Standard Line Item Name Buy Replacement Commuter Bus Custom Line Item Name
Buy Replacement Commuter Bus (la0g119)
Activity Type Buy Replacement Commuter Bus

15) Update the 'Line Item Details' section as needed:

- a) Update the quantity in the 'Revised Quantity' field with the desired number. This is an integer field and must be a whole number.
- b) Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text.
- c) Select either the Yes or No option to respond to the question, "Will 3rd Party contractors be used to fulfill this activity line item?"

Item Details	
ity	
led Budget Description	
	//
d Party contractors be used to fulfill this activity line item?	
. 3rd Party Contractors will be used for this line item.	
3rd Party Contractors will not be used for this line item.	

16) Update the 'Funding Information' section as needed:

TEAM-created applications will only display fields for Award FTA Funding Amount, Award Non-FTA Amount, and Award Total Eligible Cost. Only the FTA Funding Amount and Total Eligible Cost fields are editable in a Budget Revision for a TEAM Award.

a) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.

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b) Update the original award's total eligible cost in the 'Revised Total Eligible Cost' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.

Funding Information		
FTA Funding Source	FTA Funding Source	
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	
Award FTA Funding Amount	Revised FTA Funding Amount	
\$1,191,762.00		
Award Non-FTA Amount	\$1,191,964.00	
\$297,440.00	Revised Non-FTA Amount	
Award Total Eligible Cost	\$297,036.00	
\$1,489,202.00	Revised Total Eligible Cost	
	\$1,489,000.00	

17) Update the 'Rolling Stock Information' section as needed:

- a) Select a vehicle condition from the drop-down menu provided under the 'Vehicle Condition' field.
- b) Enter a vehicle size into the 'Vehicle Size' field.
- c) Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.

Rolling Stock Information	
Vehicle Condition	Fuel
New 🗸	Compressed Natural Gas 🔹
Vehicle Size	
45'	

<u>Note</u>: The 'Rolling Stock Information' section is only shown when a rolling stock line item exists in the project and has been selected.

18) The 'Milestones' section will be read-only if an existing line item is selected. Update the 'Milestones' section if you have selected a new ALI that was added to the budget revision.

Mil	estones				
					ADD NEW MILESTONE
	Name	Estimated Completion Date	1	Description	
	Start Date	2/1/2018			
~	End Date				
Miles	estone Details stone Name Date nated Completion Date			SAVE MILESTONE	DELETE MILESTONE CANCEL
mm	v/d/yyyy				
Miles	tone description				

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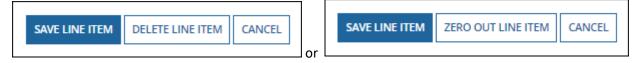
- 19) Once you have completed all the sections related to the selected ALI from the grid, you will have the following options:
 - a) Click on the 'Save Line Item' button to save all information for the selected ALI and return to the 'Manage Budget Revision Activity Line Items and Milestones' form, or

Line Item Click Close Button to Save	
Click Close button to save line item and return to budget activity line items form.	
	CLOSE

b) Click on the 'Delete Line Item' button to delete the selected ALI from the project. This is only applicable to ALIs created during this Budget Revision.

Mile	estones			ADD NEW MILESTONE
	Name	Estimated Completion Date 1	Description	
	Start Date	2/1/2018	Test	
	End Date	5/1/2018	Test	
			SAVE LINE ITEM DELET	E LINE ITEM

<u>Note</u>: There is no longer a 'Zero Out Line Item' button. If you need to bring a ALI down to a zero dollar amount. Enter a '\$0' into the field. (Do not simply wipe out the amount, you must replace the amount with a zero dollar amount.) Add notations in the extended budget description. The milestone can be corrected with actual dates during the next reporting cycle referencing this revision action.



c) Click on the 'Cancel' button to exit out of the form without saving changes for the selected ALI. You will be returned to the 'Related Actions' menu.



	-FTA Amount					
\$0.0 Tota	u I Eligible Cost		You will lose all changes if you cancel. Are you sure you want to cancel?			
\$10	0.00					
			NO			
Mi	lestones					
						ADD NEW MILESTONE
	Name	Estimated Completi	on Date	t	Description	
	Start Date	2/1/2018			Test	
	End Date	5/1/2018			Test	
					SAVE LINE ITEM	DELETE LINE ITEM CANCEL
						ADD LINE ITEM CLOSE

20) Repeat previous steps to update the remaining ALIs in the grid as needed. The status for each ALI will change from 'In-Progress' to 'Complete.' The status of 'Complete' is required for all ALIs on the project in order to validate and mark the project as ready for FTA review.

5.5.1.3.3 Related Action: Current Budget Change Log

To view the most current Budget Change Log for a budget revision:

- 1) From the Application/ Award, select Related Actions tab
- 2) Select the 'Current Budget Change Log' related action from the menu



- 3) The 'Budget Revision | Budget Change Log' form will display in read only.
 - a) It will only display the individual ALIs which were modified, and the change amounts.
 - b) The Change log will display the cumulative amounts by Scope Code (this is not the source to determine if it satisfies FTA guidance for a budget revision or amendment).
 - c) The Award Funding Summary must have a zero difference.
- 4) Click the 'Close' button to return to the 'Related Actions' menu.

<u>Note</u>: The Change Log only displays while the budget revision is available through FTA's review. Once approved, the change log is no longer visible to the recipient or FTA.

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Recipient ID	nt Details ^D				Recipient Name	05				
644					LOS ANGELES, CITY	OF				
Award	Details									
FAIN				Award Name						
CA-90-Z259-01					Bus Replacement a	ind Sec. Lightin	g			
(emp App N A-90-Z259-					Award Status Active / Budget Rev	ision In-Progre	- 22			
ward	Funding Su	nmary								
					FTA Funding Amount - Awar	rd	Difference		FTA Fund	ling Amount - Curre
Funding So	ource				intranang/intrana					-
49 USC 530	07 - (MAP 21) Urbar		a (FY2013 and forward)		\$5,061,400.0		\$0.00			\$5,061,400.
49 USC 530	07 - (MAP 21) Urbar		a (FY2013 and forward) Imulative Change Funding Source	e Log	-			ding Amount - Curr Revis	ent	Cumulative Perce
Applica _{Scope}	07 - (MAP 21) Urbar	Funding Cu	imulative Change	Jrbanized Area	\$5,061,400.0 FTA Funding Amount -	00			ent ion	S5,061,400.0
49 USC 530 Applica Scope Code	07 - (MAP 21) Urbar	Funding Cu	Funding Source	Jrbanized Area ward) Jrbanized Area	\$5,061,400.0 FTA Funding Amount - Award	Difference		Revis	ent ion 0.00	Cumulative Percer Chang 0.01
49 USC 530 Applica Scope Code 111-00 113-00	07 - (MAP 21) Urban tion Scope Scope Name BUS - ROLLING BUS -	Funding Cu stock streeminals	Funding Source 49 USC 5307 - (MAP 21) (Formula (FY2013 and for 49 USC 5307 - (MAP 21) (Jrbanized Area ward) Jrbanized Area	\$5,061,400.0 FTA Funding Amount - Award \$4,801,000.00	Difference \$400.00		Revis \$4,801,400	ent ion 0.00	Cumulative Percer Chang
49 USC 530 Applica Scope Code 111-00 113-00	07 - (MAP 21) Urbar tion Scope Scope Name BUS - ROLLING BUS - ROLLING BUS - STATION/STO BUS - STATION/STO	Funding Cu stock streeminals	Funding Source 49 USC 5307 - (MAP 21) (Formula (FY2013 and for 49 USC 5307 - (MAP 21) (Jrbanized Area ward) Jrbanized Area	\$5,061,400.0 FTA Funding Amount - Award \$4,801,000.00	00 Difference \$400.00 \$-400.00		Revis \$4,801,400	ent ion 0.00	Cumulative Perce Chan 0.01

5.5.1.3.4 Related Action: View-Print Budget Change History

Recipients may review past budget revisions by selecting the 'View Print Budget Change History' under the Related Actions tab.

- 1) Go to the Award level Related Actions tab.
- 2) Click 'View-Print Budget Change History' from the menu options.

View-Print Budget Change History

Generate View-Print for Budget Revision

 Select the checkbox for the budget revision to review and click the 'View Print' button. Note: Revision number '0" is the original award or the initial budget of an approved amendment.

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The status will be pending until FTA approves the revision request. If the budget revision status is approved, confirm that the latest amendment is Active (Executed) to determine if the overall award is in Active Status.

	Revision Number 1	Revision Status	Revision Description	Revision Reason	Date Created	Date Approved
	0	Approved	Original Budget	Modify FTA Funding Within Existing Scope;Modify Quantities for Existing ALI;Modify FTA Funding Across Existing Scopes	5/6/2016 11:57 AM EDT	1/24/2017 1:36 PM EST
	1	Approved		Modify FTA Funding Within Existing Scope	9/5/2017 1:21 PM EDT	3/27/2018 11:34 AM EDT
	2	Approved	test	Modify FTA Funding Across Existing Scopes	8/3/2018 1:21 PM EDT	9/10/2018 4:28 PM EDT
	3	Approved	Changing local amount	Modify Non-FTA Funding for Existing Scopes	9/10/2018 12:24 PM EDT	9/10/2018 3:10 PM EDT
•	4	Pending	Test	Modify FTA Funding Within Existing Scope	9/13/2018 10:41 AM EDT	
						5 items

4) Click on the 'View Print Budget Revision – [FAIN]' hyperlink to see the changes made during the budget revision.

View/Print Budget Revision Printable Budget View Print Budget Revision - CA-90-Z259-01 CLOSE

5) Click the 'Close' button to return to the 'Related Actions' menu.

<u>Note</u>: The format for your view print will be dependent on the browser you are using. You may need to format the document to landscape and legal to more easily see information displayed.

5.5.1.3.5 Related: Action: Modify Budget Revision Details

At any point after having initiated a budget revision and while the Award status is 'Active/Budget Revision In-Progress', the recipient may modify the Budget Revision Details information.

To modify the Award details as part of a budget revision:

- 1) Go to the Award level Related Actions tab
- 2) Click the 'Modify Budget Revision Details' from the menu options.

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Modify Budget Revision Details

Allows a user to change the reason for a budget revision

3) The 'Budget Revision Details' form will be displayed.

Award Summary	
Recipient Name LOS ANGELES, CITY OF	Award Name Bus Replacement and Sec. Lighting
Recipient ID 1644	Award Number CA-90-Z259-01
Budget Revision Guidance	
Guidance on Programmatic and Award Management Requirements can be found in FT/	Circulars by visiting
https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/final-circulars	
Budget Revision Information	
Budget Revision Reasons *	
Modify FTA Funding Within Existing Scope	
Modify Non-FTA Funding for Existing Scopes	
Modify Quantities for Existing ALI	
Select one or more of the above choices.	
Budget Revision Description	
Test	
The budget revision will be recorded under the name of:	
Revised By Developer2 LADOT	
Revised Date 9/13/2018	
Review History	
Comments [No comments available]	

- 4) Edit any previously entered details for the budget revision, such as Budget Revison Information or the Budget Revision Decription section.
- 5) Click the 'Submit' button to save changes and be returned to the 'Related Actions' menu.
- 6) At any point, you may click the 'Cancel' button to return to the 'Related Actions' menu without saving any changes.

5.5.1.3.6 Related Action: Validate and Submit Budget Revision

Before you can validate and submit your budget revision, be sure that all associated projects have been successfully validated. Validation checks are used to confirm all parts of the action are complete. The system will identify what needs to be corrected when attempting to submit the budget revision.

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The recipient with the 'Submitter or Developer' role may submit the budget revision to FTA for review and approval.

1) From the 'Related Actions' menu click 'Validate and Submit Budget Revision'

4	Validate and Submit Budget Revision
'	Validate and Submit Budget Revision to FTA for Review

2) Step 1 of the Budget Revision submission, the system will give user an opportunity to update project specific information (Narratives, Environmental Findings, or Documents) before proceeding to Submission. You can click on the hyperlink of the project to proceed to the record and make changes. If you already made all corrections, click 'Continue with Submission' button to proceed to the next submission step.

-2016-003-00 Test Application for User Guide								
nmary Points of Contact Application Control Totals Application Projects News Related Actions								
Budget Revisio	n Update Projec	t Info? (Step 1 of 3)					
f you would like to update proje	ct-specific information before proceedin	ng such as Narratives, Environmental Fin	idings, or Documents, click on the project nam	ne below to be re-directed to that project's Summary				
bage.								
Itherwise, click the 'Continue with Submission' button to move forward. Projects for Application								
Projects for Applica	tion							
Projects for Applica Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By				
		Project Budget \$1,000	Last Updated Date Jun 16, 2016	Last Updated By Submitter1 TRAMS				
Project Number	Project Name			1 2				
Project Number	Project Name			1 2				

3) In Step 2, the system asks the user if the budget revision will change the size or physical characteristics of the activity line items. You are confirming that this question satisfies FTAs Circular 5010 guidelines for a budget revision. You must select either Yes or No to the question and click 'Continue with Submission'.



Records / Applications / Awards FL-2016-003-00 Test Application for User Guide	9 <u>9</u> 9
Summary Points of Contact Application Control Totals Application Projects News Related Actions	
Budget Revision Change Size or Physical Characteristics? (Step 2 of 3)	
Will this budget revision change the size or physical characteristics of the items in the activity line items? *	
○ Yes	
○ No	
CANCEL BACK	CONTINUE WITH SUBMISSION

4) In Step 3, the system allows the user to review the budget revision details and make final edits to the Revision Reason and Revision Description fields. The user may enter remarks into the 'Submission Remarks' field. (These remarks will be viewable by the FTA Post-Award Manager when the Budget Revision is received).

Budget Rev	vision Submi	t Budget Revision (St	ep 3 of 3)		
Award Summa	ary				
Recipient ID	9900		Recip	ient Name Trams Trans	it Organization
Award Number	FL-2016-003-00		Av	vard Name Test Applicat	ion for User Guide
Budget Revisio	on Summary				
Revision Status	Pending		Cr	eated Date Jan 25, 2019	
Revision Number				Created By trams.submi	tter2
Revision Description	Modify FTA Funding Across Modify FTA Funding Within Modify Non-FTA Funding fo Modify Quantities for Existi test	Existing Scope r Existing Scopes			
Budget Revisio	on Funding Summa	ry FTA Amount - Original Award	11	Difference	FTA Amount - Budget Revision
49 USC 5309 - New Sta		\$1,000.00		\$0.00	\$1,000.00
faise, fictitious, or fradu Submission Remarks Submitted By	mitted to FTA, the submitter an lent information may subject th Submitter2 TRAMS Jan 25, 2019 11:58 AM	I the individuals providing the information to em to criminal, civil, or administrative penalt			I accurate to the best of their knowledge. They are aware that any

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5.5.1.3.6.1 TrAMS Validation Messages

The following table provides the system validation messages shown by TrAMS for the above Related Action.

Budget Revision Validation				
Message Text	Reason			
Critical Issues - The budget revision cannot be submitte	d to FTA for review until these errors are corrected.			
"The budget revision does not have a difference amount of \$0 for the following FTA funding sources. The FTA funding amounts included in the award must remain the same in a budget revision. <grid application="" fta="" funding="" of="" on="" sources="">"</grid>	The FTA funding source amounts for the budget revision do not equal the approved award amounts (difference is not equal to \$0).			
"The following projects in this application have not passed Project Validation: <i><list incomplete="" numbers="" of="" project=""></list></i> Please validate all projects in the application before continuing (Project Record, Validate Project Related Action)."	The projects associated to the budget revision application have not been validated.			

5.5.1.4 FTA Review of Submitted Budget Revisions

The FTA awarding office will review budget revisions and either approve or disapprove the request.

FTA may return the budget revision request to the recipient for additional information or corrections. If returned, the revision will revert to 'Active / Budget Revision In-Progress' status in the system.

Once the revision is approved, FTA must complete either a scope code transfer (TrAMS Award) or FPC transfer (TEAM Awards) to complete the financial transaction of the budget revision, if appropriate.

Once the FTA office has approved the Budget Revision, and completed the financial action, the award will return to an 'Active (Executed)' status.

Recipients are reminded to wait at least three to five business days after approval to ensure the financial transactions have passed through all of FTAs financial management systems (FMS).

5.5.1.5 Additional Ways to Check the Change in Period of Performance End Date

If the Budget Revision is created to modify the Period of Performance End Date, user can check the following sections that displays 'Period of Performance End Date' in the read only format.

1) 'Application Details' related action

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	-00 Funding Source Retest	
Summary Points of Co	ntact Application Control Totals Application Projects News Relat	ed Actions
Baltimore,	City Of Application Details	
Recipient Deta	ils	
Recipient ID		Recipient Name
1402		Baltimore, City Of
Application De	tails	
* Application Name	Funding Source Retest	
Application Type	Grant	
* Application Point	Sam Smith	
of Contact	Select your organization's primary contact for this application.	
* Application Executive Summary	asdfasdf	
	Describe the general purpose of the award	
	\bigcirc Yes, this application includes funds for research and/or development activi	
include funds for research and/or development activities?	No, this application does not include funds for research and/or developme	nt activities.
Period of Performance Start Date	10/12/2017	* Period of Performance End Dat Select the date for which all award activities will be completed
Application Fir	nancial Information	

2) Summary Dashboard

MD-2018-001-00 Funding Source Retest										
Summary Points of Contact Application Control Totals Application Projects News Related Actions										
In-Progress Initial Review / Concurrence	Final Concurrence	Obligation	Executed	Active	Closed					
Recipient Details										
Recipient ID 1402		Recipient Name Baltimore, City O								
Award Status Information										
Award Number MD-2018-001-00		Award Date Oct 12, 2017								
Award Name Funding Source Retest		Executed Date Oct 12, 2017								
Award Status Active / Budget Revision In-Progress		Last Disbursem	ent Date							
Period of Performance Start Date 10/12/2017		Period of Perfor 11/10/2017	rmance End Date							
Executive Summary										
asdfasdf										

3) View/Print Application

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Title: Fundin	g Source Retest			
FAIN	Award Status	Award Type	Date Created	Last Update
MD-2018-001-00	Active / Budget Revision In-Progress	Grant	10/12/2017	10/12/2017
Award Start Date 10/12/2017	_			
Award End Date				

4) Execution & Award Agreement Summary

ontact Application Control Totals Application Projects News Rela	ted Actions	
ew Execution Summary		
ails		
	Recipient Name	
Baltimore, City Of		
MD-2018-001-00	Application Name	Funding Source Retest
2018	Application Type	Grant
10/12/2017		11/9/2017
	Performance End	
Appual	Federal Financial	
Arritudi	Report (FFR)	
No, this application is not using Pre-Award authority.	Research and/or Development	 No, this application does not include funds for research and/or development activities.
	Activities	
organization.	Indirect Costs	No, indirect costs WILL NOT be applied to this application.
	ew Execution Summary ails MD-2018-001-00 2018 10/12/2017	1-00 Funding Source Retest ontact Application Control Totals Application Projects News Related Actions ew Execution Summary ails Recipient Name DP-2018-001-00 Application Name 2018 Application Name 10/12/2017 Application is not using Pre-Award authority. No, this application is not using Pre-Award authority. Research and/or Development No, this application is not using Pre-Award suthority. Research and/or Development

5) View Period of Performance Changelog

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ummary	Points of Contact	Application Control Totals	Application Projects	Review / Approvals	News Related Actions
	View-Print Application Generate View/Print fo				
	Application Details Edit/View Application D	etails			
	View-Print Budget Ch Generate View-Print fo				
	Application Documen Manage Application Do				
	Application Review Co View and Manage Appl	omments ication / Award Review Comm	ents		
	Review Signoff Ad-hoc Review				
	Modify Award Manag Modify Application Pre-	ers -Award and Post-Award Manaş	gers		
	Delete Internal App R Delete review commen				
	Edit Internal App Revi Edit Application Review				
	Application Special Co Manage Application Sp				
	Delete Application Delete an Application				
	View Period of Perfor View All Period of Perfo	mance Changelog	vel		

Period of Performance Changelog Period of 2/10/2020 Performance Start Original Period of 3/1/2020 Performance End Date Date Application Number Period of Performance End Period of Performance Revision Updated Updated Date Approved Date Source of Change Finalized? Approved By Date Number By mta submitter Closeout MD-2020-032-02 2/13/2020 3 2/13/2020 Yes N/A N/A Amendment mta trams MD-2020-032-01 4/1/2020 2 Amendment 2/10/2020 2/10/2020 Yes submitter administrator trams administrator mta MD-2020-032-00 3/16/2020 1 **Budget Revision** 2/10/2020 Yes 2/10/2020 submitter mta submitter trams administrator MD-2020-032-00 3/1/2020 0 Initial Award 2/10/2020 Yes 2/10/2020

6) MPR Details Report

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	A	В	C	D	E	Т	U	V	W
1	Fiscal Year M	lilestone P	rogress Report - MPR						
2									
3		Search Criteria							
4	Applicat	ion Number :	MD-2018-001-00						
5	Post Awa	rd Manager:							
6	R	eport Status :							
7	Report	Period Type :							
8	Recipient	Cost Center :							
9		Recipient ID :							
10	Repor	t Fiscal Year :	2018						
11		scal Quarter :							
12	Report	Fiscal Month:							
13	Fun	ding Source :							
14	1	Nost Recent :	Most Recent						
15									
16									
17									
						Actual Completion	Application End	Days elapsed between estimated	Days elapsed betv
18	FTA Cost Center	Recipient ID	Recipient Name	Federal Award ID	Award Type	Date	Date	and revised estimated dates	and actual comp
19	78300	1402	Baltimore, City Of	MD-2018-001-00	Grant		10-Nov-2017	450	
20	78300	1402	Baltimore, City Of	MD-2018-001-00	Grant		10-Nov-2017	443	
21	78300	1402	Baltimore, City Of	MD-2018-001-00	Grant		10-Nov-2017	443	

5.5.2 Amendments

An amendment may be initiated in TrAMS on an award application with 'Active (Executed)' status by the recipient organization. Amendments are created to revise details of an award such as scope, increase or decrease award funding or change the performance period end date.

User Roles: users with the 'Submitter' or 'Developer' role have the authority to create an amendment.

Once created, the amendment must go through the same FTA review cycle as an original TrAMS application, it follows all steps from creation to award.

The general workflow is as follows:



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Refer to the *Application Development* section for further details on how an application is created and submitted.

Only recipients may initiate amendments however, FTA staff may initiate Administrative Amendments.

5.5.2.1 Amendment

5.5.2.1.1 Related Action: Create Amendment

Note: Only a recipient organization's Submitter or Developer roles will be able to access this action.



To create an Amendment, the user must select an Award that is in 'Active (Executed)' status with no existing Amendment or pending Budget Revisions. See steps below:

Summary Points of	Contact Application	Control Totals Application	Projects News	Related Actions				
In-Progress	Initial Review / Concurrence	Final Concurrence	Obligation	Executed	Active	Closed		
Recipient Deta	ils							
Recipient ID 9900			Recipient f Trams Tran	Name sit Organization				
Award Status l	nformation							
Award Number			Award Dat	e				
FL-2018-007-00			Feb 26, 201	8				
Award Name			Executed D	ate				
2311 FORMULA FFY17 &	FFY18 FUNDS FOR MOB	IGT & CAPITAL PROJECTS	Feb 28, 201	Feb 28, 2018				
Award Status			Last Disbu	Last Disbursement Date				
Active (Executed)			N/A					
Period of Performance	Start Date		Period of P	erformance End Date				
2/26/2018			12/31/2025					

- 1) Select an award with a status of 'Active (Executed)'. Once on the Award Summary dashboard, click 'Related Actions' tab and select 'Create Amendment' from the menu.
 - Create Amendment Initiate Amendment for Active Executed Award
- 2) The 'Amendment | Create Amendment' form appears. The user must select from the Amendment Reasons shown and submit a brief description in the Amendment Details field.
- Click the 'Create Amendment' button. <u>Note</u>: The Amendment details cannot be modified later, similar to budget revision details. The Amendment Details is limited to 500 characters, including spaces. If the Create Amendment does not proceed to the next step, check your word count.

Т



Amendme	nt Create Amendment		
Recipient Info	ormation		
Recipient ID	9900	Recipient Name	Trams Transit Organization
Award Summa	ary		
Federal Award ID Number (FAIN)		Award Name	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
Amendment (Guidance		
Guidance on Programn	natic and Award Management Requirements can be found in FTA Circulars by visiting		
https://www.transit.dot	t.gov/regulations-and-guidance/fta-circulars/final-circulars		
Amendment I	Information		
• Amendment Reason • Amendment Details	Decrease Award Funding Decrease Award Funding Change Perfomance Period Other		
	Provide detailed explanation for this amendment. e recorded under the name of: • jane.trams@yahoo.com		
Amended Date	Jun 20, 2018		
CANCEL			CREATE AMENDMENT

The Amendment Created confirmation message will be shown. The user may proceed to work on the amendment by selecting the hyperlink, which now indicates the amendment extension (01, 02 etc.).

Amendment Created
Success!
A new Amendment for Federal Award ID Number FL-2018-007-01 has been created.
Click the link below to view the new amendment record:
FL-2018-007-01 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
CLOSE

4) You can either click the 'Close' button to exit the page or click on the new amendment record hyperlink.

<u>Note</u>: The creation of an amendment will change the award number to include the last two digits indicating an amendment or revision. As screen shot above shows - FL-2018-007-<u>01</u>

When viewing the amendment record, the Summary will show the reason for the amendment along with what tasks need to be completed to proceed with submitting the amendment to FTA for approval. Screen shot below is an example of an amendment summary screen:

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Records / Applications / Awards MA-2018-002-01 Testing wit	h Single Budg	zet Scope	Code		
Summary Points of Contact Application Control Totals		lews Related Acti			
In-Progress Initial Review / Concurrence	Final Concurrence	Obligat	tion	Executed	Active
Recipient Details					
Recipient ID			Recipient Name		
1369			Massachusetts Ba	ay Transportation Authority	
Award Status Information					
Award Number			Award Date		
MA-2018-002-01			N/A		
Award Name Testing with Single Budget Scope Code			Executed Date		
Award Status			Last Disburseme	ent Date	
In-Progress			N/A		
Period of Performance Start Date Period of Performance End Date					
9/12/2018			9/3/2019		
Amendment Details					
Amendment Created Date			Application Tas	ks for Completion	Status
Nov 26, 2018					
Amendment Created By Donna Knott Shultz			Annual C&As		MISSING
Last Updated Date			Executive Summ	nary	COMPLETED
Nov 26, 2018			Project(s) Valida	ited	MISSING
Last Updated By			, , ,		
Donna Knott Shultz					
Amendment Reasons					
Change Award Scope					
Increase Award Funding					
Decrease Award Funding					
Change Perfomance Period					
Amendment Remarks					
Change performance period					
Executive Summary					
,					

5.5.2.1.2 Related Action: Application Details

If the amendment is to update application details the 'Application Details' related action allows users to edit high-level application information. Application information can only be modified during initial application creation and during post-award modifications, such as an amendment. This information will be read-only for all other users and during all other phases of a grant's life cycle.

To view or edit an application record:

1) From the 'Related Actions' tab, click 'Applications Details' from the menu.



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1) The 'Application Details' form will be displayed. User with Developer/Submitter role can edit textual response and change the selected values saved for all questions except the Award Name and Award Type.

ecipient Deta	ils	
ecipient ID 900	Recipient Name TrAMS Transit Organization	
ward Details		
Award Name	SAM Status Application 6	
Award Type	Grant	
ward Descrip	tion	
* Purpose	the goal(s) of the award	24/35
	Describe the goal(s) of the award (e.g., capital project development stage, operating costs covered) to be attained at award completion.	
* Activities to be Performed	high-level description of activities	36/35
	Provide high-level description of activities (e.g., preventative maintenance, bus procurement; planning; research) to be undertaken with award funds.	
* Expected Outcomes	the benefits	12/35
	Use the benefits (e.g., reduce congestion, improve efficiency, compliance with new regulation) that will be achieved through the award.	
* Intended Beneficiaries	Intended Beneficiaries	22/35
	Iniciate who (e.g., commuters, employees) will receive benefits.	
* Subrecipient Activities	a summary of activities with number of subrecipients planned	
		60/35
	Provide a summary of activities with number of subrecipients planned (e.g., Four rural organizations for maintenance purposes). If no subrecipients, state "lione."	60/35
	Provide a summary of activities with number of subrecipients planned (e.g., Four rural organizations for maintenance purposes). If no subrecipients, state "None."	60/3
Application Do		60/3
Application De Previous mendment Point Of Contact * Application Point	a tails text.submitter@email.com	60/35
Application De Previous mendment Point Of Contact * Application Point of Contact Previous Amendment	etails text.submitter@email.com John TrAMS Select your organization's primary contact for this application.	60/35
Application D Previous mendment Point Of Contact * Application Point of Contact Previous Amendment Executive Summary * Application	etails test.submitter@email.com John TrAMS Seters.your or gantastion's primary contact for this application. Semple	60/33
Application Do Previous unendment Point Of Contact * Application Point of Contact Previous Amendment Executive Summary * Application Executive Summary	etails test.submitter@email.com John TrAMS Seters.your or gantastion's primary contact for this application. Semple	60.35
Application Dr. Previous mendment Point O' Contect * Application Point of Contact Previous Amendment * Application Executive Summary * Application Executive Summary the summary * Application include funds for research and/or development activities?	etails test.submitter@email.com jubn TrAMS Setet: your organization's primary contact for this application. Sample Sample Describe the general purpose of the award. Vest, this application includes funds for research and/or development activities. No, this application does not include funds for research and/or development activities.	60/35
Application D. Previous mendment Point O' Contact * Application Point of Contact Previous Amendment Executive Summary * Application Executive Summary Oces this application include funds for research and/or development activities?	etails tes.submitter@email.com john TrAMS Setets.your organization's primary consuct for this application. Sample Sample Sample Ves. this application includes funds for research and/or development activities. Or No, this application does not include funds for research and/or development activities. Sep 23, 2022 Current Period of 03/09/2024	6035
Application D. Previous mendment Point O' Contact * Application Point of Contact Previous Application Executive Summary * Application Executive Summary Poes this application include funds for research and/or development activities? Period of Perf Performance Start	estails test.submitter@email.com john TrAMS Series your organisation's primary consect for this application. Sample Sample Describe the general purpose of the award. Yes, this application includes funds for research and/or development activities. No, this application includes funds for research and/or development activities. Performance Sep 23, 2022 Current Period of Performance Sep 23, 2022 Current Period of Describe the data for which all award activities will be completed	60.35

Note: Not all of the fields can be editable for 'Post Award' Management activities. Those that cannot be edited will be grayed out.

2) 'Period of Performance End Date' can be changed without taking any financial actions.

	Describe the general purpose of the award				
	Yes, this application includes funds for research and/or development activities.				
include funds for research and/or	No, this application does not include funds for research and/or development activities.				
development					
activities?					
Period of Performance Start	2/26/2018	Period of Performance End	12/31/2025		
Date		Date	Select the date for which a	Il award activities will be completed	

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Note: User cannot change pre-award authority question from 'Application Financial Information' section.

Application Financial Information Is this application 0 Yes, this application is using Pre-Award authority. using pre-award authority? No, this application is not using Pre-Award authority.

Note: If funds are being added, the suballocation question should be updated as needed and add documents here, not in the Application Documents module

Application Fin	ancial Infor	mation			
ls this application using pre-award authority?					
Does this application include suballocation funds? Current	 Yes, my organizat No, my organizati 	on is a Designated Recipient. on is the Direct Recipient of suballocated f on is a Direct Recipient; funds were directly suballocation letter, split letter, or other docur	allocated to my organization.		
Suballocation Documents	Name		Description	Delete	
UPLOAD La Drot lie here X					
	Add Document				

3) Clicking the 'Cancel' button will return you to the 'Related Actions' tab without saving any changes.

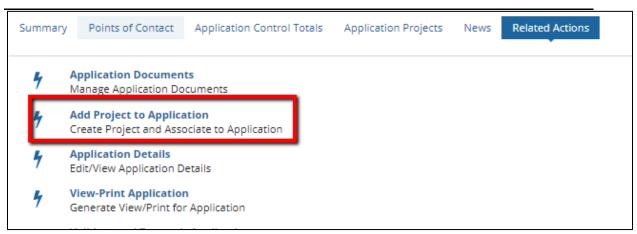
Does your State require E.O. 12372 review?	● Yes, our state requires E.O. 12372 review. ○ No, our state does not require E.O. 12372 review.
Please Provide State Application ID	
Please Provide Date Submitted for State Review	09/28/2018
	SAVE

4) Click 'Save' button to save all the information and return to the 'Related Actions' tab.

Does your State require E.O. 12372 review?	Yes, our state requires E.O. 12372 review. No, our state does not require E.O. 12372 review.
Please Provide State Application ID	
Please Provide Date Submitted for State Review	09/28/2018
	SAVE

Note: Projects can be added by FTA users with 'Pre-Award Manager' or 'Post-Award Manager' roles while an amendment has a status of 'In-Progress'.





Note: Projects with a single scope and single ALI cannot be deleted.

5.5.2.1.3 Project Related Actions

With the exception of 'Validate Project', the following project Related Actions are available to various user roles in a read-only format and available during other project statuses in the read-only format.

- Project Details and Narratives
- Project Location
- Project Plan Information
- Amendment Budget Activity Line Items and Milestone
- Environmental Determinations
- Validate Project
- View-Print Application
- Project Documents

<u>Note</u>: These project related actions are also editable for FTA users with 'Pre-Award Manager' or 'Post-Award Manager' roles while an amendment has a status of 'In Progress'

Refer to the *Application Development* section for additional information on how to edit a project

5.5.2.1.3.1 Related Action: Amendment Budget Activity Line Items and Milestones

The Application and Project Budgets are formulated by adding scopes and budget activity line items (ALIs) to a project. In an amendment, recipients are able to add new scopes and ALIs that were not previously part of the award.

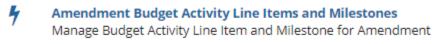
To add or update the budget ALIs for a project on an amendment:

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1. From the project-level 'Related Actions' menu, click 'Amendment Budget Activity Line Items and Milestones'.



2. The 'Manage Budget Activity Line Items and Milestones' form will be displayed. The ALIs associated to the project are listed and displayed in grid format under the 'Existing Line Items' section.

	ipient De	tails						
ecip 900	ient ID			ecipient Name ams Transit Organization				
ro	ject Detai	ls		U				
	t Number 6-003-01-01			oject Name oject 1				
\pp	lication E	Details						
AIN L-2016-003-01				Application Name Test Application for User Guide				
emp App Number 900-2016-7				Application Status In-Progress				
	ting Line							
		on the checkbox for the line item and a new section Scope Code	will appear below with line item and milesto		Quantity	FTA Amount	Total Eligible Cos	
	Status			Activity Type			0	
	Completed 131-00 NEW START - ROLLING STOCK ENG/DESIGN - BUS STD 40 FT		ENG/DESIGN - BUS STD 40 FI	FT Engineering & Design 1 \$1,000				

- 3. At any point, you may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.
- 4. User should be aware that existing milestones on existing ALIs cannot be modified as part of an amendment. Use the Extended budget details to express milestone changes or additions that can be incorporated into the next reporting cycle milestone progress report.
- 5. The amendment process can be used to make changes to the period of performance end date without taking any financial actions.
- 6. To add a new ALI to the project:
 - 1. Click on the 'Add Line Item' button

ne Item Name Activity Type Quantity FTA Amount Total Eligible Cost
IN - BUS STD 40 FT Engineering & Design 1 \$1,000 \$1,000
N - BUS STD 40 FT Engineering & Design 1 \$1,000

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- 2. The 'Add New Budget Activity Line Items (ALIs)' form will be displayed. Click the '+Add Item' link to begin adding a new line item. Multiple ALIs can be added during this process by clicking on +Add Item more than once.
- Note: The available selection of scope codes and funding sources for any new ALIs added to the project(s) during the amendment will be limited to selections made in the latest approved award.

You can add up to te	Add New Budget Activ	rent line items and add mo		e items and return to previous form.	
VEXISTING B	udget Activity Line Items (ALIs Scope Code / Scope Name)	Activity Type	Line Item Number / Line Item Name	1
Completed	131-00 NEW START - ROLLING STOCK		ENGINEERING & DESIGN	13.11.01 ENG/DESIGN - BUS STD 40 FT	
New Budge	et Activity Line Items (ALIs)				
Status Scope	Code / Scope Name	Activity Type		Line Item Number / Line Item Name	
			No items available		
Add Item					

7. Clicking the 'Cancel' button here will return you to the 'Manage Budget Revision Activity Line Items and Milestones' form without saving any changes. The system will provide a warning prompt for confirmation before doing so. Clicking 'No' will return you back to the 'Add New Budget Activity Line Item(ALIs)



L-201	6-003 [.]	-01-01 - Project 1	_			
Summary	Project Cor	ntrol Totals News Related Actions	You will lose all cha cancel?	anges if you cancel. Are you sure you	want to	
		dd New Budget Activ			YES	
		a) line items at a time. Click "Save" to save your curr get Activity Line Items (ALIS)		ore. Click "Finish" to save your current	line items and return to previous form.	
Status	Status Scope Code / Scope Name			Activity Type	Line Item Number / Line Item Name	t
Comple	Completed 131-00 NEW START - ROLLING STOCK			ENGINEERING & DESIGN	ING & DESIGN 13.11.01 ENG/DESIGN - BUS STD 40 FT	
New I	Budget A	Activity Line Items (ALIs)				
Status	Scope Code	: / Scope Name	Activity Type		Line Item Number / Line Item Name	
				No items available		
+Add Iten	n					
					SAVE	GH CANCEL

8. The 'New Budget Activity Line Items (ALIs)' section will create a new grid row and display selectable fields each time the 'Add Item' link is clicked. Click the 'DEL' link to delete an ALI that was added to the grid.

~Exis	ting Bud	lget Activity Line Items (ALI	s)					
Status		Scope Code / Scope Name			Activity Type		Line Item Number / Line Item Name	1
Comple	Completed 131-00 NEW START - ROLLING STOCK				ENGINEERING & DESIGN		13.11.01 ENG/DESIGN - BUS STD 40 FT	
Status	Scope Cod	e / Scope Name		Activity Type			Line Item Number / Line Item Name	
0	Select Scop	De	•			-		DEL
/ou must	select a scop	e, activity type and item name for each line item	in the gri	id before saving				

- 9. Select a scope from the drop-down menu provided under the 'Scope Code/Name' field.
 - a. Select an activity type for the selected scope from the drop-down menu provided under the 'Activity Type' field.
 - b. Select a line item name or number from the drop-down menu provided under the 'Line Item Number/Line Item Name' field.



•	131-00 NEW START - ROLLING STOCK	131-00 NEW STA
	131-00 NEW START - ROLLING STOCK	131-00 NEW STA

Click the 'Finish' button to add all new ALIs that have been completed to the project and return to the 'Manage Budget Activity Line Items and Milestones' form.

10. To edit the ALI details and milestones for a project under the amendment:

- a. Select the check box for an ALI you wish to modify from the grid under 'Existing Items'. The form will expand below the grid to include the following sections for the selected line item:
 - 'Line Item Scope'
 - 'Line Item Details'
 - 'Funding Information'
 - Non-FTA Funding Information
 - 'Rolling Stock Information' (if applicable)
 - 'Milestones'

Note: Update the 'Line Item Scope' section as needed:

b. Update the line item's name in the 'Custom Line Item Name' field with the desired text.

Line Item Scope: 131-00 NEW START - ROLLING STOCK
Line Item #
13.15.05
Standard Line Item Name
Bus School
Custom Line Item Name
BUS SCHOOL
Activity Type Mid Life Rebuild (rail)

11. Update the 'Line Item Details' section as needed:

- a. Update the quantity in the 'Revised Quantity' field with the desired number. This is an integer field and must be a whole number.
- b. Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text. This is a long paragraph field.
- c. Select either the Yes or No option to respond to the question, 'Will 3rd Party contractors be used to fulfill this activity line item?'

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Original Quantity			
1			
Revised Quantity			
1			
Original Extended Budget Description			
Extended budget description			
Updated Extended Budget Description			
Extended budget description			
8			
Will 3rd Party contractors be used to fulfill this activity line item			

12. L

If this amendment is for a TEAM application, update the 'Funding Information' section as needed (otherwise, skip to Step 5 for a TrAMS application)

- a. Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.
- b. Update the original award's total eligible cost in the 'Revised Total Eligible Cost' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.

Funding Information			
FTA Funding Source	FTA Funding Source		
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)		
Award FTA Funding Amount	Revised FTA Funding Amount		
\$1,191,762.00	Revised FTA Funding Amount		
Award Non-FTA Amount	\$1,191,964.00		
\$297,440.00	Revised Non-FTA Amount		
Award Total Eligible Cost	\$297,036.00		
\$1,489,202.00	Revised Total Eligible Cost		
	\$1,489,000.00		

13. For TrAMS applications update the 'FTA Funding Information' section as needed:

a. Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Total Eligible Cost' field will update accordingly.

FTA Funding Information	
FTA Funding Source	FTA Funding Source
49 USC 5309 - New Starts	49 USC 5309 - New Starts
Award FTA Funding Amount \$1.000	Revised FTA Funding Amount
	\$1,000

14. Update the 'Non-FTA Funding Information' section if necessary:

a. Update any existing values in fields with the desired amounts. These are all integer fields and must be whole numbers. The 'Revised Total Eligible Cost' field will update accordingly.

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Award Local Share Amount	Revised Local Share Amount
\$0	\$0
Award Local/In-Kind Share Amount	Revised Local/In-Kind Share Amount
\$0	
Award State Share Amount	50
\$0	Revised State Share Amount
Award State/In-Kind Share Amount	\$0
\$0	Revised State/In-Kind Share Amount
Award Other Federal Share Amount	
\$0	50
Award Adjustment Amount	Revised Other Federal Share Amount
\$0	\$0
Award Transportation Development Credit \$0	Revised Adjustment Amount
Award Total Eligible Cost	50
\$1,000	Revised Transportation Development Credit
	50
	Revised Total Eligible Cost
	\$1,000



15. Update the 'Rolling Stock Information' section as needed:

- a. Select a vehicle condition from the drop-down menu provided under the 'Vehicle Condition' field.
- b. Enter a vehicle size into the 'Vehicle Size' field.
- c. Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.

Rolling Stock Information	
Vehicle Condition	Fuel
New	Gasoline
Vehicle Size	
40 ft	

- **Note:** The 'Rolling Stock Information' section is only shown when a rolling stock line item in the project has been selected. Fleet information will not display in the application view print until FTA has awarded the amendment.
- 16. The 'Milestones' section will be read-only if an existing line item is selected. Update the 'Milestones' section if you have selected a new ALI that was added to the budget revision. Refer to *Related Action: Budget Activity Line Items and Milestones* if further instructions on milestones are needed.
- 17. Once you have completed all the sections related to the selected ALI from the grid, you will have the following options:
 - a. Click on the 'Save Line Item' button to save all information for the selected ALI and click 'Close' button to return to the 'Project | Manage Budget Activity Line Items and Milestones' form, or

ADD NEW MILESTON
_
DELETE LINE ITEM CANCE
ADD LINE ITEM CLO
CO.
и



Line Item Click Close Button to Save	
Success!	
	CLOSE

b. Click on the 'Delete Line Item' button to delete the selected ALI from the project. This is only applicable to ALIs that were created during the amendment process, or

Mile	estones		ADD NEW MILESTONE
	Name	Estimated Completion Date	Description
	Start Date	9/24/2018	Test
	End Date	9/29/2018	Test
			SAVE LINE ITEM DELETE LINE ITEM CANCEL
			ADD LINE ITEM CLOSE

c. Click on the 'Cancel' button to exit out of the form without saving changes for the selected ALI. You will be returned to the 'Related Actions' menu.

Mil	estones		ADD NEW MILESTONE
	Name	Estimated Completion Date	Description
	Start Date	9/24/2018	Test
	End Date	9/29/2018	Test
			SAVE LINE ITEM DELETE LINE ITEM CANCEL
			ADD LINE ITEM CLOSE

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Total Eligible Cost		
so Milestones	You will lose your changes if you close now. Are you sure you want to close? NO YES	ADD NEW MILESTONE
Name	Estimated Completion Date	1 Description
Start Date	9/24/2018	Test
End Date	9/29/2018	Test
		SAVE LINE ITEM DELETE LINE ITEM CANCEL ADD LINE ITEM CLOSE

d. Every time you save a line item the below screen will prompt. You MUST select the close button to save the changes made to the ALI added or modified.

Line Item Click Close Button to Save	
Success! Click Close button to save line item and return to budget activity line items form.	
CLOS	E

18. Repeat previous steps to update the remaining ALIs in the grid. The status for each ALI will change from 'In-Progress' to 'Complete.' The status of 'Complete' is required for all ALIs on the project in order to validate and mark the project as ready for FTA review.

5.5.2.1.4 Transmit and Submit Amendment

The amendment transmission and submission process is the same as an original award. Refer to *Application Development* for instructions to transmit an amendment to FTA for initial review and to accept the submission task to formally submit an amendment for final review.

When transmitting an amendment, you will receive similar prompts:

- 1. If rolling stock is included add fleet information. Select the Close button, if no changes are needed to proceed to the next form.
- 2. If TDC or In-kind local match is included, prompts to add documentation will display. Use the skip button, if no additional documentation is required.
- 3. If Section 5307 funds were applied, even if no additional funds were added, there will be a prompt to respond to for the 1% security questions.

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4. If the amendment is a Cooperative Agreement award, you will be prompted to select the cost center of the FTA office that will manage the amendment. Refer to *Application Development* for more information.

5.5.2.1.5 Amendment Execution

Once FTA has completed all reviews and awarded the amendment, the Recipient Official is required to execute the award agreement for the amendment. Refer to *Application Development* for details on how to execute the award.

5.5.3 Closeout Amendment

Closeout Amendment is the process by which FTA Regional Staff determines that all activities in an award are complete and all federal funds necessary to complete the project have been expended. Either the recipient or FTA can initiate closeout of an award when all approved activities are completed and/or applicable federal funds expended.

5.5.3.1 Closeout Amendment Workflow

Award closeout is the term used to signify the process which completes an award after all activities for an Award have been completed or all federal funds necessary to complete the project have been expended.

Both the recipient and FTA may initiate a closeout; the steps are the same regardless of which user initiates and completes the closeout.





A closeout can only be performed on an award that is in the 'Active (Executed)' status with <u>no</u> pending post award actions. The process is the same for both TEAM and TrAMS awards, any differences in the format of the award is explained in the Guide. All parts of the closeout must be completed to validate and submit the request to FTA.



5.5.3.2 User Roles for Closeouts

Recipient users with a 'Submitter' or 'Developer' role have access to initiate and submit a closeout request.

The Recipient users with the FFR Reporter and the MPR Reporter user roles have access to complete the final reports for the closeout amendment package.

The user roles may be assigned to one or more individuals; therefore, coordination may be required.

FTA users with the Post-Award Manager role have access to initiate and submit a closeout request.

If FTA initiates the Closeout, then the Post-Award Manager will submit the Closeout and complete the final reports for the closeout amendment package.



5.5.3.3 Related Action: Create Closeout Amendment

Only the FTA Regional Post-Award Manager role or the Recipient will be able to access this related action to initiate and submit the closeout request.

Ensure the record has an application status of 'Active (Executed)'. A Closeout cannot be initiated if there are any pending amendments or budget revisions. 'Create Closeout Amendment' will not be displayed as one of the menu options within Related Actions tab if there are pending actions.

- 1) Steps to create Closeout Amendment:
 - a) Search and Select the Award Record either using the Records Tab or locating the record under the recipient profile 'application/awards' tab
 - b) From the Award Record, click on Related Actions
 - c) To initiate Click 'Create Closeout Amendment' from the menu options.

Records / Applications / Awards FL-2018-007-00 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS		
Summary	Points of Contact Application Control Totals Application Projects Review / Approvals News Related Actions	
	View-Print Application Generate View/Print for Application	
	Application Details Edit/View Application Details	
	Execution & Award Summary View Execution Summary and Award Agreement	
	Obligation Details View Obligation Summary and Award Agreement	
	View-Print Budget Change History Generate View-Print for Budget Revision	
	Create Closeout Amendment Initiate Close for Active Executed Award	
-	DOL Certification Details View Details for DOL Certification	
	Application Documents Manage Application Documents	
	Application Review Comments View and Manage Application / Award Review Comments	



2) The 'Unliquidated Balance Warning' form will be displayed if there are any unliquidated balances on the application's existing account class codes (ACCs). The unliquidated balances will be deobligated from the award as part of the closeout process.

				ls News Related	Actions			
loseou	it Amendme	nt Unliquio	lated Balance W	/arning				
ecipient	Details							
Recipient ID 9900				Recipient Name Trams Transit Organization				
ward Inf	ormation							
Award Number FL-2018-007-00				Award Name 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS				
Award Status Active (Executed)				Executed Date Feb 28.2018				
ward Fu	nds Status	/						
nliquidated Ba	Award has unliquidated fu	nds of \$471,563. This amou	nt does not include pending disbu	sements requested wit	thin the past two busi	iness days. Unliquidat	ed funds shall b	e deobligated in the full
nount specified				Obligation	Deobligation	Disbursement	Refund	Unliquidated Balan
	Project Number	Scope Code / Suffix	Account Class Code / FPC					
nount specified		Scope Code / Suffix 300-00 / A3	2018.25.03.5B.2 / 02	\$43,023	\$0	\$0	\$0	\$43,0
ount specified	Project Number			\$43,023 \$23,100	\$0 \$0	\$0 \$0	\$0 \$0	\$43,0 \$23,1

- 3) To continue, click the 'Continue with Closeout Request' button to proceed with the closeout and the deobligation of the unliquidated balances on the award
- 4) Click the 'Cancel Closeout Request' button to return to the 'Related Actions' menu without closing the award.



Award | Close Out Amendment

lecipient Summary	
Recipient ID 9900	Recipient Name Trams Transit Organization
ward Summary	
Award Number FL-2018-007-00	Award Name 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
Award Date 2/26/2018 5:39 PM EST	Award Status Active (Executed)
lose Out Guidance	
uidance on Programmatic and Award Management Requirements can be found in FTA C	irculars by visiting
ttps://www.transit.dot.gov/regulations-and-guidance/fta-circulars/final-circulars	
lose Out Amendment Information	
Close Out Reasons All approved activities are completed and/or applicable Federa	al 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 a	nd/or approved funds have been substantially drawn down
Failure by the grantee to make reasonable progress to comple	te approved grant activities
Continuation of the project would not produce results comme	nsurate with further expenditure of funds
Grantee failed to comply with the terms or conditions of the G	rant Agreement or other Federal requirements
Select one or more options	

- 5) The 'Closeout Amendment' form will be displayed. Complete the following under the 'Closeout Amendment Information' section:
 - a) Select one or more check boxes under the 'Closeout Reasons' section. At least one closeout reason must be provided.

* Close Out Reasons 🗌 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	
Failure by the grantee to make reasonable progress to complete approved grant activities	
Continuation of the project would not produce results commensurate with further expenditure of funds	
Grantee failed to comply with the terms or conditions of the Grant Agreement or other Federal requirements	
Select one or more options	
	,
Provide detailed explanation for this close-out	
This Grant Close out will be recorded under the name of:	
Close Out By Post-Award Manager2 Region 4	
Close Out Date 1/3/2019	
CREATE CLOSE OUT AMENDMENT CANCEL	

b) A validation error message will appear if no 'Closeout Reasons' are selected.

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A Close Out A	mendment Information
* Close Out Reasons	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
_	Select one or more options
[A value is required

c) The user may enter a comment into the 'Closeout Remarks' field, however it is not required. You can modify this information during the closeout process.

<u>Note</u>: Information for the Close Out summary should be updated as necessary. For more information refer to *Related Action: Closeout Details*.

d) Click the 'Create Close Out Amendment' button.

Close Out Am	endment Information		
* Close Out Reasons	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		
	Failure by the grantee to make reasonable progress to complete approved grant activities		
	Continuation of the project would not produce results commensurate with further expenditure of funds		
	Grantee failed to comply with the terms or conditions of the Grant Agreement or other Federal requirements		
	Select one or more options		
Provide detailed explana	ion for this close-out		1
This Grant Close out w	l be recorded under the name of:		
Close Out By	Post-Award Manager2 Region 4		
Close Out Date	1/3/2019		
		CREATE CLOSE OUT AMENDMENT	CANCEL

- e) Error messages that prevent creating CloseOuts:
 - i) If the FTA user has a pending MPR/FFR report not yet submitted to the recipient, the closeout cannot be created.
 - ii) If the FTA user has a pending budget revision or amendment, the closeout cannot be created.
- f) The 'Closeout Created' form will display with the following confirmation message: "A new closeout amendment for Federal Award ID Number [FAIN #] has been created." It will provide an active new amendment record link to the closeout amendment.



Amendment | Closeout Created

Success! A new closeout amendment for Federal Award ID Number FL-2018-007-01 has been created. Click the link below to view the new closeout amendment. FL-2018-007-01 | 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

- g) The link will take the user to the Award Summary where the Award Summary Details are listed in the following sections:
 - 1) Recipient Details
 - 2) Award Status Information
 - 3) Closeout Details
 - 4) Executive Summary
 - 5) Application Details

6	
6	9

			CAPITAL PRO	
Summary Points of Contect Application Control Totals Application Projects Review / Appl	roveix News Relat	ted Actions		
In-Progress Initial Review / Concurrence Final Concurrence	Obligation	Executed	Active	Closed
Recipient Details	Congeron	CARCUMEN	in the second se	0.000
Recipient ID	Recipient Name			
9900	Trems Trensit Or	ganization		
Award Status Information				
Award Number	Award Date			
FL-2018-007-01	NVA			
Award Name 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS	Executed Date Feb 28, 2018			
Award Status	Last Disbursom	ont Date		
Active Award / Ready for Closeout	N/A	and page		
Period of Performance Start Date	Period of Perfor	mance End Date		
2/26/2018	12/31/2025			
Close Out Details				
Close Out Created Date				
Jan 08, 2019				
Close Out Created By				
Post-Award Manager2 Region 4				
Last Updated Date (an 03, 2019				
Last Updated By				
Post-Amard Manager2 Region 4				
Close Out Reasons				
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 substa	intially drawn down			
Failure by the grantee to make reasonable progress to complete approved grant activities Continuation of the project would not produce results commensurate with further expenditure of func	4-			
Grantee failed to comply with the terms or conditions of the Grant Agreement or other Federal require				
Close Out Remarks				
Executive Summary				
The Department of Transportation (DOT) is requesting \$1,014,467 of Section 2311 Enhanced Mobility of S Large UZA (DL) for Mobility Management projects. Also requested is FFY 2018 Statewide (DS) for Capital b and individuals with disabilities in the State Small Urbanized areas are adequately being met. The grant fi	us and equipment and FF	PY 2017 Small Urban funds re	quested to be transferred to St	
Project 1 (Rural-DS)- The Project 1 request includes FPY 2017 Statewide (DS) lapsing funds in the amount	of \$145,600 (45% of FPV2	2017 apportionment) and FFY	2018 Statewide (DS) carryover	funds in the amount of \$153,75
(45% of FFV2016 apportionment) for a total project of \$111.390. The requested funds will be used for booling management and operating projects for five Regional Coort Stars, Region 4 Sulvan Courty and Region (16 Monschock,				
Project 2 (Rural- DS)- The Project 2 request includes FFY2018 Statewide (DS) carryover funds in the amoun	nt of \$155,965 (55% of FF	P/2018 apportionment). The r	equested funds will be used for	r the procurement of three (3)
Project 3 (Small Urban-DAD-The Project 3 request includes FFY 2017 Small Urban (DAD lapting functs in t \$288,377 (45% of FF72016 apportionment). Total Project 3 request = \$321,440. The Project 3 funds will be				
Nashua, Region 8 Greater Manchester, Region 10 Southeast Seacoast. Application Details				
Type of Financial Assistance	Pre-Award Auth	with		
Type of Financial Assistance Grant		tority ion is using Pre-Award author	rity.	
Frequency of Milestone Progress Report		ation include suballocation	-	
Annual			se funds and is eligible to apply	for the funds directly.
Frequency of Financial Federal Reports		be using Lapsing funds?		
Annual	No			
Does this application include funds for research and/or development activities? No. this application does not include funds for research and/or development activities.		sts be applied to this applicate will not be applied to this applied to the state of		
No. this application does not include tunds for research and/or development activities. Requires E.0 12372 Review?	Indirect Cost De	s will not be applied to this ap	generation.	
Yes	N/A	and showing the second		
State Application ID	Delinquent Fede	eral Debt		
	No, my organizat	tion does not have delinquent	t federal debt.	
	Delinguaget Easter	eral Debt Description		
Date Submitted for State Review	N/A	and part part part provi		

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5.5.3.3.1 Related Action: Closeout Details

To view or edit closeout details for a closeout amendment:

1) Search and select the applicable Award. The status of the closeout amendments 'Active Award / Ready for Closeout' status.

Q Search TrAMS Aj	oplications / Awards (F	Recipient)	SEARCH APPLICATION STAT	US Active Awa	ard / Ready for Closeou	t	o -		*	τ-	C
Application Number	Application Name	Temporary Application Number	Application Status	Recipient ID	Recipient Name	Region / Office	Last Modified J	Action			
VA-2020-004-02	User Guide Test	9900-2020-7	Active Award / Ready for Closeout	9900	TrAMS Transit Organization	Region 3	11/22/2021 3:13 PM EST	🕈 Appli	cation	Applicat Docum Details	ents

- 2) You will land on the Award level Summary; click on the 'Related Actions' tab.
- 3) Click 'Closeout Details' From the menu options.

Closeout Details Manage Details for Closeout Amendment

- 4) The Close Out Amendment 'Summary' form will display with the information entered or selected during the create closeout amendment steps. You can modify the 'Closeout Details' reasons or remarks as needed.
- 5) At any point, you may click the 'Cancel' button to return to the 'Related Actions' menu without saving any changes.
- 6) Click the 'Save and Close' button to save all changes and return to the 'Related Actions' menu.



Close Out Amendment | Summary

Recipient Deta	ails						
Recipient ID		Recipient Name					
9900		Trams Transit Organization					
Award Status	Information						
Award Number		Award Date					
FL-2018-007-01		N/A					
Application Name		Executed Date					
2311 FORMULA FFY17 8	& FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS	Feb 28, 2018					
Award Status		Last Disbursement Date					
Active Award / Ready fo	r Closeout	N/A					
Close Out Ame	endment Information						
• Close Out Reasons	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 fu	inds have been substantially drawn down					
	Failure by the grantee to make reasonable progress to complete approved gran	t activities					
	Continuation of the project would not produce results commensurate with furth	ner expenditure of funds					
	Grantee failed to comply with the terms or conditions of the Grant Agreement of	r other Federal requirements					
	Select one or more options						
Close Out Remarks							
	Provide detailed explanation for this close-out						
CANCEL		SAVE AND CLOSE					



5.5.3.4 Related Action: Closeout Budget Reconciliation

Before submitting a closeout amendment for approval, the FTA Regional Staff or the Recipient should reconcile the final award budget and modify budget activity line item (ALI) amounts accordingly. This is done via the 'Closeout Budget Reconciliation' selection under the Related Action tab on the Application Record.

- 1) Search and select the applicable Award, you will land on the application summary
- 2) Click on 'Related Actions' tab
- 3) Click on the 'Closeout Budget Reconciliation' from the related action many

Closeout Budget Reconciliation Manage Budget Reconciliation for Closeout Amendment

- 4) The 'Closeout Budget Reconciliation' form will be displayed. The ALIs associated to all projects display in grid format under the 'Existing Line Items' section. (TEAM awards only have one project)
- 5) At any point, you may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.

Ар	Application Step 1 of 3 - Closeout Budget Reconciliation									
Rec	ipient Det	ails								
Recip	ient ID			Recipient N	lame					
9900				Trams Tran	sit Organization					
					-					
Aw	Award Summary									
Recipient Name Award Name										
Tram	s Transit Organiza	ation		2311 FORM	ULA FFY17 & FFY18 FU	JNDS FOR MOB MGT	& CAPITAL PROJECTS			
Recip	ient ID			Federal Aw	ard ID Number (FAII	N)				
9900				FL-2018-007	7-01					
Fur	ding Sum	mary								
Fun	ding Source		t	Original Amount		Difference		Final Amount		
530	9 - New Starts			\$471,563.00		\$0.00		\$471,563.00		
Evi	sting Line	Itoms								
			nd a new section will appear below with	line item and milestone details						
	Project Number	Scope Name	Custom Line Item Name	Activity Type	Award FTA Amount	Revised FTA Amount	Award Total Eligible Cost	Revised Total Eligible Cost		
	FL-2018-007- 02-01	112-00 BUS TRANSITWAYS/LINES	ACQUIRE - BUSWAY	Acquire Bus Transitways/lines	\$23,100	\$23,100	\$25,991	\$25,991		
	FL-2018-007- 02-01	117-00 OTHER CAPITAL ITEMS (BUS)	MOBILITY MANAGEMENT (5302(A)(1)(L))	Other Capital Items (bus)	\$405,440	\$405,440	\$567,238	\$567,238		
	FL-2018-007- 01-01	300-00 OPERATING ASSISTANCE	UP TO 50% FEDERAL SHARE	Operating Assistance	\$43,023	\$43,023	\$58,100	\$58,100		
								CLOSE		

6) Select the check box for the ALI you wish to modify from the grid. The form will expand below the existing line items grid to include the following sections for that selected line item:

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- a) 'Line Item Scope'
- b) 'Line Item Details'
- c) 'FTA Funding Information'
- d) 'Non-FTA Funding Information'
- e) 'Rolling Stock Information' (if applicable)
- f) 'Milestones'
- 7) Clicking the 'Cancel' button will return you to the 'Closeout Budget Reconciliation' form without saving any changes. The system will provide a warning prompt for confirmation before returning you to previous screen.
- 8) Update the 'Line Item Scope' section as needed:
 - a) Update the line item's name in the 'Custom Line Item Name' field with the desired text.

Line Item Scope: 112-00 BUS TRANSITWAYS/LINES
Line Item # 11.22.01
Standard Line Item Name
Acquire - Busway Custom Line Item Name
ACQUIRE - BUSWAY12345#
Activity Type Acquire Bus Transitways/lines

- b) Update the 'Line Item Details' section as needed.
- c) Update the quantity in the 'Quantity' field with the desired number. This is an integer field and must be a whole number.
- d) Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text. [FTA requests users add narrative 'on top of' any previously existing narrative, do not delete narrative history.]
- e) Update the Yes or No option to respond to the question, 'Will 3rd Party contractors be used to fulfill this activity line item?', if applicable.



Line Item Details
Original Quantity
2
Quantity
5
Original Extended Budget Description
Funding Fiscal Year 2018 Small Urban capital funding has been requested to be transferred to Statewide for capital bus procurement s. The needs of seniors and individuals with disabilities in the State of New Hampshire's Small Urbanized areas are adequately being met. This transfer will provide funding for the procurement of up to four (4)
Updated Extended Budget Description
Test for user guide purpose
Will 3rd Party contractors be used to fulfill this activity line item?
Ves. 3rd Party Contractors will be used for this line item.
No, 3rd Party Contractors will not be used for this line item.

- f) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number.
- g) The 'Revised Total Eligible Cost' field will update automatically.

FTA Funding Information	
	FTA Funding Source
5318 - Bus Testing Facility	5318 - Bus Testing Facility
Award FTA Funding Amount \$90	Revised FTA Funding Amount
	\$90

9) For a TrAMS closeout amendment, update the 'Non-FTA Funding Information' section as needed:

- a) Update any existing values in fields with the desired amounts. These are all integer fields and must be whole numbers.
- b) The 'Revised Total Eligible Cost' field will update automatically.

Non-FTA Funding Information	
Award Local Share Amount	Revised Local Share Amount
\$2,891	\$2,891
Award Local/In-Kind Share Amount \$0	Revised Local/In-Kind Share Amount
Award State Share Amount	\$0
\$0	Revised State Share Amount
Award State/In-Kind Share Amount	\$0
\$0	Revised State/In-Kind Share Amount
Award Other Federal Share Amount	
\$0	\$0
Award Adjustment Amount	Revised Other Federal Share Amount
\$0	\$0
Award Transportation Development Credit	Deviced Adjustment Amount
\$0	Revised Adjustment Amount
Award Total Eligible Cost	\$0
\$25,991	Revised Transportation Development Credit
	\$0
	Revised Total Eligible Cost
	\$24,991

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- 10) Once you have completed all the sections related to the selected ALI from the grid, you will have the following options:
 - a) Click on the 'Save Line Item' button to save all information for the selected ALI and return to the 'Closeout Budget Reconciliation' form; you must click the Close Button on the second form to save all changes.
 - b) Click on the 'Cancel' button to exit out grid without saving changes for the selected ALI. The form will collapse.

Mileston	es							
Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description				
Start Date	2/28/2018	12/31/2026		Operating Assistance for Region 3 – Mid-State RCC (Lead Agency is Community Action Program Belknap- Merrimack Counties, Concord)				
End Date	3/9/2018	1/3/2026		Operating Assistance for Region 3 – Mid-State RCC (Lead Agency is Community Action Program Belknap- Merrimack Counties, Concord)				
				SAVE LINE ITEM CANCEL				
Line Item Click Close Button to Save								

11) Repeat previous steps to update the remaining ALIs in the grid as needed.

Click the 'Close' button to return to the 'Related Actions' menu.

5.5.3.5 Task: Complete Final FFR

A final Federal Financial Report (FFR) must be submitted to FTA before a Closeout Amendment can be processed. A task will be generated once the Closeout amendment is created.

User Roles Required: Only a Regional Post Award Manager User Role or the Recipient can complete the final FFR. This may require coordination with other users to complete your closeout.

The Final FFR task is assigned to the 'Regional Post Award Manager' role as soon as the closeout amendment is created.

To complete the final FFR:

1) Log on as the 'Regional Post Award Manager and click on the 'Tasks' tab.

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2) Select the 'Complete Final Federal Financial Report for Federal Award ID No. [FAIN]' task for the application.

Complete Final MPR NY-2022-003-01 9900	NY-2022-003-01	New Application	Active Award / Ready for Closeout	9900	John TrAMS	1/14/2022 11:45 AM EST
Complete Final FFR NY-2022-003-01 9900	NY-2022-003-01	New Application	Active Award / Ready for Closeout	9900	John TrAMS	1/14/2022 11:45 AM EST

- Click the 'Accept' button to accept the task and the editable 'Federal Financial Report (FFR) | Input FFR Values' form will be displayed. Click the 'Go Back' button to return the task to the FFR Reporter Group.
- 4) At any point, you may click the 'Close Task' button on this form to return to the 'Tasks' tab without saving any changes and retain the task. (Note that an email notification is sent when returned.)

					III 🚺 C Fooderd hand Administrator			
Federal Fin	ancial Report (FFR) Inp	out FFR Values						
Recipient Sum	mary							
Recipient ID	9900		DUNS	999999999				
Recipient Name	TrAMS Transit Organization		EIN Number	134146467				
UEI	HW4YBLZG5NM6							
✓Award Sumn	nary							
Federal Award ID	VA-2020-002-02		Award Name	Refrain from using application - For the use of Final Co	oncurrence User Guide			
Number (FAIN)			Award Status	Active Award / Ready for Closeout				
FFR Reporting Frequency Required	Quarterly		Obligated Date	2/4/2020				
Preaward Authority	Ves, Preaward Authority utilized							
	O No, Presward Authority not utilized							
∽Federal Fina	ncial Report Summary							
Report Type	Quarterly		FFR Report Status	Work in Progress				
Report Period	Quarter 2 (Jan - Mar), FY 2022		Report Due Date	1/14/2022				
Report Period Begin Date	1/14/2022		Updated By					
Report Period End	1/14/2022		Updated Date	1/14/2022				
Date								
	Ves, Final Report							
	No. Not Final Report							
Status Log								
Previous Status		New Status	Updated Dat	e 🗸	Updated By			
Task Launched		Work in Progress	1/14/2022		N/A			
Indirect Exper	se							
Туре	N/A	•	Period From	mm/dd/yyyy				

- 5) Complete fields as needed under the 'Indirect Expense' section (you must specify indirect expenses in your FFR if you indicated use of your approved rates on the application details)
 - a) Select an indirect expense type using the drop-down menu provided under the 'Type' field.
 - b) Enter a rate into the 'Rate' field. Note that this is a percent value.
 - c) Enter a dollar value into the 'Base' field.
 - d) Click in the 'Period From' and 'Period To' fields to enter dates or display the date picker to select dates from.
 - e) Enter a dollar value into the 'Amount Charged' field.
 - f) Enter a dollar value into the 'Federal Share' field.

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Indirect Expense	se		
Туре	Fixed •	Period From	02/27/2018
Rate	15%	Period To	03/27/2019
Base	\$45,892	Amount Charged	\$32,821
		Federal Share	\$2,311

- 6) You will be able to enter dollar values into the 'This Period' fields for the following sections on the form:
 - a) A. Federal Cash on hand at Beginning of Period
 - b) B. Federal Cash Receipts
 - c) C. Federal Cash Disbursements
 - d) F. Federal Share of Expenditures
 - e) G. Recipient Share of Expenditures

A. Federal Cash	n on Hand at Beginning of Period		
Previous		Cumulative	\$25,347
This Period	\$0		Calculated by System
B. Federal Cash	n Receipts		
Previous	\$564	Cumulative	\$564
This Period	\$0		Calculated by System
C. Federal Cash	Disbursements		
Previous	\$1,776	Cumulative	\$1,776
This Period	\$0		Calculated by System
D. Federal Casl	n on Hand at End of Period (A + B - C)		
Previous	\$24,135	Cumulative	\$24,135
	Calculated by System		Calculated by System
This Period	-		
	Calculated by System		
E. Total Federa	l Funds Authorized		
		Cumulative	\$471,562
F. Federal Shar	e of Expenditures		
Previous	\$6,047	Cumulative	\$6,047
This Period	\$0		Calculated by System
G. Recipient Sh	are of Expenditures		
Previous	\$10,483	Cumulative	\$10,483
This Period	\$0		Calculated by System

~

- 7) You will also be able to enter dollar values into the 'Amount' fields for the following sections on the form:
 - a) 'I. Federal Share of Unliquidated Obligations'
 - b) 'J. Recipient Share of Unliquidated Obligations'

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I. Federal Share of Unliquidated Obligations

J. Recipient Share of Unliquidated Obligations

- c) 'P. Federal Program Income on Hand at Beginning of Period'
- d) 'Q. Total Federal Program Income Earned'
- e) 'R. Federal Program income expended in accordance with the deduction alternative'
- f) 'T. Federal Program income expended on allowable transit Capital and Operating expense'

Amount \$456

Amount \$903

P. Federal Program Income on Hand at Beginning of Period	
Amount	\$2,756
Q. Total Federal Program Income Earned	
Amount	\$841
R. Federal Program Income Expended in accordance with the deduction alternativ	/e
Amount	\$0
S. Federal Program Income Expended in accordance with the addition alternative	
Amount	\$0
T. Federal Program Income Expended on allowable Transit Capital and Operating	expense
Amount	\$463
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]	
Amount	\$3,134
	Calculated by System

8) All other remaining fields will be calculated automatically by the system.

Note: To avoid system validation errors while entering dollar values into the 'This Period' and 'Amount' fields, you must keep the following rules in mind for the FFR:

- The sum of the value displayed under the 'Cumulative' field in 'G. Recipient Share of Expenditures' and the value provided for 'J. Recipient Share of Unliquidated Obligations' must be less than or equal to the value displayed for 'N. Total Recipient Share Required.'
- You cannot input values in both 'R. Federal Program income expended in accordance with the deduction alternative' and 'T. Federal Program income expended on allowable transit Capital and Operating expense.' You will be allowed to enter a value for only one of these fields.
- Each of the separate values entered for 'A. Federal Cash on hand at Beginning of Period,' 'B. Federal Cash Receipts,' 'C. Federal Cash Disbursements,' 'F. Federal Share of Expenditures,' and 'I. Federal Share of Unliquidated Obligations' cannot be greater than 'E. Total Federal Funds Authorized.'
- The calculated value of 'D. Federal Cash on hand at End of Period (A + B C)' cannot be negative.
- The calculated value of 'O. Remaining Recipient Share to be provided [N (G + J)]' <u>cannot be</u> <u>negative</u>.

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9) Once you have completed entering all details, click the 'Calculate Totals' button. If you remain on the same page, it is likely that the system has identified a validation check in the calculations. Review the system generated validation checks.

P. Federal Program Income on Hand at Beginning of Period	
Amount	\$5
Q. Total Federal Program Income Earned	
Amount	\$5
R. Federal Program Income Expended in accordance with the deduction alternation	ve
Amount	\$5
S. Federal Program Income Expended in accordance with the addition alternative	2
Amount	
T. Federal Program Income Expended on allowable Transit Capital and Operating	expense
Amount	\$0
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]	
Amount	\$0
	Calculated by System
	CALCULATE TOTALS CLOSE TASK

10) The system will display the 'Confirm FFR Data' form if all rules of the FFR pass validation checks.

Federal F	inancial Report (FFR) Conf	irm FFR Data			
Recipient Sum	imary				
Recipient ID	9900 https://facestest1.fta.dot.gov/suite/tempo/records/item/IUBX0FF	PUUNRGvWUzXGNT2ks37iVU4io	Recipient DUNS EIN Number		
Recipient Name	Trams Transit Organization				
Award Summa	iry				
Federal Award ID Number (FAIN)	FL-2018-007-01 https://facestest1.fta.dot.gov/suite/tempo/records/item/icBX0FP	UUNRGvWUzXKET2ksi3y_JkxG		2311 FORMULA FFY17 Active Award / Ready for	7 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
FFR Reporting Frequency	Annual		Obligation Date	, laite , india , rioday ,	
	 Yes, Preaward Authority utilized No, Preaward Authority not utilized 				
Federal Finance	cial Report Summary				
Report Type	Annual		Report Period Begin Date	10/1/2018	
Report Period	FY 2019		Report Period End	1/2/2010	
Report Due Date	1/3/2019		Date	1/3/2019	
Final Report?	 Yes, Final Report No, Not Final Report 				
Status Log					
Status		Updated Date			Updated By
Work in Progress		1/3/2019			
Indirect Expen	ise				
Туре	Fixed	¥	Period From	2/27/2018	
Rate	15%		Period To	3/27/2019	
Base	\$45,892		Amount Charged	\$32,821	
			Federal Share	\$2,311	

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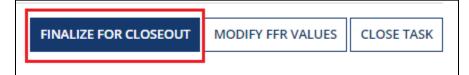
11) Sections 'A' to 'U' will also be displayed with the data entered in the previous step.

Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	\$0	\$1	\$1
B. Federal Cash Receipts	50	\$1	\$1
C. Federal Cash Disbursements	\$0	\$1	\$1
D. Federal Cash on Hand at End of Period (A + B - C)	\$0	\$1	\$1
E. Total Federal Funds Authorized			\$100
F. Federal Share of Expenditures	\$0	\$1	\$1
G. Recipient Share of Expenditures	\$0	\$0	\$0
H. Total Expenditures (F + G)	\$0	\$1	\$1
I. Federal Share of Unliquidated Obligations			\$1
J. Recipient Share of Unliquidated Obligations			\$0
K. Total Unliquidated Obligations (I + J)			\$1
L. Total Federal Share (F + I)			\$2
M. Unobligated Balance of Federal Funds (E - L)			\$98
N. Total Recipient Share Required			\$0
O. Remaining Recipient Share to be Provided [N - (G + J)]			\$0
P. Federal Program Income on Hand at Beginning of Period			\$1
Q. Total Federal Program Income Earned			\$1
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			\$0
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			\$2

12) If you wish to return to the previous 'Input FFR Values' form to make changes, click on the 'Modify FFR Values' button at the bottom of the form.



13) Once you have finished entering information for the FFR, click the 'Finalize for Closeout' button.



14) The 'Federal Financial Report (FFR) |Submit FFR' form will be displayed.

- a) Use the 'Back' button if you wish to return to the previous form.
- b) The 'Save' button can be used to save the comments entered in the 'Submission Remarks' field. This is a required field.
- c) Enter comments for FTA into the 'Submission Remarks' field (required) and then click the 'Submit to FTA' button to proceed.

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Federal Financial Report (FFR) Sub	mit FFR		
Recipient Summary Recipient ID 9900		DUNS 999999999	
Recipient Name TrAMS Transit Organization		EIN Number 134146467	
UEI HW4YBLZG5NM6			
∽Award Summary			
Federal Award ID VA-2020-002-02		Award Name Refrain from using application - For the use of Final Concu	irrence User Guide
Number (FAIN) FFR Reporting Quarterly		Award Status Active Award / Ready for Closeout	
Frequency Required	0	bligated Date 2/4/2020	
Preaward Authority Ves, Preaward Authority utilized			
O No, Preaward Authority not utilized			
✓Federal Financial Report Summary			
Report Type Quarterly		Report Status Work in Progress	
Report Period Quarter 2 (Jan - Mar), FY 2022	Rep	port Due Date 1/14/2022	
Report Period Begin 1/14/2022 Date		Updated By John TrAMS Updated Date 1/28/2022	
Report Period End 1/14/2022		opuated Date 1128/2022	
Date Final Report? 💿 Yes, Final Report			
No, Not Final Report			
Status Log			
5			
Previous Status	New Status	Updated Date	Updated By
Work in Progress	Work in Progress	1/28/2022	John TrAMS
Task Launched	Work in Progress		N/A
Recipient Remarks			
Submission Remarks			
			//
When this report is submitted to FTA, the submitter and the individuals providin or administrative penalties. (U.S. Code, Title 18, Section 1001).	g the information submitted to FTA, if any, certify that it is true, complete, and a	courate to the best of their knowledge. They are aware that any false, fictiti	ious, or fraudulent information may subject them to criminal, civil,
Submitted By John TrAMS			
Submitted Date 1/28/2022			
			SUBMIT TO FTA BACK SAVE CLOSE TASK

- 15) The 'Submitted' form will be displayed with the following confirmation message: "Federal Award ID Number [FAIN #] FFR for [FY] [Report Frequency] has been submitted to FTA."
- 16) Click the 'Close' button. The system returns to the 'Tasks' tab. The task link will now be removed from the task list.

Federal Financial Report Submitted	
Success! Federal Award ID Number FL-2018-007-01FFR for 2019 has been submitted to FTA.	
c	LOSE

5.5.3.6 Task: Complete Final MPR

Before submitting a Closeout Amendment for approval, the FTA Regional Staff or the Recipient must submit a Final Milestone Progress Report (MPR) to FTA. The task to complete the final FFR is initiated as soon as the closeout amendment is created.

User Roles Required: The FTA Regional Post-Award Manager role or the Recipient can complete the final MPR. This may require coordination with other users to complete the closeout.

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The Final MPR task is assigned to the 'Regional Post-Award Manager' role as soon as the closeout amendment is created. To complete the final MPR:

- 1) Log on as the 'Regional Post-Award Manager' and click on the 'Tasks' tab
- 2) Select the "Complete Final Federal Financial Report for Federal Award ID No. [FAIN]' task for the application.
- 3) The MPR form will populate

Complete Final MPR NY-2022-003-01 9900	NY-2022-003-01	New Application	Active Award / Ready for Closeout	9900	John TrAMS	1/14/2022 11:45 AM EST
Complete Final FFR NY-2022-003-01 9900	NY-2022-003-01	New Application	Active Award / Ready for Closeout	9900	John TrAMS	1/14/2022 11:45 AM EST

Mi	lestone P	rogress Re	eport (MPR) Su	mmary			
Rec	ipient Detai	s					
	ient ID				Recipient Name		
9900					Trams Transit Organization		
~A1	ward Summa	arv					
	ral Award ID Numb	-			Award Name		
	18-007-01				2311 FORMULA FFY17 & FFY18 FUNDS F	OR MOB MGT & CAPITAL PROJ	ECTS
MPR	Reporting Frequence	y Required			Award Status		
Annu	al				Active Award / Ready for Closeout		
	ward Authority Util				Obligation Date		
	s. Preaward Authorit						
), Preaward Authority						
×М		gress Report	Summary				
	Report Type A				MPR Report Status Work in Progres	55	
	Report Period F				Report Due Date 1/3/2019		
Report Period Begin 10/1/2018 Last Update By N/A Date Last Update Date Last Update Date							
Re	eport Period End 1. Date	/3/2019			Last opunte Date		
		Yes, Final Report					
		No, Not Final Report					
Aw	ard Overviev	N					
	Overview Remarks						
	le details about overai t of Line Iten		including all projects within the aware	d			
	Project Number	L Scope Number	Scope Name	Line Item Number	Custom Line Item Name	Number of Milestones	Number of Milestones Pending
	FL-2018-007-02-01	117-00	OTHER CAPITAL ITEMS (BUS)	11.7L.00	MOBILITY MANAGEMENT (5302(A)(1)(L))	2	1
	FL-2018-007-02-01	112-00	BUS TRANSITWAYS/LINES	11.22.01	ACQUIRE - BUSWAY	2	2
	FL-2018-007-01-01	300-00	OPERATING ASSISTANCE	30.09.01	UP TO 50% FEDERAL SHARE	2	2

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ones Pending

FINALIZE FOR CLOSEOUT CLOSE TASK

SAVE ALL CHANGES

- 4) At any point, you may click the 'Close Task' button to return to the 'Tasks' tab without saving any changes and retain the task (Note that an email notification is sent when returned to group).
- 5) Enter comments into the 'MPR Overview Remarks' field to provide details about overall progress of the award. Note that this is a required field.
- 6) Verify all line items displayed under the 'List of Line Items' grid. Any value greater than zero under the 'Number of Milestones Pending' column indicates pending milestone(s) that must be provided with an appropriate 'Actual Completion Date 'to pass validation.

Note: A milestone is considered 'Pending' if one of the following is true:

- The 'Original Estimated Completion Date' (when no revised milestone is provided) expired on or before the 'Report Period End Date' which is the date the closeout was created
- There is no 'Actual Completion Date' indicating the milestone was successfully achieved on or before the 'Report Period End Date'
- The 'Revised Estimated Completion Date' expired on or before the 'Report Period End Date'
- All milestone must have an actual completion date to have a complete closeout request

	• Ze	roed out i	milestone are no	t considered	d pending		
w	ard Overview						
PR	Overview Remarks						
Test							
ovid	le details about overall p	rogress of this award i	including all projects within the award	d l			
ist	of Line Items	;					
	Project Number 🕴	Scope Number	Scope Name	Line Item Number	Custom Line Item Name	Number of Milestones	Number of Mile
	FL-2018-007-02-01	117-00	OTHER CAPITAL ITEMS (BUS)	11.7L.00	MOBILITY MANAGEMENT (5302(A)(1)(L))	2	1
	FL-2018-007-02-01	112-00	BUS TRANSITWAYS/LINES	11.22.01	ACQUIRE - BUSWAY	2	2
	FL-2018-007-01-01	300-00	OPERATING ASSISTANCE	30.09.01	UP TO 50% FEDERAL SHARE	2	2

- 7) Select the check box for a line item with a pending milestone. The form will expand to display the 'Line Item Details,' 'FTA Funding Information,' and 'Milestones' sections.
 - a) Select the check box for a pending milestone.
 - b) The form will expand again to display the 'Original Milestone Details' and 'Milestone Progress Information' sections.
 - c) Click in either the 'Revised Estimated Completion Date' or 'Actual Completion Date' field to enter a date or display the date picker to select a date from.

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<u>Note</u>: Actual Completion Date must be on or before the 'Report Period End Date'; for closeouts, this is the date of closeout creation.

8) If you enter invalid values for Revised Estimated Completion Date (i.e. a date in the past) or for Actual Completion Date (i.e. a date in the future), the system will display an error message indicating the issue with the entered date.

Original Milestone Details	
Milestone Name Start Date	Original Estimated Completion Date 2/28/2018
Milestone Detailed Description Requested funds will be used to support mobility management activities for the following five (5) Regional Coo Sunapee Regional Planning Commission, Lebanon) Region 2 – Carroll County RCC (Lead Agency is Mount Wash	
▲ Milestone Progress Information	
Revised Estimated Completion Date	Revision #
mm/dd/yyyy	2
Actual Completion Date	
01/04/2019	
The actual completion date is after the report period (1/3/2019). Please enter a date within the report period before saving.	
Milestone Progress Comments	
Enter details about milestone progress (e.g. date changes, etc.)	
Existing Comments No Comment for this Milestone	
No comment for this milestone	
	SAVE ALL CHANGES FINALIZE FOR CLOSEOUT CLOSE TASK

- 9) Each milestone can only have one date either a new Revised Estimated Completion Date or an Actual Completion Date. For a closeout, user must complete all Actual Completion Dates.
 - a) Enter comments into the 'Milestone Progress Comments' field to provide details about milestone progress. This is a required field
 - b) Click the 'Save All Changes' button after you have completed entering all dates. The form will collapse the 'Milestone Details' section and the value under the 'Number of Milestones Pending' column will update accordingly.



Milestone Progress Information	
Revised Estimated Completion Date	Revision #
mm/dd/yyyy	2
Actual Completion Date	
01/03/2019	
Milestone Progress Comments	
Test	
Enter details about milestone progress (e.g. date changes, etc.)	<i>w</i>
Existing Comments	
No Comment for this Milestone	
	SAVE ALL CHANGES FINALIZE FOR CLOSEOUT CLOSE TASK

10) If you wish to add a new milestone to the project, click the 'Add New Milestone' button. The form will expand further to display the 'Add New Milestone' section:

- a) Enter a name for the milestone into the 'Name' field.
- b) Click in either the 'Revised Estimated Completion Date' or 'Actual Completion Date' field to enter a date or display the date picker to select a date from. You may select only one type of date.
- c) Enter a comment about the milestone into the 'Milestone Progress Comments' field. This is a required field.
- d) Click the 'Save All Changes' button after you have completed entering information in all fields. You will be returned to the 'Milestones' grid.

Add New Milestone	
Name	
New Milestone for User Guide update	
Estimated Completion Date	
mm/dd/yyyy	
Actual Completion Date	
01/03/2019	
Detailed Description	
Test	
SAVE ALL CHANGES FINALIZE FOR CLOSEOUT CLOSE TASK	

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Original Milestone Details		
Milestone Name	Original Estimated Completion Date	
Start Date	2/28/2018	
Milestone Detailed Description Operating Assistance for Region 3 – Mid-State RCC (Lead Agency is Community Action Program Belknap-Merrin	nack Counties, Concord)	
Milestone Progress Information		
Revised Estimated Completion Date	Revision #	
mm/dd/yyyy	2	
Actual Completion Date		
mm/dd/yyyy		
Milestone Progress Comments		
Enter details about milestone progress (e.g. date changes, etc.)		
Existing Comments		
No Comment for this Milestone		
	SAVE ALL CHANGES FINALIZE FOR CLOSEOU	IT CLOSE TASK

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Original Milestone Details	
Milestone Name	Original Estimated Completion Date
Start Date	2/28/2018
Milestone Detailed Description Operating Assistance for Region 3 – Mid-State RCC (Lead Agency is Commu	inity Action Program Belknap-Merrimack Counties, Concord)
Milestone Progress Information	
Revised Estimated Completion Date	Revision #
12/31/2018	2
You may only save revised or actual completion date. Please remove either be	efore saving.
The revised date is before the end of the report period ($1/3/2019$) and will remodify to a date after the period.	sult in a pending milestone. Please
Actual Completion Date	
01/31/2025	
The actual completion date is after the report period (1/3/2019). Please enter before saving.	a date within the report period
Milestone Progress Comments	
Test	
Enter details about milestone progress (e.g. date changes, etc.)	
Please add comment on the changes to the dates before saving.	
Existing Comments No Comment for this Milestone	
	SAVE ALL CHANGES FINALIZE FOR CLOSEOUT CLOSE

<u>Note</u>: Enter the Actual Completion Date, which is found in the 'Period of Performance End Date' within the Application Summary page.

11) Repeat the previous step until all line items display a '0' under the 'Number of Milestones Pending' column. The system will not allow you to proceed with an MPR submission should any pending milestones remain.

AW	ard Overview						
MPR	Overview Remarks						
Test							
List	e details about overall pr	-	including all projects within the award	d			
	Duration of Alexandrasis 1						
	Project Number 🔱	Scope Number	Scope Name	Line Item Number	Custom Line Item Name	Number of Milestones	Number of Milestones Pending
	FL-2018-007-02-01	Scope Number	Scope Name OTHER CAPITAL ITEMS (BUS)	Line Item Number	Custom Line Item Name MOBILITY MANAGEMENT (5302(A)(1)(L))	Number of Milestones	Number of Milestones Pending
							Number of Milestones Pending 0

- 12) You can save changes in progress by using the 'Save All Changes' button and stay on the page.
- 13) You can save and then close task to complete at a later time. Changes will be saved.
- 14) Once you have finished entering dates for pending milestones, enter a comment into the 'MPR Overview Remarks' field; this is a required field

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15) Click the 'Finalize for Closeout' button.

- 16) The 'Milestone Progress Report (MPR) | Submit MPR' form will be displayed.
 - a) Use the 'Back' button if you wish to return to the previous form.
 - b) The 'Save' button can be used to save the comments entered the 'Submission Remarks' field and stay on the page.
 - c) Enter comments for FTA into the 'Submission Remarks' field.
 - d) Click the 'Submit to FTA' button to proceed with submission.

			III 🚺 🔹 Tober Tour American
Milestone	Progress Report (MPR) Submit MPR		
Recipient Sum	mary		
Recipient ID	9900	DUNS	999999999
Recipient Name	TrAMS Transit Organization	EIN Number	134146467
UEI	HW4YBLZG5NM6		
Award Summa	iry		
Award Name	VA-2020-002-02	Award Name	Refrain from using application - For the use of Final Concurrence User Guide
MPR Reporting Frequency	Quarterly	Award Status	Active Award / Ready for Closeout
Milestone Pro	gress Report Summary		
Report Type	Quarterly	MPR Status	Work in Progress
Report Period	Quarter 2 (Jan - Mar), FY 2022	Updated By	John TrAMS
Report Due Date	1/14/2022	Updated Date	2/1/2022
Recipient Sub	nission Remarks		
Submission Remarks			
	Provide any additional comments about the report that would be useful for FTA during the review. When this report is submitted to the FTA, the submitter and the individuals providing the information submitted to the FTA, if information may subject them to criminal, civil, or administrative penalties (U.S. Code, Title 18, Section 1001).	any, certify that	t is true, complete, and accurate to the best of their knowledge. They are aware that any false, ficticious, or fraudulent
			SUBMIT TO FTA BACK SAVE

- 17) The 'Submitted' form will be displayed with the following confirmation message: "Federal Award ID Number [FAIN #] MPR for [FY] [Report Frequency] has been submitted to FTA for review.
- 18) Click the 'Close' button. The system returns you to the 'Tasks' tab and the task link will now be removed from the task list.

Milestone Progress Report Submitted
Success!
Federal Award ID Number FL-2018-007-01 MPR for 2019 has been submitted to FTA for review.
CLOSE

<u>Note</u>: FTA cannot mark the Final MPR reviewed or return the final MPR for changes until the completed closeout has been submitted to FTA.

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5.5.3.7 Related Action: Validate and Submit Closeout

Once you have completed the final FFR, final MPR and budget reconciliation steps, the Closeout Amendment is ready for submission.

To validate and submit a completed closeout request:

1) Go to the 'Related Actions' menu and click 'Validate and Submit Closeout'.



2) The 'Final Budget' form will be displayed. Select either the Yes or No option to respond to the question, "Is this budget final?" and then click the 'Continue' button to proceed.

Recipient Name TrAM5 Transit Organization	
Award Name New Application	
	CONTINUE

- 3) You must select close to return to the related actions menu where you can return to review the budget and make any additional changes
- 4) Follow prior steps to validate and submit when ready to select the 'Yes, this budget is final' and proceed with the closeout.
- 5) If you selected 'Yes, this budget is final', you may continue to the next step.

Recipient Summary	
Recipient ID 9900	Recipient Name Trams Transit Organization
Award Summary	
Award Number FL-2018-007-01	Award Name 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
Award Date	Award Status Active Award / Ready for Closeout
Critical Issues	
X Validation Error	
hese items have not passed Award Closeout validations:	
The End Date must be less than or equal to the close out Creation Date: 1/3/2019	

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Refer to *Task: Complete Final FFR* and *Task: Complete Final MPR* for the appropriate instructions on completing these reports.

- 6) The 'Submit Closeout Request' form will display if there are no errors. This form will display any unliquidated funds that remain on the award; these funds will deobligated once the Closeout is approved.
 - a) Click on the 'Cancel' button on this form to return to the 'Related Actions' menu.
 - b) Click the 'Submit to FTA' button to proceed.

	Details			out Request						
•	pient ID 9900				Deck	niant Manual T	rams Transit Organ	in the s		
and the second					Reci	pient Name	rams fransic organ	1240011		
Award Su	and the second second									
	lumber FL-2018-007-0				A	ward Name 2	311 FORMULA FFY1	7 & FFY18 FUND5 FC	OR MOB MGT	& CAPITAL PROJECTS
	Status Active Award /	Ready for Closeo	ut							
Closeout	Details									
Create	ed Date 1/3/2019 4:04	PM EST								
Crea	ated By Jane.trams@ya	hop.com								
Closeout I	Reason 💮 All approve	d activities are cor	mpleted and/or applicable	e Federal funds expended						
		le Federal funds e	CIC 10000							
		and a second second	to accomplish the grant p							
				pleted and/or approved fu		en substantially	/ drawn down			
			a state of the sta	complete approved grant						
				commensurate with furth						
		ed to comply with	the terms or conditions	of the Grant Agreement or	other repe	rai requirement	13			
Closeout Re										
	inds Status									
Award Fu	inds Status		uidated funds of \$471.5t he 'Unliquidated Balance'		iclude pend	ling disburseme	nts requested with	n the past two busin	ess days. The	funds shall be deobligated
Award Fu	inds Status				FPC	ing disburseme Obligation	nts requested withi Deobligation	n the past two busin Disbursement	ess days. The Refund	funds shall be deobligated Unliquidated Balance
Award Fu Unliqu B	Inds Status idated This Applicatio ialance in the full amo	unts specified in t	he 'Unliquidated Balance	column below.	io Tesseret I	na ana ana ana ana ana ana ana ana ana				
Award Fu Unliqu B PO Number	inds Status vidated This Applicatio valance in the full amo Project Number	unts specified in t	he 'Unliquidated Balance Scope Code / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
Award Fu Unliqu PO Number FL-03-3003	Inds Status adated This Application balance in the full amo Project Number FL-2018-007-01-00	Cost Center 65000	he 'Unliquidated Balance Scope Code / Suffix 300-00 / A3	Account Class Code 2018.25.03.58.2 / 02	FPC	Obligation \$43,023	Deobligation \$0	Disbursement \$0	Refund \$0	Unliquidated Balance \$43,023
Award Fu Unliqu PO Number FL-03-3003 FL-03-3003 FL-03-3003	Index Status idated This Applicatio In the full amo Project Number FL-2018-007-01-00 FL-2018-007-02-00 FL-2018-007-02-00	Cost Center 65000 65000 65000	he 'Unliquidated Balance' Scope Code / Suffix 300-00 / A3 112-00 / A2	column below. Account Class Code 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02	FPC 02 02	Obligation \$43.023 \$23.100	Deobligation \$0 \$0	Disbursement \$0 \$0	Refund \$0 \$0	Unliquidated Balance \$43,023 \$23,100
Award Fu Unliqu PO Number FL-03-3003 FL-03-3003 FL-03-3003	And Status And And And And And And And And And And	Cost Center 65000 65000 65000	he 'Unliquidated Balance' Scope Code / Suffix 300-00 / A3 112-00 / A2 117-00 / A1	column below. Account Class Code 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02	FPC 02 02 02	Obligation \$43,023 \$23,100 \$405,440	Deobligation \$0 \$0 \$0	Disbursement \$0 \$0 \$0	Refund \$0 \$0 \$0	Unliquidated Balance \$43.023 \$23.100 \$405.440
Award Fu Unliqu PO Number FL-03-3003 FL-03-3003 FL-03-3003	Indes Status Idated This Applicatio In the full armo Project Number FL-2018-007-02-00 FL-2018-007-02-00 FL-2018-007-02-00 To the best of applicant will	unts specified in t Cost Center 65000 65000 0 my knowledge an omply with the ce	he 'Unliquidated Balance' Scope Code / Suffix 300-00 / A3 112-00 / A2 117-00 / A1 debilef, all data entered a rtifications and assurance	column below. Account Class Code 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02	FPC 02 02 02	Obligation \$43,023 \$23,100 \$405,440 is application is	Deobligation \$0 \$0 \$0 duly authorized by	Disbursement \$0 \$0 \$0 \$0	Refund \$0 \$0 \$0	Unliquidated Balance \$43,023 \$23,100 \$405,440 s of the applicant and the
PO Number FL-03-3003 FL-03-3003 Submission	Indes Status Indexed This Applicatio In the full armo Project Number FL-2018-007-02-00 FL-2018-007-02-00 FL-2018-007-02-00 To the best of applicant will the Federal Tra	UNTS Specified in t Cost Center 65000 65000 65000 Mmy knowledge an omply with the ce- insit Administratio	he 'Unliquidated Balance' Scope Code / Suffix 300-00 / A3 112-00 / A2 117-00 / A1 debilef, all data entered a rtifications and assurance	Account Class Code 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02	FPC 02 02 02	Obligation \$43,023 \$23,100 \$405,440 is application is	Deobligation \$0 \$0 \$0 duly authorized by	Disbursement \$0 \$0 \$0 \$0	Refund \$0 \$0 \$0	Unliquidated Balance \$43,023 \$23,100 \$405,440 s of the applicant and the
PO Number FL-03-3003 FL-03-3003 Submission	Indes Status Indexted This Applicatio In the full armo Project Number FL-2018-007-02-00 FL-2018-007-02-00 FL-2018-007-02-00 To the best of applicant will the Federal Tra- tted By Post-Award Ma	UNTS Specified in t Cost Center 65000 65000 65000 Mmy knowledge an omply with the ce- insit Administratio	he 'Unliquidated Balance' Scope Code / Suffix 300-00 / A3 112-00 / A2 117-00 / A1 debilef, all data entered a rtifications and assurance	Account Class Code 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02	FPC 02 02 02	Obligation \$43,023 \$23,100 \$405,440 is application is	Deobligation \$0 \$0 \$0 duly authorized by	Disbursement \$0 \$0 \$0 \$0	Refund \$0 \$0 \$0	Unliquidated Balance \$43,023 \$23,100 \$405,440 s of the applicant and the
PO Number FL-03-3003 FL-03-3003 Submission	Indes Status Indexed This Applicatio In the full armo Project Number FL-2018-007-02-00 FL-2018-007-02-00 FL-2018-007-02-00 To the best of applicant will the Federal Tra	UNTS Specified in t Cost Center 65000 65000 65000 Mmy knowledge an omply with the ce- insit Administratio	he 'Unliquidated Balance' Scope Code / Suffix 300-00 / A3 112-00 / A2 117-00 / A1 debilef, all data entered a rtifications and assurance	Account Class Code 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02	FPC 02 02 02	Obligation \$43,023 \$23,100 \$405,440 is application is	Deobligation \$0 \$0 \$0 duly authorized by	Disbursement \$0 \$0 \$0 \$0	Refund \$0 \$0 \$0	Unliquidated Balance \$43,023 \$23,100 \$405,440 s of the applicant and the
PO Number FL-03-3003 FL-03-3003 Submission	Indes Status Indexted This Applicatio In the full armo Project Number FL-2018-007-02-00 FL-2018-007-02-00 FL-2018-007-02-00 To the best of applicant will the Federal Tra- tted By Post-Award Ma	UNTS Specified in t Cost Center 65000 65000 65000 Mmy knowledge an omply with the ce- insit Administratio	he 'Unliquidated Balance' Scope Code / Suffix 300-00 / A3 112-00 / A2 117-00 / A1 debilef, all data entered a rtifications and assurance	Account Class Code 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02 2018.25.03.58.2 / 02	FPC 02 02 02	Obligation \$43,023 \$23,100 \$405,440 is application is	Deobligation \$0 \$0 \$0 duly authorized by	Disbursement \$0 \$0 \$0 \$0	Refund \$0 \$0 \$0	Unliquidated Balance \$43,023 \$23,100 \$405,440 s of the applicant and the

- 7) The 'Confirmation' form will be displayed with the following confirmation message: "The closeout amendment for Award Number [FAIN #] has been submitted to FTA for review."
- 8) Click the 'Close' button to return to the 'Related Actions' menu.



Amendment Closeout Created	
Success!	
A new closeout amendment for Federal Award ID Number VA-2020-002-02 has been created.	
Click the link below to view the new closeout amendment.	
VA-2020-002-02 User Guide	
	CLOSE

5.5.3.7.1 TrAMS Validation Messages

The following table provides the system validation messages shown by TrAMS for the above Related Action.

Closeout Amendment Validation			
Message Text	Reason		
Critical Issues			
"FTA Budget for this Award has not been finalized. Finalize your budget before submitting the Closeout request to FTA."	The user has not indicated that the budget is final for the closeout amendment.		
"FTA Budget is larger than the approved budget for one or more funding sources. Decrease your budget before submitting the Closeout request to FTA."	The FTA funding source amounts for the closeout amendment are greater than the approved award amounts.		
"Final Federal Financial Report (FFR) for this Award has not been submitted. Complete a Final FFR before submitting the Closeout request to FTA."	The Final FFR has not been completed and submitted to FTA for review.		
"Final Milestone Progress Report (MPR) for this Award has not been submitted. Complete a Final MPR before submitting the Closeout request to FTA."	The Final MPR has not been completed and submitted to FTA for review.		
"This application is missing award details or descriptions (Award Name, Award Type, Purpose, Activities to be Performed, Expected Outcomes, Intended Beneficiaries, or Subrecipient Activities). Please fill out all award details/award descriptions before continuing (Application Details Related Action)."	The amendment is missing an Award Name, Award Type, Purpose, Activities to be Performed, Expected Outcomes, Intended Beneficiaries, or Subrecipient Activities		



5.5.3.8 Dashboard: Summary

- The user can track the status of the closeout process by looking at the 'Closeout Status' table listed on the Summary page. See screen shot below. The table is automatically updated as each of the closeout steps is completed.
- All elements must be complete to validate and transmit the closeout amendment.
- There is no required order to complete each step of the closeout.

Close Out Status	
Close Out Completion	Status
Budget Reconciliation	INCOMPLETE
Final FFR	INCOMPLETE
Final MPR	INCOMPLETE

6 Reports

Updates to the content of this section are in progress.

6.1 Overview

TrAMS includes a suite of reports that support Application management and financial activities to include activities such as reviewing Application statuses and budget information at various levels of detail. Most TrAMS reports are accessible by both recipient organization users and FTA users although the level of detail each user type can see may vary by report. This document describes reports available to both recipient and FTA users. TrAMS reports are downloadable as Microsoft Excel formatted files.

All TrAMS reports can be categorized into one of two groups:

1. User Generated Dynamic Reports

Dynamic reports allow the user to select report filter criteria and are found using the 'Reports' tab. Dynamic reports include both 'Reports' and 'Excel Reports', with the main difference being that the former may include visualizations such as charts. For dynamic reports, recipient users will only be able to see data specific to their recipient organizations. Recipients who belong to more than one organization, will be able to see data for each of those organizations. FTA users will be able to see data across all Cost Centers.

2. Historical Static Reports

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Historical (static) reports are generated each night by the TrAMS system and stored on the 'Reports' tab. Static reports provide a daily snapshot of the same information available in the dynamic reports. Static report data is cumulative, beginning on the first day of the Federal Fiscal Year (October 1st) and ending on the day prior to the report generated date. For example, a static report dated May 30, 2018 will contain data for October 1, 2017 through May 29, 2018. Static reports have no filter criteria applied and will contain data for all Cost Centers and all recipient organizations. Static reports are useful for comparing information across time periods.

The current TrAMS report suite includes 20 reports accessible FTA users. These reports are listed in Table 1: TrAMS Reports below. The remainder of this document describes the available reports, how to access them, and what filters can be applied when generating the reports.

Report Name	Report Content	Dynamic Report Available	Historical Report Available
1) Application Budget by ALI Report	Budget activity line item data for original awards and amendments with application status, budget details (project, scope, line item), application submit, transmit, and obligation dates.	Yes	Yes
2) Application Budget Report	Budget details, disbursement amounts, and key dates at the application/award level.	Yes	Yes
3) Application by Status Report	Application and Award statuses for grants and cooperative agreements	Yes	Yes
4) Disbursement Report	Individual disbursements and/or refund amounts for an award.	Yes	-N/A-
5) Discretionary Allocation Detail Report	Application/Awards of discretionary and/or earmark allocations with award status and funds amount.	Yes	Yes

Table 1: TrAMS Reports

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Report Name	Report Content	Dynamic Report Available	Historical Report Available
6) FFR Detail Report	Federal Financial Report status, submitter, and financial information reported by the recipient.	Yes	Yes
7) MPR Detail Report	MPRs submitted for awards (by FAIN) with submission dates, frequency, review status, and milestones reported by a recipient (by Recipient ID and Recipient Name).	Yes	Yes
8) Project Budget Report	Budget details for applications, original awards, and amendments on a project level with FTA funds awarded and disbursed.	Yes	Yes
9) Project Scope Budget Report	Budget details by application/award on a scope level with project, section code, award fiscal year, award type, award status, and FTA grant manager details.	Yes	Yes
10) Recipient POC Details Report	Points of Contact for a recipient organization with title, address, contact information, responsibilities, and contact type.	Yes	Yes
11) User Details Report	See the <i>FACES User Guide</i> for more information about the User Details Report.	-N/A-	Yes

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6.1.1 User Generated Dynamic Reports

User generated reports or "dynamic" reports are accessed from the 'Reports' tab and listed under the 'Reports' and 'Excel Reports' columns. Dynamic reports allow the user to apply search criteria to limit report results.

6.1.1.1.1 How to Generate a Dynamic Report

Each report available on the 'Reports' tab is generated in a similar fashion. The following set of steps can be applied generically to generate any dynamic report on the 'Reports' tab:

1) Go to the 'Reports' tab and click on the report link (e.g. 'Application Budget Report').

WELCOME MY WORK (18) RECORDS	REPORTS	III 🚺 C Federal Transit Administration
TrAMS		GTrAMS Website ①Help Page
Reports	🖹 Excel Reports	🖹 Static Reports
Enter Report Name	Enter Report Name	
		FY 2021
Certifications & Assurances	Application Budget by ALI Report	► FY 2020
Completion Status	Application Budget Report	FY 2019
Disadvantaged Business		► FY 2018
Enterprise (DBE) Semi-Annual Uniform Report	Application by Status Report	► FY 2017
A Disbursement Report	Cumulative Formula	► FY 2016

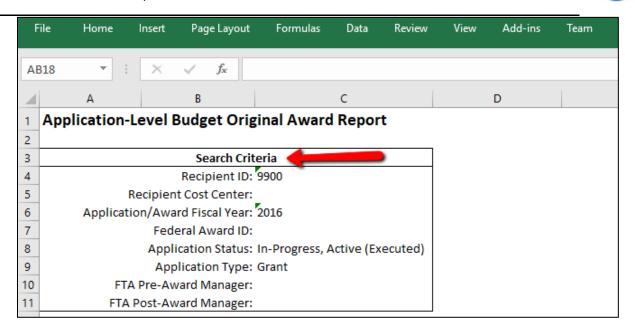
2) Wait for the report form to open and then enter any applicable search criteria. Depending on the report, select search fields may require inputs before the report can be generated.

Reports /	Application B	By Applicat	ion-Level Budg	et Report
Report Search	Criteria			
Recipient Name/ID			Application/Award	
* Recipient			Fiscal Year	Hold ctrl to select multiple.
Region/Cost Center	Hold ctrl to select multiple.		Application/Award Type	Please Select a Type
Federal Award ID			Application/Award	
Section Code			Status	Hold ctrl to select multiple.
			FTA Pre-Award Manager	
			FTA Post-Award Manager	

- 3) Click the 'Generate Report' button. Report generation time will vary depending on the report type and the amount of underlying data.
- 4) Once the report has generated, a report link will appear at the top of the report form. The date and timestamp shown in the link title will match the time zone specified by the user in the user's profile settings (e.g. "Application By Original Award Report for [User] [Date] [Time]").

WELCOME MY	W Y WORK (18)	ECORDS				# (Federal Transit Administration
Reports	Appli	cation By	/ Appli	cation-	Level Budg	et Report	
Generated I	Excel Rep	ort					
Application By Origi	inal Award Rep	ort for Jane TrAMS	Mar 10, 2021	02:33 PM			
Report Sear	ch Criter	'ia					
Recipient Name	9900 - T	rAMS Transit Orgar	ization 🗙		Application/Award	2017	•
* Recipio Region/Cost Cen		Office of Administr	ation	-	Fiscal Year	Hold ctrl to select multiple.	

5) Click on the report link to download the report. The report will be Microsoft Excel formatted. The search criteria applied will be listed in the header section of the report.



6.1.1.1.2 Standard Form Buttons

The dynamic report forms may contain one or more of the following standard buttons:

- 1) Clear Filter: Click the 'Clear Filter' button to clear all search criteria entered in the search filters.
- 2) Generate Report: Click the 'Generate Report' button to run the report.
- 3) **Close:** Click the 'Close' button to close the report form.



6.1.1.1.3 Search Criteria Types

Each dynamic report form will contain one or more search criteria. Required search criteria will be indicated on the form by a blue asterisk '*'. Search criteria filters may be of the following types:

 Checkbox: Checkboxes are used when zero, one or more items can be selected from a small list (usually <5 items). Each item has its own checkbox that can be selected or deselected independent of the other items in the list. On the 'FFR Detail Report', the 'Report Period Type' search criterion is an example of a checkbox field.



WELCOME MY WOR	·				III 🚺 III	Sederal Transit Administration
Reports F	ederal Finar	ncial Re	eport D	etails (FFR))	
Report Search	Criteria					
Recipient Name/ID				Application/Award Type	Please Select a Type	•
Recipient Region/Cost Center	Please Select a Cost Cent	er	•	Application/Award Status	Please Select a Status	•
Application/Award Number				Report Period Annual		Ŧ
Application/Award Fiscal Year	Please Select a Year		-	Report Period	Hold ctrl to select multiple.	•
Report Status	Please Select a Status		-	Quarterly	Hold ctrl to select multiple.	
* Report Period Type	Quarterly Monthly Annual Initial			Report Period Monthly	Hold ctrl to select multiple.	•
Report Final	 Yes, Final Report No, Not Final Report 					

2) Date Picker: Clicking on a date picker field will open a calendar from which a single date can be selected. Users may also directly type in a date in the field's entry box. On the 'FFR Detail Report', the 'Period To' filter is an example of a date picker.

Report Final		, Final R Not Fin						Hold ctrl to select multiple.
Period From	mm/a	ld/yyyy						
Period To	÷		Aug	gust 20	17		÷	
	SUN	MON	TUE	WED	THU	FRI	SAT	
	30	31	1	2	3	- 4	5	
CLEAR FILTER	6	7	8	9	10	11	12	GENERATE REPORT CLOS
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	

3) Drop Down (Single-Select): A single-select drop down field is list of items that expands when the user clicks in the field. Only one item can be selected from the list. The selected item will be visible in the form field box. On the 'FFR Detail Report', the 'Application/Award Type' filter is an example of a single-select drop down list.



Reports Federal Financial Report Details (FFR) Enter one or more of the following search criteria Report Search Criteria						
Application/Award Number			Application/Award Type	Please Select a Type Please Select a Type	•	
Application/Award Fiscal Year	Please Select a Year	-	Application/Award Status	Grant		
				Cooperative Agreement		

Reports Federal Financial Report Details (FFR) Enter one or more of the following search criteria								
Report Search	Report Search Criteria							
Application/Award Number		Application/Award Type	Grant	•				
Application/Award Fiscal Year	Please Select a Year	✓ Application/Award Status	Please Select a Status	•				

4) Drop Down (Multi-Select): A multi-select drop down field also appears as a list of items that expands when the user clicks in the field. In this case, multiple items can be selected from the list (click an item to select it). Selected items will appear to be highlighted within the drop down and will be listed in the field box. On the 'FFR Detail Report', the 'Report Period Monthly' filter is an example of a multi-select drop down list.

* Report Period Type Report Final Period From Period To	Quarterly Monthly Annual Initial Yes, Final Report No, Not Final Report mm/dd/yyyy mm/dd/yyyy	Annual Report Period Quarterly Report Period Monthly	Hold ctrl to select multiple. 2017 Quarter 1, 2017 Quarter 2 Any 2017 Quarter 1 2017 Quarter 1 2017 Quarter 3 2017 Quarter 4 2016 Quarter 1 2016 Quarter 2	
Application/Award Fiscal Year	Please Select a Year	Application/Award Status	Please Select a Status	
Report Status * Report Period Type	Please Select a Status	Report Period Annual	♥ Hold ctrl to select multiple.	
	Monthly Annual Initial	Report Period Quarterly	2017 Quarter 1, 2017 Quarter 2 Hold ctrl to select multiple.	
Report Final	Yes, Final Report	Report Period Monthly	•	

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5) **Radio Button:** Radio button groups are used when a user can select only one (1) item from a short list (usually <5 items). The selected radio button will appear highlighted. On the 'FFR Detail Report', the 'Report Final' filter is an example of a radio button group.

* Report Period Type	Quarterly	Annual	Hold ctrl to select multiple.	
	Monthly	Report Period		-
	Annual Initial	Quarterly	Hold ctrl to select multiple.	
Report Final	 Yes, Final Report 	Report Period		-
	🔿 No, Not Final Report	Monthly	Hold ctrl to select multiple.	
Period From	mm/dd/yyyy			
Period To	mm/dd/yyyy			

6) **Text:** A text field search filter allows the user to enter free text. On the 'FFR Detail Report', the 'Application/Award Number' filter is an example of a text field.

Reports Federal Financial Report Details (FFR)								
Report Search	Report Search Criteria							
Application/Award Number	1012-	Appli	cation/Award Type	Please Select a Type	-			
Application/Award Fiscal Year	Please Select a Year	- Appli	cation/Award Status	Please Select a Status	-			
Report Status	Please Select a Status	~	Report Period		~			

7) Type Ahead: Type-ahead fields are similar to text fields but search for matching inputs as the user types. The user will then be prompted to select from search results that match what was typed. A matching item that was selected can be unselected by clicking the "x". Type ahead fields will be more common for FTA user views of the report forms where a recipient ID may need to be selected from the full list of recipients. On the FTA version of the 'FFR Detail Report', the 'Recipient Name/ID' filter is an example of a type-ahead field. Typing the number '9900' prompts the user to select the recipient with ID 9900.

	S DRK (18)	E RECORDS	REPORTS		III 🕢 C Federal Tianel Administration
Reports	Feder	ral Fina	ncial Re	eport Details (FFR)	
nter one or more of the					
Report Search	n Criter	ia			
Recipient Name/ID	9900			Application/Award	Please Select a Type 🗸
	9900 - T	rAMS Transit Or	rganization	Application/Award Type	Please Select a Type 🔹
Recipient Name/ID Recipient Region/Cost Center Application/Award	9900 - T	rAMS Transit Or	rganization		Please Select a Type • Please Select a Status •

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6.1.2 Historical Static Reports

Static reports are accessed from the 'Reports' tab. Static reports are stored by fiscal year, report name, month, and day. Reports are generated on a nightly basis and are cumulative starting with the first day of the fiscal year (October 1). Static reports have no filter criteria applied and show data for all Cost Centers and recipient organizations.





To access a historical static report:

1. Go to the 'Reports' tab and select the fiscal year for the static report users wish to view. Archived data from TEAM is available for fiscal years prior to 2016 (e.g. click folder "FY 2015 Archive").

WELCOME MY WORK (18) RECORDS	REPORTS	III 🚺 🔹 Federal Tianait Administration			
		ØTrAMS Website ⊕Help Page			
Reports	Excel Reports	Static Reports			
Enter Report Name	Enter Report Name				
Certifications & Assurances	Application Budget by ALI Report	► <u>FY 2021</u> ► <u>FY 2020</u>			
Completion Status	Application Budget Report	 ► FY 2019 ► FY 2018 			
🗠 Disadvantaged Business Enterprise (DBE) Semi-Annual	Application by Status Report				
Uniform Report		► FY 2017			
🗠 Disbursement Report	Cumulative Formula Apportionment Report	► FY 2016			

2. A list of all available static reports will display. Click on the desired report name (e.g. 'Application Budget Report').

Federal Transit Administration TrAMS User Guide - Recipient

WELCOME	MY WORK (18)	E RECORDS	REPORTS		Federal Transit Adr
					⊘ TrAMS Website ⊕Help F
Back to	Reports				
			x S	itatic Reports FY 2021	
				🖮 Application Budget by ALI Report 🛛 >	
FY 202	1 🕤			Application Budget Report >	
FY 202	0			Application by Status Report	
► FY 2019	9			🚞 Cumulative Formula Apportionm >	
				Deobligation by Funding Report	
FY 2018	8			늘 Discretionary Allocation Detail R 🔉	
FY 201	7			늘 Discretionary and Earmark Alloc 🔉	
- EV 201/	-			= FED Detail Pepert	

3. A list of months will display in federal fiscal year order (October – September). Click on the desired month.

WELCOME	MY WORK (18)	ECORDS				:	II 🚺 🔤	Seral Transit Administration
							O TrAMS Website	Help Page
TRAN								
Back to	Reports							
			🖹 St	tatic Reports FY 2021				
				Application Budget by ALI Report	>	🚞 01. October		>
FY 202	1			Application Budget Report	>	盲 02. November		>
► FY 2020)			Application by Status Report	>	🚞 03. December		>
► FY 2019)			Cumulative Formula Apportionm	>	늘 04. January		>
► FY 2018	>			Deobligation by Funding Report	>	늘 05. February		>
)			Discretionary Allocation Detail R	>	🚞 06. March		>
FY 201	7			Discretionary and Earmark Alloc	>	🚞 07. April		>
EV 2010				FFR Detail Report	>	■ 08. May		>

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4. The list of available reports by day will display. Click a report link to download a copy and save to the local environment. All reports are Microsoft Excel formatted.

	MY WORK (18)	ECORDS					E Federal Transit Administration			
							GTrAMS Website 🖑 Help Page			
Back to	Reports									
			🖹 Stat	tic	Reports FY 2021					
			≥port	>	늘 01. October	>	11/1/2020 Application By Origina			
FY 202	1 🖒			>	늘 02. November	>	11/10/2020 Application By Origin			
► FY 202	0		:	>	🚞 03. December	>	11/11/2020 Application By Origin			
► FY 201	9		onm	. >	늘 04. January	>	11/12/2020 Application By Origin			
- 54 201	•		port	>	늘 05. February	>	11/13/2020 Application By Origin			
FY 201	5		ail R	>	늘 06. March	>	11/14/2020 Application By Origin			
FY 201	7		Alloc	>	🖿 07. April	>	11/15/2020 Application By Origin			
EV 201	e e			>	■ 08 May	>	11/16/2020 Application By Origin			

6.2 Available Reports

This section describes each of the TrAMS reports including a short description of the report data generated, search criteria available for dynamic reports, and file links and names. Search criteria fields annotated with a 'FTA Only' indicate criteria only visible to FTA users and, in some cases, recipient users associated with multiple Recipient organizations. Within this document, required search criteria on dynamic reports are annotated by bolded font and an asterisk '*' (e.g. **Fiscal Month***).

When reviewing report data, note that some report fields may not be populated for Applications or Awards migrated from TEAM. For example, Pre-Award and Post-Award information is only available for TEAM Awards amended in TrAMS if managers have been assigned. This information is not available for Applications or Awards migrated from TEAM without an additional activity.

6.2.1 Application Budget by ALI Report

6.2.1.1 Description

The 'Application Budget by ALI Report' displays budget activity line item (ALI) data for original Awards and amendments. The report allows users to view and track ALI level budget details and key milestone dates for an original Award and amendments on those Awards.

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6.2.1.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Application Budget by ALI Report':

- 1) Recipient Name/ID FTA Only
- 2) Recipient Region/Cost Center FTA Only
- 3) Federal Award ID
- 4) Project Number
- 5) Section Code
- 6) Scope Code/Name
- 7) Activity Line Item (ALI) Name/Code
- 8) Application/Award Fiscal Year*
- 9) Application/Award Type
- 10) Application/Award Status
- 11) FTA Pre-Award Manager
- 12) FTA Post-Award Manager
- 13) Custom Line Item Name
- * Indicates required search criteria.

6.2.1.3 Reports Tab Report View

The 'Application Budget by ALI Report' form appears as follows:

eport Search	Criteria		
Recipient Name/ID		* Application/Award	
Recipient		Fiscal Year	Hold ctrl to select multiple.
Region/Cost Center	Hold ctrl to select multiple.	Application/Award Type	Please Select a Type
Federal Award ID		Application/Award	
Project Number		Status	Hold ctrl to select multiple.
Section Code		FTA Pre-Award Manager	
Scope Code/Name		FTA Post-Award Manager	
Activity Line Item (ALI) Name/Code		Custom Line Item Name	

6.2.1.4 Dynamic Report Link

Report Link Text: 'ALI Budget Report for [User] [Date]'

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Reports | Application By Activity Line Items (ALIs) Report (Original and Amended)

Generated Excel Report

ALI Budget Report for Jane TrAMS Mar 15, 2021 08:48 PM

Report Search Criteria

6.2.1.5 File Names for Downloaded Reports

- Dynamic Report: "Application By Original Award Report for [User] [Date].xlsx"
- Static Report: "[mm]-[dd]-[yyyy] Application Budget by ALI Report.zip"

6.2.1.6 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
2)	Recipient Acronym for recipient organization/applicant		Text
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number
5)	Application/Aw ard Fiscal Year	Fiscal Year in which the original Application was created	Number
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent Application number for the latest "Active (Executed)" amendment	Text
7)	Amendment Number	2-digit number indicating the amendment on the Award	Number
8)	Application Name	Application title for the latest "Active (Executed)" amendment	Text
9)	Application Status	Application status for the latest "Active (Executed)" amendment	Text
10)	Application Type	Type of financial assistance for Application: Cooperative Agreement or Grant	Text

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ID	Column Name	Description	Data Type
11)	Application Transmitted Date	Latest Date that latest "Active (Executed)" amendment was transmitted to FTA.	Date
12)	Application Submitted Date	Latest Date that latest "Active (Executed)" amendment was submitted to FTA. each time an Application is re-transmitted, this field is overwritten	Date
13)	Recipient Point of Contact	Recipient Application POC for latest "Active (Executed)" amendment	Text
14)	FTA Pre-Award Manager	Pre-Award Manager for latest "Active (Executed)" amendment	Text
15)	FTA Post- Award Manager	Post-Award Manager for latest "Active (Executed)" amendment	Text
16)	Project Number	Permanent Project number to identify one Project within an Award	Numbe
17)	Project Name	Project title for the latest "Active (Executed)" amendment	Text
18)	Funding Source Name	Short code for funding source name (e.g., "5307- 2A" for "Section 5307 Urbanized Area Formula")	Text
19)	Section Code	Two-digit code that indicates the funding source of a Project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula")	Numbe
20)	Scope Name	Description of scope for a given scope code (e.g., scope code 114-00 has a scope name of "Bus Support Equipment and Facilities")	Text
21)	Scope Code	5-digit code to indicate a scope or category of activities (e.g. " 114-00 ")	Text
22)	Budget ALI Name	Custom Name of budget activity line item (ALI) provided by applicant	Text
23)	Budget ALI Code	6-digit code to identify the activity line item within a scope of activities (e.g. " 11.11.01 ")	Numbe
24)	Budget ALI Quantity	User-defined quantity for an ALI	Numbe

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ID	Column Name	Description	Data Type
25)	Fuel Type Code	Fuel type description; only displays for rolling stock ALIs	Text
26)	Total Budget ALI FTA AmountCumulative FTA amount for an ALI within the Award; amount is cumulative up to the latest 		Number (\$)
27)	Total Budget ALI Non-FTA Amount	All non-FTA funding for an ALI within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number (\$)
28)	Total Budget ALI Eligible Amount	Sum of FTA and non-FTA funding for an ALI within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number (\$)
29)	Total Budget Original ALI FTA Amount	Total FTA obligation amount for an ALI on the original Application	Number (\$)
30)	Total Budget Original ALI Non-FTA Amount	Total non-FTA obligation amount for an ALI on the original Application	Number (\$)
31)	Total Budget Original ALI Eligible Amount	Sum of ALI's FTA and non-FTA amounts on the original Application	Number (\$)
32)	Obligation Date	Date Award was obligated	Date
33)	Third Party Contract (Y/N)	Yes (Y)/ No (N) indicator of whether Award has a third party contract	Text (Y or N)

6.2.2 Application Budget Report

6.2.2.1 Description

The 'Application Budget Report' allows users to view and track Application-level budget details, disbursement amounts, and key Application milestone dates for original Awards and amendments at an Award level.

6.2.2.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Application Budget Report':

1) Recipient Name/ID FTA Only

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2) Recipient Region/Cost Center FTA Only*

- 3) Federal Award ID
- 4) Section Code
- 5) Application/Award Fiscal Year
- 6) Application/Award Type
- 7) Application/Award Status
- 8) FTA Pre-Award Manager
- 9) FTA Post-Award Manager

* Indicates required search criteria.

6.2.2.3 Form View

The 'Application Budget Report' form appears as follows:

Report Search	Criteria		
Recipient Name/ID		Application/Award Fiscal Year	
* Recipient		-	Hold ctrl to select multiple.
Region/Cost Center	Hold ctrl to select multiple.	Application/Award Type	
Federal Award ID	d ID Application/Award		
	Status		
		FTA Pre-Award Manager	
		FTA Post-Award Manager	

6.2.2.4 Dynamic Report Link

Report Link Text: 'Application By Original Award Report for [User] [Date]'

Reports Application By Application-Level Budget Report		
Generated Excel Report		
Application By Original Award Report for Jane TrAMS Mar 15, 2021 08:52 PM		
Report Search Criteria		

6.2.2.5 File Names for Downloaded Reports

- Dynamic Report: "Application By Original Award Report for [User] [Date].xlsx"
- Static Report: "[Date] Application By Original Award Report.xlsx"

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6.2.2.6 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent Application number for the latest "Active (Executed)" amendment	Text
2)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
3)	Recipient Acronym	Acronym for recipient organization/applicant	Text
4)	Recipient Name	Legal Business Name for recipient organization/applicant	Text
5)	Recipient Cost Center	Cost center for recipient organization/applicant	Number
6)	Application/Award Fiscal Year	Fiscal Year in which the original Application was created	Number
7)	Amendment Number 2-digit number indicating the amendment on the Award		Number
8)	Application Name	ne Application title for the latest "Active (Executed)" amendment	
9)	Number of Budget Revisions	Number of budget revisions on the latest "Active (Executed)" amendment	Number
10)	Application Status	Application status for the latest "Active (Executed)" amendment	Text
11)	Application Type	Type of financial assistance for Award: Cooperative Agreement or Grant	Text
12)	Recipient Point of Contact	Recipient Application POC for latest "Active (Executed)" amendment	Text
13)	FTA Pre-Award Manager	Pre-Award Manager for latest "Active (Executed)" amendment	Text
14)	FTA Post-Award Manager	Post-Award Manager for latest "Active (Executed)" amendment	Text
15)	Application Transmitted Date	Latest Date that latest "Active (Executed)" amendment was transmitted to FTA.	Date

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ID	Column Name	Description	Data Type
16)	Application Submitted Date	Latest Date that latest "Active (Executed)" amendment was submitted to FTA. each time an Application is re-transmitted, this field is overwritten	Date
17)	Section Code	Two-digit code that indicates the funding source of an Award (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula"). If there are multiple funding sources/PO numbers for an Award (e.g. "Super Grant"), there will be multiple rows in this report for that Award	Numbe
18)	Total Eligible Cost	Sum of FTA and non-FTA funding on Award; amount is cumulative to latest "Active (Executed)" amendment	Numbe (\$)
19)	Total Non-FTA Amount	All non-FTA funding on Award; amount is cumulative to latest "Active (Executed)" amendment	Numbe (\$)
20)	Current Amendment Amount	FTA obligation amount of the latest "Active (Executed)" amendment	Numbe (\$)
21)	Total FTA Obligation Amount	Cumulative FTA obligation amount up to the latest "Active (Executed)" amendment	Number (\$)
22)	Total Deobligation Amount	Cumulative FTA deobligation amount up to the latest "Active (Executed)" amendment	Number (\$)
23) Total Disbursement Cumulative disbursement amoun		Cumulative disbursement amount up to the latest "Active (Executed)" amendment	Number (\$)
24)			Numbe (\$)
25)	Total Unliquidated Amount	Cumulative unliquidated amount up to the latest "Active (Executed)" amendment.	Numbe (\$)
		Calculation: Cumulative Obligations – Cumulative Deobligations – Cumulative Disbursements + Cumulative Refunds	

ID	Column Name	Description	Data Type
26)	Percent Disbursed	Percentage of funds disbursed from cumulative FTA obligation amount	Number (%)
		Calculation: Cumulative Disbursements / Cumulative Obligations	(,,,)
27)	Obligation Date	Obligation Date for the latest "Active (Executed)" amendment	Date
28)	Last Disbursement Date	Date on which the last disbursement occurred on this Award	Date
29)	Closeout Date	Date this Award was closed	Date
30)	Is Discretionary Grant	Flag to show if Application uses discretionary funding sources	Text

6.2.3 Application by Status Report

6.2.3.1 Description

The 'Application by Status Report' lists the status of grant and cooperative agreements for Applications and Awards. This report can be used to determine reviews that have taken place and reviews still required.

6.2.3.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Application by Status Report':

- 1) Recipient Name/ID FTA Only
- 2) Recipient Region/Cost Center FTA Only*
- 3) Federal Award ID
- 4) Application/Award Fiscal Year
- 5) Application/Award Type
- 6) Application/Award Status
- 7) FTA Pre-Award Manager
- 8) FTA Post-Award Manager

* Indicates required search criteria.

6.2.3.3 Form View

The 'Application by Status Report' form appears as follows:

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Report Search	Criteria		
Recipient Name/ID		Application/Award Fiscal Year	
* Recipient		-	Hold ctrl to select multiple.
Region/Cost Center	Hold ctrl to select multiple.	Application/Award Type	
Federal Award ID		Application/Award	
		Status	Hold ctrl to select multiple.
		FTA Pre-Award Manager	
		FTA Post-Award Manager	

6.2.3.4 Dynamic Report Link

Report Link Text: 'Application by Status Report for [User] [Date]'

Reports Application By Status	Report
Generated Excel Report	
Application By Status Report for Jane TrAMS Mar 15, 2021 08:58 PM	
Report Search Criteria	

6.2.3.5 File Names for Downloaded Reports

- Dynamic Report: "Application by Status Report for [User] [Date].xlsx"
- Static Report: "[Date] Application by Status Report.xlsx"

ID	Column Name	Description	Attribute Type
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text

6.2.3.6 TrAMS Report Fields

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ID	Column Name	Description	Attribute Type
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number
5)	Application/Awa rd Fiscal Year	Fiscal Year in which the Application was created	Number
6)	Federal Award ID	Federal Award Identification Number (FAIN), or temporary Application ID if not yet assigned, for the current amendment	Text
7)	Amendment Number	2-digit number indicating the amendment on the Award	Number
8)	Application Name	Application title for current amendment	Text
9)	Number of Budget Revisions	Number of budget revisions on the current amendment (not cumulative to the Award).	Number
10)	Application Status	Application status for the current amendment	Text
11)	Application Type	Type of financial assistance for Application: Cooperative Agreement or Grant	Text
12)	Recipient Point of Contact	Recipient Application POC for current amendment	Text
13)	FTA Pre-Award Manager	Pre-Award Manager for current amendment	Text
14)	FTA Post-Award Manager	Post-Award Manager for current amendment	Text
15)	Total Obligation Amount	Cumulative FTA obligation amount up to the latest "Active (Executed)" amendment	Number (\$)
16)	Total Deobligation Amount	Cumulative FTA deobligation amount up to the latest "Active (Executed)" amendment	Number (\$)
17)	Current Amendment Amount	FTA obligation amount of the latest "Active (Executed)" amendment	Number (\$)



ID	Column Name	Description	Attribute Type
18)	Application Transmitted Date	Latest Date that current amendment was transmitted to FTA	Date
19)	Application Submitted Date	Latest Date that current amendment was submitted to FTA	Date
20)	FAIN Assigned Date	Date that current amendment was assigned a FAIN	Date
21)	DOL Submission Date	Date when application was sent to DOL	Date
22)	DOL Certification Date	Date when DOL certified the application	Date
23)	DOL Review Date	Date when DOL completed the review task in TrAMS	Date
24)	Technical Concurrence Date	Latest Technical Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date
25)	Civil Rights Concurrence Date	Latest Civil Rights Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date
26)	Environmental ConcurrenceLatest Environmental Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).		Date
27)	Planning Concurrence Date	Latest Planning Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date
28)	Operations Concurrence Date	Latest Operations Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date

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ID	Column Name	Description	Attribute Type
29)	Legal Concurrence Date	Latest Legal Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date
30)	RA Concurrence Date	Latest RA Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date
31)	Congressional Release Date	Date that TCA logged congressional release for current amendment (only displays for discretionary grants).	Date
32)	Reservation Date	Date that funds were reserved for current amendment	Date
33)	Obligation Date	Date that funds were obligated for current amendment	Date
34)	Deobligation Date	Date that funds were deobligated for current amendment	Date
35)	Executed Date	Date that current amendment was executed by the recipient	Date
36)	Closeout Date	Date that Award was closed out	Date
37)	Is Discretionary Grant	Flag to show if Application uses discretionary funding sources	Text
38)	Application Created Date	Date that the Application was created for current amendment	Date

6.2.4 Disbursement Report

6.2.4.1 Description

The 'Disbursement Report' allows users to query individual disbursements and/or refunds for an Award. While other reports in TrAMS show a single, cumulative disbursement amount per grant or Project, this report displays each disbursement and refund processed. Search fields include account class code, financial purpose code, and section code.

For grants Awarded in TrAMS, users can also query for disbursements on individual Projects within the Award and on individual budget scope codes within the Projects. For reports run on grants Awarded in TEAM, the fields for budget scope code, scope name, and scope suffix will be blank as this information is

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only tracked for Awards made in TrAMS. Additionally, the report will only generate data for grants where disbursements have taken place. If an Application has not reached 'Awarded/Executed Status' or if no disbursements have occurred, the report will not return any information for that Award.

Note: It may take several minutes to generate a report when the search criteria entered are broad and produce large amounts of data.

6.2.4.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Discretionary Allocation Detail Report': Recipient Name/ID FTA Only

- 1) Federal Award ID
- 2) Project Number
- 3) Account Class Code
- 4) Financial Purpose Code
- 5) Section Code
- 6) Recipient Region/Cost Center FTA Only
- 7) Award Status
- 8) Budget Scope Code/Name
- 9) Scope Suffix
- 10) Transaction Type
- 11) Transaction Date

6.2.4.3 Form View

The 'Disbursement Report' form appears as follows:

						E Federal Transit Administration
Search Criteria	1					
Recipient Name/ID				Award Status	Please Select a Status	5 🔻
Federal Award ID				Budget Scope Code/Name		
Project Number				Scope Suffix	Please Select a Suffix	👻
Account Class Code				Transaction Type	Please Select a Type	•
Financial Purpose Code	Please Select a FPC -	-	•	Date Comparison	Between	
Section Code			_		Up to 5 years will be used	in the report if used
Section Code			•	* Start Date	mm/dd/yyyy	
Region / Cost Center			•	* End Date	mm/dd/yyyy	
Fiscal Year			•			
						RESET EXPORT TO EXCEL

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CLOSE

6.2.4.4 Dynamic Report Link

Report Link Text: 'Download Excel Report Disbursement Report for [User] [Date]'

Download Disbursement Report

Download Excel Report: Disbursement Report for Jane TrAMS Mar 15, 2021 09:09 PM

Only the first 10,000 search results will return. Please narrow your search criteria if the desired result does not appear.

6.2.4.5 File Names for Downloaded Reports

• Dynamic Report: "Disbursement Report for [User] [Date].xlsx"

6.2.4.6 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Project Number	Project ID under the Application	Text
2)	Project Title	Project title	Number
3)	FAIN	Federal Award Identification Number (FAIN); the permanent Application number for the latest "Active (Executed)" amendment	
4)	Recipient ID	4-digit system identifier for recipient organization/applicant	
5)	Recipient Name	Legal Business Name for recipient organization/applicant	
6)	Award Status	Current status of the Award (e.g. 'Active (Executed)')	Text
7)	Cost Center Code	Cost center for recipient organization/applicant	Number
8)	Account Class Code	Code indicating the source of the funding; formatted as <funding fiscal="" year="">.<appropriation code="">.<section code>.<limitation code="">.<type authority=""> (e.g. 2017.25.91.90.2).</type></limitation></section </appropriation></funding>	Text
9)	FPC	Financial Purpose Code –2-digit code representing the financial purpose of the funds.	
10)	Financial Purpose	Description of the FPC	Text

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ID	Column Name	Description	Data Type
11)	Scope Code	5-digit code to indicate a scope or category of activities (e.g. " 114-00 ")	Text
12)	Scope Name	Description of scope for a given scope code (e.g., scope code 114-00 has a scope name of " Bus Support Equipment and Facilities ")	Text
13)	Scope Suffix	2-digit code that distinguishes two scope codes within the same Award (e.g. if scope code 111-00 exists twice within the Award, the first 111-00 scope has a suffix of A1 and the second has a suffix of A2)	Text
		Each unique scope in an Award has a suffix; they are comprised of a letter and a number 1-9 (e.g. A1-A9, B1- B9, C1-C9, etc)	
14)	Section Code	Two-digit code that indicates the funding source of a Project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula")	Number
15)	Transaction Type	Refund or Disbursement	Text
16)	Transaction Date	The date the transaction occurred	Date
17)	Transaction Amount	The amount of the transaction in dollars	Number (\$)

6.2.5 Discretionary Allocation Detail Report (or Application Discretionary Allocation Detail Report)

6.2.5.1 Description

The 'Discretionary Allocation Detail Report' provides Application/Award information for grants and cooperative agreements that contain discretionary and/or earmark allocations, including status and if the funds have been Awarded.

6.2.5.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Discretionary Allocation Detail Report':

- 1) Recipient Name/ID FTA Only
- 2) Recipient Region/Cost Center FTA Only
- 3) Federal Award ID

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- 4) Project Number
- 5) Discretionary ID

6) Application/Award Fiscal Year*

- 7) Application/Award Type
- 8) Application/Award Status
- 9) FTA Pre-Award Manager
- 10) FTA Post-Award Manager

* Indicates required search criteria.

6.2.5.3 Form View

The "Discretionary Allocation Detail Report' form appears as follows:

WELCOME MY WO				III 🕢 Const Administration
Reports A	pplication	Discreti	onary Allocation Deta	ils
Report Search	Criteria			
Recipient Name/ID			* Application/Award Fiscal Year	Please Select a Year 🔹
Recipient Region/Cost Center	Please Select a Cost Cer	iter	 Application/Award Type 	Please Select a Type 🔹
Federal Award ID			Application/Award	-
Project Number			Status	Hold ctrl to select multiple.
Discretionary ID			FTA Pre-Award Manager	
			FTA Post-Award Manager	
CLEAR FILTER				GENERATE REPORT CLOSE

6.2.5.4 Dynamic Report Link

Report Link Text: 'Discretionary Allocation Detail Report for [User] [Date]'

Reports Application Discretionary Allocation Details				
Generated Excel Report				
Discretionary Allocation Detail Report for Jane TrAMS Mar 15, 2021 09:15 PM				
Report Search Criteria				

6.2.5.5 File Names for Downloaded Reports

- Dynamic Report: "Discretionary Allocation Detail Report for [User] [Date].xlsx"
- Static Report: "[Date] Discretionary Allocation Excel Report.xlsx"

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6.2.5.6 TrAMS Report Fields

ID	Column Name	Description	Data Type	ID
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number	Yes (FTA)
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text	No
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text	Yes (FTA)
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number	Yes (FTA)
5)	Application/Award Fiscal Year	Fiscal Year in which the Application was created	Number	Yes
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent Application number for the current amendment	Text	Yes
7)	Application Name	Application title for current amendment	Number	No
8)	Application Status	Application status for the current amendment	Text	Yes
9)	Application Type	Type of financial assistance for Award: Cooperative Agreement or Grant	Text	Yes
10)	Project Number	Project ID under the Application	Text	No
11)	Project Name	Project title	Number	Yes
12)	Discretionary ID	ID string to identify a specific discretionary Project	Text	Yes
13)	Discretionary Title	Title of discretionary Project	Text	No
14)	Discretionary Fiscal Year	Fiscal year of discretionary allocation	Number	No
15)	Discretionary ID Amount Applied	Amount of discretionary allocation applied to the discretionary Application	Number	No
16)	Date Sent for Congressional Release	Date that RA sent current amendment of discretionary Application to TCA for review and congressional release	Date	No

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17)	Congressional Release Date	Date that TCA logged congressional release for current amendment of discretionary Application	Date	No
18)	Application Reservation Date	Date that funds were reserved for current amendment	Date	No
19)	Application Obligation Date	Date that funds were obligated for current amendment	Date	No
20)	Deobligation Date	Date that funds were deobligated for current amendment	Number	No
21)	Closeout Date	Date that Award was closed out	Number (\$)	No
22)	Total Reservation Amount	Total amount reserved for the discretionary Application	Number	No
23)	Total Obligation Amount	Total amount obligated to the discretionary Application	Number	No
24)	Total Deobligation Amount	Total amount deobligated from the discretionary Application	Number	No
25)	Recipient Point of Contact	Recipient Application POC for current amendment	Text	No
26)	FTA Contact TEAM	Application's listed FTA contact (TEAM Application only)	Number	No
27)	FTA Post-Award Manager	Pre-Award Manager for current amendment	Text	Yes
28)	FTA Pre-Award Manager	Post-Award Manager for current amendment	Text	Yes

6.2.6 FFR Detail Report

6.2.6.1 Description

The 'FFR Detail Report' provides information on Federal Financial Reports (FFRs) submitted for Awards, including the submission or review status of the report and the financial information as reported by the recipient. This report can be used to determine whether an FFR has been submitted and/or reviewed by FTA. FFRs display with their latest status, saved comments, recipient information, and Award details relevant to the entered search criteria. Users can input search criteria to filter reports by report period type and report period date ranges.

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Note: Most financial information populated in the report is recipient-reported. The exceptions are disbursement, deobligated, and unliquidated obligation amounts which are generated by FTA's financial systems.

6.2.6.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'FFR Detail Report':

- 1) Recipient Name/ID FTA Only
- 2) Recipient Region/Cost Center FTA Only
- 3) Application/Award Number
- 4) Application/Award Fiscal Year
- 5) Report Status
- 6) Report Period Type*
- 7) Report Final
- 8) Period From
- 9) Period To
- 10) Application/Award Type
- 11) Application/Award Status
- 12) Report Period Annual
- 13) Report Period Quarterly
- 14) Report Period Monthly

* Indicates required search criteria.

Note: Depending on the Report Period Type selected either the 'Report Period Annual', the 'Report Period Quarterly', or the 'Report Period Monthly' field will become required.

6.2.6.3 Form View

The 'FFR Detail Report' form appears as follows:

WELCOME MY WO					# (Federal Transit Administration
Reports F	ederal Finar	ncial Re	eport Deta	ils (FFR)		
Report Search	Criteria					
Recipient Name/ID				Application/Award Type	Please Select a Type	•
Recipient Region/Cost Center	Please Select a Cost Cente	er-	-	Application/Award Status	Please Select a Status	•
Application/Award Number				Report Period Annual		~
Application/Award Fiscal Year	Please Select a Year		•		Hold ctrl to select multiple.	
Report Status	Please Select a Status		-	Report Period Quarterly	Hold ctrl to select multiple.	*
* Report Period Type	Quarterly			Report Period Monthly		-
	Monthly Annual			Monthly	Hold ctrl to select multiple.	
Report Final	 Initial Yes, Final Report 					
·	No, Not Final Report					
Period From	mm/dd/yyyy					
Period To	mm/dd/yyyy					

6.2.6.4 Dynamic Report Link

Report Link Text: 'FFR Details Report for [User] [Date]'

Reports Federal Financial Report Details (FFR)					
Generate Excel Report					
FFR Details Report for Jane TrAMS Mar 15, 2021 09:46 PM					
Report Search Criteria					

6.2.6.5 File Names for Downloaded Reports

- Dynamic Report:: "FFR Details Report for [User] [Date].xlsx"
- Static Report:: "[Date] FFR Detail Report.zip"

6.2.7 MPR Detail Report

6.2.7.1 Description

The 'MPR Detail Report' provides information on Milestone Progress Reports (MPRs) submitted for Awards, including the MPR submission dates and review status and the milestones reported by the Recipient. The report will also include basic grant (e.g. FAIN) and recipient information (e.g. Recipient ID,

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Recipient Name). Users can also search by report type (e.g. Quarterly), reporting period, or for reports submitted in a particular date range. Recipients may use this report to determine which MPRs have been submitted and whether FTA has reviewed the reports.

6.2.7.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'MPR Detail Report':

- 1) Recipient Name/ID FTA Only
- 2) Recipient Region/Cost Center FTA Only
- 3) Application/Award Number
- 4) Application/Award Fiscal Year
- 5) Report Status
- 6) Report Period Type*
- 7) Report Final
- 8) Period From
- 9) Period To
- 10) Application/Award Type
- 11) Application/Award Status
- 12) Report Period Annual
- 13) Report Period Quarterly
- 14) Report Period Monthly

* Indicates required search criteria.

Note: Depending on the Report Period Type selected either the 'Report Period Annual', the 'Report Period Quarterly', or the 'Report Period Monthly' field will become available and is required.

6.2.7.3 Form View

The 'MPR Detail Report' form appears as follows:

Reports Milestone Progress Report Details (MPR) Enter one or more of the following search criteria							
Report Search	Criteria						
Application/Award Number		Application/Award Type	Please Select a Type	•			
Application/Award Fiscal Year	Please Select a Year 🗸	Application/Award Status	Please Select a Status	•			
Report Status	Please Select a Status	Report Period		•			
* Report Period Type	Quarterly	Annual	Hold ctrl to select multiple.				
	Monthly	Report Period		-			
	Annual Initial	Quarterly	Hold ctrl to select multiple.				
Report Final	Yes, Final Report	Report Period		•			
	No, Not Final Report	Monthly	Hold ctrl to select multiple.				
Period From	mm/dd/yyyy						
Period To	mm/dd/yyyy						

6.2.7.4 Dynamic Report Link

Report Link Text: 'MPR Details Report for [User] [Date]'

6.2.7.5 File Names for Downloaded Reports

- Dynamic Report: "MPR Details Report for [User] [Date].xlsx"
- Static Report: "[Date] MPR Details Report.zip"

6.2.8 Project Budget Report

6.2.8.1 Description

The 'Project Budget Report' allows recipient users to view and track budget details for Applications, original Awards, and amendments on a Project level. Users will be able to filter on their data by Awards, Projects, section codes, Award fiscal years, Award types, Award status, and FTA grant manager details.

6.2.8.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Project Budget Report':

- 1) Recipient Name/ID FTA Only
- 2) Recipient Region/Cost Center FTA Only
- 3) Federal Award ID
- 4) Project Number
- 5) Section Code
- 6) Application/Award Fiscal Year*
- 7) Application/Award Type
- 8) Application/Award Status

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- 9) FTA Pre-Award Manager
- 10) FTA Post-Award Manager
- * Indicates required search criteria.

6.2.8.3 Form View

The 'Project Budget Report' form appears as follows:

	C 📰 DRK (19) RECORDS					III 🚺 I	Federal Transit Administr
Reports A	Application B	By Proje	ect-Level Bu	dget Repo	ort		
Report Search	Criteria						
Recipient Name/ID			*	Application/Award Fiscal Year			
Recipient Region/Cost Center			-		Hold ctrl to select multiple		
-	Hold ctrl to select multiple.			Application/Award Type	Please Select a Type		
Federal Award ID				Application/Award Status			
Project Number					Hold ctrl to select multiple		
Section Code				FTA Pre-Award Manager			
				FTA Post-Award Manager			
CLEAR FILTER						GENERATE	REPORT CLOS

6.2.8.4 Dynamic Report Link

Report Link Text: 'Project Budget Report for [User] [Date]'

Reports Application By Project-Level Budget Report				
Generated Excel Report				
Project Budget Report for Jane TrAMS Mar 15, 2021 09:58 PM				
Report Search Criteria				

6.2.8.5 File Names for Downloaded Reports

- Dynamic Report: "Project Budget Report for [User] [Date].xlsx"
- Static Report: "[Date] Project Budget Report.xlsx"



6.2.8.6 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number
5)	Application/Award Fiscal Year	Fiscal Year in which the Application was created	Number
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent Application number for the latest "Active (Executed)" amendment	Text
7)	Amendment Number	2-digit number indicating the amendment on the Award	Number
8)	Application Name	Application title for the latest "Active (Executed)" amendment	Text
9)	Application Status	Application status for the latest "Active (Executed)" amendment	Text
10)	Application Type	Type of financial assistance for Award; two values Cooperative agreement or grant	Text
11)	Application Transmitted Date	Date that latest "Active (Executed)" amendment was transmitted to FTA	Date

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ID	Column Name	Description	Data Type
12)	Application Submitted Date	Date that latest "Active (Executed)" amendment was submitted to FTA (each time an Application is re-transmitted, this field is overwritten)	Date
13)	Recipient Point of Contact	Recipient Application POC for current amendment	Text
14)	FTA Pre-Award Manager	Pre-Award Manager for current amendment	Text
15)	FTA Post-Award Manager	Post-Award Manager for current amendment	Text
16)	Project Number	Permanent Project number to identify one Project within an Award	Text
17)	Project Name	Project title for the latest "Active (Executed)" amendment	Text
18)	Section Code	Two-digit code that indicates the funding source of a Project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula")	Numbe
		Note: If there are multiple funding sources/PO numbers for a Project (e.g. "Super Grant"), there will be multiple rows in this report for that Project	
19)	Total Project FTA Amount	Cumulative FTA obligation amount for a Project within the Award; amount is cumulative up to the latest "Active (Executed)" amendment	Numbe (\$)
20)	Total Project Non-FTA Amount	All non-FTA funding for a Project within the Award; amount is cumulative to latest "Active (Executed)" amendment	Numbe (\$)



ID	Column Name	Description	Data Type
21)	Total Project Eligible Cost	Sum of FTA and non-FTA funding for a Project within the Award; amount is cumulative to latest "Active (Executed)" amendment	Numbe (\$)
22)	Total Reservation Amount	Total funds reserved for a Project within the Award; amount is cumulative to latest "Active (Executed)" amendment	Numbe (\$)
23)	Total Obligation Amount	Cumulative FTA obligation amount for a Project within the Award up to the latest "Active (Executed)" amendment	Numbe (\$)
24)	Total Deobligation Amount	Cumulative FTA deoobligation amount for a Project within the Award up to the latest "Active (Executed)" amendment	Numbe (\$)
25)	Total Disbursement Amount	Cumulative disbursement amount for a Project within the Award up to the latest "Active (Executed)" amendment	Numbe (\$)
26)	Is Discretionary Grant	"Yes" or "No" to show if Application uses discretionary funding sources	Text
27)	Is New Start Grant	"Yes" or "No" to show is Application is a New Start grant	
28)	Last Obligation Date	Obligation Date for the latest "Active (Executed)" amendment	Date
29)	Project Start Date	Earliest date on the milestones for this Project	Date
30)	Project End Date	Latest date on the milestones for this Project	Date

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6.2.9 Project Scope Budget Report

6.2.9.1 Description

The 'Project Scope Budget Report' allows recipient users to view and track budget details for Applications, original Awards, and amendments on a scope level. Users will be able to filter on their data by Awards, Projects, section codes, scope codes, Award fiscal years, Award types, Award status, and FTA grant manager details.

Note: This report only shows Applications that originated in TrAMS.

6.2.9.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Project Scope Budget Report':

- 1) Recipient Name/ID FTA Only
- 2) Recipient Region/Cost Center FTA Only
- 3) Federal Award ID
- 4) Project Number
- 5) Section Code
- 6) Scope Code/Name
- 7) Application/Award Fiscal Year
- 8) Application/Award Type
- 9) Application/Award Status
- 10) FTA Pre-Award Manager
- 11) FTA Post-Award Manager Form View

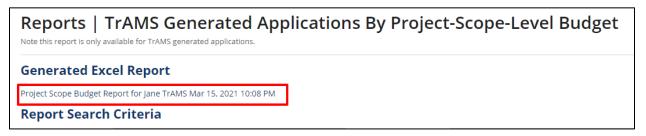
The 'Project Scope Budget Report' form appears as follows:



WELCOME MY WO					E Federal Transit Administration			
Reports TrAMS Generated Applications By Project-Scope-Level Budget								
Generated Exc	el Report							
Project Scope Budget Re	port for Jane TrAMS Mar 1	5, 2021 10:08 PM						
Report Search	Criteria							
Recipient Name/ID			Application/Award		•			
* Recipient	61000 - Office of Admini	strator	Fiscal Year	Hold ctrl to select multiple.				
Region/Cost Center	Hold ctrl to select multiple.		Application/Award Type	Please Select a Type	•			
Federal Award ID			Application/Award		•			
Project Number			Status	Hold ctrl to select multiple.				
Section Code			FTA Pre-Award Manager					
Scope Code/Name			FTA Post-Award Manager					
CLEAR FILTER					GENERATE REPORT CLOSE			

6.2.9.3 Dynamic Report Link

Report Link Text: 'Project Scope Budget Report for [User] [Date]'



6.2.9.4 File Names for Downloaded Reports

- Dynamic Report: "Project Scope Budget Report for [User] [Date].xlsx"
- Static Report: "[Date] Project Scope Budget Report.xlsx"

6.2.9.5 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text

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ID	Column Name	Description	Data Type
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number
5)	Application/Award Fiscal Year	Fiscal Year in which the Application was created	Number
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent Application number for the latest "Active (Executed)" amendment	Text
7)	Amendment Number	2-digit number indicating the amendment on the Award	Number
8)	Application Name	Application title for current amendment	Text
9)	Application Status	Application status for the current amendment	Text
10)	Application Type	Type of financial assistance for Award: Cooperative Agreement or Grant	Text
11)	Application Transmitted Date	Date that latest "Active (Executed)" amendment was transmitted to FTA	Date
12)	Application Submitted Date	Date that latest "Active (Executed)" amendment was submitted to FTA	Date
13)	Recipient Point of Contact	Recipient Application POC for current amendment	Text
14)	FTA Pre-Award Manager	Pre-Award Manager for current amendment	Text
15)	FTA Post-Award Manager	Post-Award Manager for current amendment	Text
16)	Project Number	Permanent Project number to identify one Project within an Award	Text
17)	Project Name	Project title for the latest "Active (Executed)" amendment	Text
18)	Funding Source Name	Short code for funding source name (e.g., "5307-2A" for "Section 5307 Urbanized Area Formula")	Text



ID	Column Name	Description	Data Type
19)	Section Code	Two-digit code that indicates the funding source of a Project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula")	Number
20)	Scope Name	Description of scope for a given scope code (e.g., scope code 114-00 has a scope name of " Bus Support Equipment and Facilities ")	
21)	Scope Code	5-digit code to indicate a scope or category of activities (e.g. " 114-00 ")	Text
22)	Total Scope FTA Amount	Cumulative FTA amount for a Project-scope within the Award; amount is cumulative up to the latest "Active (Executed)" amendment	Number (\$)
23)	Total Scope Non- FTA Amount	All non-FTA funding for a Project-scope within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number (\$)
24)	Total Scope Amount	Sum of FTA and non-FTA funding for a Project-scope within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number (\$)
25)	Total Reservation Amount	Total funds reserved for a Project-scope within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number (\$)
26)	Total Obligation Amount	Cumulative FTA obligation amount for a Project- scope within the Award up to the latest "Active (Executed)" amendment	Number (\$)
27)	Total Deobligation Amount	Cumulative FTA de-obligation amount for a Project- scope within the Award up to the latest "Active (Executed)" amendment	Number (\$)
28)	Total Disbursement Amount	Cumulative disbursement amount for a Project-scope within the Award up to the latest "Active (Executed)" amendment	Number (\$)
29)	Percent Disbursed	Percentage of funds disbursed from cumulative FTA obligation amount for the Project-scope <i>Calculation: Cumulative Disbursements / Cumulative</i> <i>Obligations</i>	Number (%)

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ID	Column Name	Description	Data Type
30)	Last Disbursement Date	Date on which the last disbursement occurred on this Award	Date

6.2.10 Recipient POC Detail Report

6.2.10.1 Description

The 'Recipient POC Details Report' lists individuals who are a recipient organization's Points of Contacts (POC). The list may be filtered by 'Recipient POC Contact Types' and/or 'Recipient POC SAM Contact Types'. The report includes details for each POC such as their title, address, contact information, and contact type.

6.2.10.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Recipient POC Detail Report':

- 1) Search
- 2) Recipient Name/ID
- 3) POC Contact Type
- 4) Office/Cost Center

6.2.10.3 Form View

The 'Recipient POC Detail Report' form appears as follows:

WELCOME MY WORK (18) RECORDS	PORTS	III 🚺 C Federal Tanul Administration
Search 😡	POC Contact Type	EXPORT TO EXCEL
	Select one or more values -	
Recipient Name/ID	Office/Cost Center	
Select Recipients	Select one or more values -	
Clear Filters		

6.2.10.4 Dynamic Report Link

Report Link Text: 'Recipient POC Detail Report for [User] [Date]'

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Generated Excel Report	Generated Excel Report		
Recipient POC Detail Report for Jane TrA	MS Mar 15, 2021 10:23 PM		
Search 🕜	POC Contact Type		
	Select one or more values	-	
Recipient Name/ID	Office/Cost Center		
Select Recipients	Select one or more values	-	

6.2.10.5 File Names for Downloaded Reports

- Dynamic Report: "Recipient POC Detail Report for [User] [Date].xlsx"
- Static Report: "[Date] Recipient POC Details Report.xlsx"

ID **Column Name** Data Type Description Number 1) **Recipient ID** 4-digit system identifier for recipient organization 2) Text **Recipient Name** Name of POC's associated recipient organization 3) Text Recipient Cost center associated with POC's recipient Office/Region organization Text 4) Union Name Name of POC's union (if union POC) POC's title as displayed in SAM.gov profile (SAM 5) Text Title POCs) or Recipient POCs module Text 6) Full Name POC's full name as displayed in Recipient POCs module (not available for SAM POCs) POC's street address as displayed in SAM.gov 7) Text Street Address profile (SAM POCs) or Recipient POCs module POC's city as displayed in SAM.gov profile (SAM Text 8) City POCs) or Recipient POCs module 9) POC's state as displayed in SAM.gov profile Text State (SAM POCs) or Recipient POCs module 10) POC's ZIP code as displayed in SAM.gov profile Number ZIP Code (SAM POCs) or Recipient POCs module 11) POC's phone number as displayed in SAM.gov Number Phone Number profile (SAM POCs) or Recipient POCs module

6.2.10.6 TrAMS Report Fields

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ID	Column Name	Description	Data Type
12)	Alternate Phone Number	POC's alternate phone number as displayed in Recipient POCs module	
13)	Fax Number	POC's fax number as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Number
14)	Email Address	POC's email address as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text
15)	Web Address	POC's web address as displayed in Recipient POCs module (not available for SAM POCs)	Text
16)	Contact Type UNION	Flag to indicate if contact is Union POC: Yes or no (not available for SAM POCs)	Text
17)	Contact Type CEO	Flag to indicate if contact is CEO: Yes or no (not available for SAM POCs)	Text
18)	Contact Type MPO	Flag to indicate if contact is for MPO concerns: Yes or no (not available for SAM POCs)	Text
19)	Contact Type EEO	Flag to indicate if contact is for EEO issues: Yes or no (not available for SAM POCs)	Text
20)	Contact Type DBE	Flag to indicate if contact is for DBE issues: Yes or no (not available for SAM POCs)	Text
21)	Contact Type Title VI	Flag to indicate if contact is for Title VI issues: Yes or no (not available for SAM POCs)	Text
22)	Contact Type Section 504	Flag to indicate if contact is for Section 504 issues: Yes or no (not available for SAM POCs)	Text
23)	Contact Type ECHO	Flag to indicate if contact is for ECHO: Yes or no (not available for SAM POCs)	Text
24)	Contact Type Grant	Flag to indicate if contact is for grants issues: Yes or no (not available for SAM POCs)	Text
25)	Contact Type General FTA Issues	Flag to indicate if contact is for general FTA issues: Yes or no (not available for SAM POCs)	Text
26)	Statewide Application	Flag to indicate if Union has statewide Application: Yes or no (not available for SAM POCs)	Text
27)	Created Date	Date when POC was created (not available for SAM POCs)	Date

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ID	Column Name	Description	Data Type
28)	Created By	User responsible for creating the POC (not available for SAM POCs)	Text
29)	Updated Date	Last date logged for updates made on the POC's information (not available for SAM POCs)	Date
30)	Updated By	Last user responsible for updating the POC (not available for SAM POCs)	Text

6.2.11 User Details Report

See the FACES User Guide for more information about the User Details Report.

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7 Appendices

7.1 Appendix A – Abbreviations, Acronyms, and Terms

7.1.1 Acronym Table

Acronym	Definition
ACC	Account Classification Code
ALI	Activity Line Item
ARRA	American Recovery & Reinvestment Act
C&As	Certifications & Assurances
CE	Categorical Exclusion
DBE	Disadvantaged Business Enterprise
DOL	Department of Labor
DOT	Department of Transportation
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
E.O.	Executive Order
FAIN	Federal Award Identification Number
FFR	Federal Financial Report
FONSI	Finding of No Significant Impact
FTA	Federal Transit Administration
MPR	Milestone Progress Report
NEPA	National Environmental Policy Act
RA	Regional Administrator

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Acronym	Definition
ROD	Record of Decision
SAM	System for Award Management
STIP	Statewide Transportation Improvement Program
ТІР	Transportation Improvement Plan
TrAMS	Transit Award Management System
UPWP	Unified Planning Work Program
UZA	Urbanized Area

7.1.2 Glossary of Terms

Appian	Web-based Business Process Management (BPM) software used to development the FTA Platform that houses TrAMS.
Application	A request for financial assistance in TrAMS through federal grants and cooperative agreements.
Award	An application that has been awarded in TrAMS (the application can be a grant or cooperative agreement)
Buttons	Used to perform actions such as saving data, deleting data, or leaving the form.
Cost Center	A term used to represent an FTA regional or Headquarters office within TrAMS. Link back to the page where it's referenced.
Dashboard	A user interface that organizes and presents information in a way that is easy to view and read.
Field	A user input element on a form for entering data (e.g. a checkbox or textbox).
Form	A web-page where a user enters data or information.

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Grid	The Appian term to describe a table. Grids have records (rows) and fields (columns).
Group	A collection of TrAMS users. All users with the same role in the same Recipient Organization will belong to a group (e.g. Transit CO ABC Submitters).
Menu	A list of options displayed on screen either in a list, dropdown list, or toolbar (top to bottom or across the top of the page).
Navigation Menu	A series of links specific to the type of record.
Navigation Tabs	Displays FTA-platform and system-specific information to all users. Tabs are used to navigate through the system.
Page	A web-page or web-enabled screen.
Project	Is a single activity or group of related activities that comprise a project within an application; and has a defined budget and schedule.
Recipient Organization	A recognized recipient, that has been assigned a unique FTA identification number (4 digits), which is also referred to as a Recipient ID Number. Recipient Organizations are tied to FTA Cost Centers.
Role	A set of privileges and responsibilities within TrAMS assigned to a user. Users can be assigned one or more roles.
System	A software application (e.g. TrAMS). The term "system" is used throughout this user guide instead of "application" to avoid confusion with TrAMS grant applications.
Task	An assigned step within a workflow. Appian can assign tasks to individual users or groups. Users can assign tasks to other users within the TrAMS system.
User	An individual with a TrAMS account that has at least one assigned user role and has logged into the FTA Appian Platform.
Workflow	A series of steps in a pre-defined process that must be completed in order.

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