FTA

FEDERAL TRANSIT ADMINISTRATION

FTA Transit Award Management System (TrAMS) User Guide

Recipient

Version 2.10

OCTOBER 2022

Document Revision History

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. • 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• Sections not pertinent to Recipient users were trimmed out • Sections in need of future updates were identified • Outdated material was removed	Leslie Thomas, Paul Zaic, et al.
2.1	5/6/2021	Added or Updated the following: • 5.2.1.1.1.5 Related Action: Application Review Comments • 5.2.1.1.1.6 Related Action: View Period of Performance Changelog	Jae Hu Kim, David Von Berg, Nidhi Arora, Paul Zaic

2.2	8/26/2021	Added or Updated the following:
		• 3.0 Getting Started – Updated language to reflect switch to multi-factor authentication (login.gov)
		• 4.4 Civil Rights Management – Overhauled this sub-section of Recipient Organization Management to reflect 2021 update of Civil Rights modules in TrAMS
		  o Updates to Program Status names and related rules
		  o Updates to streamline the submissions process via the Civil Rights Information related action
			Jae Hu Kim, Nidhi Arora, Paul Zaic

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

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 • 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	TrAMS Development Team
2.7	6/3/2022	• 3.1.4.2 FTA User Roles: Updated text to reflect the changes in DOL Workflow • 3.1.4.4 DOL User Roles: Updated the text to reflect the changes in DOL Workflow • 5.1.1 Application / Award Status: Updated some text to reflect changes in DOL Workflow • 6.2.3.6 TrAMS Reports Fields: Updated text to reflect new DOL fields added to the Application by Status Report	
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
2.10	10/20/2022	• 5.2.1.1 Action: Create Application: Updated the text to reflect the 5 new fields added to Application Details • 5.2.1.2.1 Document Contexts and Document Types: Updated the table by removing	TrAMS Development Team

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	

Table of Contents

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 web-based 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.

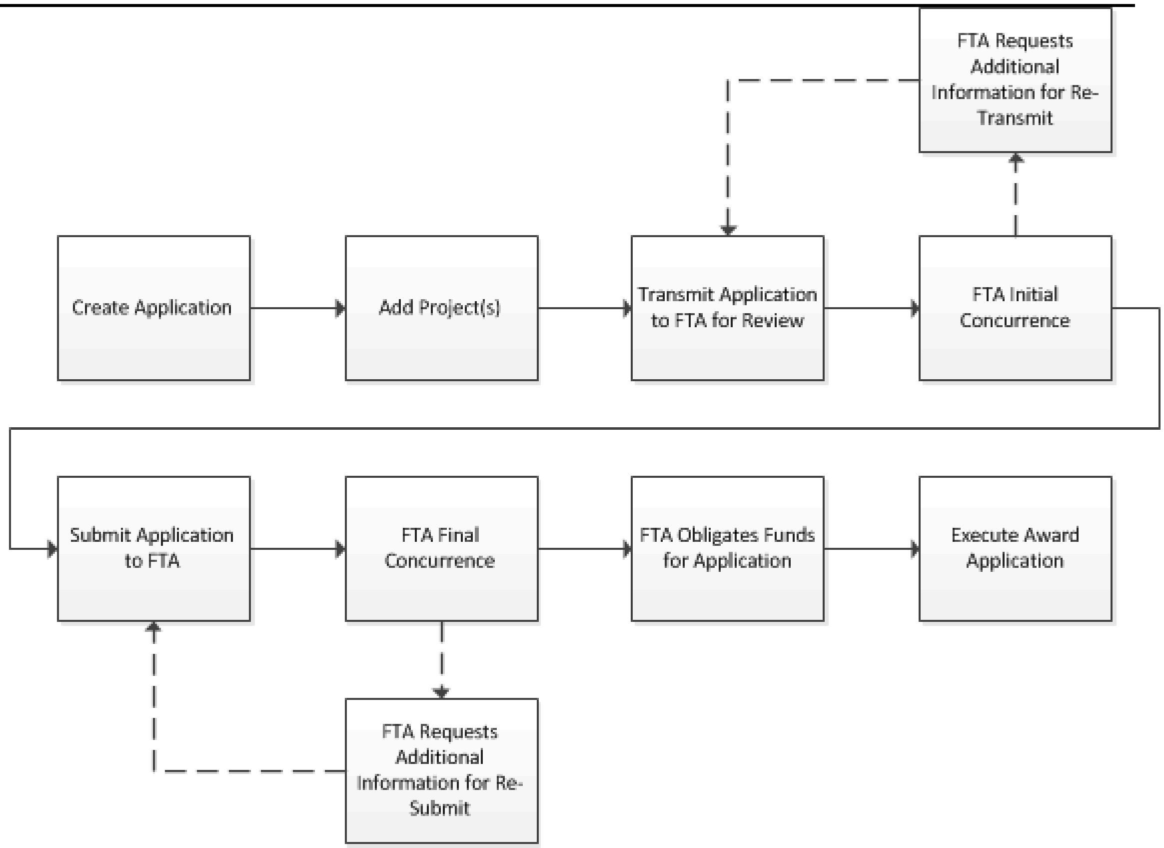
Each user within a recipient organization is provided with a unique 'User Name' for accessing TrAMS. Their user name is linked to one of more 'User Roles' that controls the information that they are allowed to view and update in TrAMS. Each organization has one or more users that have been granted the 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.

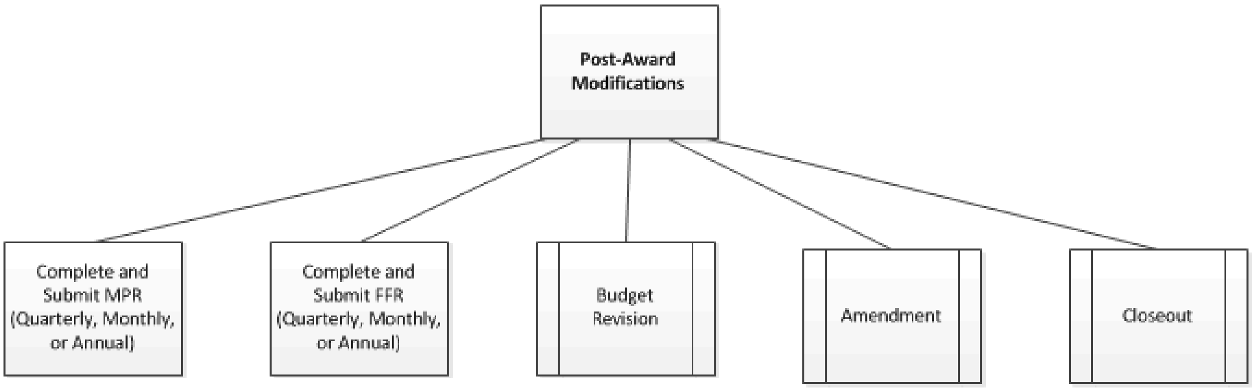
After submission has occurred the pre-award manger will receive a task to determine and assign any additional reviews that need to take place and request that funds are reserved. Again, tasks will be assigned to additional regional reviewers to log their concurrences or objections along with a task to 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.

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 eInvoicing 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.

  - **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:

- 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.

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.

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) *Note: This role should NOT be combined with other FTA user roles.*	• Search Applications/Awards • Search Recipient Organizations • Search FFR and MPR for Review • Search DBE Report • 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 Report • FFR Detail Report	N/A

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	ALL Read-Only role actions+ • Create New User • Create Multiple Users • Recertify Users • Review Unlock Requests • Review Role Requests • Manage Role Documentation	
Intake Manager - Receives all draft 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	ALL Read-Only role actions	Select FTA Pre- and Post-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 task from the Pre-Award Manager if a Civil Rights review is required; if requested, the Civil Rights Officer completes the review, comments, and provides concurrence before 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	ALL Read-Only role actions	• Civil Rights Concurrence • Review Submitted DBE Report (FTA Regional)
DBE Approver - Assigned to HQ TCR Staff; conducts final reviews of DBE reports for approval	ALL Read-Only role actions	Review Submitted DBE Report (FTA HQ)
Post-Award Manager - Identified by the Intake Manager; is responsible for oversight and coordination with the applicant on post-Award activities; may receive tasks to review and concur on Budget Revision and Amendment Requests; reviews and concurs on final FFRs and MPRs for closeouts; may transmit comments to the recipient on post-Award activities; oversees the grant/cooperative agreement Award through closeout	ALL Read-Only role actions	• Review Submitted Budget Revision • Complete Scope Transfer • Complete FPC Transfer • Complete Final MPR • Complete Final FFR • Review Submitted Closeout Request
Director - Receives task to Review and Concur on Applications prior to Award; concurrence on each Application is required	ALL Read-Only role actions	Planning Director Concurrence
Director of Operations - May complete an initial review of transmitted Applications; concurrence on submitted Applications is optional	ALL Read-Only role actions	Operations Director Concurrence

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 Concurrence • Obligate 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
TrAMS Financial User Roles Note: These roles only exist in the Office of Budget and Policy		

TrAMS FTA User Roles		
User Role & Description	Available Actions	Tasks Assigned
User Role & Description	Available Actions	Tasks Assigned
Read Only - View only *Note: This role should NOT be combined with other recipient user roles.*	FTA Read Only + • Allotment Advice Report • Allotment Advice Summary Report • DBE Report • Disbursement Report	N/A
Budget Director – Reviews and approves budget, modify pending allotment advices	Financial Read Only + • Create New Allotment Advice • Create New Operating Budget • Create State/UZA Apportionment	Recover Deobligated Funds
Budget Analyst Reviews budget, modify pending allotment advices	Financial Read Only + • Create New Allotment Advice • Create New Operating Budget • Create State/UZA Apportionment	Recover Deobligated Funds
Vendor Setup - Creates grantee/vendor organizations' accounts.	ALL Read-Only role actions	Review New Vendor/Recipient 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 *Note: This role should NOT be combined with other recipient user roles.*	• Search Applications/Awards • Search Recipient Organizations • Search FFR and MPR for Review • Search DBE Reports • Application Budget by ALI Report • Application by Status Report • Application Budget Report • Application Discretionary Allocation Detail Report • TrAMS User Detail Report	N/A

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 • Project 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	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 FFR • Update FFR
MPR Reporter - Prepares and submits Milestone Progress Reports	ALL Read-Only role actions	• Complete MPR • Update 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 review Application, Review Applications	ALL Read-Only role actions to include the following: • Create Application • Search Applications/Awards • Search recipient Organizations	• Complete DOL for Certification • Complete DOL for Information

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

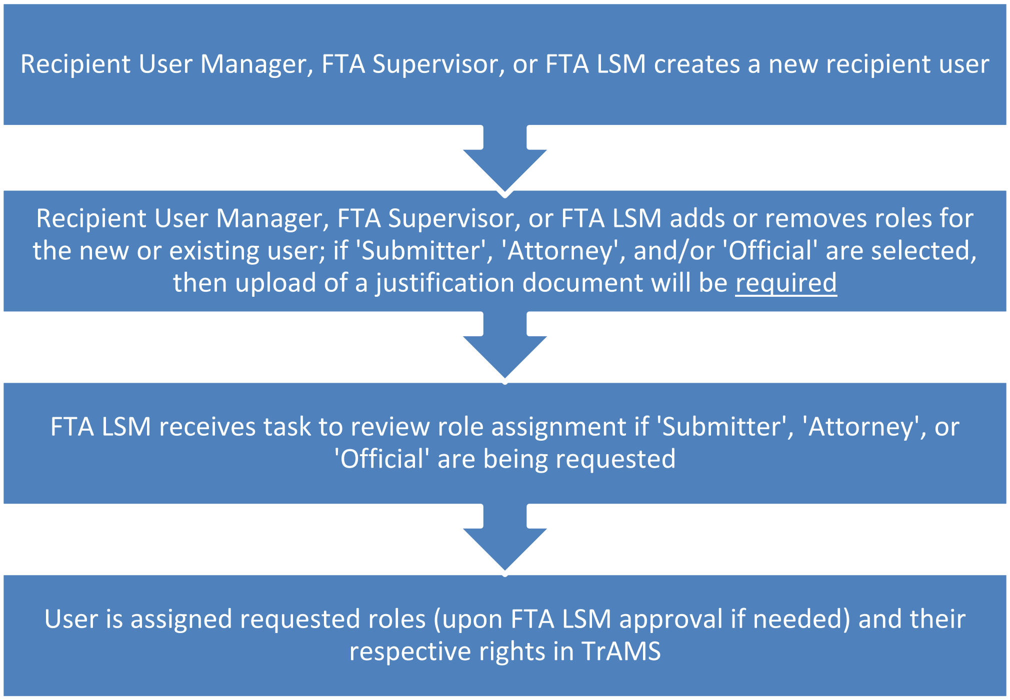
Access to perform these functions is limited to the LSM. As a user with the 'Supervisor' role, user management privileges in the system will be similar to the LSM's but to a smaller extent:

- Create new recipient users
- Activate FTA users

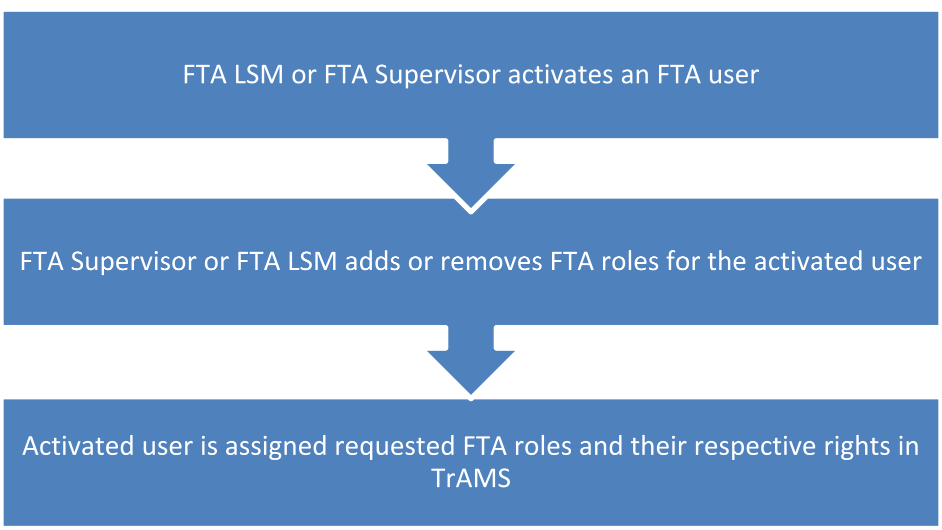
- Assign new roles to users (only with LSM approval)

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:



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.

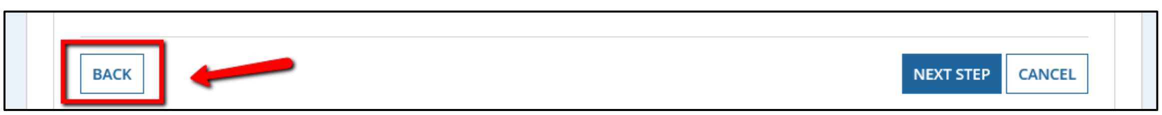
3.3 Working with Appian Forms

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.

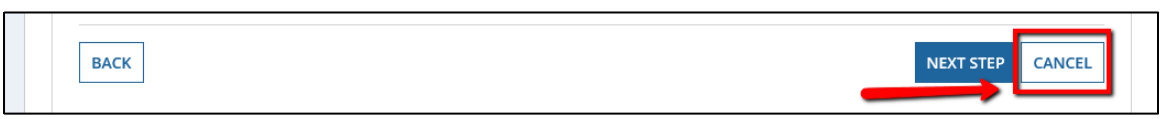
3.3.1 Buttons

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.

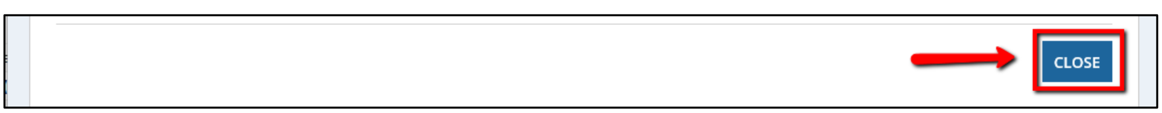
- **Back:** The 'Back' button appears on forms that are part of a sequence. It is used to move to a previous form in the sequence. The 'Back' button will usually appear on the lower left side of the form. Always use the form 'Back' button instead of the browser back button to avoid losing the place in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

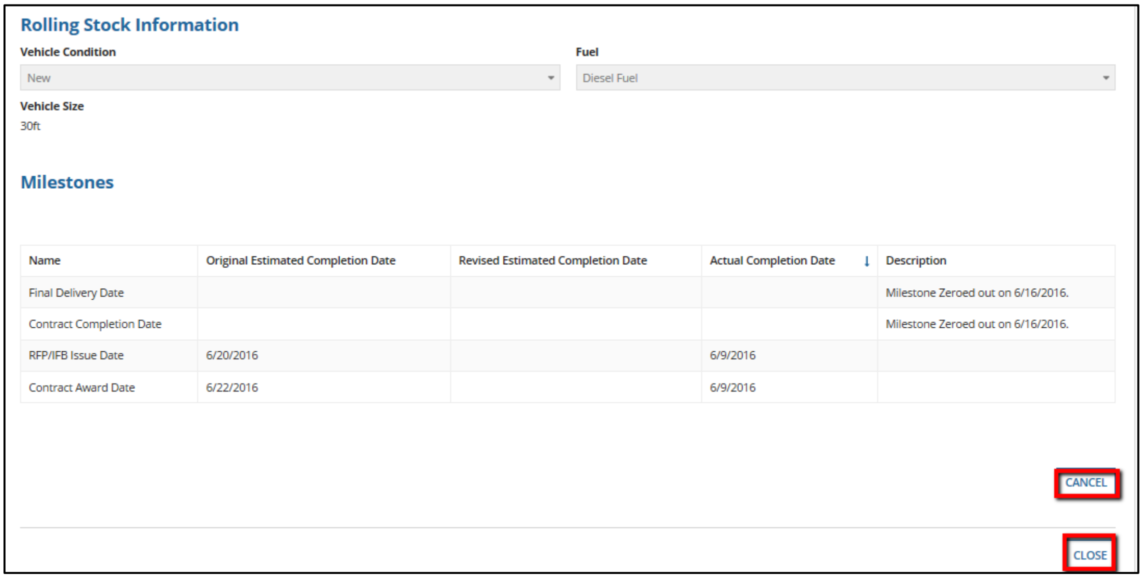


- **Close:** The 'Close' button completes an action or workflow and returns the user to the menu on which they selected the action. The button is commonly on read-only forms where no action is to be taken (e.g. a success screen).



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.



Rolling Stock Information

Vehicle Condition: New

Fuel: Diesel Fuel

Vehicle Size: 30ft

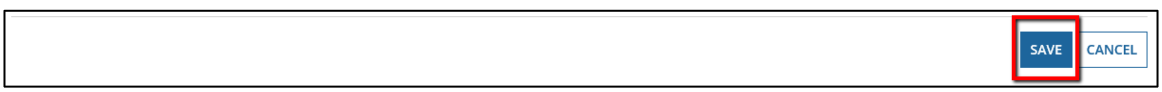
Milestones

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	

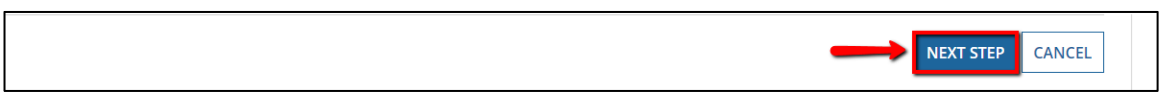
CANCEL

CLOSE

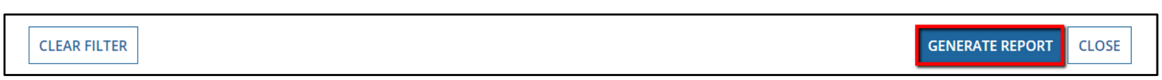
- **Save:** The 'Save' button saves the changes that have been made to the form. 'Save' buttons allow users to save data intermittently on a form. If a form has both a 'Save' button and a 'Cancel' button, only the changes made after the last 'Save' button click are not saved



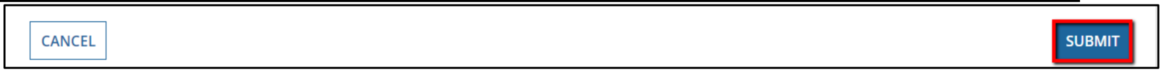
- **Next**: The 'Next' or 'Next Step' button is shown when the workflow steps through a series of forms. It will save the data on the current form and move to the next form in the workflow.



- **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.

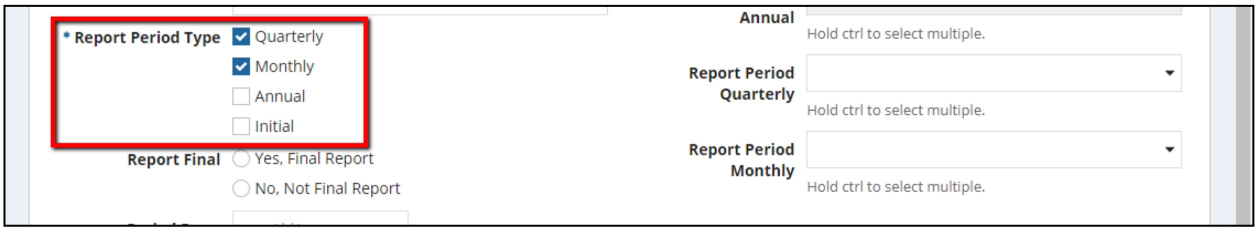


- **Submit:** The 'Submit' button saves the data and closes the current form.



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.



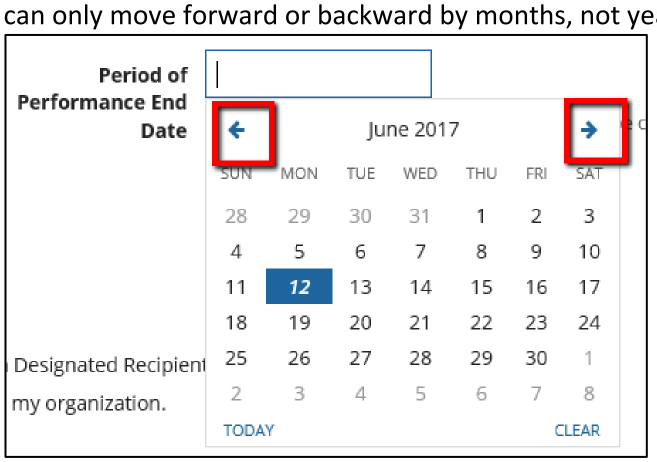
3.3.3 Date Fields (Calendars)

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.

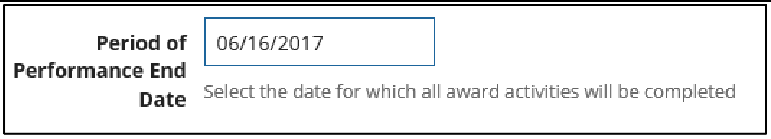
To select a date using the picker:

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.



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



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

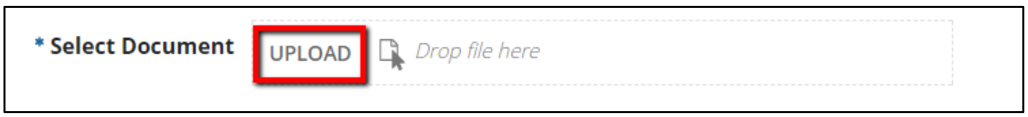
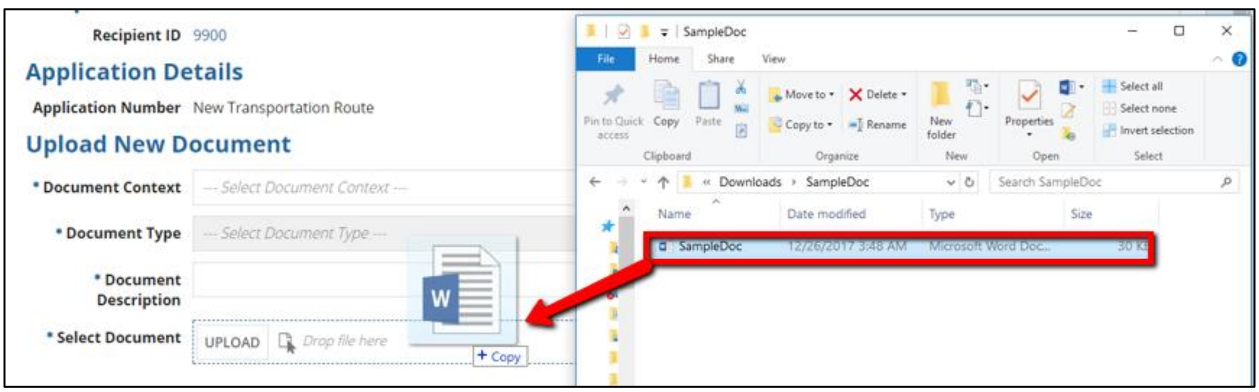
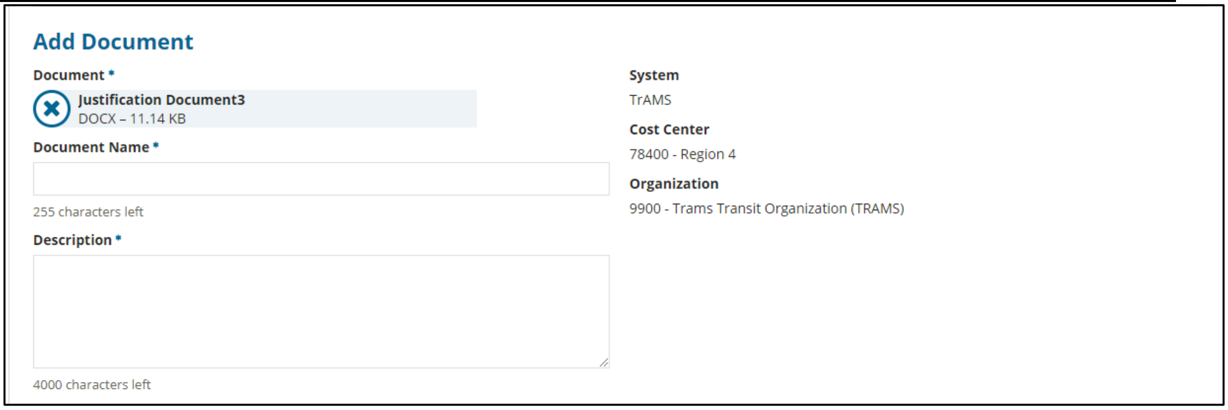


Figure 2: Drag and Drop Upload

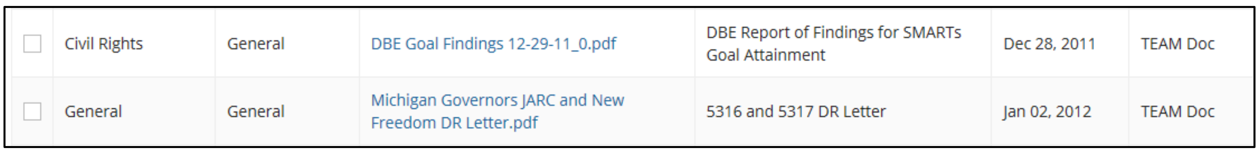


Deleting documents: documents can be deleted prior to saving. Hold cursor over the document, an ‘X’, is visible select to delete.



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.

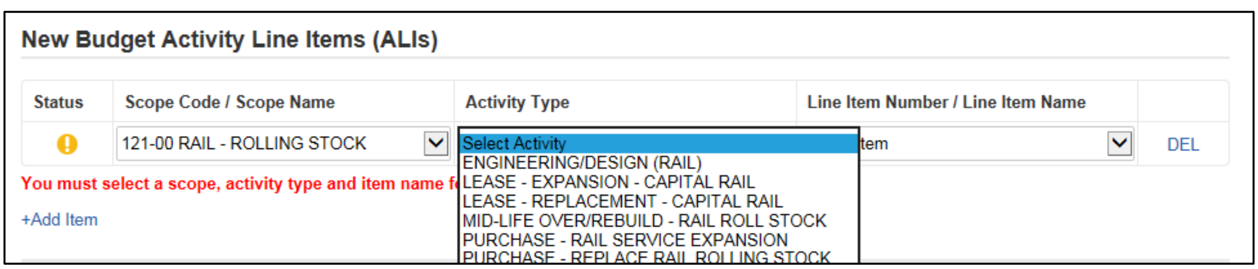


☐	Civil Rights	General	DBE Goal Findings 12-29-11_0.pdf	DBE Report of Findings for SMARTs Goal Attainment	Dec 28, 2011	TEAM Doc
☐	General	General	Michigan Governors JARC and New Freedom DR Letter.pdf	5316 and 5317 DR Letter	Jan 02, 2012	TEAM Doc

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.

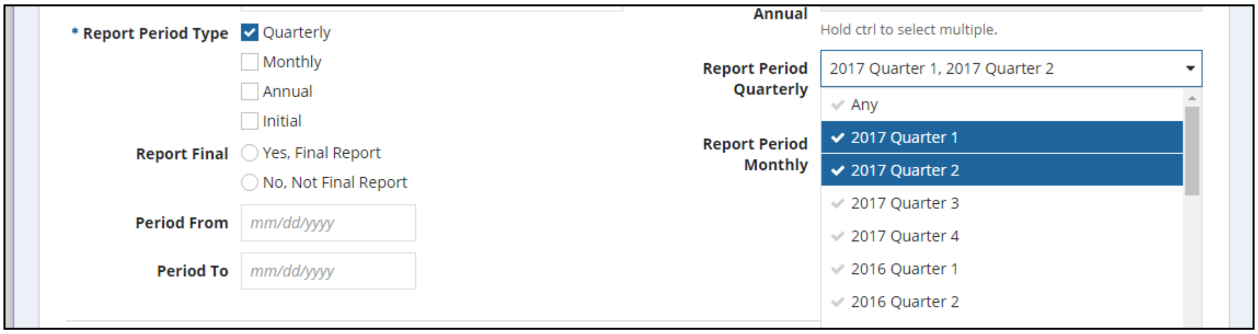
3.3.5 Drop-Down Fields (Single-Select)

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.



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 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.



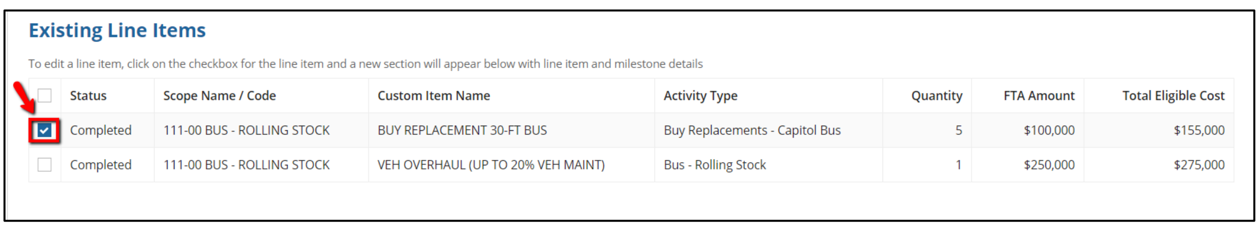
3.3.7 Grids (Tables)

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.

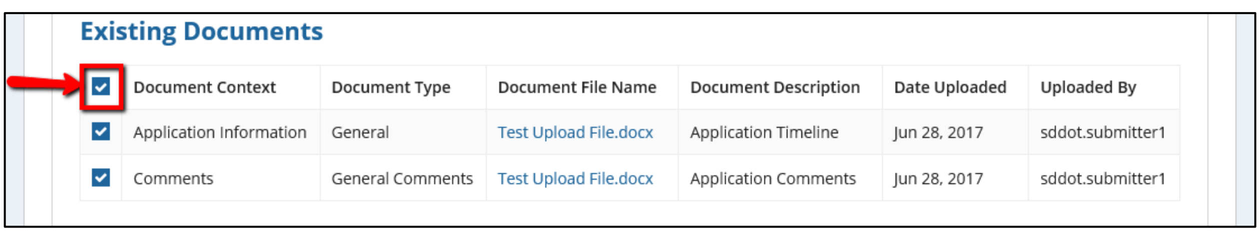


Existing Line Items

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 Cost
☑	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	$275,000

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.



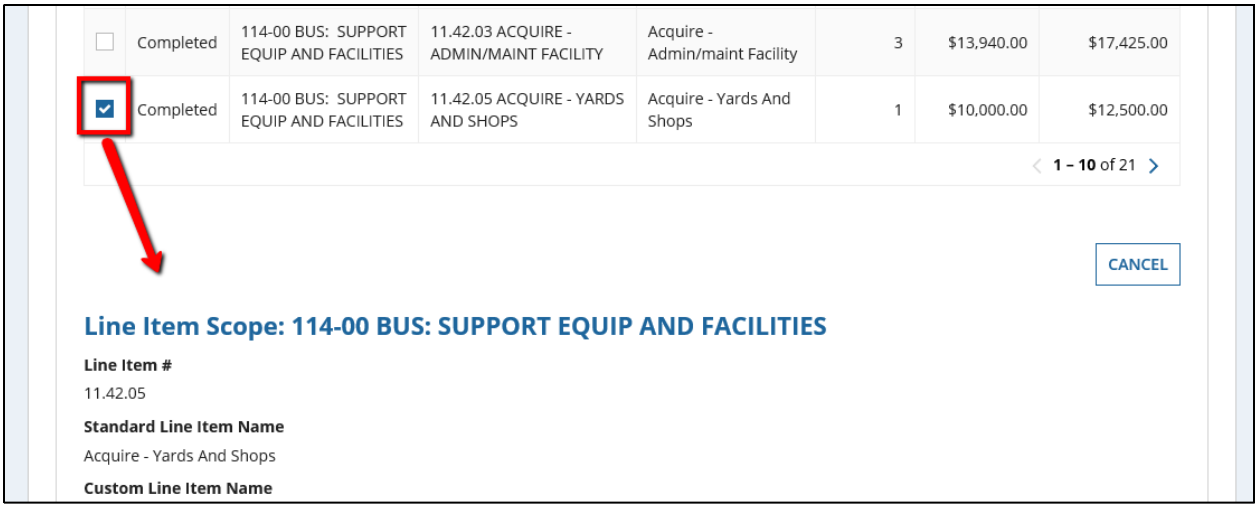
Existing Documents

☑	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.

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



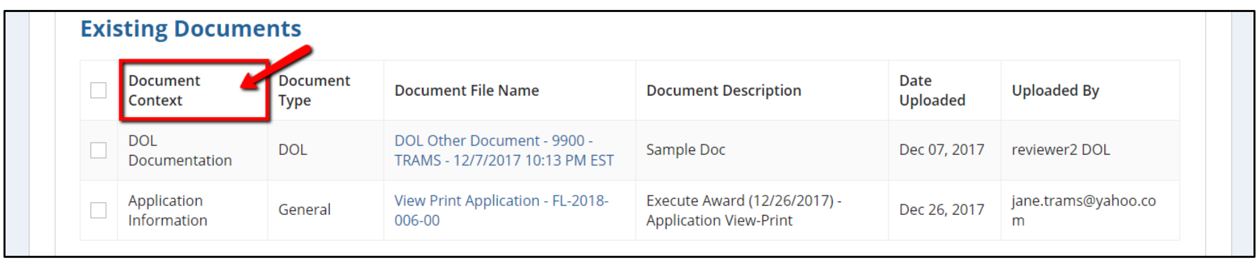
2) To collapse the item, simply uncheck the box, or click the appropriate action buttons that are present on the form.

3.3.7.3 Sorting Grids by Field (Column)

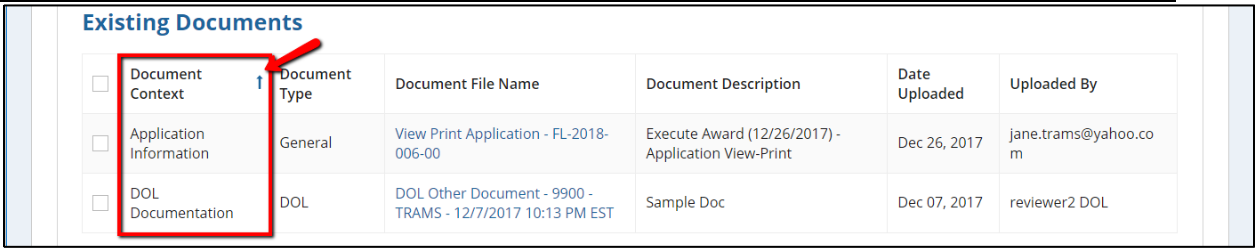
Some grids are sortable and can be sorted alphabetically (or in reverse) on a single column. A blue arrow within a grid header field indicates that the grid has been sorted by either ascending or descending. One column will default the display. All column headers can be selected to sort on other criteria.

To sort a grid:

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



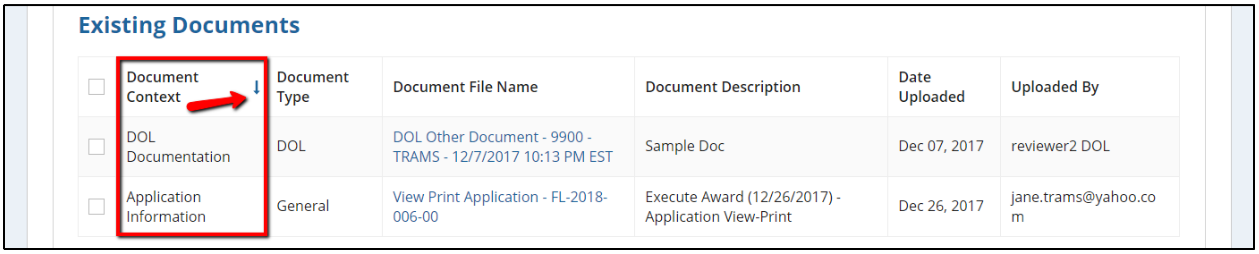
2. A blue arrow will appear next to the field name and the table will sort in ascending order on that field (A-Z, or 0-9).



Existing Documents

	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.com
	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.



Existing Documents

	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.com

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

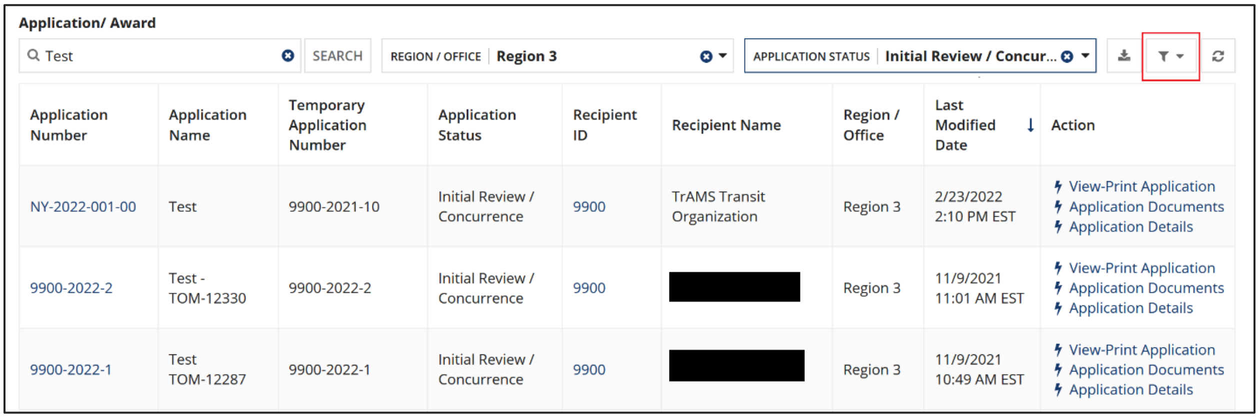
Navigation arrows:

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.

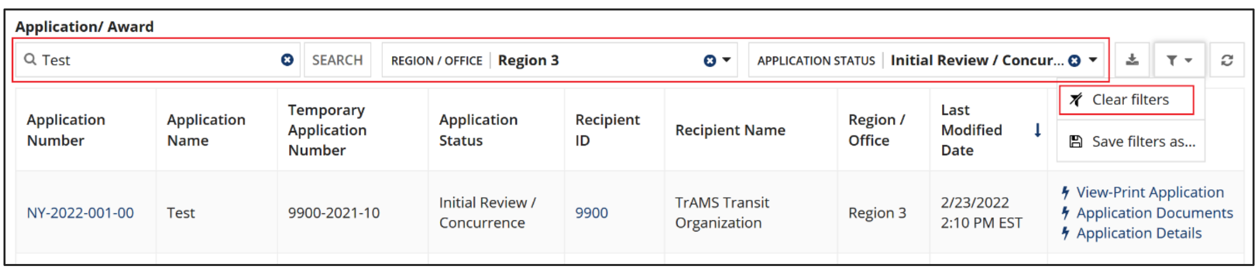
3.3.7.5 Managing Filters

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.

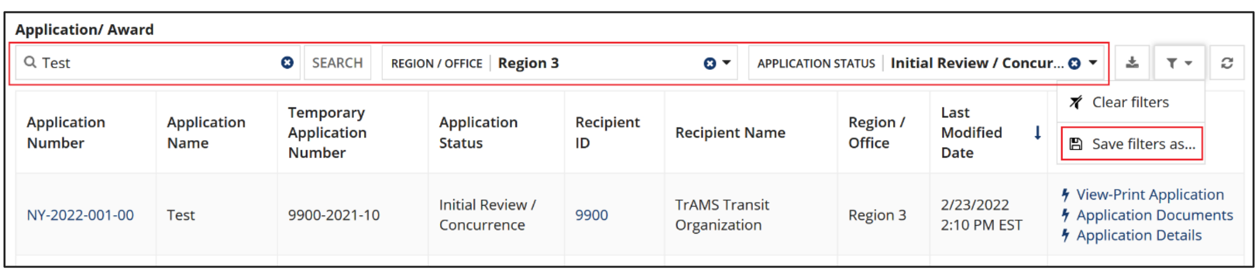
1. Click the filter icon to begin.



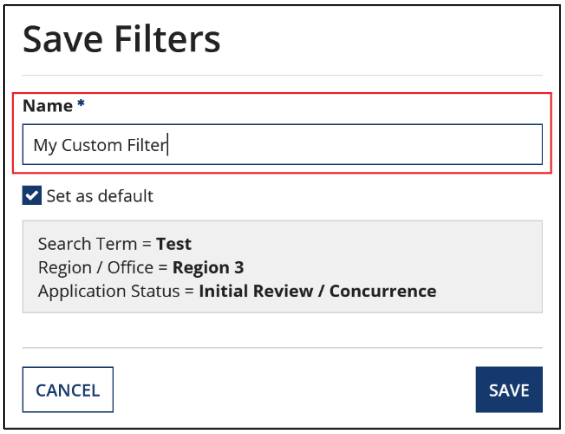
2. Click the ‘Clear filters’ button that appears to clear any filters currently set.



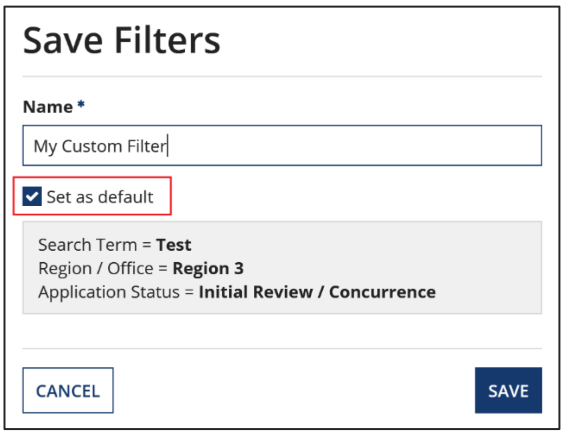
3. Click the ‘Save filters as…’ button to save any filters currently set.



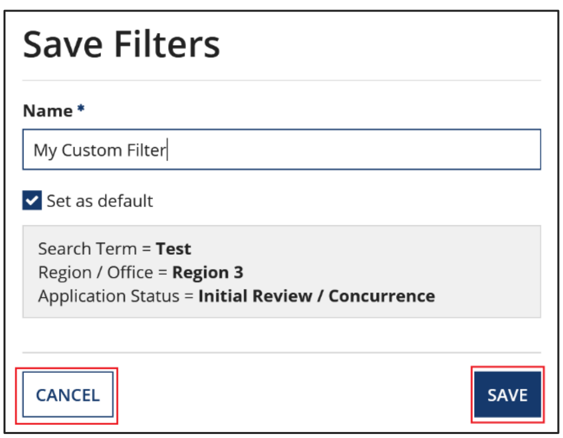
4. Once the ‘Save Filters’ pop-up window appears, enter text into the ‘Name’ box.



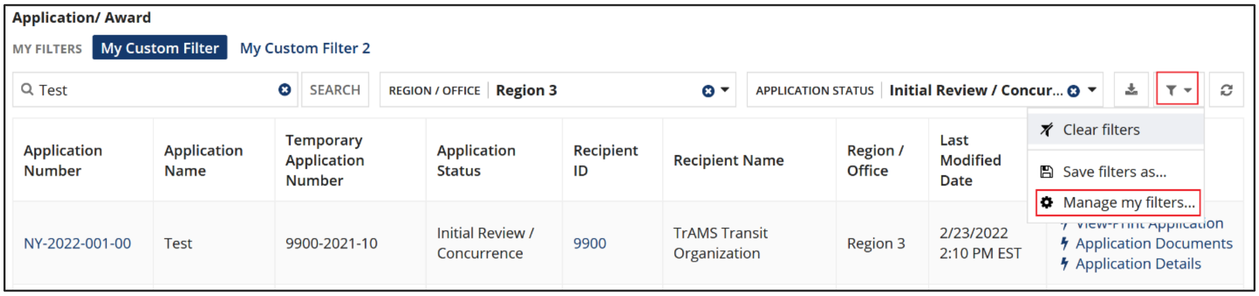
5. Click the ‘Set as default’ checkbox to make this new custom filter your default when returning to the grid.



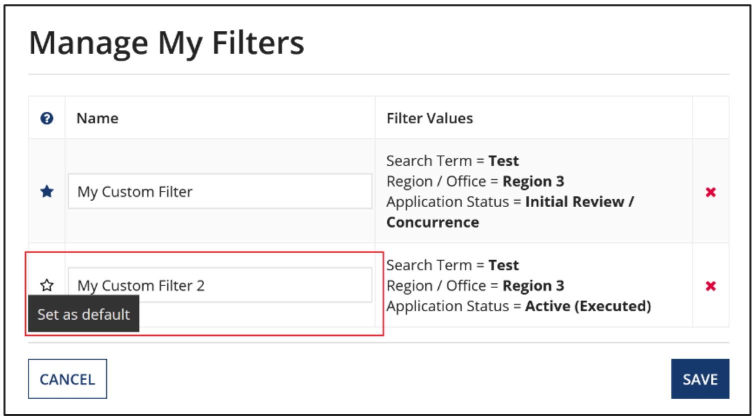
6. Click the ‘Save’ button to save the new custom filter and return to the grid, or click the ‘Cancel’ button to return to the grid without saving.



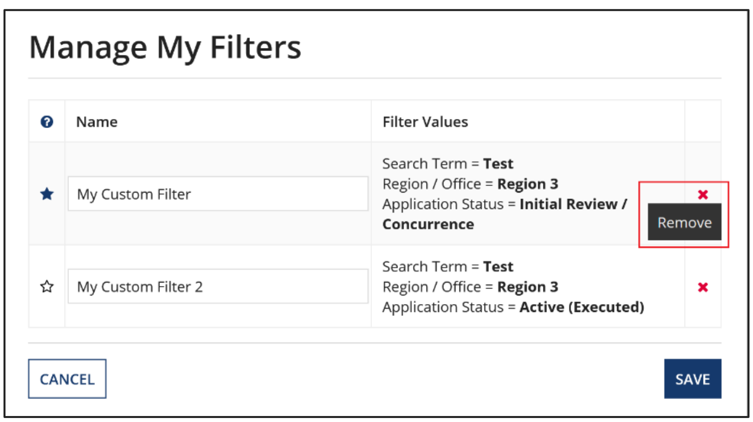
7. If the user has saved at least one custom filter, a 'Manage my filters…' button becomes available after clicking the filter icon. Click it to modify saved custom filters, remove them, or set a new default filter.



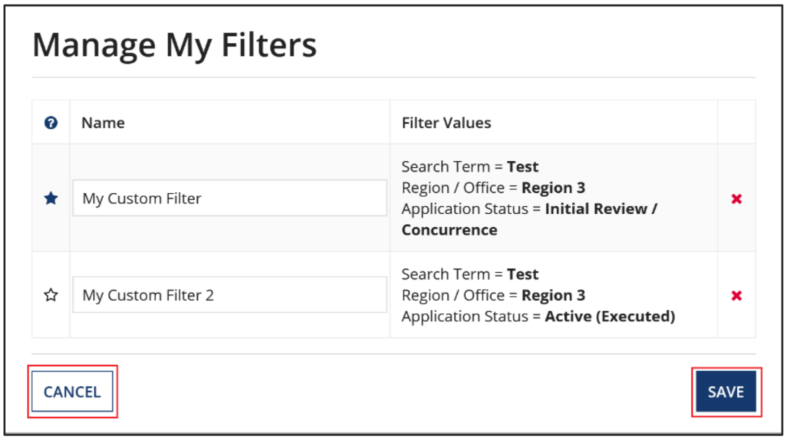
8. Click the star beside any custom filter to make it the default filter that will be set any time your return to the grid.



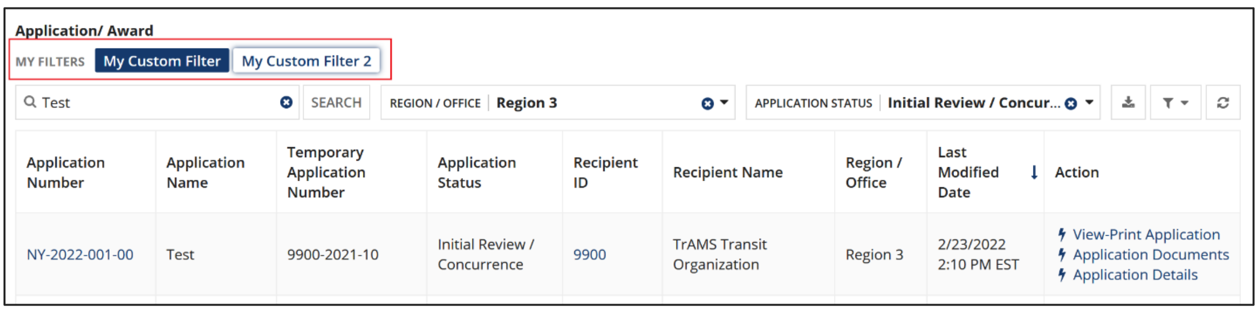
9. Click the 'x' beside any custom filter to remove it.



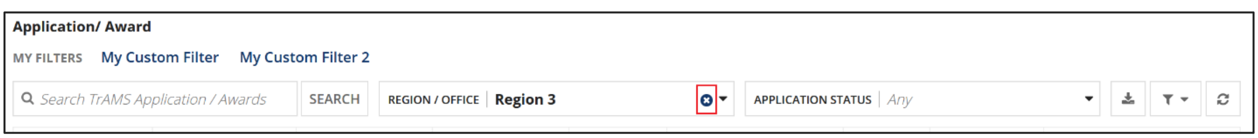
10. Click the ‘Save’ button to save any changes made to custom filters and return to the grid, or click the ‘Cancel’ button to return to the grid without saving.



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.

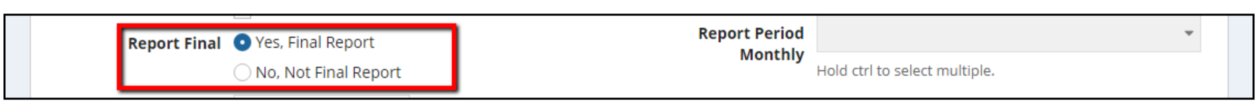


12. Click the red ‘x’ of any filter to clear it. All custom filter names in the ‘My Filters’ section will be un-selected and the user can then use the filters freely again.



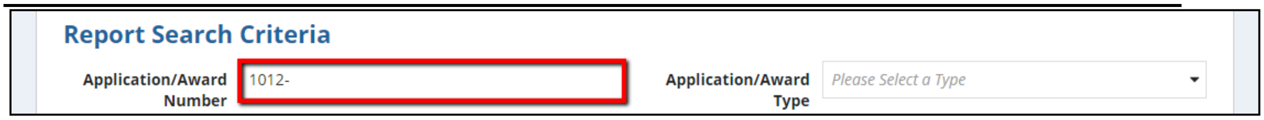
3.3.8 Radio Buttons

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.



3.3.9 Text Fields

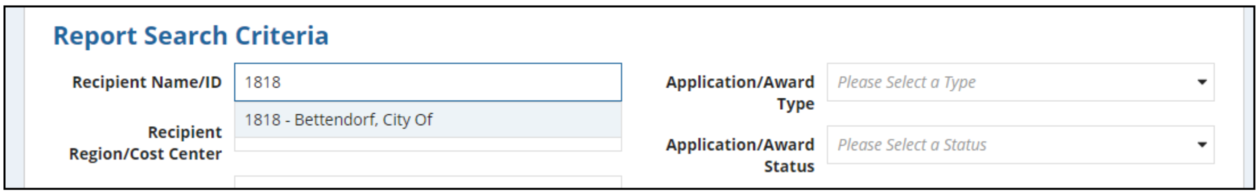
A text field search filter allows the user to enter free text.



3.3.10 Type Ahead Fields

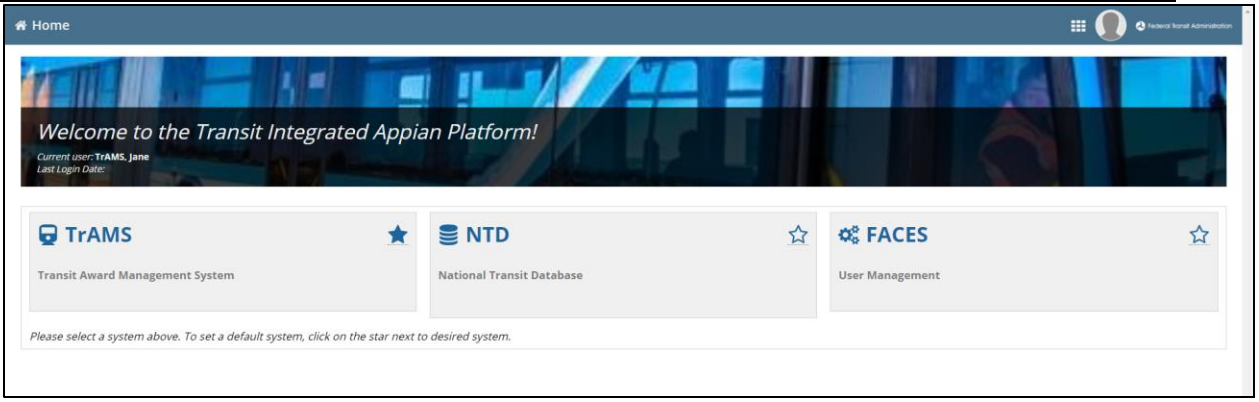
Type-ahead fields are like text fields but search for matching inputs. The user can type valid data for the field and the system will populate available data inputs. The user will then be prompted to select from search results that match what was typed. A matching item that was selected can be unselected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



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.

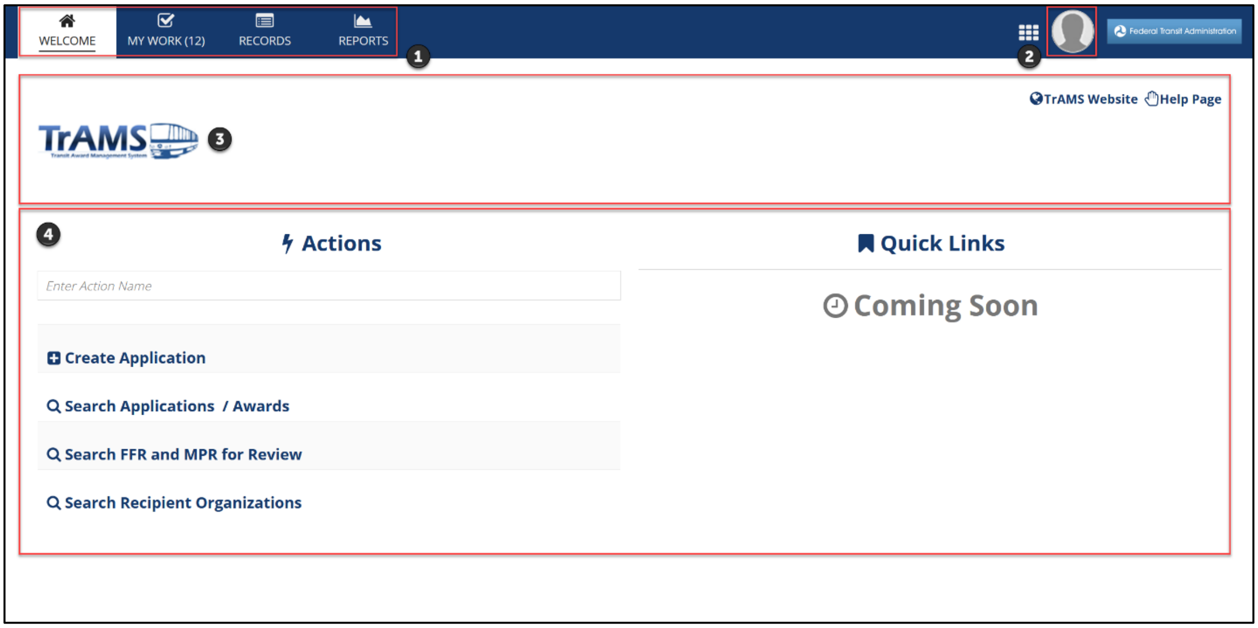


These users can switch back and forth using the Navigation Menu on the upper right corner, or select a system upon logging into TrAMS.

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

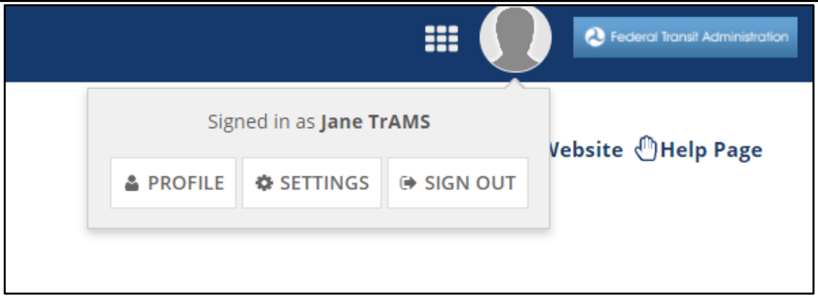


1. **Navigation Tabs**: There are four tabs on the upper left corner of the screen. The Welcome tab will be selected by default. These tabs are used to navigate through the system. All TrAMS users, regardless of the User Roles assigned to them, will see these four tabs:
    1. Welcome
    2. My Work
    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

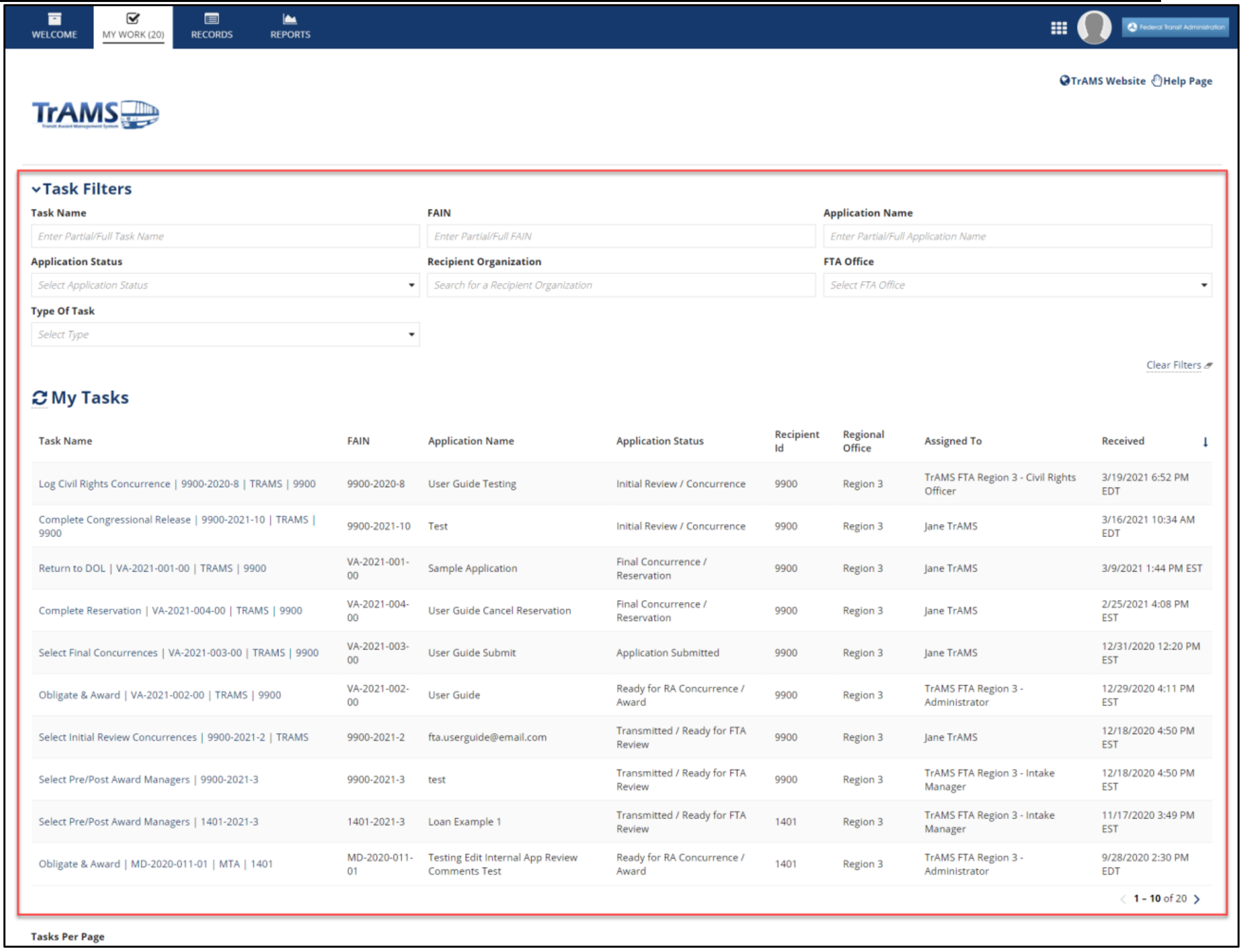
    Settings: The user settings Page is where the user can set language and time zones and adjust other settings.

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



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.

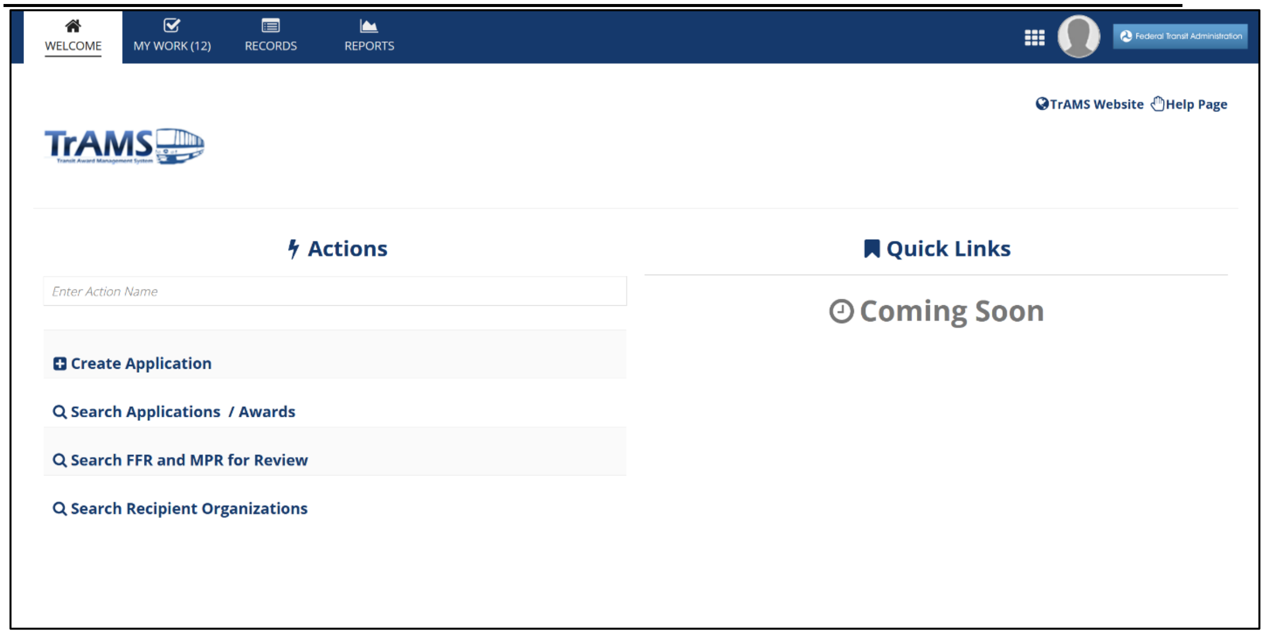


Task Name	FAIN	Application Name	Application Status	Recipient Id	Regional Office	Assigned To	Received
Log Civil Rights Concurrence | 9900-2020-8 | TRAMS | 9900	9900-2020-8	User Guide Testing	Initial Review / Concurrence	9900	Region 3	TrAMS FTA Region 3 - Civil Rights Officer	3/19/2021 6:52 PM EDT
Complete 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
Select Final Concurrences | VA-2021-003-00 | TRAMS | 9900	VA-2021-003-00	User Guide Submit	Application Submitted	9900	Region 3	Jane TrAMS	12/31/2020 12:20 PM EST
Obligate & Award | VA-2021-002-00 | TRAMS | 9900	VA-2021-002-00	User Guide	Ready for RA Concurrence / Award	9900	Region 3	TrAMS FTA Region 3 - Administrator	12/29/2020 4:11 PM EST
Select Initial Review Concurrences | 9900-2021-2 | TRAMS	9900-2021-2	fta.userguide@email.com	Transmitted / Ready for FTA Review	9900	Region 3	Jane TrAMS	12/18/2020 4:50 PM EST
Select Pre/Post Award Managers | 9900-2021-3	9900-2021-3	test	Transmitted / Ready for FTA Review	9900	Region 3	TrAMS FTA Region 3 - Intake Manager	12/18/2020 4:50 PM EST
Select Pre/Post Award Managers | 1401-2021-3	1401-2021-3	Loan Example 1	Transmitted / Ready for FTA Review	1401	Region 3	TrAMS FTA Region 3 - Intake Manager	11/17/2020 3:49 PM EST
Obligate & Award | MD-2020-011-01 | MTA | 1401	MD-2020-011-01	Testing Edit Internal App Review Comments Test	Ready for RA Concurrence / Award	1401	Region 3	TrAMS FTA Region 3 - Administrator	9/28/2020 2:30 PM EDT

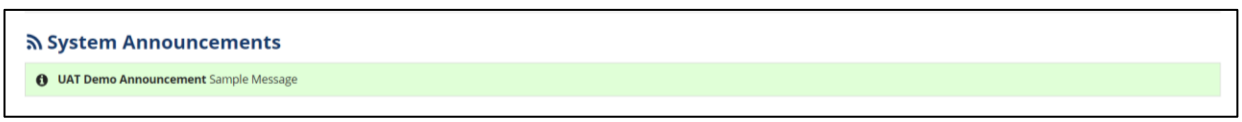
3.4.2 Navigation Tabs

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.



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



3.4.2.1.1 Actions

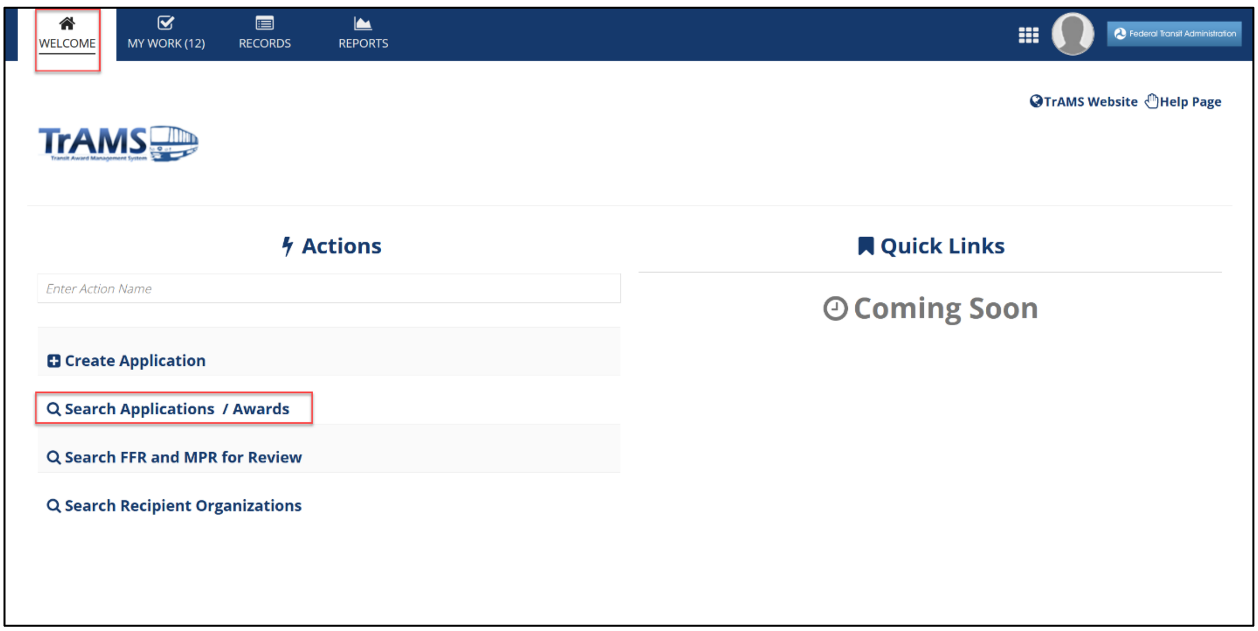
Actions allow users to interact with information in TrAMS at a high-level. The actions available are based on each user’s role. The ‘Actions’ tab provides a way to create new records and perform searches for specific records

3.4.2.1.1.1 Using Actions to Search

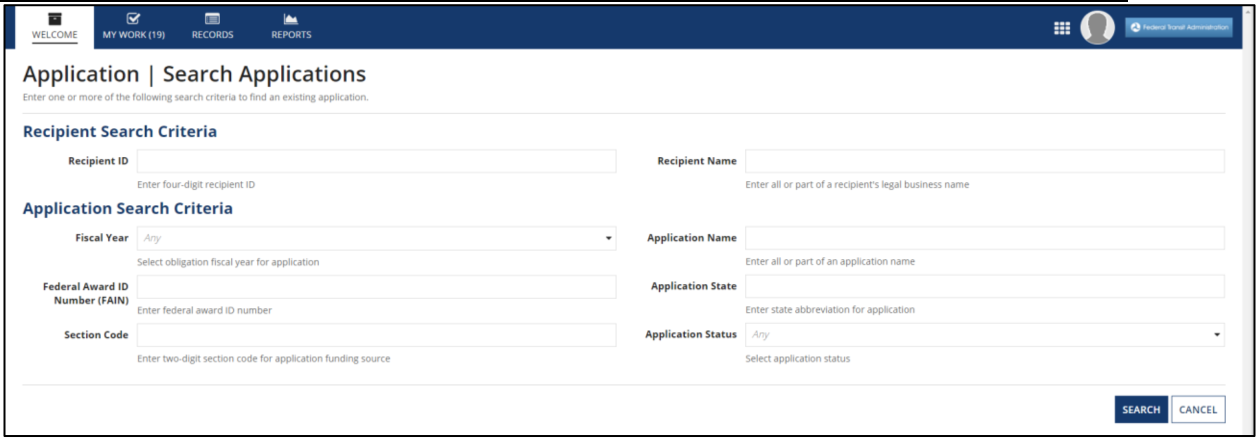
Users may use ‘Search Applications / Awards’ action to search for a specific Application.

To access the search options:

1) On the Welcome page, select “Search Applications / Awards” under the ‘Actions’ column.



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).

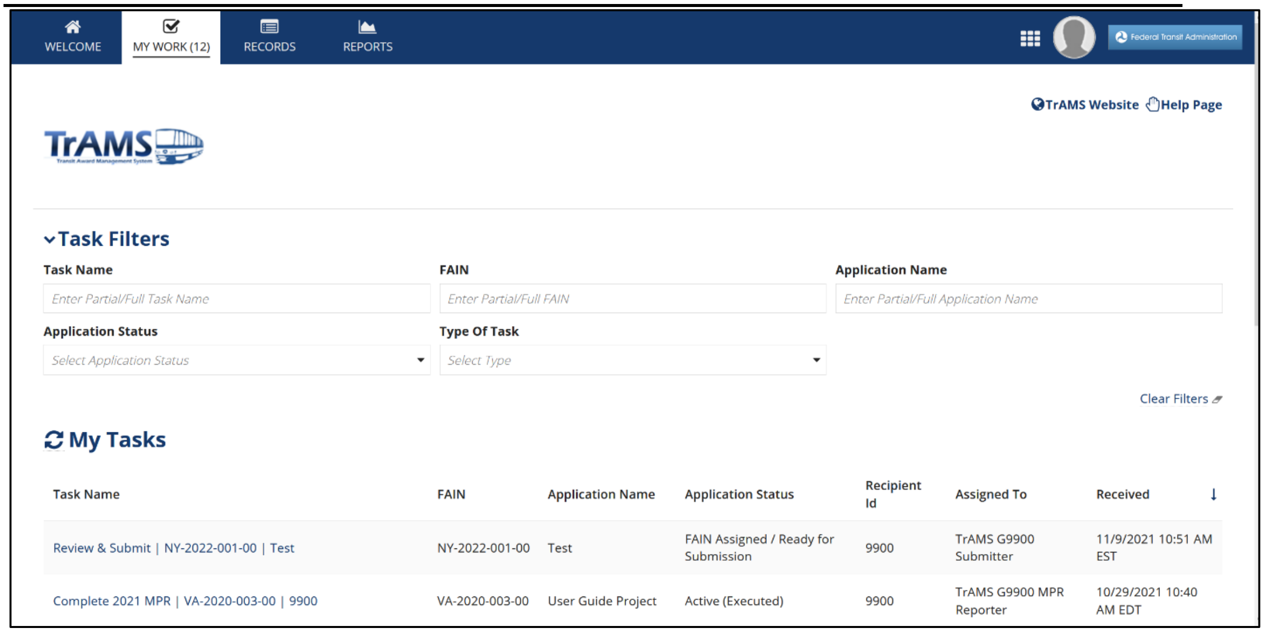


3.4.2.1.2 Quick Links

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

3.4.2.2 My Work Tab

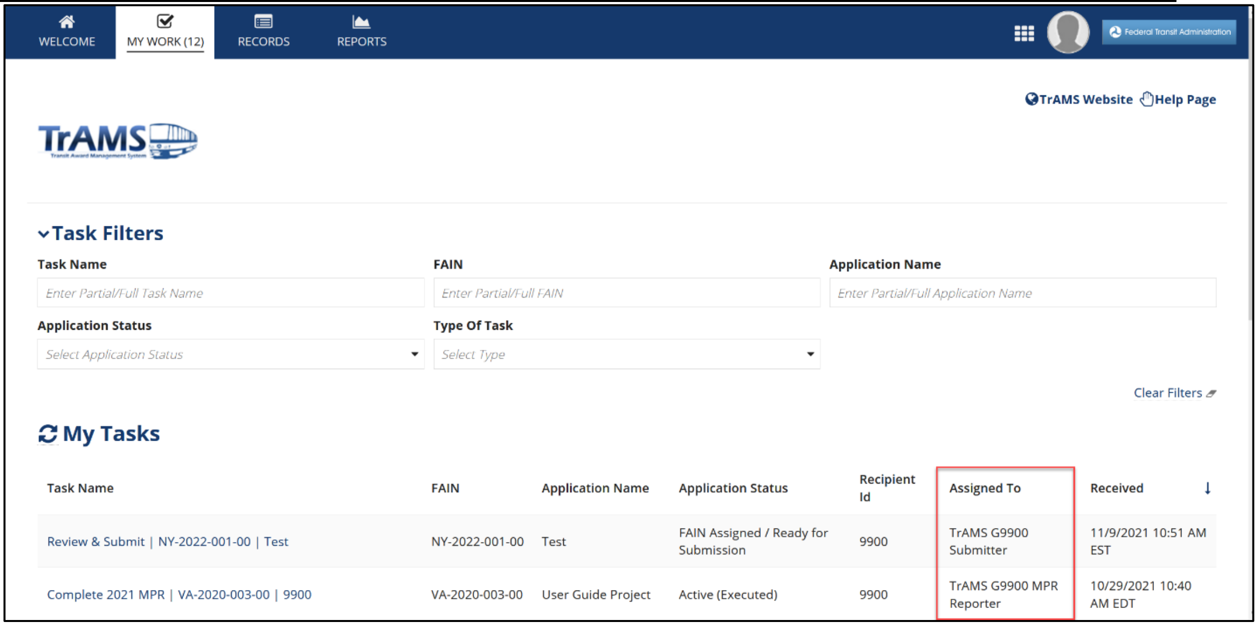
The 'My Work' tab shows specific work items that have been assigned either to a user or group of users. TrAMS generates and assigns tasks at certain steps in the Award life cycle. TrAMS is workflow-based and tasks are used to progress Applications. Clicking a link in the 'Task Name' column will open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



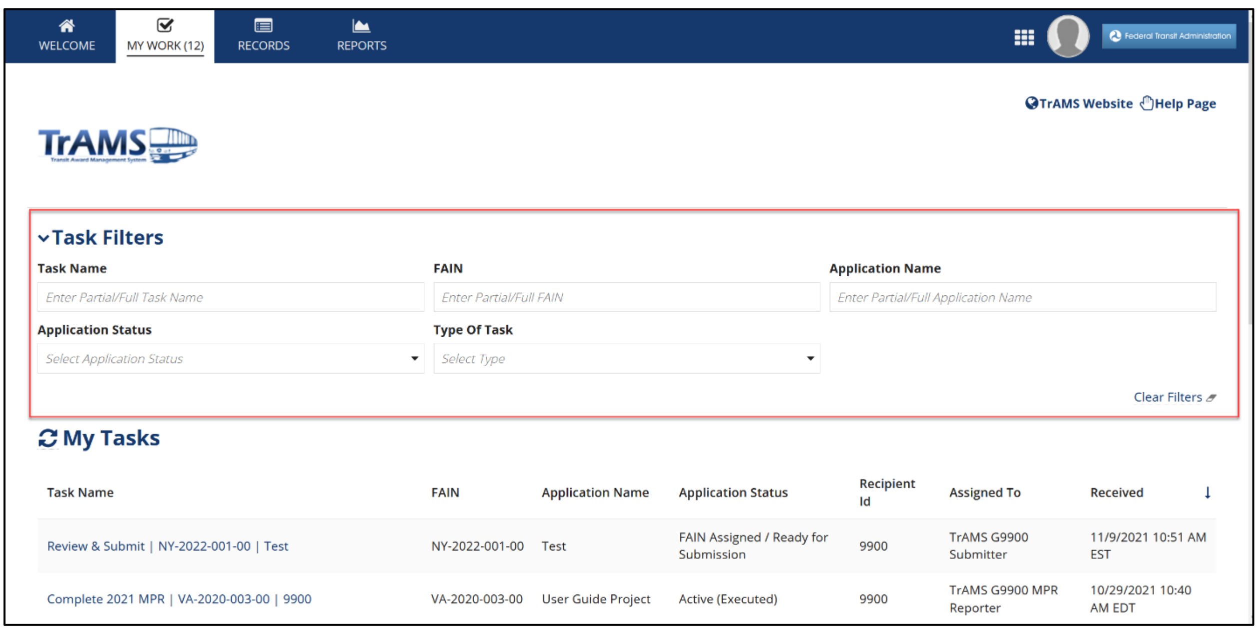
As an example, users that have been assigned the 'Official' user role will receive a task when an Award is ready for execution. By accepting the task, the 'Official' will be able to review the Award information and sign their acceptance.

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.



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'.



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.

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:

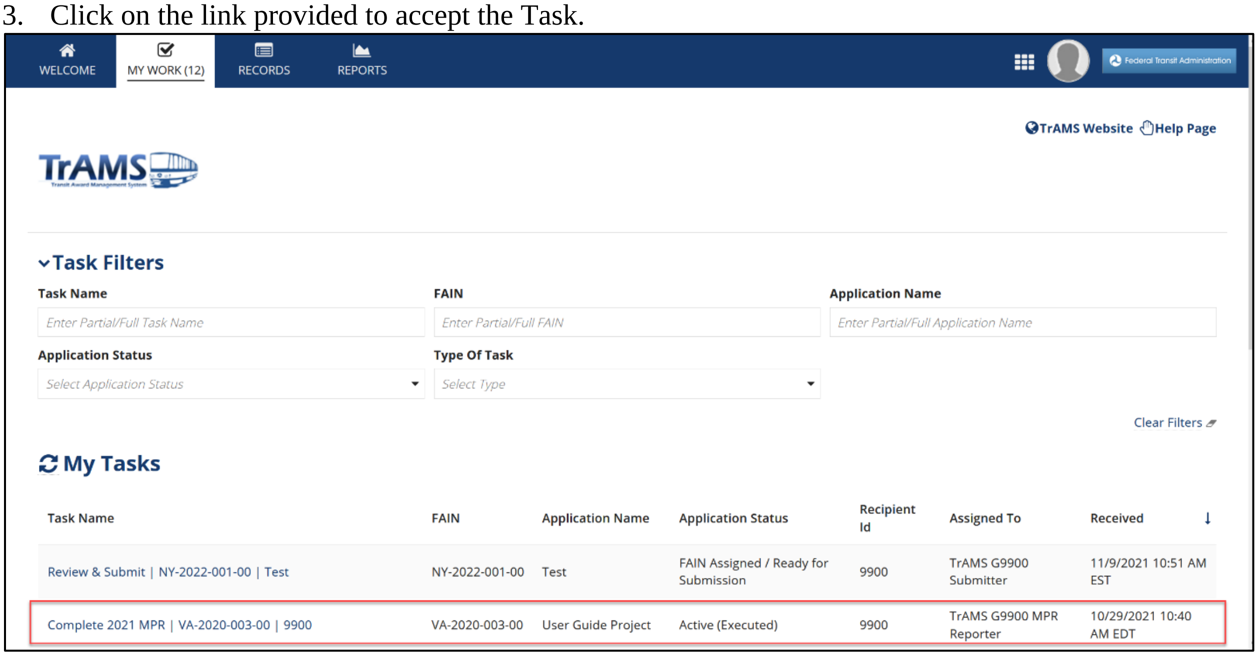
- From: Appian for Federal Transit Administration (PROD) <ftafacesadmin@dot.gov>
- To: User’s Saved Contact Email (as viewed on User Profile – if the user’s email has changed, speak with the User Manager)
- Subject: New Task: [Type of Task that has been assigned]
- Body: Link to the task

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

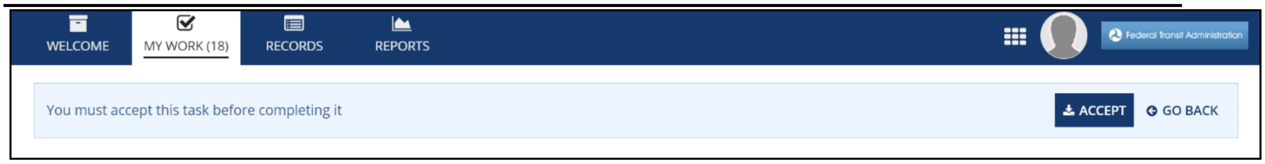
3.4.2.2.2 Accepting Tasks

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.



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.



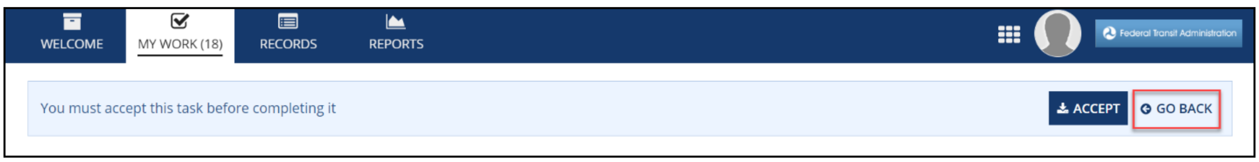
5. Complete the task. The Task will be removed from the user's 'My Work' Tab once the task has been completed.

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.

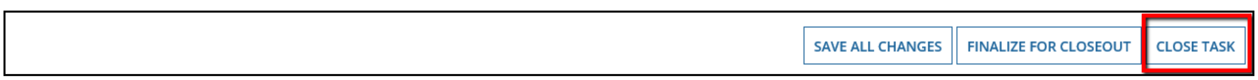
3.4.2.2.3 Returning Tasks

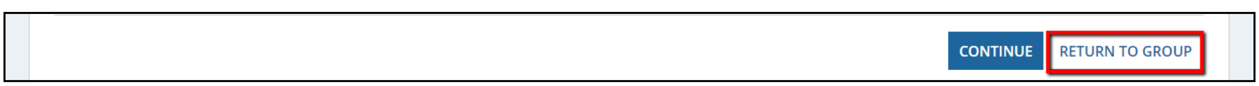
If a user has selected the wrong task or would prefer to work on the task at another time, the user can return the task to the original assigned user(s) list. This can be done even after formally accepting the task.

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



2) 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.

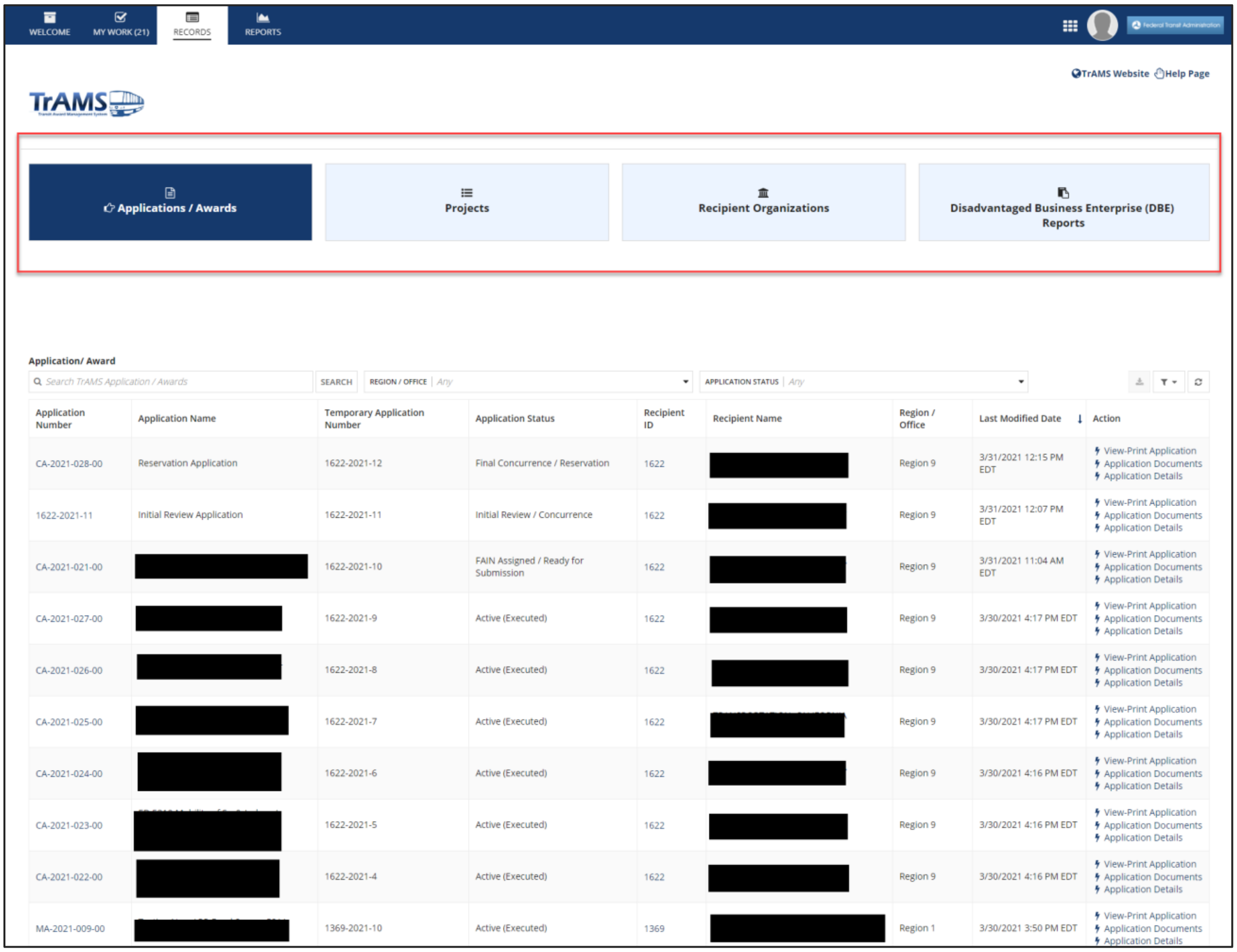




Note: If the user has returned the task but do not immediately see the task back in the task queue, refresh the task queue by clicking on the 'My Work' tab again or click the icon next to the 'My Tasks' section. When returning a task to the group, the user may also see a new email notification.

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



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.

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

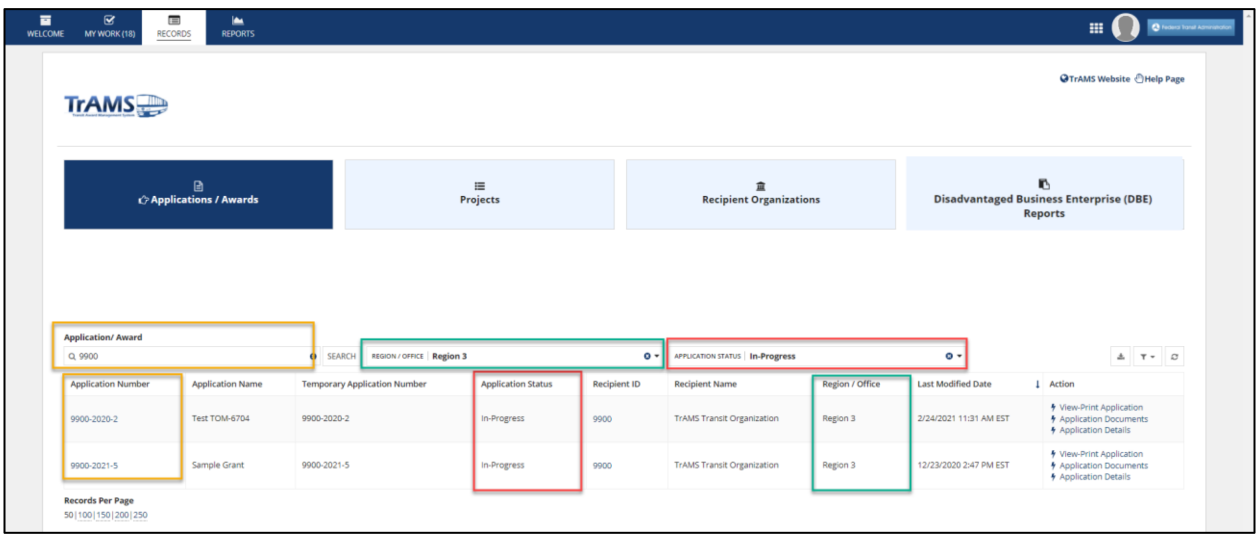
3.4.2.3.1 Searching from the Records Tab

To search for records using the ‘Records’ tab:

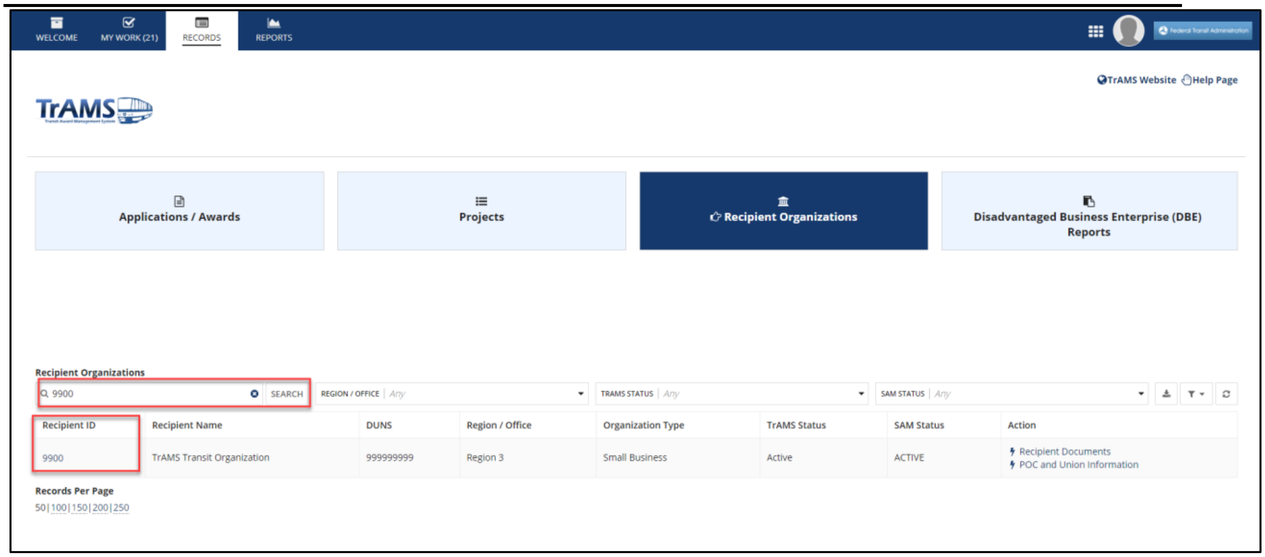
1. Click on the ‘Records’ tab on the navigation bar.

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

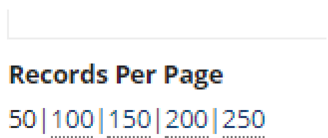
2. Use filters on each record types to narrow the data. For example, to search for an Application or Awards, select the “Application / Awards” records and fill in the filter.



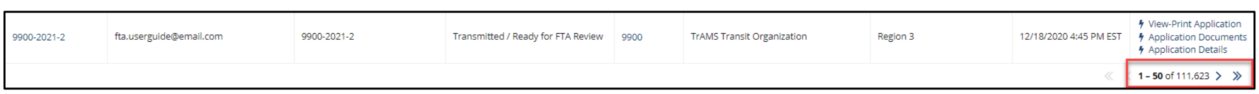
For example, to search for a Recipient Organization, select the “Recipient Organization” record. Use the filters as necessary



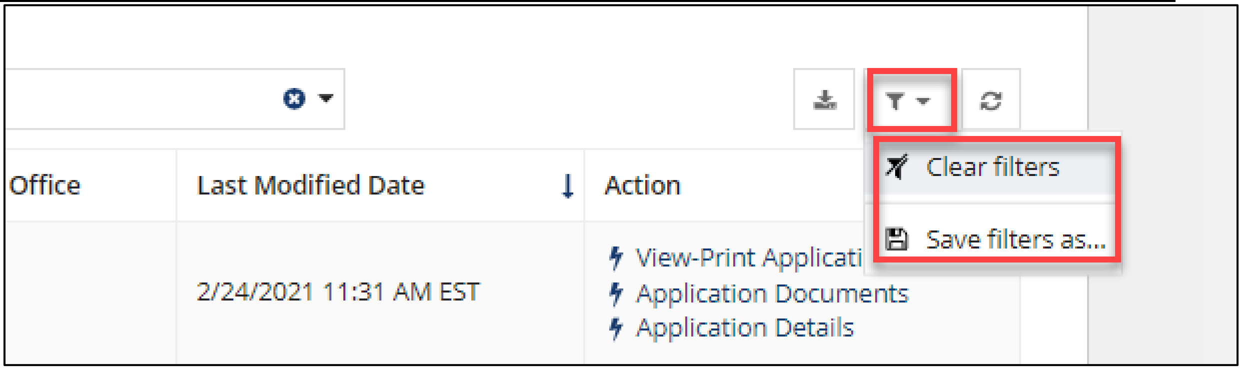
3. Users may manipulate the number of records displayed on each Record grid. The grid will contain 50 records as a default. However, users can change the number of records displayed in the grid by changing the “Records Per Page” option at the bottom of the page.



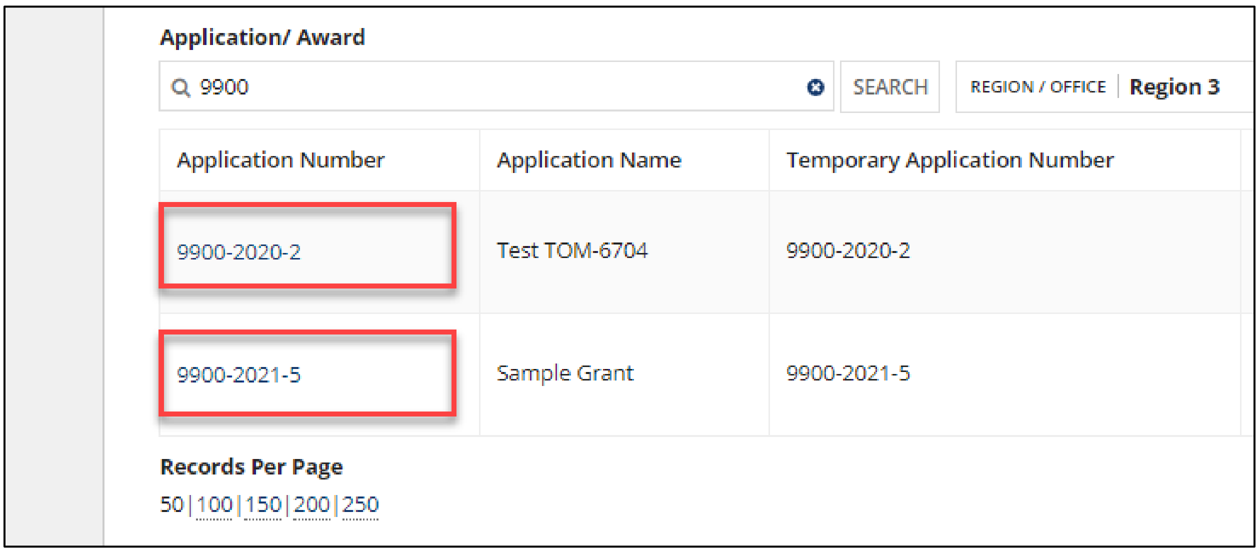
4. The users can navigate through different pages of the grid by clicking the right or left arrow.



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.

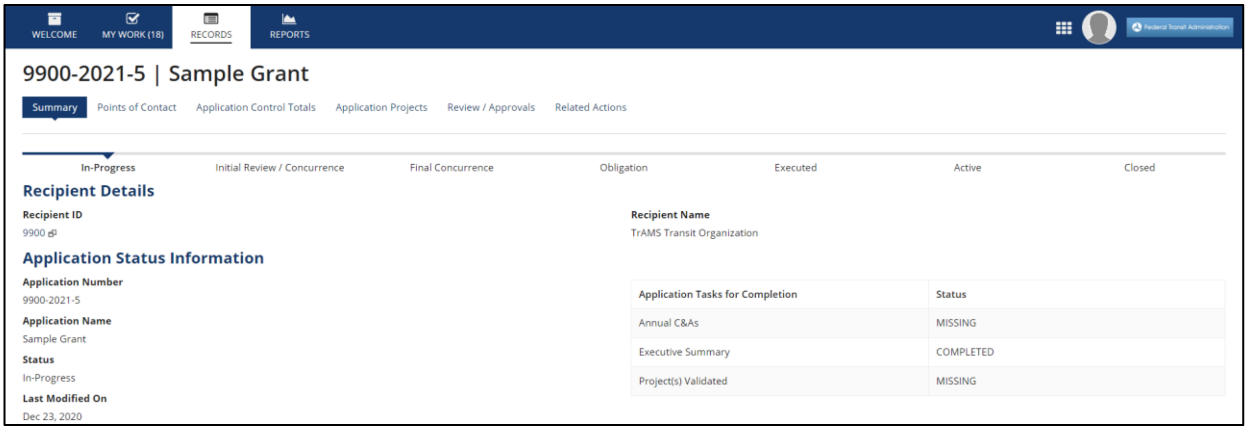


6. To open a record, click the blue record hyperlink.

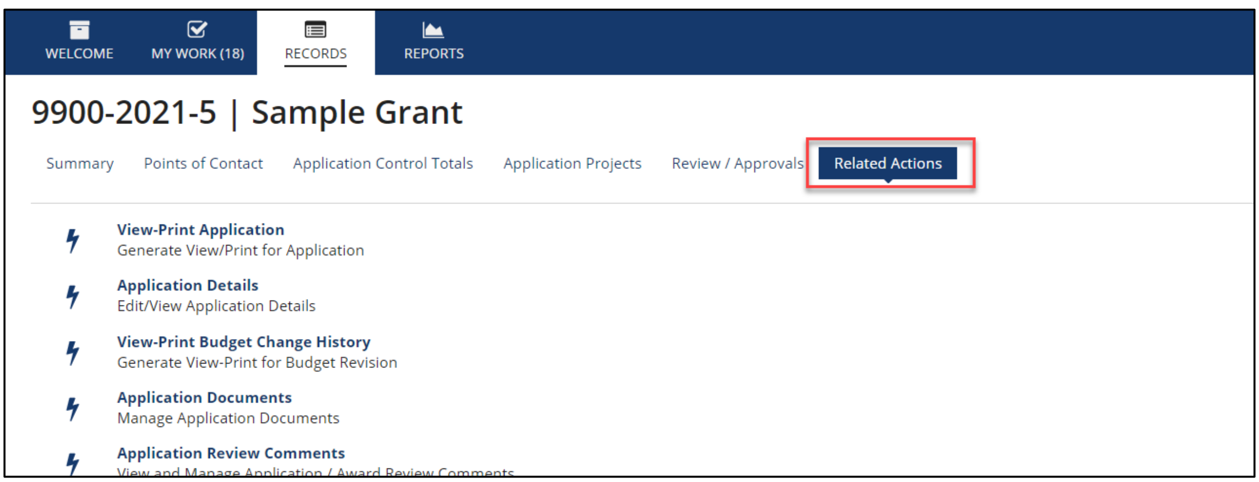


3.4.2.3.2 Record Contents

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.

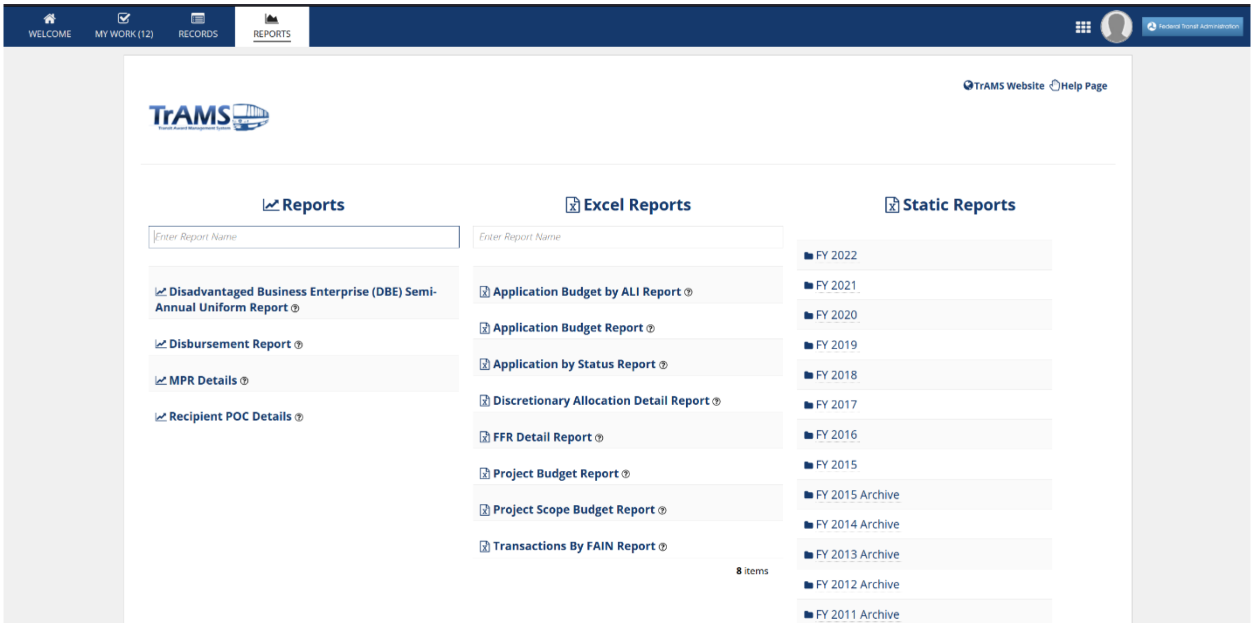


Related Actions: The top navigation menu contains links specific to the type of record. This will often include a 'Related Actions' option (sometimes referred to as a 'tab'. The 'Related Actions' opens to a page of options to view and modify detailed record information. A user's ability to update record 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

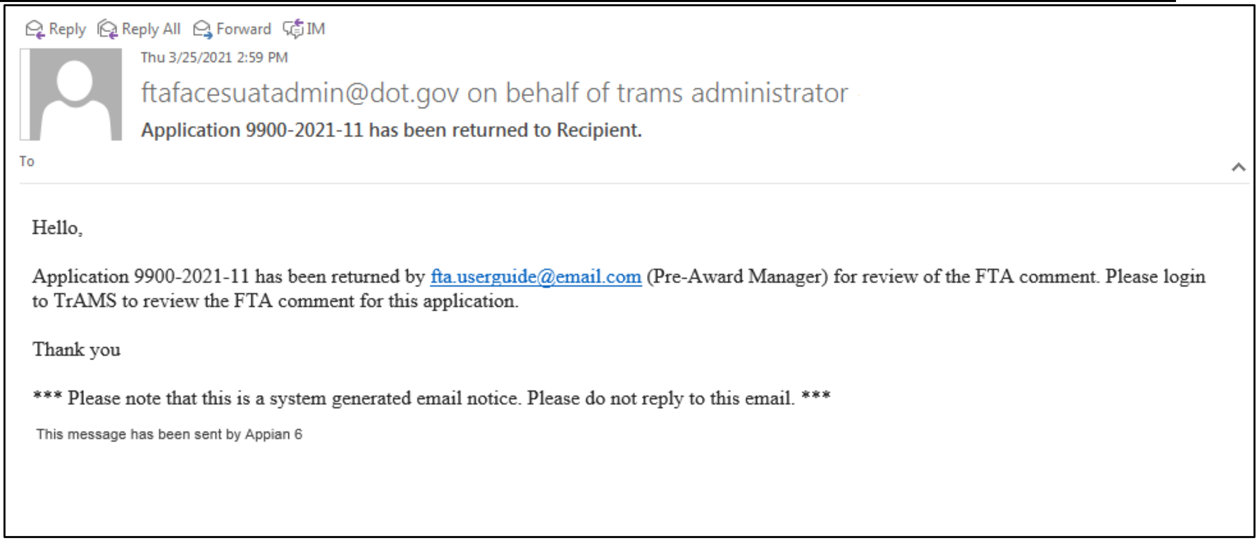
The 'Reports' tab provides access to a suite of reports. There are 3 columns in the Reports tab including Reports, Excel Reports, and Static Reports. By clicking on any report link, the user can review reports of data in TrAMS as permitted by their user roles. To learn about these reports in detail,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



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.



Reply Reply All Forward IM
Thu 3/25/2021 2:59 PM
ftafacesuatadmin@dot.gov on behalf of trams administrator
Application 9900-2021-11 has been returned to Recipient.
To

Hello,

Application 9900-2021-11 has been returned by fta.userguide@email.com (Pre-Award Manager) for review of the FTA comment. Please login to TrAMS to review the FTA comment for this application.

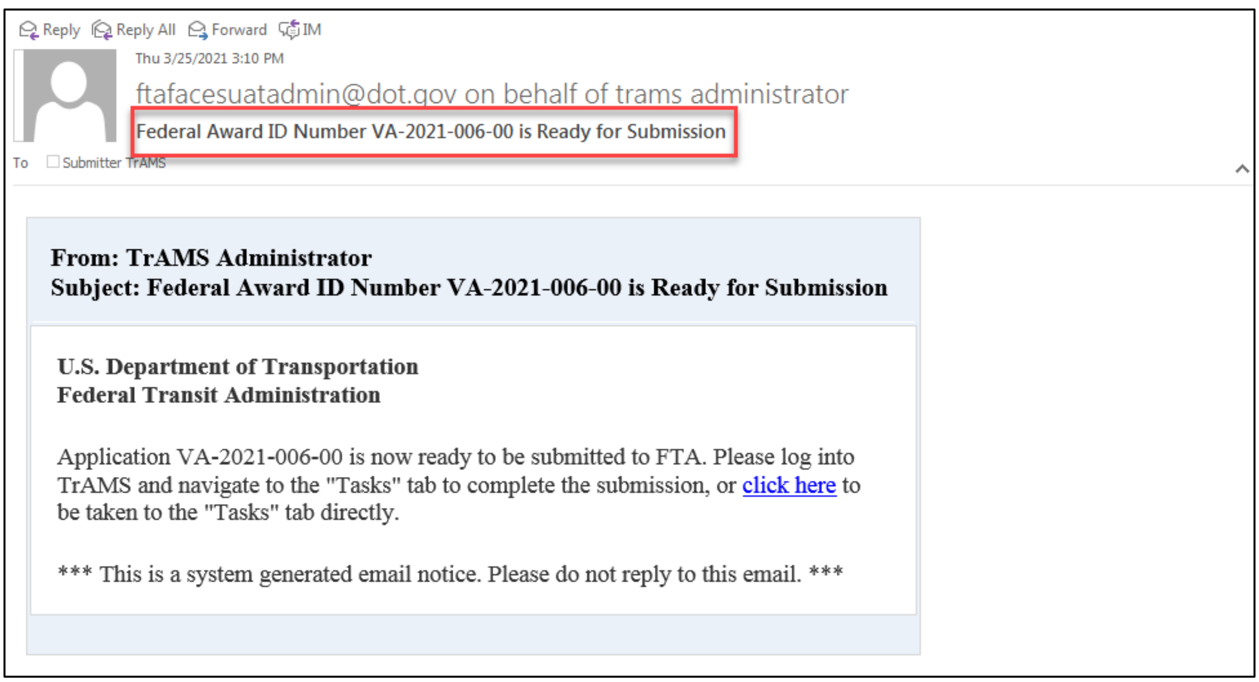
Thank you

*** Please note that this is a system generated email notice. Please do not reply to this email. ***

This message has been sent by Appian 6

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



Reply Reply All Forward IM
Thu 3/25/2021 3:10 PM
ftafacesuatadmin@dot.gov on behalf of trams administrator
Federal Award ID Number VA-2021-006-00 is Ready for Submission
To Submitter TrAMS

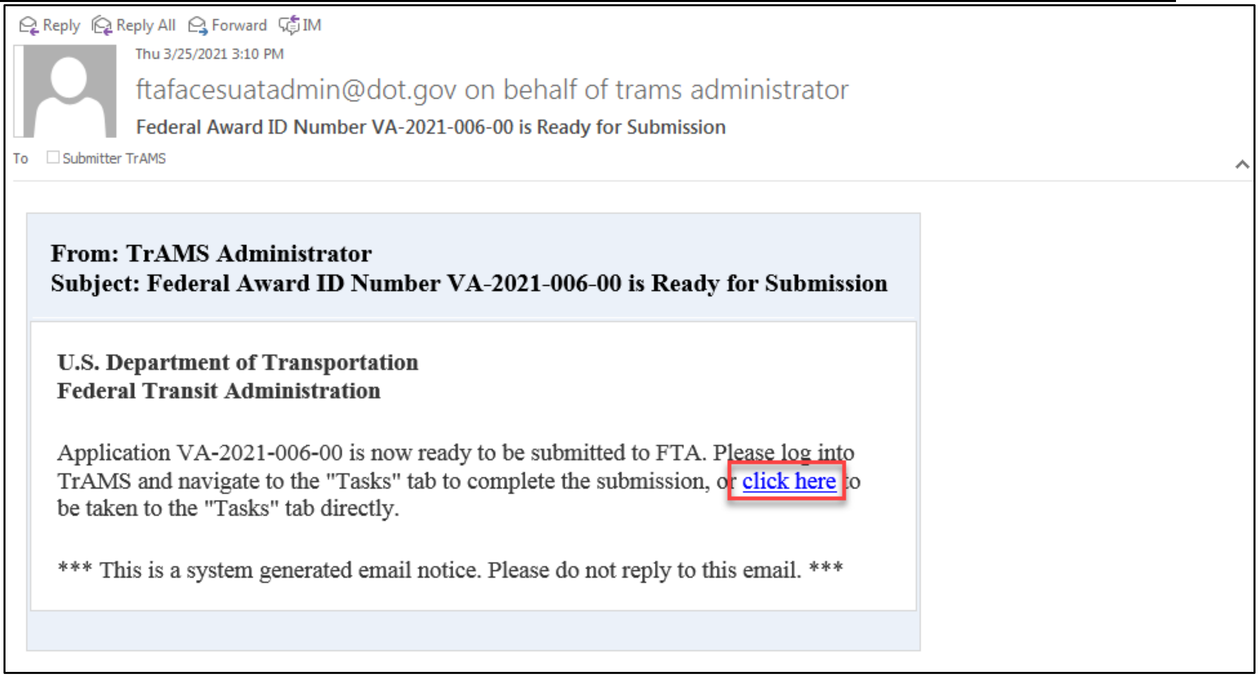
From: TrAMS Administrator
Subject: Federal Award ID Number VA-2021-006-00 is Ready for Submission

U.S. Department of Transportation
Federal Transit Administration

Application VA-2021-006-00 is now ready to be submitted to FTA. Please log into TrAMS and navigate to the "Tasks" tab to complete the submission, or click here to be taken to the "Tasks" tab directly.

*** This is a system generated email notice. Please do not reply to this email. ***

- 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



Reply Reply All Forward IM

Thu 3/25/2021 3:10 PM

ftafacesuatadmin@dot.gov on behalf of trams administrator

Federal Award ID Number VA-2021-006-00 is Ready for Submission

To Submitter TrAMS

From: TrAMS Administrator
Subject: Federal Award ID Number VA-2021-006-00 is Ready for Submission

U.S. Department of Transportation
Federal Transit Administration

Application VA-2021-006-00 is now ready to be submitted to FTA. Please log into TrAMS and navigate to the "Tasks" tab to complete the submission, or click here to be taken to the "Tasks" tab directly.

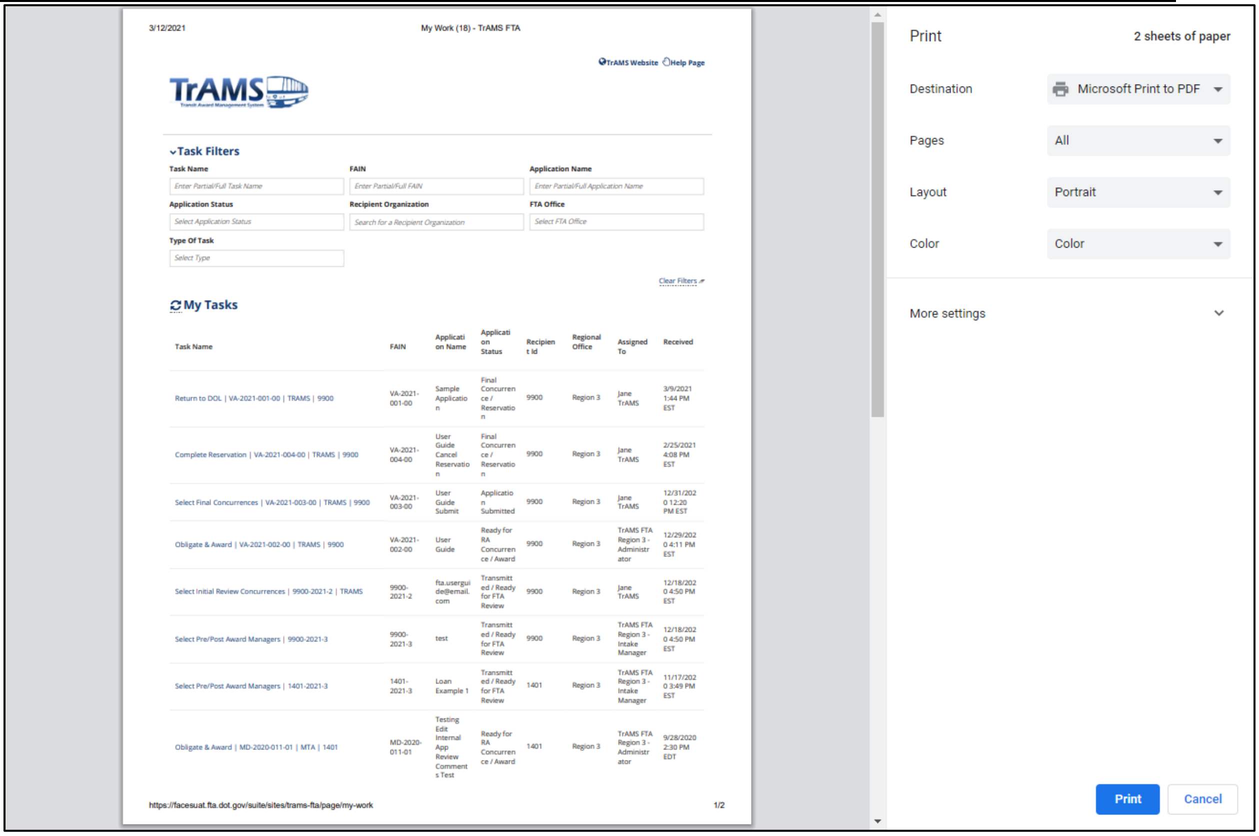
*** This is a system generated email notice. Please do not reply to this email. ***

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.

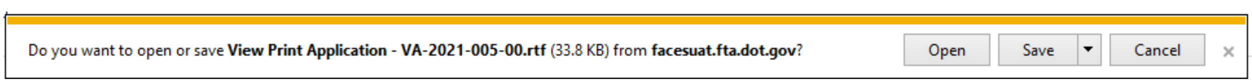


3.6.1.2 Exporting Files (View/Prints) Information

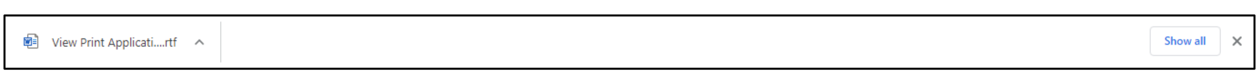
TrAMS records and documents that may be viewed and printed have been formatted as 'Rich Text Format' (.rtf). These files will need to be opened using a program that is compatible with this type of file (e.g. Microsoft Word).

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



Example: Chrome



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.

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:

Table 1: FTA Cost Centers

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	TOA	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	TPM	65000

Cost Center Name	Acronym	Number
Office of Budget and Policy	TBP	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

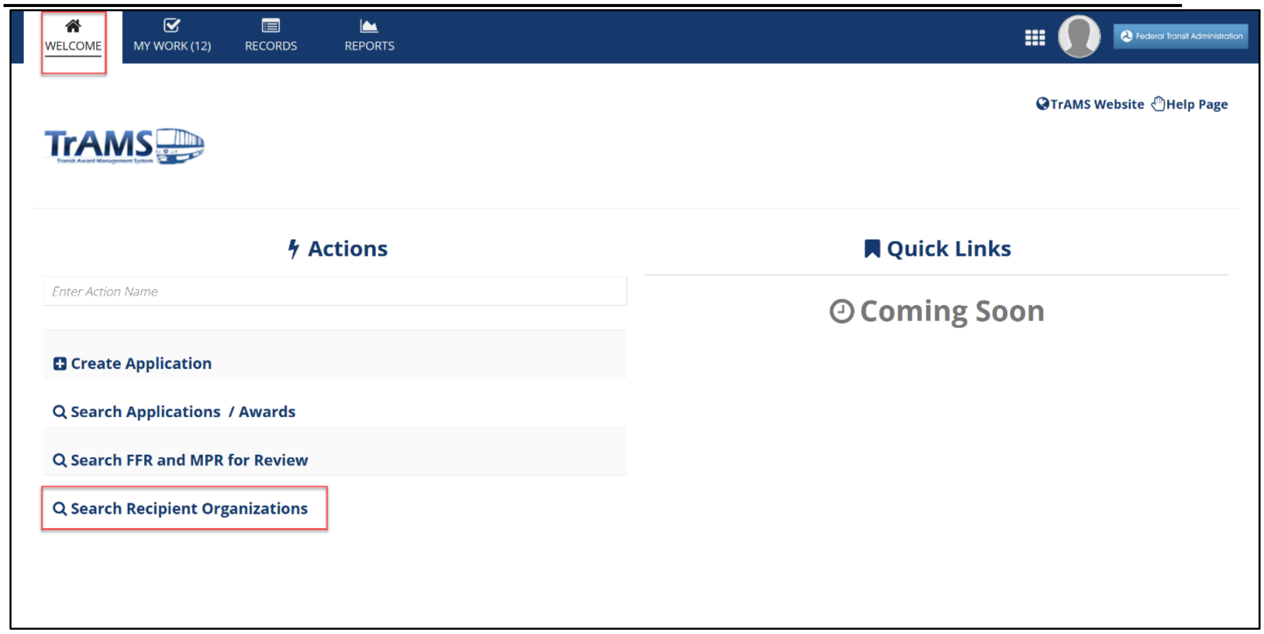
There are multiple ways to search for and access a recipient organization record. Users may find recipient organization information by either searching from the 'Welcome' tab 'Actions' and selecting 'Search Recipient Organization' or searching from the 'Records' tab and selecting 'Search Recipient Organization'.

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.



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.

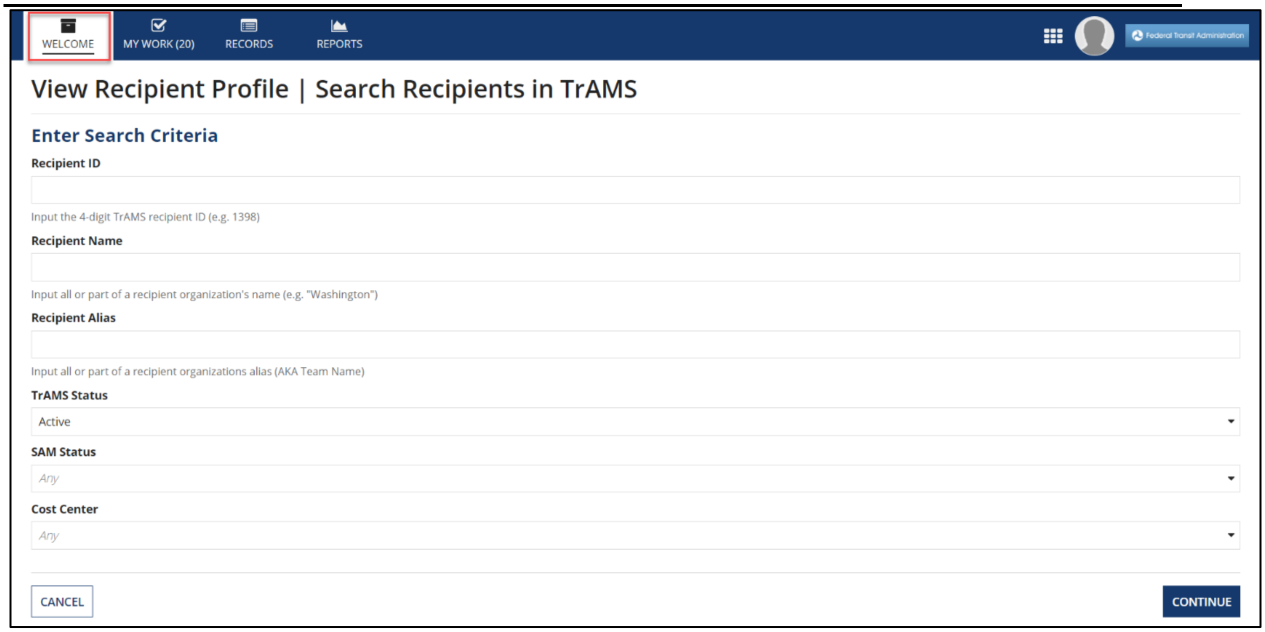
   b) **Recipient Name:** Enter in all or part of the recipient organization’s name in the ‘Recipient Name’ field.

   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’.

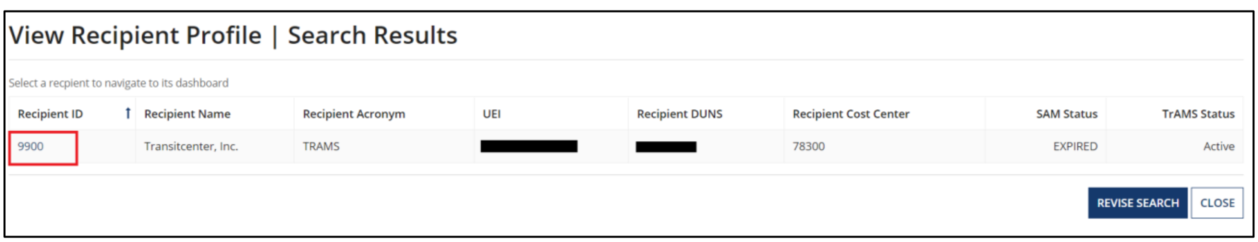
   e) **SAM Status:** Select the recipient organization’s status in SAM.gov from the drop-down menu provided under the ‘SAM Status’ field. Status options are: ‘Active’ or ‘Expired’.

   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.



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.



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.

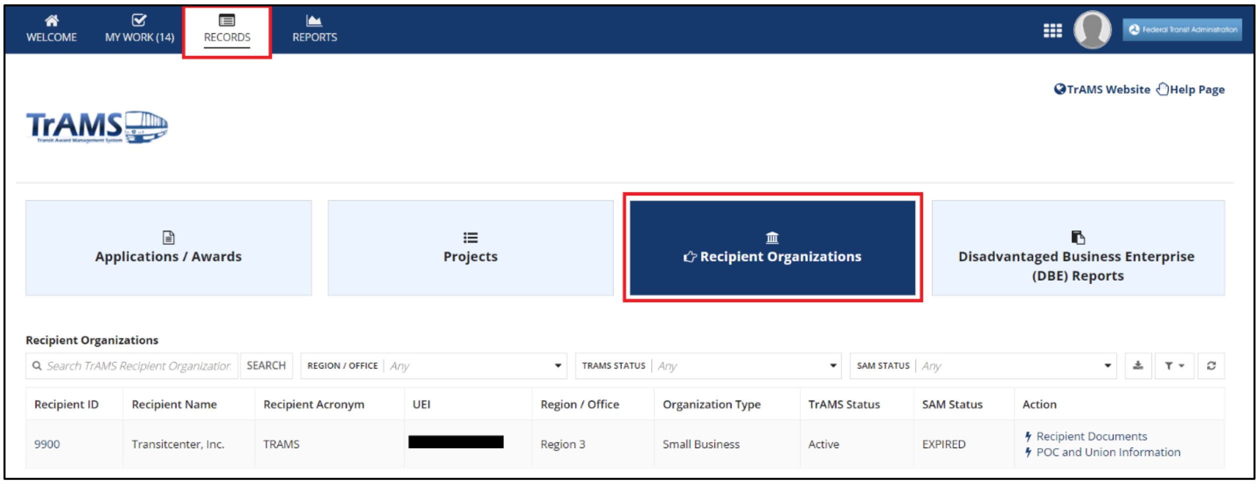
Recipient Organization names in the table are listed by their legal business name (from SAM) and then the provided acronym.

4.2.2 Searching Recipient Organizations from Records Tab

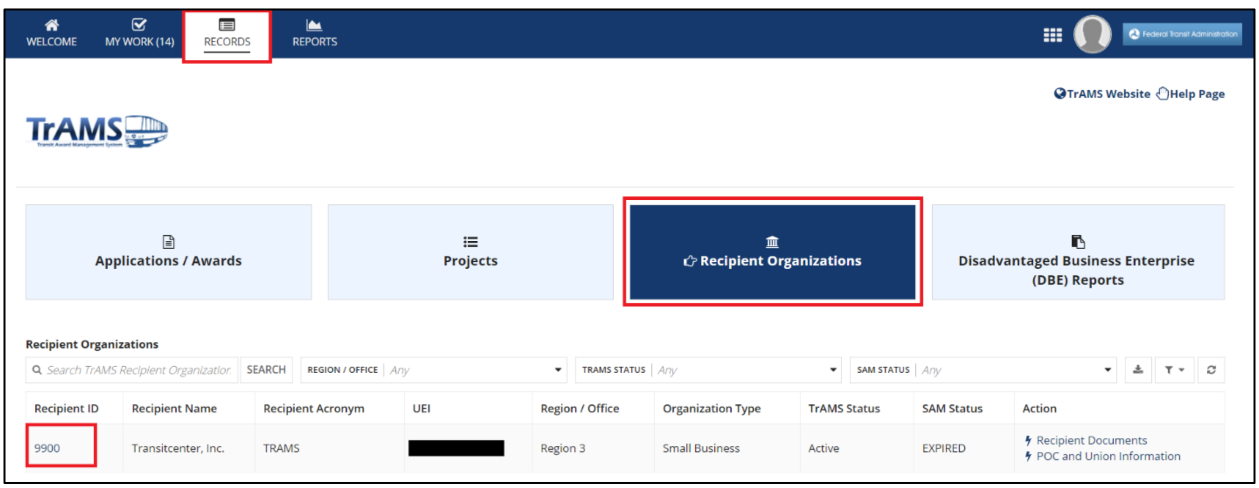
Recipient organization profile(s) may be accessed from the 'Records' tab in TrAMS.

1) Click the Records tab in the navigation bar.

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.

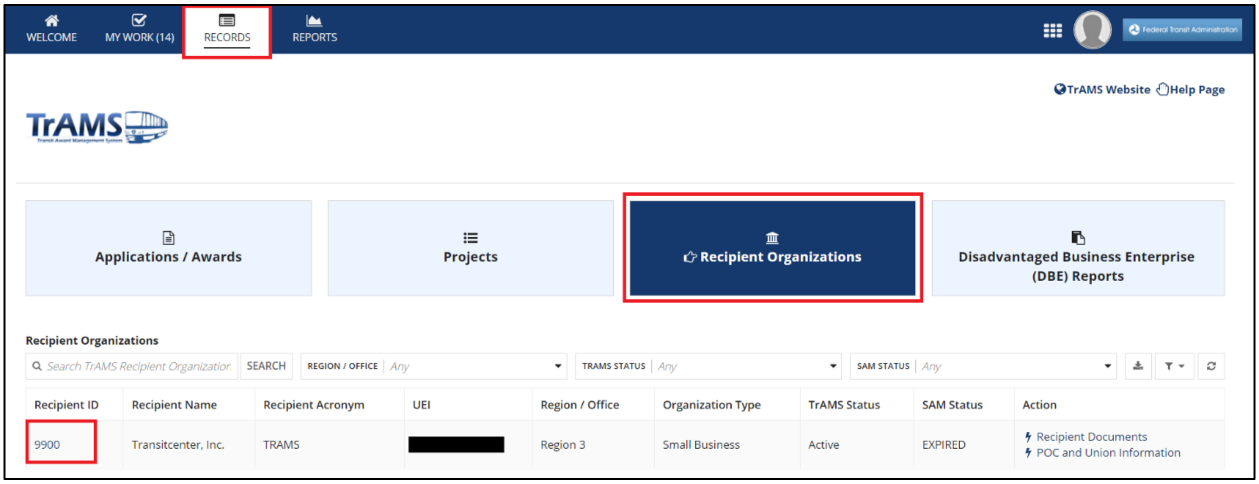


3) In most cases, only one recipient organization will display. If a user has user roles for multiple recipient organizations, each organization will display in the list.
4) Recipient Organization names are listed by their legal business name (from SAM), the provided acronym, and then the four-digit 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.



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.

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

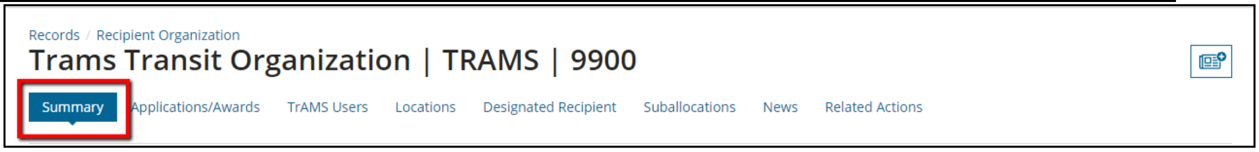


7) The user will be taken directly to the selected recipient organization record’s ‘Summary’ page.

4.3 View Recipient Organization Records

4.3.1 Overview

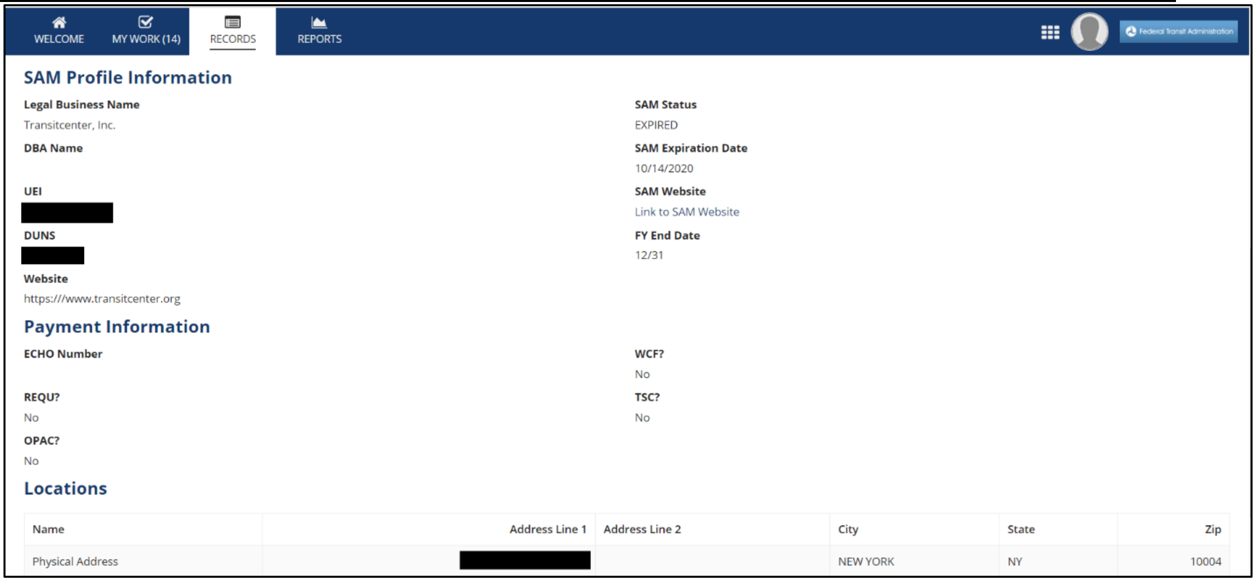
Each Recipient profile has dashboards to view information and a series of related actions. The following section covers the different information that may be viewed. Information is outlined moving left to right as shown below. The **tab** selected is highlighted by the blue box and arrow.



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



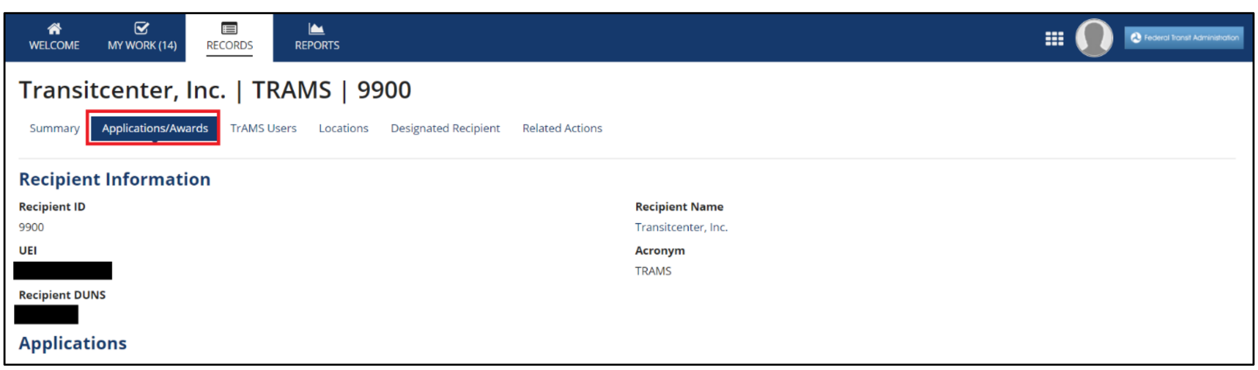
Recipients are responsible for changes to the SAM profile information and must be made directly in SAM. TrAMS is synced nightly with SAM. Users can also update their recipient organization's SAM information by clicking on the Sync Recipient Organization with SAM related action.

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.



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.

Applications

FAIN	Application Name	Last Updated By	Last Updated 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.

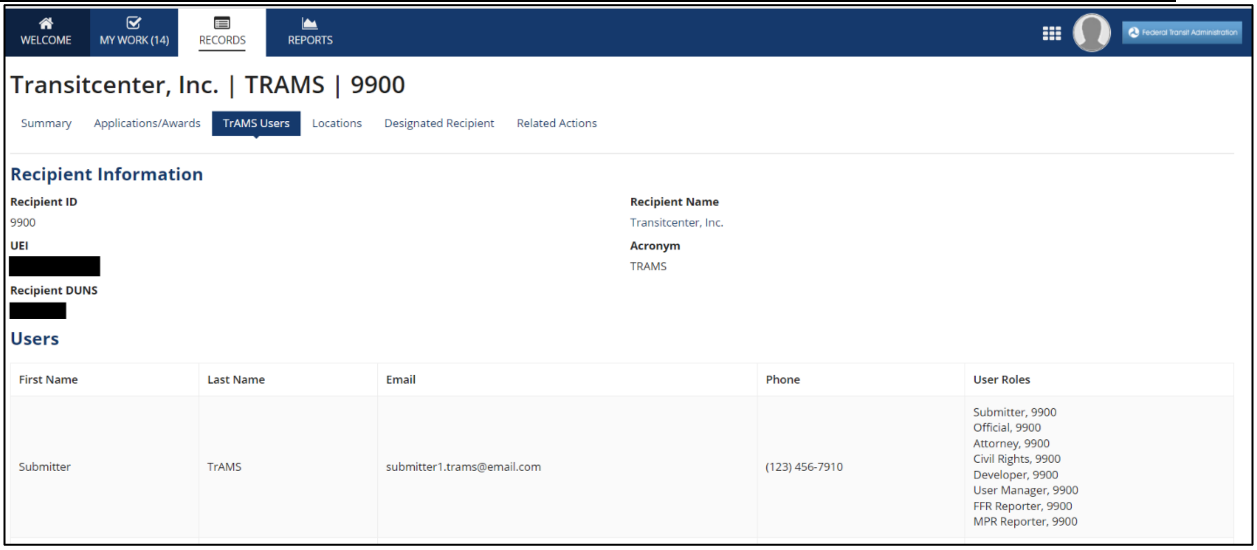
CT-44-X004-00	Walk Bridge Design & NH Railyard Power		Feb 24, 2015	Active (Executed)
CT-90-X519-00	FY 2013 5307 Program of Projects		Feb 23, 2015	Active (Executed)

« ‹ **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.



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
9900

UEI
[redacted]

Recipient DUNS
[redacted]

Recipient Name
Transitcenter, Inc.

Acronym
TRAMS

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

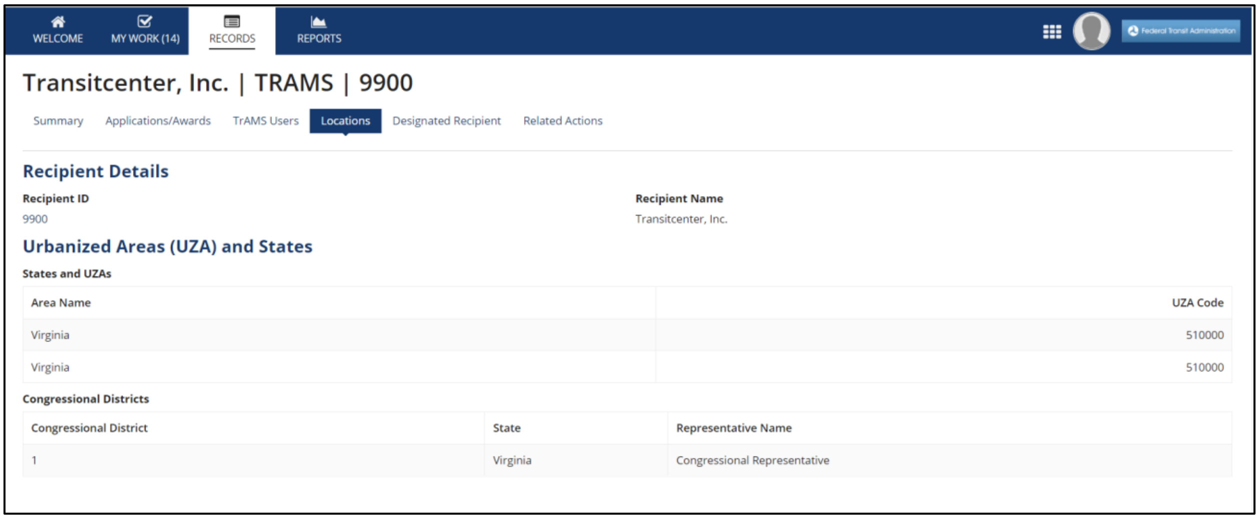
4.3.5 Locations

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 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.



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.

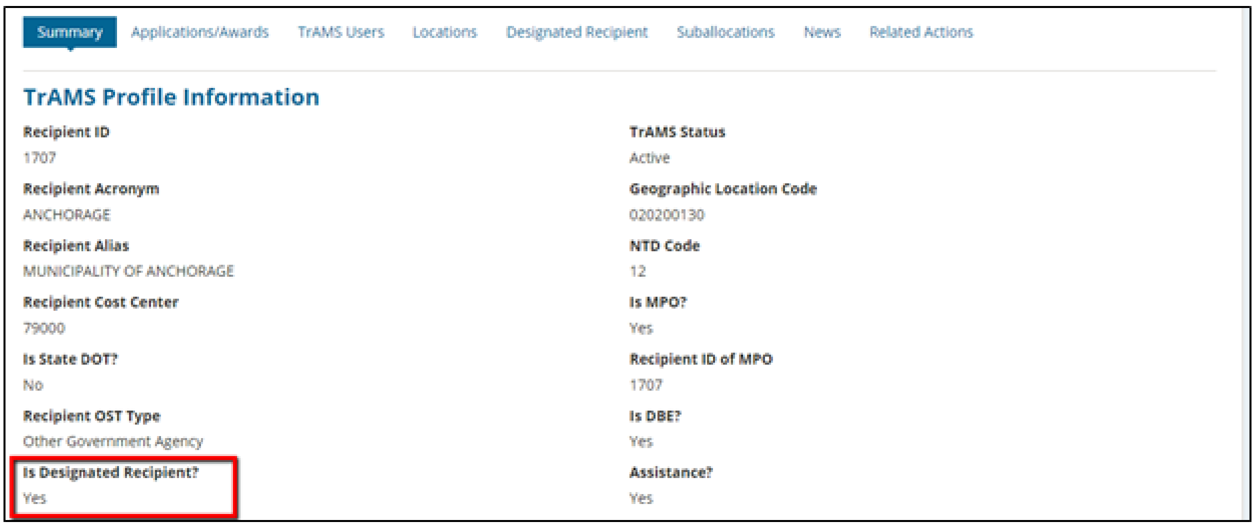
Note: If you do not see a UZA listed; check your recipient locations. If you confirm a UZA is missing, contact your FTA office to update your location information.

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:

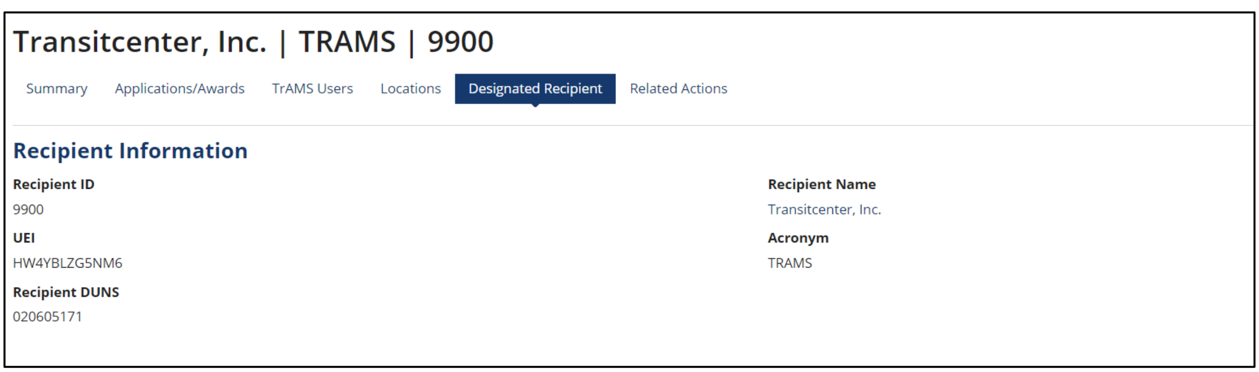
- Section 5307 – Urbanized Area Formula Program (5307-2A)
- Section 5310 – Formula Grants for Enhanced Mobility of Seniors & Individuals with Disabilities (5310-1A)
- Section 5337 – State of Good Repair Formula Grants (5337)
- Section 5339 - Formula Grants for the Bus and Bus Facilities Infrastructure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

Note: 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.

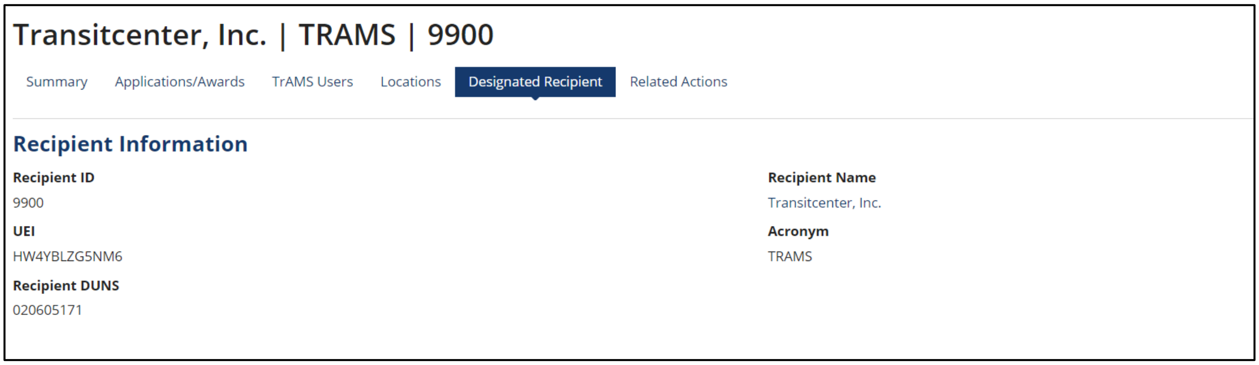


To view the designated recipient details for a recipient organization:

1) Click on the 'Designated Recipient' tab.



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.



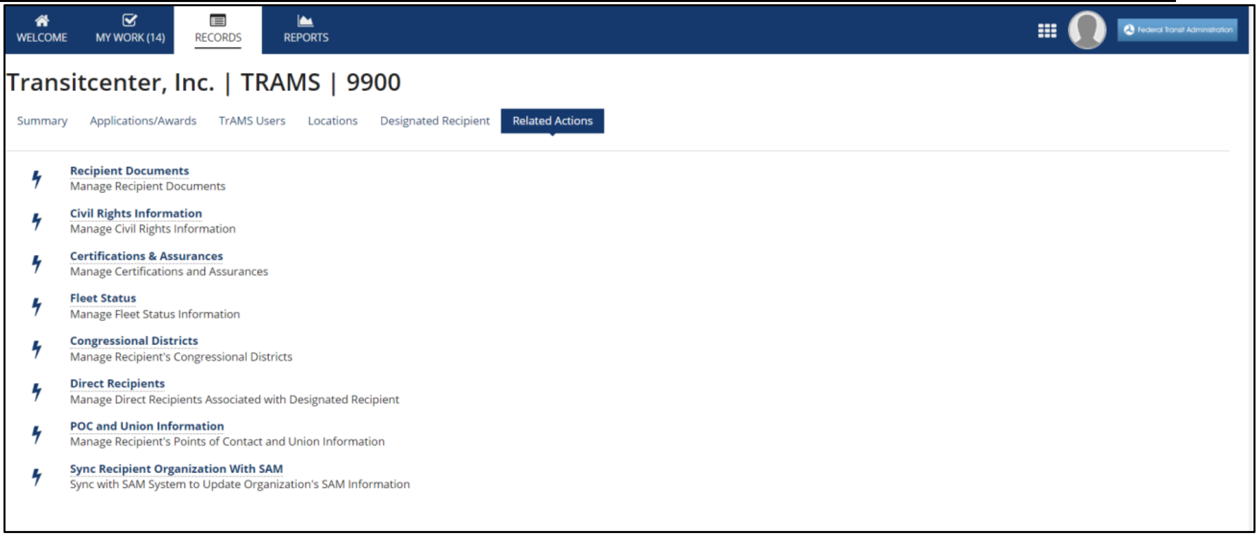
4.3.7 Related Actions

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



4.3.7.2 Related Action: Recipient Documents

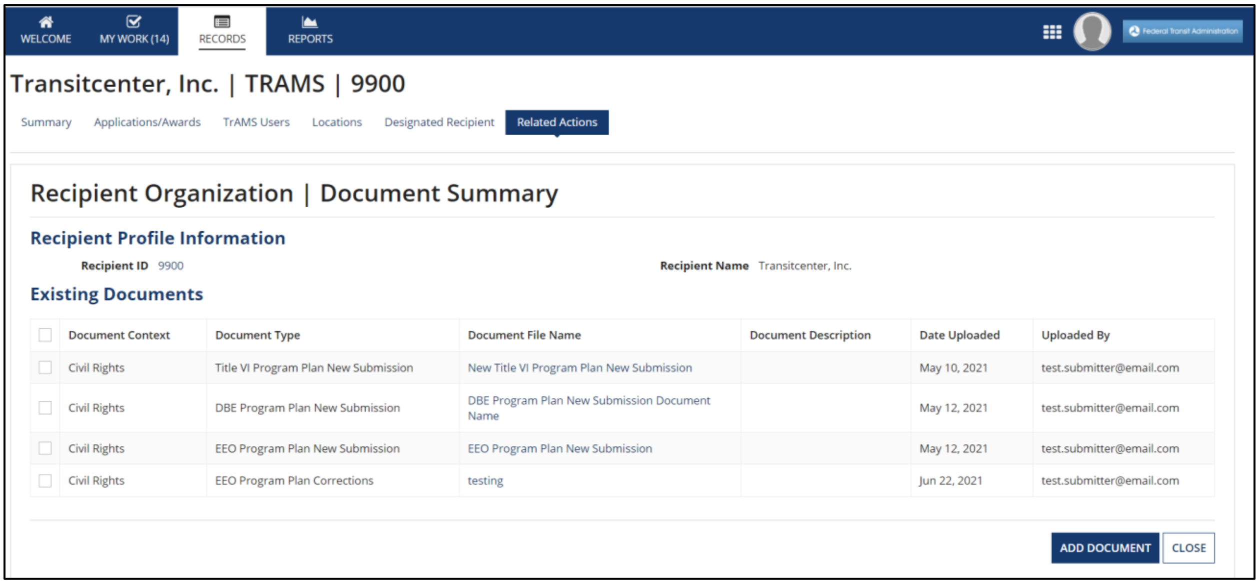
TrAMS users have the ability to manage documentation for their assigned recipient organizations.

To View recipient documents:

1) Click on Related Actions in the navigation bar.

2) Click ‘Recipient Documents’ from the menu.

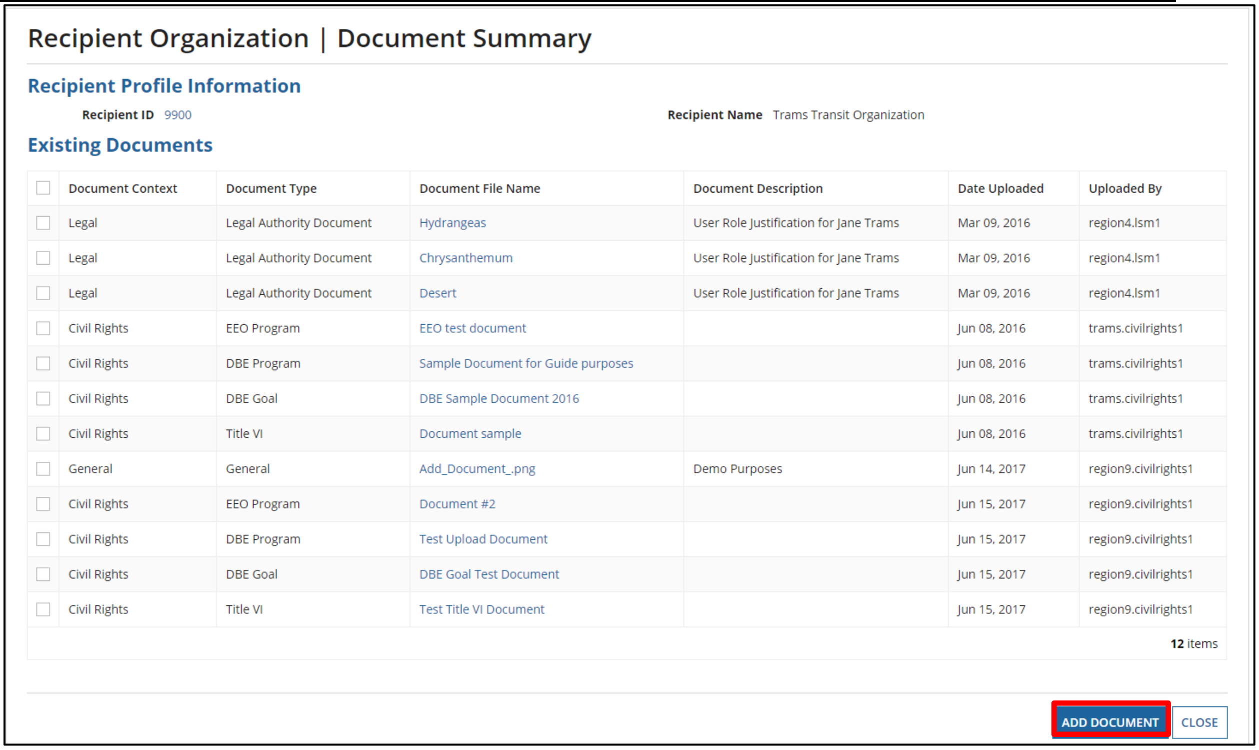
3) The Recipient Organization |Document Summary page will display. Documents migrated from TEAM or added to TrAMS will display in a grid. If there are no documents, the grid will be blank. To view a previous uploaded document on the ‘Document Summary’ page, click on the hyperlink under the ‘Document File Name’ column.



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:



Recipient Organization | Document Summary

Recipient Profile Information

Recipient ID 9900 Recipient Name Trams Transit Organization

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_Document_.png	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 items

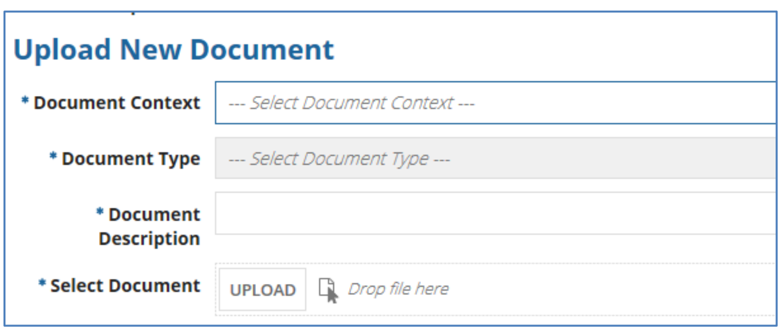
ADD DOCUMENT CLOSE

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.



4.3.7.2.2 Delete Recipient Profile Documents

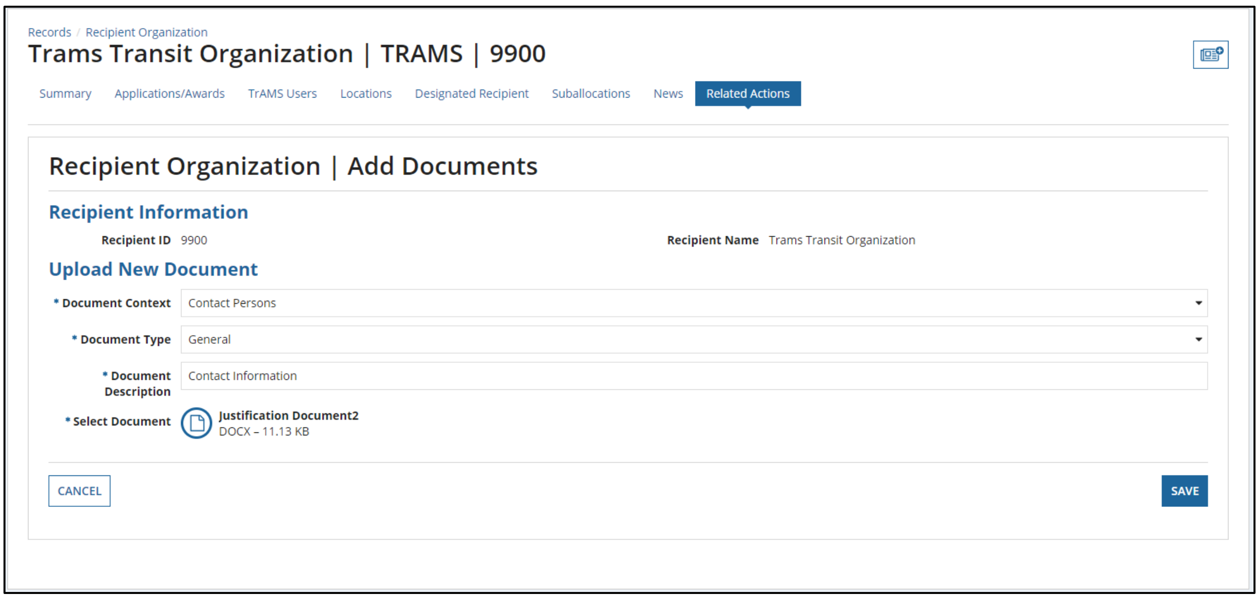
2) To delete a document that you just uploaded prior to selecting the save button, the user can either:

a) Place the cursor over the newly uploaded document the document icon will display an "X"; select the "X" to proceed with deleting; or

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

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.

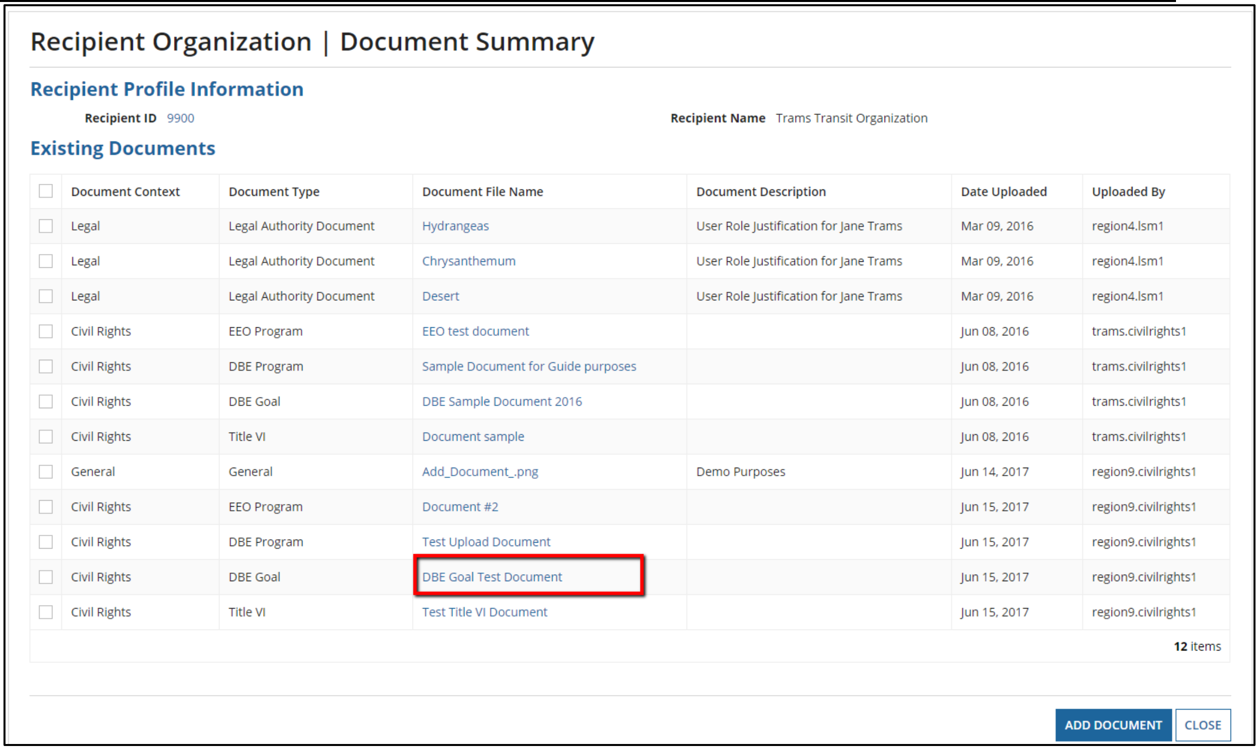


Note: The table below describes the crosswalk for values listed under ‘Document Context’ and ‘Document Type’. For example, when the user selects ‘Civil Rights’ from the ‘Document Context’ dropdown, the user will also see and be able to select the values under ‘Document Type’ dropdown shown below. Note 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

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 Organization | Document Summary

Recipient Profile Information

Recipient ID 9900 Recipient Name Trams Transit Organization

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_Document_.png	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 items

ADD DOCUMENT CLOSE

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 cross-cutting 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:

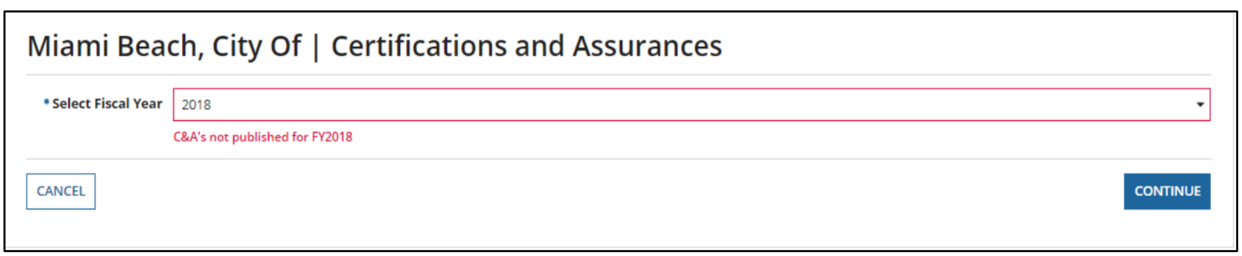
- All TrAMS user roles can view the C&As.
- The Official user role executes only for the Official.
- The Attorney user role executes only for the Attorney.

- 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

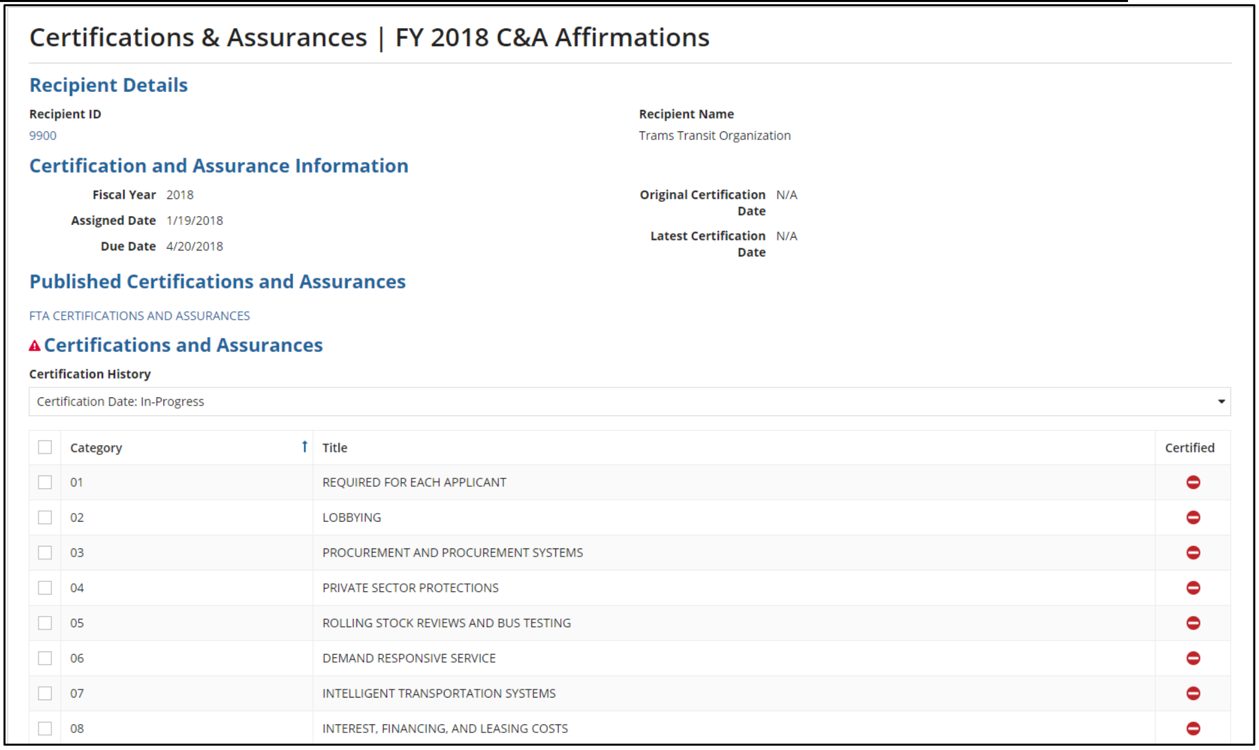
1) Find your Recipient Organization Profile.
2) Click on Related Actions in the navigation bar.
3) Click on ‘Certifications & Assurances’ from the menu options.
4) The ‘Certifications and Assurances’ form will display for your recipient organization.
   a) Use the provided drop-down menu under ‘Select 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.

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



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).



Certifications & Assurances | FY 2018 C&A Affirmations

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Certification and Assurance Information

Fiscal Year 2018
Assigned Date 1/19/2018
Due Date 4/20/2018

Original Certification Date N/A
Latest Certification Date N/A

Published Certifications and Assurances

FTA CERTIFICATIONS AND ASSURANCES

Certifications and Assurances

Certification History

Certification Date: In-Progress

Category	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 and Assurance Information

Fiscal Year 2018
Assigned Date 2/21/2018
Due Date 5/22/2018

Original Certification Date 2/27/2018
Latest Certification Date 2/27/2018

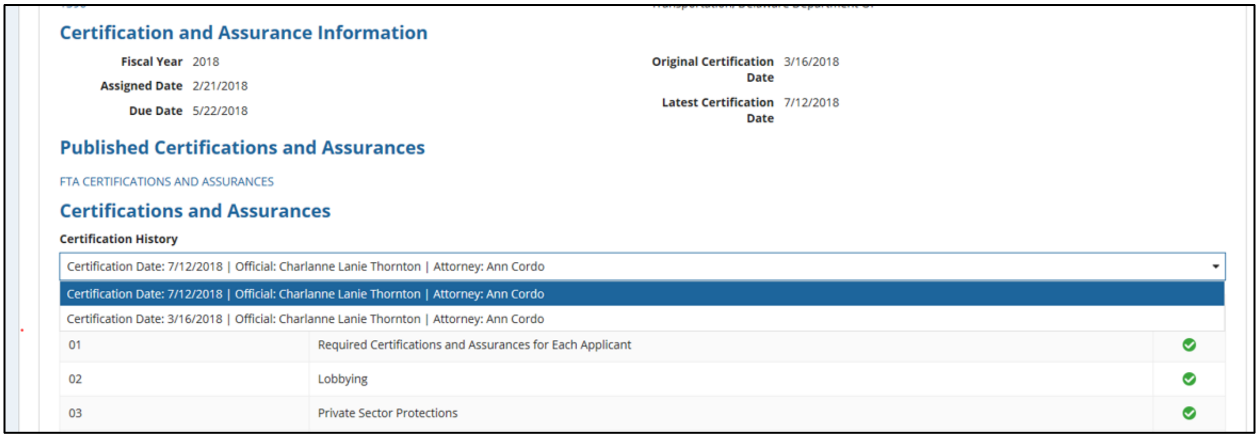
Published Certifications and Assurances

FTA CERTIFICATIONS AND 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 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.



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.

4.3.7.4.2 Complete C&A Certifications

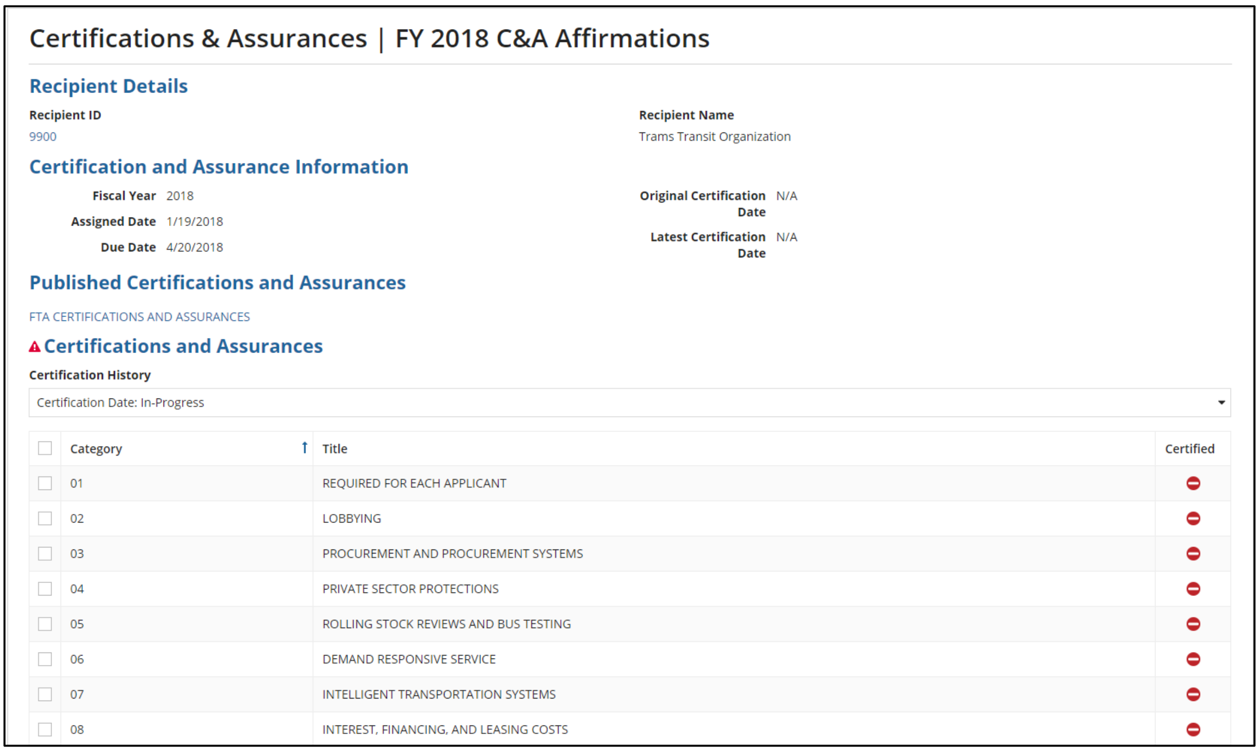
To complete the certification of the C&As, it requires two independent actions. The C&As are workflow-based and are initiated by the Official User. The second action is taken by the Attorney user role. There is no task in the task tab; the Attorney will only receive an email notification once the Official 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.

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.

Note: 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



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.

13) Attorney Certifies

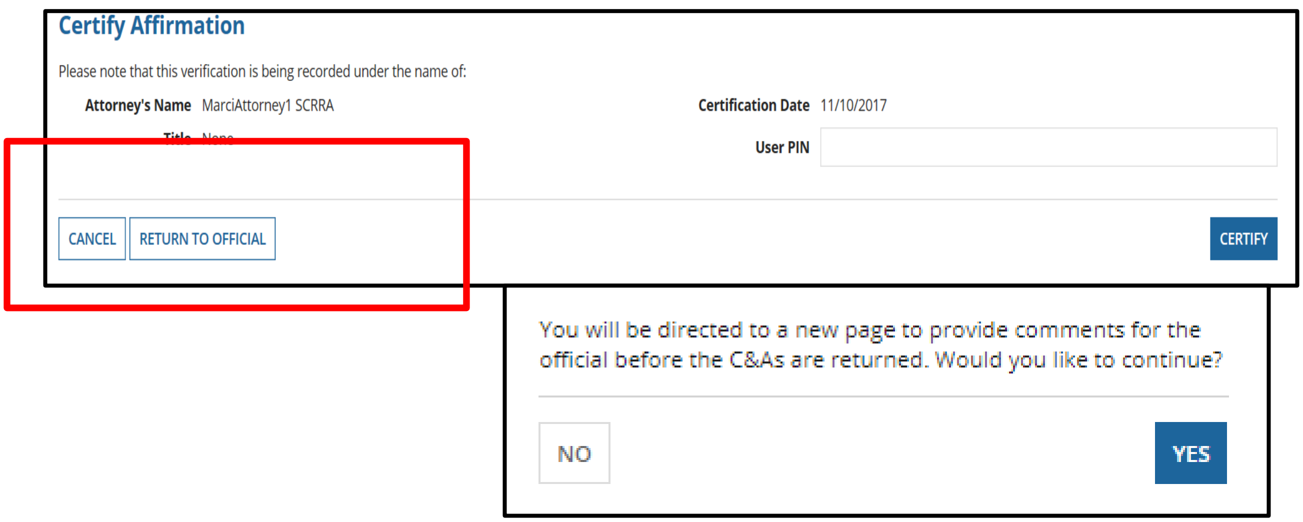
a) The Attorney User can follow the same steps of the Official to locate the certification. The attorney will not see checkboxes and cannot make corrections.

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.



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

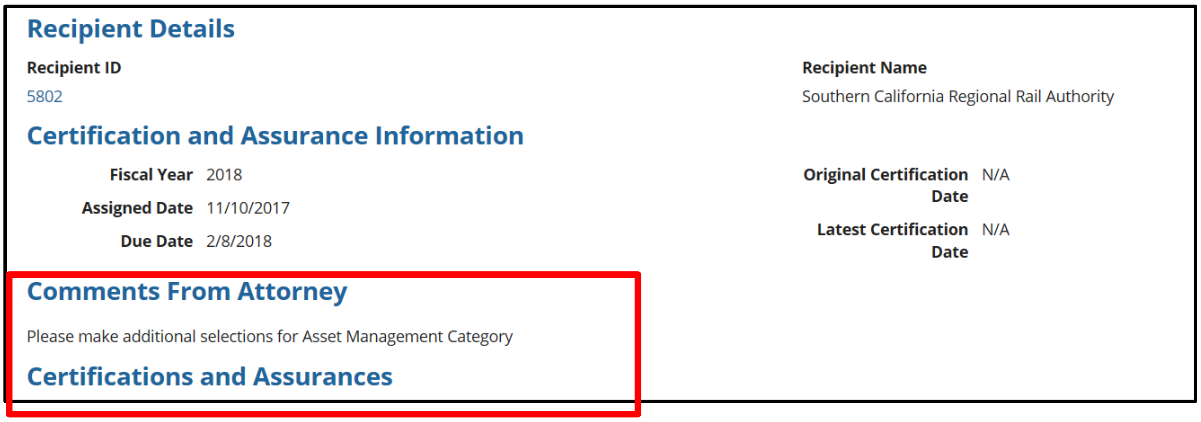
Comments *

Please make additional selections for Asset Management Category

Use this field to explain why the C&As are being returned.

BACK

RETURN TO OFFICIAL



Recipient Details

Recipient ID
5802

Recipient Name
Southern California Regional Rail Authority

Certification and Assurance Information

Fiscal Year 2018

Assigned Date 11/10/2017

Due Date 2/8/2018

Original Certification Date N/A

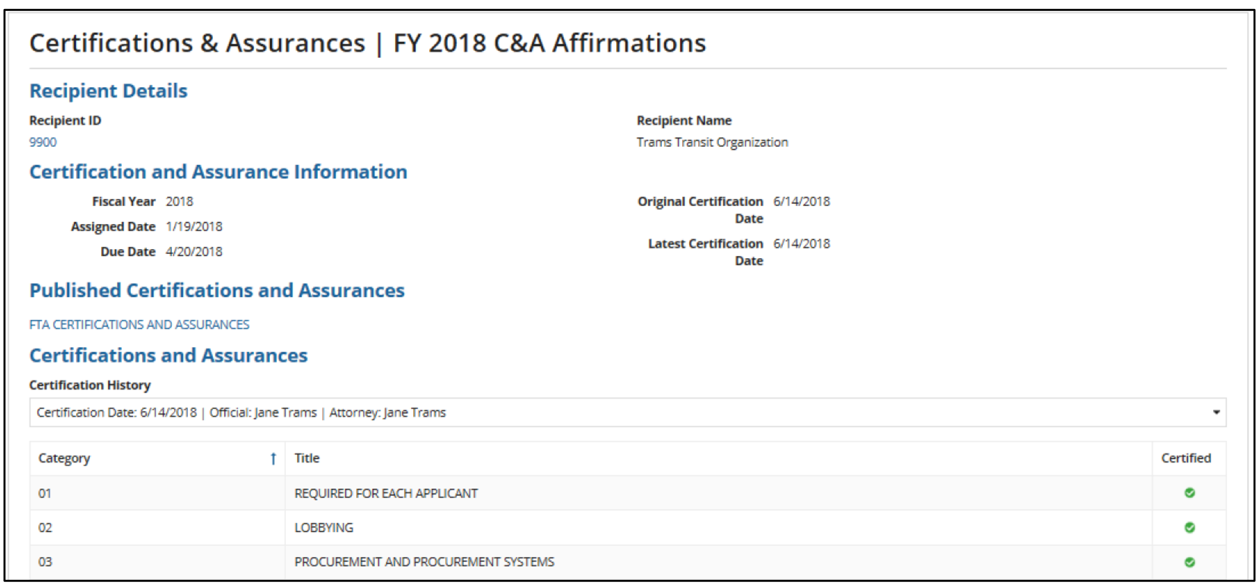
Latest Certification Date N/A

Comments From Attorney

Please make additional selections for Asset Management Category

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.
3) 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 & Assurances | FY 2018 C&A Affirmations

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Certification and Assurance Information

Fiscal Year 2018

Assigned Date 1/19/2018

Due Date 4/20/2018

Original Certification Date 6/14/2018

Latest Certification Date 6/14/2018

Published Certifications and Assurances

FTA CERTIFICATIONS AND ASSURANCES

Certifications and Assurances

Certification History

Certification Date: 6/14/2018 | Official: Jane Trams | Attorney: Jane Trams

Category	Title	Certified
01	REQUIRED FOR EACH APPLICANT	
02	LOBBYING	
03	PROCUREMENT AND PROCUREMENT SYSTEMS	

Affirmation of Applicant

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," 49 CFR part 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

Affirmation of Applicant's 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

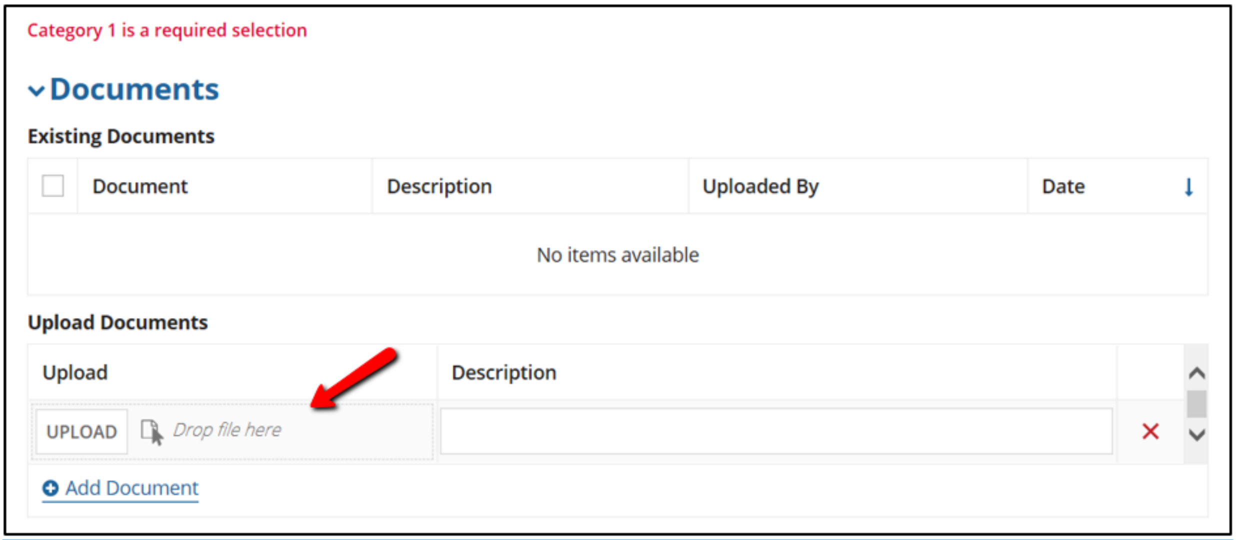
This process allows for a single individual to certify the C&As in TrAMS. The user must be assigned both user roles, Official and Attorney. To be assigned both TrAMS user roles, you must have the appropriate delegation of signature authority.

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.

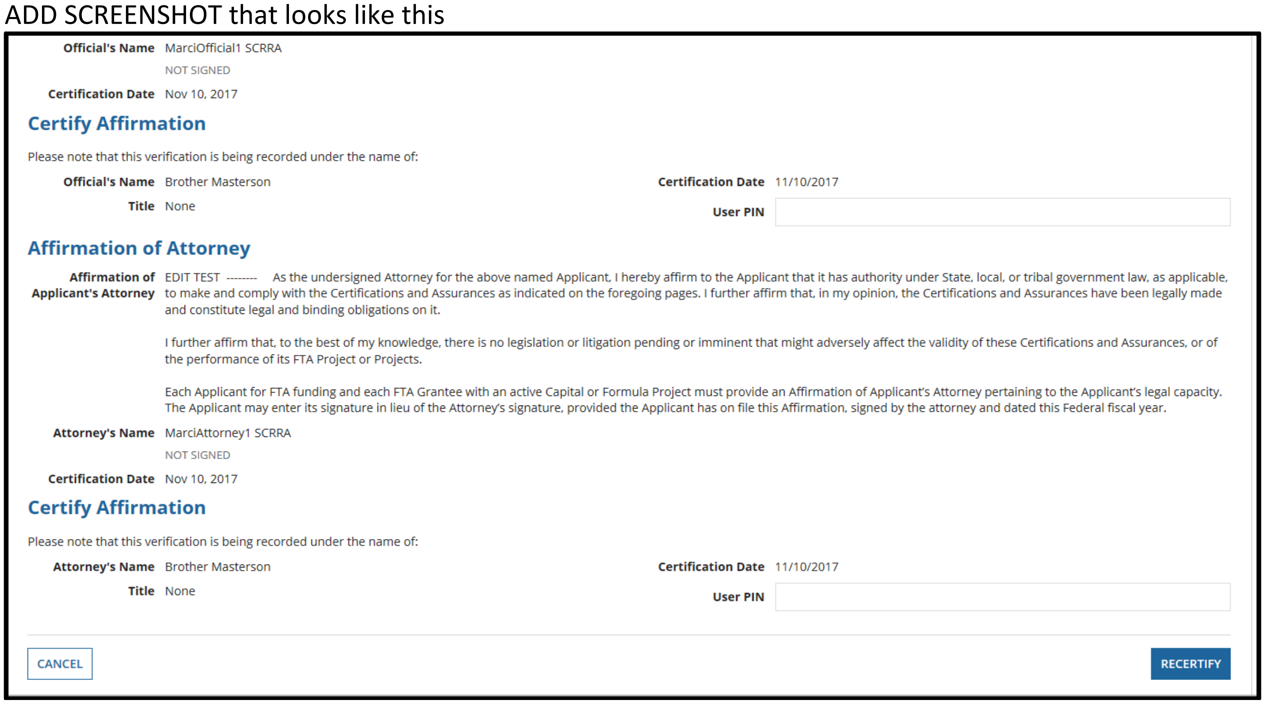
<u>To complete certification on behalf of both</u>

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.



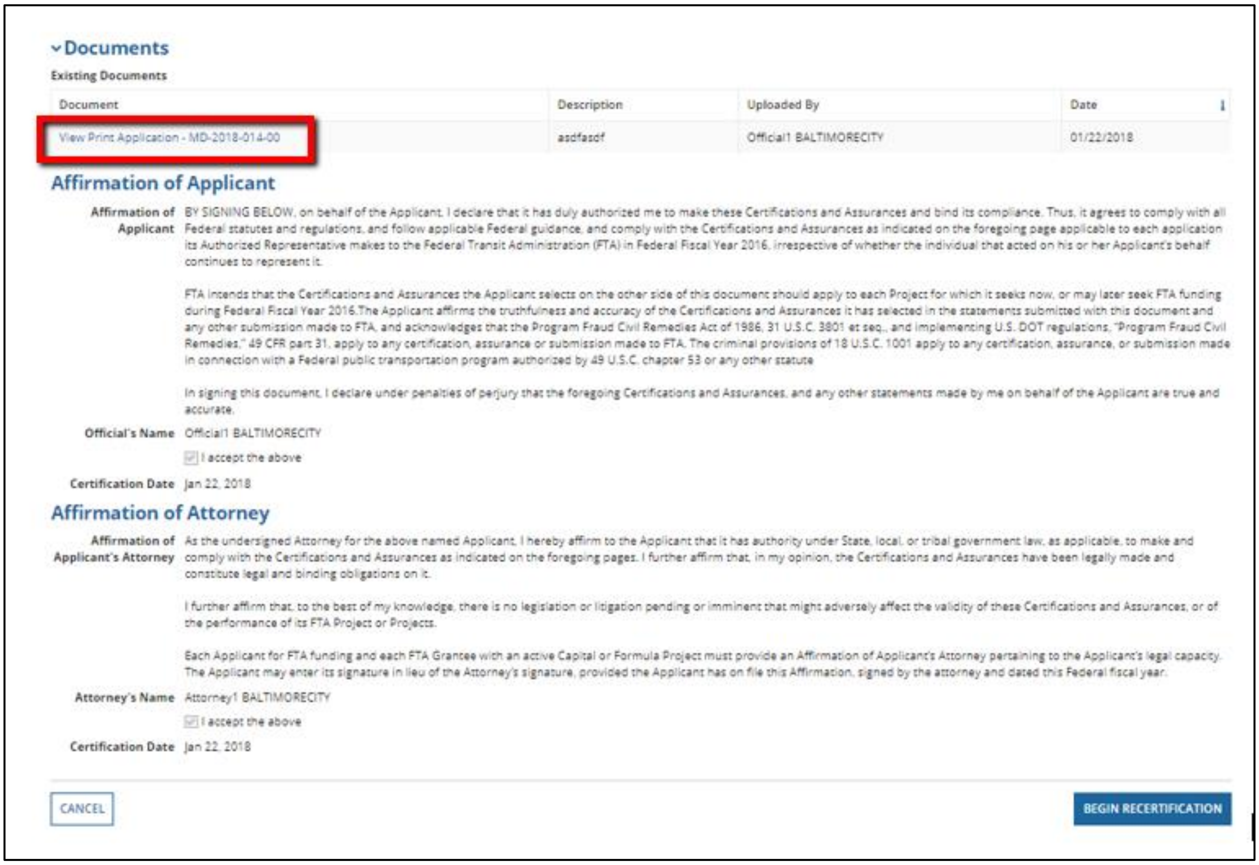
4. Both the Official and the Attorney PIN fields will display
5. The PIN must be entered in each field
6. Click on the Certify button.

ADD SCREENSHOT that looks like this



7. Confirm the correct names and dates populated

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.



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.
2. 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.

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.

Warning Issues

Warning

This 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)

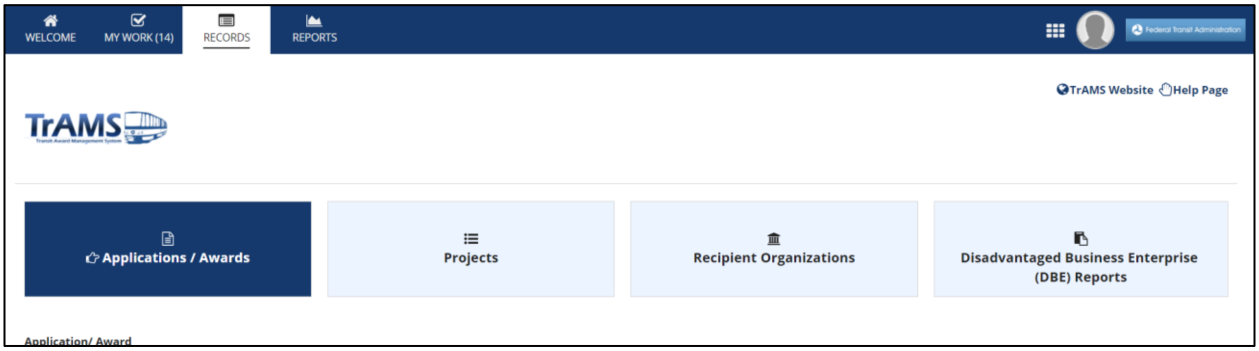
- Your organization has not approved C&A's for Fiscal Year 2018 (Recipient Organization Record, Certifications & Assurances Related Action).

4.3.7.5 Related Action: Application Fleet Status

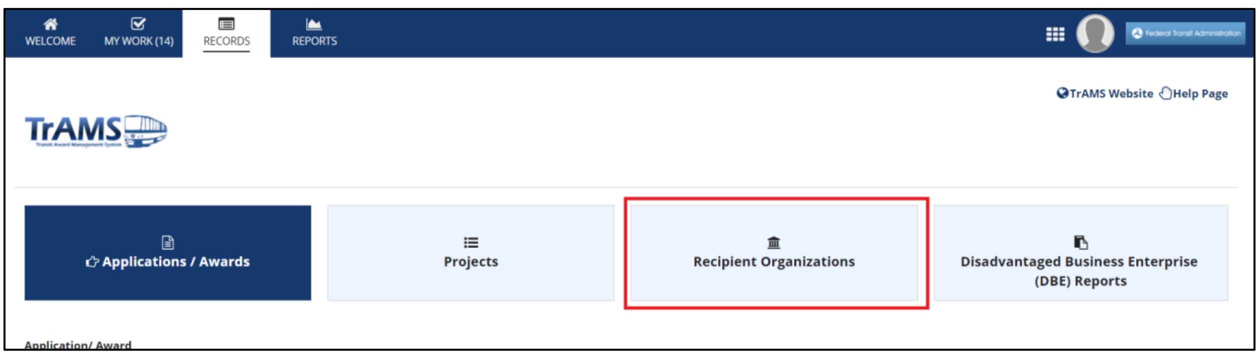
When rolling stock (fleet of buses, trains, etc.) is included in an award any information associated with the fleet can be found under the Related Actions tab, Application Fleet Status option. The information listed in the award is determined by the fleet status at the time of award execution.

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

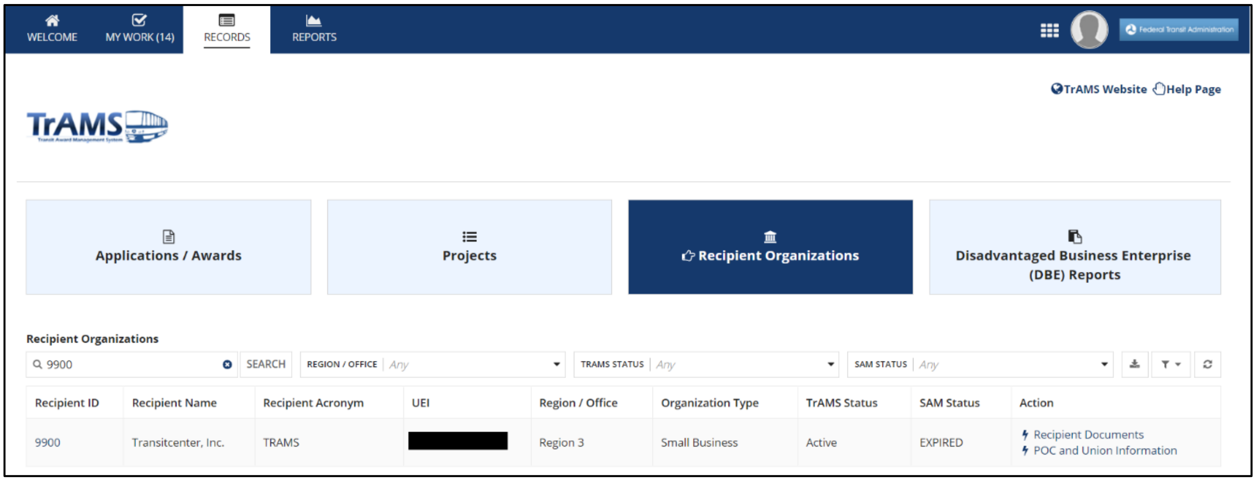
1) Log in as a TrAMS user
2) Navigate to the Records tab



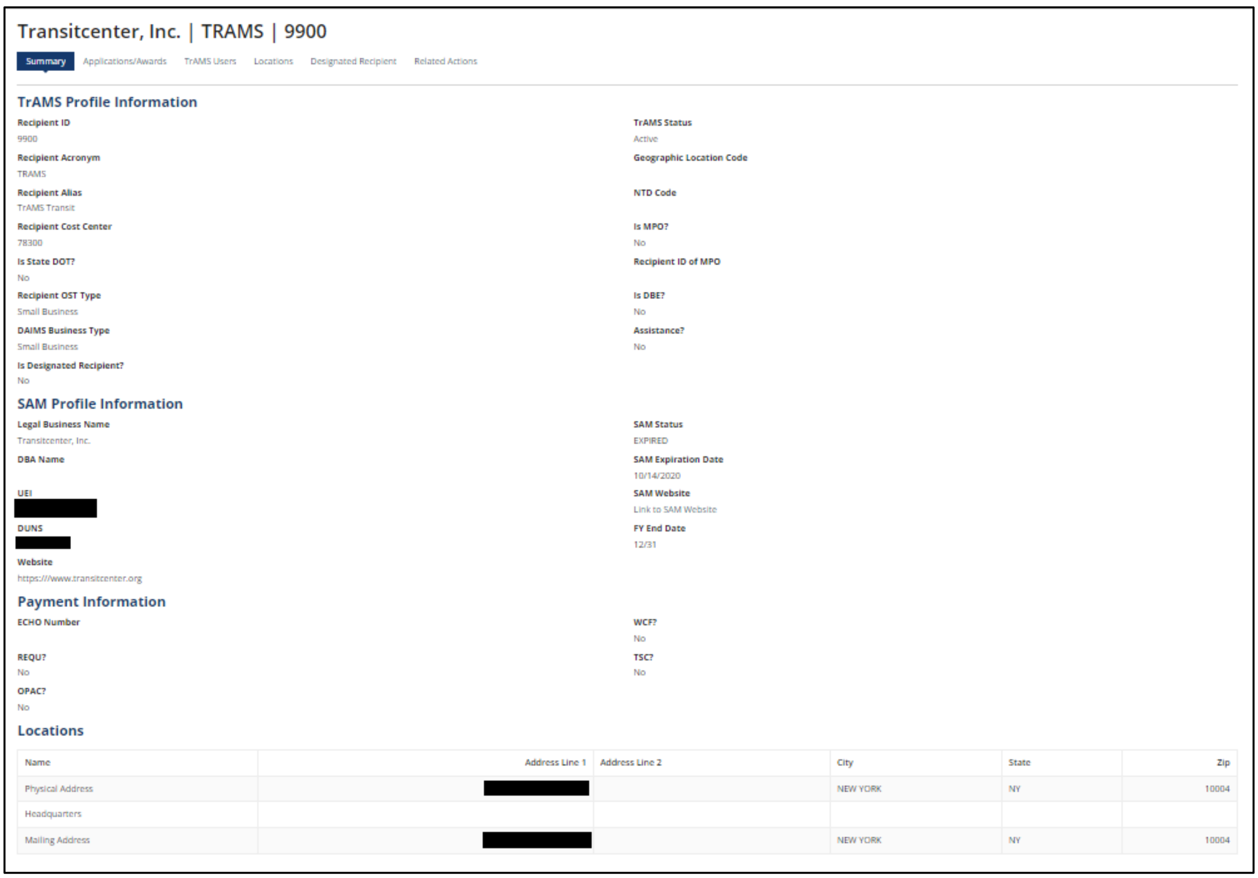
3) Click on the “TrAMS | Recipient Organizations”



4) Use the filters to identify a Recipient Organization



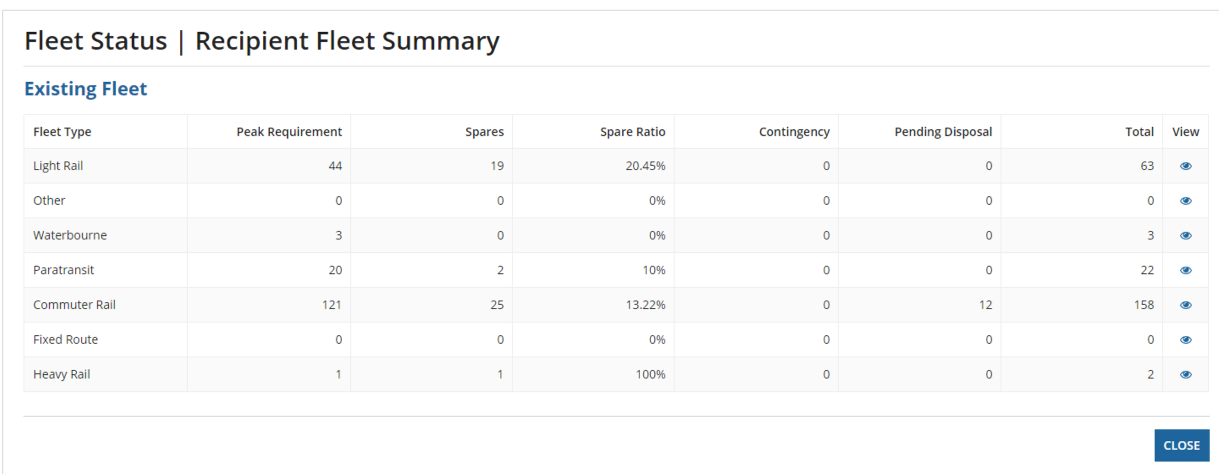
5) Click on the Recipient Organization



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

7) Select “Fleet Status” related action

8) Recipient Fleet Summary will be displayed

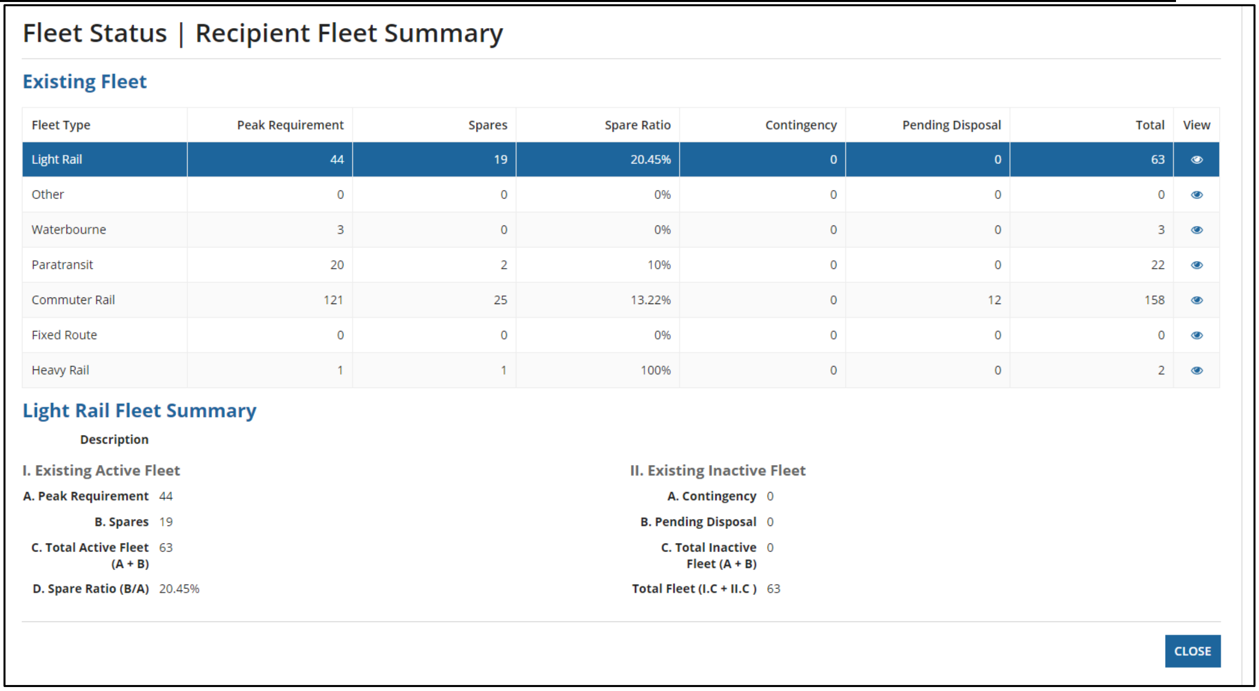

Fleet Status | Recipient Fleet Summary

Existing Fleet

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

CLOSE

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



4.3.7.6 Related Action: Manage Congressional Districts

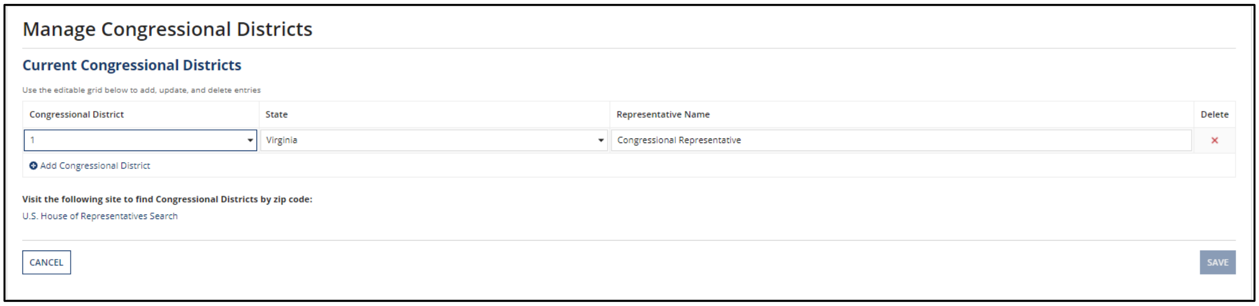
The Congressional District information associated with a recipient organization may be managed by both FTA and recipient organization users. Users may add and delete congressional districts. DOL users will have view-only access.

To view congressional districts applicable to a recipient organization:

1) Click ‘Congressional Districts’.

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.



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

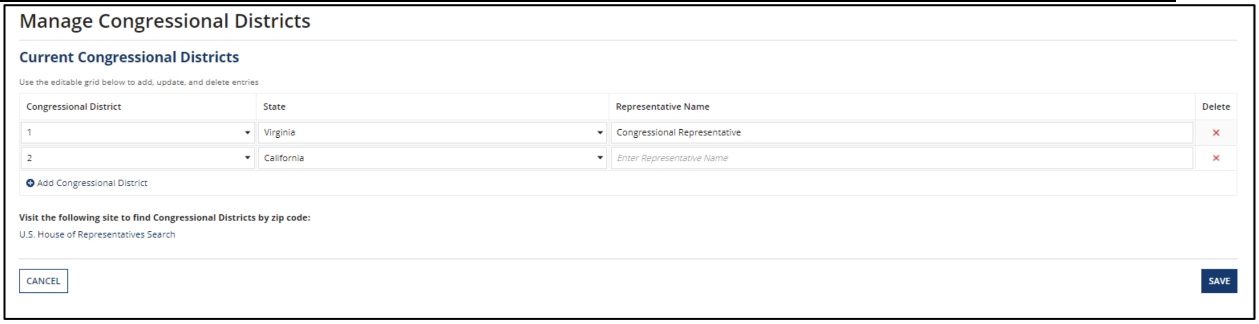
   b) Use the provided drop-down menu under the ‘Congressional District’ field to select a congressional district number.

   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.

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.

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



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.

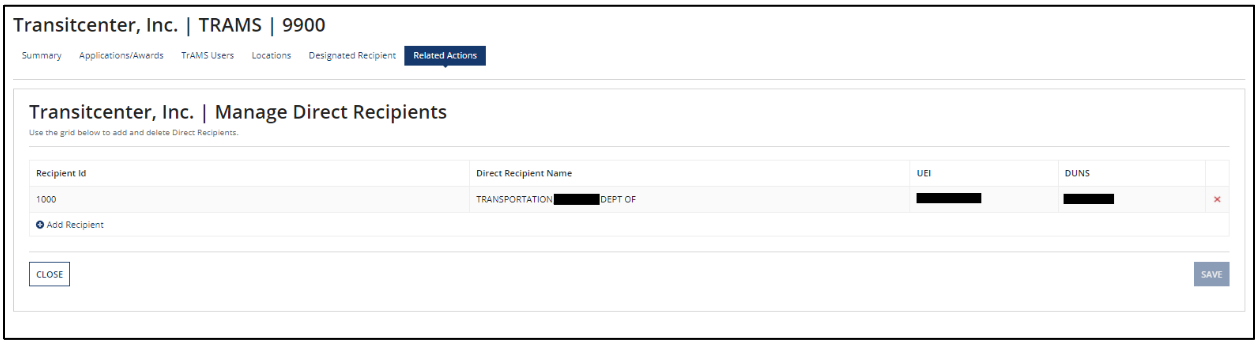
Recipient users can view the Direct Recipients associated with the organization; these recipients are available for apportionment suballocations.

4.3.7.7.1 View Existing Direct Recipients

1) Click on the Related Action tab.

2) Click ‘Direct Recipients’ from the menu options.

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



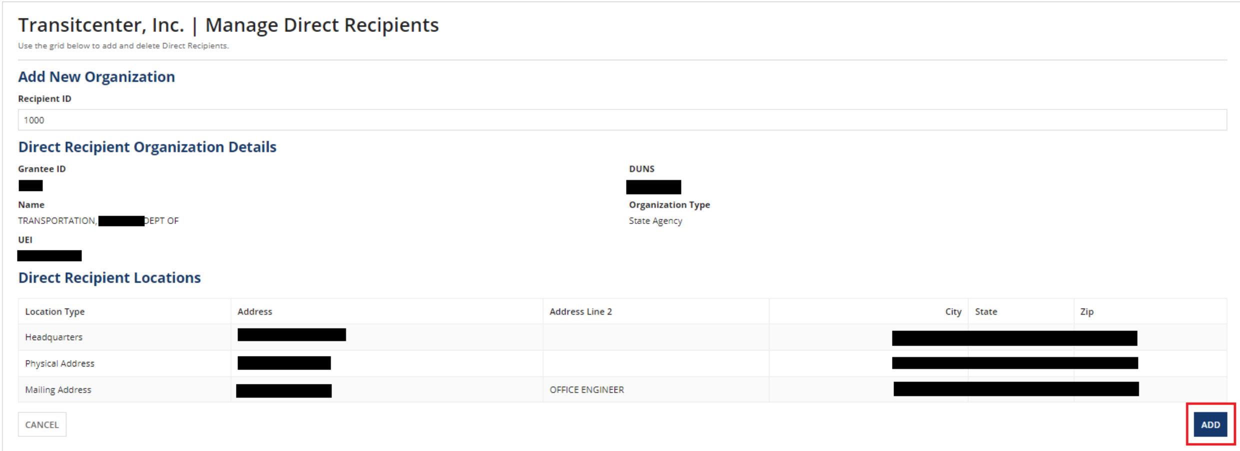
4) If there are no direct recipients associated, the grid will be empty.

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

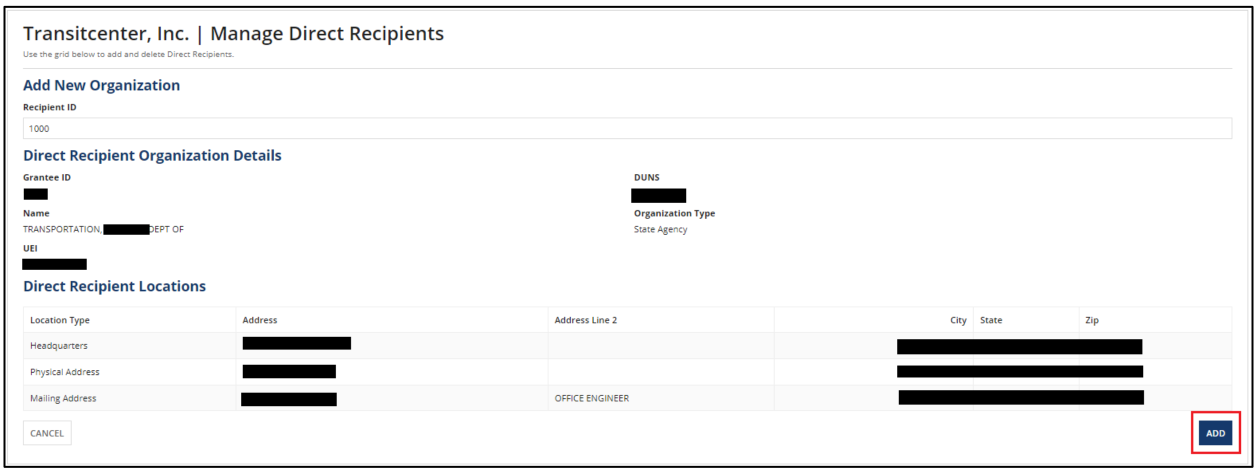
4.3.7.7.2 Add a New Direct Recipient

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

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.



3) Click the ‘Add’ button to add the direct recipient. You will return to the ‘Add New Direct Recipient’ form



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

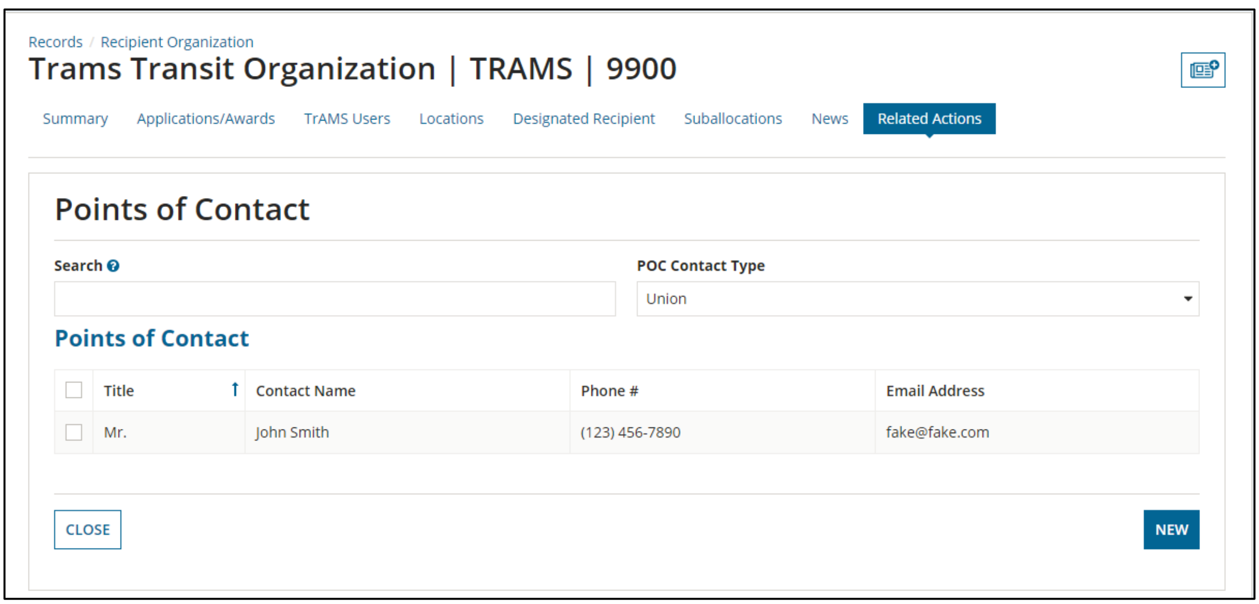
The Point of Contact (POC) and Union information for an organization are stored to provide contact information for an application/award. The system also uses POC information to send email notifications about certain system activities (e.g. email reminders for C&A’s or notifications of award execution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

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.

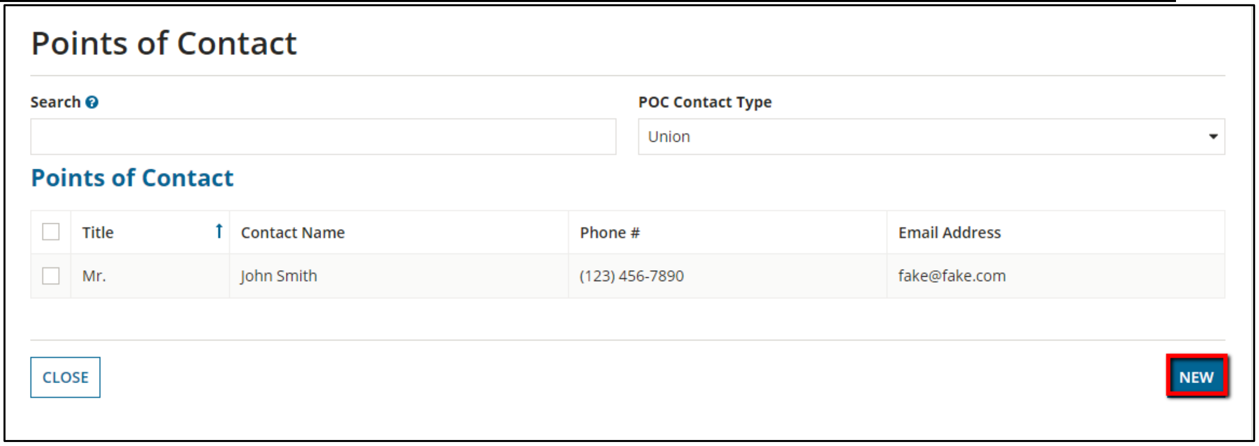
4.3.7.8.1 View POC and union information applicable to a recipient organization

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



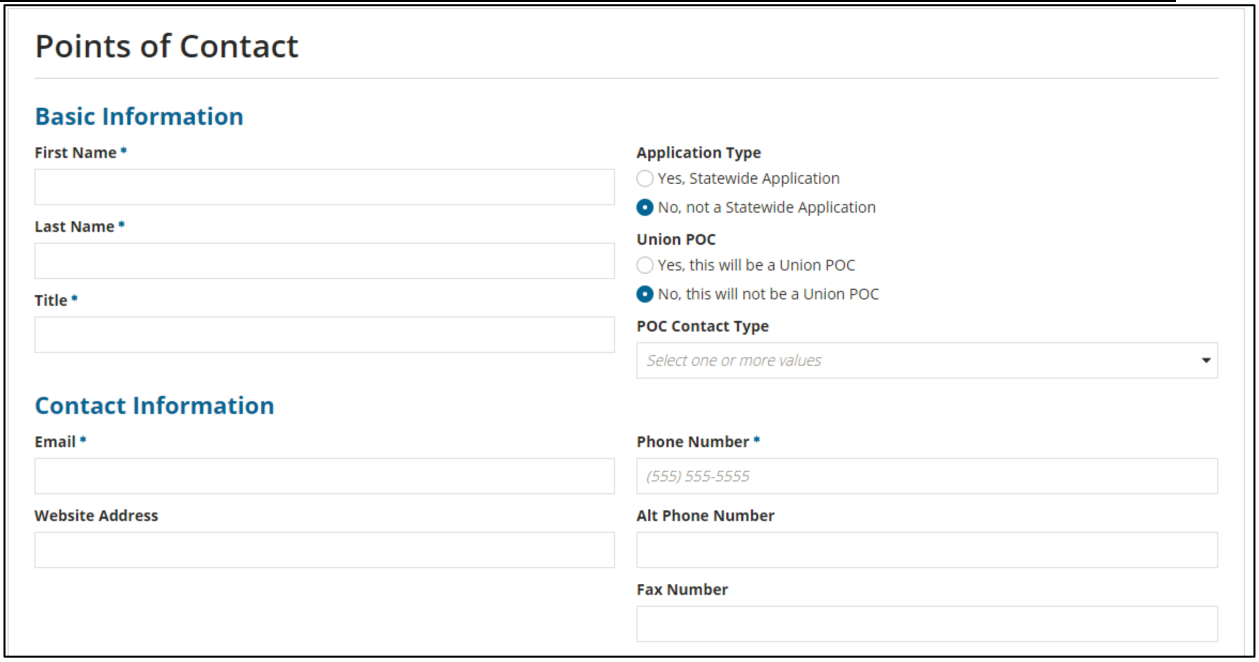
4.3.7.8.2 Add, Delete, or Edit/view a POC

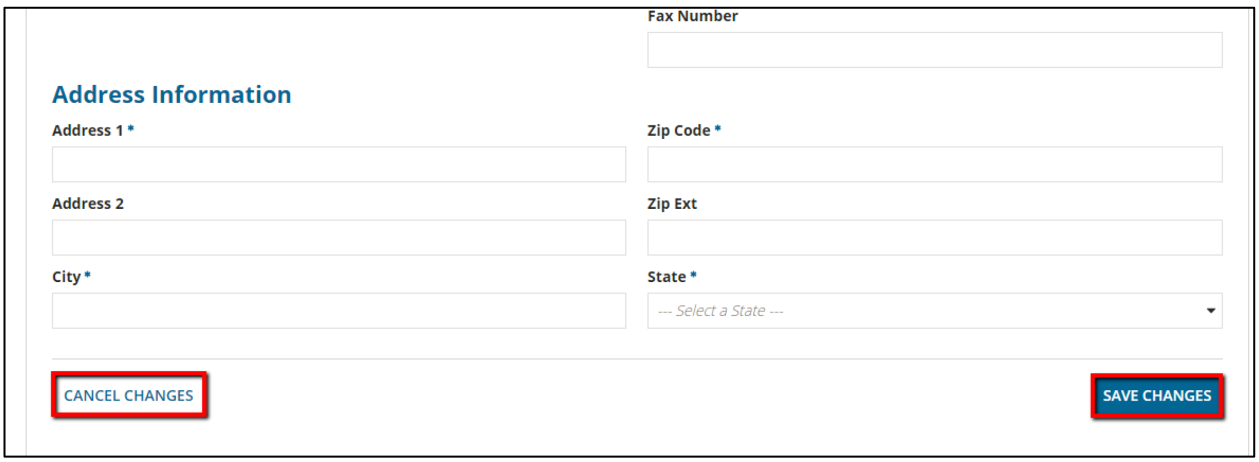
1) To add a new POC click on the 'New' button.



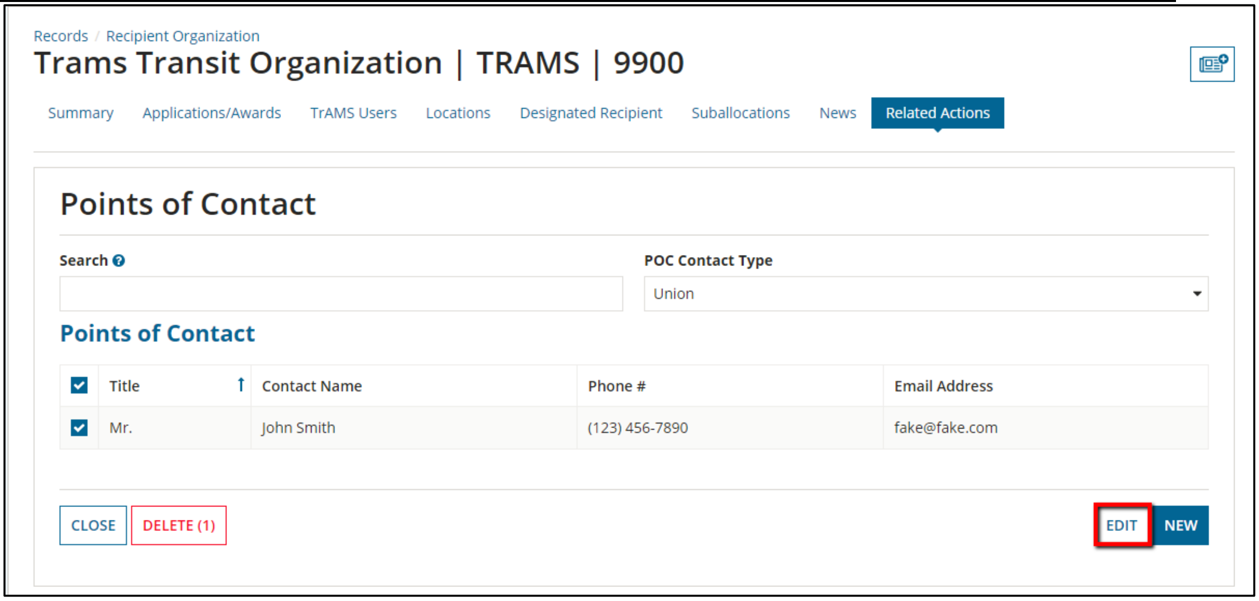
2) Fill out the information on the Points of Contact. You can click 'Save Changes' to create a new POC or you can 'Cancel Changes' and return back to the Points of Contact form. All fields with an asterisk (*) are a required field.

   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

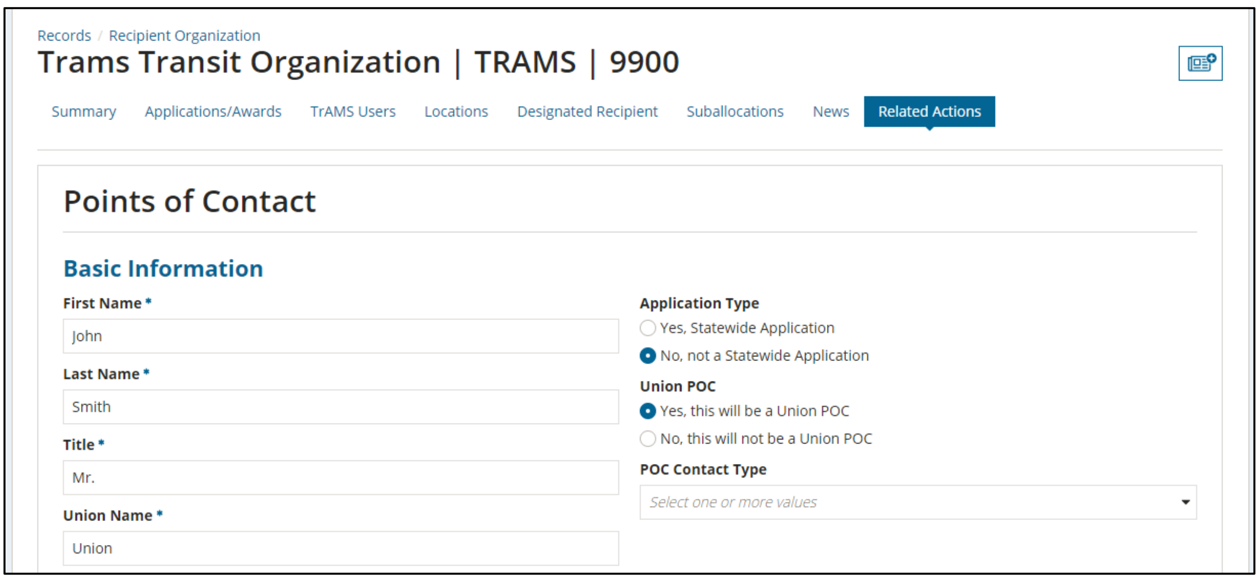


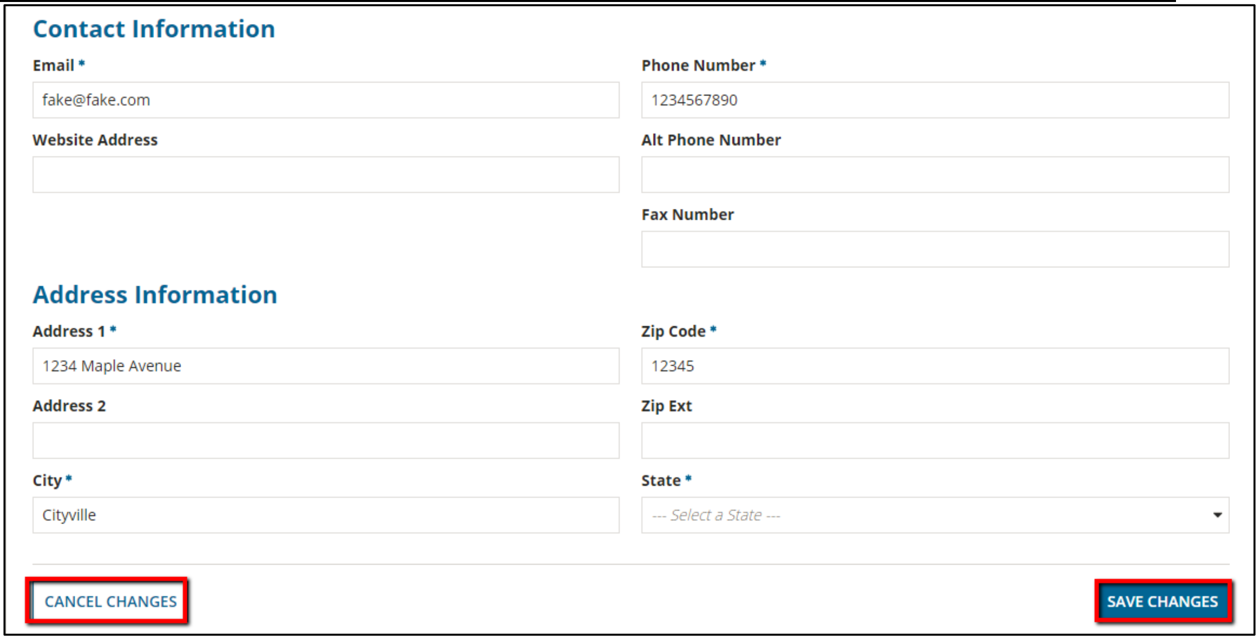


3) To view or edit details on the POC, select the checkbox next to the contact you would like to view and then click the 'Edit' button.

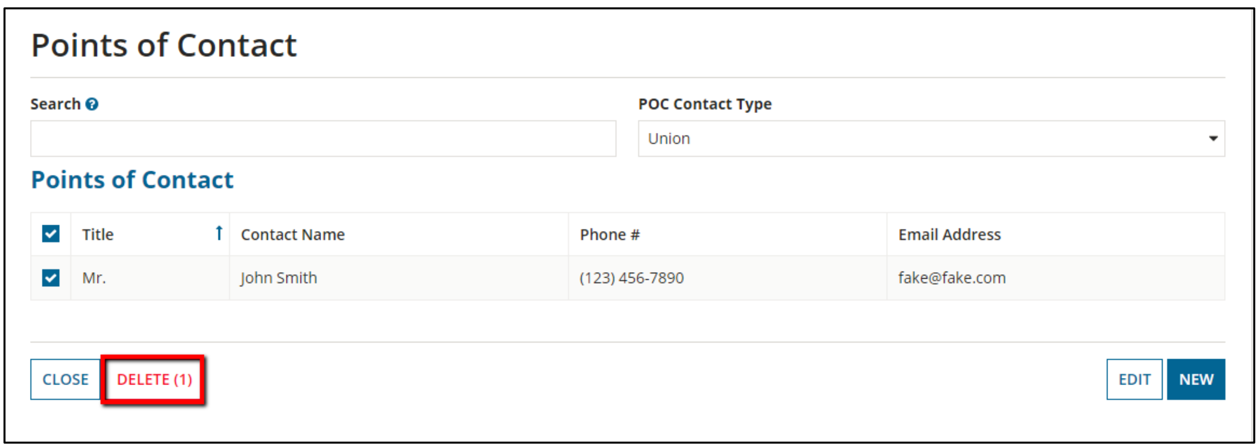


4) To edit the form, update the information and click 'Save Changes' to return back to the Points of Contact' form. If you are only viewing the information you can click on 'Cancel Changes' to return back to the Points of Contact' form.





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



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

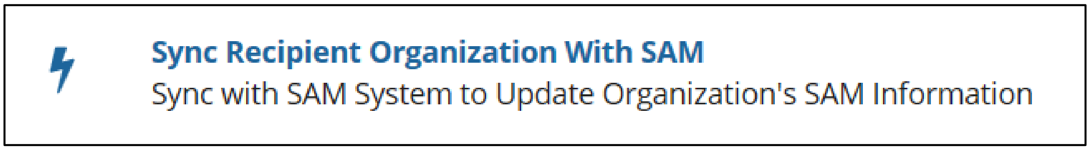
4.3.7.9 Related Action: Sync Recipient Organization with SAM

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.

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.



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:

Type	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	Disadvantaged Business Enterprise (DBE) Reports	View	• All Trams Users
			Update	• Recipient: Civil Rights
Related Action	Records: Disadvantaged Business Enterprise (DBE) Reports	Civil Rights Information	View	• All TrAMS Users
			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

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*).

Civil Rights Programs

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

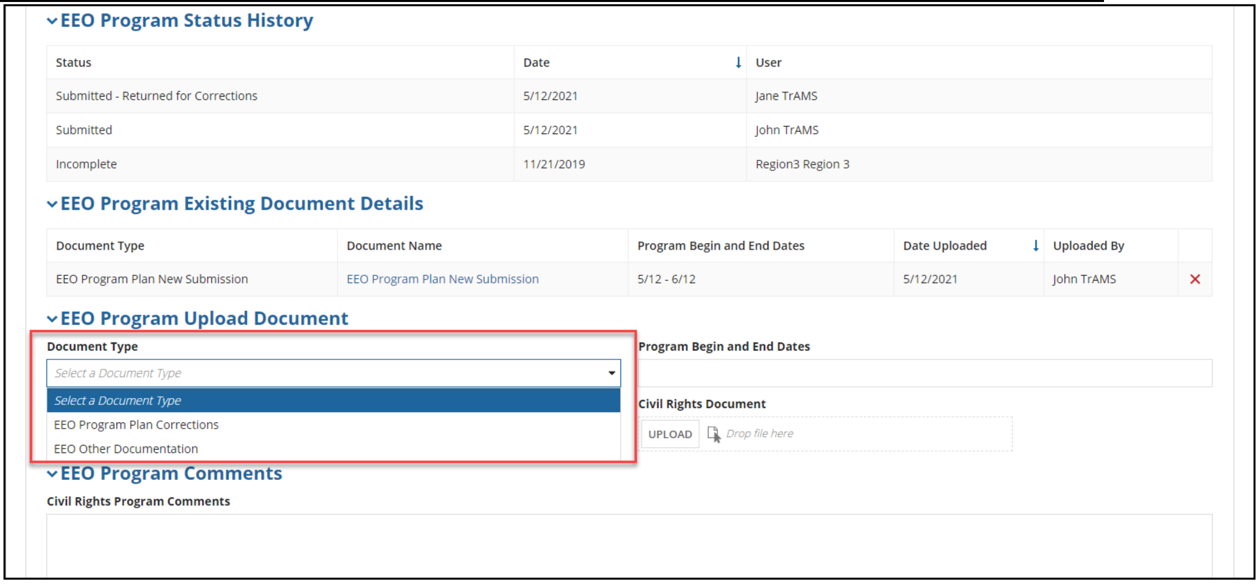
The statuses indicate the submission progress of each Program. Some statuses are triggered by Recipient submission via document upload while some statuses are set manually by FTA users:

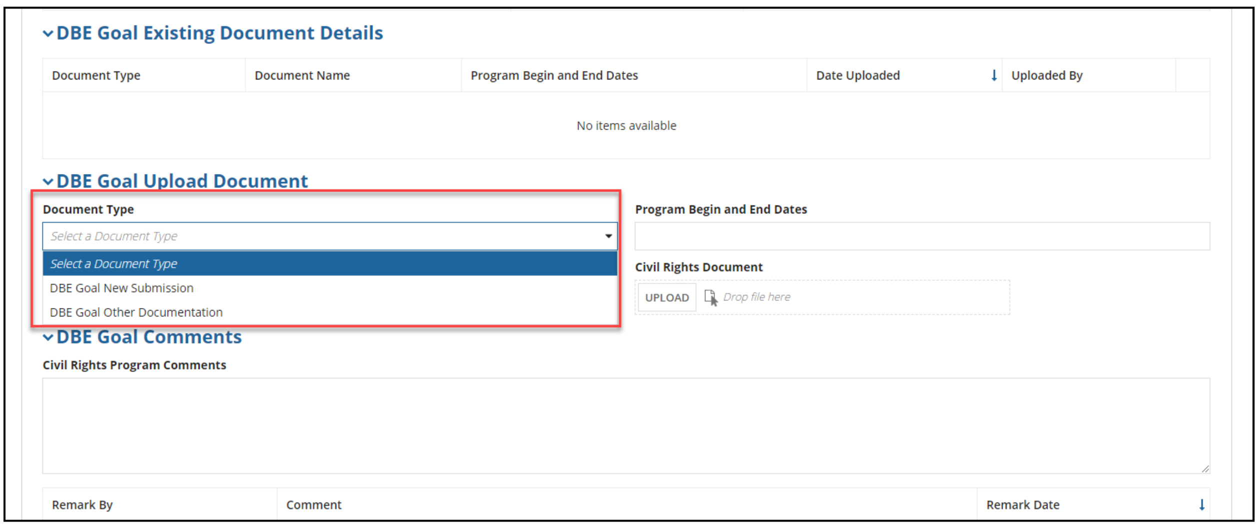
Program Status	Description	Trigger(s)
1) **Submitted**	This status will be displayed after the new submission of a program or goal to FTA for review. The FTA Civil Rights Officer reviews the Recipient's submission during this status.	Document submitted by Recipient: • Title VI Program Plan New Submission • 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

		• DBE Program Plan Corrections • DBE 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*.


EEO Program Status History
Status
Date
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 Document Details
Document Type
Document Name
Program Begin and End Dates
Date Uploaded
Uploaded By
EEO Program Plan New Submission
EEO Program Plan New Submission
5/12 - 6/12
5/12/2021
John TrAMS
EEO Program Upload Document
Document Type
Select a Document Type
Select a Document Type
EEO Program Plan Corrections
EEO Other Documentation
Program Begin and End Dates
Civil Rights Document
UPLOAD
Drop file here
EEO Program Comments
Civil Rights Program Comments


DBE Goal Existing Document Details
Document Type
Document Name
Program Begin and End Dates
Date Uploaded
Uploaded By
No items available
DBE Goal Upload Document
Document Type
Select a Document Type
Select a Document Type
DBE Goal New Submission
DBE Goal Other Documentation
Program Begin and End Dates
Civil Rights Document
UPLOAD
Drop file here
DBE Goal Comments
Civil Rights Program Comments
Remark By
Comment
Remark Date

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.

<table>
<tr><th colspan="4">Title VI Program, EEO Program, DBE Goal & DBE Program Automatic Submission Updates</th></tr>
<tr><th rowspan="2"></th><th colspan="3">Document Types</th></tr>
<tr><th>Program Plan New Submission</th><th>Program Plan Corrections</th><th>Other Documentation</th></tr>
<tr><td>Availability Conditions</td><td>Available to Recipients during all statuses except “Submitted – Returned for Corrections”</td><td>Available to Recipients only when program status is:
• "Submitted - Returned for Corrections"
• ”Submitted - Reviewed with Comments”
• “Submitted – Reviewed”
• “Expired”
• “N/A”</td><td>Available to Recipients & Civil Rights Officers under all statuses</td></tr>
<tr><td rowspan="2">Buttons Available for Selection</td><td>Submit</td><td>Submit</td><td>Save</td></tr>
<tr><td colspan="3">Cancel</td></tr>
<tr><td>Program Status Change</td><td>The Program Status changes to ‘Submitted’</td><td>The Program Status changes to “Submitted – Corrections Provided”</td><td>No Change</td></tr>
<tr><td>Submission Status Date Change</td><td>The Submitted Date is updated to the current date for that Program</td><td>No Change</td><td>No Change</td></tr>
<tr><td>Other Date Change</td><td>EEO Program
• “Due Date” and “Expiration Date” advance 4 Years
TITLE VI Program
• “Due Date” and “Expiration Date” advance 3 Years
DBE Goal
• “Due Date” and “Expiration Date” advance 3 Years</td><td>No Change</td><td>No Change</td></tr>
</table>

	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)

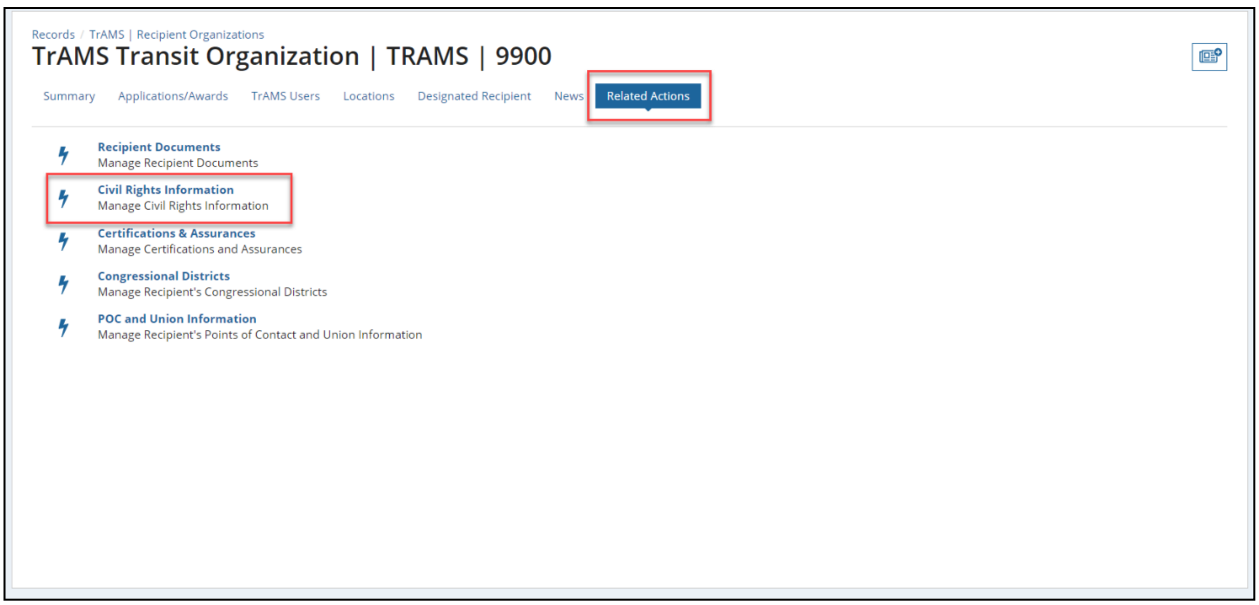
Which user roles can view this Related Action?

- All Recipient Users

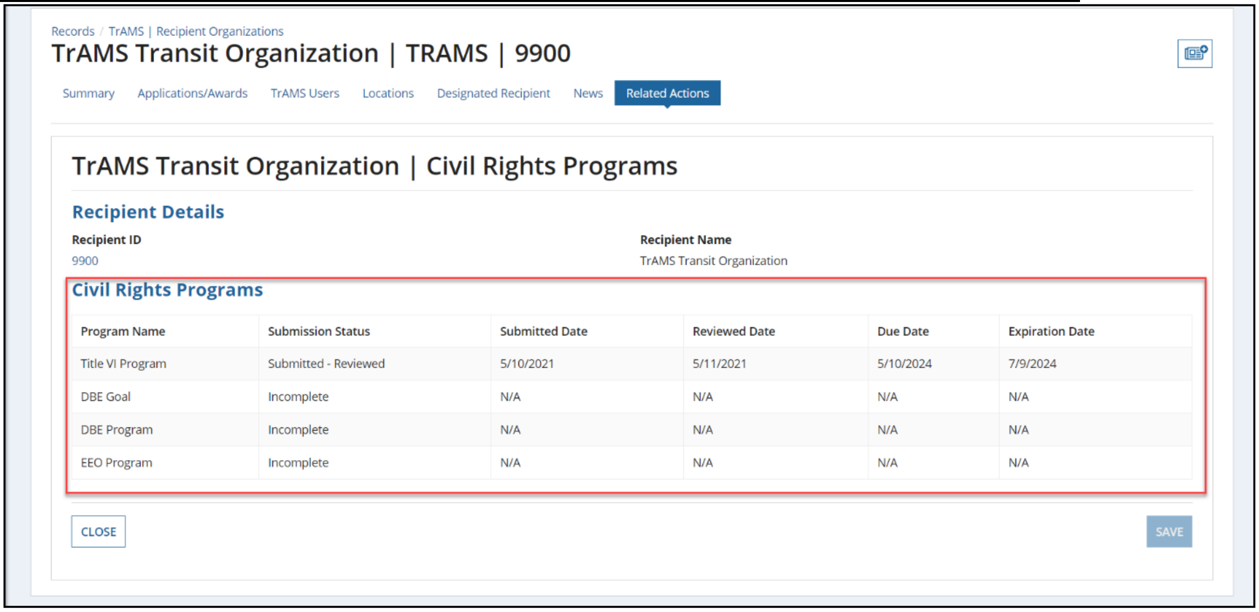
The Civil Rights Information Related Action can be used to see a Recipient's Civil Rights Program Plans, their statuses, relevant submitted documents and other key information.

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.

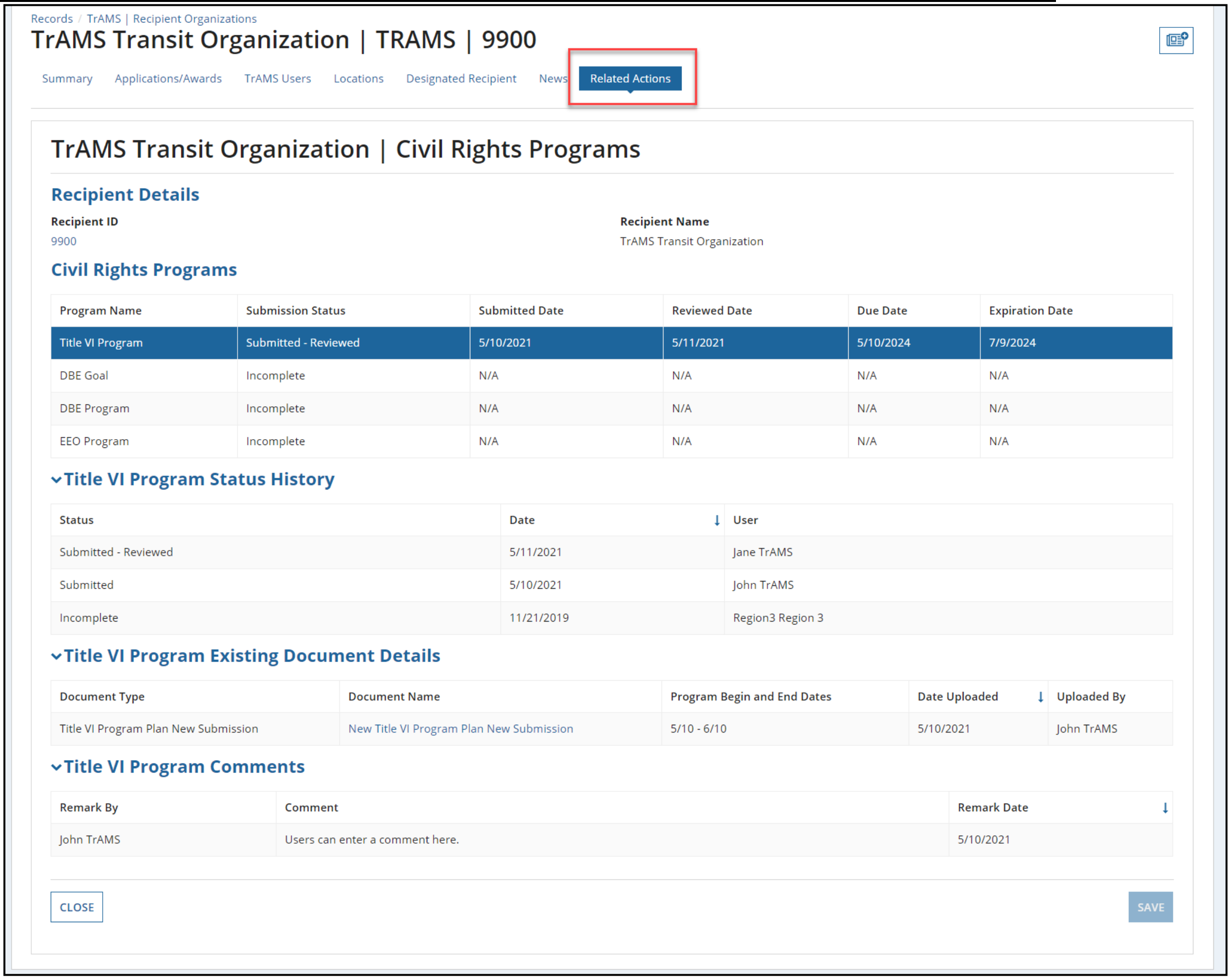


The Columns of the grid are as follows:

- **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.



Records / TrAMS | Recipient Organizations

TrAMS Transit Organization | TRAMS | 9900

Summary | Applications/Awards | TrAMS Users | Locations | Designated Recipient | News | Related Actions

TrAMS Transit Organization | Civil Rights Programs

Recipient Details

Recipient ID
9900

Recipient Name
TrAMS Transit Organization

Civil Rights Programs

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

Title VI Program Status History

Status	Date	User
Submitted - Reviewed	5/11/2021	Jane TrAMS
Submitted	5/10/2021	John TrAMS
Incomplete	11/21/2019	Region3 Region 3

Title VI Program Existing Document Details

Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
Title VI Program Plan New Submission	New Title VI Program Plan New Submission	5/10 - 6/10	5/10/2021	John TrAMS

Title VI Program Comments

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

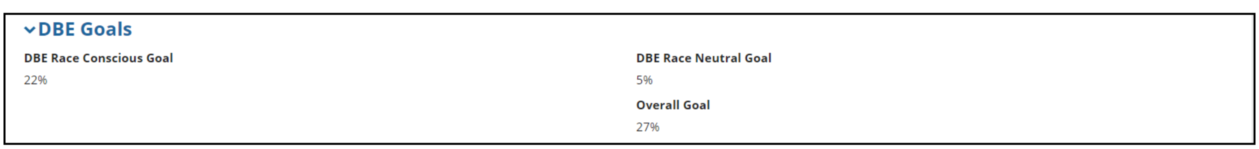
CLOSE SAVE

- 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

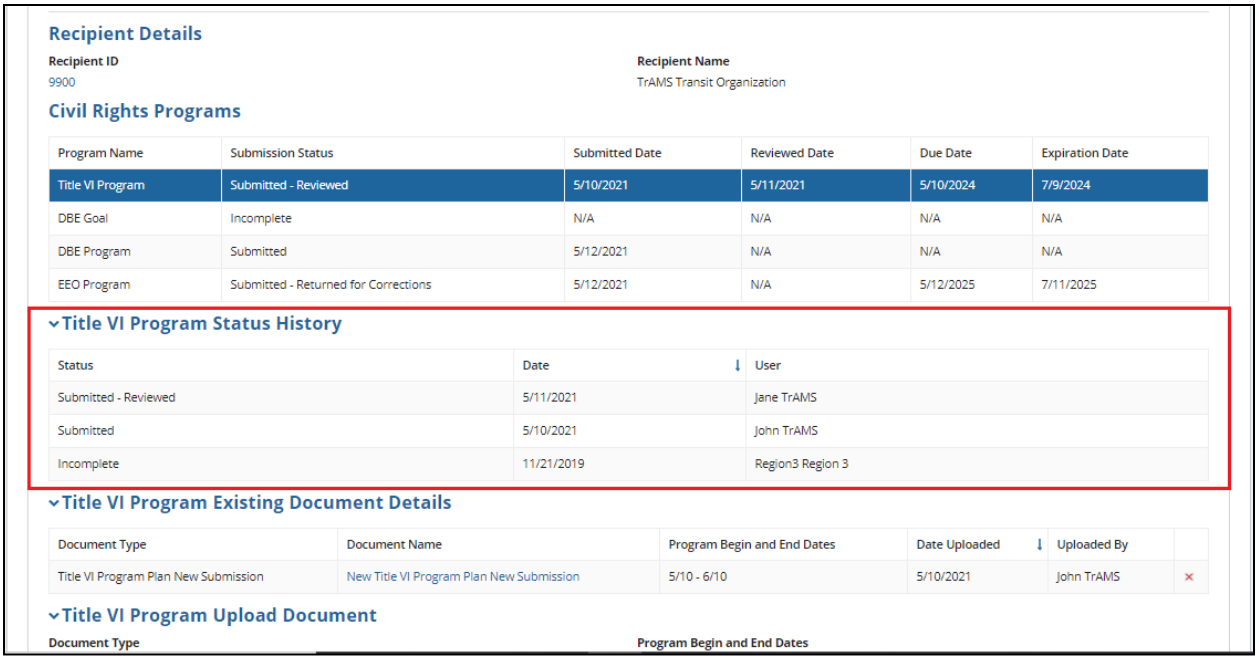
DBE Race Conscious Goal
22%

DBE Race Neutral Goal
5%

Overall Goal
27%

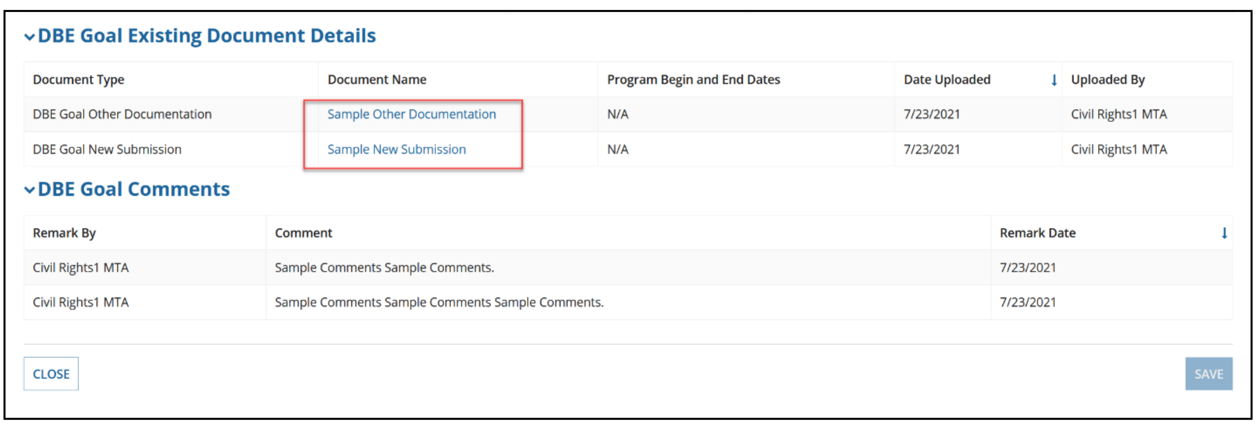
Program Status History

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.

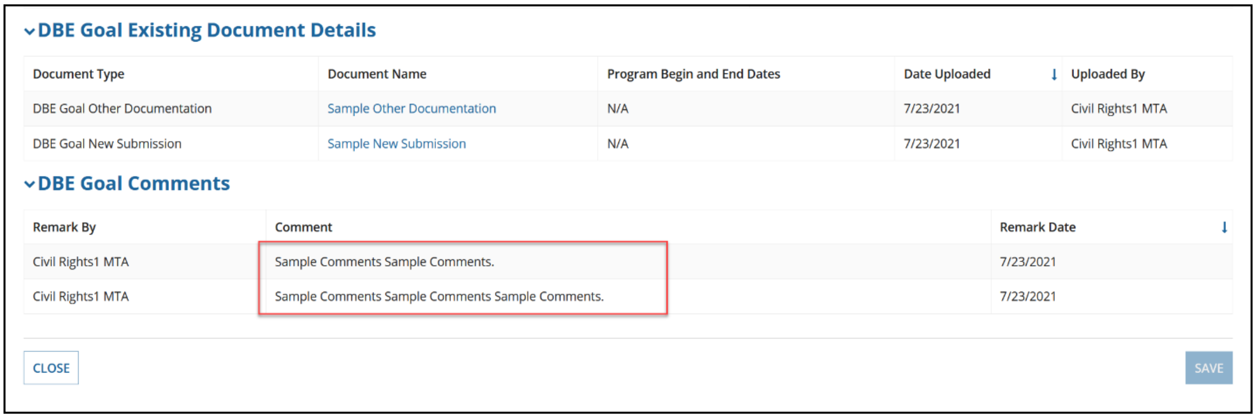


Existing Document Details and Comments

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



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



4.4.5.2 Update

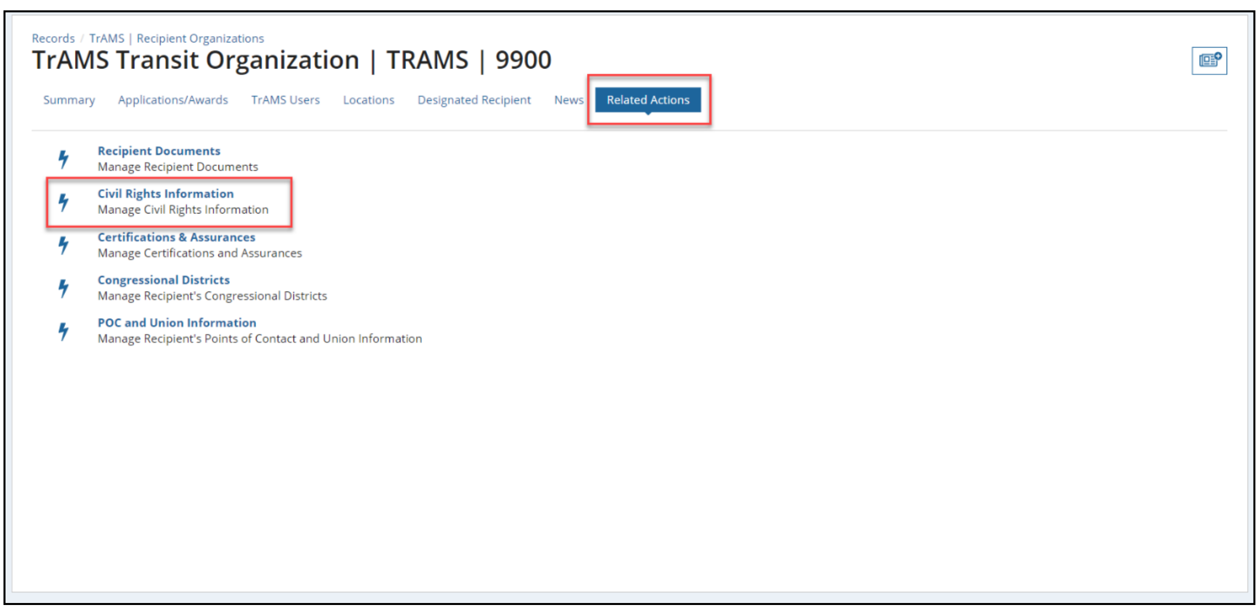
Which user roles can make updates via this Related Action?

- Recipient Civil Rights user

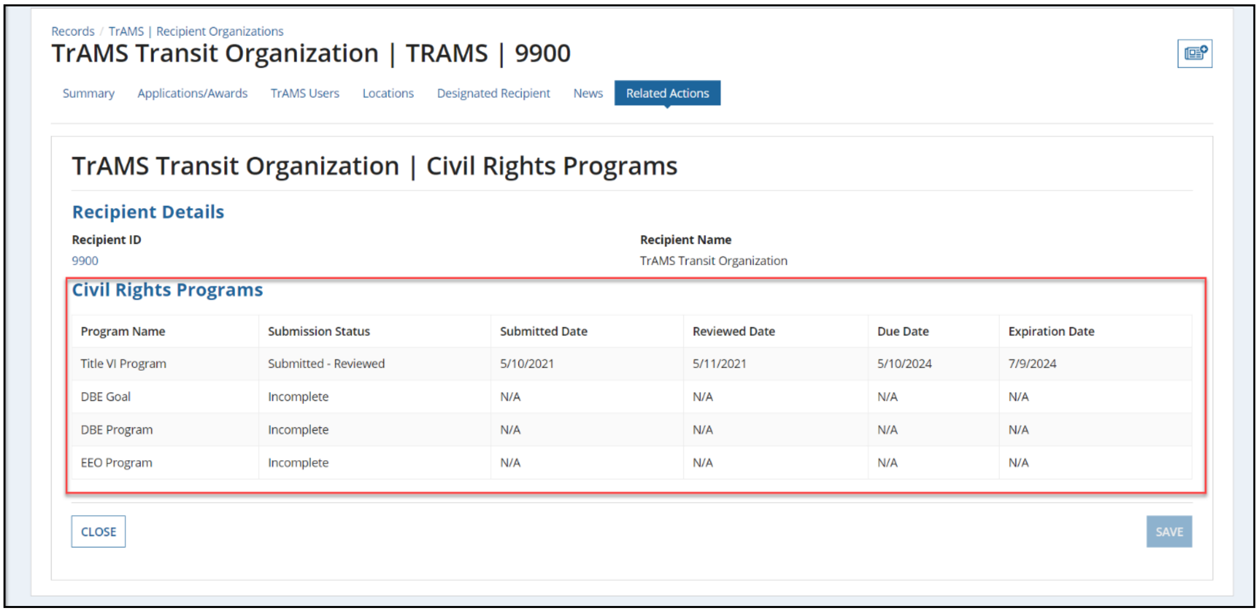
The Civil Rights Information Related Action can be used to manage and make updates to a Recipient's Civil Rights Program Plans, change their statuses, uploaded documents and comment.

Civil Rights Programs Grid

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



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

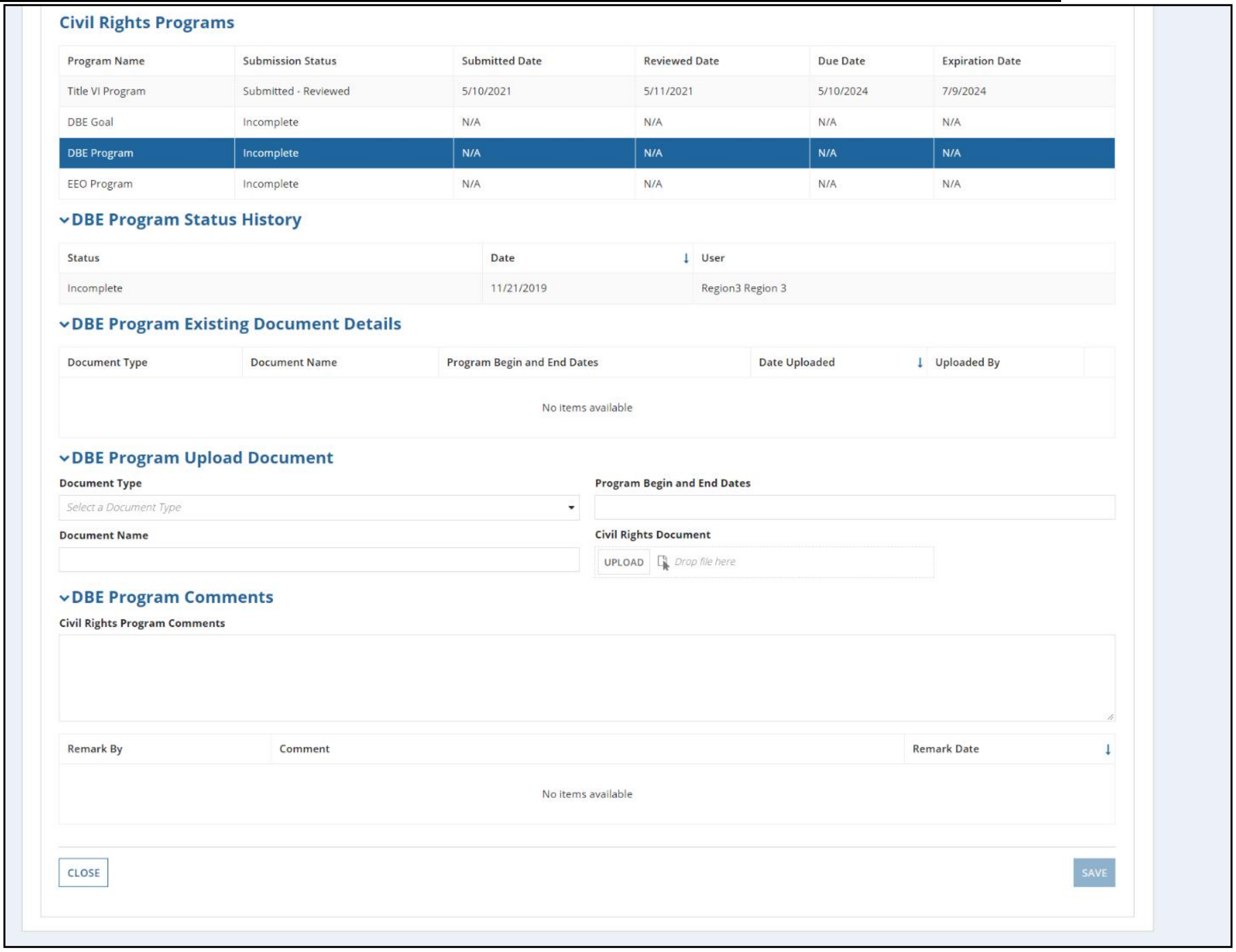


The Columns of the grid are as follows:

- **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

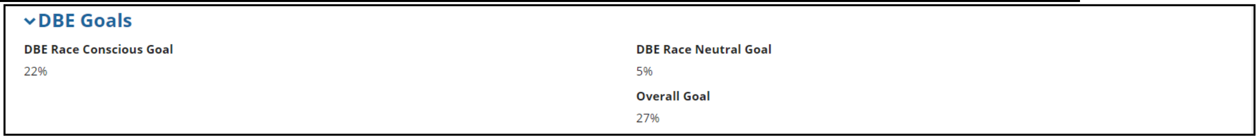
2. On the grid click on the Program row to be updated. Once a Program has been selected, a series of collapsible headers will appear below the grid.



- 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

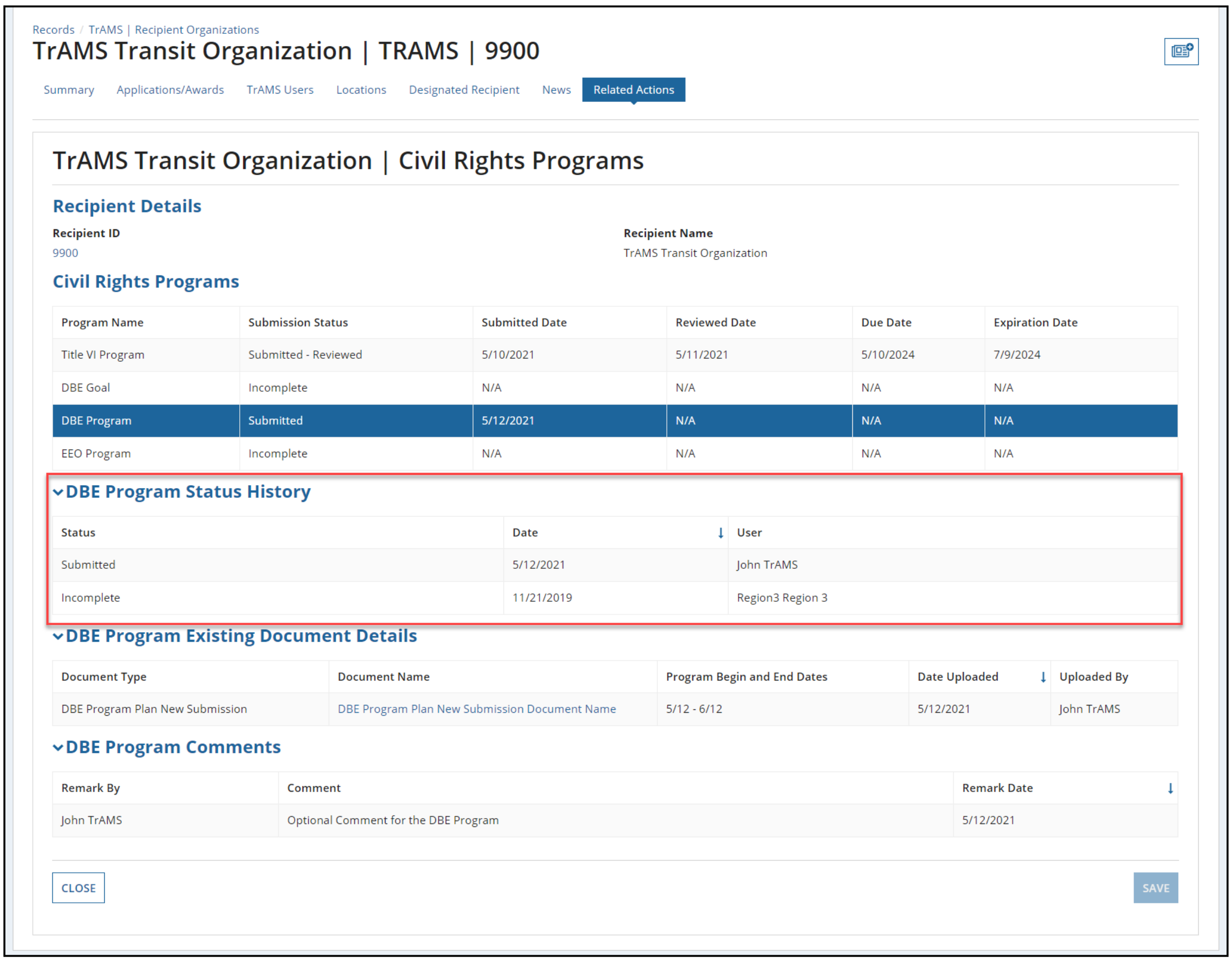


DBE Goals

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.



Records / TrAMS | Recipient Organizations

TrAMS Transit Organization | TRAMS | 9900

Summary | Applications/Awards | TrAMS Users | Locations | Designated Recipient | News | Related Actions

TrAMS Transit Organization | Civil Rights Programs

Recipient Details

Recipient ID 9900

Recipient Name TrAMS Transit Organization

Civil Rights Programs

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	Submitted	5/12/2021	N/A	N/A	N/A
EEO Program	Incomplete	N/A	N/A	N/A	N/A

DBE Program Status History

Status	Date	User
Submitted	5/12/2021	John TrAMS
Incomplete	11/21/2019	Region3 Region 3

DBE Program Existing Document Details

Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
DBE Program Plan New Submission	DBE Program Plan New Submission Document Name	5/12 - 6/12	5/12/2021	John TrAMS

DBE Program Comments

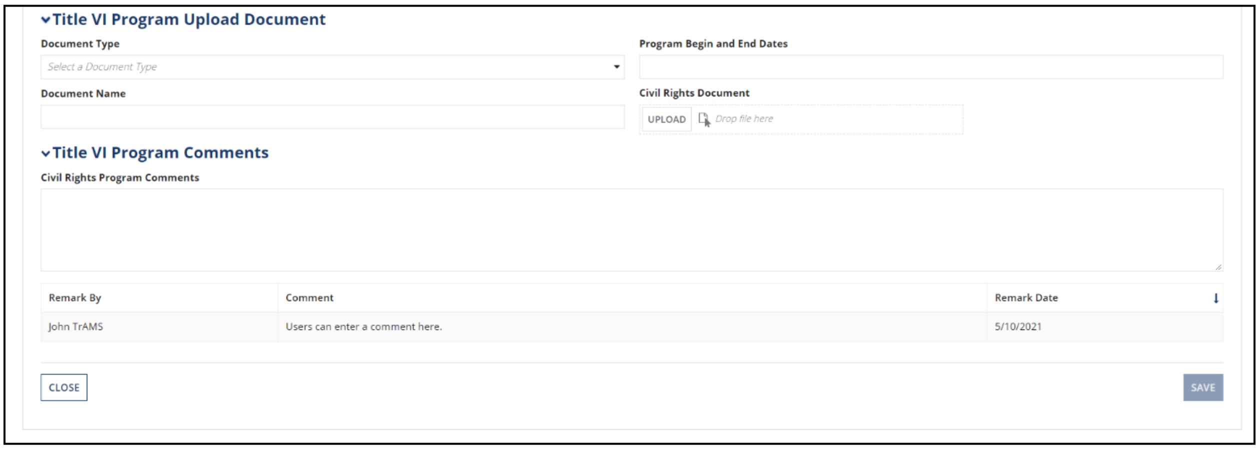
Remark By	Comment	Remark Date
John TrAMS	Optional Comment for the DBE Program	5/12/2021

CLOSE SAVE

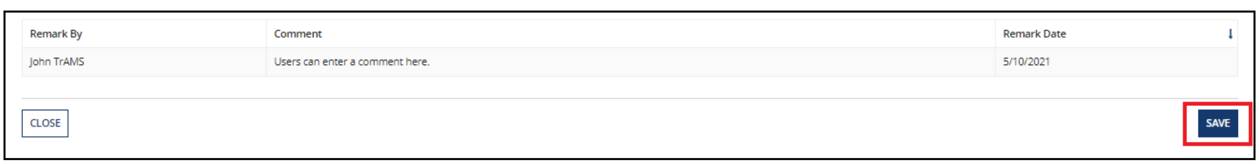
Note: Email notifications are sent to the Recipients when the Submission Status is updated to one of the following statuses by an FTA Civil Rights Officer: Submitted – Returned for Corrections, Submitted – Reviewed with Comments, Submitted – Reviewed, Expired

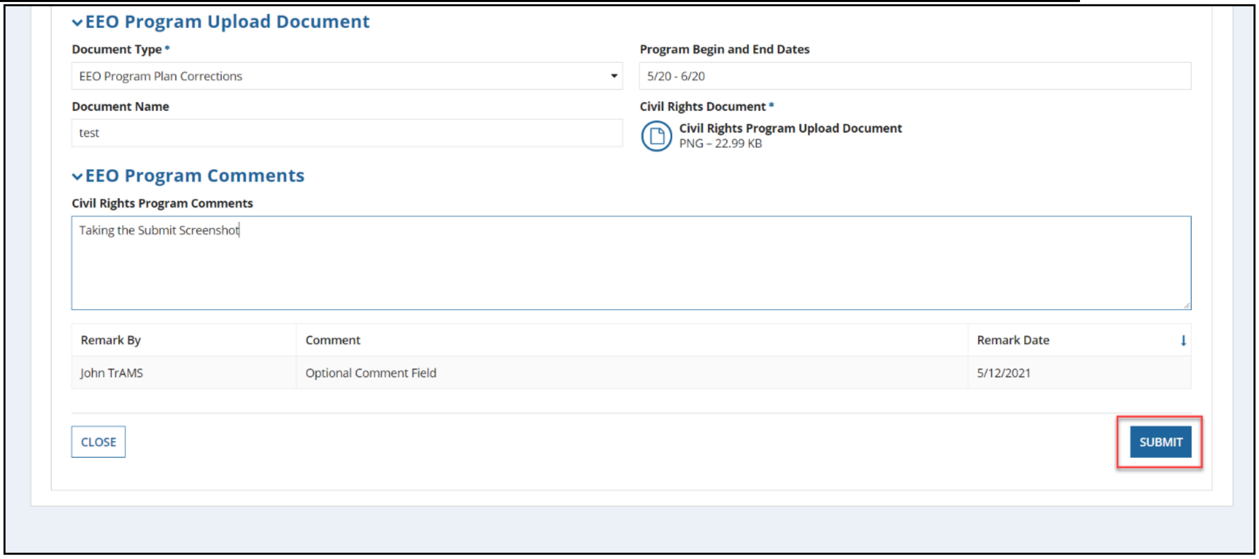
Existing Document Details, Upload Document and Comments

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.

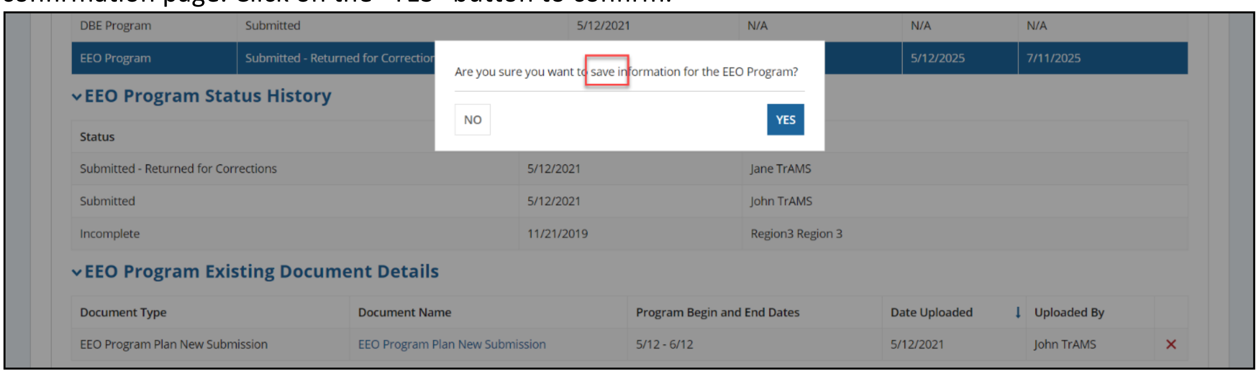


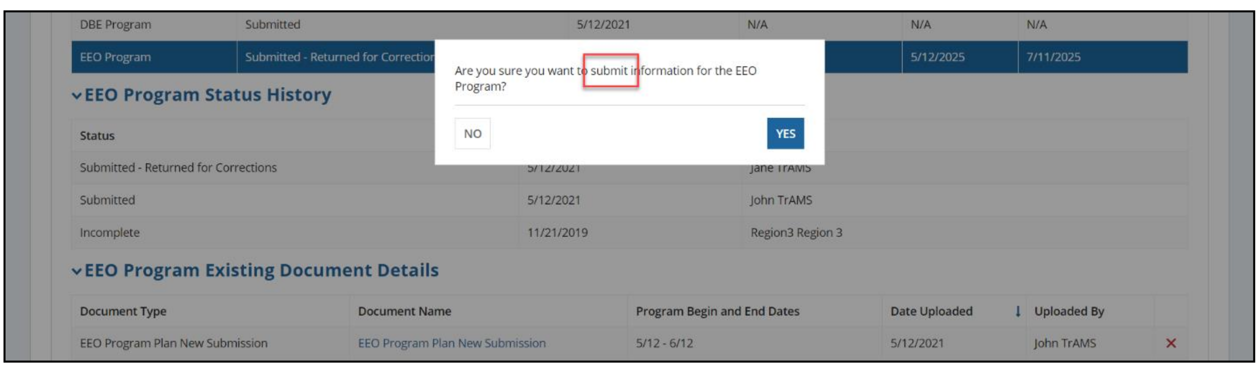
4. Depending on the Document Type selected by the Recipient Civil Rights user, the button will either say “Save” or “Submit”. Refer to *Upload Document Types* above for more detailed. Click on the SAVE button to save the program. Alternately click on the SUBMIT button to submit the program to FTA.





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.





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.

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.

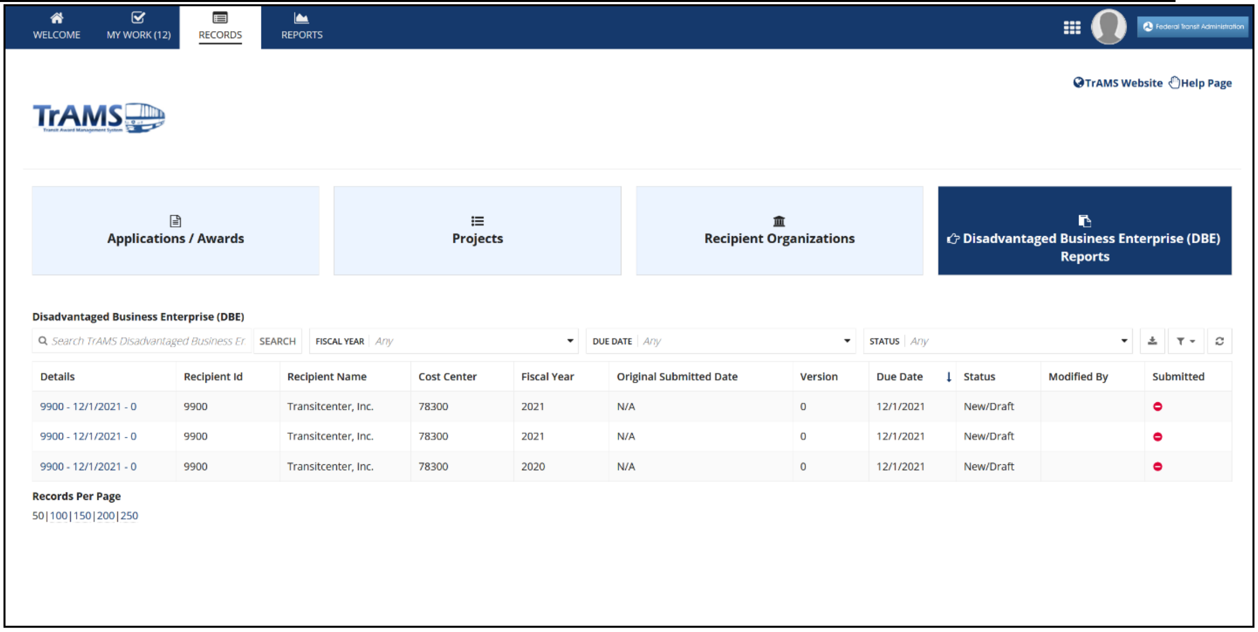
4.4.6.1 Overview

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
- ○ Complete or Correct DBE Reports

- "Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report" under Reports

- ○ 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

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:

Records / TrAMS | Disadvantaged Business Enterprise (DBE) Reports

Dec 1, 2020 Uniform Report of DBE Awards or Commitments and Payments Form

COMPLETE DBE REPORT

Summary News Related Actions

Recipient Summary

Recipient ID

Recipient Name

› Current Active Awards

⌄ DBE Uniform Report Summary

Report Type Semiannual

Report Fiscal Year 2020

Report Due Date December 1

Version 0

Report Status New/Draft

Last Updated By N/A

Last Updated Date N/A

Submitted Date N/A

Triennial DBE Goals

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

Section A: Awards and Commitments Made During This Period

Awards/Commitments Made During This Reporting Period:

	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 %

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

Awards/Commitments Breakdown By Ethnicity & Gender:

	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	$0	$0	$0	0	0	0
12. Hispanic American	$0	$0	$0	0	0	0
13. Native American	$0	$0	$0	0	0	0
14. Asian-Pacific American	$0	$0	$0	0	0	0
15. Subcontinent Asian American	$0	$0	$0	0	0	0
16. Non-Minority	$0	$0	$0	0	0	0
17. TOTAL	$0	$0	$0	0	0	0

Section C: Payments on Ongoing Contracts

	A. Total Number of Contracts	B. Total Dollars	C. Total Number of Contracts with DBEs	D. Total Payments to 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 Payments on Contracts Completed This Reporting Period

	A. Number of Prime Contracts Completed	B. Total Dollar Value of Completed Prime Contracts	C. DBE Participation Needed to Meet Goals (Dollars)	D. Total DBE Participation Dollars	E. Percentage of Total DBE Participation Dollars
19. Race Conscious	0	$0	$0	$0	0 %
20. Race Neutral	0	$0		$0	0 %
21. Total	0	$0		$0	0 %

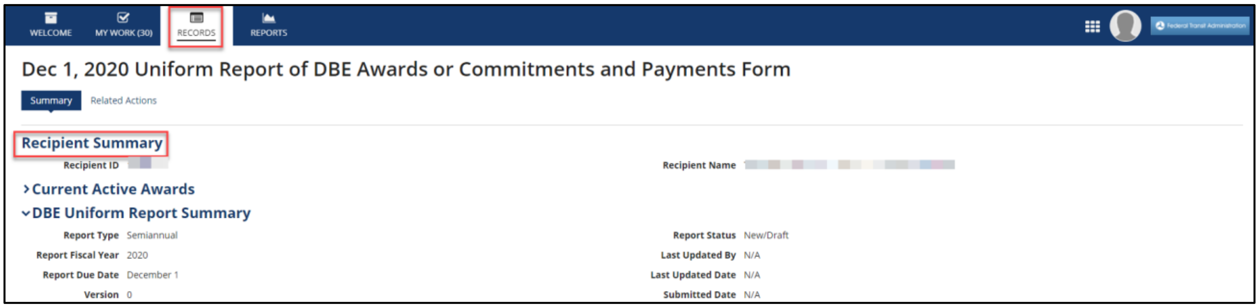
Status Log

Previous Status	New Status	Change Date	Changed By
	New/Draft	10/1/2020 3:01 AM EDT	Appian Administrator

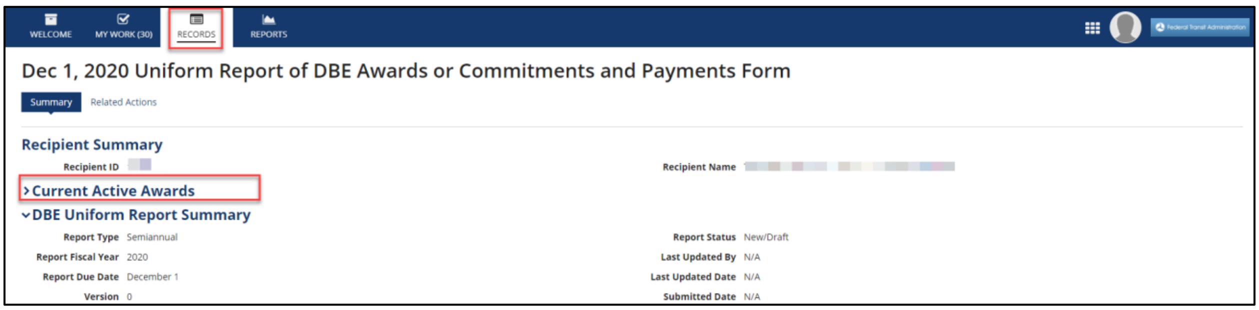
DBE Report Remarks

Remark Link	Remarked by	Remarked Date
	No items available	

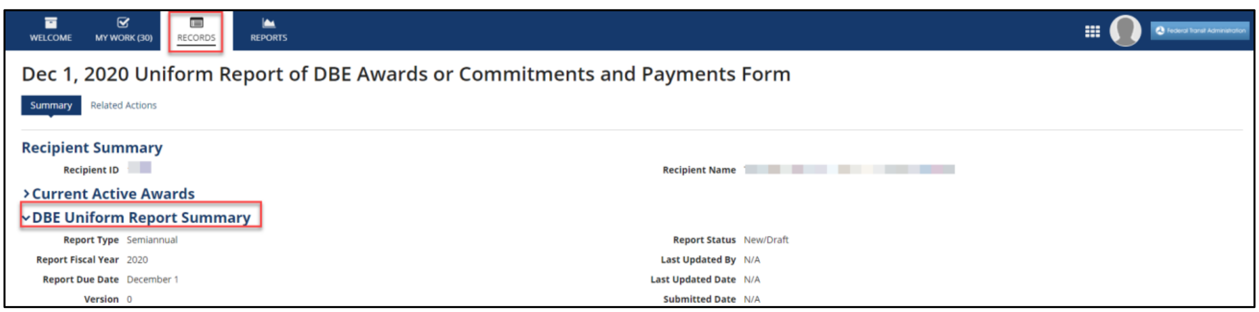
- Recipient Summary:



  - 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



- DBE Uniform Report Summary



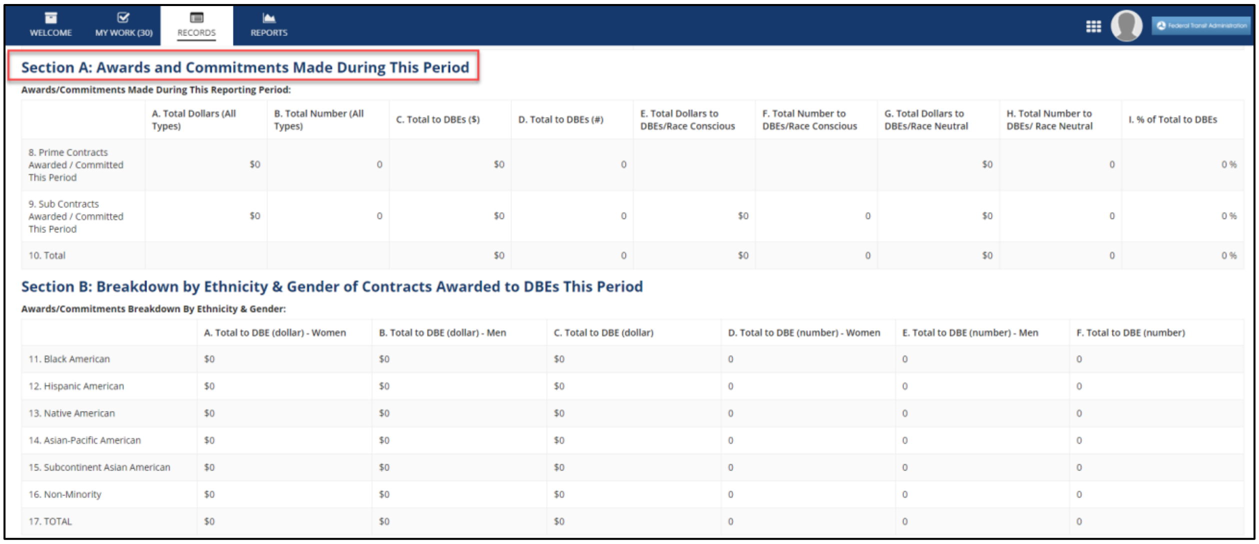
  - Report Type: This will display which report type the DBE report uses
  - Report Fiscal Year: This will display the Fiscal Year of the DBE report
  - Report Due Date: This will display the Due Date of the DBE report
  - Version: This will display the version of the DBE report
  - Report Status: This 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

Triennial DBE Goals

Triennial DBE	Goal (%)
Race Conscious	
Race Neutral	
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



Section A: Awards and Commitments Made During This Period

Awards/Commitments Made During This Reporting Period:

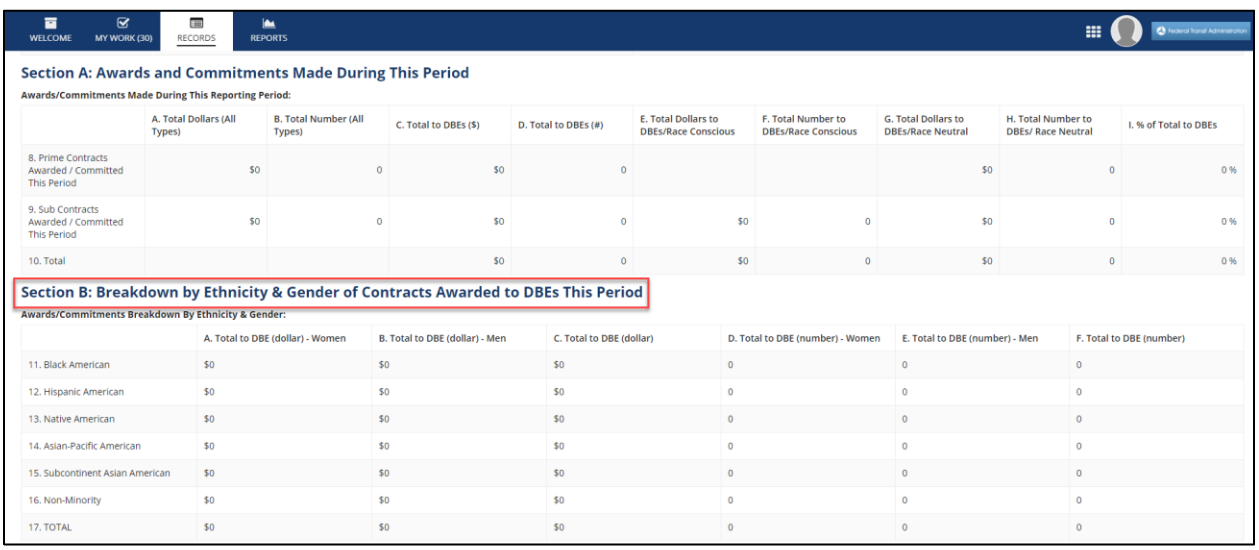
	A. Total Dollars (All Types)	B. Total Number (All Types)	C. Total to DBEs ($)	D. Total to DBEs (#)	E. Total Dollars to DBEs/Race Conscious	F. Total Number to DBEs/Race Conscious	G. Total Dollars to DBEs/Race Neutral	H. Total Number to DBEs/ Race Neutral	I. % of Total to DBEs
8. Prime Contracts Awarded / 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 %

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

Awards/Commitments Breakdown By Ethnicity & Gender:

	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	$0	$0	$0	0	0	0
12. Hispanic American	$0	$0	$0	0	0	0
13. Native American	$0	$0	$0	0	0	0
14. Asian-Pacific American	$0	$0	$0	0	0	0
15. Subcontinent Asian American	$0	$0	$0	0	0	0
16. Non-Minority	$0	$0	$0	0	0	0
17. TOTAL	$0	$0	$0	0	0	0

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



WELCOME
MY WORK (30)
RECORDS
REPORTS

Section A: Awards and Commitments Made During This Period

Awards/Commitments Made During This Reporting Period:

	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 %

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

Awards/Commitments Breakdown By Ethnicity & Gender:

	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	$0	$0	$0	0	0	0
12. Hispanic American	$0	$0	$0	0	0	0
13. Native American	$0	$0	$0	0	0	0
14. Asian-Pacific American	$0	$0	$0	0	0	0
15. Subcontinent Asian American	$0	$0	$0	0	0	0
16. Non-Minority	$0	$0	$0	0	0	0
17. TOTAL	$0	$0	$0	0	0	0

- Section C: Payments on Ongoing Contracts

Section C: Payments on Ongoing Contracts

	A. Total Number of Contracts	B. Total Dollars	C. Total Number of Contracts with DBEs	D. Total Payments to 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 Payments on Contracts Completed This Reporting Period

	A. Number of Prime Contracts Completed	B. Total Dollar Value of Completed Prime Contracts	C. DBE Participation Needed to Meet Goals (Dollars)	D. Total DBE Participation Dollars	E. Percentage of Total DBE Participation Dollars
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 EDT	Appian Administrator

DBE Report Remarks

Remark Link	Remarked by	Remarked Date
No items available		

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

Section C: Payments on Ongoing Contracts

	A. Total Number of Contracts	B. Total Dollars	C. Total Number of Contracts with DBEs	D. Total Payments to 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 Payments on Contracts Completed This Reporting Period

	A. Number of Prime Contracts Completed	B. Total Dollar Value of Completed Prime Contracts	C. DBE Participation Needed to Meet Goals (Dollars)	D. Total DBE Participation Dollars	E. Percentage of Total DBE Participation Dollars
19. Race Conscious	0	$0	$0	$0	0 %
20. Race Neutral	0	$0		$0	0 %
21. Total	0	$0		$0	0 %

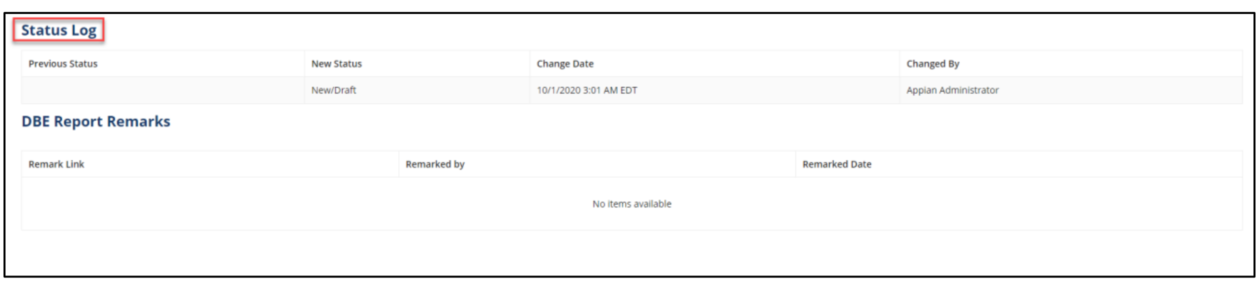
Status Log

Previous Status	New Status	Change Date	Changed By
	New/Draft	10/1/2020 3:01 AM EDT	Appian Administrator

DBE Report Remarks

Remark Link	Remarked by	Remarked Date
No items available		

- Status Log



Status Log

Previous Status	New Status	Change Date	Changed By
	New/Draft	10/1/2020 3:01 AM EDT	Appian Administrator

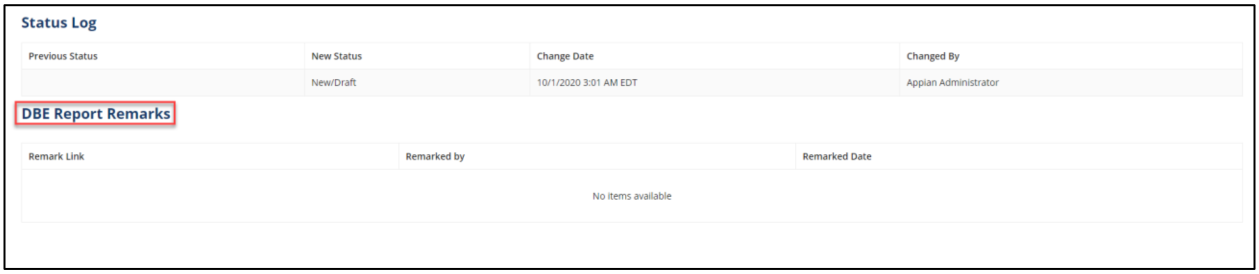
DBE Report Remarks

Remark Link	Remarked by	Remarked Date
No items available		

  - Previous Status: This column displays the status before the new status
  - New Status: This column displays the status changed from the previous status

- 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



- 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

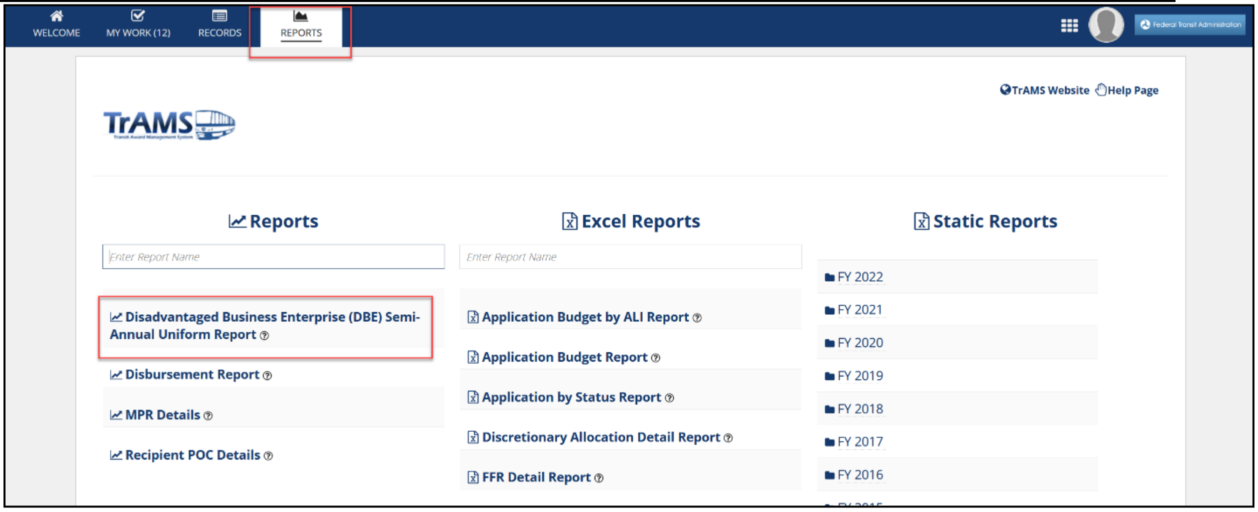
4.4.6.2.1 DBE Semi-Annual Uniform Report for Recipient

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?

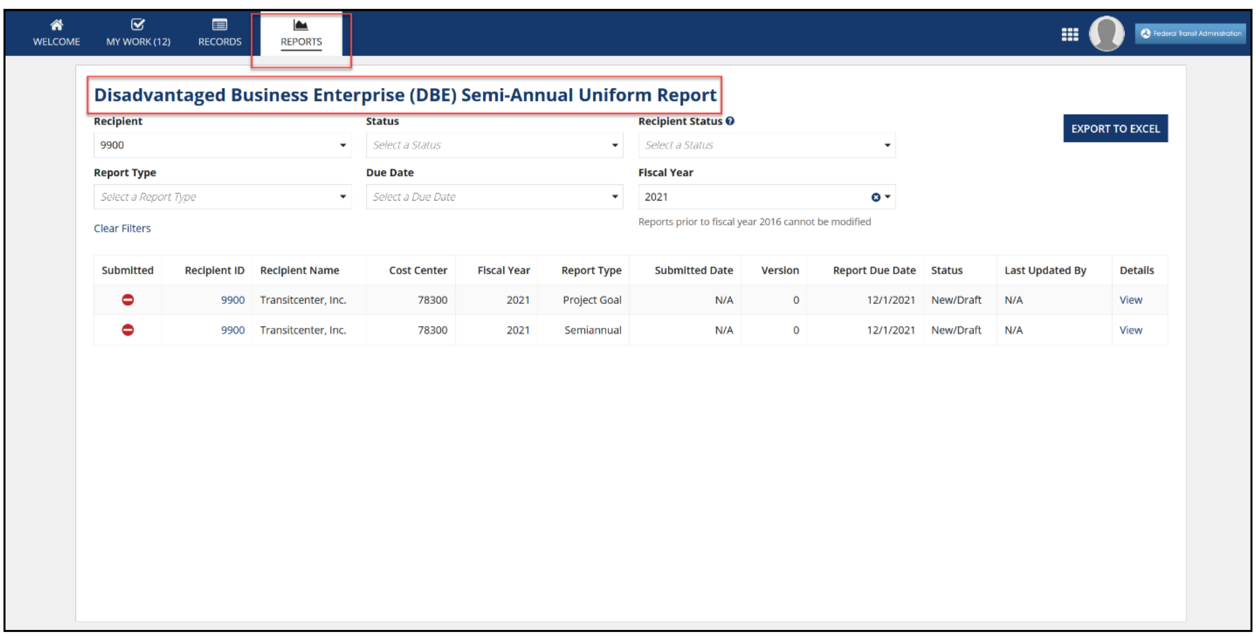
- Recipient Civil Rights users

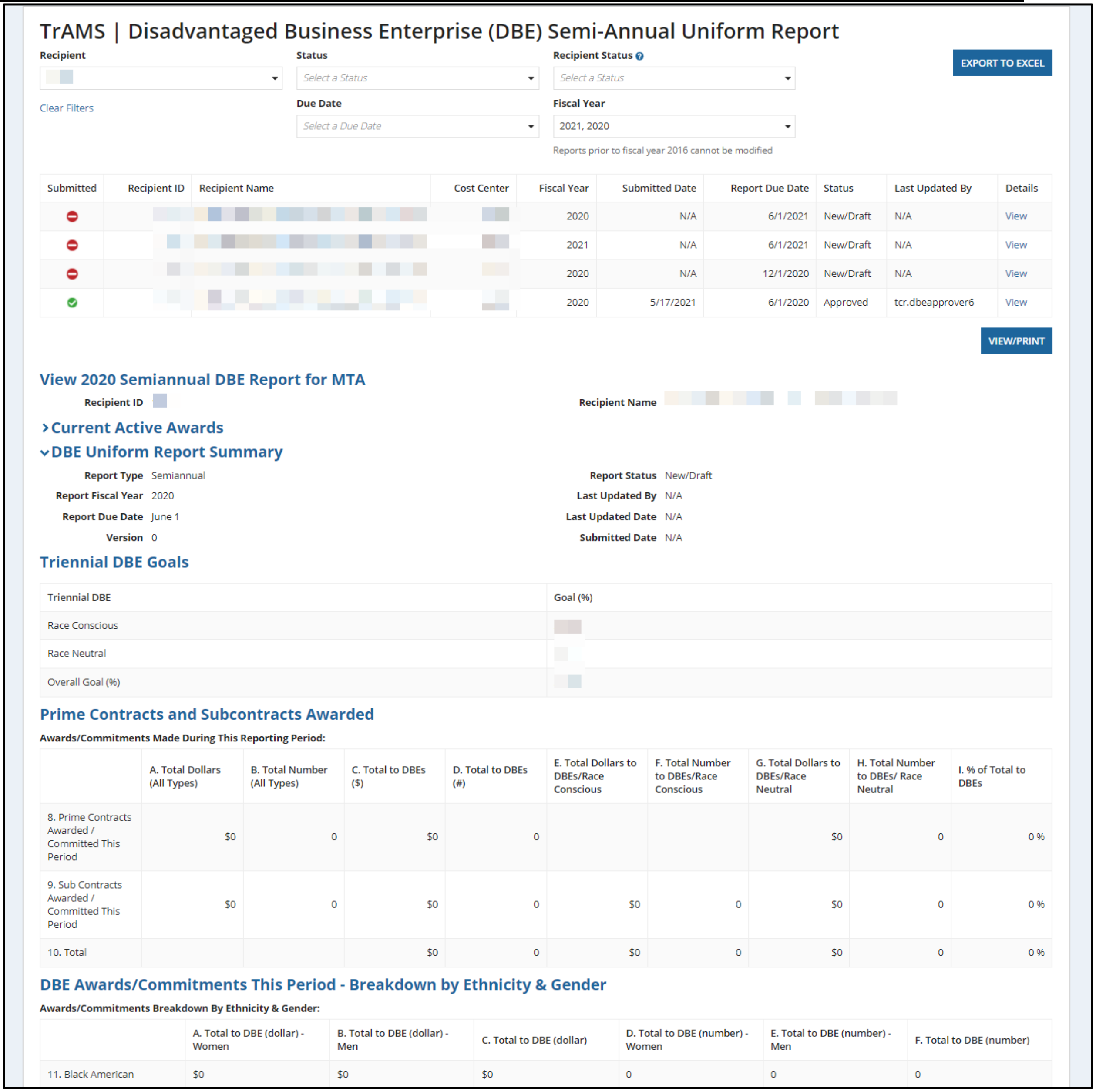
1. To access the Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report, navigate to the Report tab and click on the “Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report” link



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.





TrAMS | Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report

Recipient | Status: Select a Status | Recipient Status: Select a Status | EXPORT TO EXCEL

Clear Filters | Due Date: Select a Due Date | Fiscal Year: 2021, 2020

Reports prior to fiscal year 2016 cannot be modified

Submitted	Recipient ID	Recipient Name	Cost Center	Fiscal Year	Submitted Date	Report Due Date	Status	Last Updated By	Details
				2020	N/A	6/1/2021	New/Draft	N/A	View
				2021	N/A	6/1/2021	New/Draft	N/A	View
				2020	N/A	12/1/2020	New/Draft	N/A	View
				2020	5/17/2021	6/1/2020	Approved	tcr.dbeapprover6	View

VIEW/PRINT

View 2020 Semiannual DBE Report for MTA

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: June 1 | Last Updated Date: N/A
Version: 0 | Submitted Date: N/A

Triennial DBE Goals

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

Prime Contracts and Subcontracts Awarded

Awards/Commitments Made During This Reporting Period:

	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 %

DBE Awards/Commitments This Period - Breakdown by Ethnicity & Gender

Awards/Commitments Breakdown By Ethnicity & Gender:

	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	$0	$0	$0	0	0	0

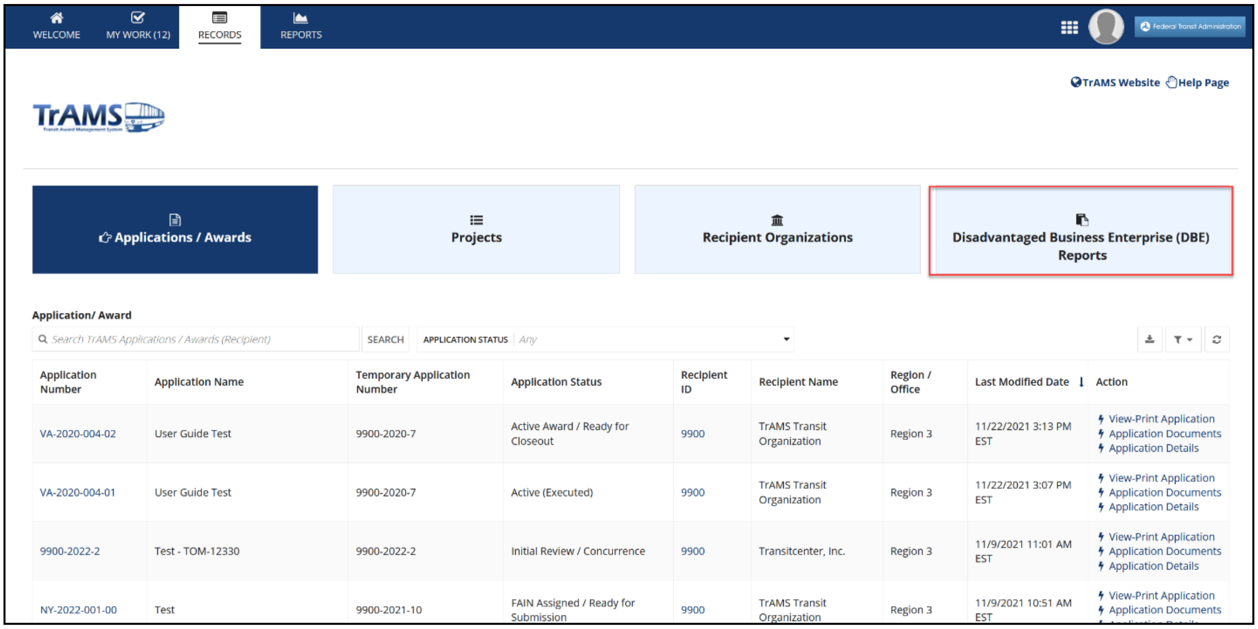
4.4.6.3 Disadvantaged Business Enterprise (DBE) Reports

4.4.6.3.1 Accessing via the Records Tab

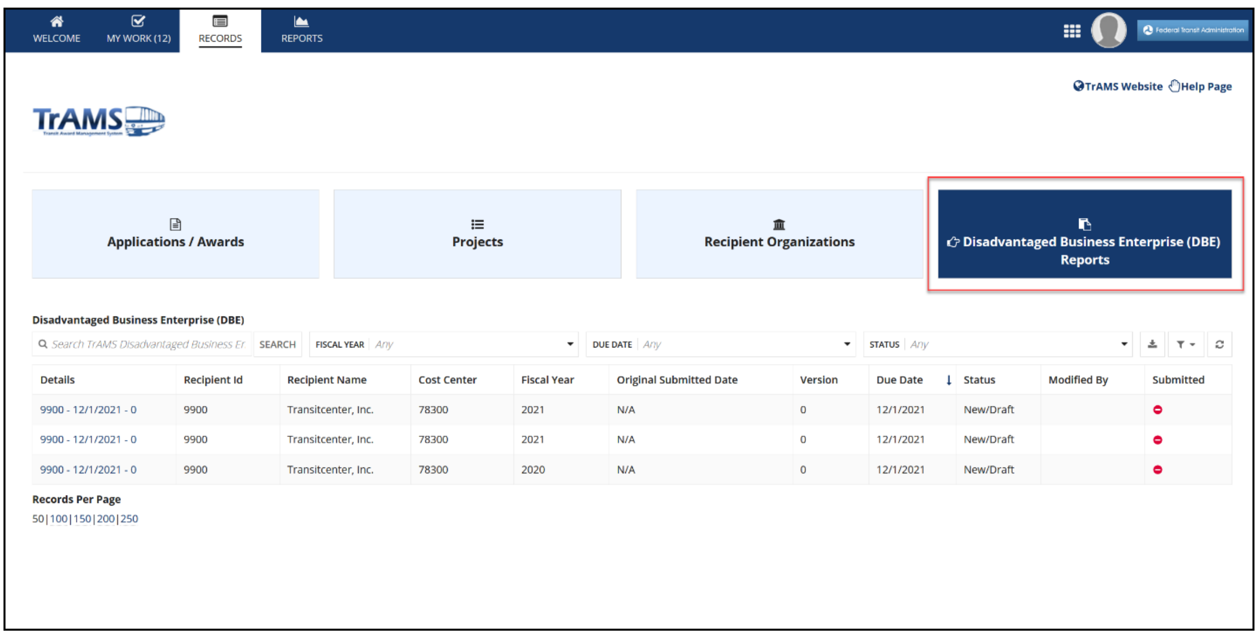
Which user roles have access to this Report?

- All TrAMS users

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



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



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

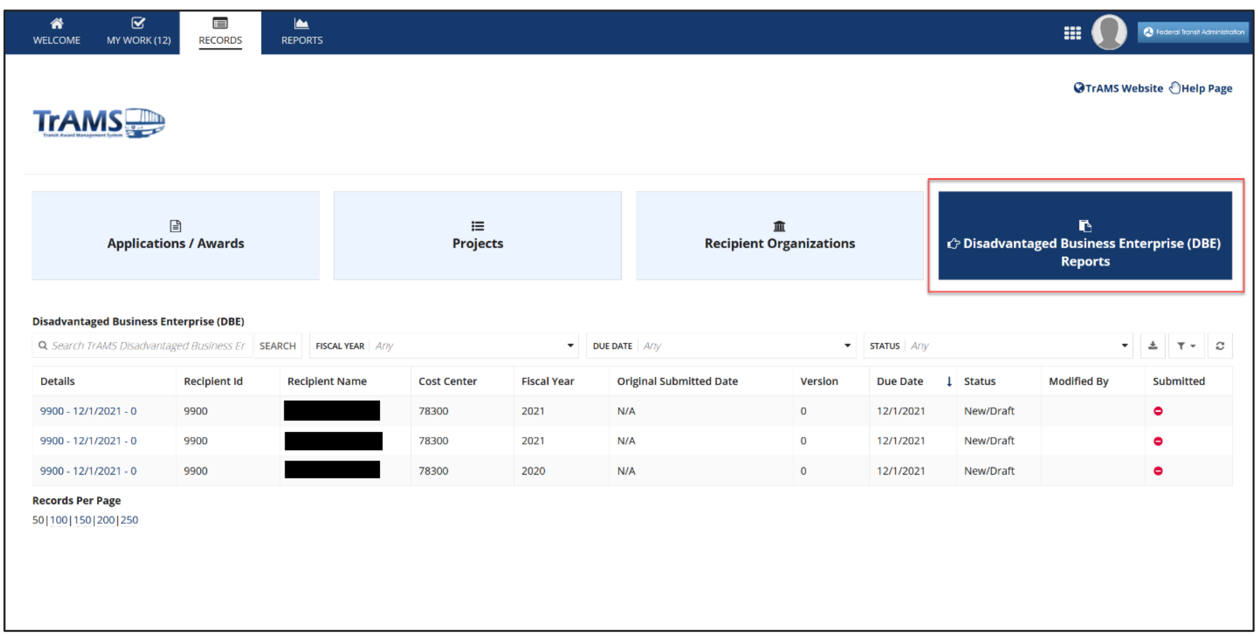
4.4.6.3.2.1 Related Action: Complete DBE Report

Which user roles have access to this Action?

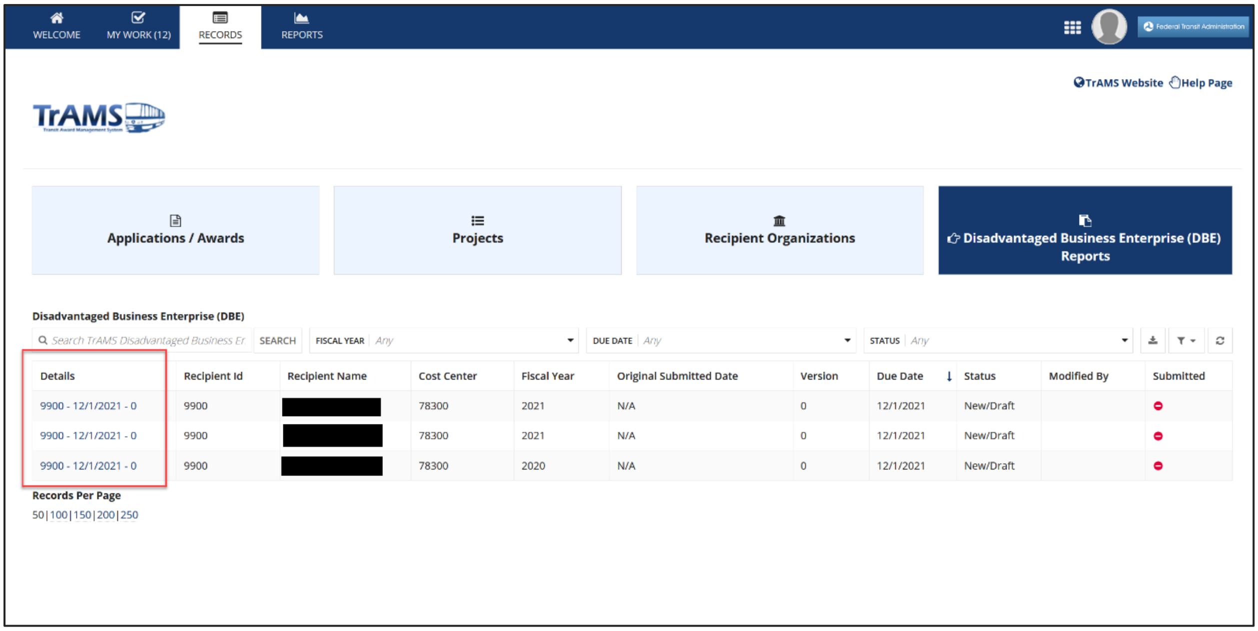
- Recipient Civil Rights users

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.

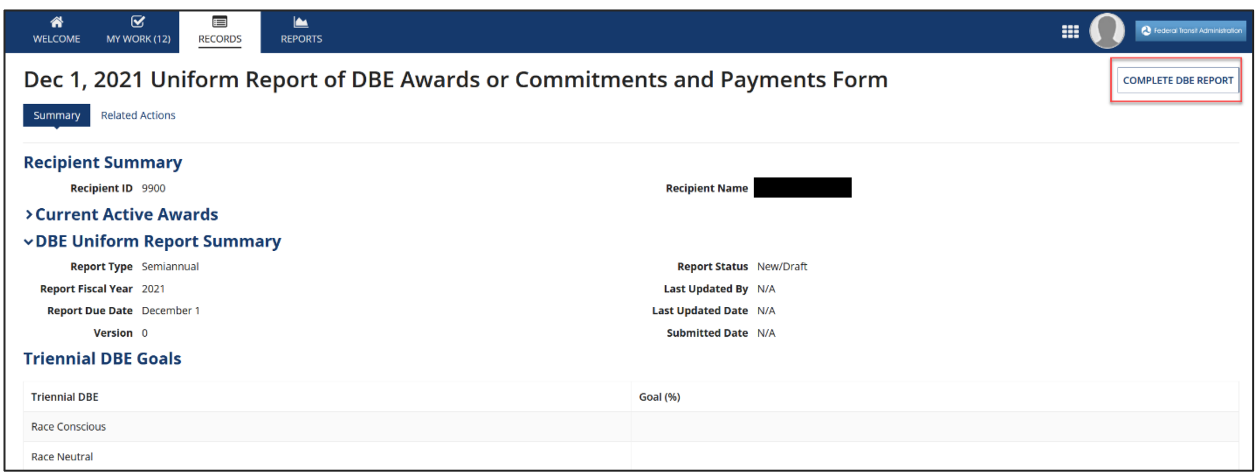
1. Log in as a Recipient Civil Rights user and navigate to the "Disadvantaged Business Enterprise (DBE) Reports" from the "Record" tab



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



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



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.

Records / TrAMS | Disadvantaged Business Enterprise (DBE) Reports

Jun 1, 2020 Uniform Report of DBE Awards or Commitments and Payments Form

Summary News Related Actions

Recipient Summary

Recipient ID

Recipient Name

› Current Active Awards

⌄ DBE Uniform Report Summary

Report Type Semiannual
Report Fiscal Year 2020
Report Due Date June 1
Version 0

Report Status New/Draft
Last Updated By N/A
Last Updated Date N/A
Submitted Date N/A

Triennial DBE Goals

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

Section A: Awards and Commitments Made During This Period

Awards/Commitments Made During This Reporting Period:

	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	$100	100	$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 %

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

Awards/Commitments Breakdown By Ethnicity & Gender:

	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	$0	$0	$0	0	0	0
12. Hispanic American	$0	$0	$0	0	0	0
13. Native American	$0	$0	$0	0	0	0
14. Asian-Pacific American	$0	$0	$0	0	0	0
15. Subcontinent Asian American	$0	$0	$0	0	0	0
16. Non-Minority	$0	$0	$0	0	0	0
17. TOTAL	$0	$0	$0	0	0	0

Section C: Payments on Ongoing Contracts

	A. Total Number of Contracts	B. Total Dollars	C. Total Number of Contracts with DBEs	D. Total Payments to DBE Firms	E. Total Number of DBE Firms Paid	F. Percent to DBEs
18. Prime and sub contracts currently in progress	5	$500	0	$0	0	0 %

Section D: Actual Payments on Contracts Completed This Reporting Period

	A. Number of Prime Contracts Completed	B. Total Dollar Value of Completed Prime Contracts	C. DBE Participation Needed to Meet Goals (Dollars)	D. Total DBE Participation Dollars	E. Percentage of Total DBE Participation Dollars
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 Status	Change Date	Changed By
	New/Draft	4/1/2020 3:01 AM EDT	Appian Administrator

DBE Report Remarks

Remark Link	Remarked by	Remarked Date
	No items available	

Recipient Remarks *

Required Recipient Remarks field.

When this report is submitted to FTA, the submitter and the individuals providing the information submitted to FTA, if any, certify that it is true, complete, and accurate to the best of their knowledge. They are aware that any false, fictitious, or fraudulent information may subject them to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

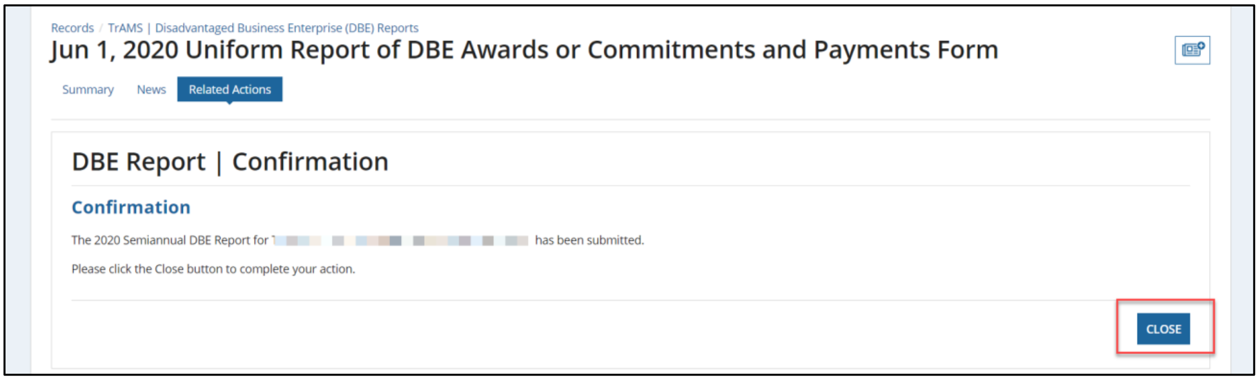
Upload Document(s)

Upload Supporting Document

UPLOAD Drop file here

SAVE VIEW/PRINT SUBMIT TO FTA REGION

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



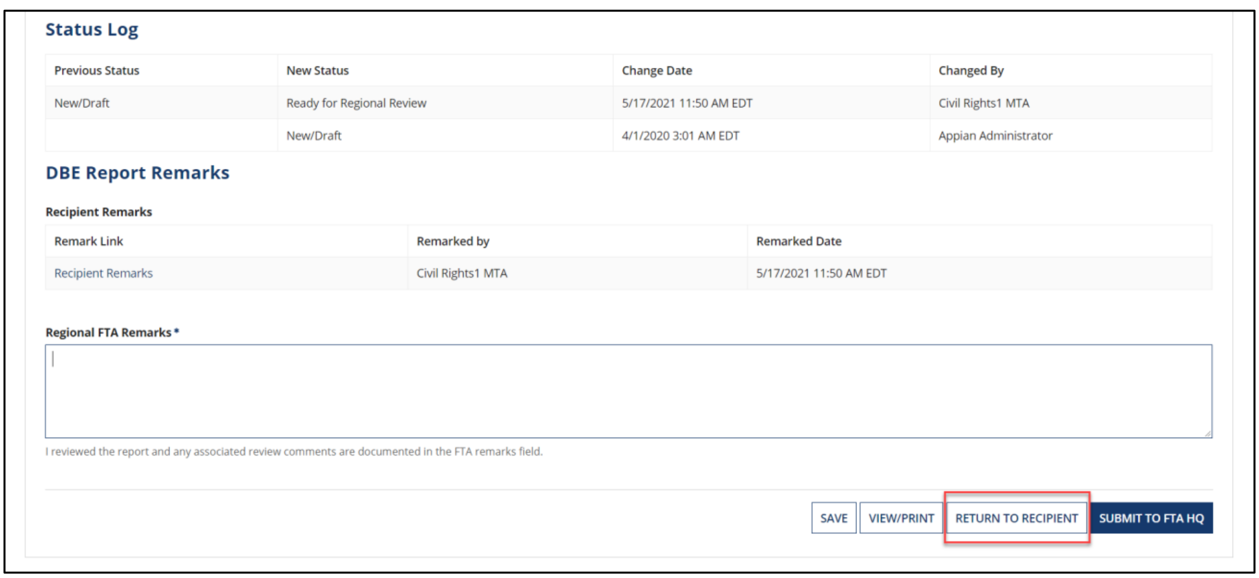
4.4.6.3.2.2 Related Action: Correct DBE Report

Which user roles have access to this Action?

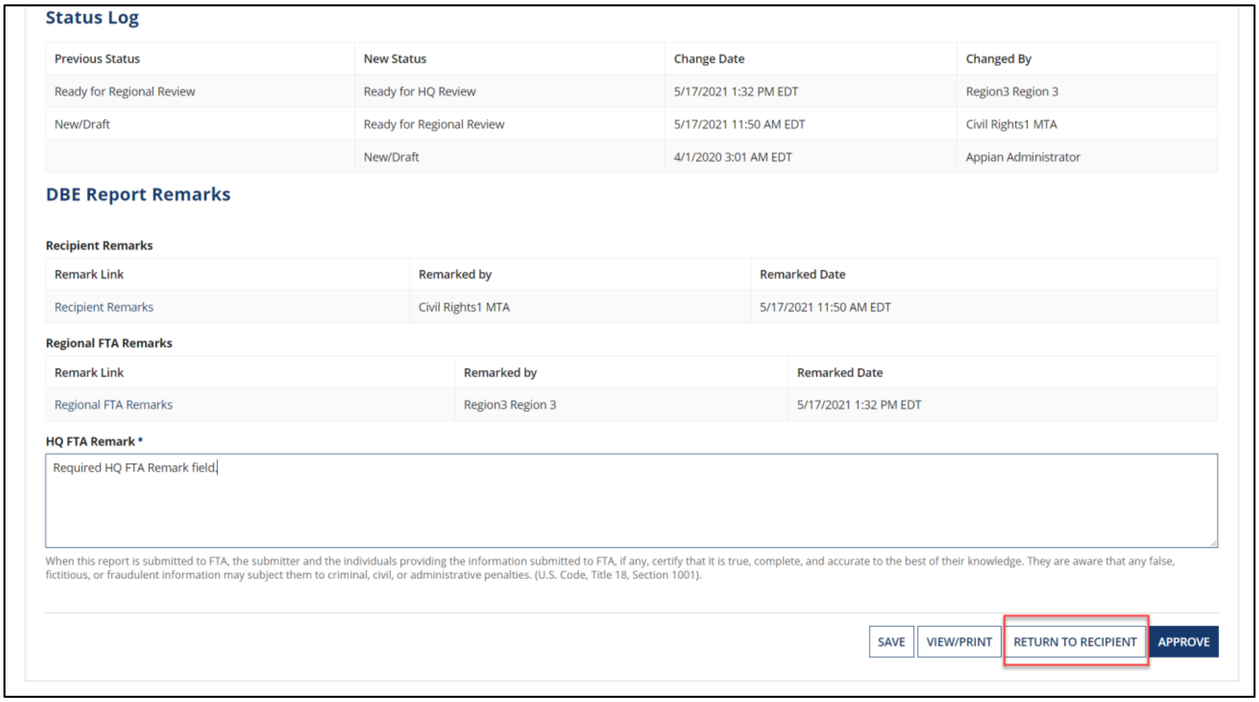
- Recipient Civil Rights users

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.



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



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.

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

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.

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.

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

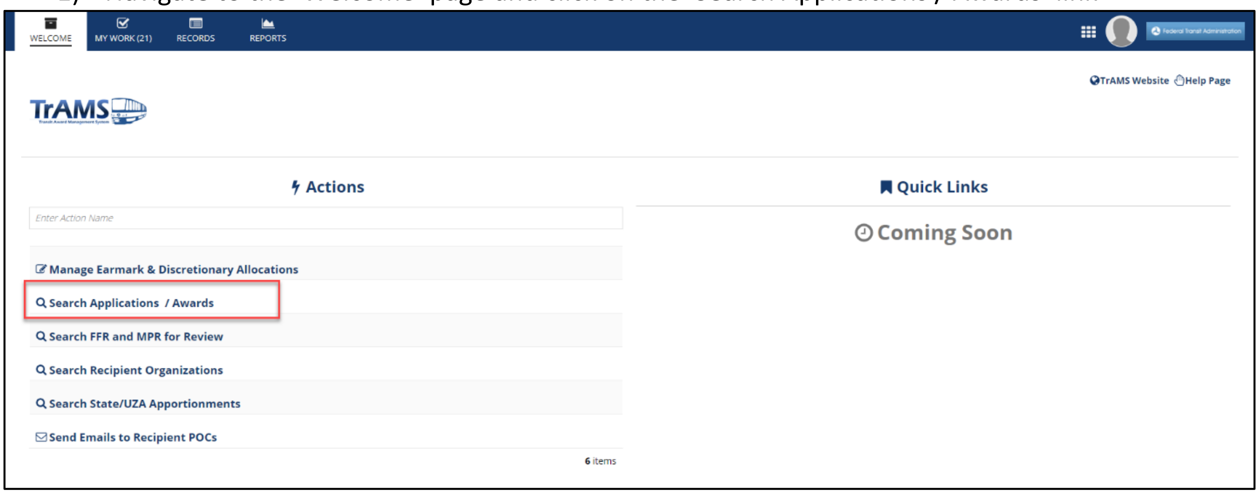
Users can search two (2) ways for an Application or Award in TrAMS:

1) Use the ‘Search Applications / Awards’ Action
2) Use the ‘Records’ tab

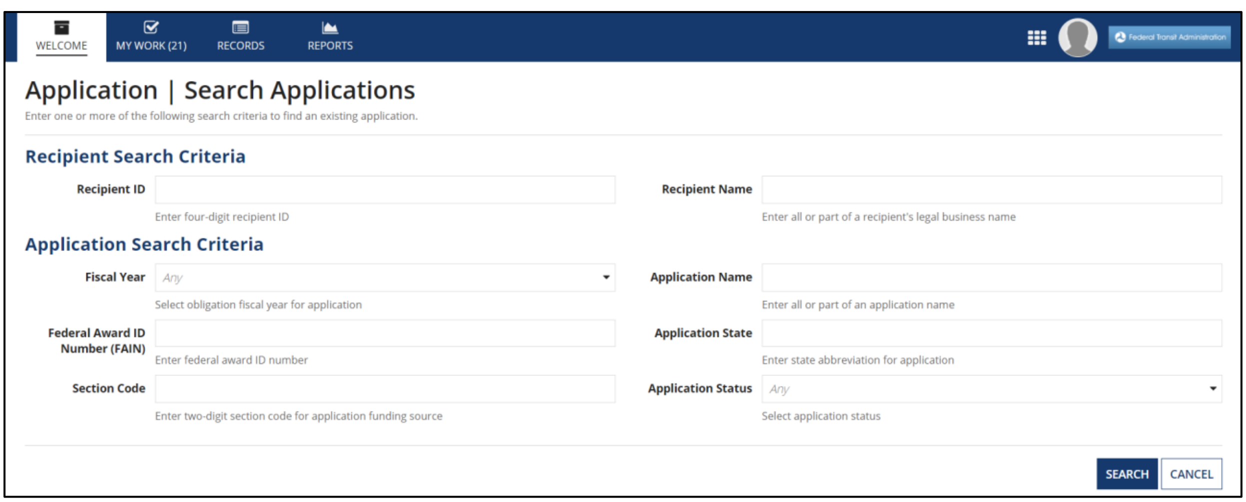
5.1.2.1 Search Application/Awards Action

To search using the ‘Search Application / Awards” Action:

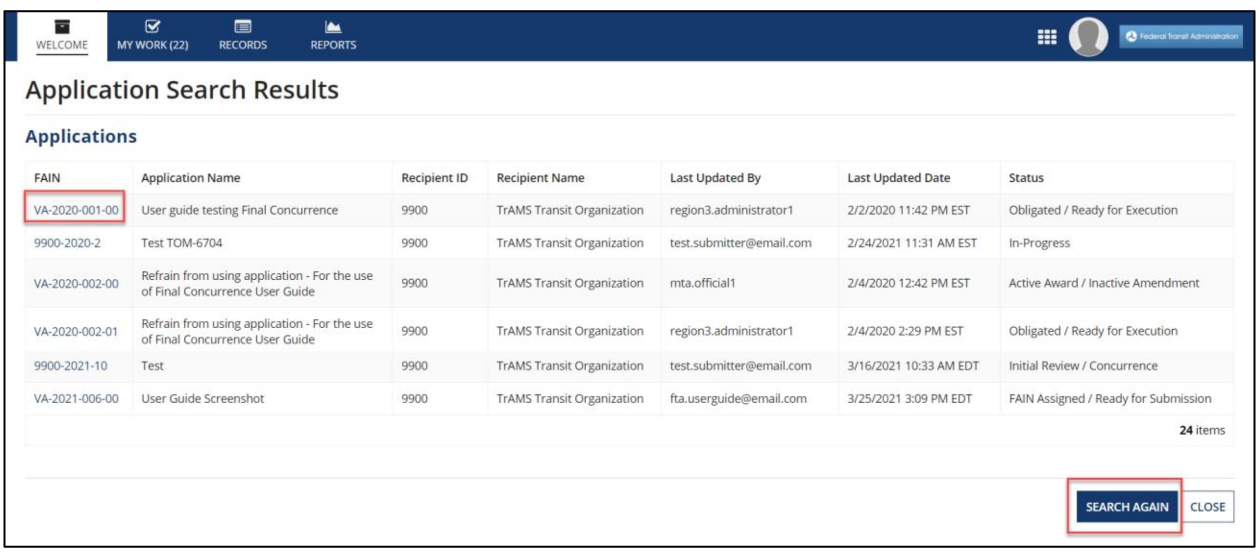
1) Navigate to the ‘Welcome’ page and click on the ‘Search Applications / Awards’ link



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



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.

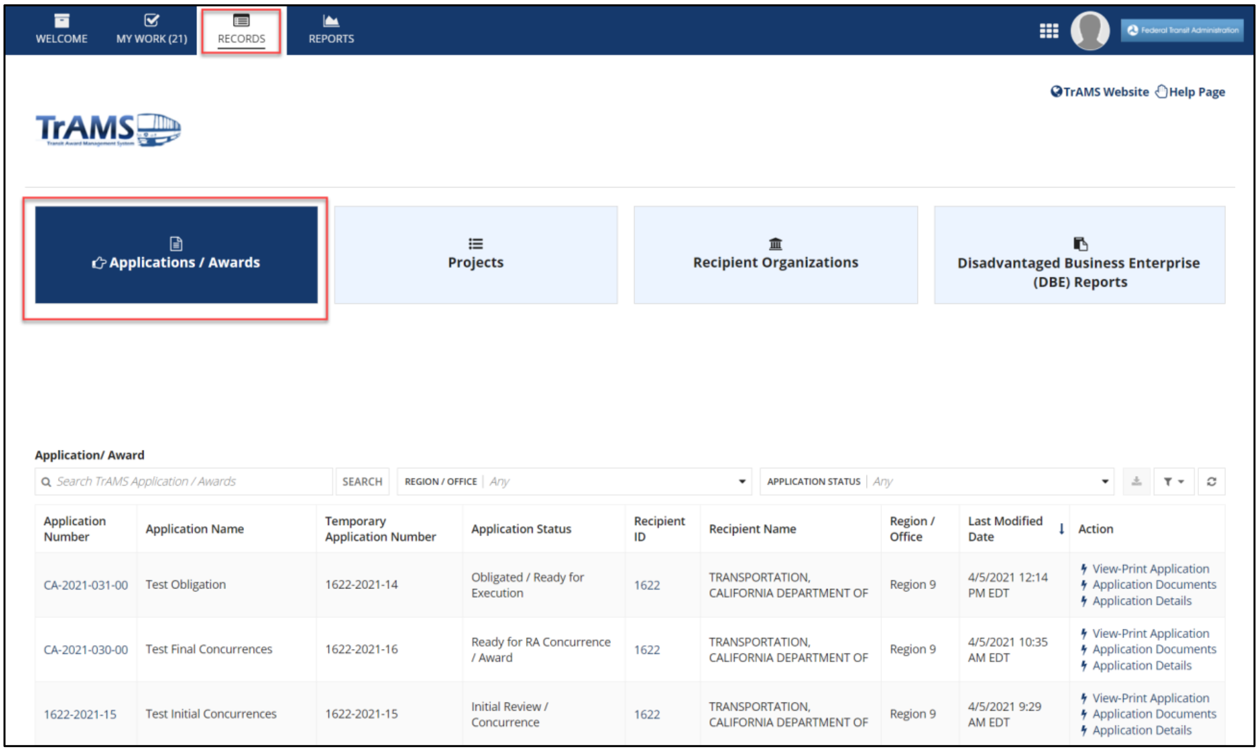


FAIN	Application Name	Recipient ID	Recipient Name	Last Updated By	Last Updated Date	Status
VA-2020-001-00	User guide testing Final Concurrence	9900	TrAMS Transit Organization	region3.administrator1	2/2/2020 11:42 PM EST	Obligated / Ready for Execution
9900-2020-2	Test TOM-6704	9900	TrAMS Transit Organization	test.submitter@email.com	2/24/2021 11:31 AM EST	In-Progress
VA-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
VA-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
VA-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

5.1.2.2 Records Tab: Applications/Awards

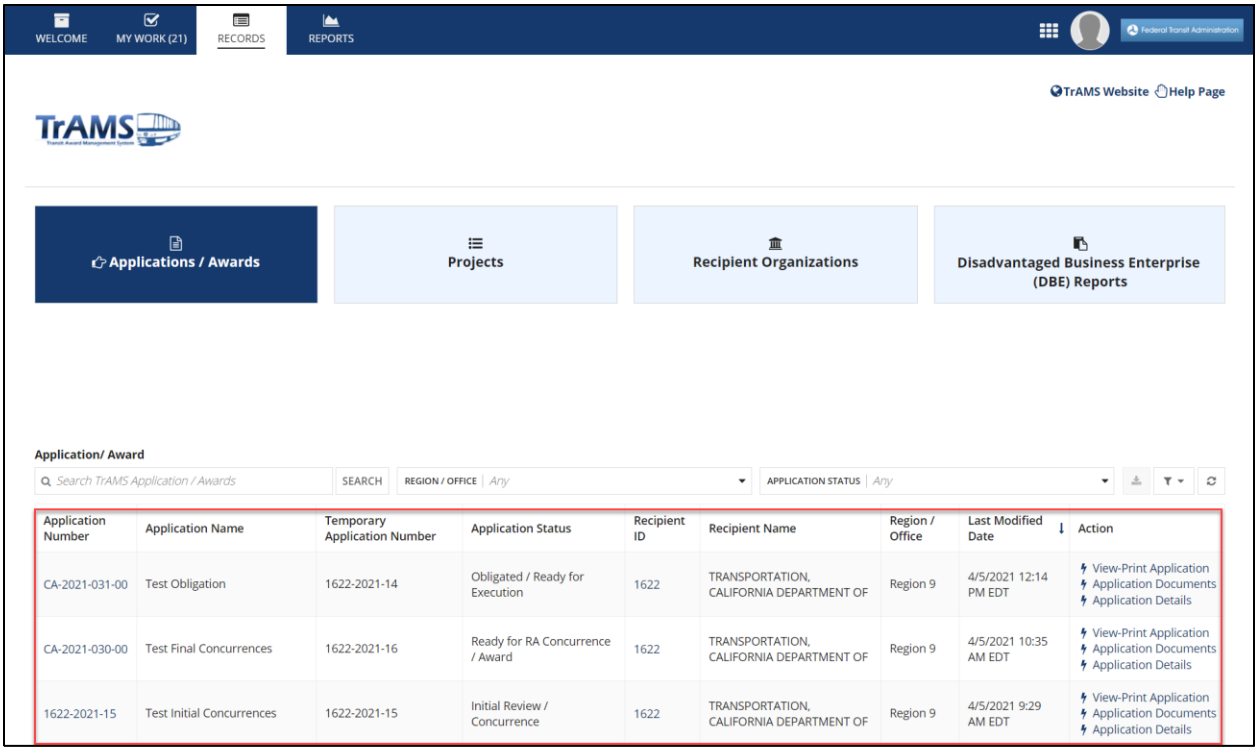
To search for an Application or Award from the Records tab:

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



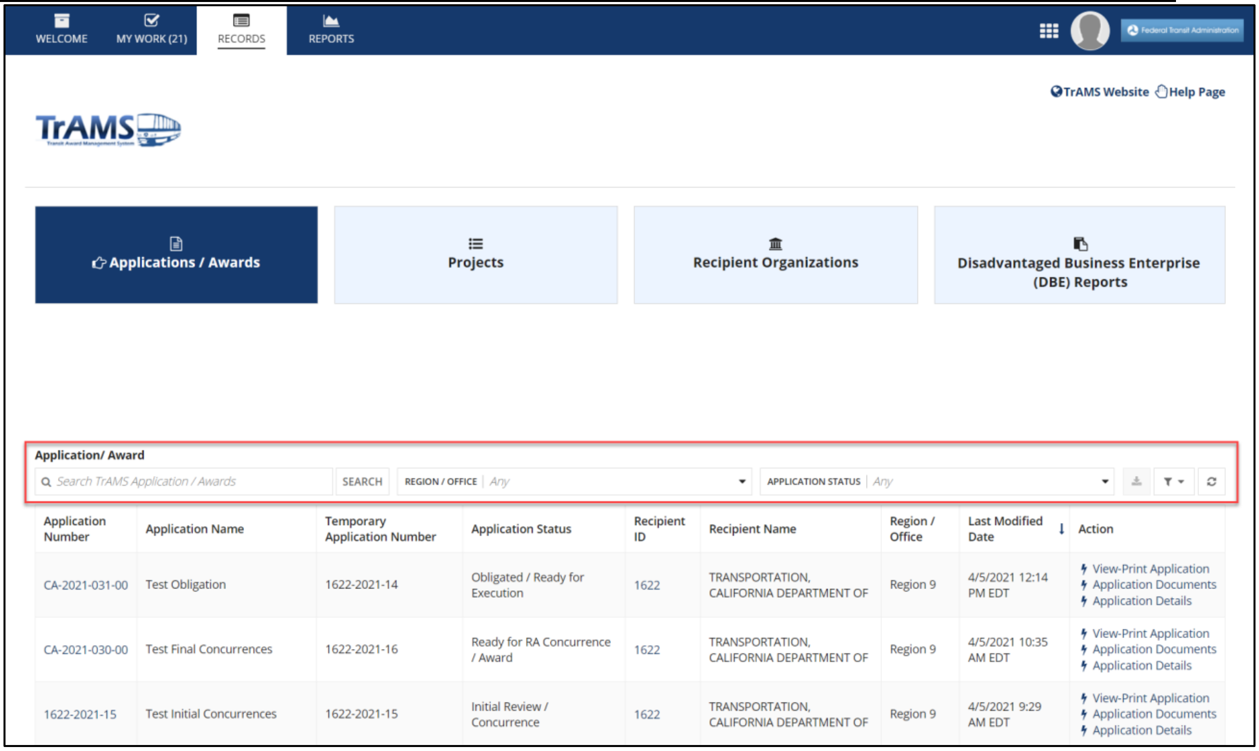
2) A list of Applications and Awards will appear. FTA users can see all TrAMS Applications and Awards. Grantee users can only see the Applications and Awards for their organizations.

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.

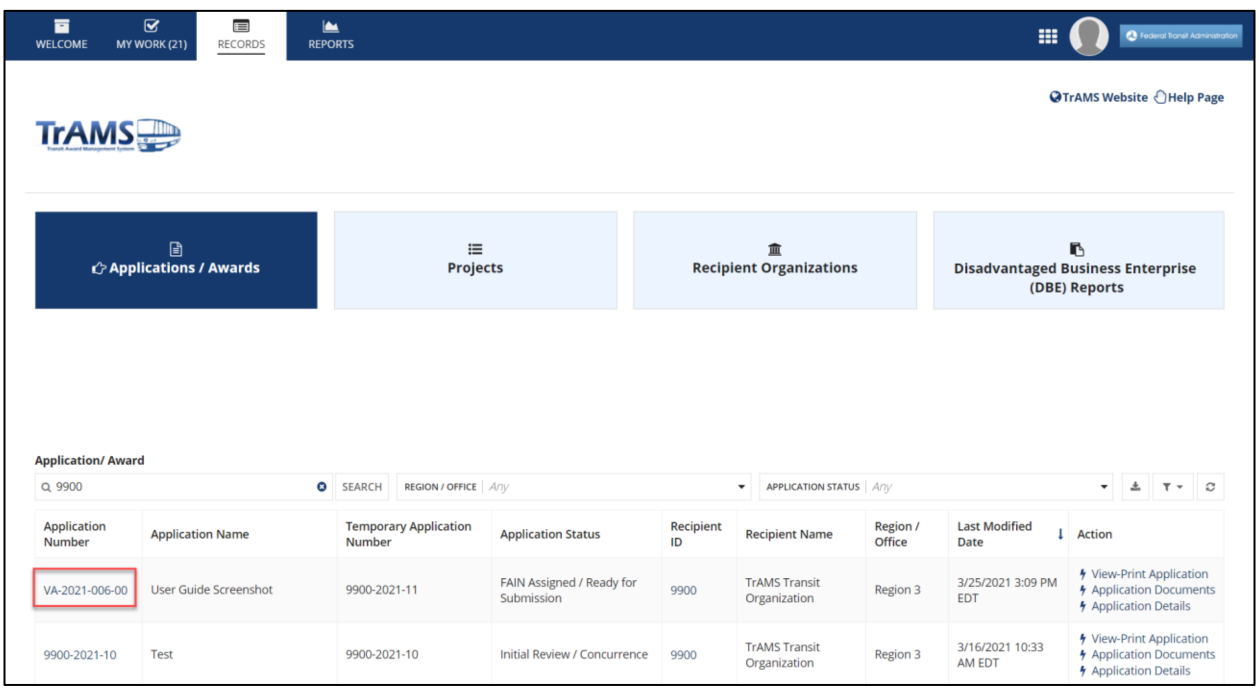


4) Search criteria can be used to filter or narrow down the list of Applications.

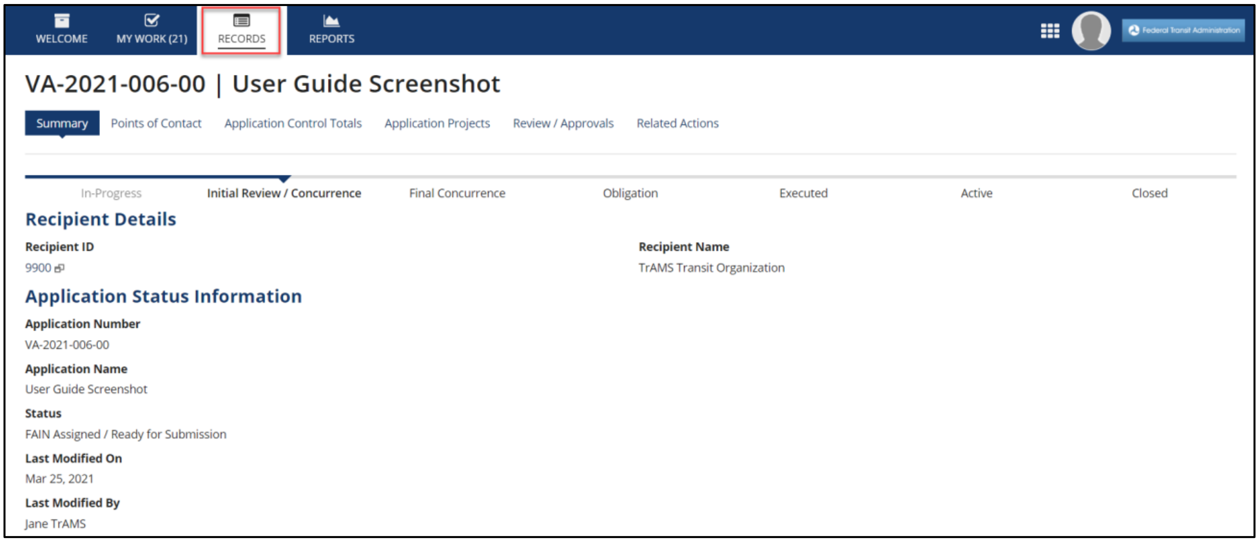
Note: Filters include a text field, drop-down filter for Region/Office, and Application Status for Pre- and Post-Award statuses. The text field allows users to search for Applications that match all or part of the text in the Application name hyperlink. The search ignores capitalization ("bus" will return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



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



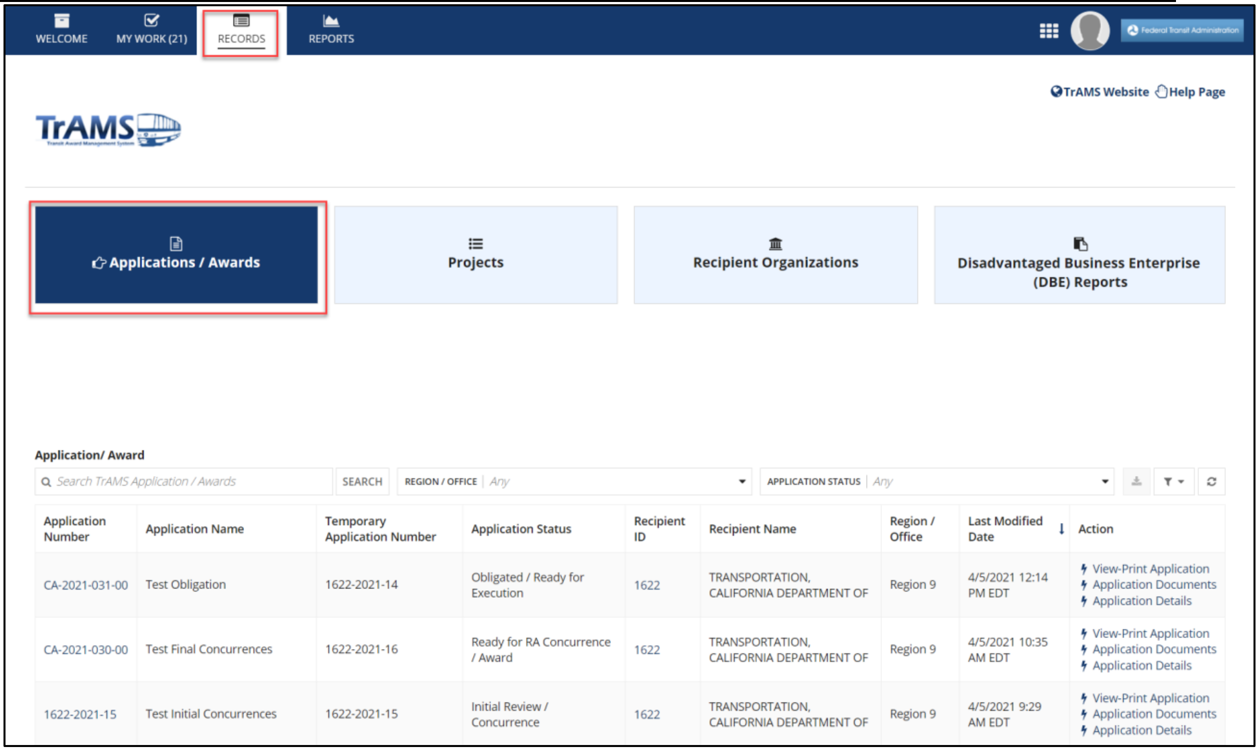
6) The Record's Summary page will display once a user clicks on the Application hyperlink.



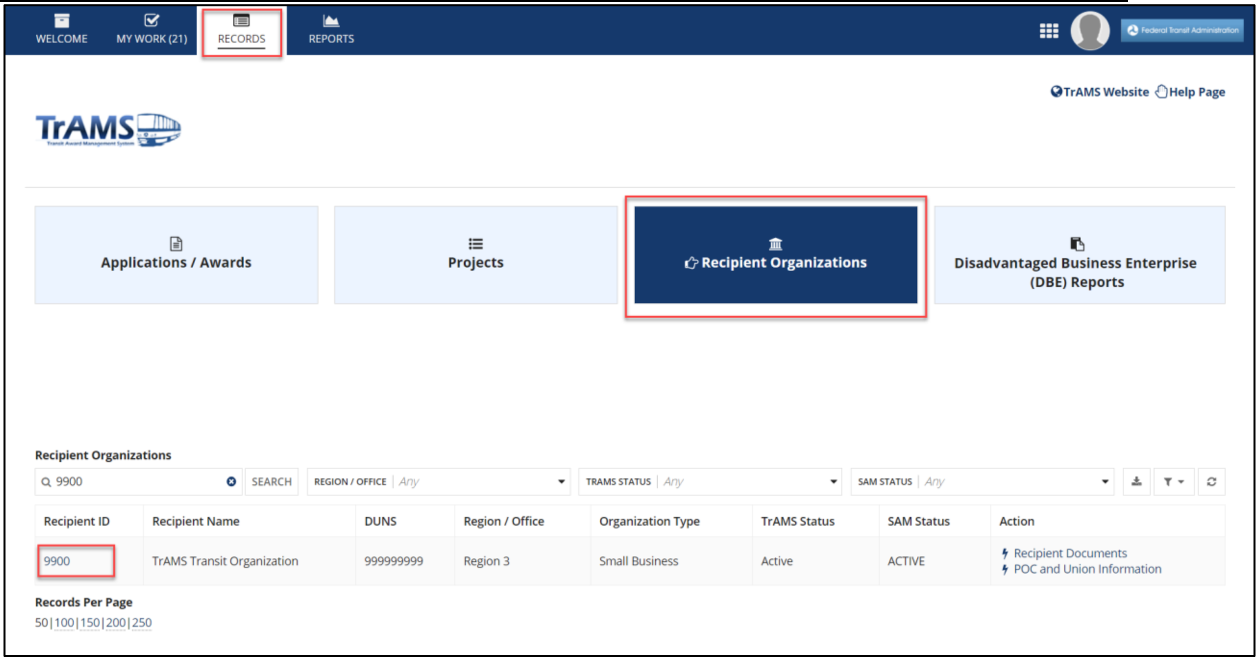
5.1.3 Search for Existing Awards

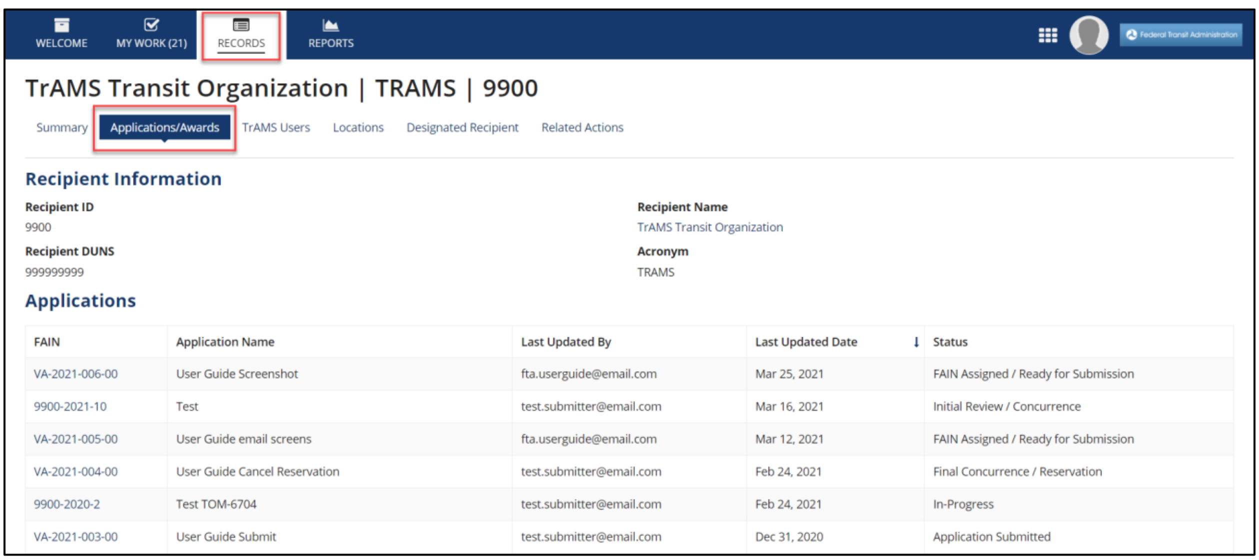
Users can search for Awards in TrAMS two ways:

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.



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.



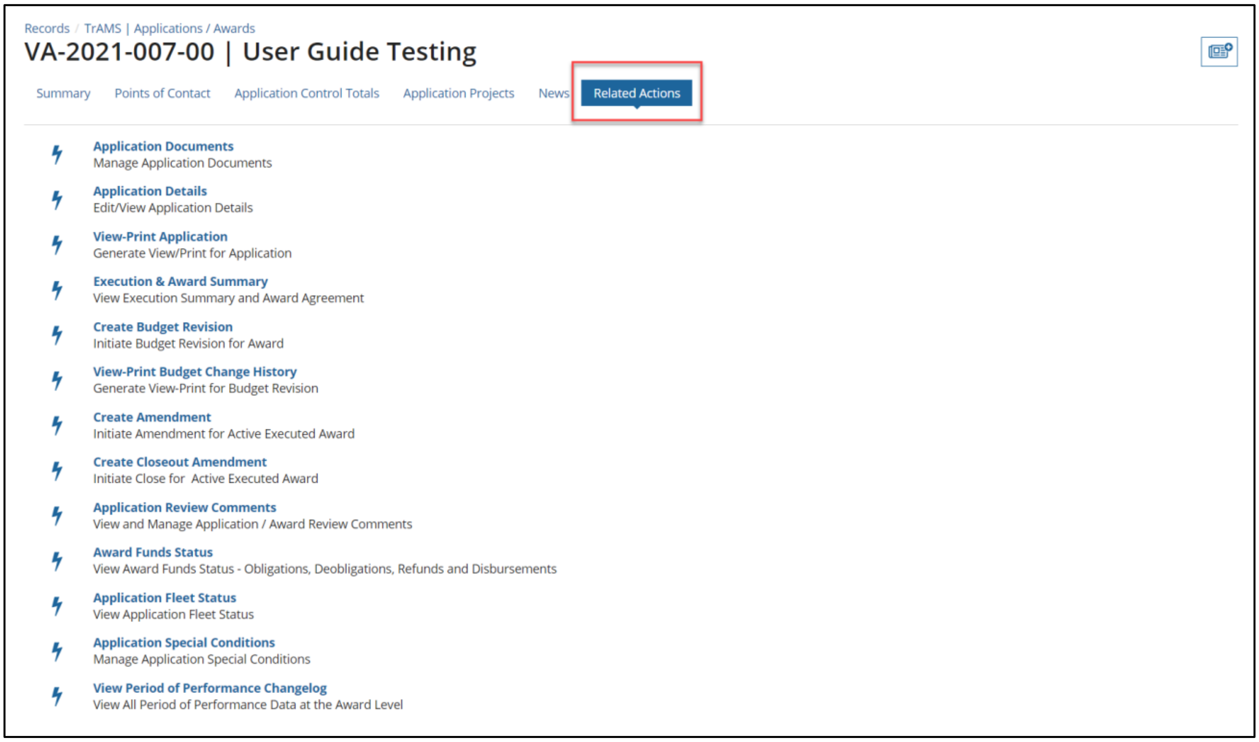


Once an Award is executed, all Recipient users will have access to additional actions listed under the ‘Related Actions’ tab, found beneath the Records tab, which includes:

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

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.



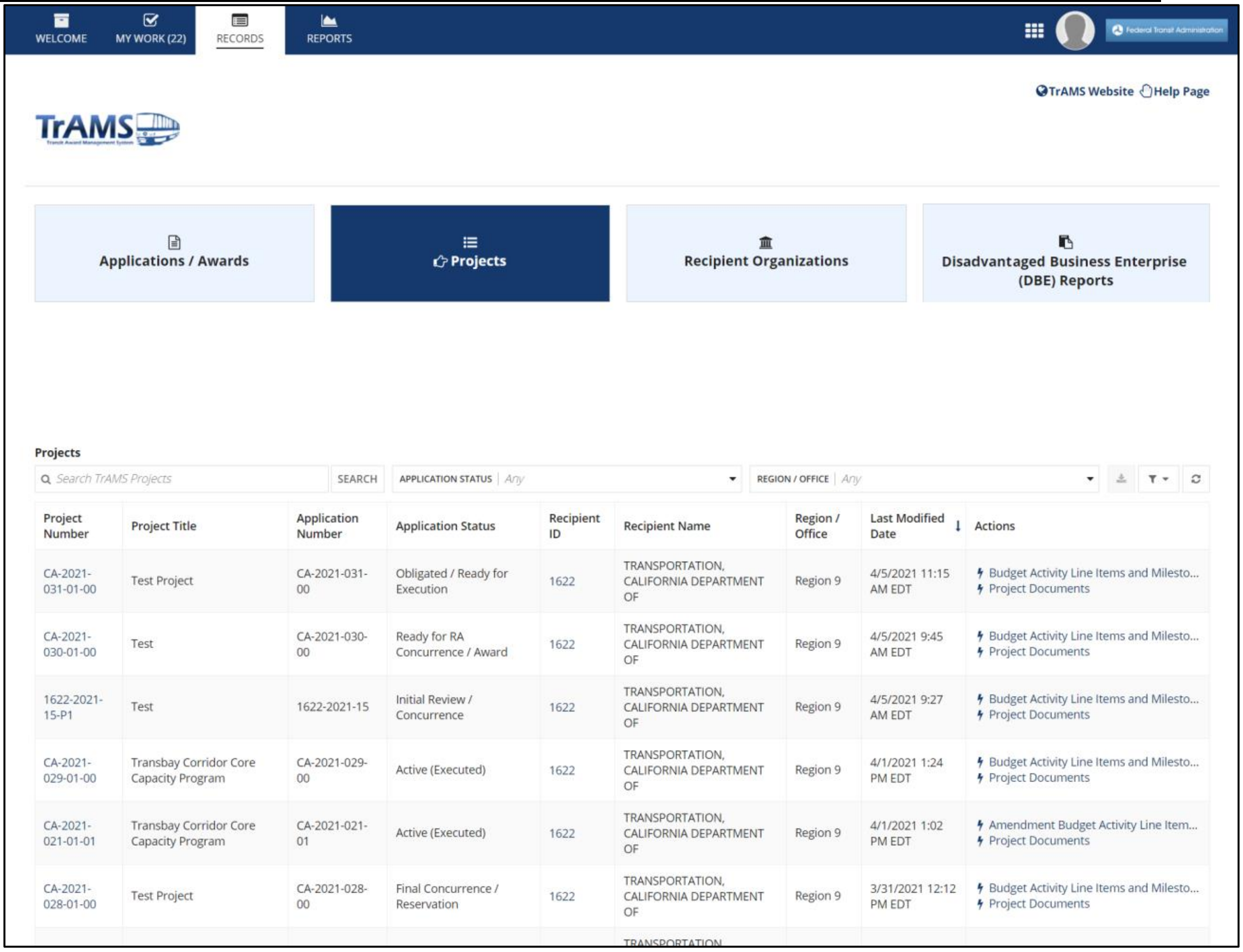
5.1.4 Searching for Projects

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’.



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.

Projects

Search TrAMS Projects | SEARCH | APPLICATION STATUS Any | REGION / OFFICE Any

Project Number	Project Title	Application Number	Application Status	Recipient ID	Recipient Name	Region / Office	Last Modified Date	Actions
CA-2021-031-01-00	Test Project	CA-2021-031-00	Obligated / Ready for Execution	1622	TRANSPORTATION, CALIFORNIA DEPARTMENT OF	Region 9	4/5/2021 11:15 AM EDT	Budget Activity Line Items and Milesto... Project Documents
CA-2021-030-01-00	Test	CA-2021-030-00	Ready for RA Concurrence / Award	1622	TRANSPORTATION, CALIFORNIA DEPARTMENT OF	Region 9	4/5/2021 9:45 AM EDT	Budget Activity Line Items and Milesto... Project Documents
1622-2021-15-P1	Test	1622-2021-15	Initial Review / Concurrence	1622	TRANSPORTATION, CALIFORNIA DEPARTMENT OF	Region 9	4/5/2021 9:27 AM EDT	Budget Activity Line Items and Milesto... Project Documents
CA-2021-029-01-00	Transbay Corridor Core Capacity Program	CA-2021-029-00	Active (Executed)	1622	TRANSPORTATION, CALIFORNIA DEPARTMENT OF	Region 9	4/1/2021 1:24 PM EDT	Budget Activity Line Items and Milesto... Project Documents
CA-2021-021-01-01	Transbay Corridor Core Capacity Program	CA-2021-021-01	Active (Executed)	1622	TRANSPORTATION, CALIFORNIA DEPARTMENT OF	Region 9	4/1/2021 1:02 PM EDT	Amendment Budget Activity Line Item... Project Documents
CA-2021-028-01-00	Test Project	CA-2021-028-00	Final Concurrence / Reservation	1622	TRANSPORTATION, CALIFORNIA DEPARTMENT OF	Region 9	3/31/2021 12:12 PM EDT	Budget Activity Line Items and Milesto... Project Documents
					TRANSPORTATION			

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

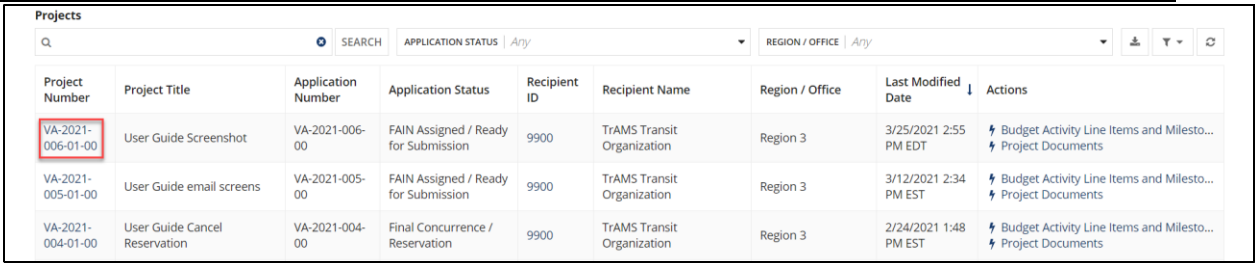
Note: Enter text into the 'SEARCH' box to filter the list to Projects that match all or part of the text in the Project hyperlink. The search ignores capitalization ("user" will return anything with "USER", "User", or "user" in the title); the Project number must include the dashes.

Projects

USER | SEARCH | APPLICATION STATUS Any | REGION / OFFICE Any

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
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	fta.userguide@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

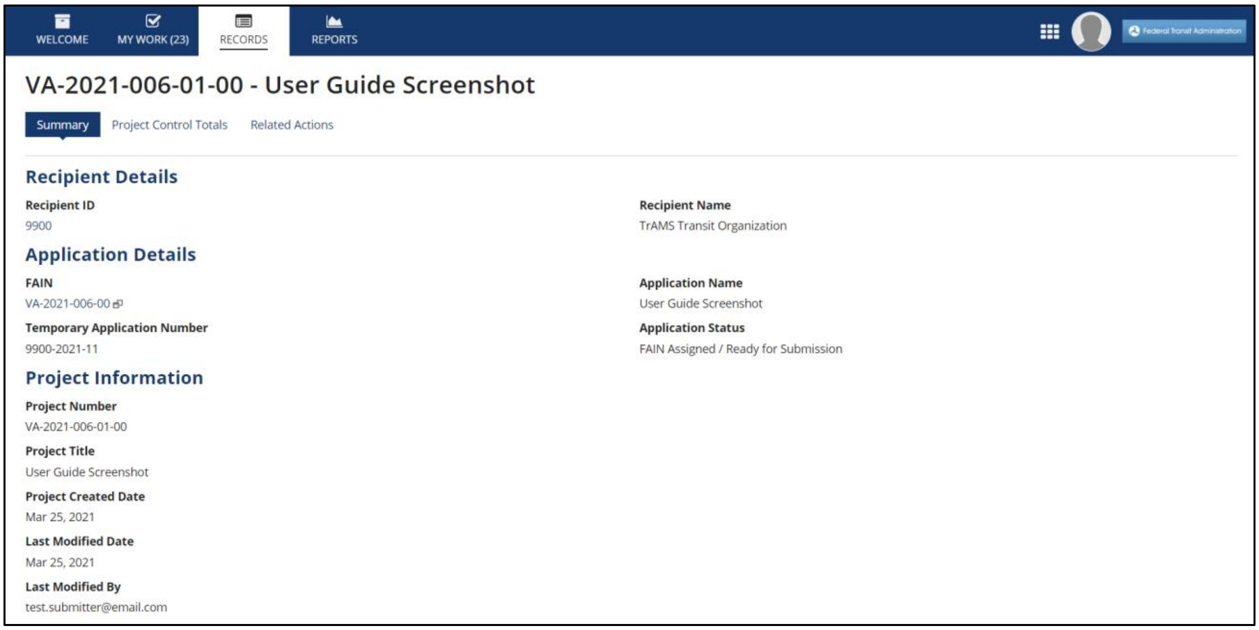
5) Click on the Project link to go directly to the Project record.



Projects

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.



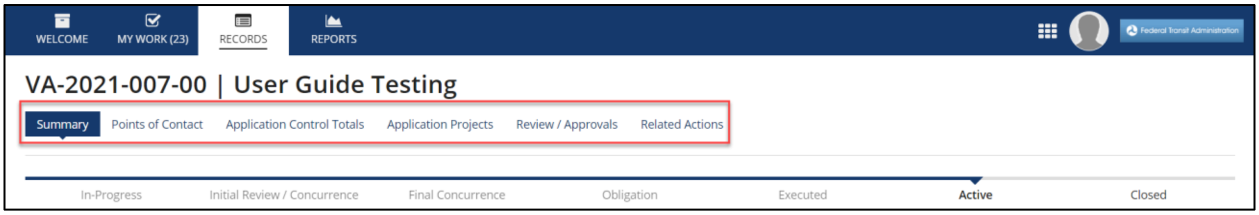
5.1.5 Working with Applications/Awards

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

- Related Actions



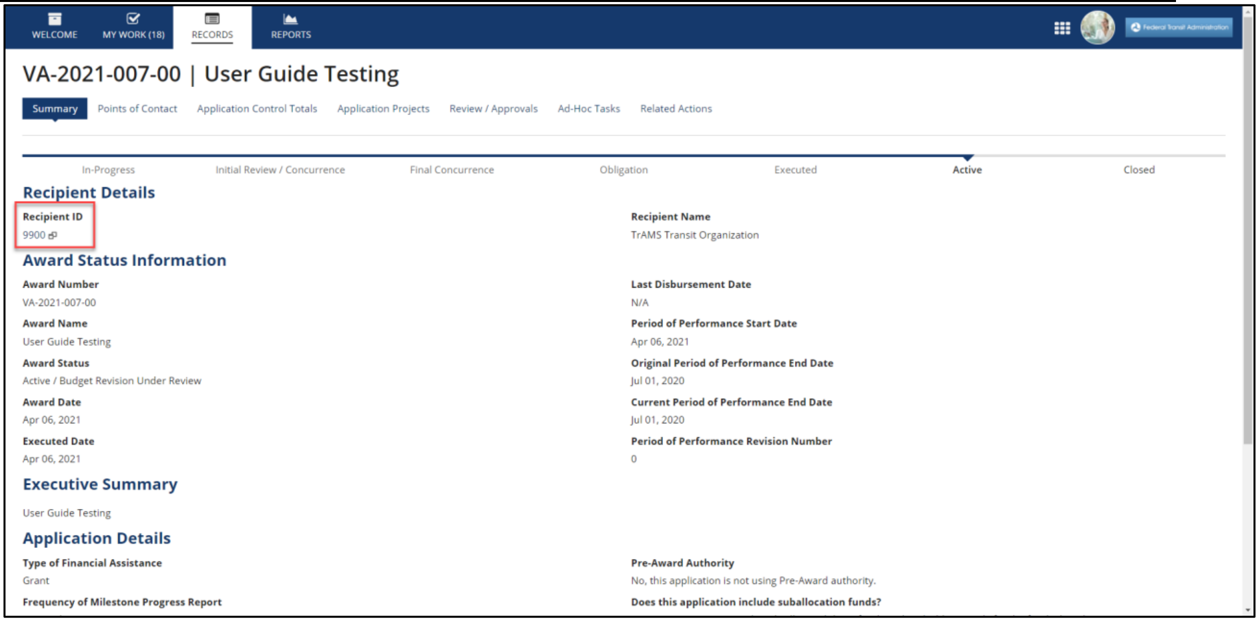
5.1.5.1 Summary

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.



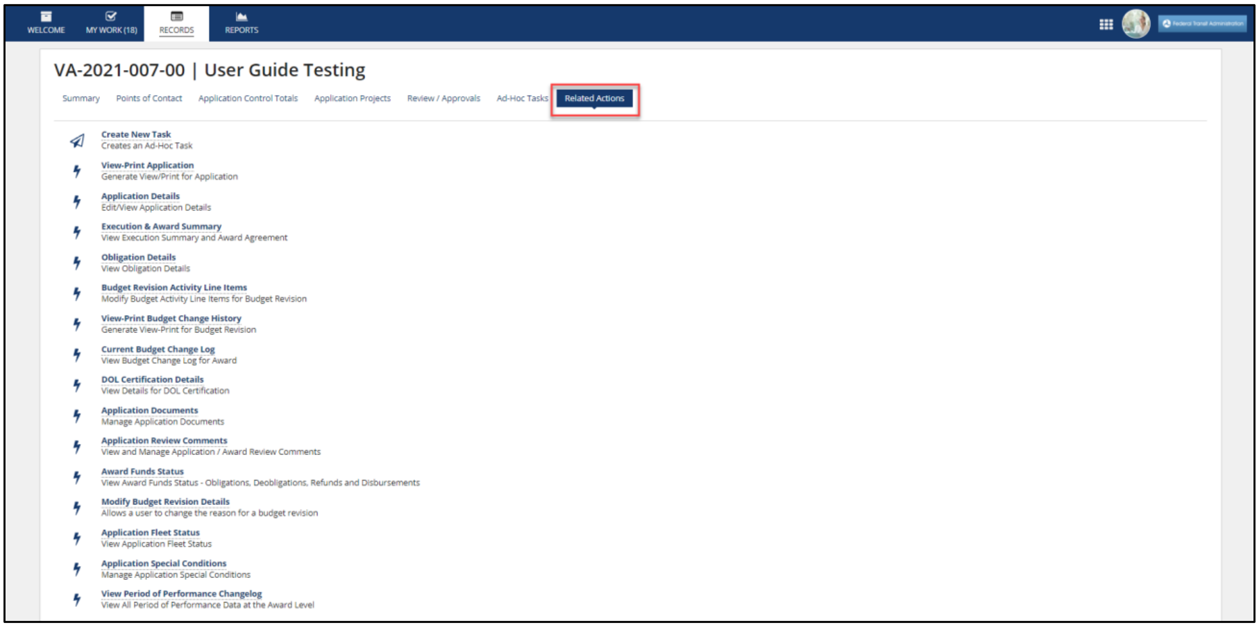
5.1.5.2 Related Actions

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*.



5.1.5.3 Dashboards

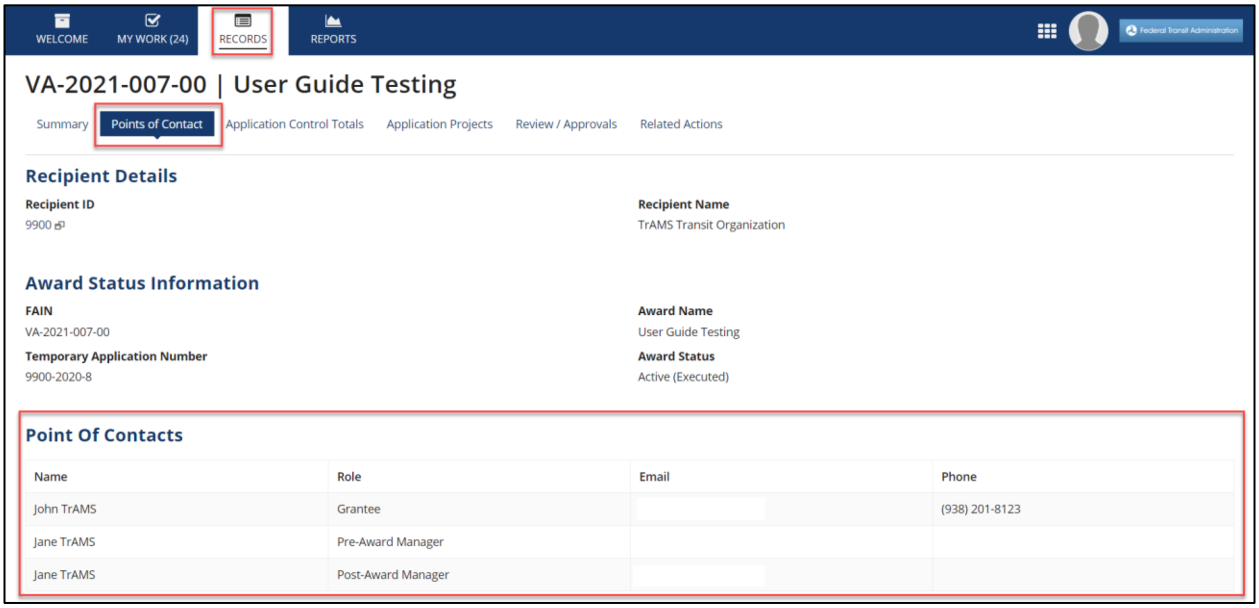
5.1.5.3.1 Dashboard: Points of Contact

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.



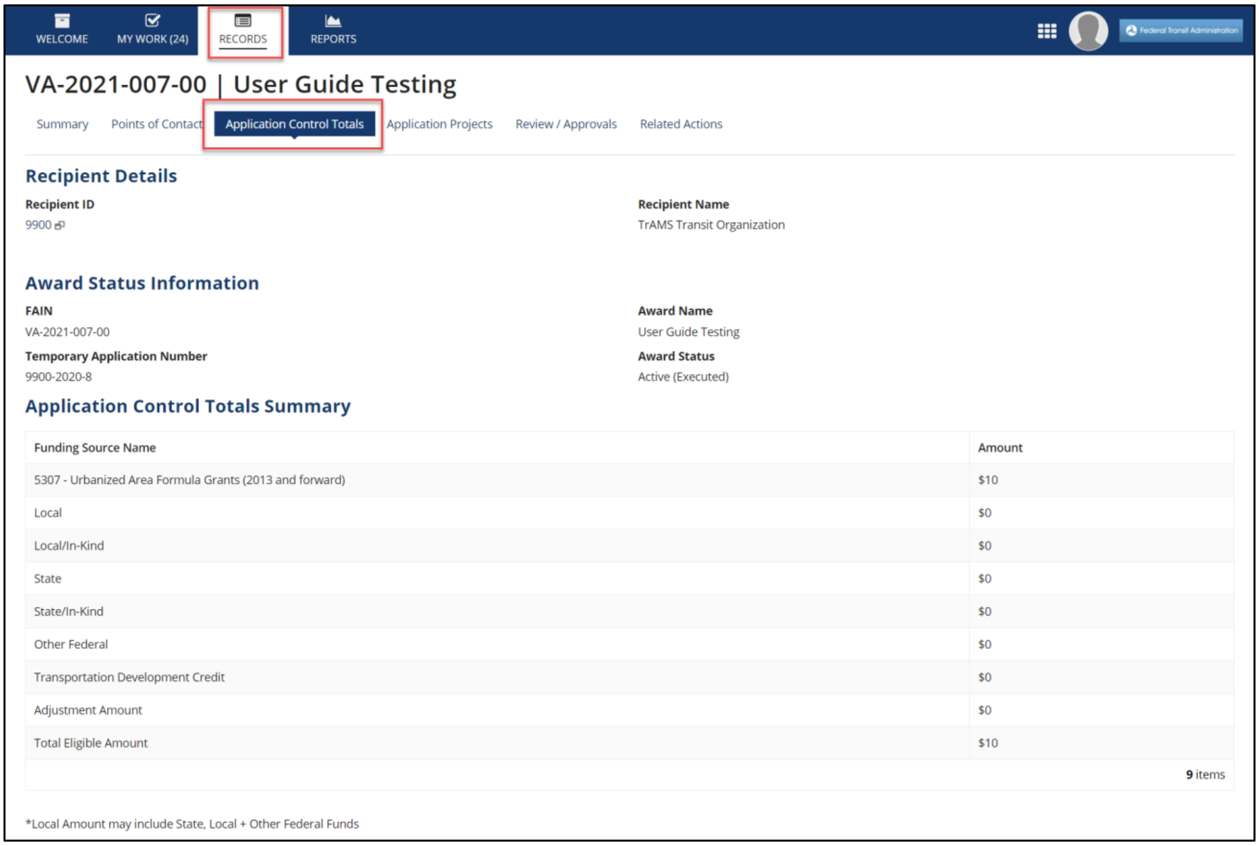
5.1.5.3.2 Dashboard: Application Control Totals

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

To view the ‘Application Control Totals’ for an Application/Award:

1) 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.



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

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

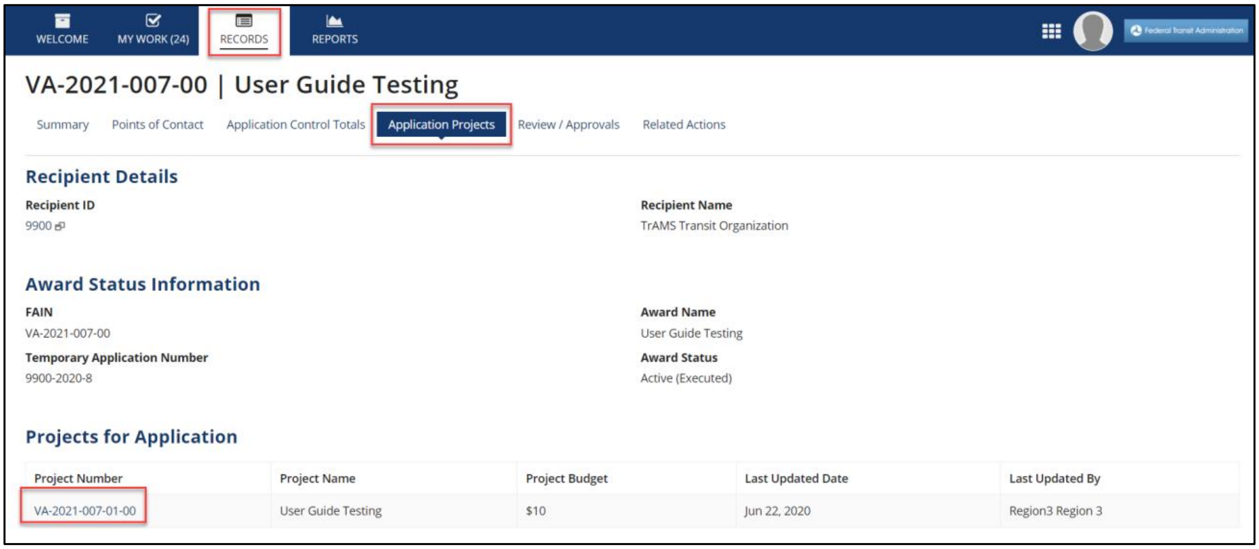
- Scope of work to be performed
- Location where work will be performed
- Funding sources and associated amounts
- Project milestones
- Environmental findings
- Specific Project documentation

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.

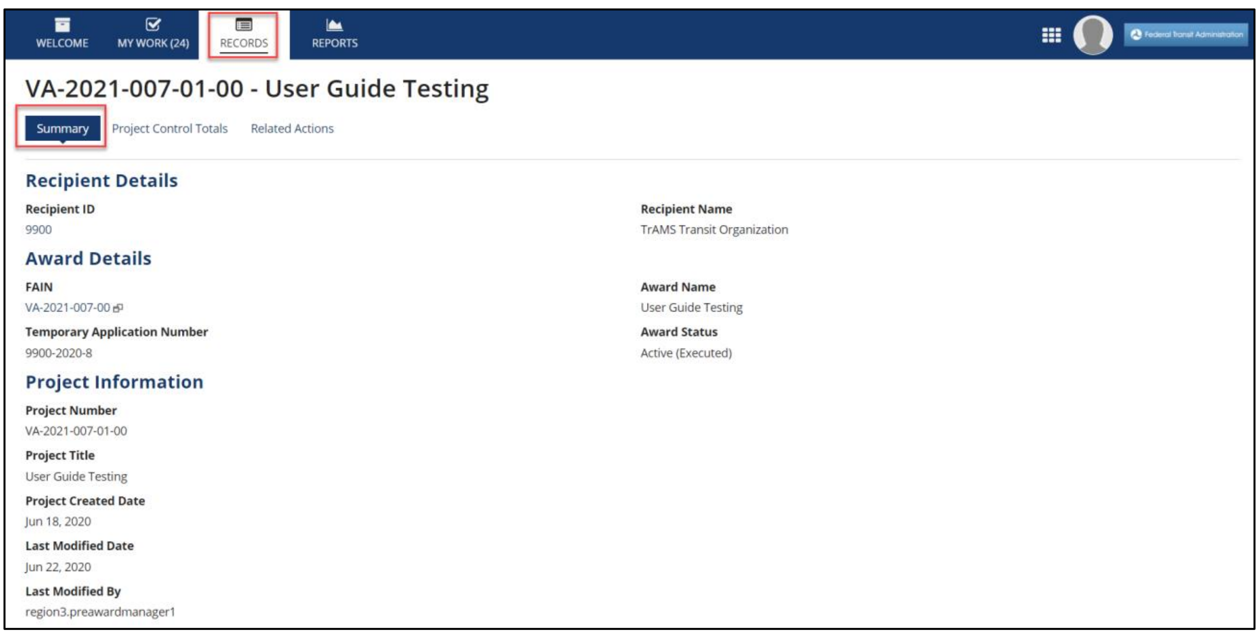
To view Projects associated with an Application/Award:

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.

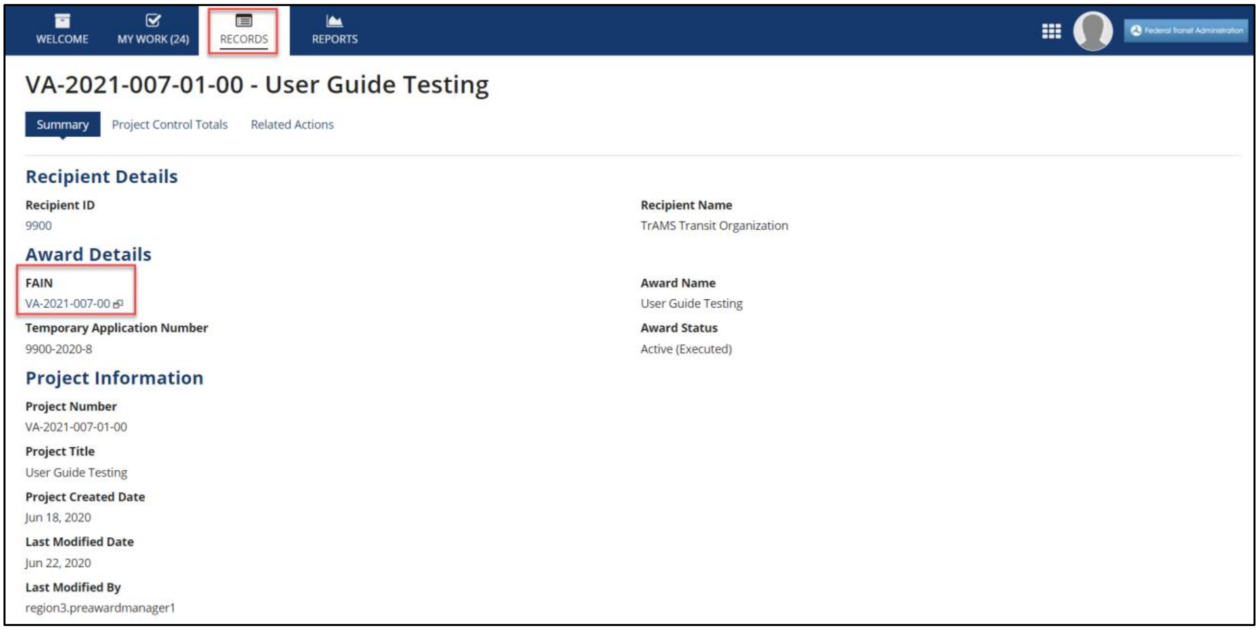
2) Click on the link of the ‘Project Number’ for more Project information.



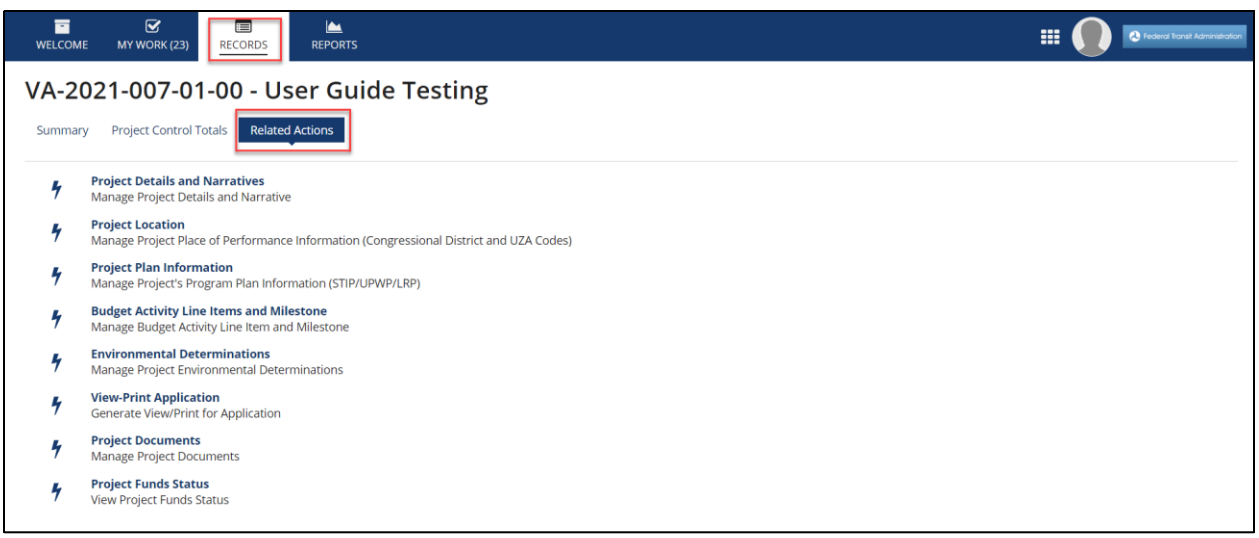
3) The Project Record’s Summary page will be displayed.



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



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



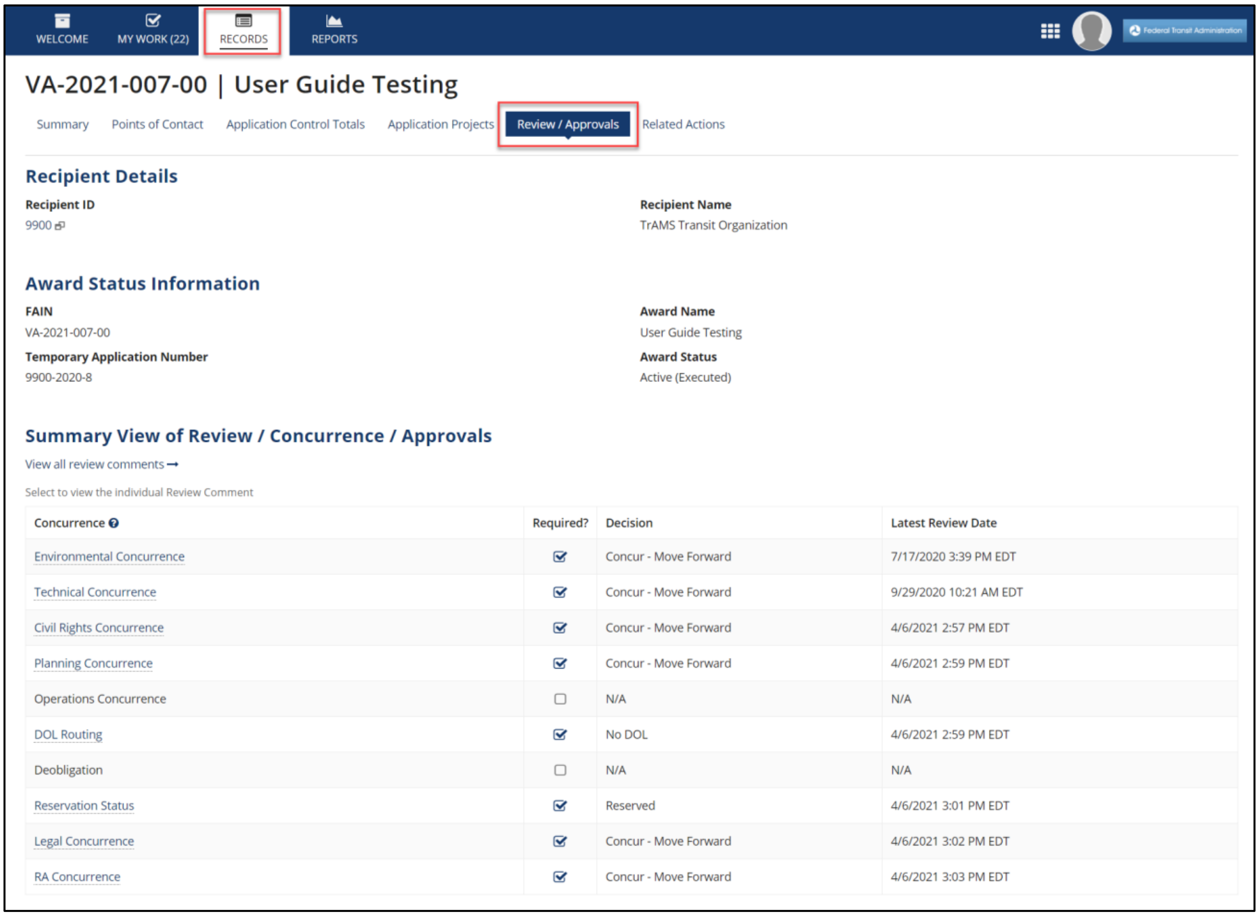
For additional information on ‘Related Actions’ for Projects, refer to the *Projects* section of *Application Development*

5.1.5.3.4 Dashboard: Review / Approvals Dashboard

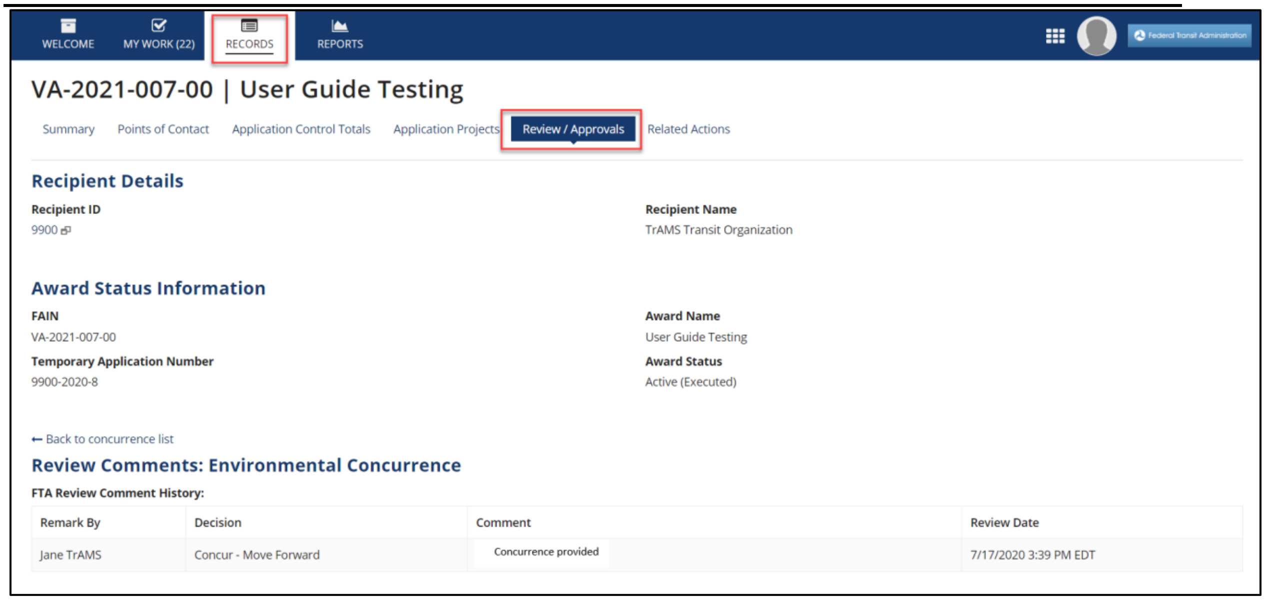
The 'Review/Approvals' dashboard for an Award contains the latest comments resulting from reviews, concurrences, and approvals, and is only viewable by FTA and DOL users.

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.



Click on a comment link to expand details.



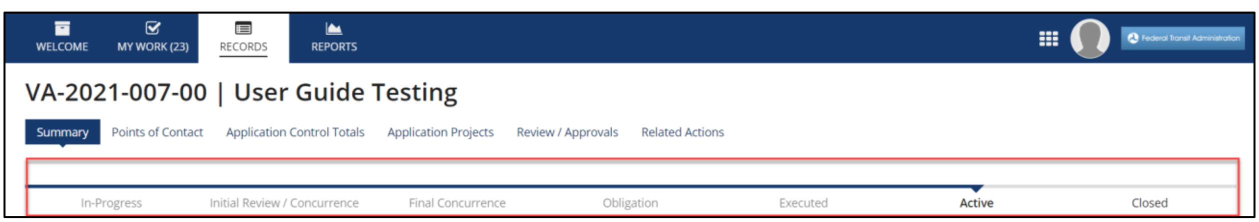
3) Use the paging buttons below the grid if all entries are unable to be displayed on a single page of the grid.

5.1.5.3.5 Dashboard: Ad-Hoc Tasks

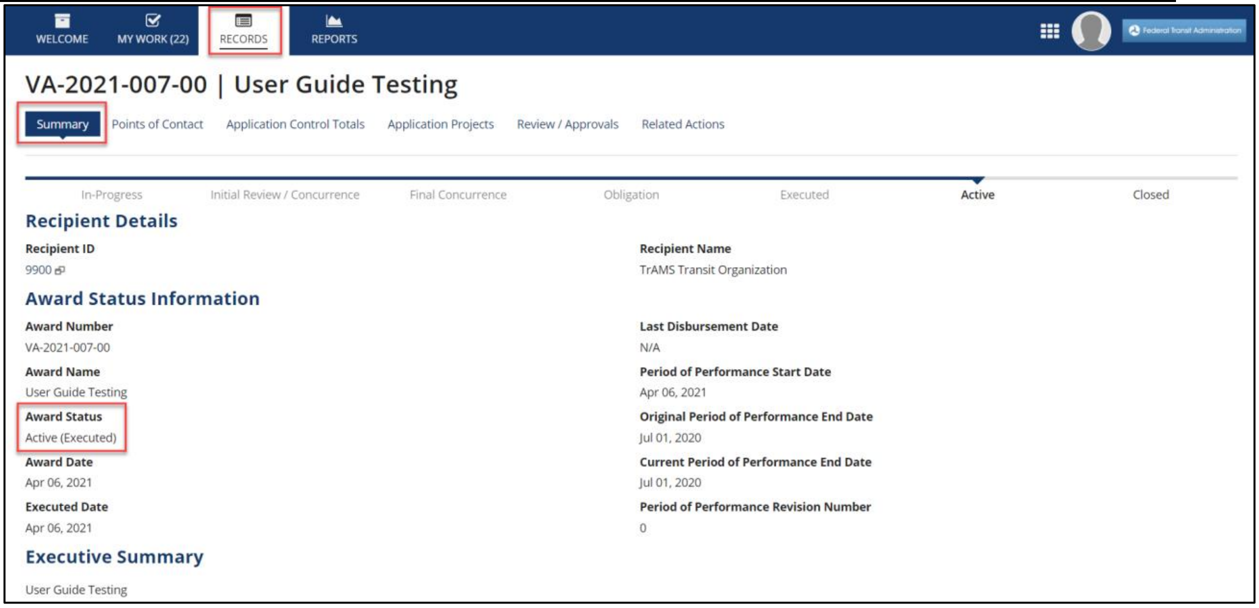
The Ad-Hoc Tasks dashboard contains all the ad-hoc tasks associated with an application. For more information on this refer to section *Records: Search Ad-Hoc Tasks*.

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.



The Application/Award Status 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.

Table 4: Application Phases and Statuses

Application Phases	Application Statuses
In-Progress	In-Progress In-Progress / Returned to Grantee
Initial Review / Concurrence	Transmitted / Ready for FTA Review 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	Active (Executed) Active / Budget Revision in Progress

	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

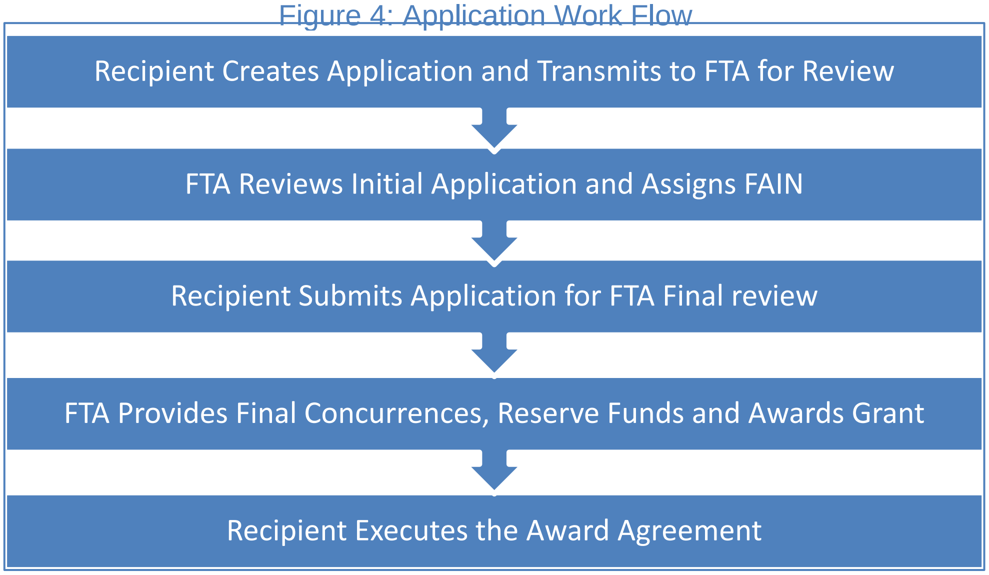
After an application is transmitted, FTA can return the application to the recipient or assign the application to internal reviewers FTA will only assign a FAIN if the application is considered complete. The application will then be returned to the recipient for formal submission to FTA. After submission, 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.

Figure 4: Application Work Flow



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.

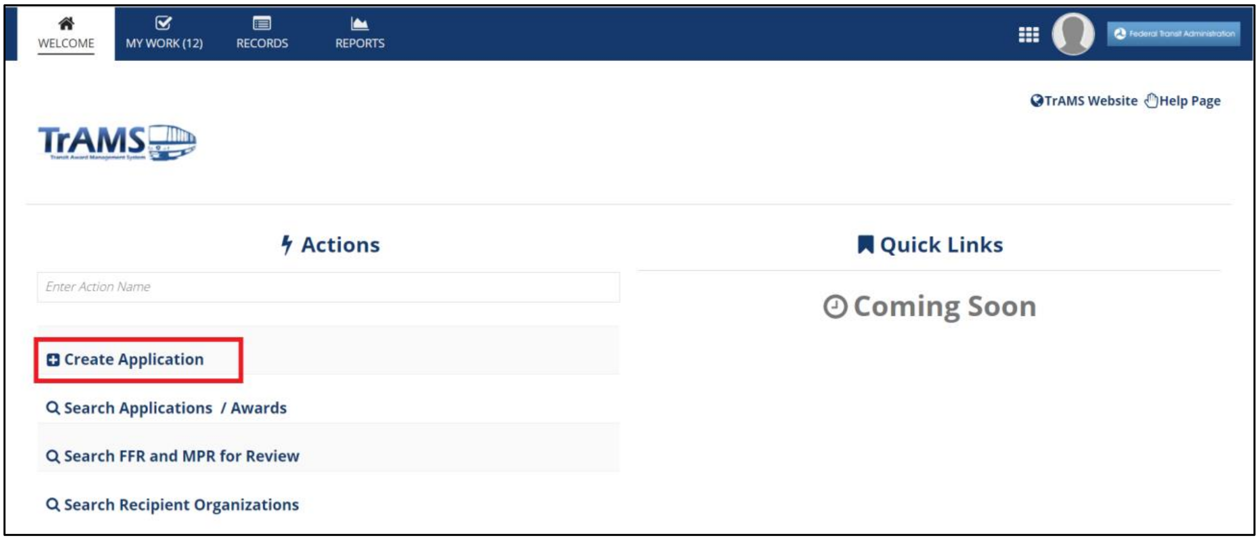
The form collects high-level information about the application. Some fields are required to save the form. All questions must be answered prior to application transmission. You can return to this form using the ‘Application Details’ related action once the application is created.

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:

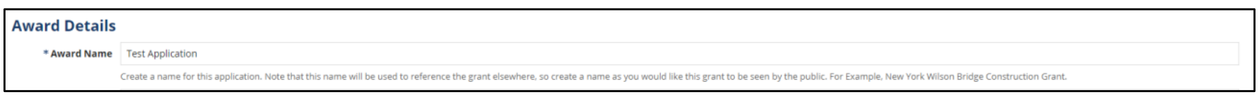
1) Click the ‘Welcome’ tab to display a list of available user actions.

2) Click the ‘Create Application’ action.

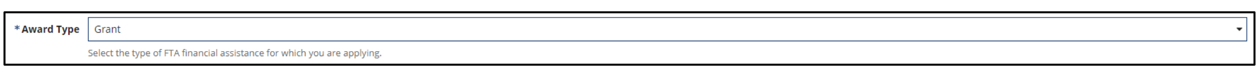


3) The 'Application Details' form will display. The form contains two sections: 'Application Details' and 'Application Financial Information'.

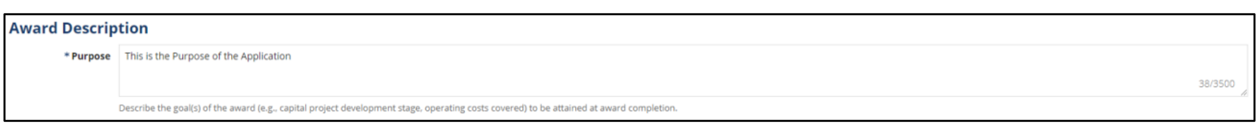
4) **Award Name (Required):** Enter the award name. This name will be used for this award and any future amendments. It cannot be modified after award. The name will be visible by the public in USAspending.gov. A maximum of 250 characters are allowed.



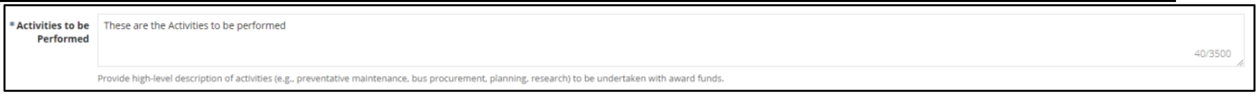
5) **Award Type (Required):** Select the award type from the drop-down menu. Two options are available: a) Grant, b) Cooperative Agreement. If Cooperative Agreement is chosen, the Recipient will have the option to choose a particular region or office to complete the initial review of the application 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.



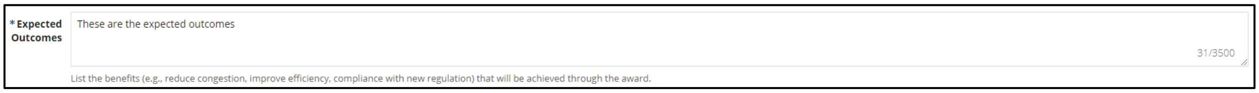
6) **Purpose (Required):** Describe the goal(s) of the award to be attained at award completion. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed.



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.



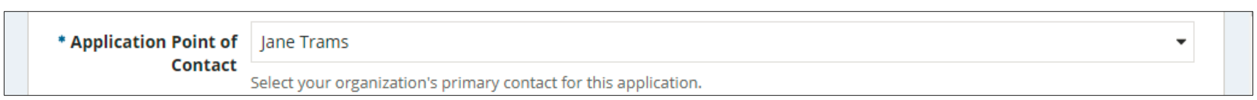
8) **Expected Outcomes (Required):** List the benefits that will be achieved through the award. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed



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.

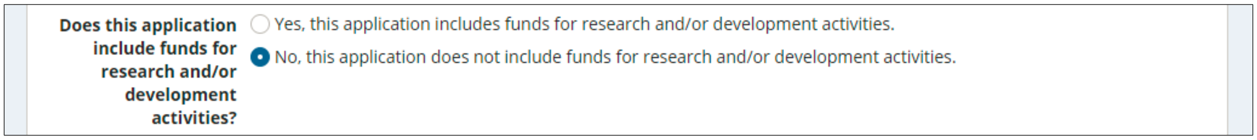
10) **Subrecipient Activities (Required):** Provide a summary of activities with number of subrecipients planned. If there are no subrecipients then state “None.” Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are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

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.



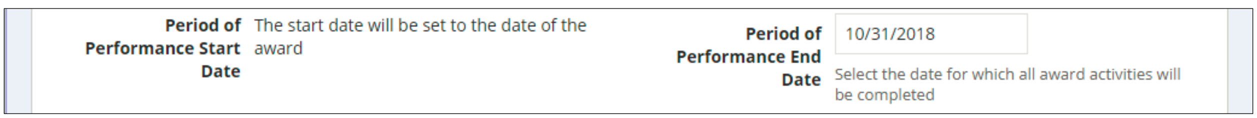
12) **Application Executive Summary (Required):** Enter an executive summary describing the general purpose of the award. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box.

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?'

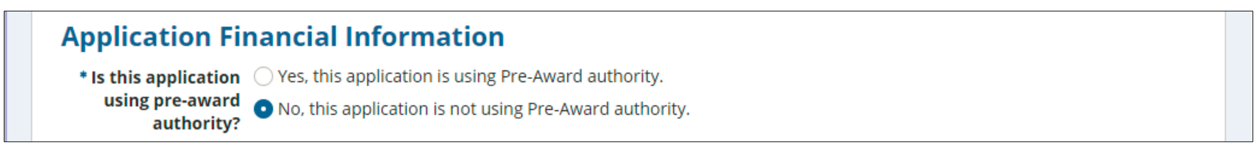


14) **Period of Performance Start Date:** The period of performance start date is a non-editable field. There is placeholder text that will display until the time of award. The Period of Performance Start Date will be the Original Award Date (i.e. the date the Regional Administrator enters the PIN to 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.

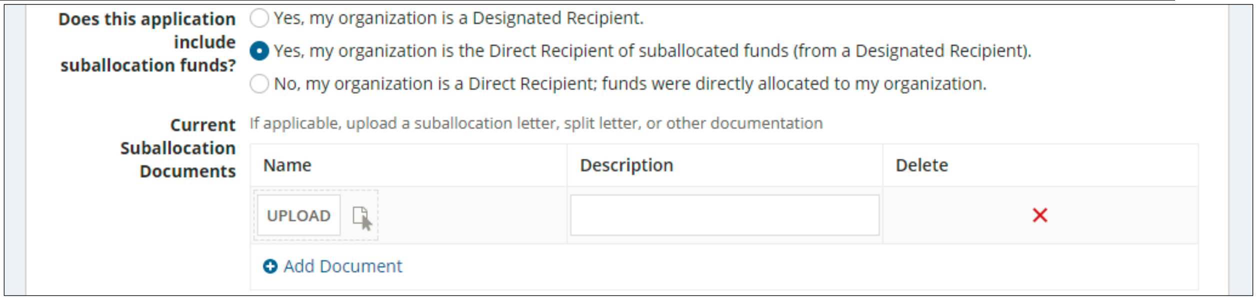
15) **Period of Performance End Date:** Enter the period of performance end date. The system will not allow past dates to be entered. The Period of Performance End Date field is not mandatory at the time of application creation, but is required and must be populated before the application is Transmitted. This field is only editable by the FTA Submitter or Developer while the application is In-Progress status.



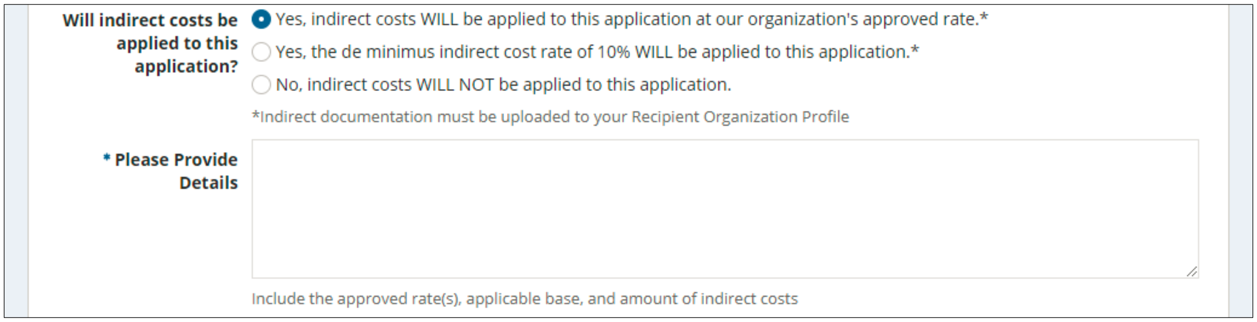
16) **Pre-Award Authority (Required):** Select the Yes or No option to respond to the question 'Is this application using pre-award authority?' Selecting 'Yes, my application is subject to pre-award authority' will generate a task for an initial Federal Financial Report (FFR) after FTA makes the award.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



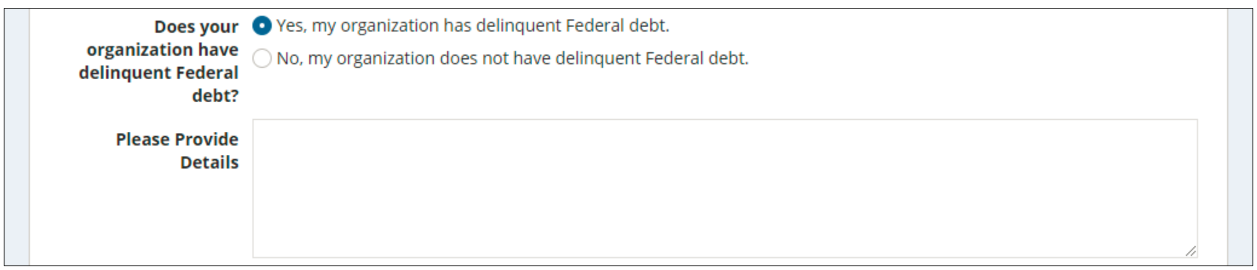
17) **Suballocation Funds:** Select the appropriate radio button response to the question: 'Does this application include suballocation funds?' If your organization is a direct recipient of suballocated funds from a designated recipient (option 2 in the screenshot below), additional documentation must 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.


Does this application include suballocation funds?
Yes, my organization is a Designated Recipient.
Yes, my organization is the Direct Recipient of suballocated funds (from a Designated Recipient).
No, my organization is a Direct Recipient; funds were directly allocated to my organization.
Current Suballocation Documents
If applicable, upload a suballocation letter, split letter, or other documentation
Name
Description
Delete
UPLOAD
Add Document

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.



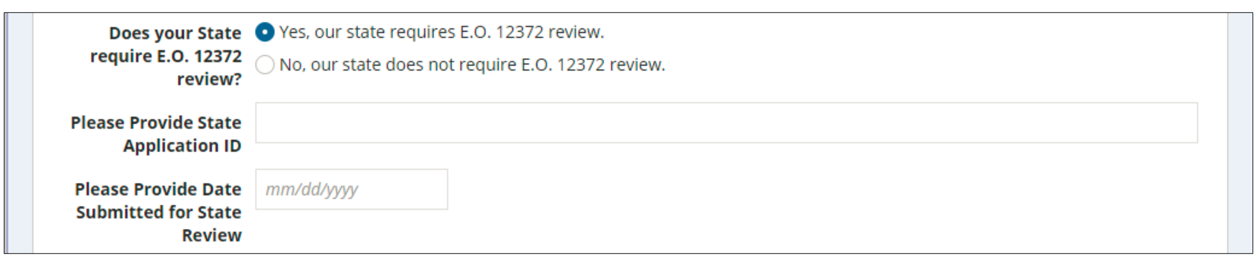
19) **Federal Debt:** Select either the Yes or No option to respond to the question, ‘Does your organization have delinquent Federal debt?’ If you select, the ‘Yes’ option, an input box will appear, ‘Please Provide Details’. Enter additional details into this box.



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.

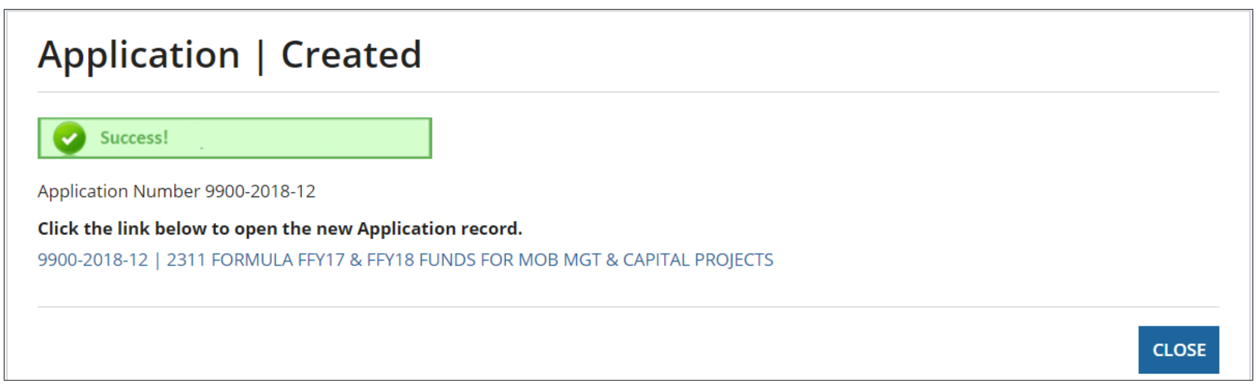


21) Once all details have been entered for the new application, click the 'Create Application' button. If you remain on the page, review the form for any error messages for missed information. Click the 'Cancel' button to discard the application and all information entered.

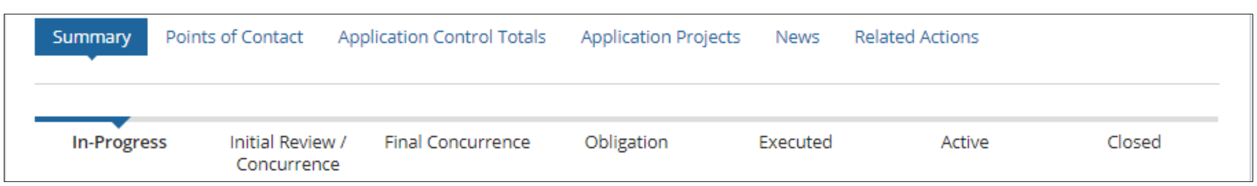
22) The new application record will be created and saved.

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.



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 life-cycle.



5.2.1.2 Related Action: Application Documents

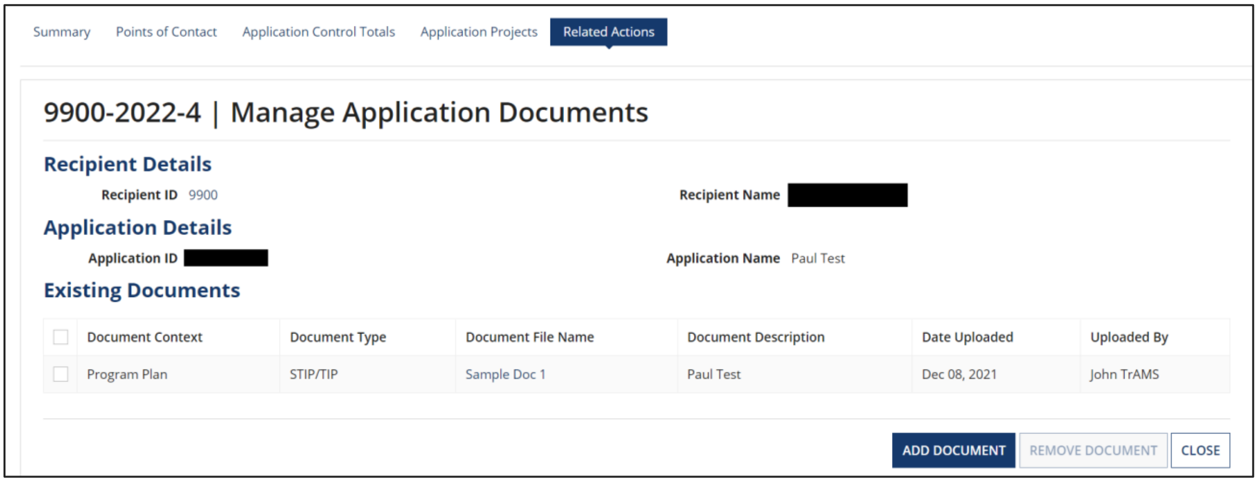
The ‘Application Documents’ action allows users to add, delete, or view documents associated with the application.

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

1) Click ‘Application Documents’.

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.



4) You will be taken to the ‘Add New Documents’ form.

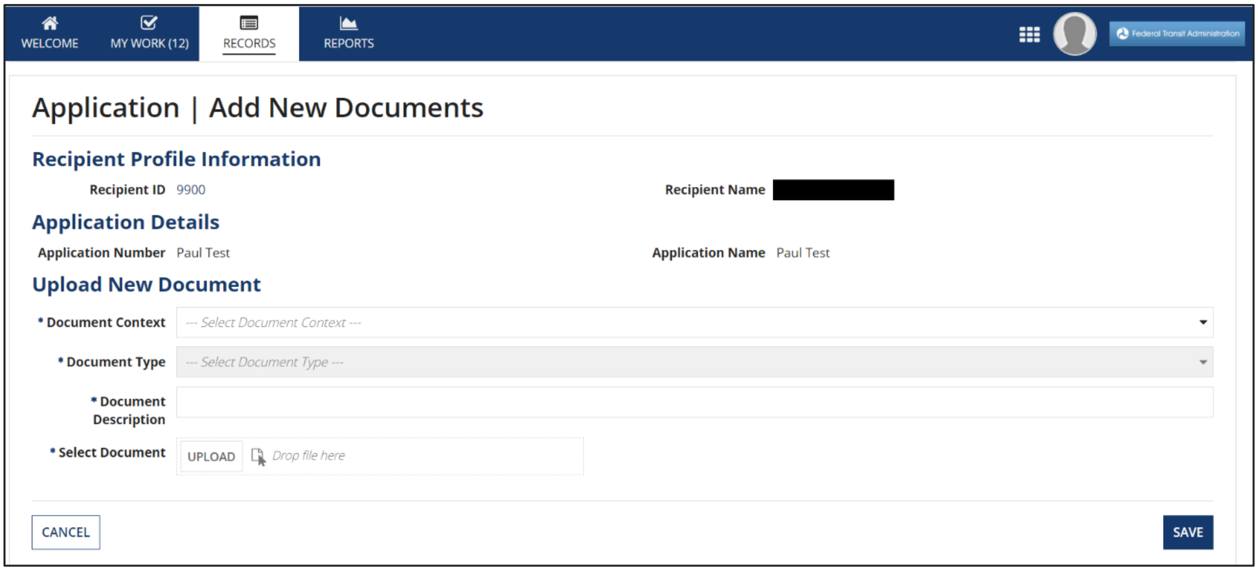
   a) Use the provided drop-down menu under the ‘Document Context’ field to select from one of the predefined context types.

   b) Use the provided drop-down menu under the ‘Document Type’ field to select from one of the predefined document types.

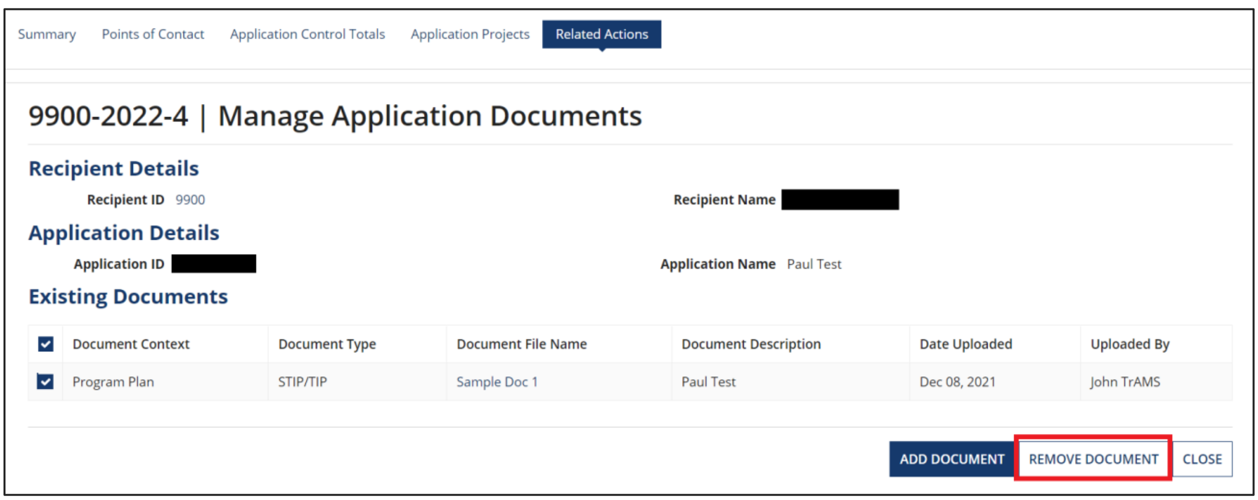
   c) Enter a description for the document into the ‘Document Description’ field.

   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.

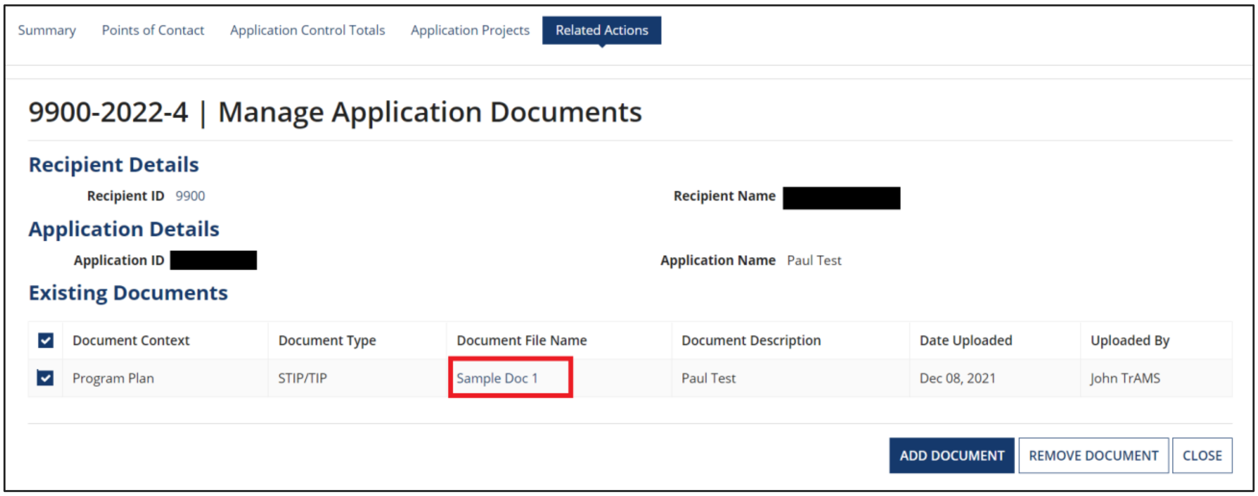
e) Click the ‘Save’ button once all details are complete and a file has been uploaded.



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.



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



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:

Table 2: Document Contexts and Document Types

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

	General	Proposal document with General info
Application Information	General	For documents with general Application Information
	Debt Delinquency	Application info docs pertaining to debt
Budget Revision	Approver Notes	Budget Revision documents containing approver notes
Fleet	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
	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

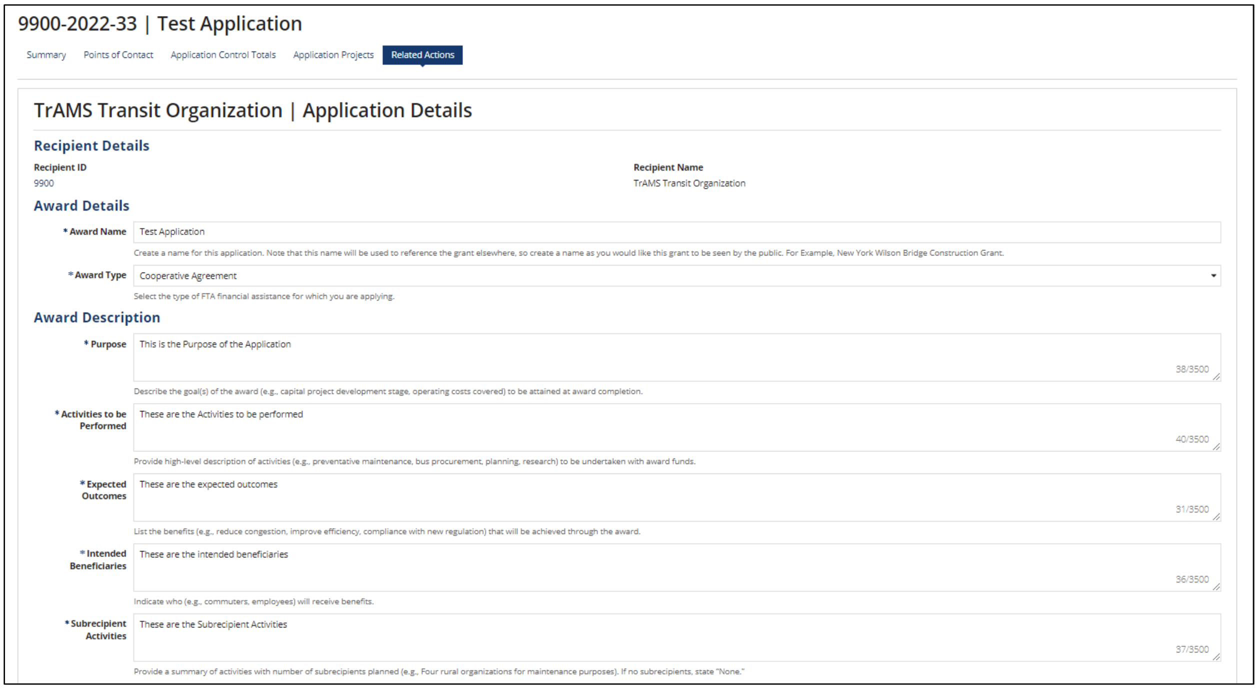
The ‘Application Details’ will allow FTA users with the role of ‘Pre-Award Manager’ or ‘Post-Award Manager’ to edit high level application information during initial application creation and during post-award modifications. This information will be read-only for all other FTA users and during other phases 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.

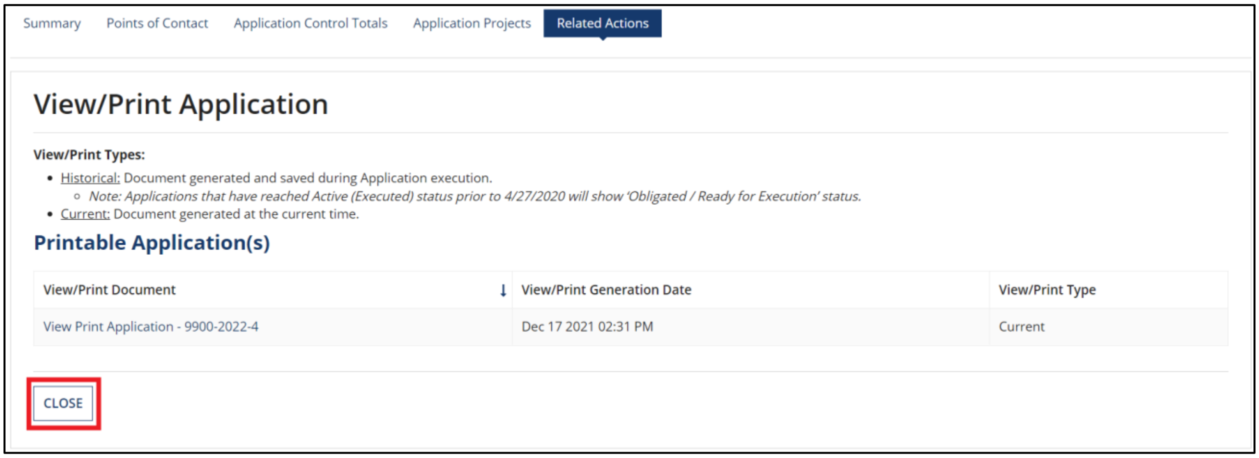
3) Once you have completed your changes, click the 'Save' button. All changes will be saved and you will be returned to the 'Related Actions' menu. You can verify changes by clicking the 'Summary' dashboard to view application details.



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.



5.2.1.5 Related Action: Apply Estimated Indirect Costs

5.2.1.5.1 Overview

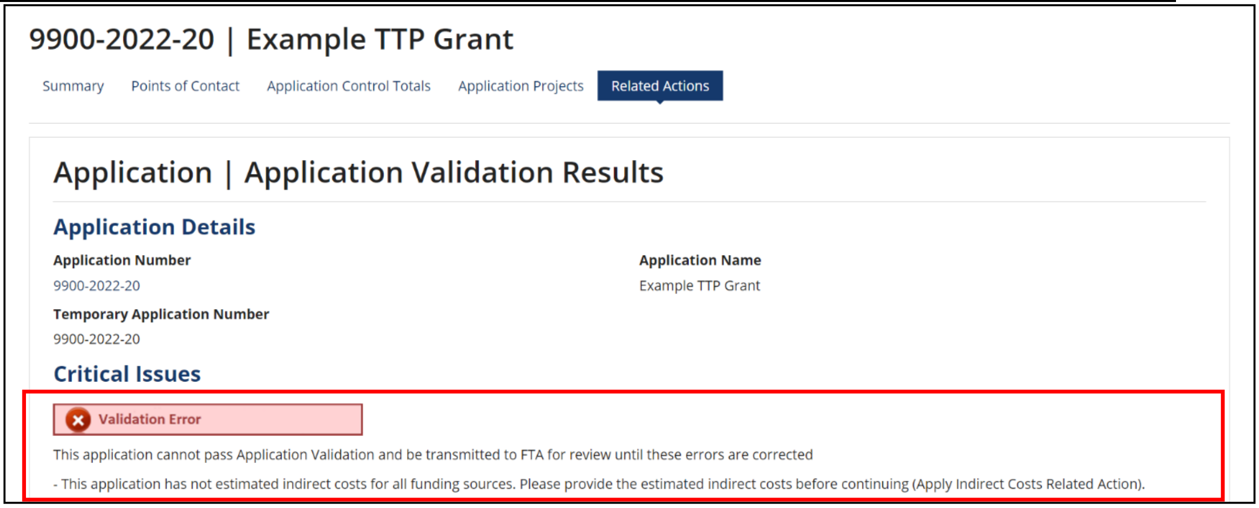
The 'Apply Estimated Indirect Costs' related action allows TrAMS to report data to USASpending. Indirect costs are an estimate of the total dollar amount of federal funds that are expected to be used for indirect costs.

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*



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

Application Status	Permissions		
	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

Application Status	Permissions		
	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

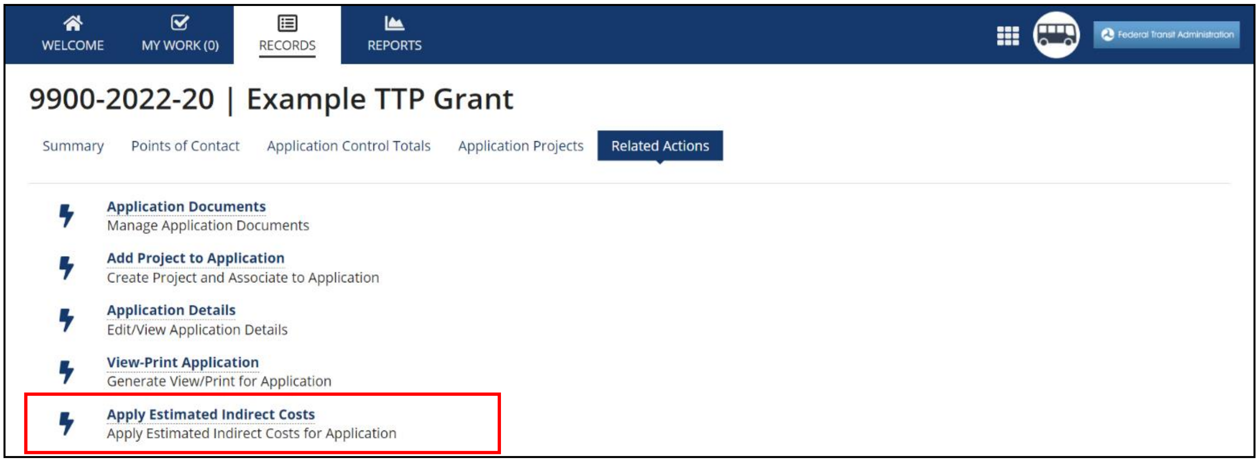
Application Status	Permissions		
	Submitters & Developers	Reservationists & Pre-Award Managers	All Users with Access to the Application
Active Award / Closeout Requested	Read Only	Read Only	Read Only
Closed	Read Only	Read Only	Read Only

5.2.1.5.3 Steps to Add, Update, and Complete

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

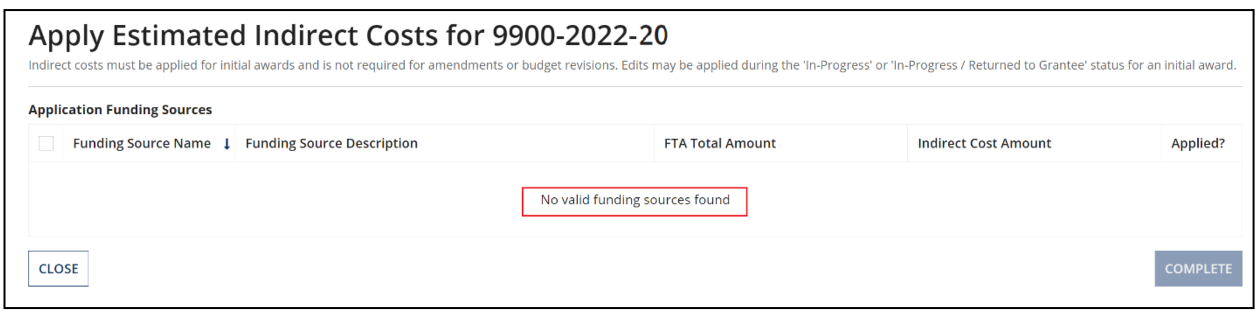
Note: See appropriate Application Statuses by user role in the table above.

2) Click the ‘Apply Estimated Indirect Costs’ link

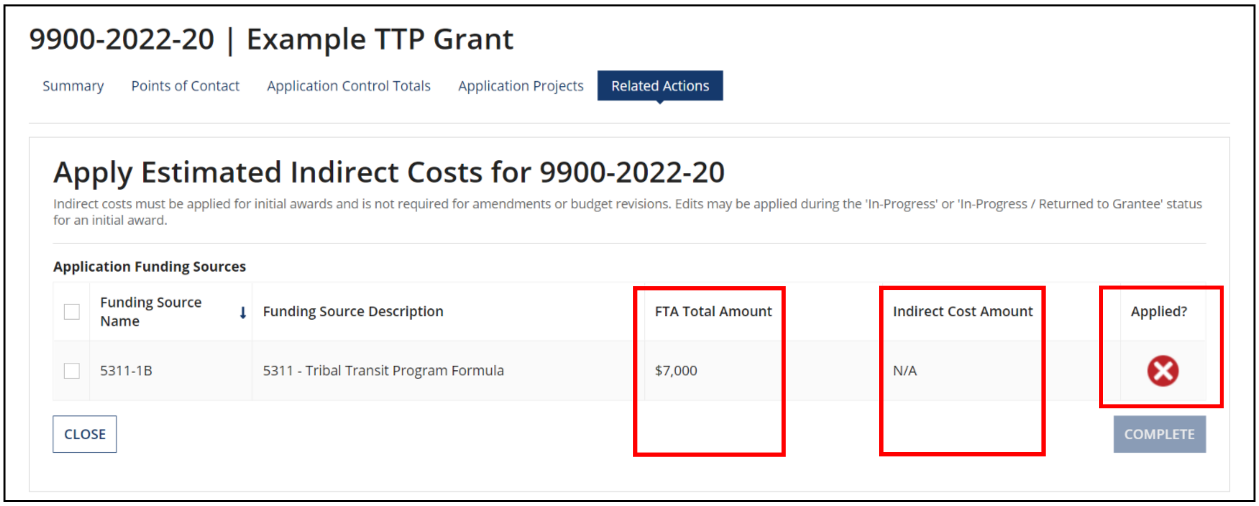


3) Ensure there are valid funding sources available on the application.

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.

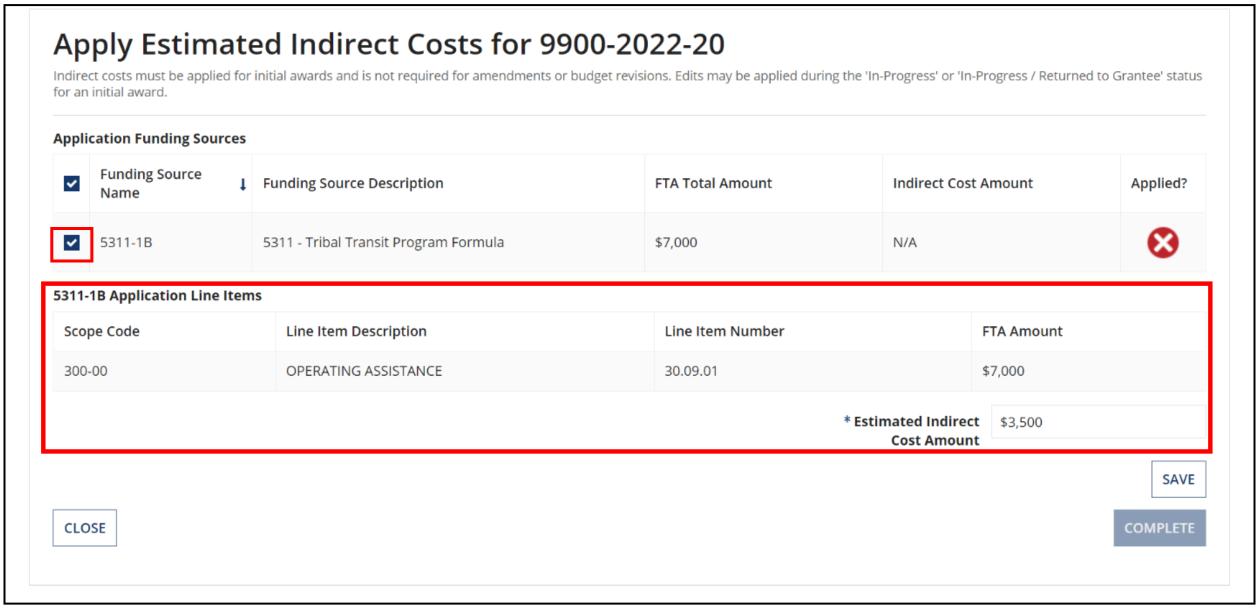


4) Review the information displayed under 'Application Funding Sources'.
    a. The 'FTA Total Amount' column represents the total FTA amount for each funding source across all projects in the application.
    b. The 'Indirect Cost Amount' column will show a value if the user has updated it previously 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.



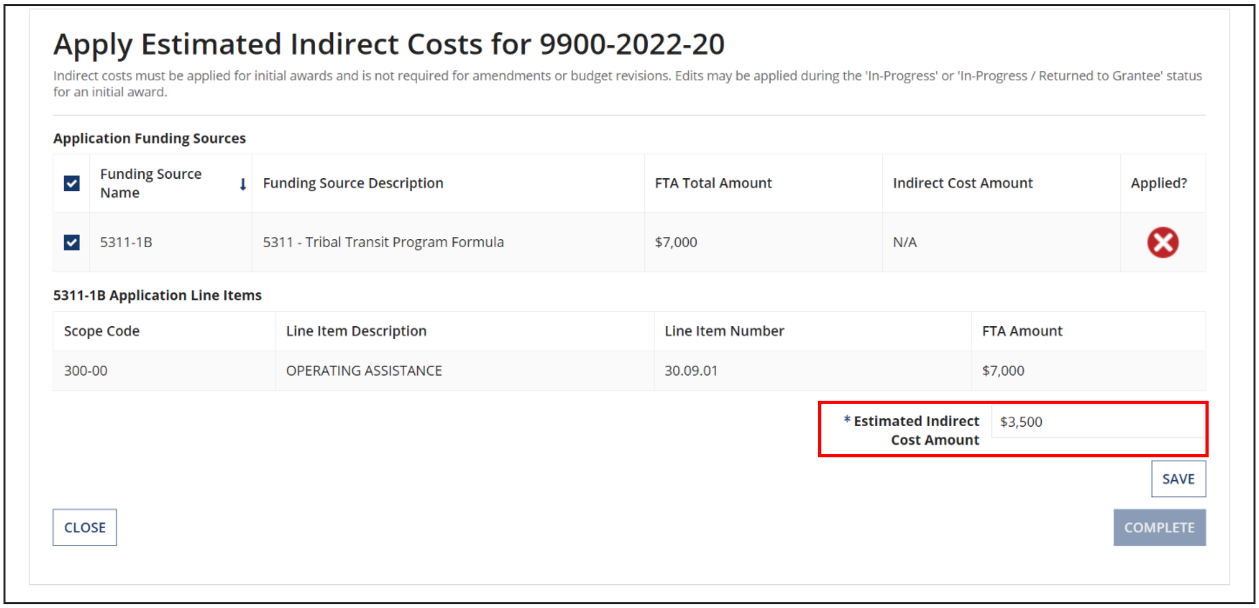
5) Click the checkbox next to any funding source row to select it. A grid will appear below showing any application line items associated with that funding source

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.

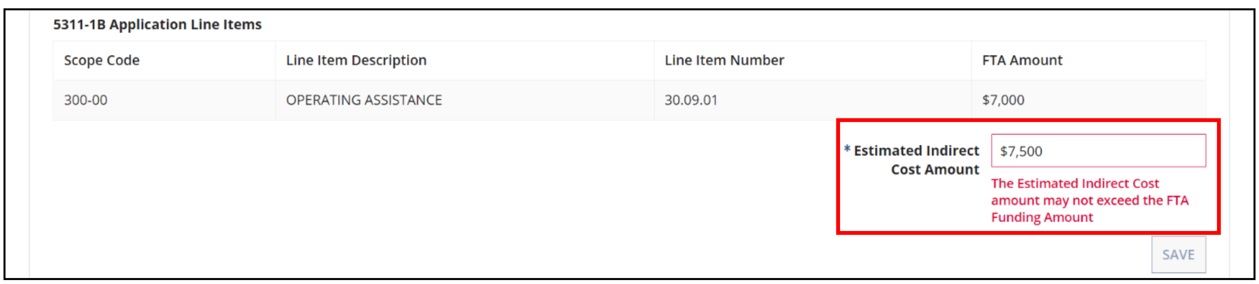


6) Enter an amount in the required ‘Estimated Indirect Cost Amount’ field and then click ‘Save’

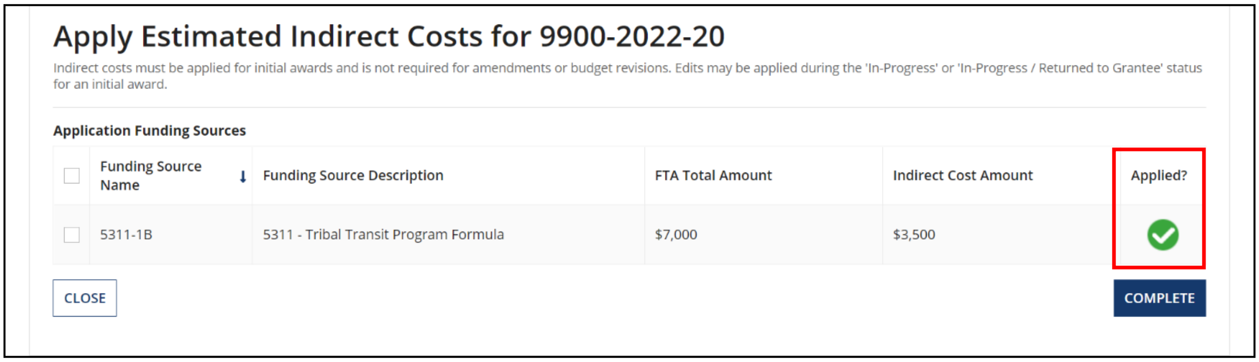
Note: The ‘Estimated Indirect Cost Amount’ is the total amount across all line items for the selected funding source. ‘Estimated Indirect Cost Amount’ is not tracked at the individual line item level.



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”

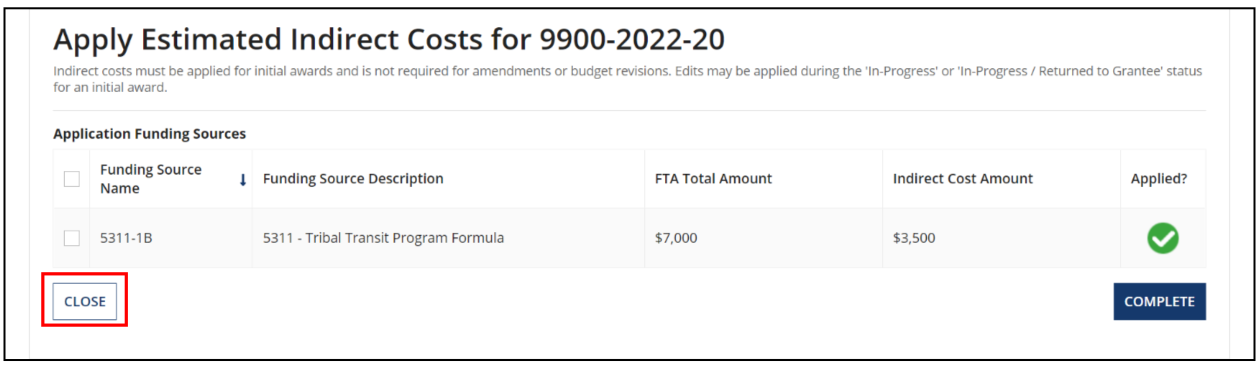


7) After clicking save, review the updated funding source and note that the amount entered appears in the 'Indirect Cost Amount' column and the 'Applied?' column now shows a green check mark.

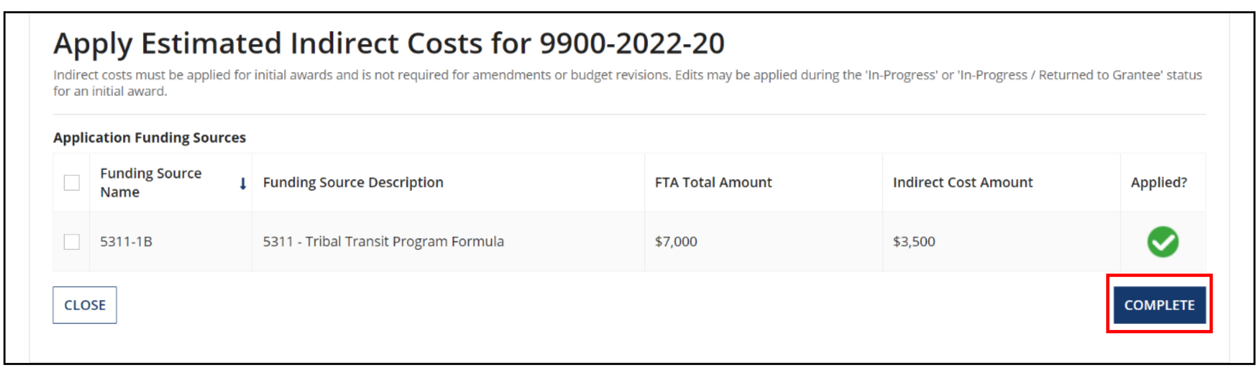


8) Click 'Close' or 'Complete' to save updates and return to the related actions menu.

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.



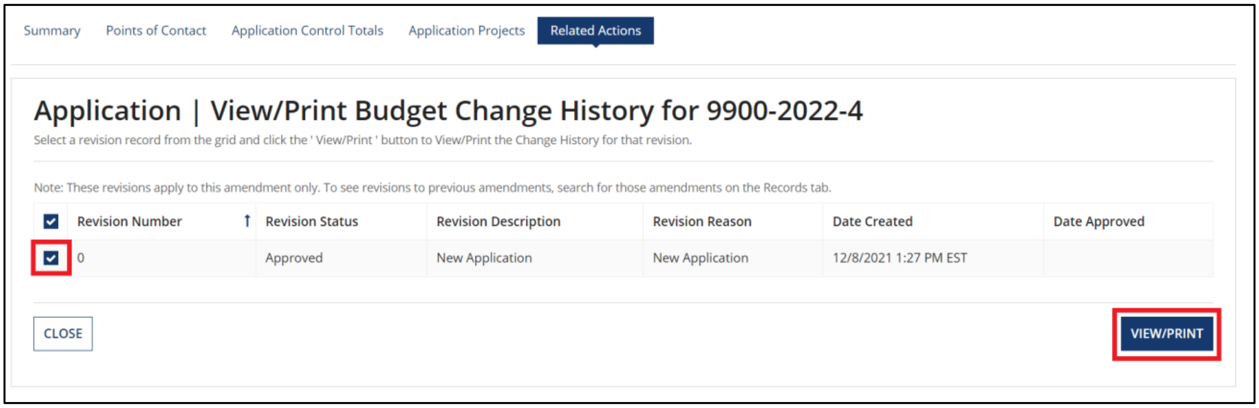
Note: The 'Complete' button only becomes clickable once all funding sources are marked as applied.



5.2.1.6 Related Action: View-Print Budget Change History

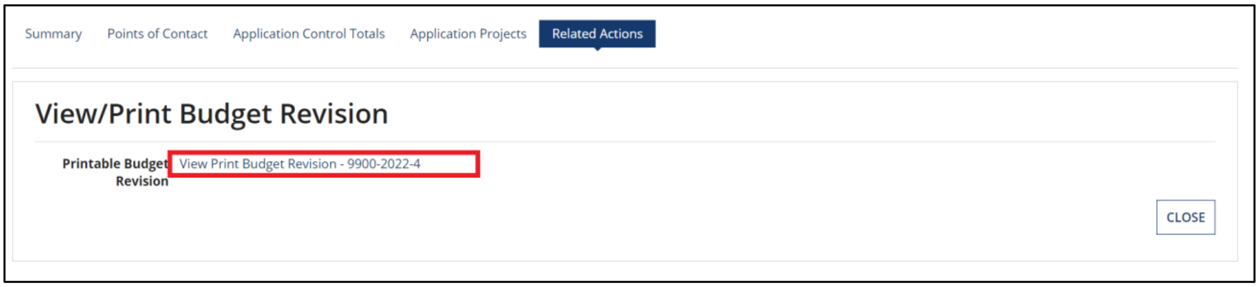
To view or print budget changes that were made to the application during a budget revision select the 'View-Print Budget Change History' related action. This will generate a document in RTF format that shows changes for a selected revision number that may be viewed, saved, and/or printed.

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.



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.



5) Click the 'Close' button to return to the 'View/Print Budget Change History for [FAIN #]' form.

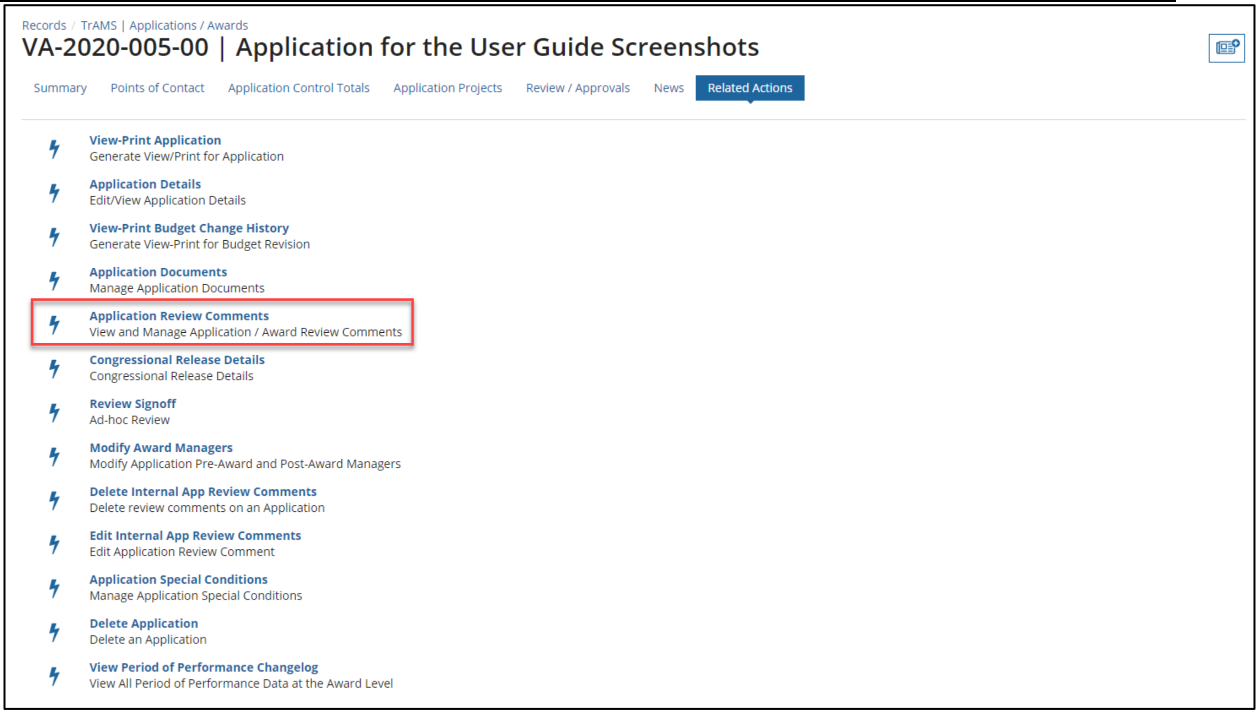
6) Click the 'Close' button on the form to return to the 'Related Actions' menu.

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.

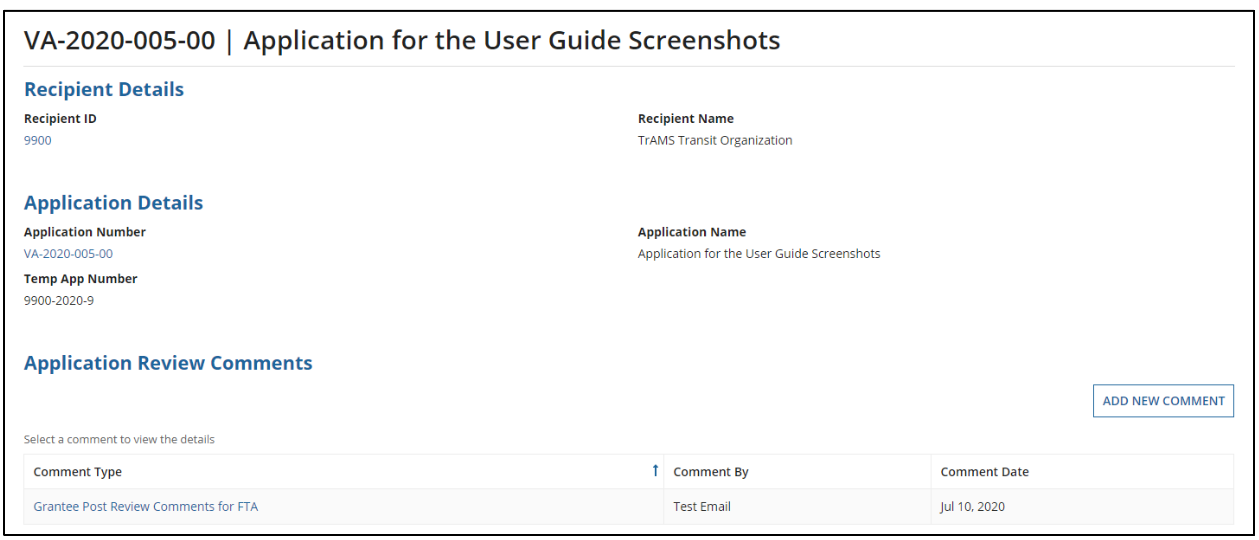
To add or view a history of all review comments made on an Application:

1. Click 'Application Review Comments'.



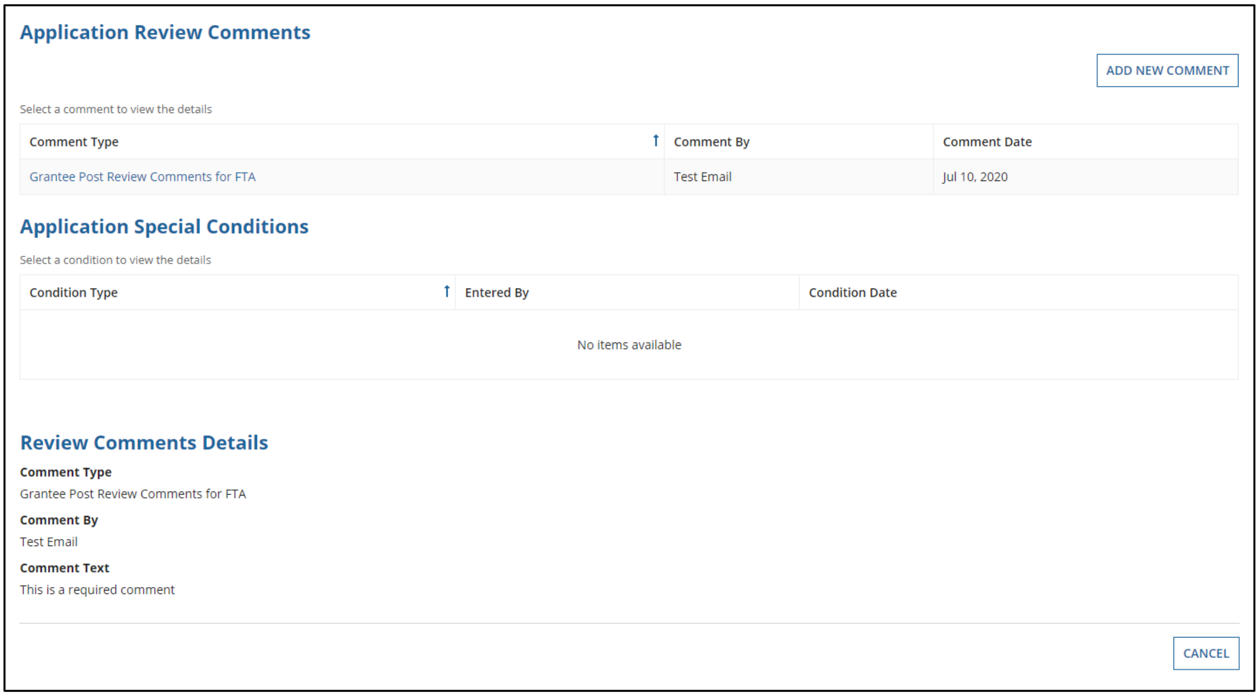
2. The '[Application Title]' form will be displayed.

3. Comments provided by reviewers during the Application review process will be displayed as links under 'Application Review Comments'.



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

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



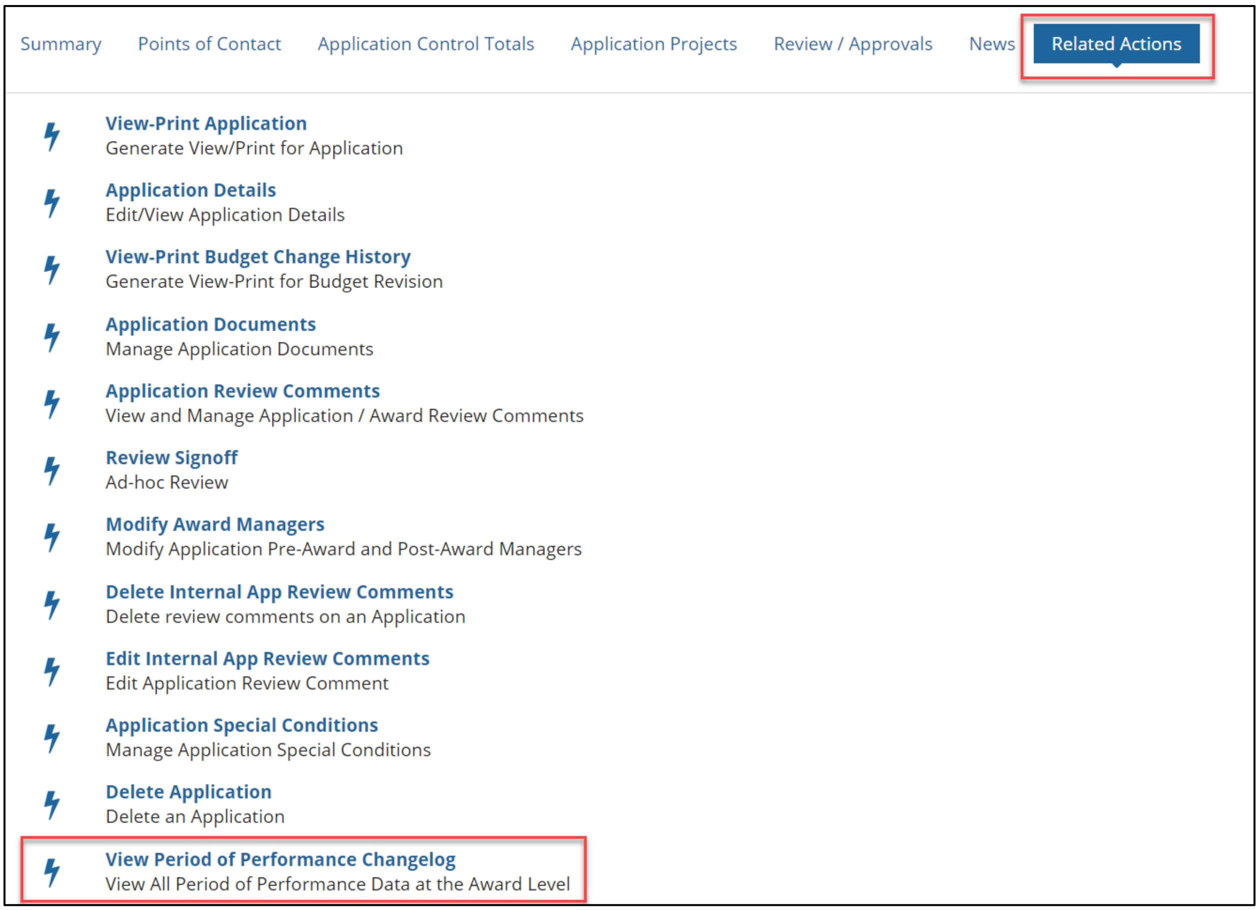
4. If users wish to add a new comment, click the 'Add New Comment' button.
5. The form will expand to display the 'Add New Review Comment' section. Use the drop-down menu provided under the 'Comment Type' field to select a comment type. Type the comment into the 'Comment Text' field and then click the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



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 Changelog

Period of Performance Start Date 2/10/2020 **Original Period of Performance End Date** 3/1/2020

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

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

5.2.1.9 Related Action: Add Project to Application

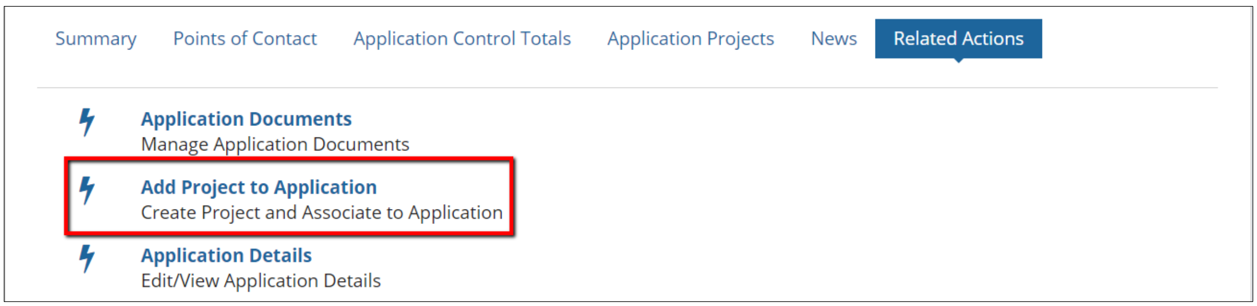
Each application must include one or more projects. The application related action 'Add Project to Application' will be visible to Developers and Submitters when an application or amendment is in the status of 'In-Progress'.

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.

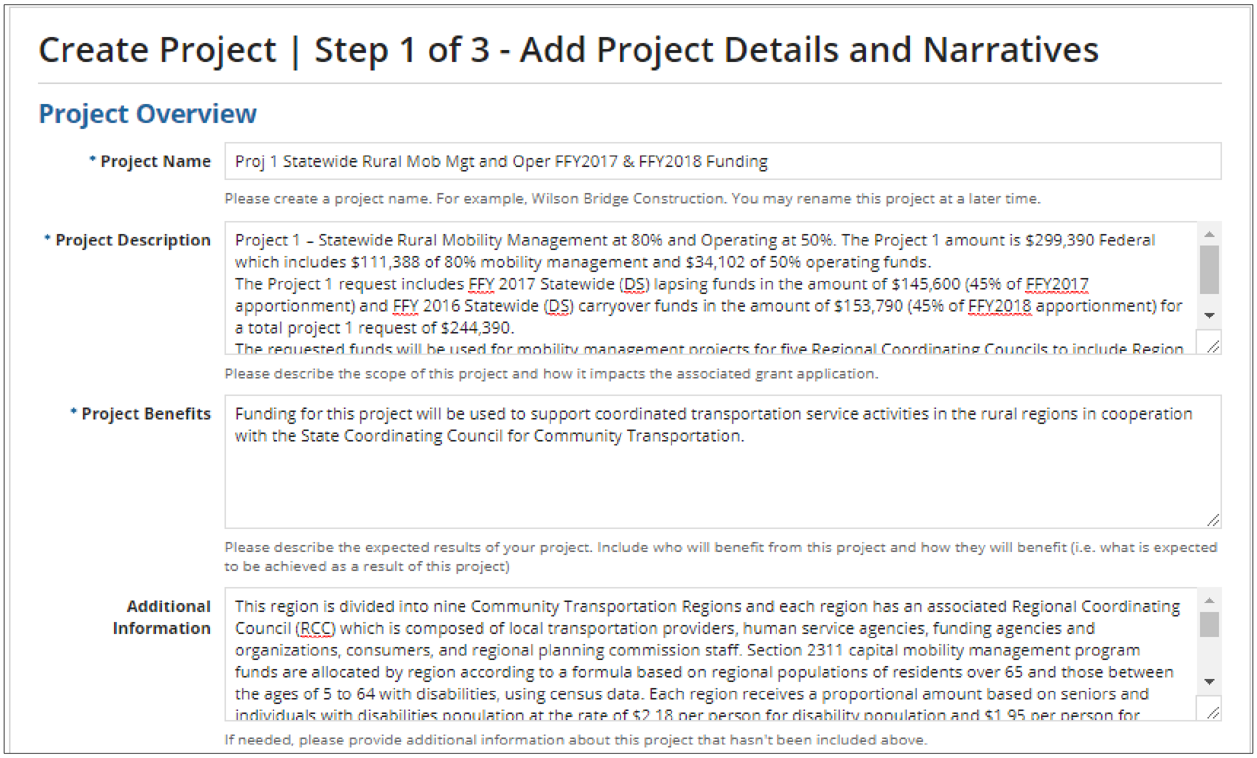
6) Click the 'Related Actions' link from the navigation bar.

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:



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.

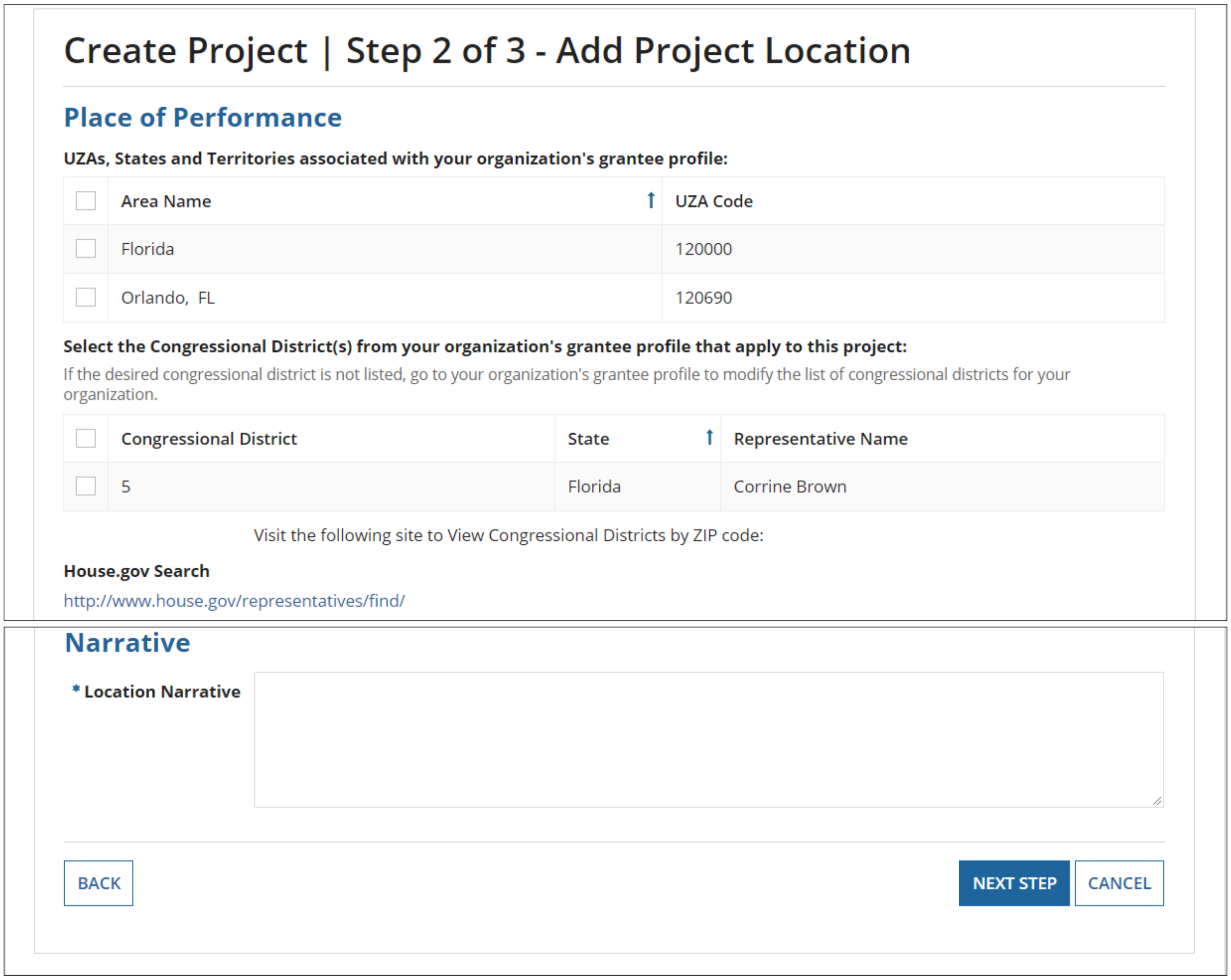
10) Complete the following fields under the ‘Capital Investment Project Details’ section:

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.

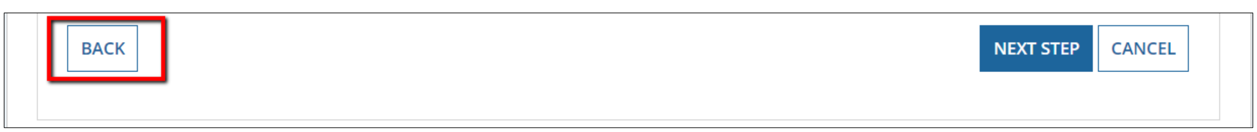
b) If you select Yes, select an option to identify the program and respond to the question, ‘If yes, what type of major capital investment project?’ The available types are: New Starts, Small Starts, Core Capacity.

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.



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.

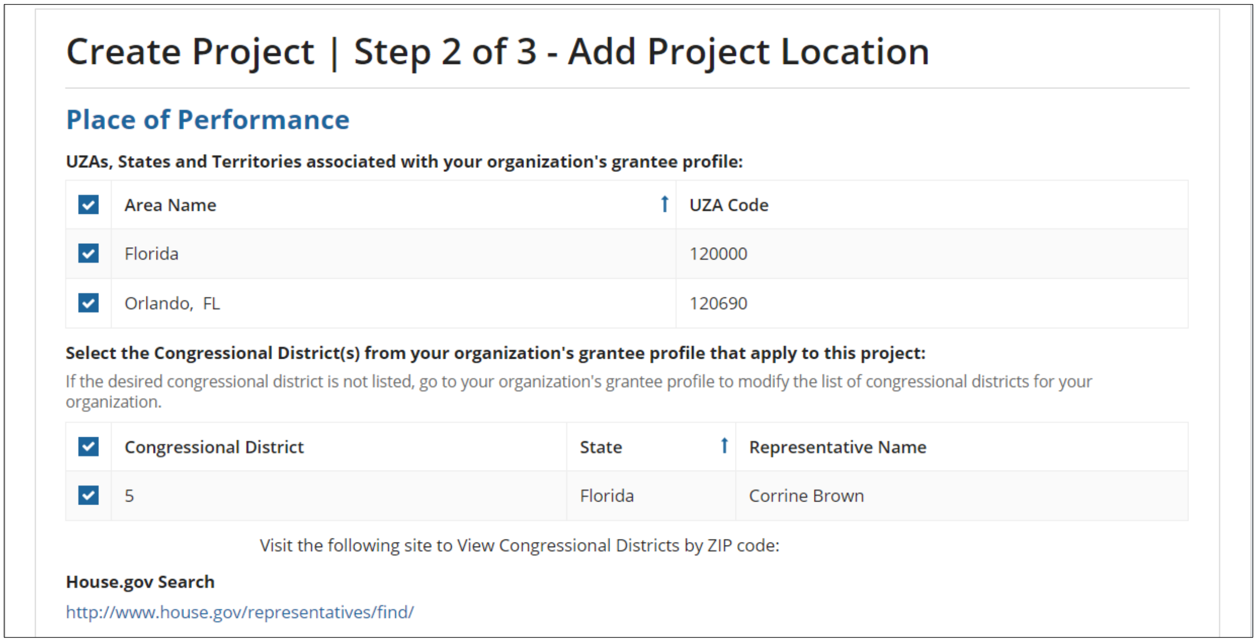


14) Complete the following fields on the ‘Create Project | Step 2 of 3 – Add Project Location’ form.

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

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.



Create Project | Step 2 of 3 - Add Project Location

Place of Performance

UZAs, States and Territories associated with your organization's grantee profile:

☑	Area Name	UZA Code
☑	Florida	120000
☑	Orlando, FL	120690

Select the Congressional District(s) from your organization's grantee profile that apply to this project:

If the desired congressional district is not listed, go to your organization's grantee profile to modify the list of congressional districts for your organization.

☑	Congressional District	State	Representative Name
☑	5	Florida	Corrine Brown

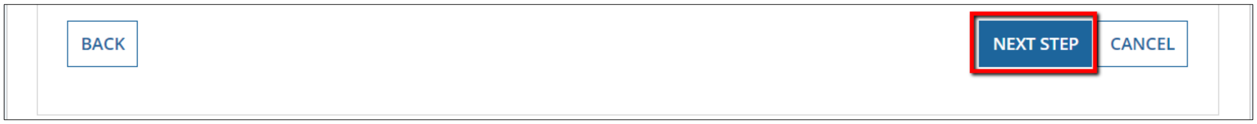
Visit the following site to View Congressional Districts by ZIP code:

House.gov Search

http://www.house.gov/representatives/find/

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

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



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

Create Project | Step 3 of 3

Other Project Information

Projects that request FTA funding are required to be part of an approved program plan:

1) Transportation Improvement Plan (TIP)
2) StatewideTransportation Improvement Plan (STIP)
3) Unified Planning Work Program (UPWP)
4) Long-Range Plan

Use the fields in the section below to upload relevant program plan documentation

Program Plan Documentation

STIP/TIP

New Document DOT STIP-TIP
RTF – 34.08 KB

Date 02/16/2018

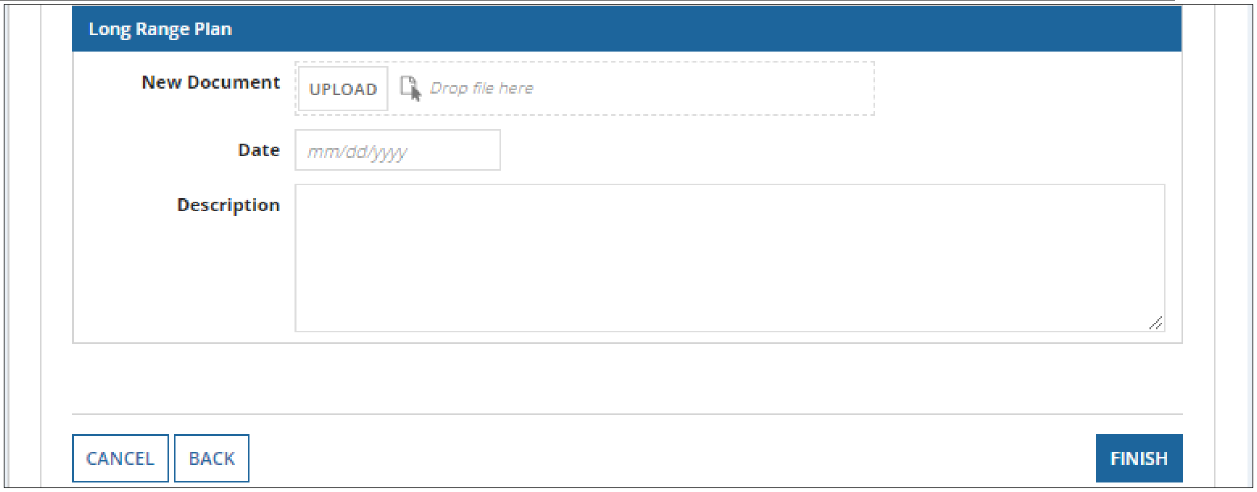
Description DOT signed the Fiscal Year 2019 Certifications and Assurances on 6/27/2017. DOT is current with all Civil Rights submissions. All projects are listed in the Fiscal Year 2017 element of the S TIP. All administrative and statutory requirements have been met in accordance with the §5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, as articulated in Federal Transit Administration Circular 9070 .1 G.

UPWP

New Document UPLOAD Drop file here

Date mm/dd/yyyy

Description



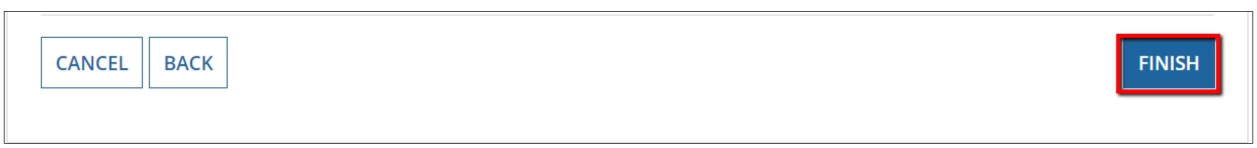
18) Depending on the funding program(s) associated with the project, you can include your approved STIP/TIP, Unified Work Program, or Long-Range Plan information. In each section, you may perform the following:

   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.



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.

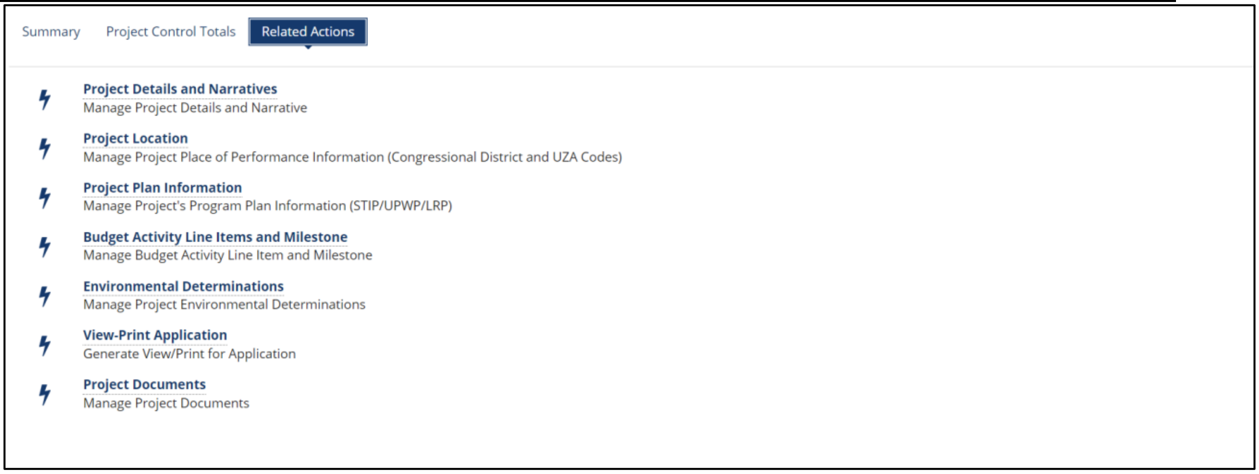
5.2.1.10 Projects

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.



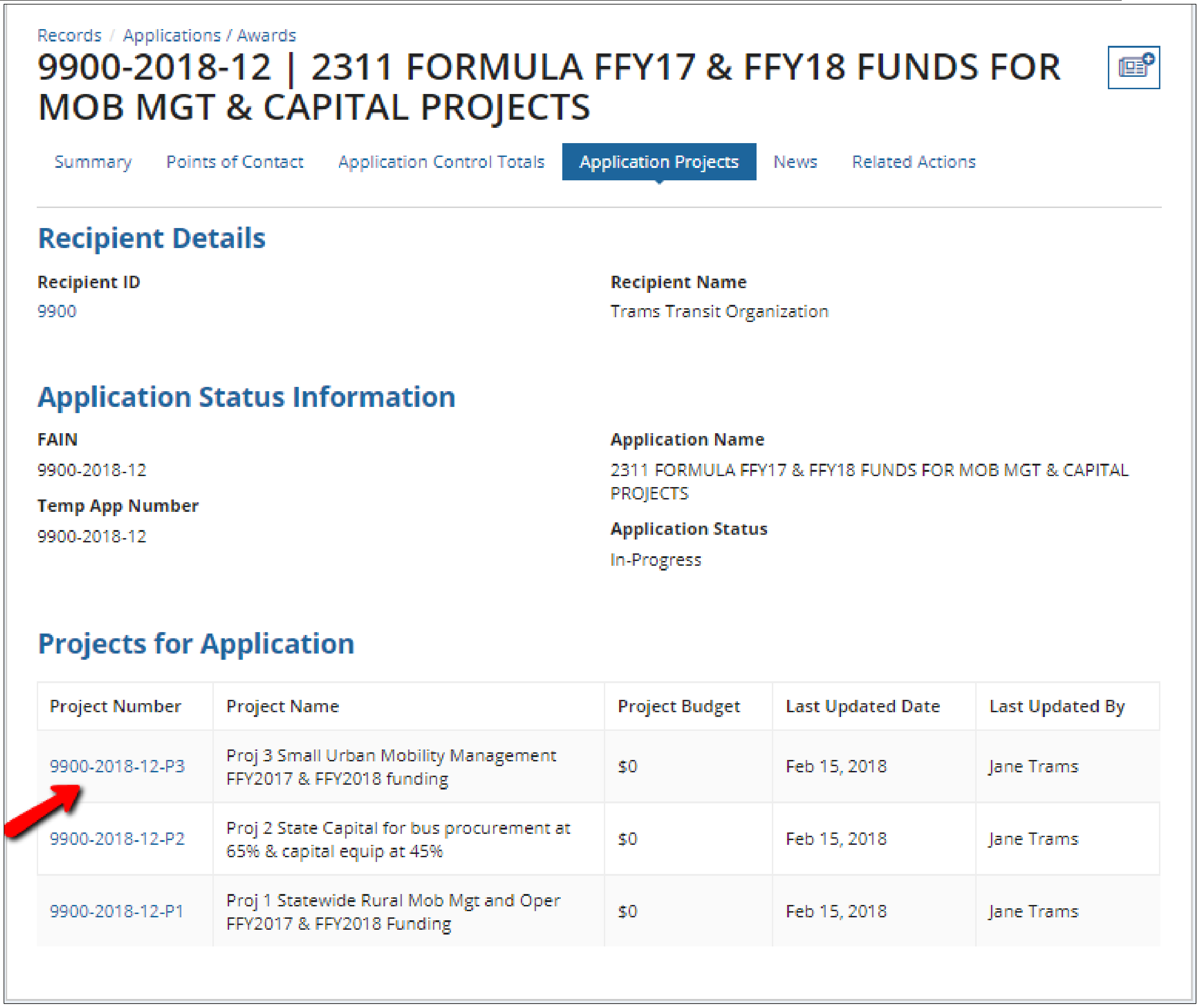
5.2.1.10.1 Related Action: Project Details and Narratives

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:

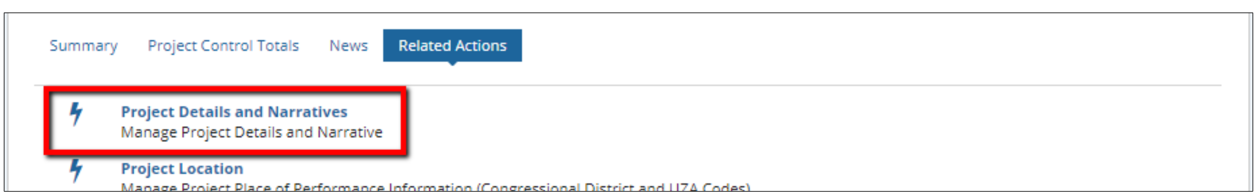
1) Use the Records tab to search and open the desired project (or access the project from the application navigation bar). The steps for reaching the project via the application navigation bar are as follows:
    a) Select the 'Records' tab.
    b) Click on 'Applications / Awards' and select the desired 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.



4) An editable form will open.

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 Overview

*** Project Name**

Proj 3 Small Urban Mobility Management FFY 2017 & FFY 2018 funding

Please create a project name. For example, Wilson Bridge Construction. You may rename this project at a later time.

*** Project Description**

Project 3 – Small Urban Mobility Management at 80%. The Project 3 amount is $711,440 for mobility management activities for Small Urban Regional Coordinating Council areas to include Region 7 (Nashua), Region 8 (Greater Manchester), and Region 10 (Southeast Seacoast region).

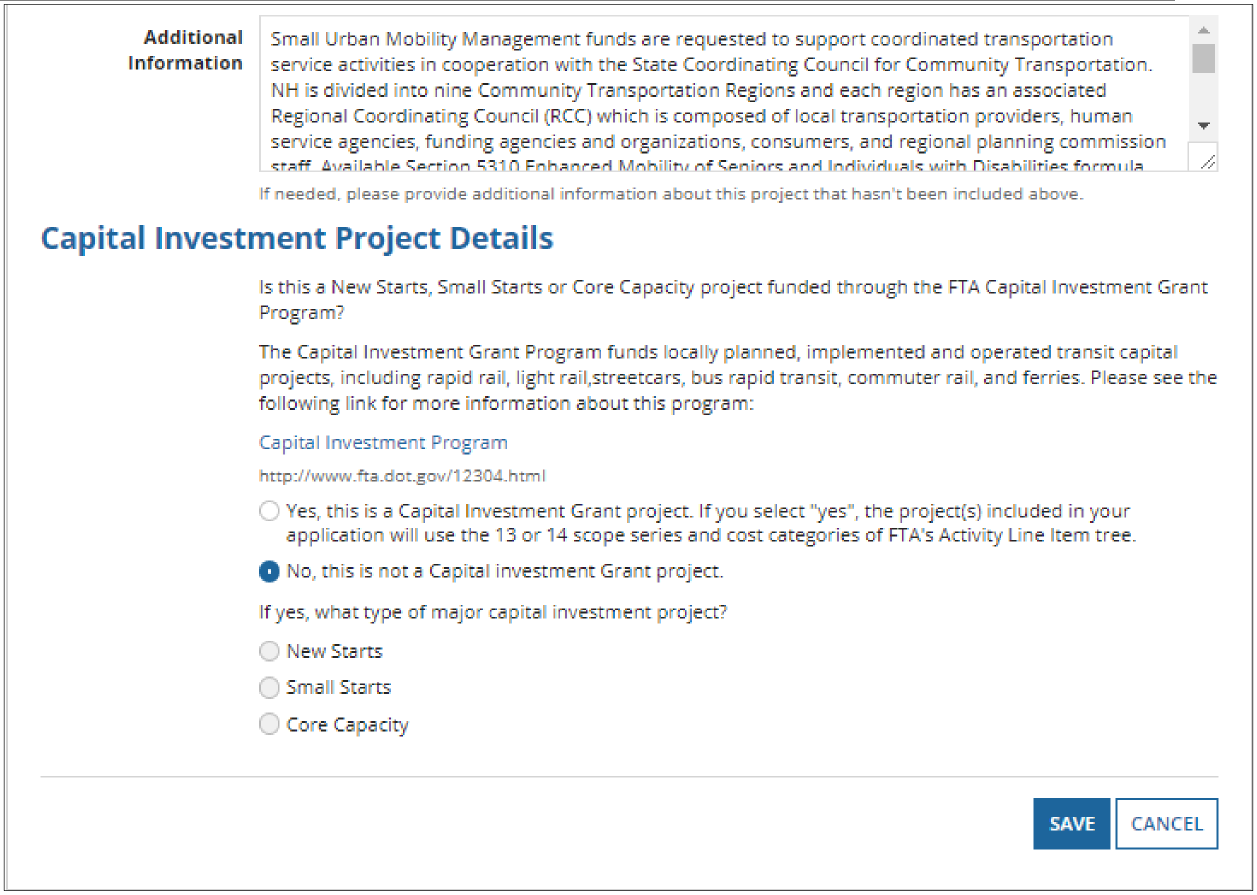
The Project 3 request includes FFY 2017 Small Urban lapsing funds in the amount of $201,571 (55% of FFY2017 apportionment) and FFY 2018 Small Urban carryover funds in the amount of $204,321 (15%

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 the Small Urban 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)



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

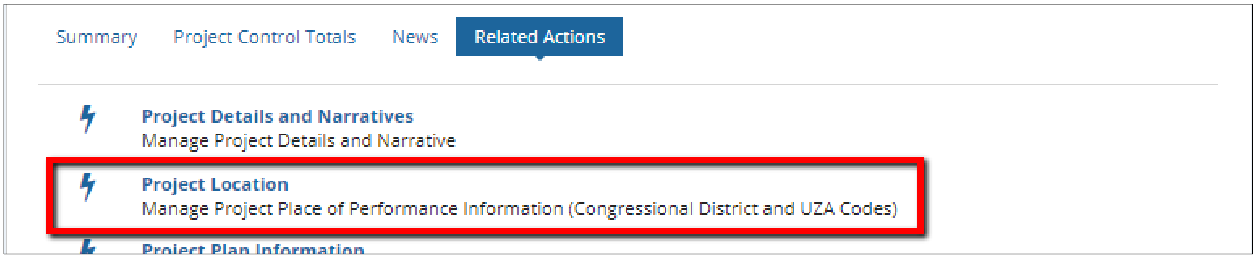
The 'Project Location' related action allows the user to update the information initially entered during the second step of the 'Add Project to Application' process (see *Related Action: Add Project to Application).*

To update the project location information:

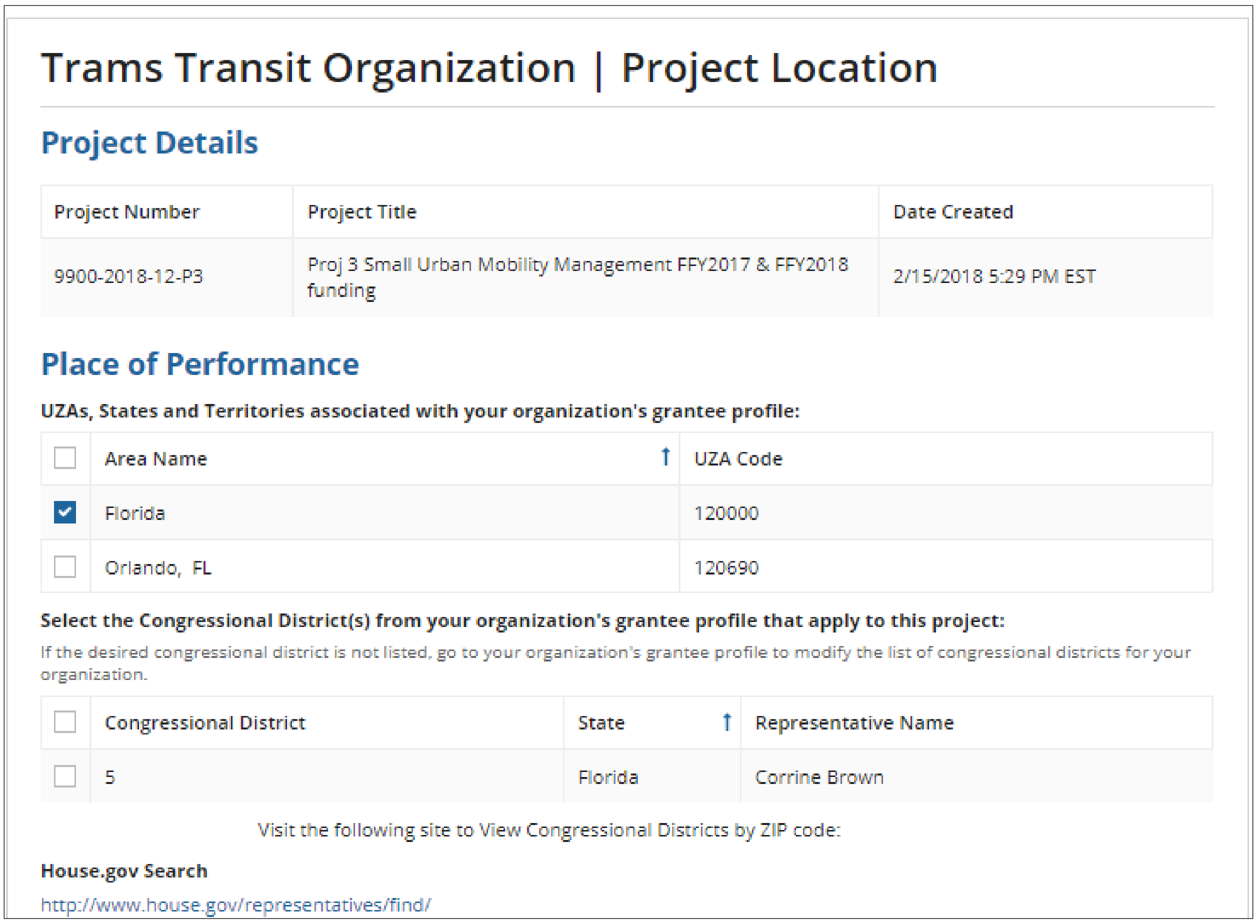
1) Search and open the desired project

2) Click the 'Related Actions' link from the navigation bar.

3) Click the 'Project Location' related action from the menu.



4) An editable form will open.



Trams Transit Organization | Project Location

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

Place of Performance

UZAs, States and Territories associated with your organization's grantee profile:

☐	Area Name	UZA Code
☑	Florida	120000
☐	Orlando, FL	120690

Select the Congressional District(s) from your organization's grantee profile that apply to this project:

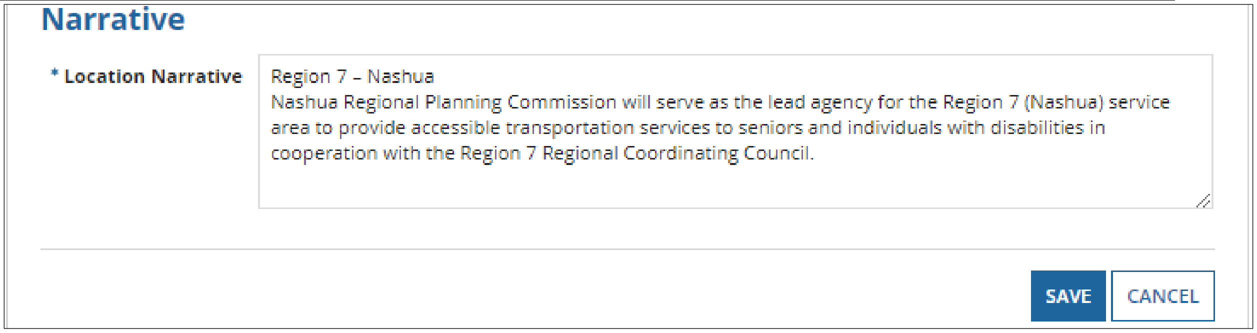
If the desired congressional district is not listed, go to your organization's grantee profile to modify the list of congressional districts for your organization.

☐	Congressional District	State	Representative Name
☐	5	Florida	Corrine Brown

Visit the following site to View Congressional Districts by ZIP code:

House.gov Search

http://www.house.gov/representatives/find/



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*).

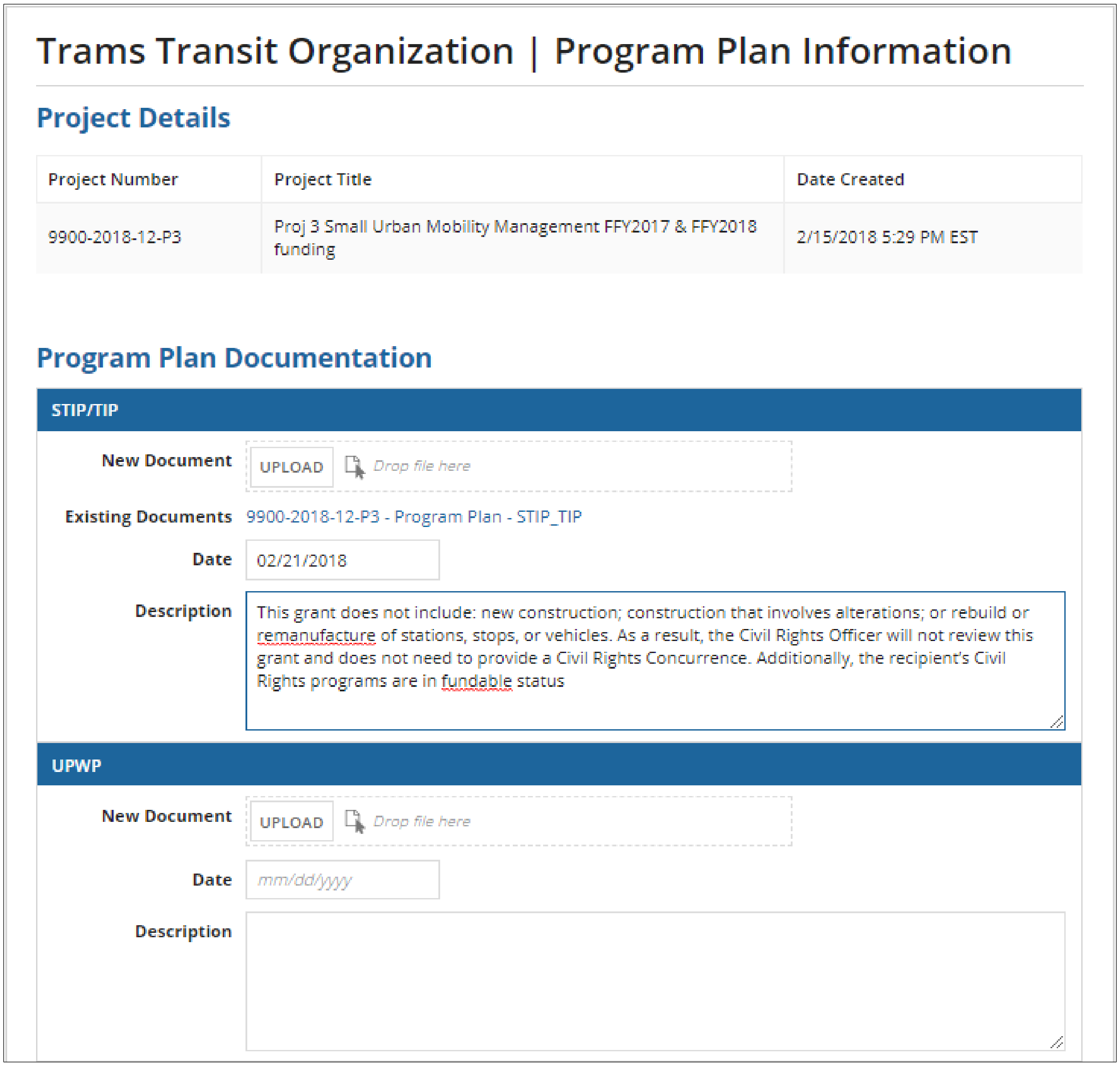
To update the project plan information:

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.

4) An editable form will open.



Trams Transit Organization | Program Plan 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 Documentation

STIP/TIP

New Document UPLOAD Drop file here

Existing Documents 9900-2018-12-P3 - Program Plan - STIP_TIP

Date 02/21/2018

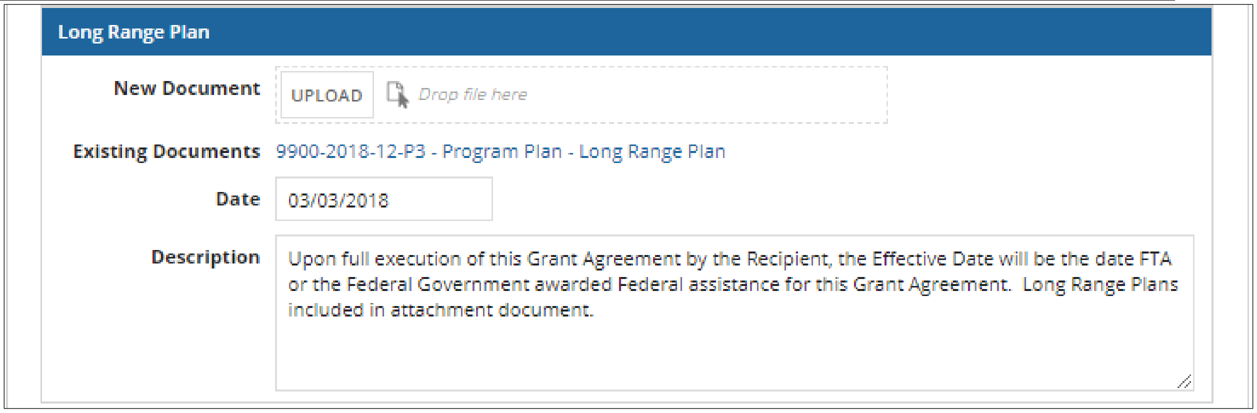
Description This grant does not include: new construction; construction that involves alterations; or rebuild or remanufacture of stations, stops, or vehicles. As a result, the Civil Rights Officer will not review this grant and does not need to provide a Civil Rights Concurrence. Additionally, the recipient's Civil Rights programs are in fundable status

UPWP

New Document UPLOAD Drop file here

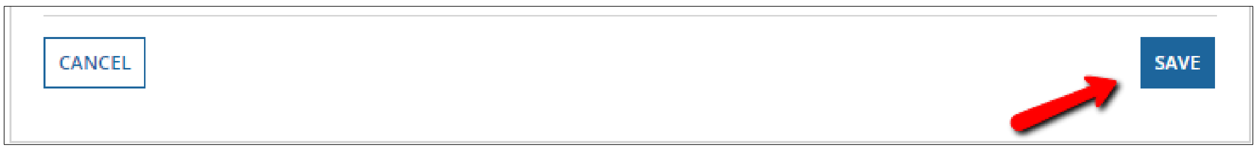
Date mm/dd/yyyy

Description



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.



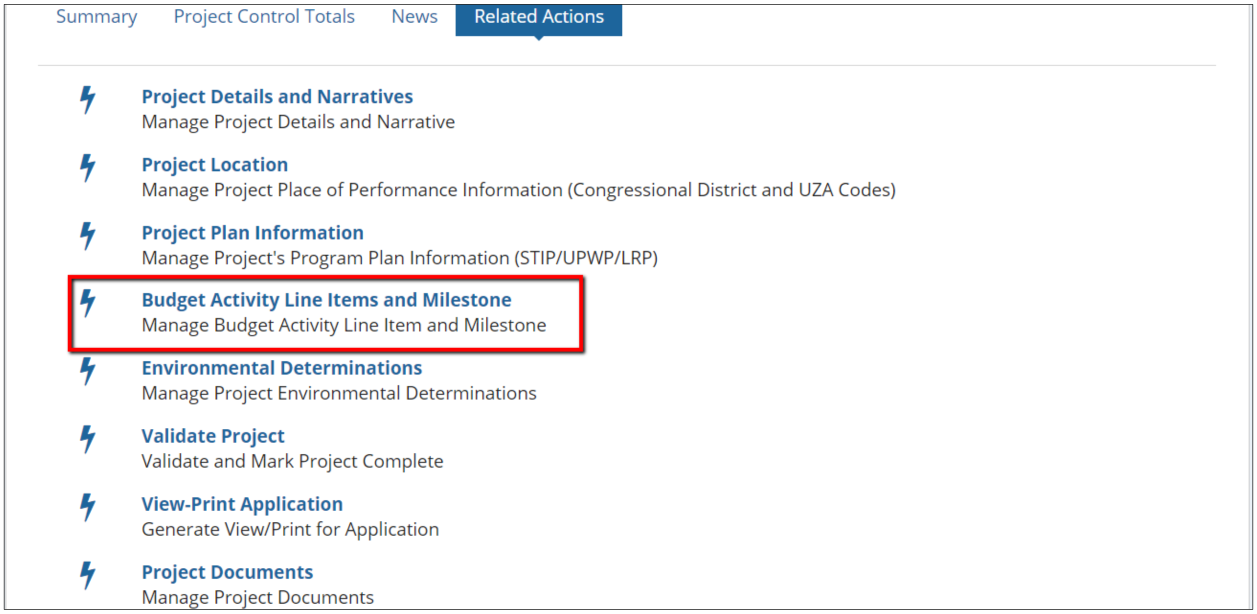
5.2.1.10.4 Related Action: Budget Activity Line Items and Milestones

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.

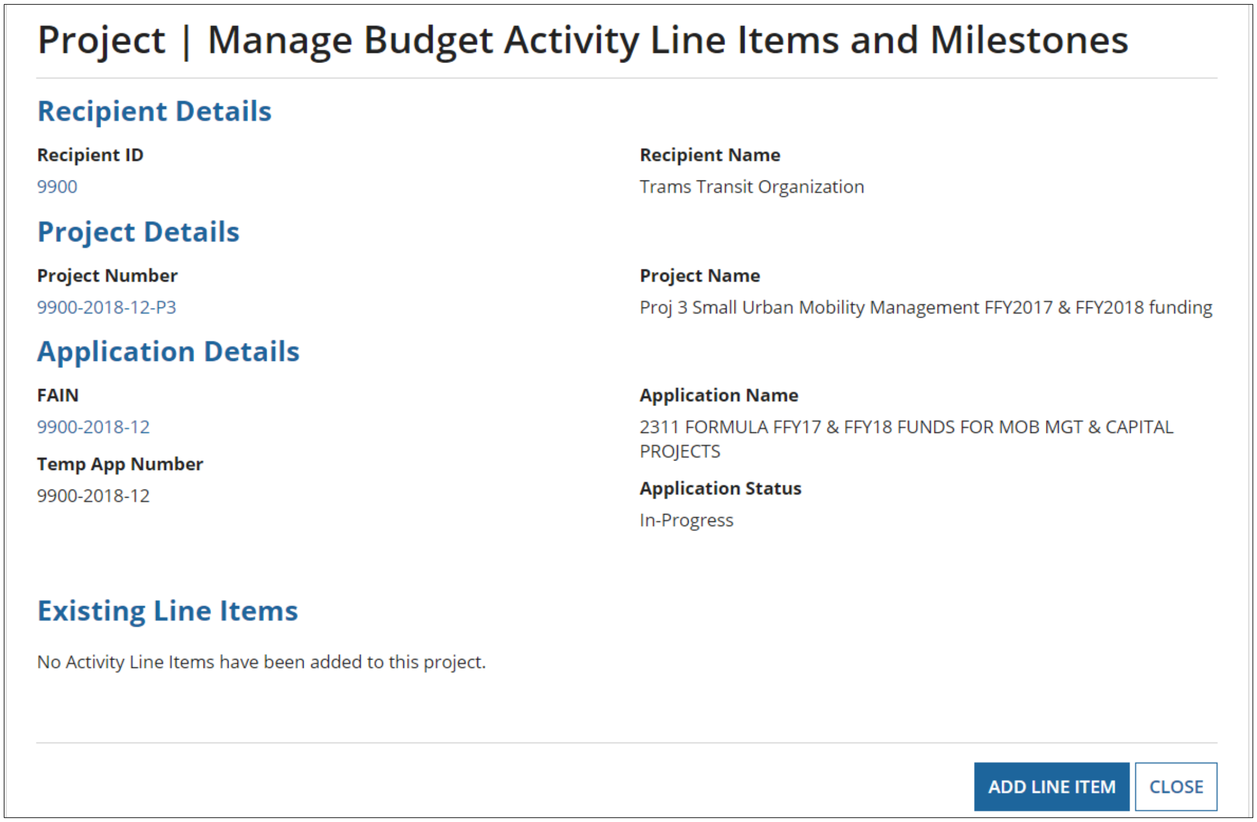
To add or update ALIs for a project:

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.


Summary
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)
Budget Activity Line Items and Milestone
Manage Budget Activity Line Item and Milestone
Environmental Determinations
Manage Project Environmental Determinations
Validate Project
Validate and Mark Project Complete
View-Print Application
Generate View/Print for Application
Project Documents
Manage Project Documents

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.



Project | Manage Budget Activity Line Items and Milestones

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Project Details

Project Number
9900-2018-12-P3

Project Name
Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding

Application Details

FAIN
9900-2018-12

Temp App Number
9900-2018-12

Application Name
2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Application Status
In-Progress

Existing Line Items

No Activity Line Items have been added to this project.

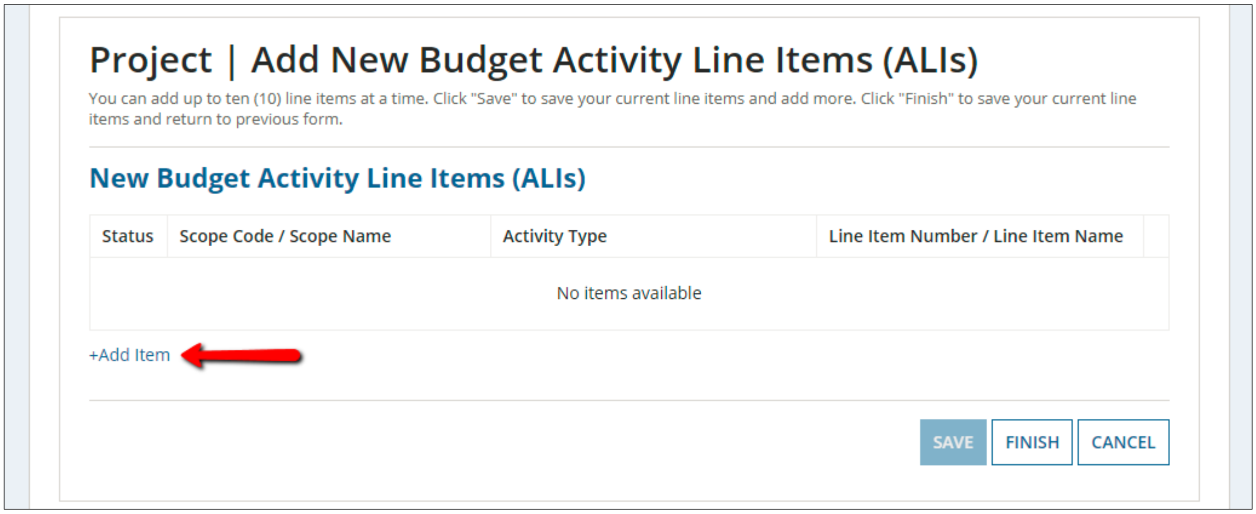
ADD LINE ITEM CLOSE

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.

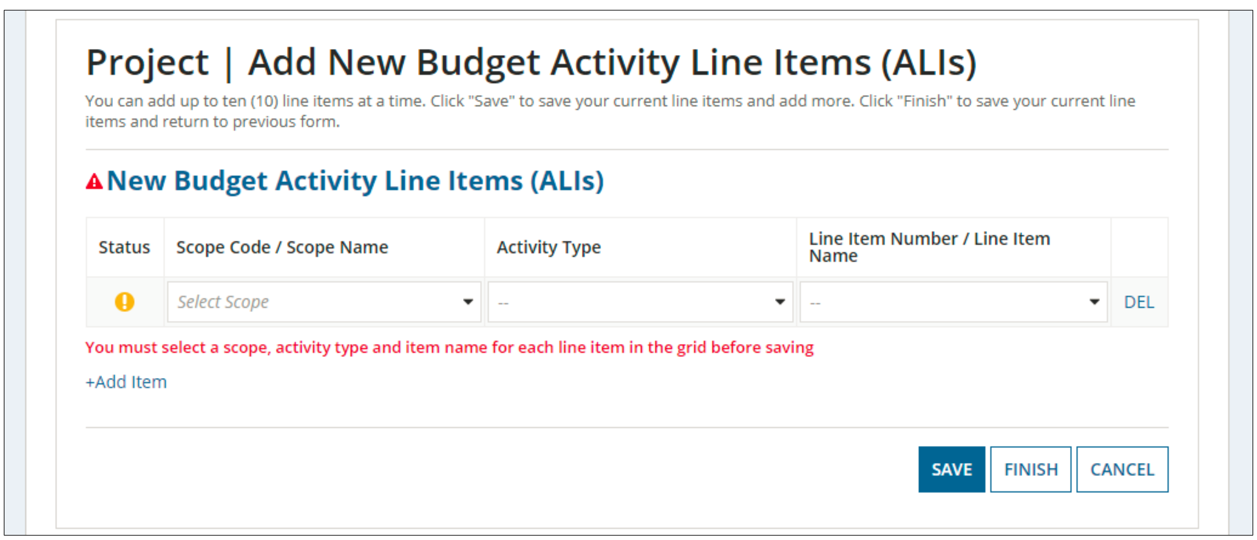
ADD LINE ITEM CLOSE

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.



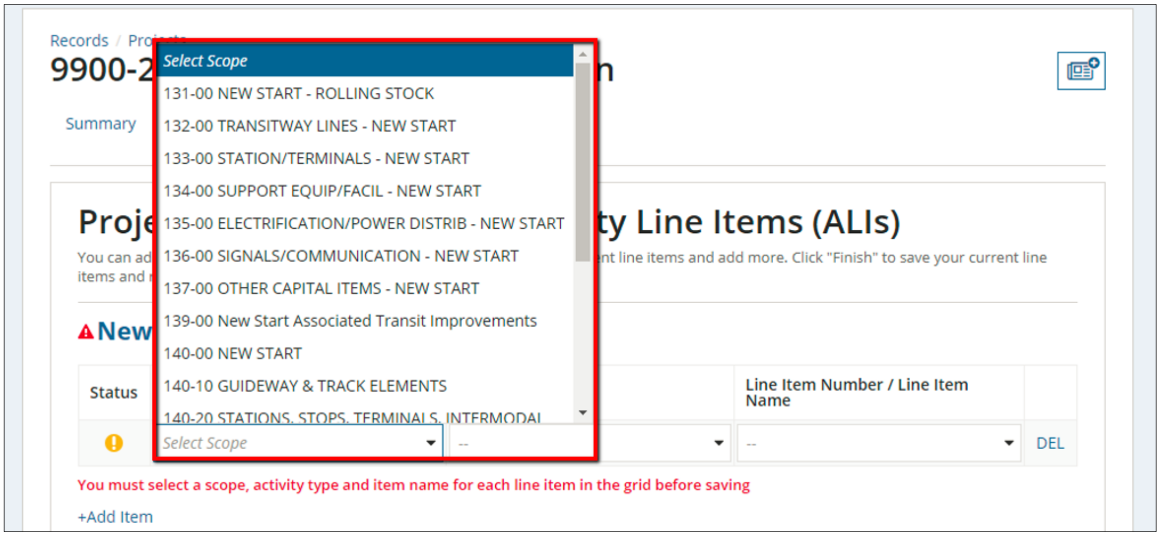
8) A new row will appear in the ALI table. Select values from the drop-down menus for: Scope Code/Scope Name, Activity Type, and Line Item Number/Line Item Name. These values are dependent on each other. The value for Scope Code/Scope Name must be selected first. The values for Activity Type will not 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.

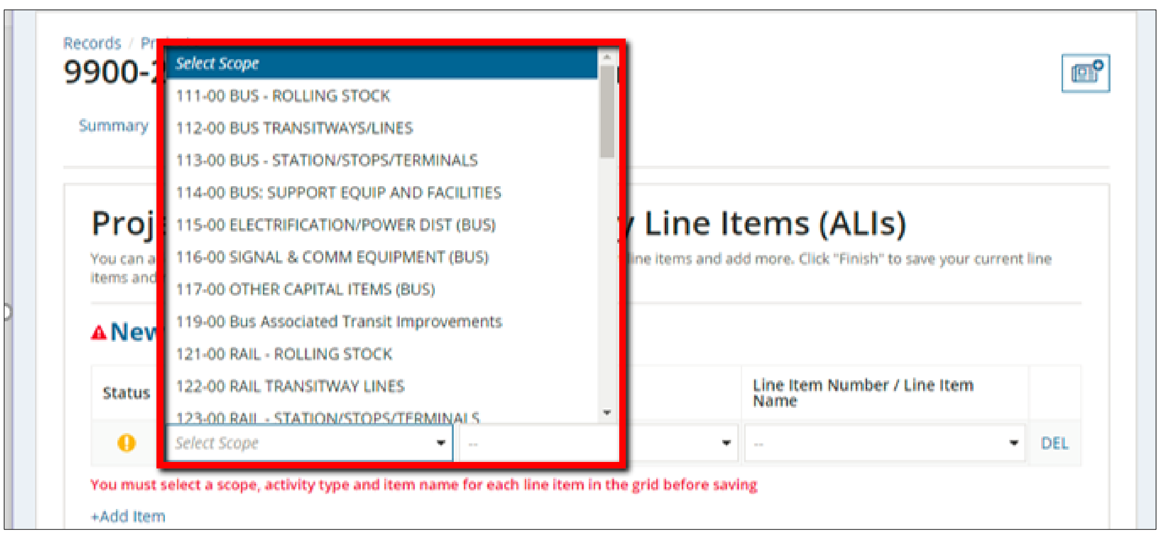


9) The scopes available depend on whether the project is a Major Capital Investment project (as selected on the “Project Details and Narratives” form):

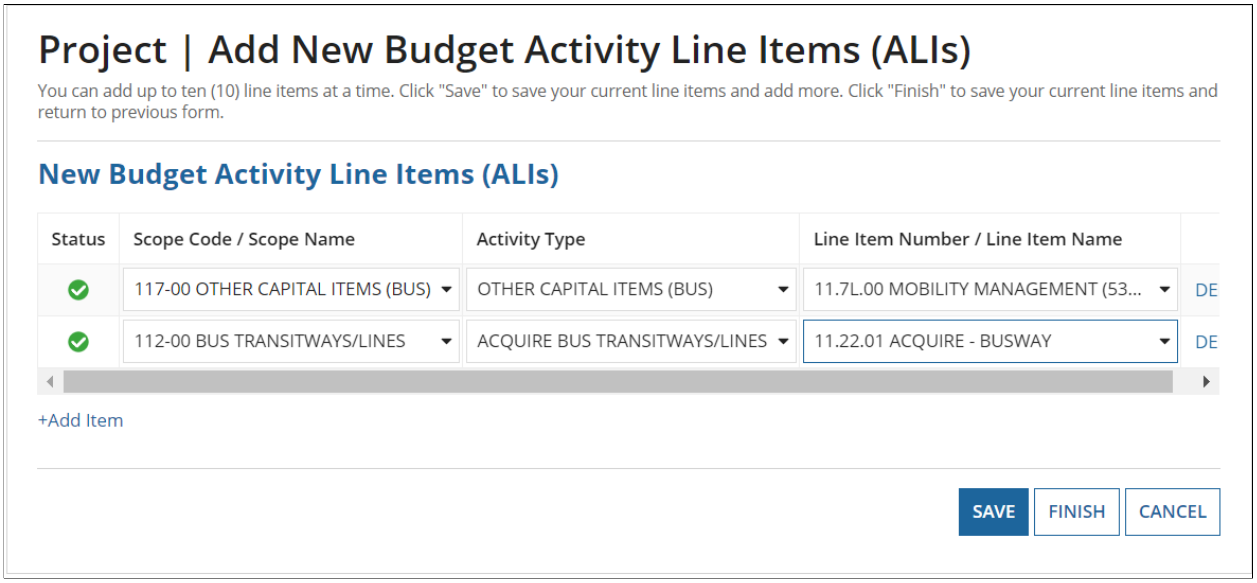
   a) If Yes (‘Yes, this is a Capital Investment Grant project’), the 13/14 series scopes will be available. Applicants should only use the 140-00 related scope codes in new applications.



   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.



10) Once all ALI's have been added, click 'Save'.



Project | Add New Budget Activity Line Items (ALIs)

You can add up to ten (10) line items at a time. Click "Save" to save your current line items and add more. Click "Finish" to save your current line items and return to previous form.

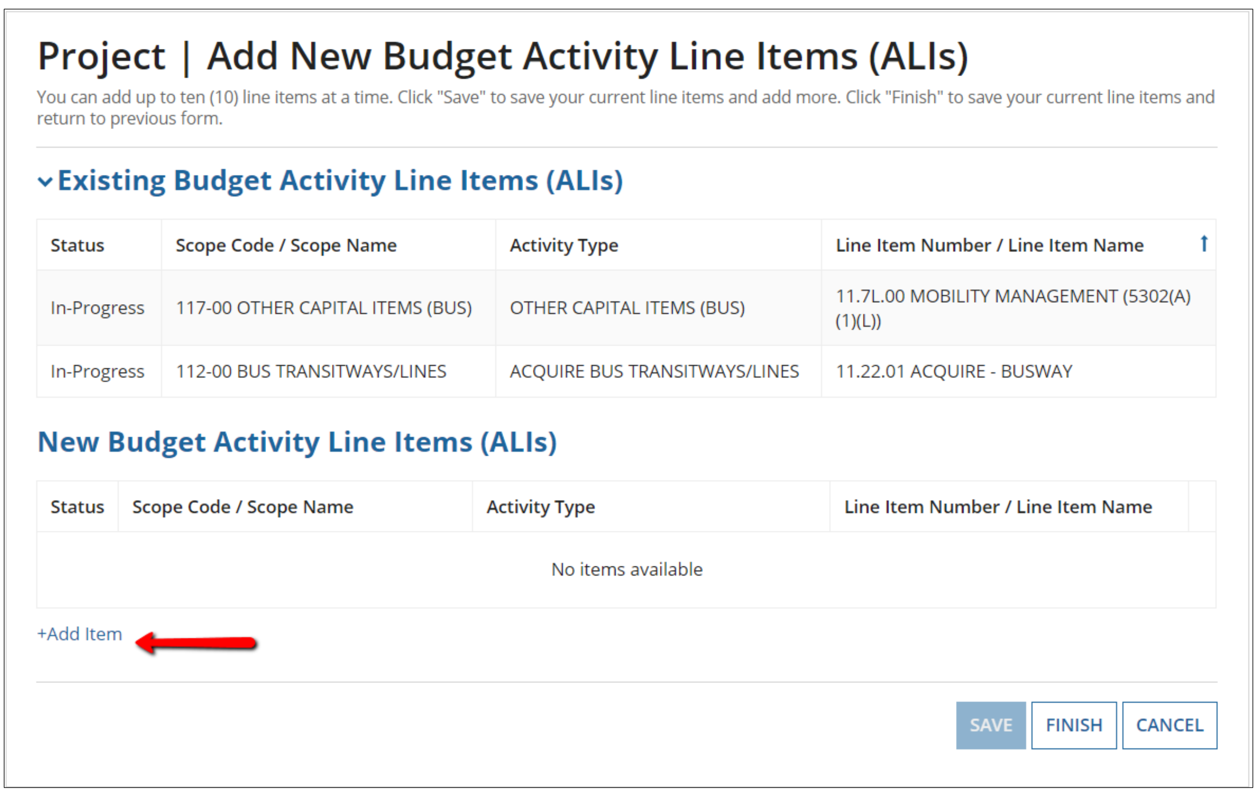
New Budget Activity Line Items (ALIs)

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...	DE
	112-00 BUS TRANSITWAYS/LINES	ACQUIRE BUS TRANSITWAYS/LINES	11.22.01 ACQUIRE - BUSWAY	DE

+Add Item

SAVE FINISH CANCEL

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.



Project | Add New Budget Activity Line Items (ALIs)

You can add up to ten (10) line items at a time. Click "Save" to save your current line items and add more. Click "Finish" to save your current line items and return to previous form.

Existing Budget Activity Line Items (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 Budget Activity Line Items (ALIs)

Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name
No items available			

+Add Item

SAVE FINISH CANCEL

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.

Existing Line Items

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	Line Item Number / 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
☐	In-Progress	117-00 OTHER CAPITAL ITEMS (BUS)	11.7L.00 MOBILITY MANAGEMENT (5302(A)(1)(L))	Other Capital Items (bus)	0	$0	$0

ADD LINE ITEM CLOSE

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.

Existing Line Items

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	Line Item Number / 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
☑	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 ITEM DELETE LINE ITEM CANCEL

Line Item Scope: 117-00 OTHER CAPITAL ITEMS (BUS)

Line Item #

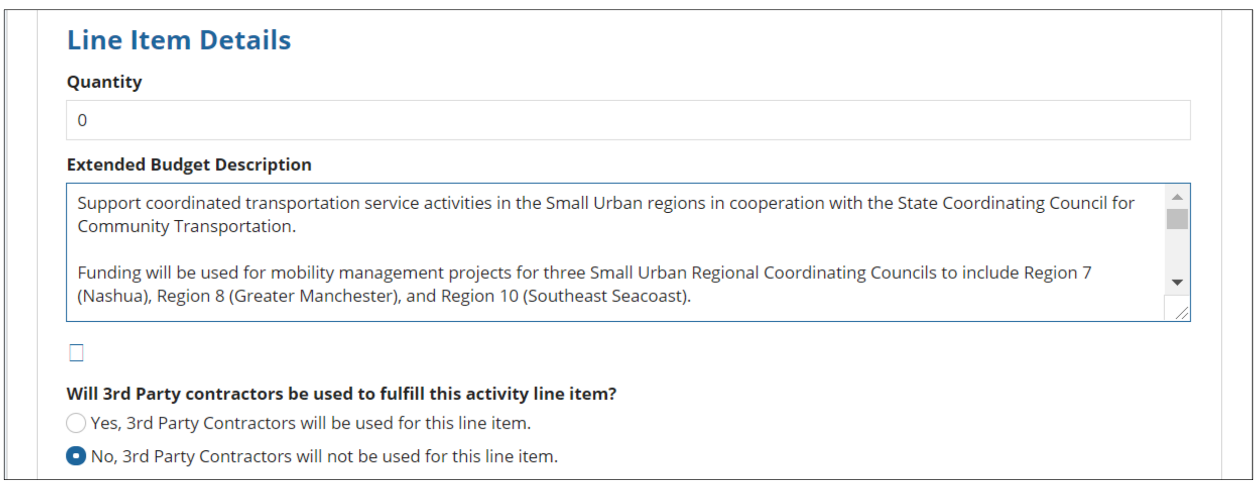
6) **Line Item Scope:** You may provide a customized name for the line item in the 'Line Item Scope' details section by updating the 'Custom Line Items Name' field or you may choose to keep the standard line item name. Only the first 510 characters for custom line item name will save.

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'.



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

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.

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).

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

49 USC 5311 - (MAP 21) Formula Grants for Rural Areas (FY2013 and forward)

Award FTA Funding Amount

$43,181.00

Award Non-FTA Amount

$0.00

Award Total Eligible Cost

$43,181.00

FTA Funding Source

49 USC 5311 - (MAP 21) Formula Grants for Rural Areas (FY2013 a

Revised FTA Funding Amount

$43,181.00

Revised Non-FTA Amount

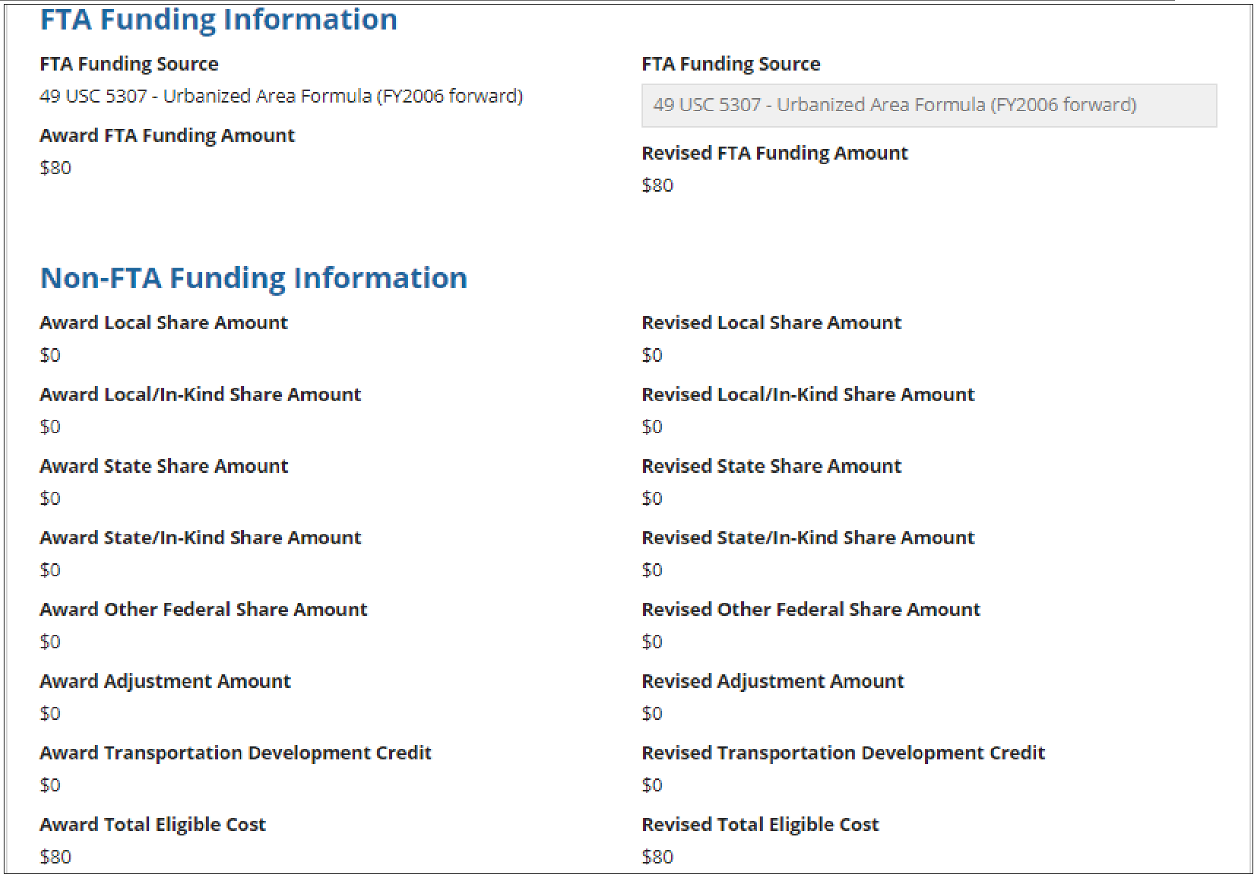
$0.00

Revised Total Eligible Cost

$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



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	**Revised FTA Funding Amount**
$80	$80

Non-FTA Funding Information

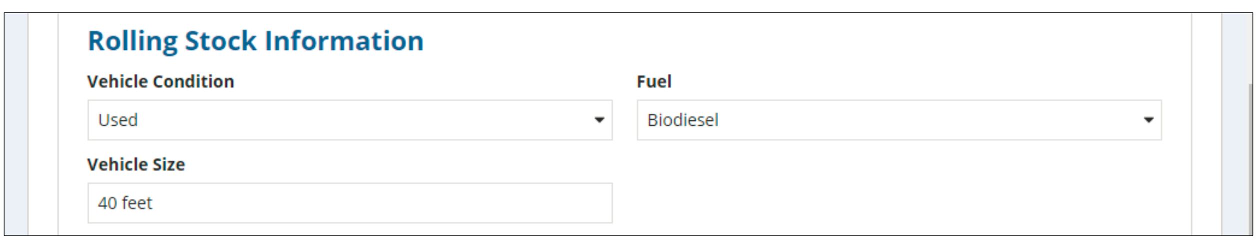
Award Local Share Amount	**Revised Local Share Amount**
$0	$0
Award Local/In-Kind Share Amount	**Revised Local/In-Kind Share Amount**
$0	$0
Award State Share Amount	**Revised State Share Amount**
$0	$0
Award State/In-Kind Share Amount	**Revised State/In-Kind Share Amount**
$0	$0
Award Other Federal Share 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.

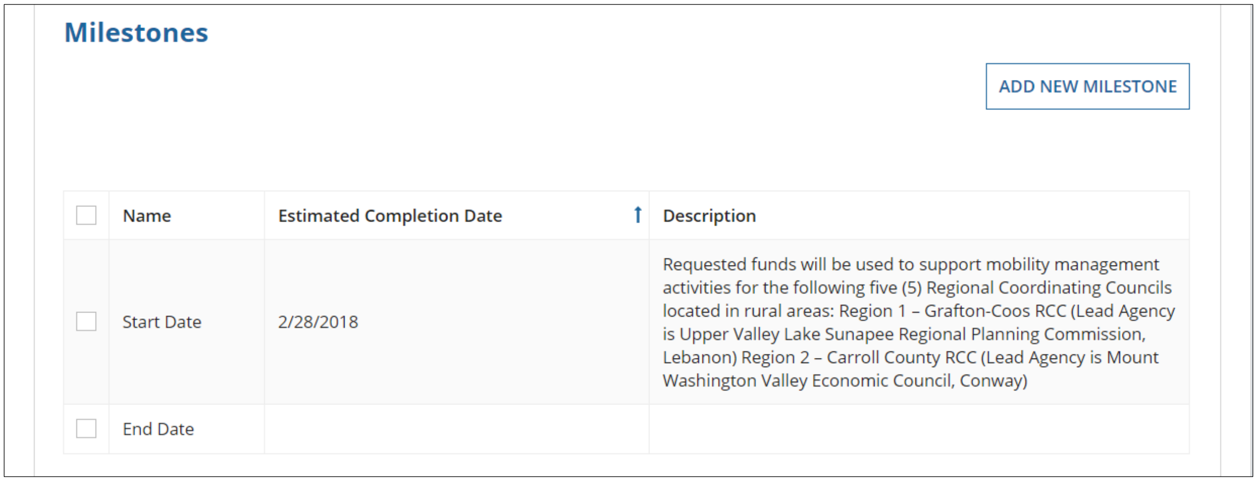
   c) **Vehicle Size:** Provide a short text describing of the size of the vehicle in the 'Vehicle Size' field.



Rolling Stock Information

Vehicle Condition	**Fuel**
Used	Biodiesel
Vehicle Size	
40 feet	

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.



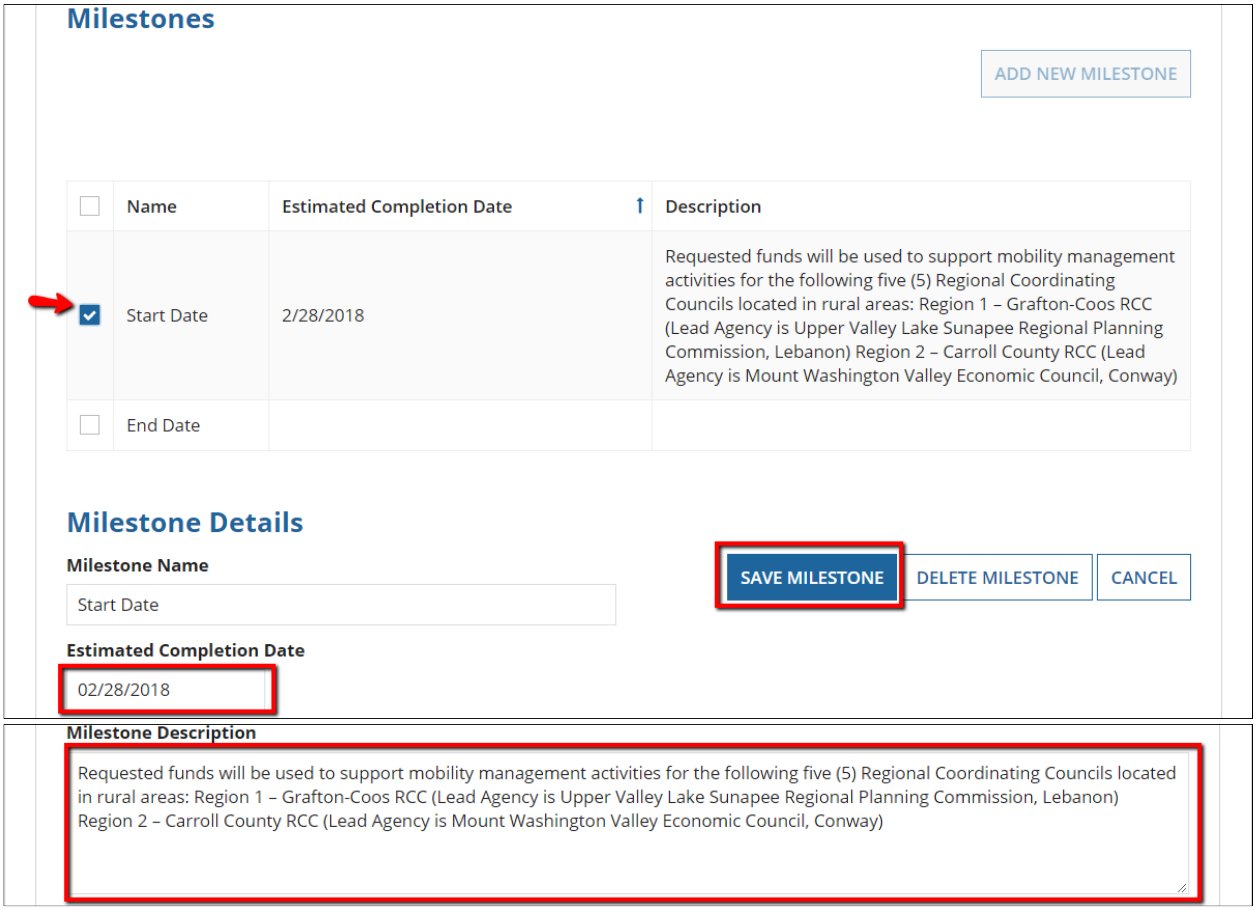
Milestones

ADD NEW MILESTONE

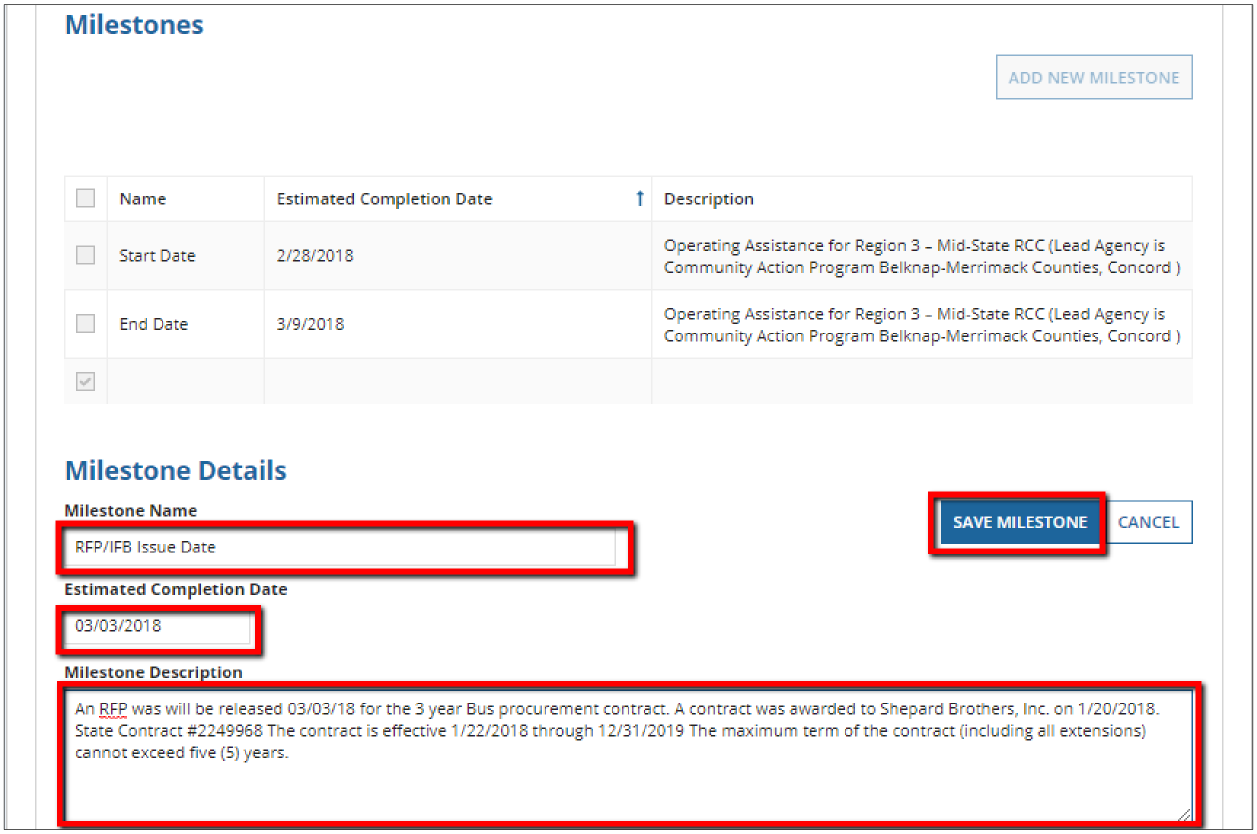
	Name	Estimated Completion Date	Description
	Start Date	2/28/2018	Requested funds will be used to support mobility management activities for the following five (5) Regional Coordinating Councils located in rural areas: Region 1 – Grafton-Coos RCC (Lead Agency is Upper Valley Lake Sunapee Regional Planning 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.

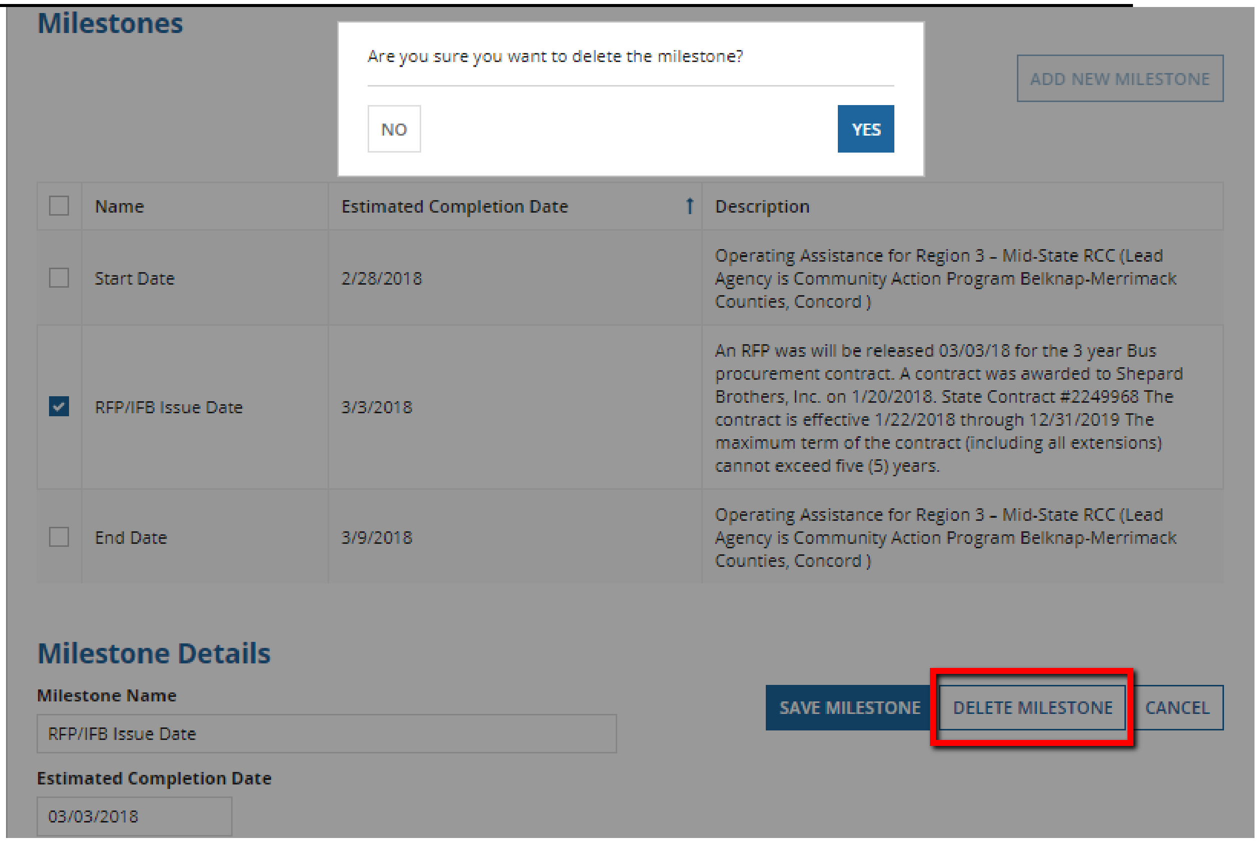
13) **Update Milestone:** To update a default milestone, click the checkbox next to the milestone name. The 'Milestone Details' section will open. Update the milestone name as desired. Add an estimated completion date and input a description. A name and completion date are required for each milestone. When done, click the 'Save Milestone' button.



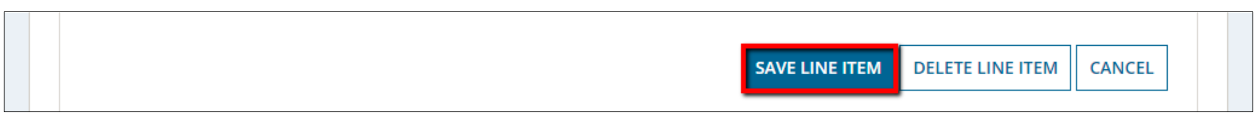
14) **Add Milestone:** To add new milestones click the 'Add New Milestone' button and the form will expand to allow for the input of the milestone details. Add the milestone name, an estimated completion date and input a description. A name and completion date are required for each milestone. When done, click the 'Save Milestone' button.



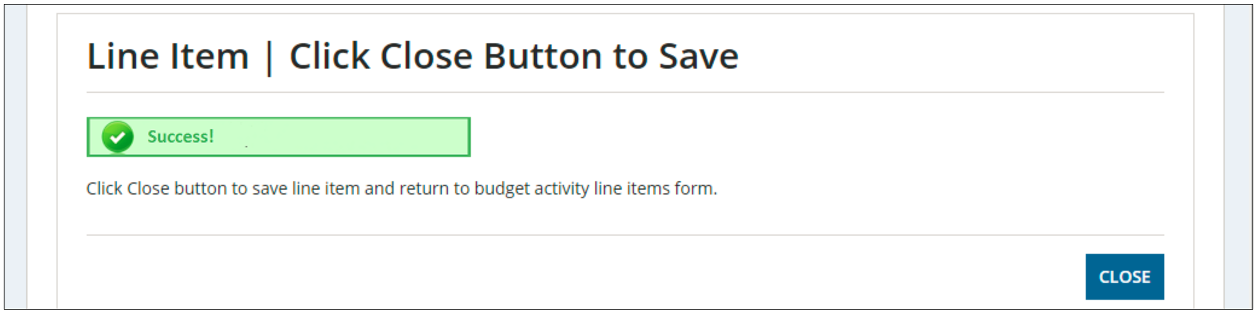
15) **Delete Milestone:** Click the checkbox next to the milestone name. The 'Milestone Details' section will open. Click on the 'Delete Milestone' button and a confirmation prompt is displayed. Click 'Yes' to delete the milestone, and collapse the form. Selecting the 'No' button will prevent any changes from occurring.



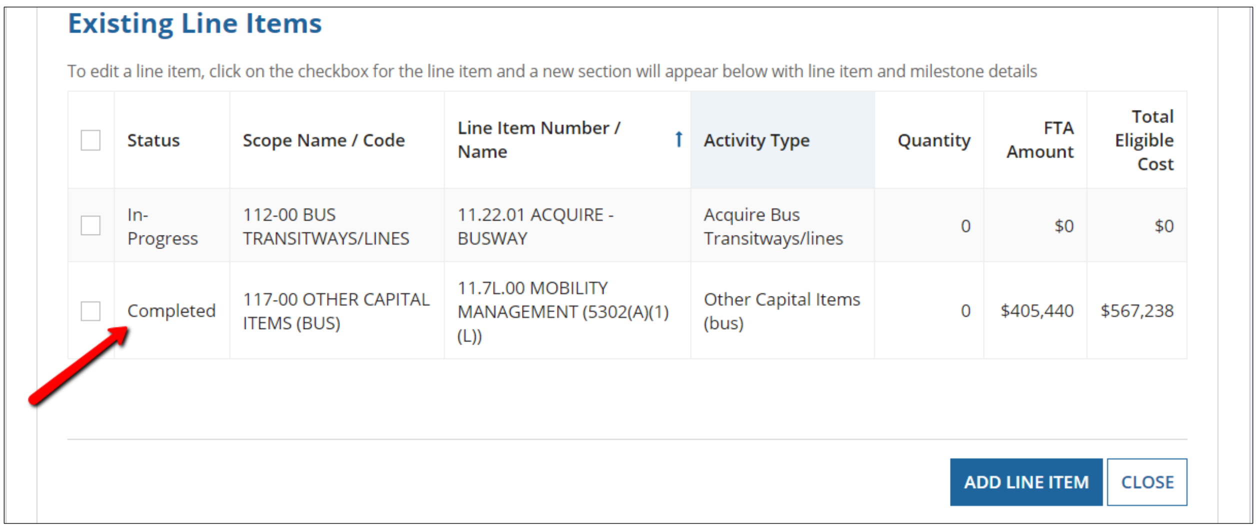
16) **Save Line Item:** Once all details for the selected line item have been added, click the 'Save Line Item' button. The button can be found below the 'Existing Line Items' grid and beneath the 'Milestones' section.



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.**



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.



Existing Line Items

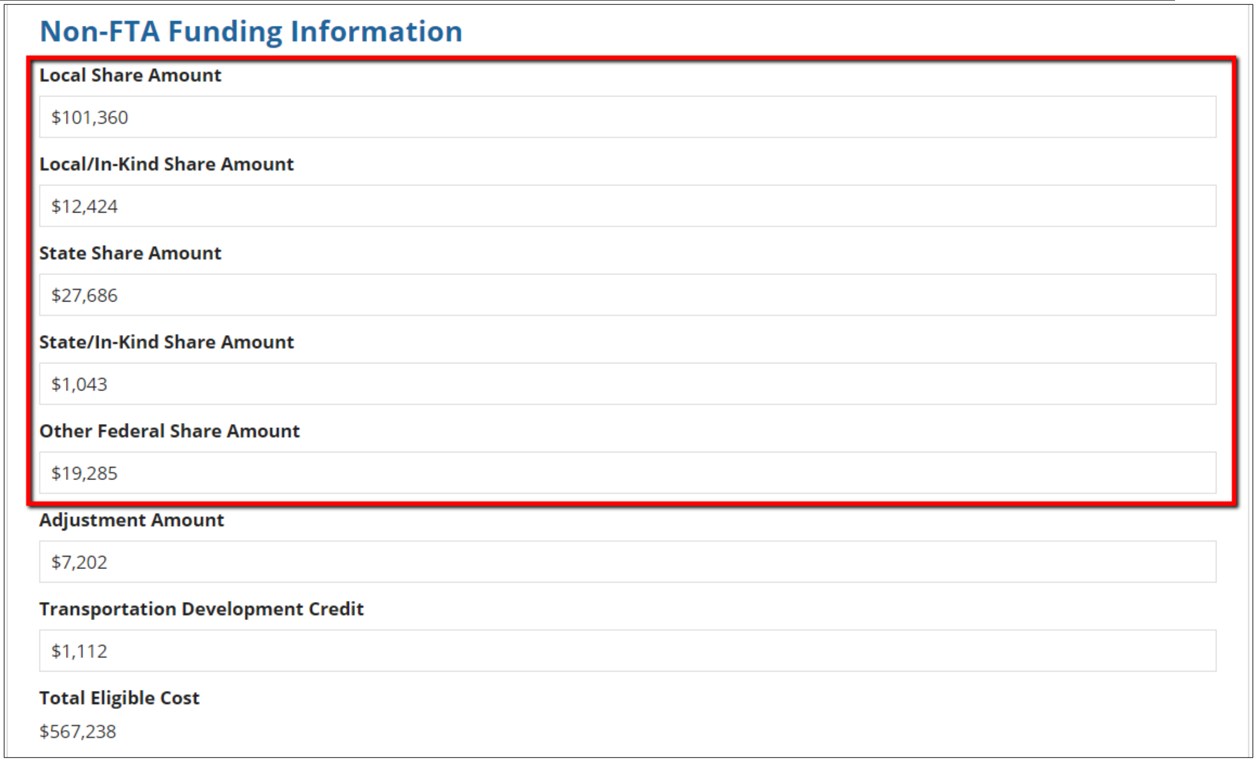
To edit a line item, click on the checkbox for the line item and a new section will appear below with line item and milestone details

	Status	Scope Name / Code	Line Item Number / 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

ADD LINE ITEM CLOSE

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’



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

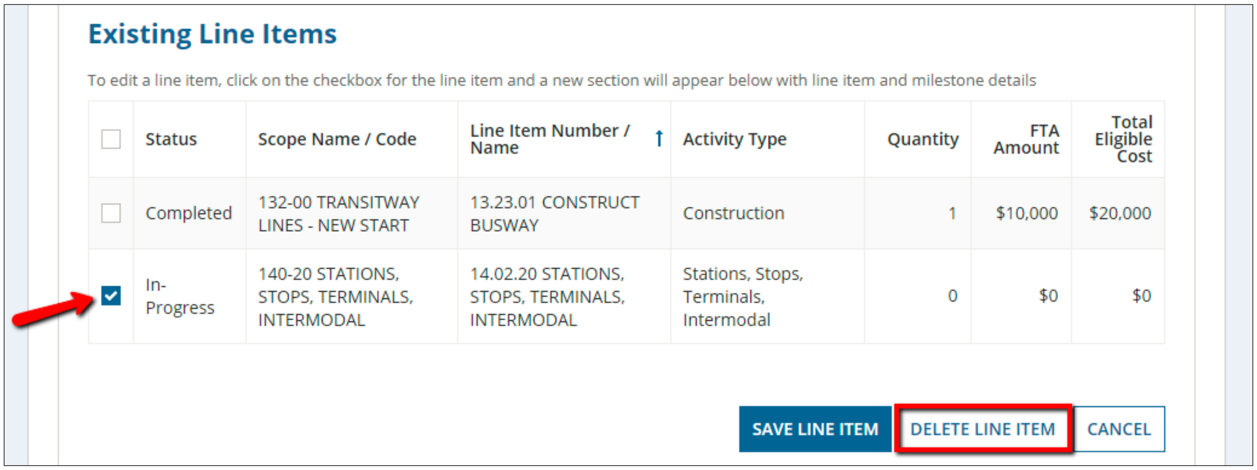
$1,112

Total Eligible Cost

$567,238

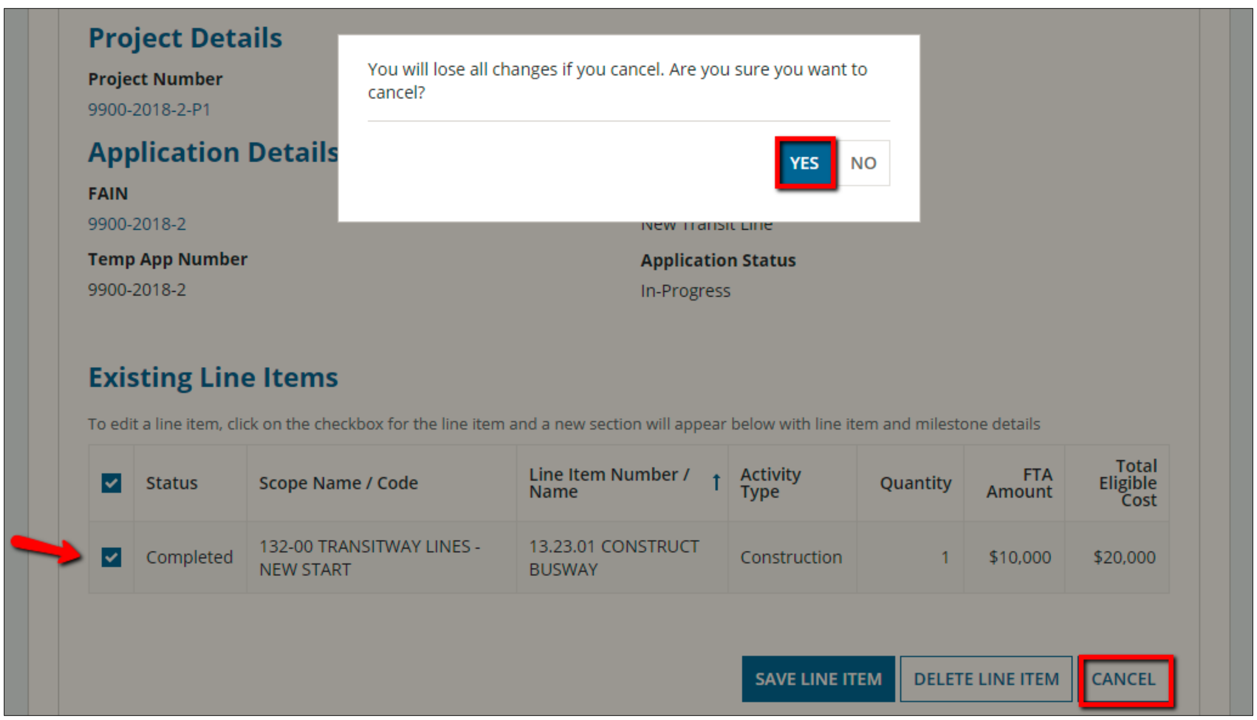
19) Select all remaining ALI's and repeat the process of updating their information. All line items must have a 'Complete' status in order to successfully validate the project.

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.

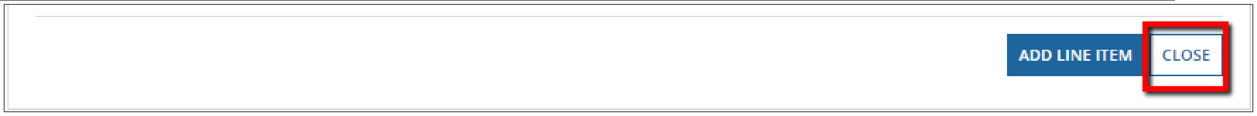


21) Once a line item is deleted the existing line items grid will no longer display the deleted line item.

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.



23) Click the ‘Close’ button to return to the Projects Related Actions menu.



5.2.1.10.5 Related Action: Environmental Determinations

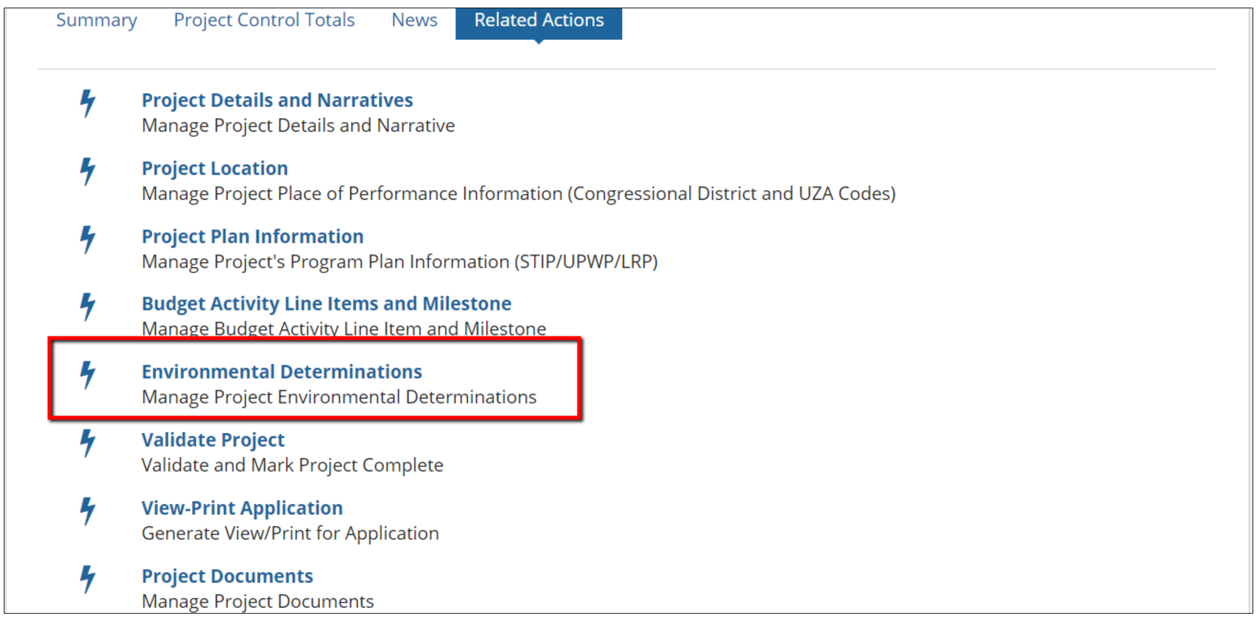
Environmental determinations must be provided to pass project validation. You may select to have one environmental determination apply to the project as a whole (and all ALIs within the project) or select individual environmental determination for each ALI.

To update Environmental Determination, complete the following:

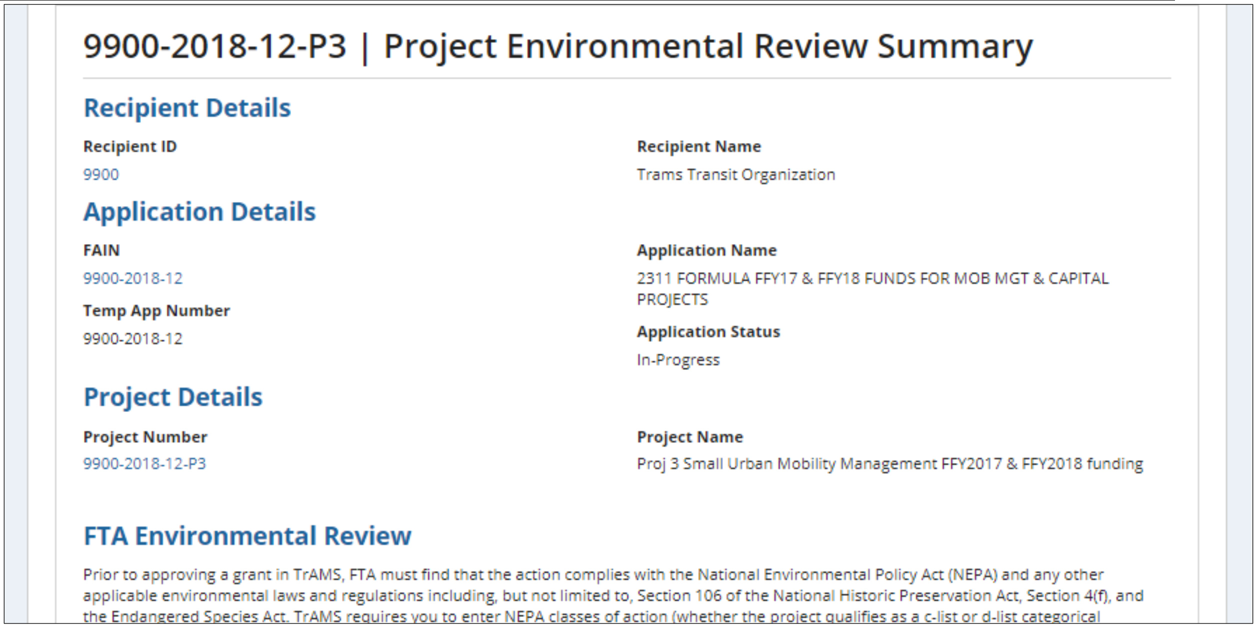
1) Use the Records tab to search and open the desired project.

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.



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

Recipient Name
Trams Transit Organization

Application Details

FAIN
9900-2018-12

Temp App Number
9900-2018-12

Application Name
2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Application Status
In-Progress

Project Details

Project Number
9900-2018-12-P3

Project Name
Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding

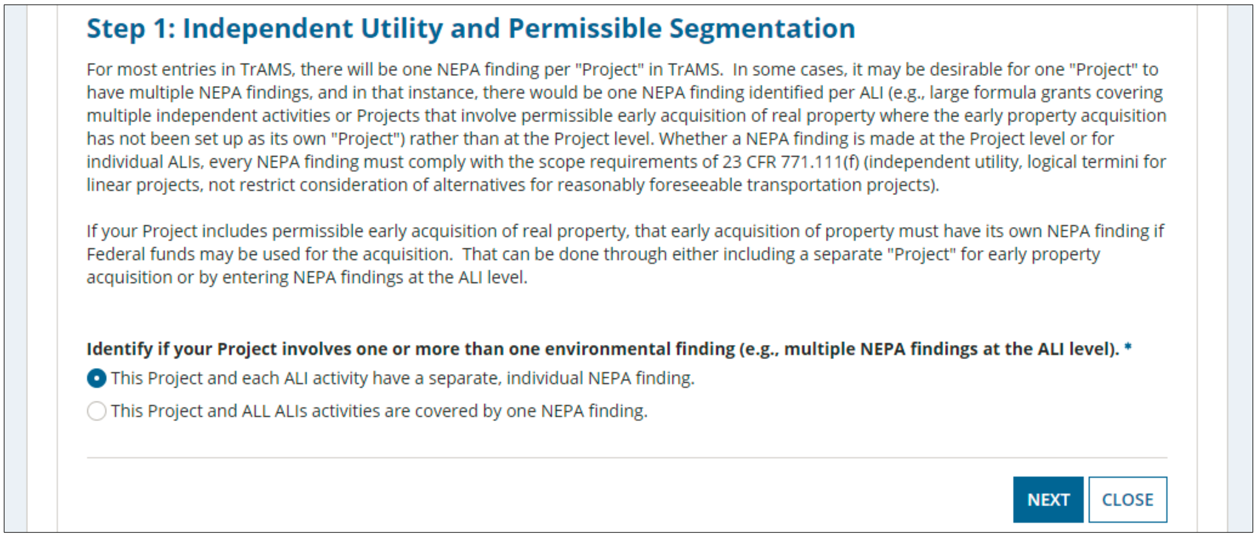
FTA Environmental Review

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

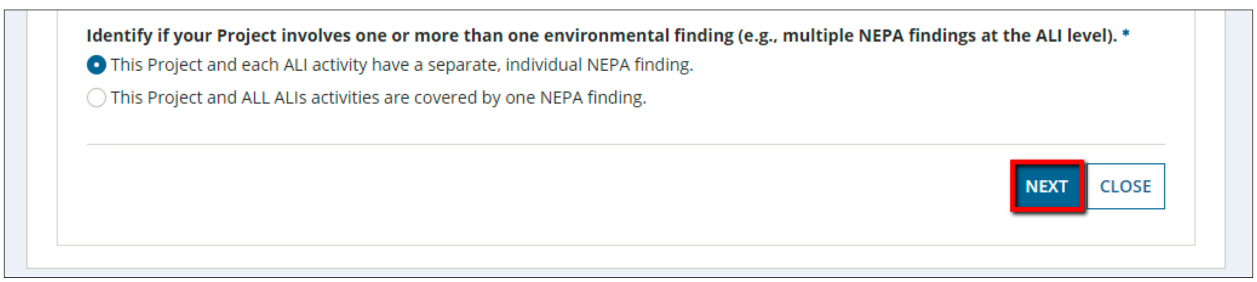
5) At the bottom of the form, review the text in the ‘Step 1: Independent Utility and Permissible Segmentation’ section. Select whether this project is covered by one or multiple NEPA findings.

   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.

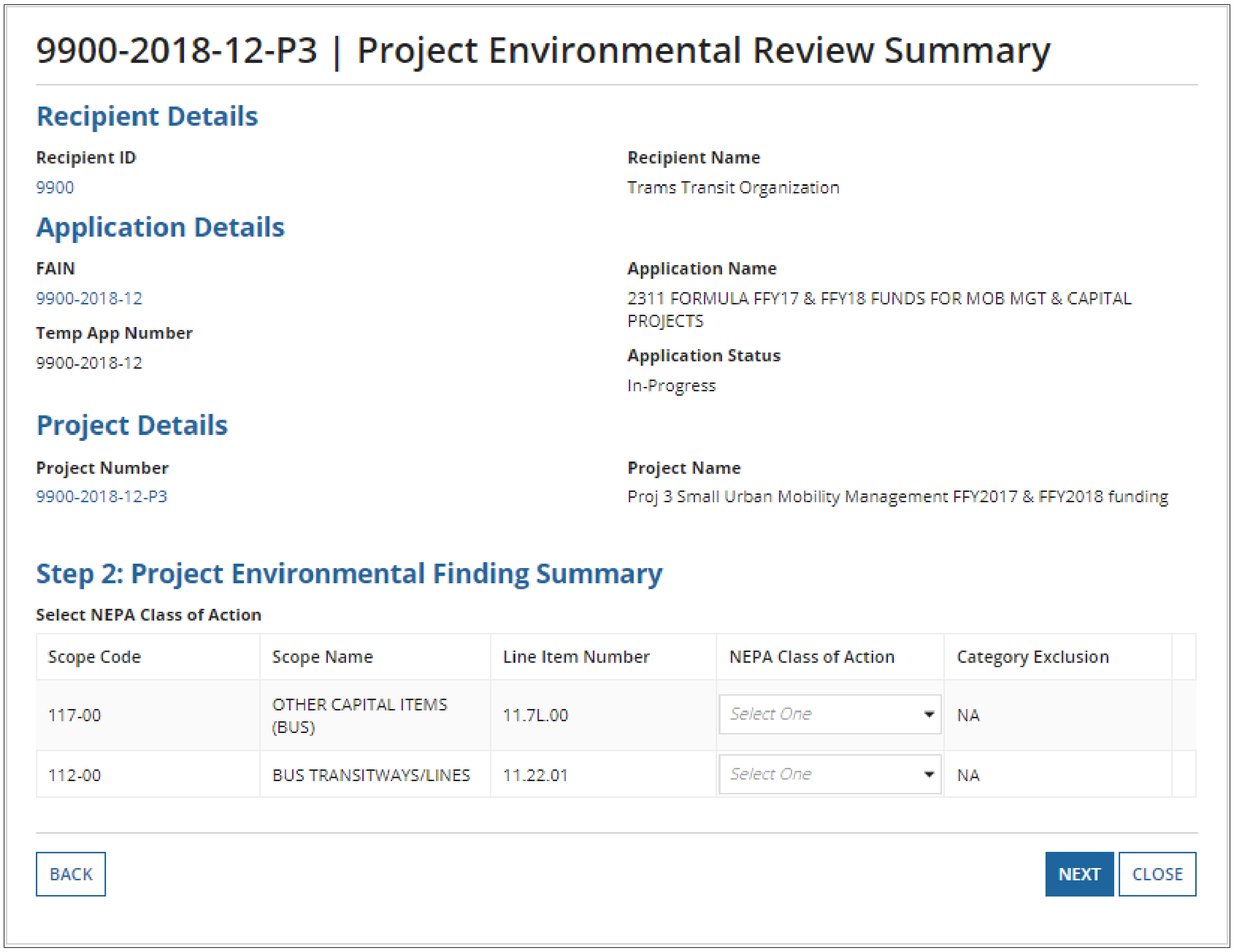


6) Click on the ‘Next’ button to move the next form. Click the ‘Close’ button on this, or any subsequent forms, to close the form without saving changes and return to the project ‘Related Actions’ menu.

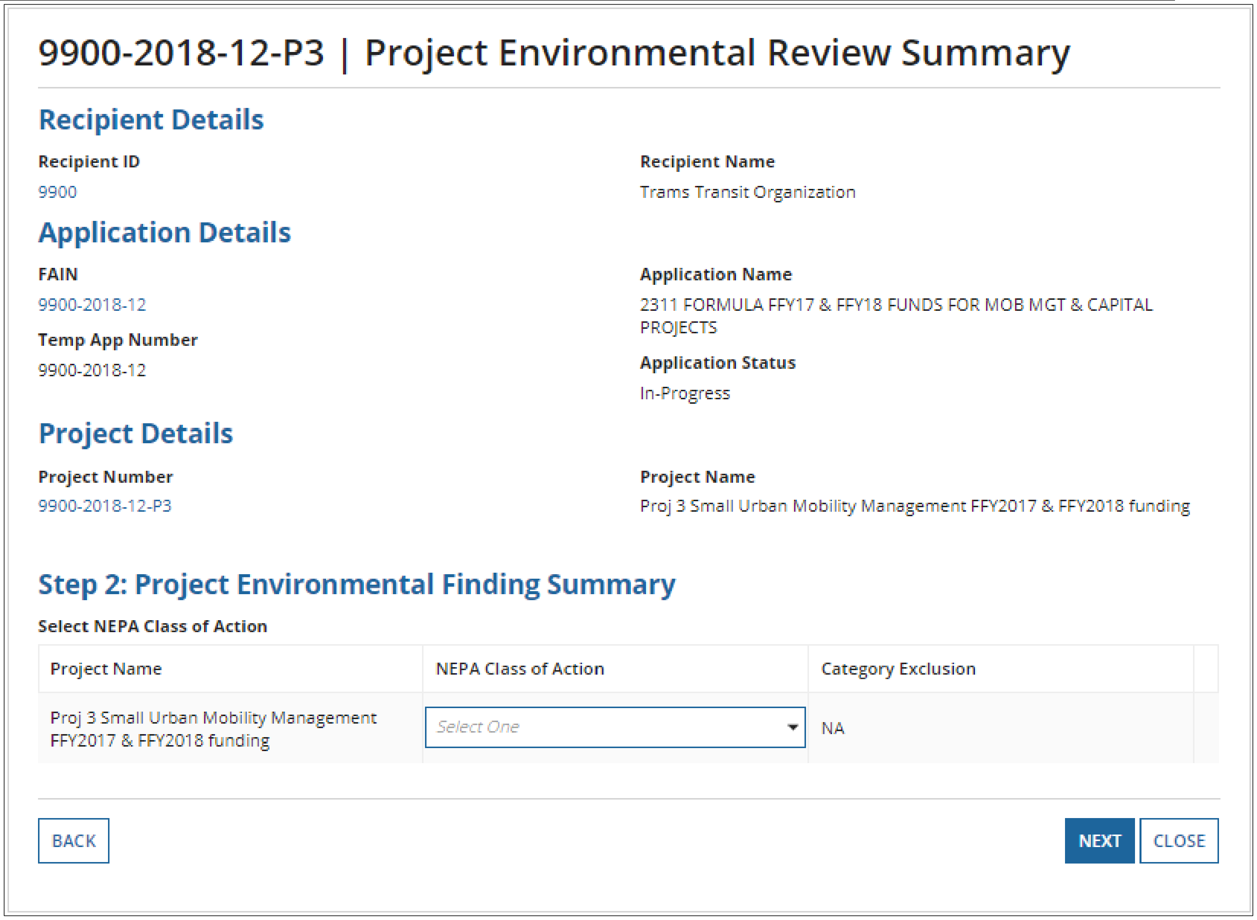


7) The 'Step 2: Project Environmental Finding Summary' section will appear.

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.



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.

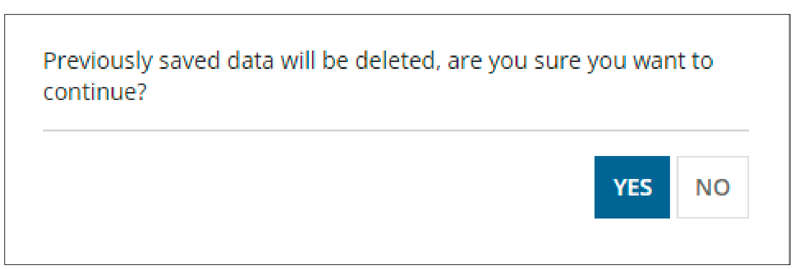


8) Select a value from the drop-down menu provided under the ‘NEPA Class of Action’ field. Once you select a class of action from the drop-down, the ‘Category Exclusion’ field will populate with appropriate values.

   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.

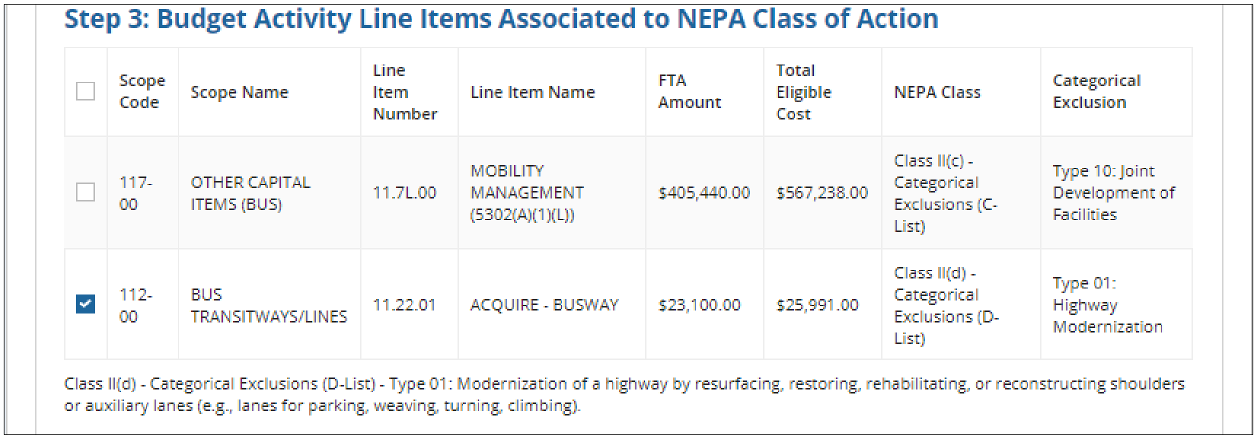
   b) Otherwise, the value of ‘NA’ will populate.

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.



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:

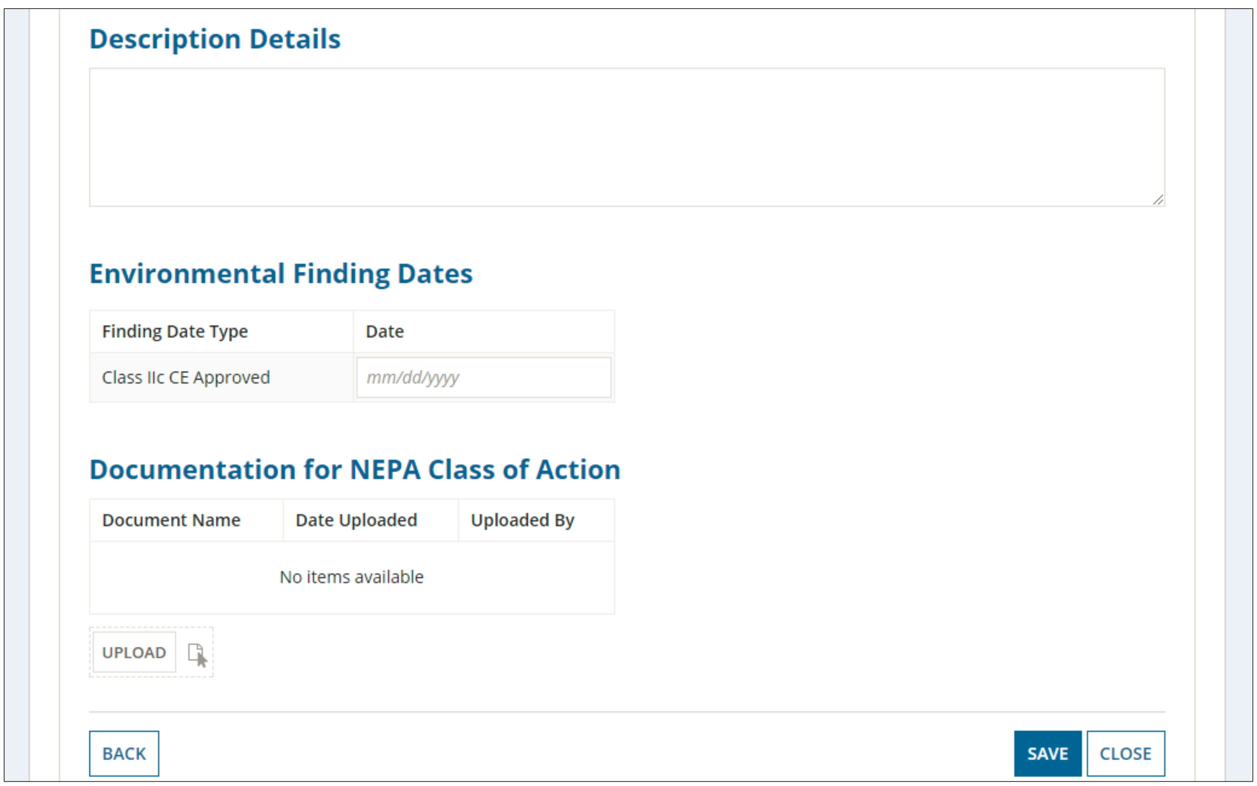


Step 3: Budget Activity Line Items Associated to NEPA Class of Action

☐	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

Class II(d) - Categorical Exclusions (D-List) - Type 01: Modernization of a highway by resurfacing, restoring, rehabilitating, or reconstructing shoulders or auxiliary lanes (e.g., lanes for parking, weaving, turning, climbing).

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.

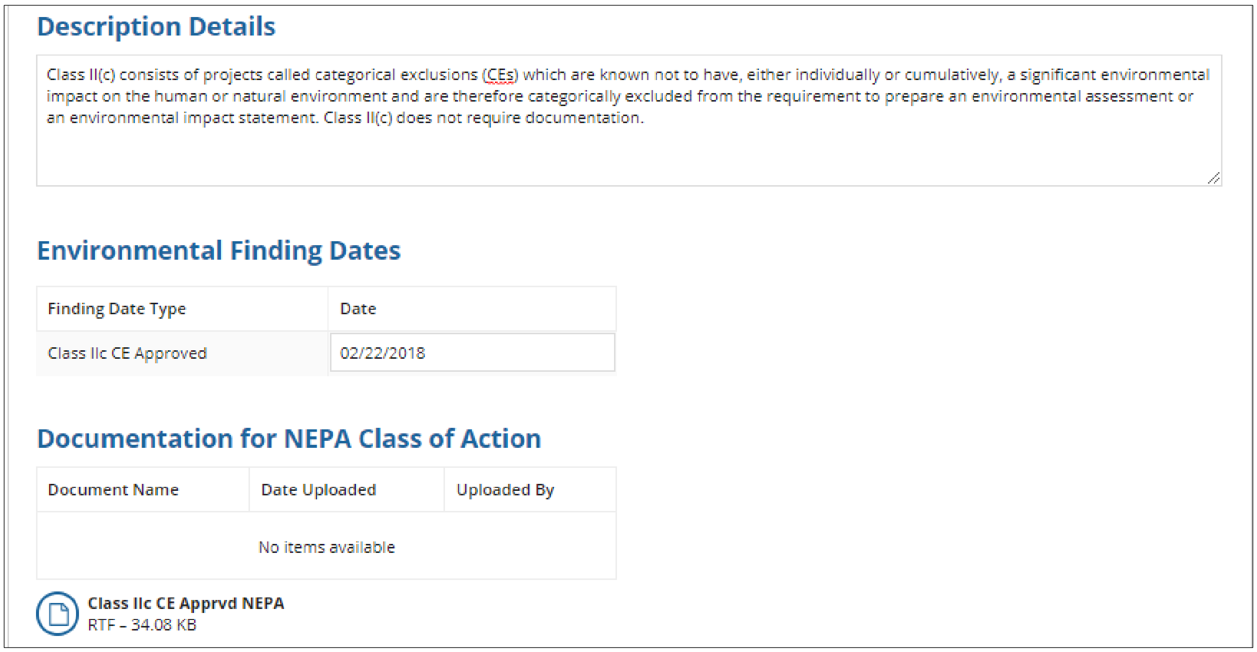


13) For each NEPA Class of Action selected the user will be able to:

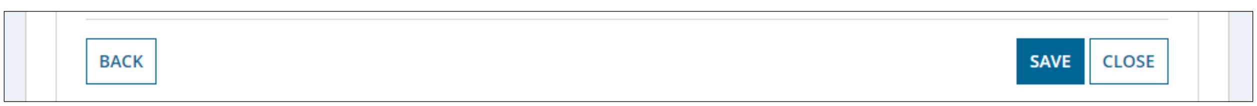
a) Provide a description of the findings in the ‘Description Details’ field.

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.



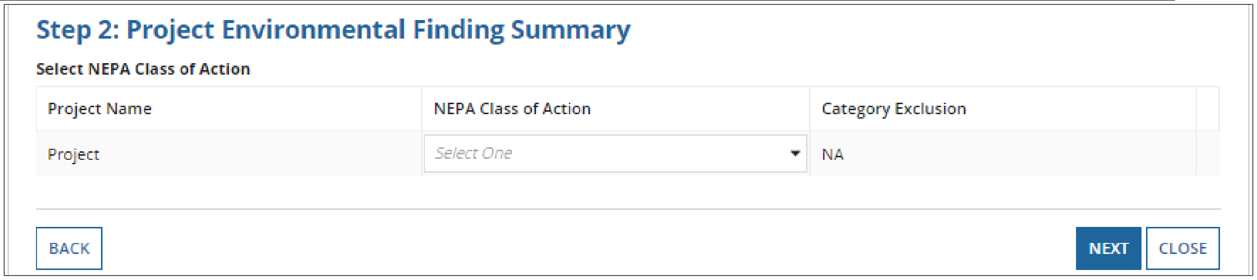
14) Click on ‘Save’ to save all information for the selected NEPA Class of Action. Then click ‘Close’ to close the form and return to the project ‘Related Actions’ menu.



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.



The table below displays the Category Exclusion options that are available for each of the corresponding NEPA Class Actions.

Table 3: NEPA Class Actions & Category Exclusions

NEPA Class Action	Category Exclusions
Class I - Environmental Impact Statement (EIS)	NA
Class II(c) - Categorical Exclusions (C-List)	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 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
Class II(d) - Categorical Exclusions (D-List)	Type 01: Highway Modernization Type 02: Bridge Replacement or Rail Grade Separation Type 03: Hardship or Protective Property Acquisition

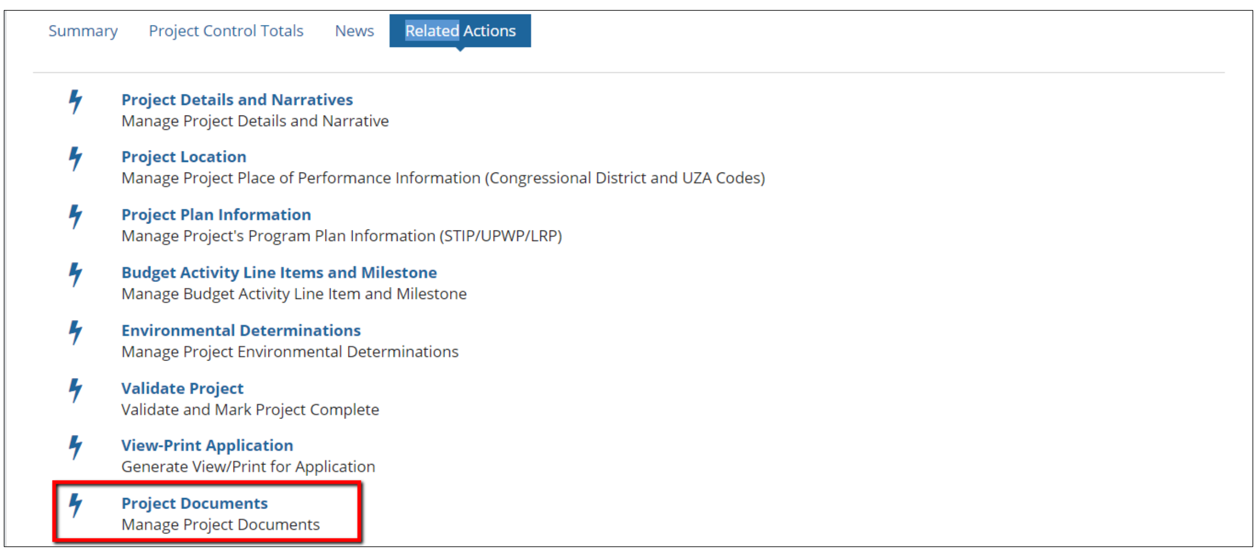
	Type 04: Acquisition of Right-of-Way Type 05: Bicycle Facility Construction Type 06: Facility Modernization Type 07: Minor Facility Realignment for Rail Safety Purposes Type 08: Facility Modernization/Expansion Outside Existing ROW Type 09: Other
Class III - Environmental Assessment (EA)	NA

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.



4) The 'Manage Documents' form will open. Documents previously uploaded and associated with the project will display in a grid.

Trams Transit Organization | Manage Documents

Project Details

Project Number
9900-2018-12-P3

Project Name
Proj 3 Small Urban Mobility Management FFY2017 & FFY2018 funding

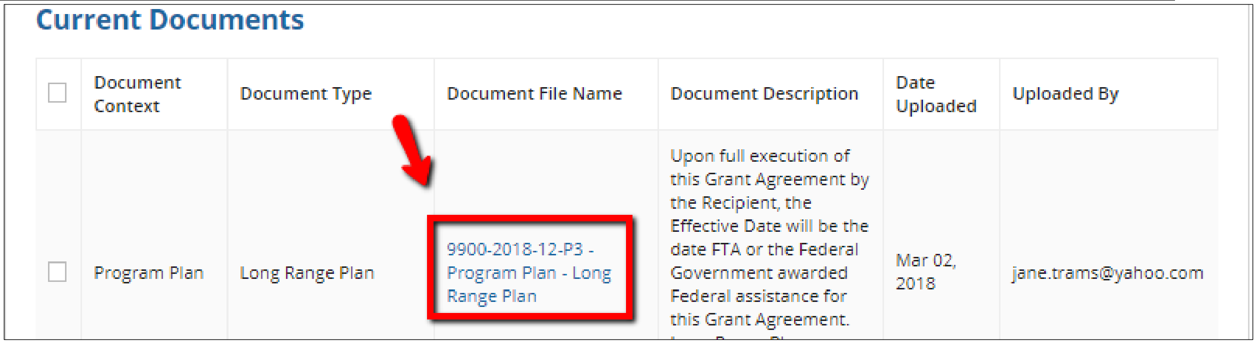
Current Documents

☐	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. 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

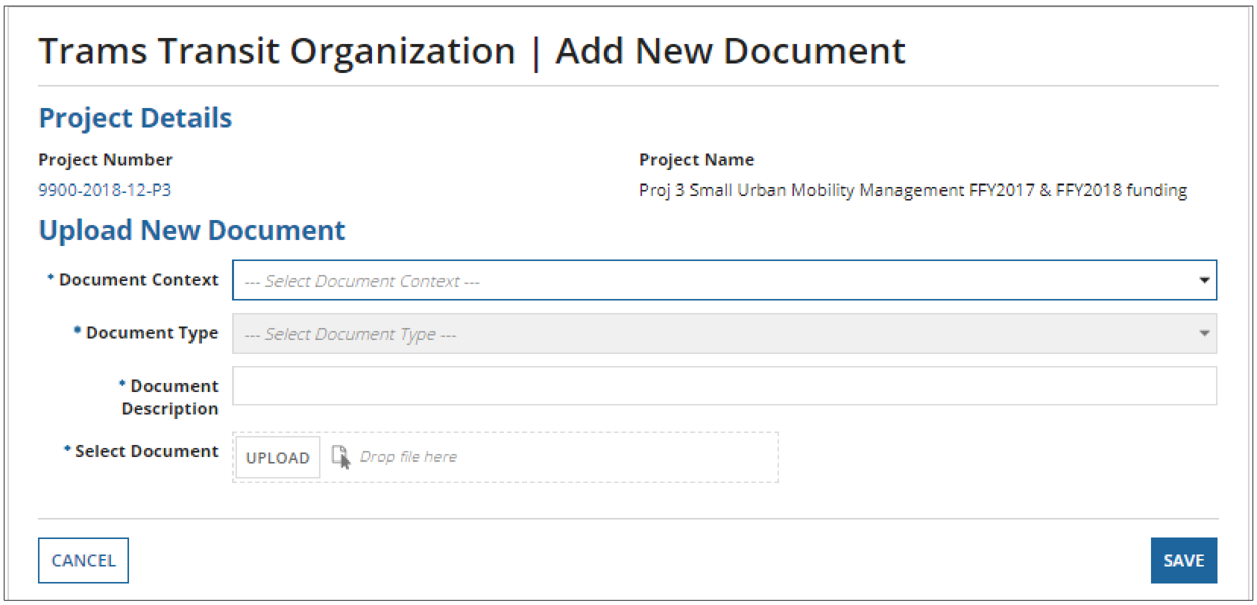
1 – 5 of 5

ADD DOCUMENT | REMOVE DOCUMENT | CLOSE

5) **View Document:** To view a document, click the corresponding 'Document File Name' hyperlink. The file will download to your local file system.



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:

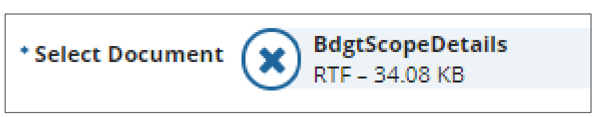


a) **Document Context:** Select a context type ("document category") from the drop-down menu.") from the drop-down menu.

b) **Document Type:** Select a document type from the drop-down menu. The available types depend on the selected context.

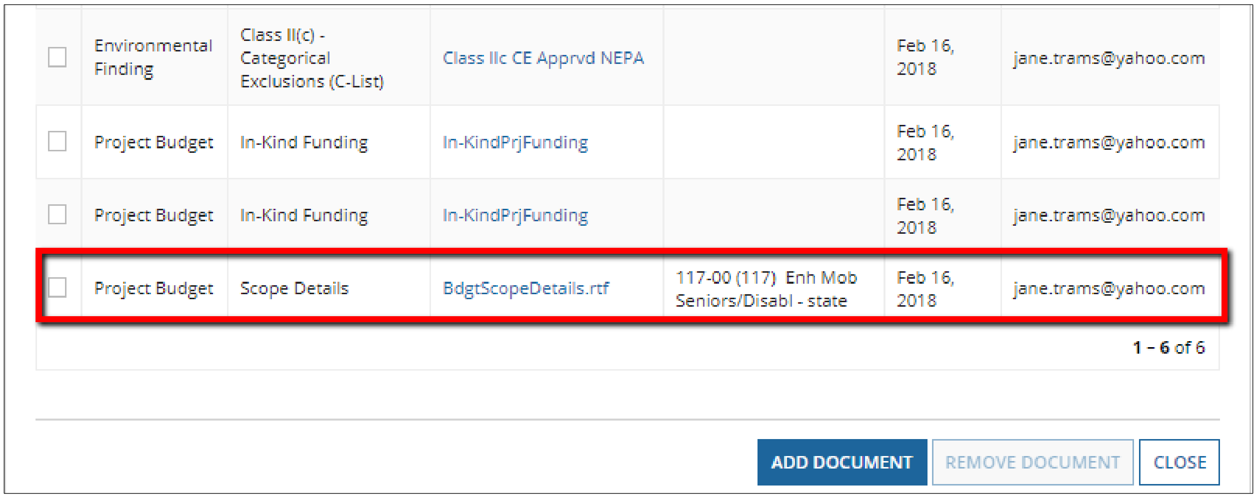
c) **Document Description:** Enter a description for the document.

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.



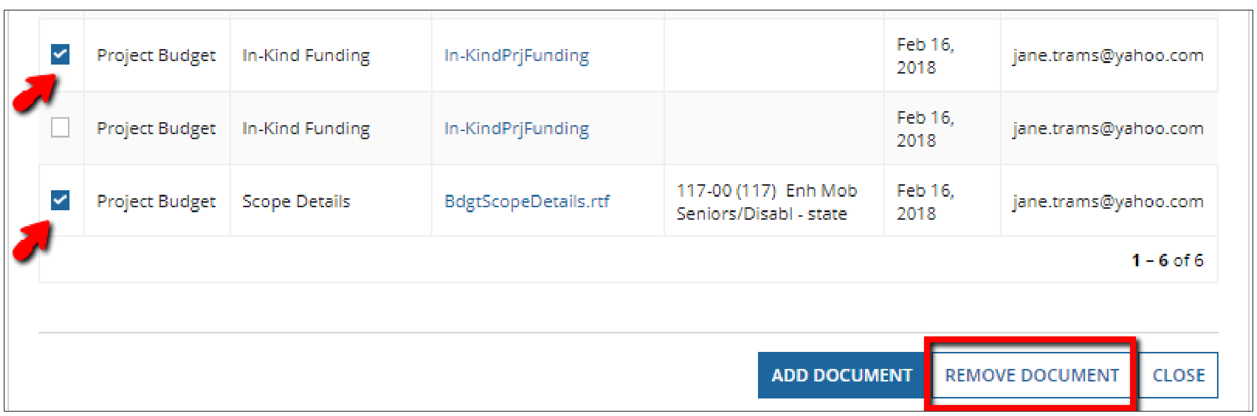
e) Once all details have been entered, click the **'**Save' button to save the document.

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@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

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.



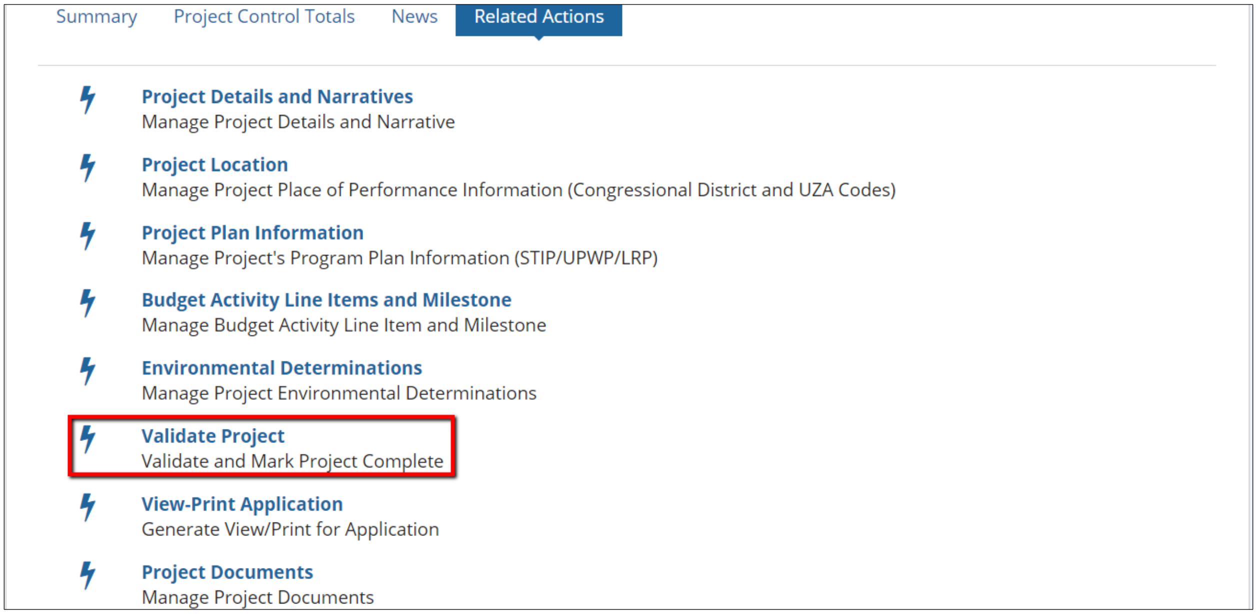
☑	Project Budget	In-Kind Funding	In-KindPrjFunding		Feb 16, 2018	jane.trams@yahoo.com
☐	Project Budget	In-Kind Funding	In-KindPrjFunding		Feb 16, 2018	jane.trams@yahoo.com
☑	Project Budget	Scope Details	BdgtScopeDetails.rtf	117-00 (117) Enh Mob Seniors/Disabl - state	Feb 16, 2018	jane.trams@yahoo.com

5.2.1.10.7 Related Action: Validate Project

All projects must be validated before transmitting an application to FTA for review.

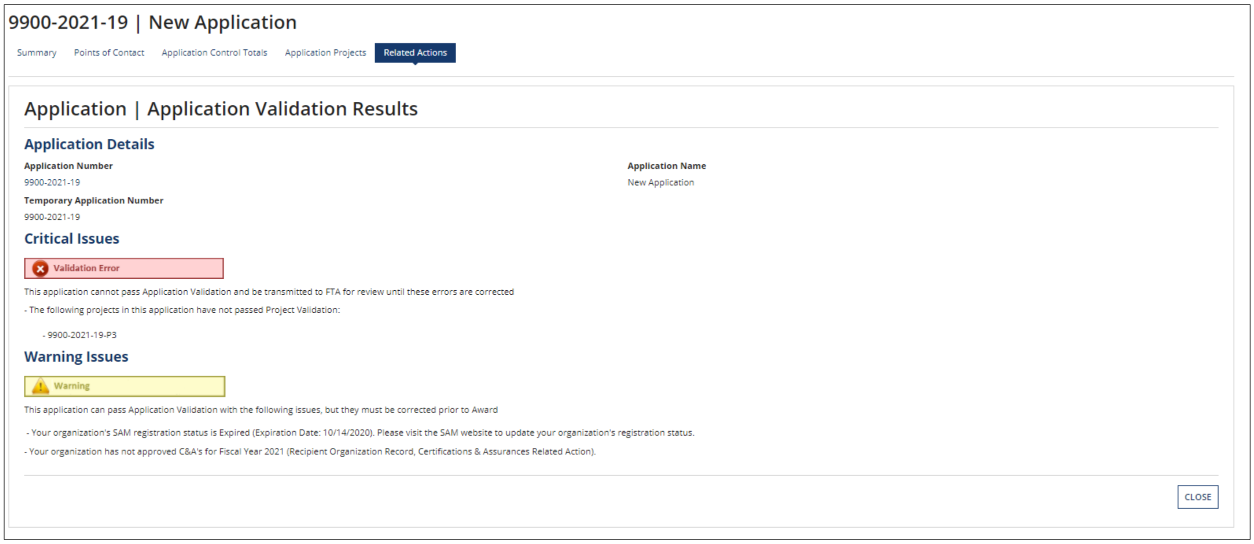
To validate a project, complete the following:

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.



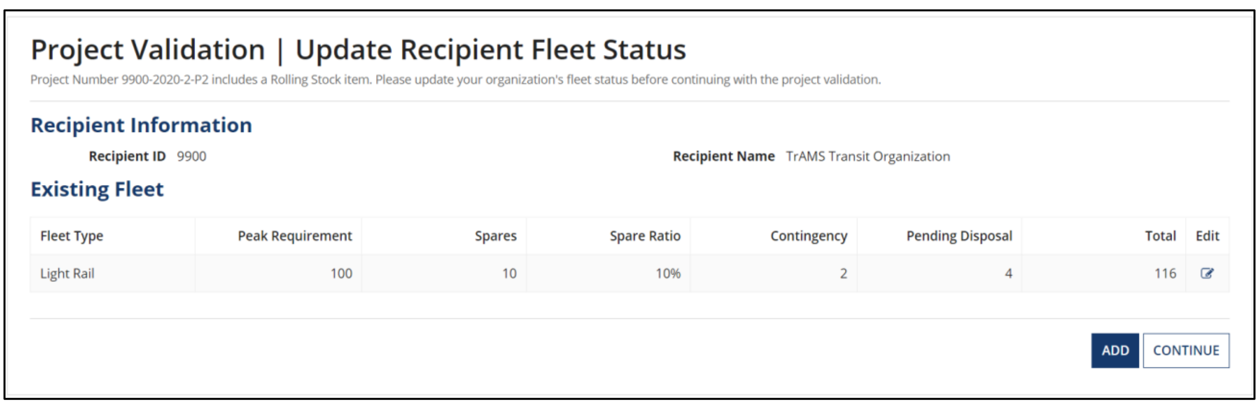
4) The system will validate the project to ensure all required elements for the project are present and will provide a summary of critical issues and warnings.

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.

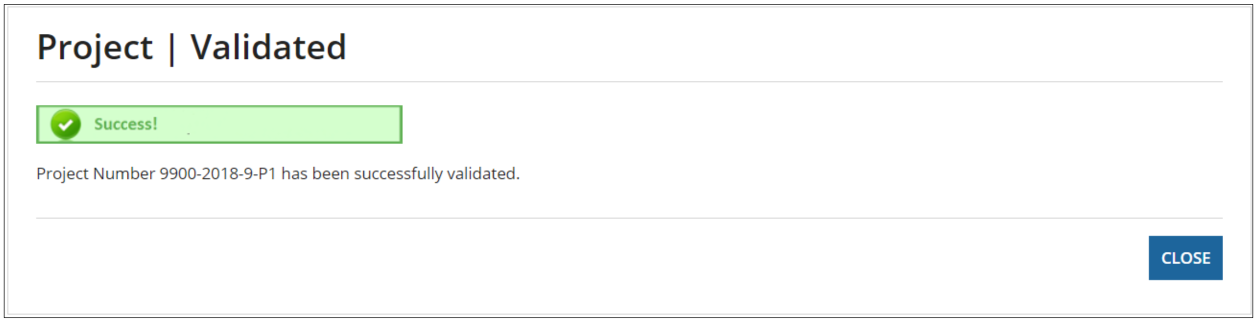


6) Click the 'Close' button to return back to the available related actions for the project and update the project as necessary.

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.



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.



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.

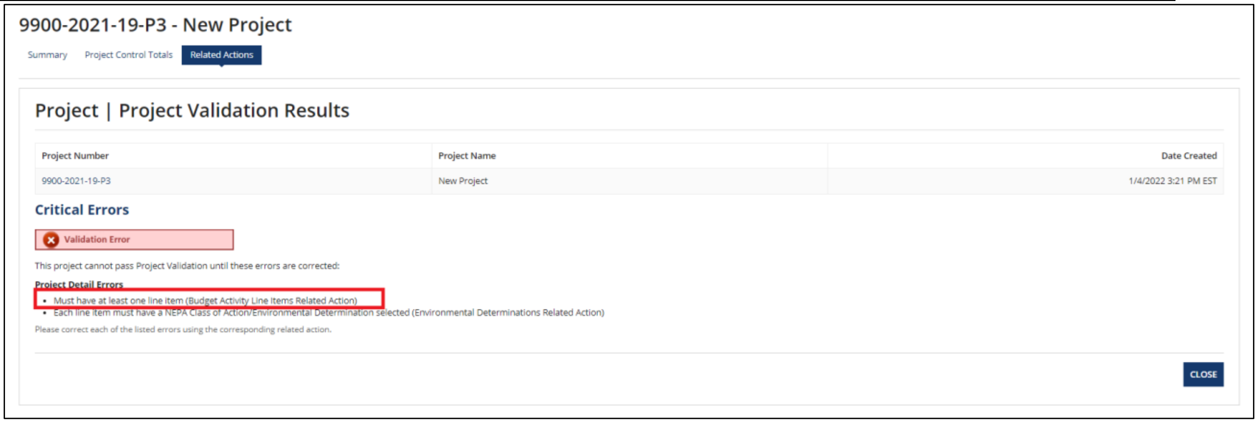
Project Validation	
Message Text	**Reason**
Critical Issues - This project cannot pass Project Validation until these errors are corrected.	
“The following line items in the project have a status of 'In-Progress'. Please ensure each line item has a status of 'Completed' before continuing (Budget Activity Line Items Related Action): *<grid of In-Progress line items>*”	One or more line items within a project are not in the required “Completed” status (only applies for TrAMS applications).
The following project details are incomplete. “Please fill out the following details before continuing: • Project Title/Name (Project Details and Narratives Related Action)”	The project is missing the required project title.
“The following project details are incomplete. Please fill out the following details before continuing:	The project is missing the required location narrative.

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: • Project Description (Project Details and Narratives Related Action)”	The project is missing the required project description.
“The following project details are incomplete. Please fill out the following details before continuing: • Project Benefits (Project Details and Narratives Related Action)”	The project is missing required project benefits.
“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:

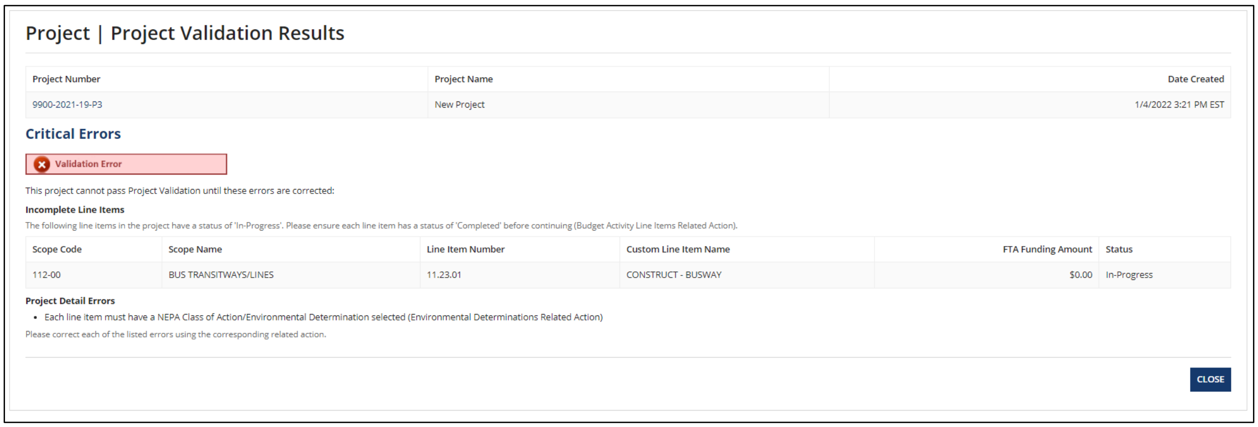
- The project must have at least one item. Please add line items to the project before continuing (Budget Activity Line Items Related Action)



5.2.1.10.7.1.3 Incomplete ALIs

The 'Incomplete ALI' critical error will display with the following text:

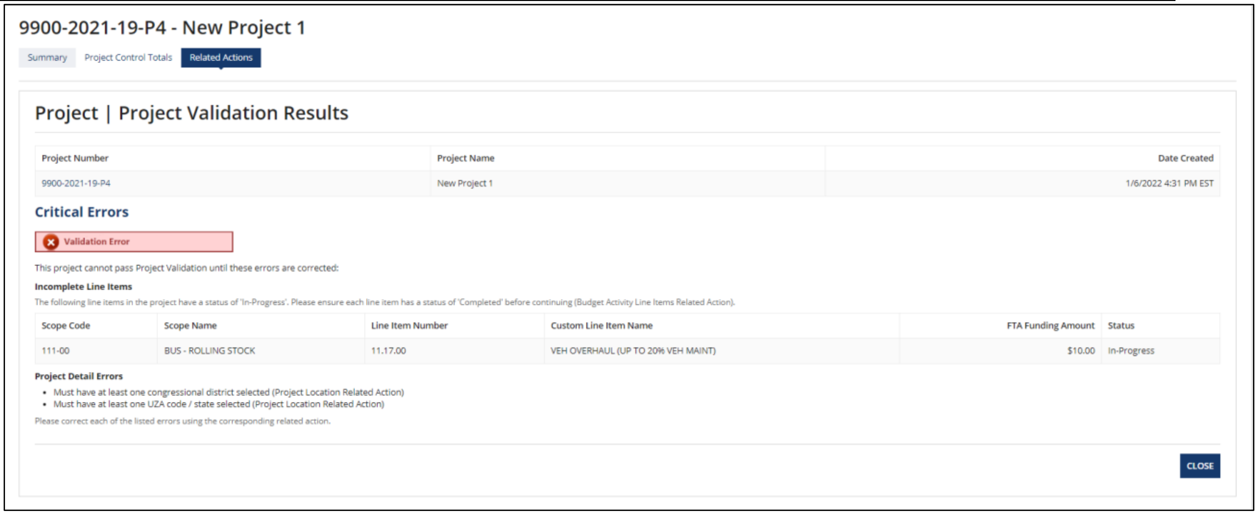
- The following line items in the project have a status of 'In-Progress'. Please ensure each line items has a status of 'Completed' before continuing (Budget Activity Line Items Related Action)



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)

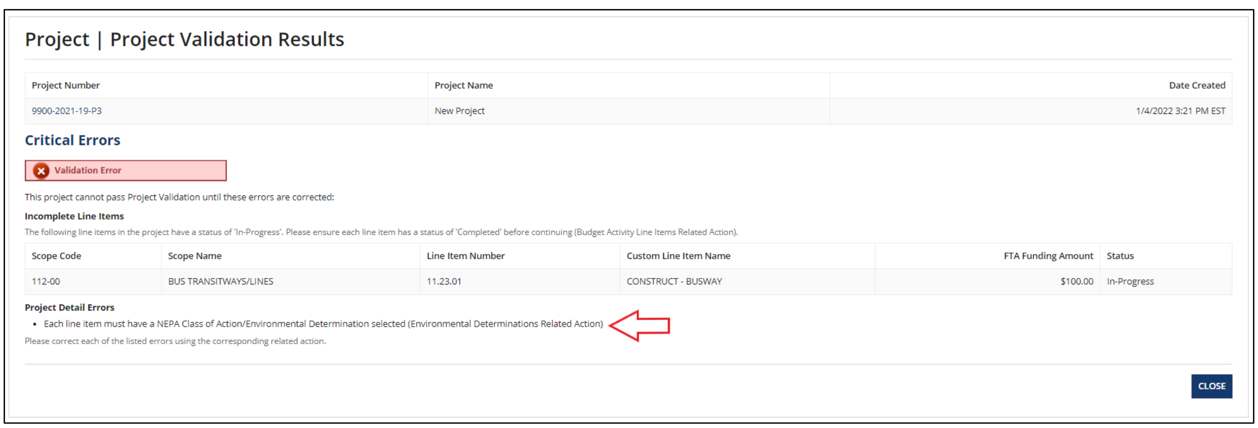


To resolve these issues, refer to *Related Action: Project Location*.

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).



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

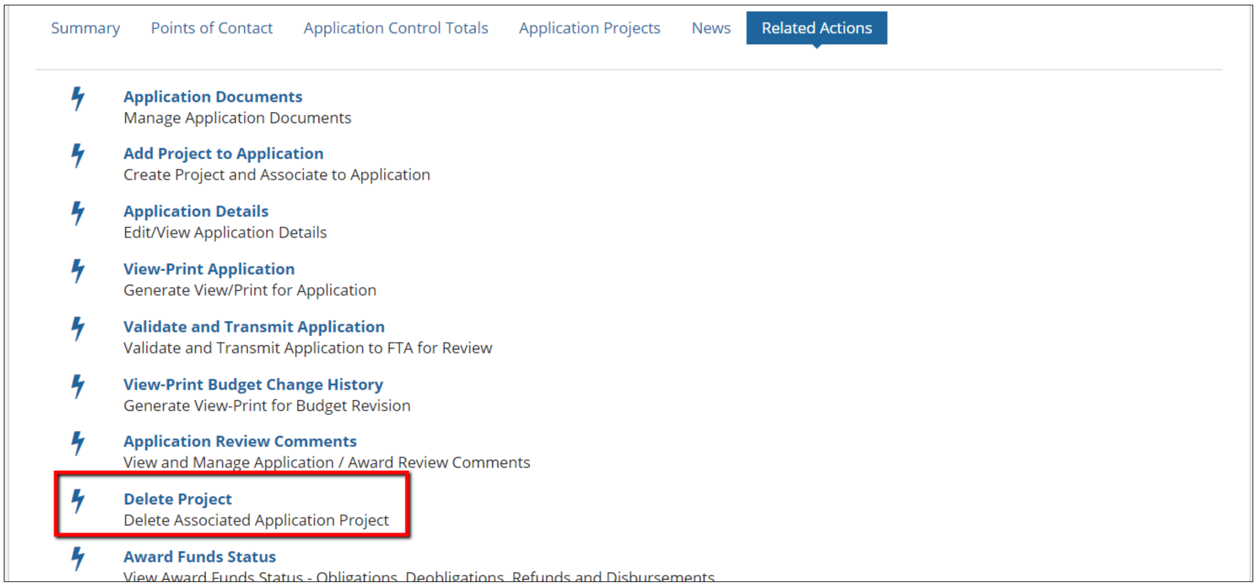
5.2.1.10.10Related Action: View Period of Performance Changelog

5.2.1.10.11Related 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.



4) The 'Application | Select Project to Delete' form will display.

Application | Select Project to Delete

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Application Details

FAIN
9900-2018-12

Temp App Number
9900-2018-12

Application Name
2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

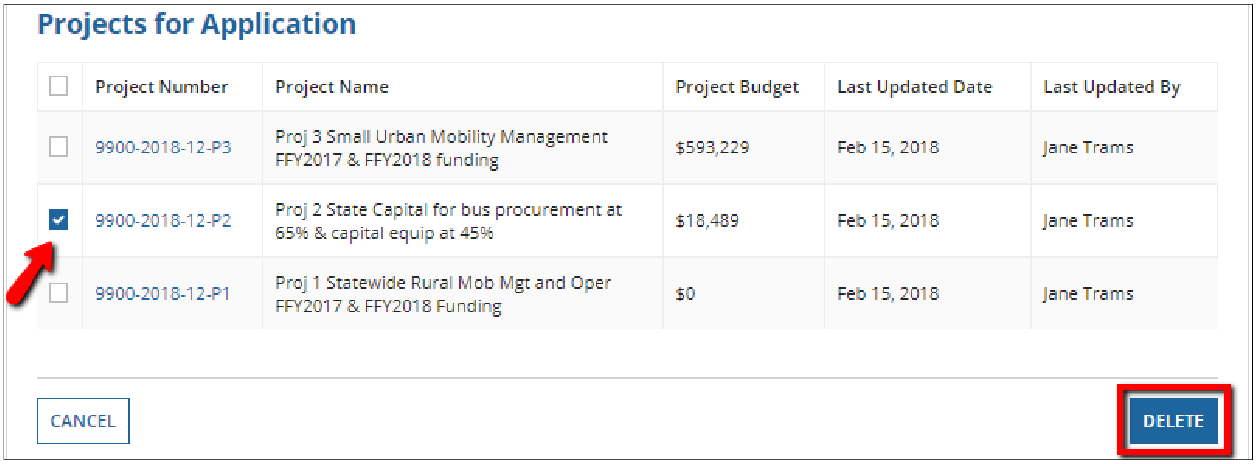
Application Status
In-Progress

Projects for Application

☐	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%	$0	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

CANCEL

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.

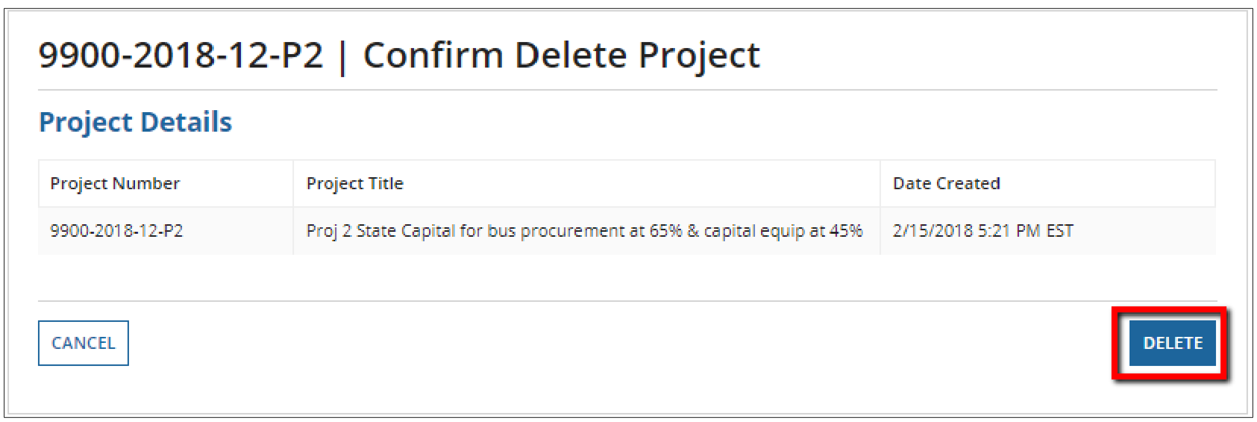


Projects for Application

	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

CANCEL DELETE

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.



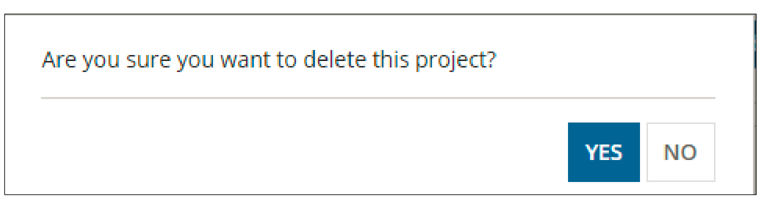
9900-2018-12-P2 | Confirm Delete Project

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

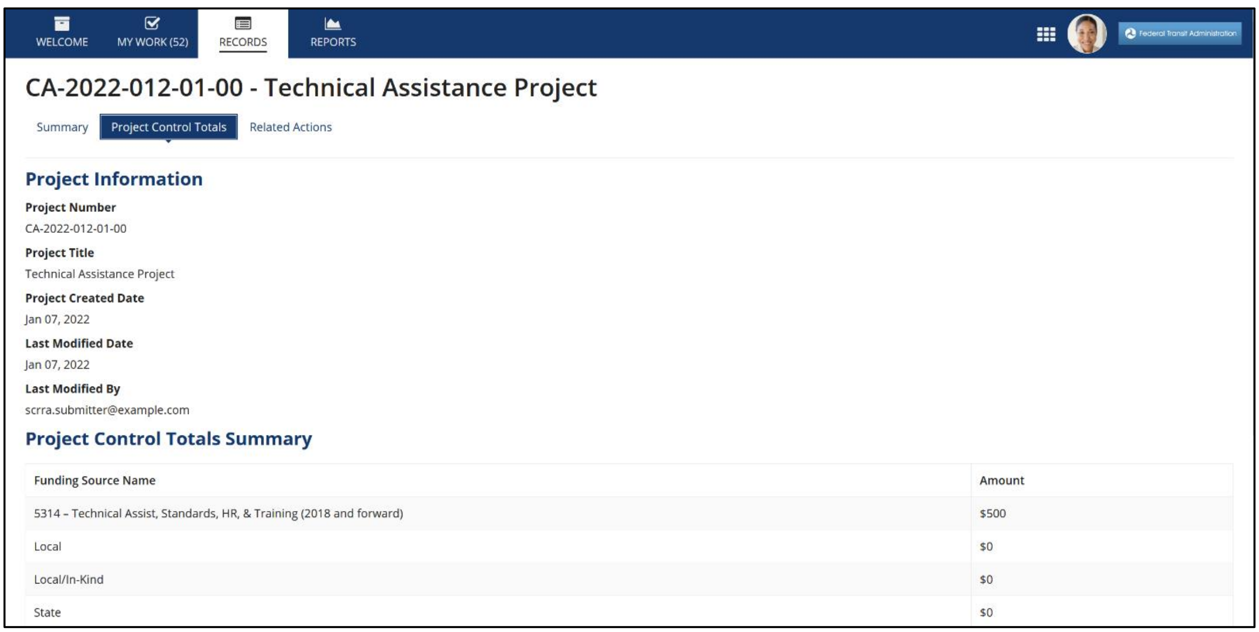
7) Click the ‘Yes’ button on the additional prompt message, ‘Are you sure you want to delete this project?’ to confirm the deletion. WARNING: Deleted projects are not recoverable.



8) 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.

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



5.2.1.11 Related Action: Delete Application

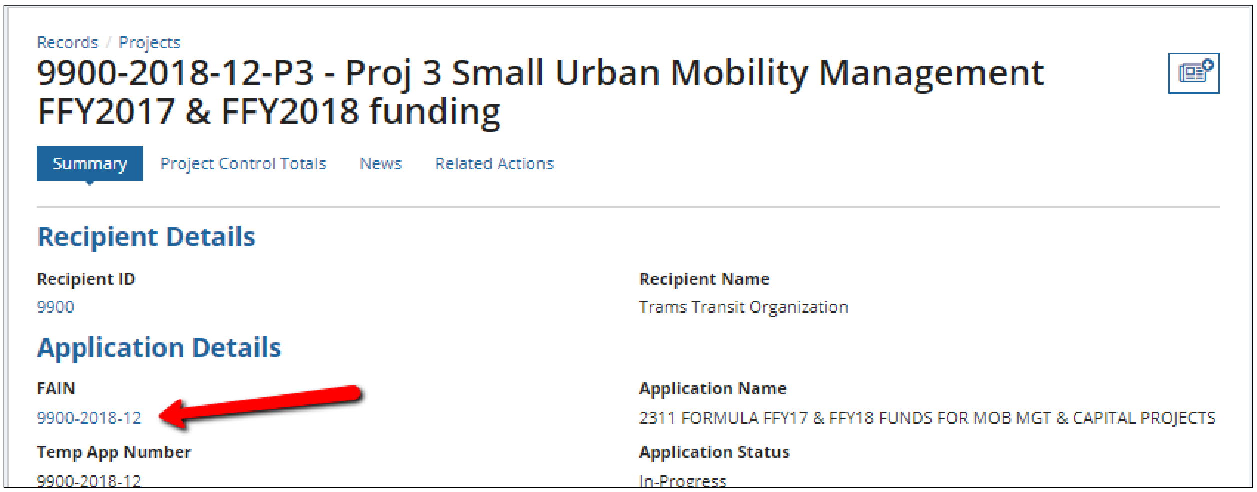
5.2.1.12 Related Action: Validate and Transmit Application

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 to the 'Related Actions' associated with the application. Both users with the Submitter and Developer roles can transmit an application to FTA.

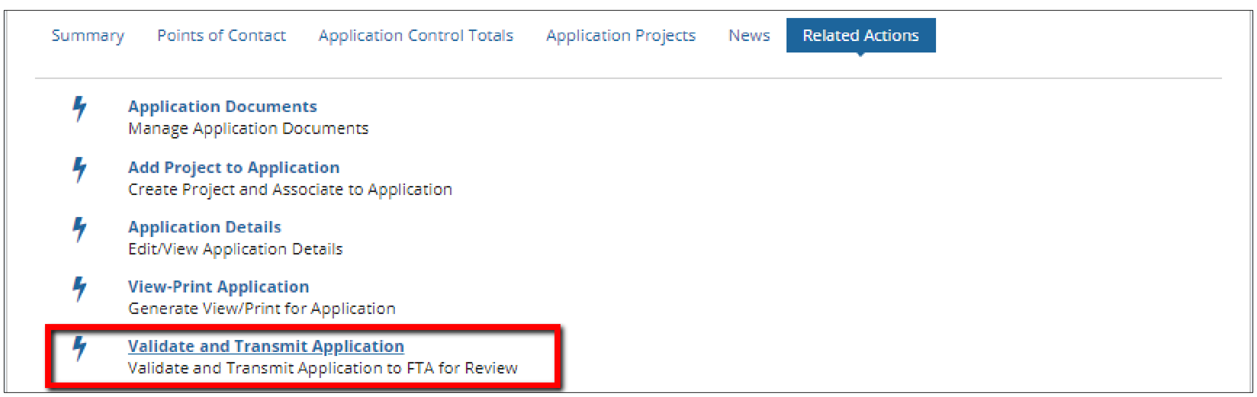
To validate and transmit an application:

1) Search and open the desired application/award.

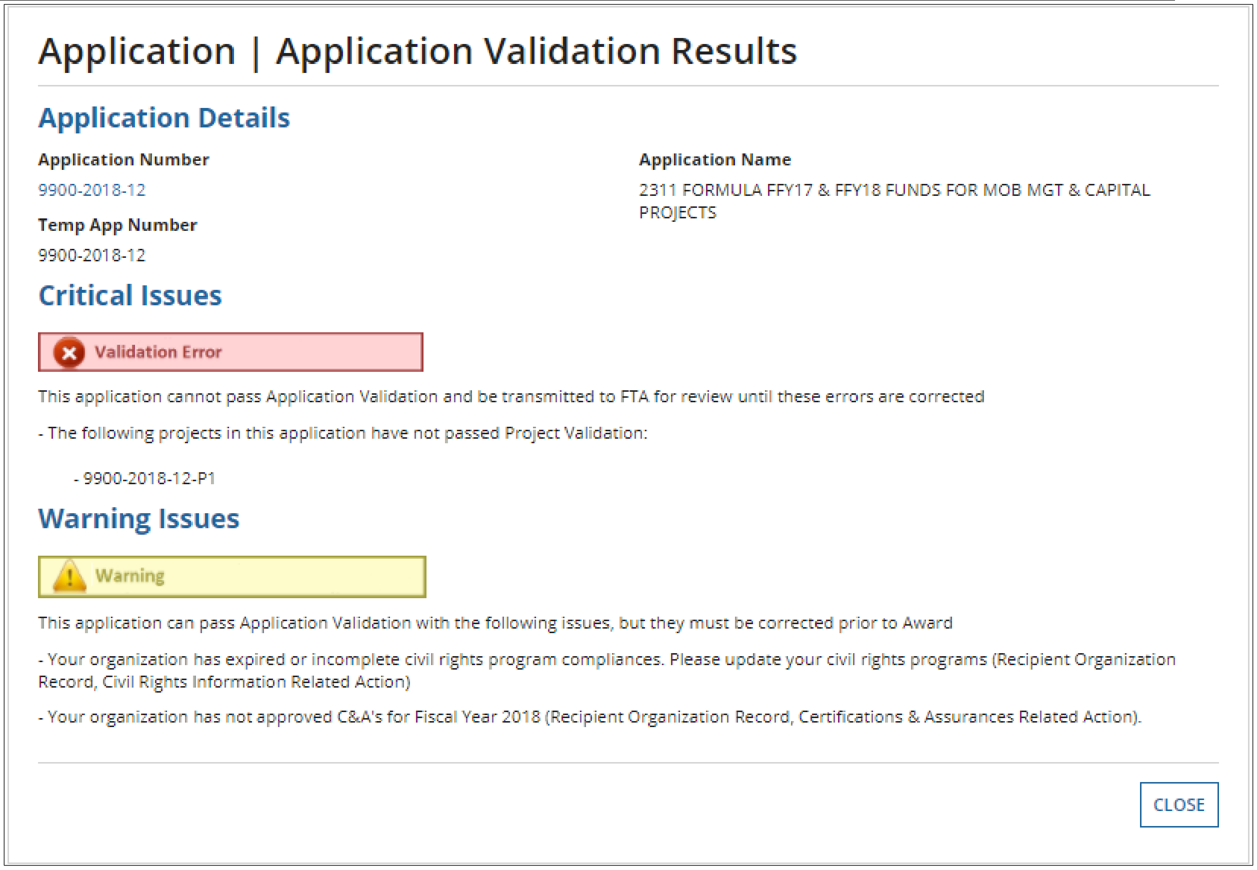
2) Click the 'Related Actions' link from the navigation bar. A list of available related actions will show. *If in a project, go to the 'Summary' page and click on the FAIN hyperlink to return to the Application 'Summary'.*



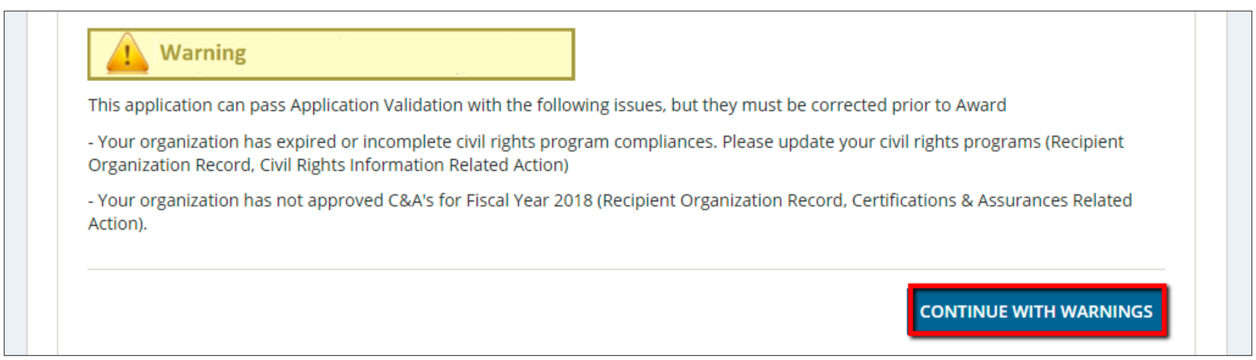
3) Click the 'Validate and Transmit Application to FTA' related action.



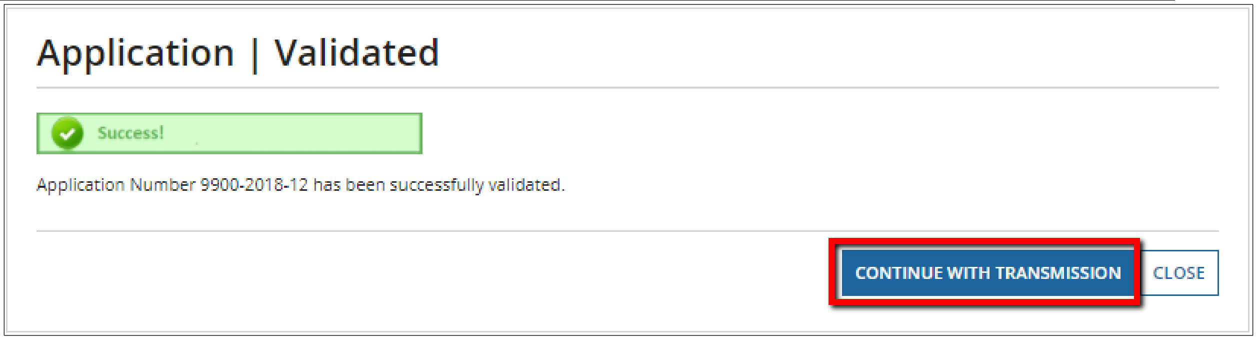
4) The system will display a form with validation results. The results may contain Critical Issues and Warning Issues. You must resolve any critical issues to proceed with validation and transmit. Potential critical errors include, but are not limited to, missing application details and missing projects. Potential warnings include, but are not limited to, expired Civil Rights programs.



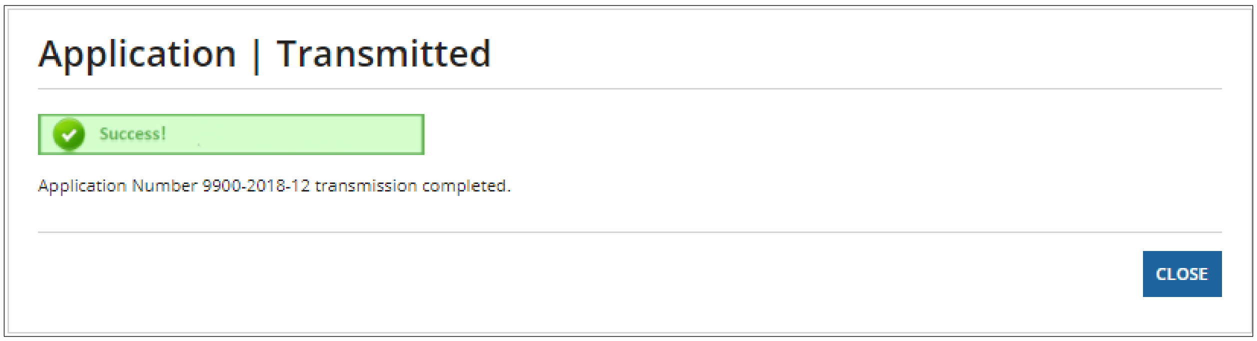
5) Warnings only are displayed, they can be disregarded by clicking the 'Continue with Warnings' button.



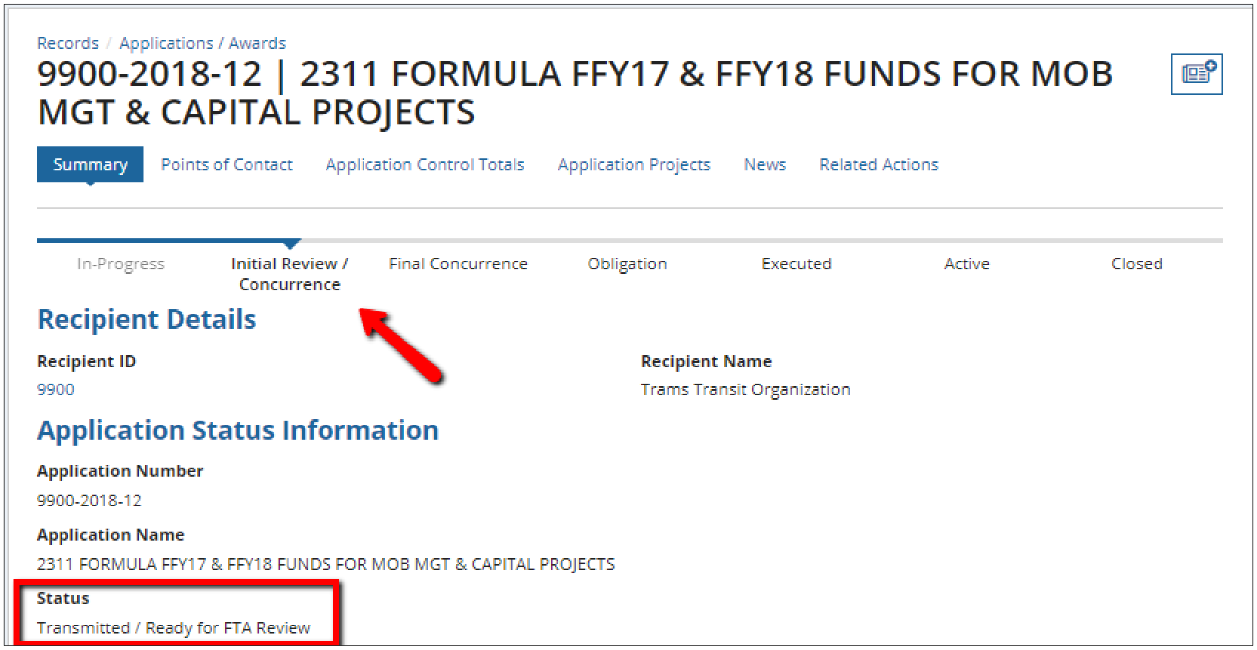
6) Once all critical errors have been corrected, revalidate the application. The 'Application | Validated' screen will display. To proceed with submission, click the **'**Continue with Transmission' button. If you are not ready to transmit to FTA for initial review, click the 'Close' button to return to the 'Related Actions' menu without transmitting.



7) The ‘Application | Transmitted’ success screen will display. Click the ‘Close’ button to return to the ‘Related Actions’ menu.



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'.



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).

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: *<list of incomplete Project Numbers>* 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 they must be corrected prior to Award.	
"Your organization's SAM registration status is Expired (Expiration Date: *<SAM expiration date>*). 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 *<current Fiscal Year>* (Recipient	Your recipient organization does not have approved C&A's for the current fiscal year.

Organization Record, Certifications & Assurances Related Action)."	
"Submitting this application will result in a deobligation of *<deobligation amount for amendment>*."	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.

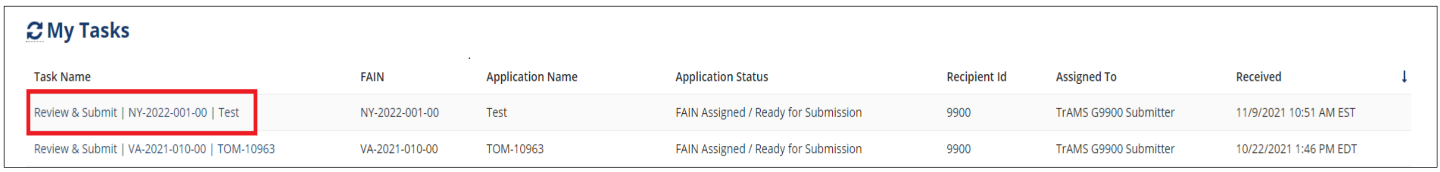
5.3.1.1 Task: Review & Submit

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.

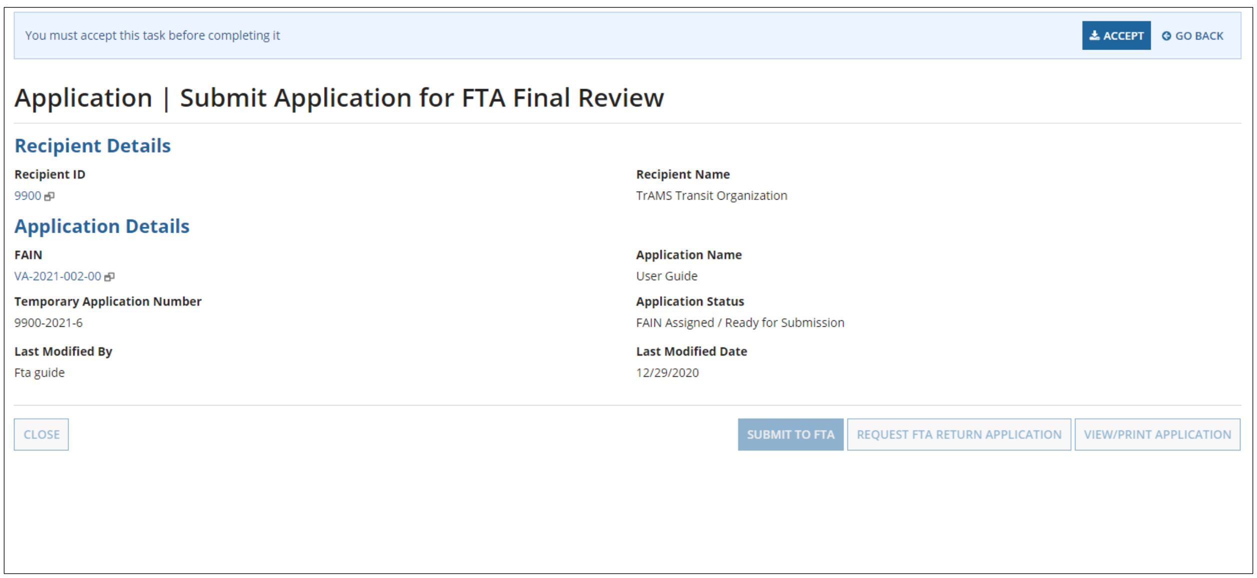
To complete the submit task:

1) Click the 'Tasks' tab to view a list of tasks for the Recipient user.

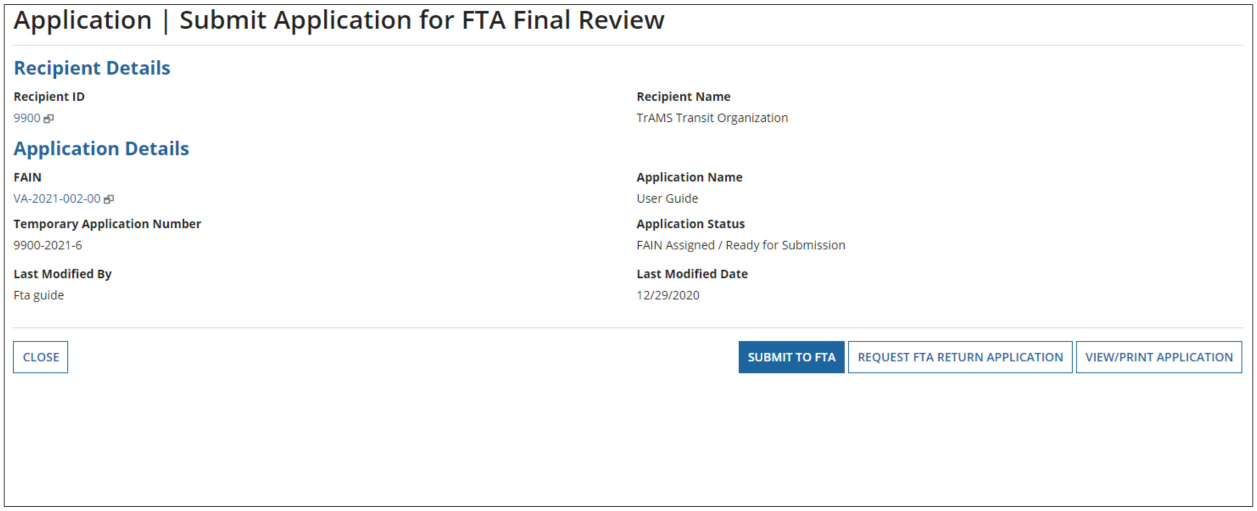
2) Select the 'Review & Submit' task for the Application.



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.



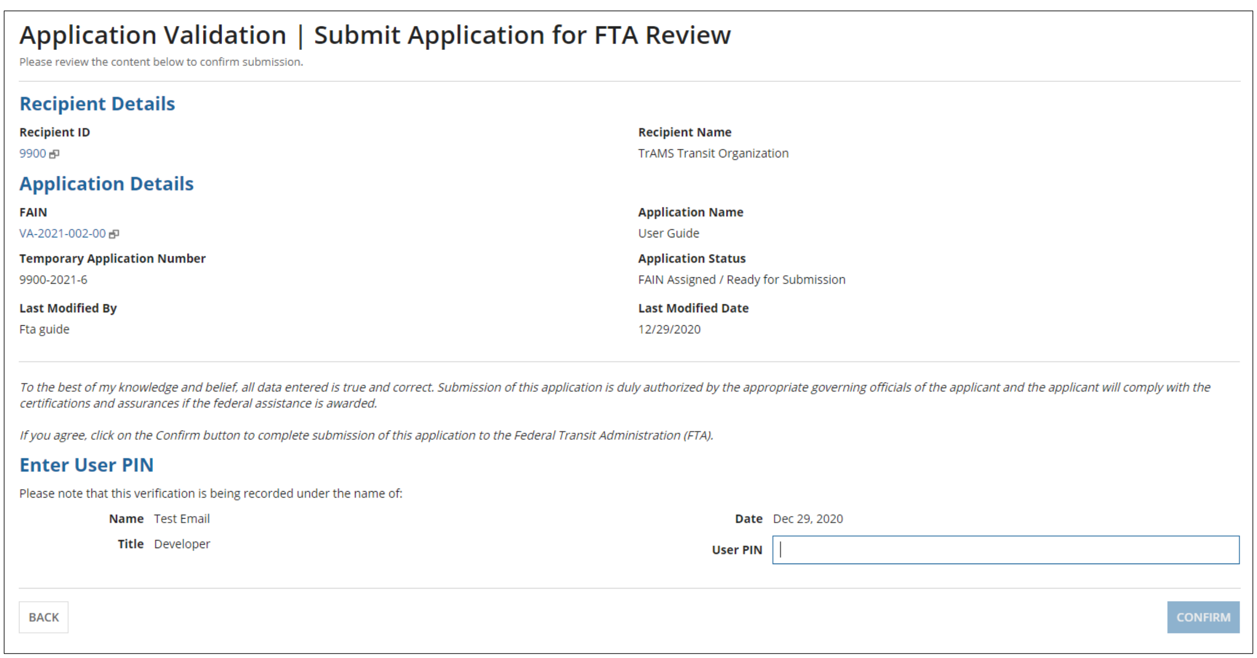
4) Once the “Accept” button is pressed, the user may proceed



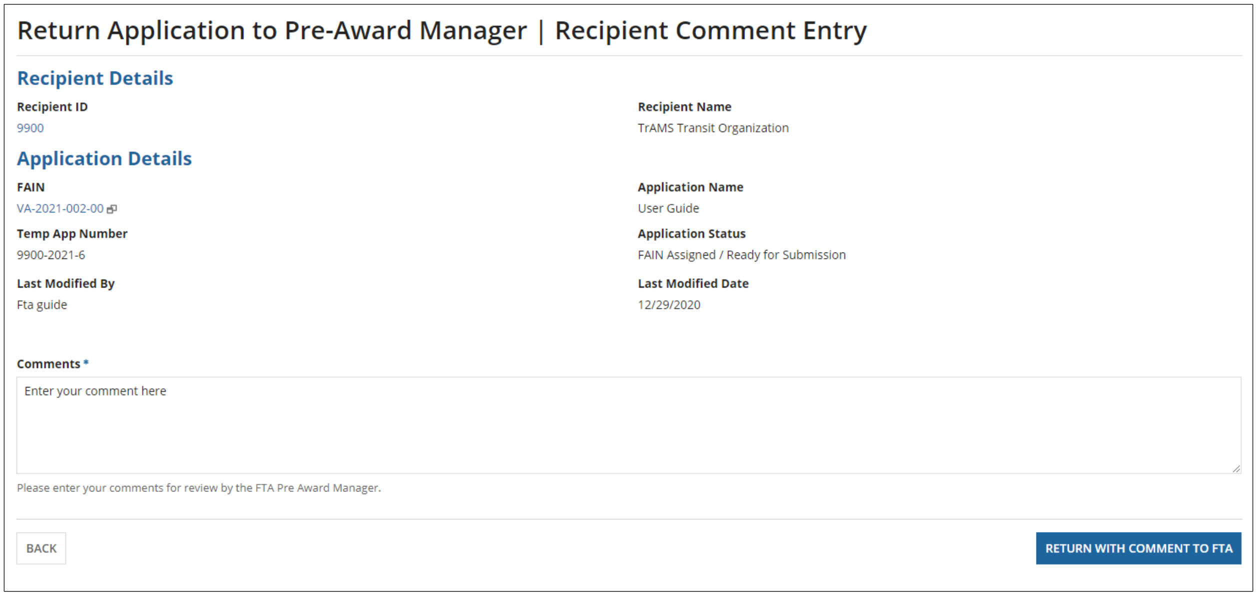
From this screen, the recipient user may:

- 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.



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 | Recipient Comment Entry

Recipient Details

Recipient ID 9900	**Recipient Name** TrAMS Transit Organization

Application Details

FAIN VA-2021-002-00	**Application Name** User Guide
Temp App Number 9900-2021-6	**Application Status** FAIN Assigned / Ready for Submission
Last Modified By Fta guide	**Last Modified Date** 12/29/2020

Comments *

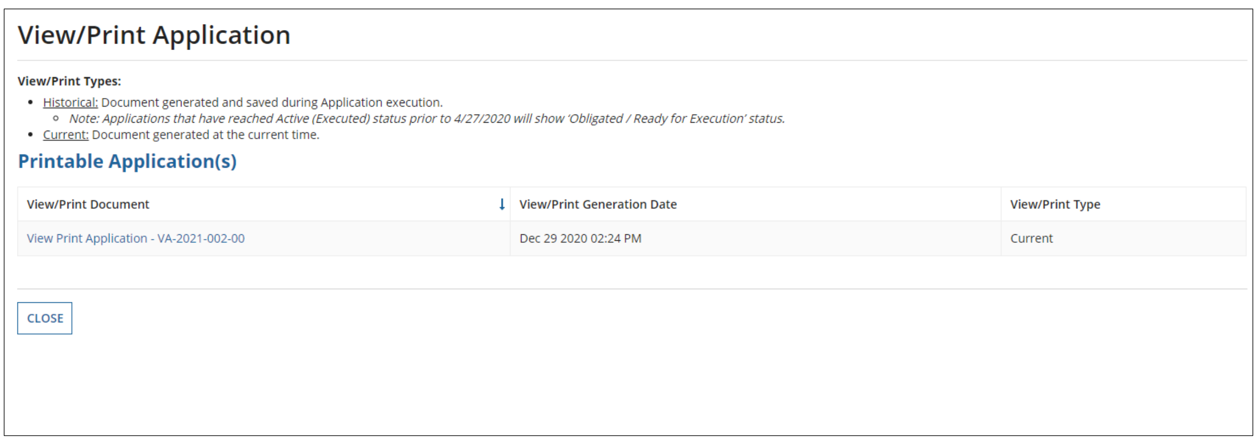
Enter your comment here

Please enter your comments for review by the FTA Pre Award Manager.

BACK

RETURN WITH COMMENT TO FTA

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:

- Historical: 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.*
- Current: Document generated at the current time.

Printable Application(s)

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

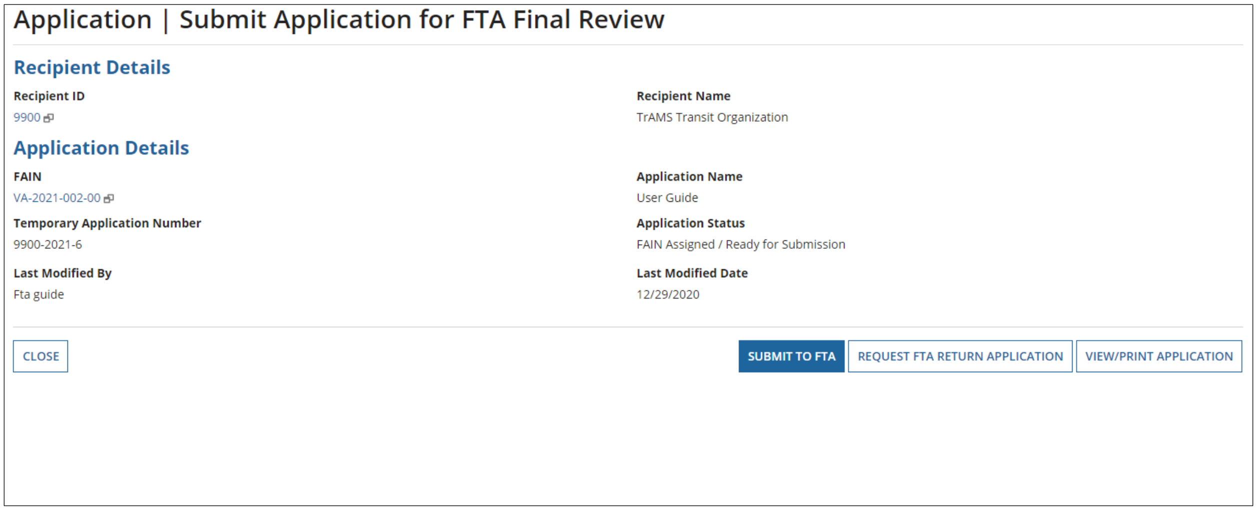
9) Once the Application is submitted, click the "Close" button on the Success screen.

(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.

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 FTA Final Review

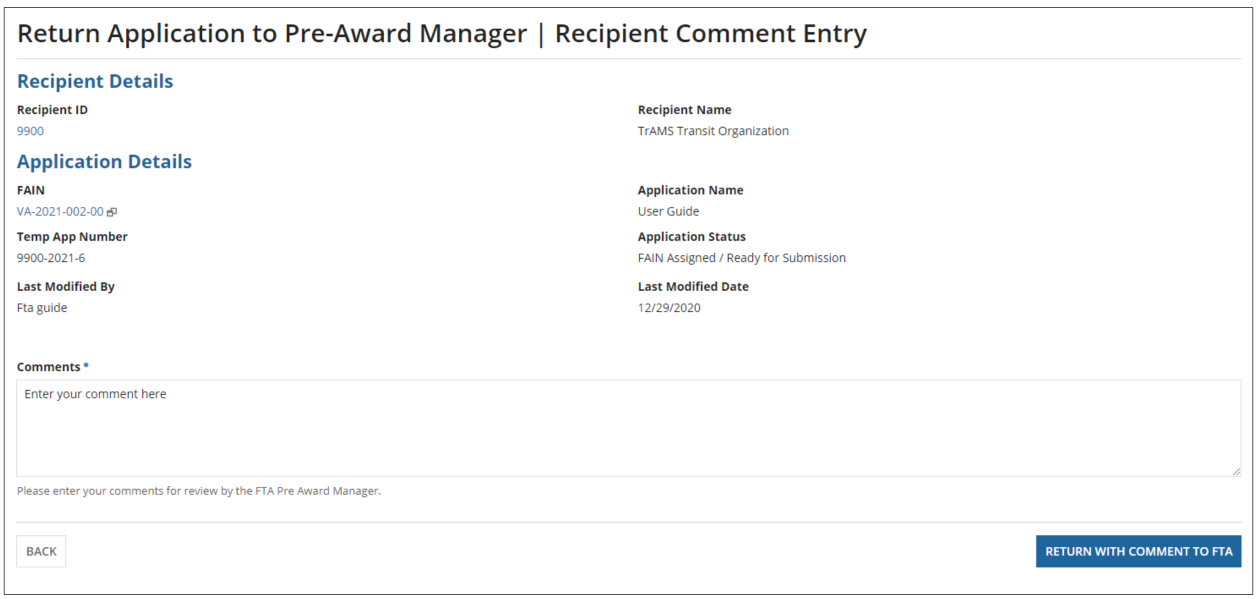
Recipient Details

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



Return Application to Pre-Award Manager | 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	**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

Please enter your comments for review by the FTA Pre Award Manager.

BACK | RETURN WITH COMMENT TO FTA

2. The comments will be logged and the Application returned to the FTA Regional Pre-Award Manager for review once again.

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

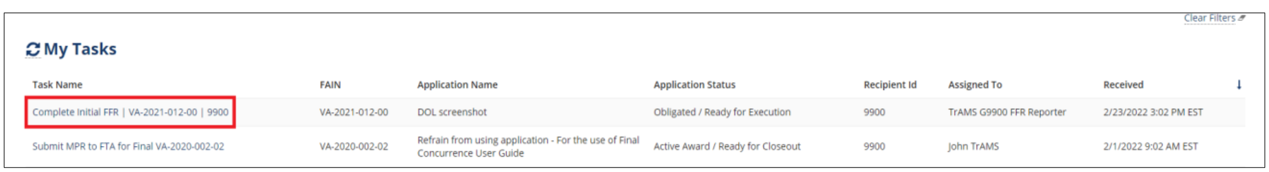
5.3.2.1.1 Task: Complete Initial Federal Financial Report for Federal Award

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.



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.

You must accept this task before completing it

ACCEPT   GO BACK

The Recipient Summary, Award Summary and FFR Summary sections are read-only. It displays information about the Application in each of the appropriate sections.

Federal Financial Report (FFR) | Input FFR Values

Recipient Summary

Recipient ID	9900	**Recipient DUNS**	999999999
Recipient Name	Trams Transit Organization	**EIN Number**	999999999

Award Summary

Federal Award ID Number (FAIN)	FL-2018-007-00	**Award Name**	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
FFR Reporting Frequency Required	Initial	**Award Status**	Obligated / Ready for Execution
		Obligated Date	2/26/2018
Preaward Authority	Yes, Preaward Authority utilized No, Preaward Authority not utilized		

Federal Financial 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**	N/A
		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.

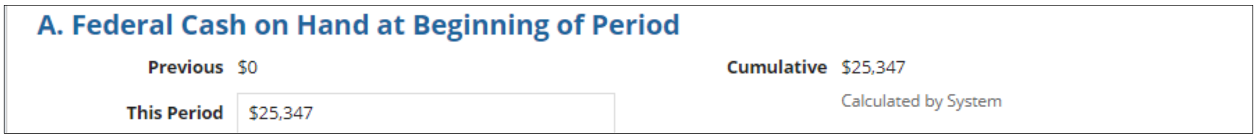
4) The Indirect Expense section consists of the 'Type' field that allows the user to select the expense type (Fixed, Final, Predetermined, Provisional, N/A), a percentage rate, base amount, the expense period, charge amount and the Federal Share amount. Populate each field with the appropriate values.

Indirect Expense

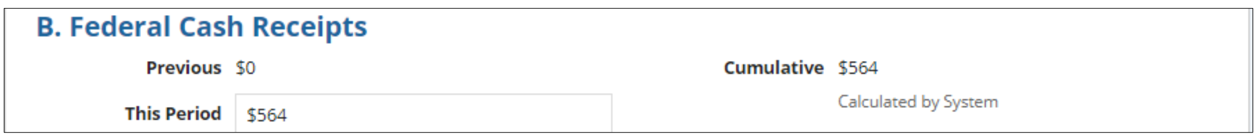
Type	Fixed	**Period From**	02/27/2018
Rate	15%	**Period To**	03/27/2019
Base	$45,892	**Amount Charged**	$32,821
		Federal Share	$2,311

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:

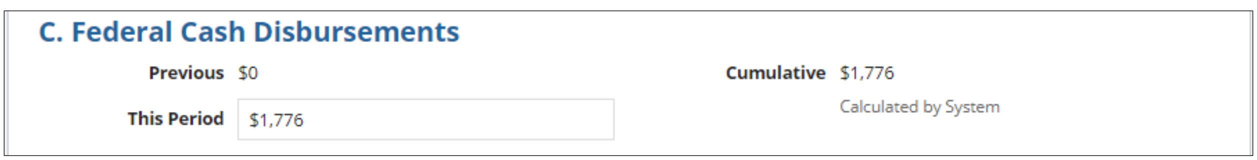
   A) **Federal Cash on Hand at Beginning of Period:** Consists of the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the Applications federal cash on hand from the previous period. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal cash on hand amount into the 'This Period' field.



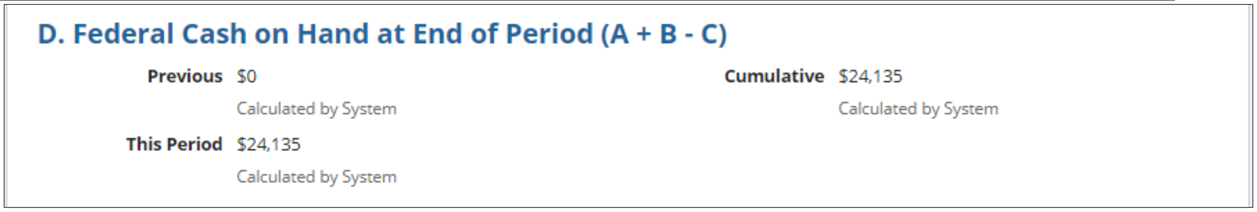
   B) **Federal Cash Receipts:** Includes the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the Applications federal cash on hand from the previous period. The 'Cumalitive' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal cash receipts amount into the 'This Period' field, if applicable.



   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.



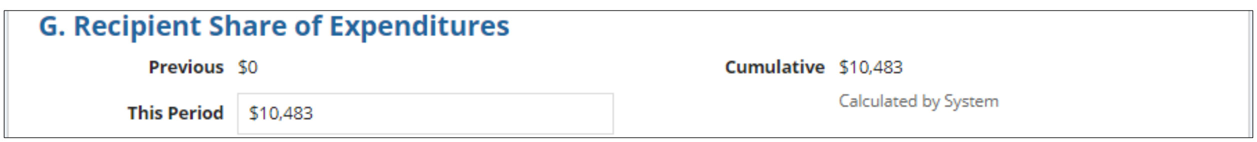
   D) **Federal Cash on Hand at End of Period (A + B - C):** Consists of the Previous, Cumulative and This Period fields. The 'Previous' field is a read-only field that is automatically populated based on the Applications federal cash on hand from the previous period. The 'This Period' is a read-only, system 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.



E) **Total Federal Funds Authorized:** Contains the read-only, Cumulative field that is populated based on the Application's total authorized federal funds.

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.

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.



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.

I) **Federal Share of Unliquidated Obligations:** Enter the Application's federal share of unliquidated obligations amount into the 'Amount' field

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)

Amount $465,060
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

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.

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

Amount $0

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 - S) or (P + Q – T)]. The calculated amount depends on the fields populated by the user.

U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]

Amount $3,534

Calculated 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 Financial Report (FFR) | Confirm FFR Data

Recipient Summary

Recipient ID 9900 https://facestest1.fta.dot.gov/suite/tempo/records/it…

Recipient DUNS 999999999

EIN Number 999999999

Recipient Name Trams Transit Organization

Award Summary

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 Frequency Initial

Award Status Obligated / Ready for Execution

Obligation Date 2/26/2018

Preaward Authority
- Yes, Preaward Authority utilized
- No, Preaward Authority not utilized

Federal Financial Report Summary

Report Type Initial

Report Period FY 2018

Report Due Date 2/26/2018

Final Report?
- Yes, Final Report
- No, Not Final Report

Report Period Begin Date 2/21/2018

Report Period End Date 2/26/2018

Status Log

Status	Updated Date	Updated By
Work in Progress	2/26/2018	appian.administrator

Indirect Expense

Type Fixed

Rate 15%

Base $45,892

Period From 2/27/2018

Period To 3/27/2019

Amount Charged $32,821

Federal Share $2,311

Financial Status

Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	$0	$25,347	$25,347
B. 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
F. Federal Share of Expenditures	$0	$6,047	$6,047
G. Recipient Share of Expenditures	$0	$10,483	$10,483
H. Total Expenditures (F + G)	$0	$16,530	$16,530
I. Federal Share of Unliquidated Obligations			$456
J. Recipient Share of Unliquidated Obligations			$903
K. Total Unliquidated Obligations (I + J)			$1,359
L. Total Federal Share (F + I)			$6,503
M. Unobligated Balance of Federal Funds (E - L)			$465,060
N. Total Recipient Share Required			$179,766
O. 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
S. Federal Program Income Expended in accordance with the addition alternative			$0
T. Federal Program Income Expended on allowable Transit Capital and Operating expenses			$463
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			$3,134

1-21 of 21

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 Financial Report (FFR) | Submit FFR

Recipient Summary

Recipient ID 9900
Recipient Name Trams Transit Organization
Recipient DUNS 999999999
EIN Number 999999999

Award Summary

Federal Award ID Number (FAIN) FL-2018-007-00
FFR Reporting Frequency Required Initial
Preaward Authority Yes, Preaward Authority utilized / No, Preaward Authority not utilized
Award Name 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
Award Status Obligated / Ready for Execution
Obligated Date 2/26/2018

Federal Financial Report Summary

Report Type Initial
Report Period FY 2018
Report Period Begin Date 2/21/2018
Report Period End Date 2/26/2018
Final Report? Yes, Final Report / No, Not Final Report
FFR Report Status Work in Progress
Report Due Date 2/26/2018
Last Update By FFR Reporter1 TRAMS
Last Update Date

Status Log

Status	Updated Date	Updated By
Work in Progress	2/26/2018	appian.administrator

8) 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 .

Recipient Remarks

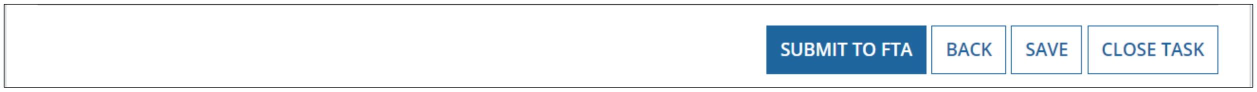
Submission Remarks

Per the SMR report, we must submit FFRs for all active grants for FY2018 on a annual basis.

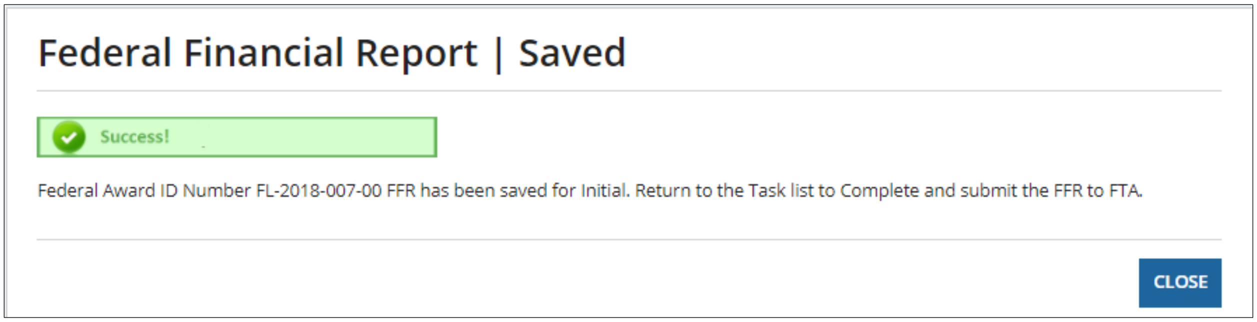
When this report is submitted to FTA, the submitter and the individuals providing the information submitted to FTA, if any, certify that it is true, complete, and accurate to the best of their knowledge. They are aware that any false, fictitious, or fraudulent information may subject them to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

Submitted By FFR Reporter1 TRAMS
Submitted Date 2/28/2018

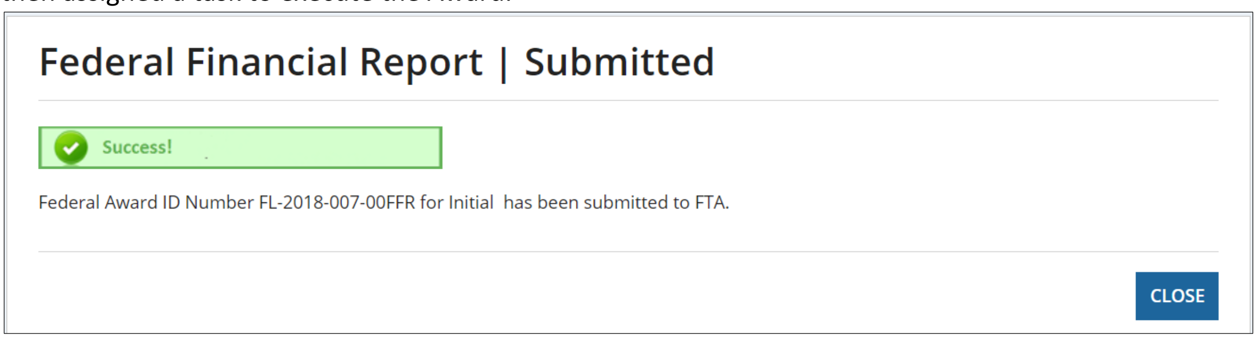
9) Click the ‘Save’ button and the ‘Federal Financial Report | Saved’ form is displayed. Clicking the Back button will return to the ‘Confirm FFR Data’ page. The ‘Close Task’ button will return the task to the Tasks tab without saving any changes to the Application.



10) Click the ‘Close’ button to return to the ‘Submit FFR’ screen.



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.

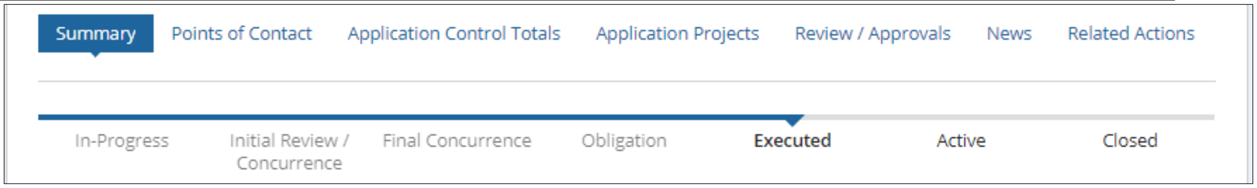


Note: Once the initial FFR is submitted by the Recipient, a Post Award Manager will receive an email notification stating that the initial FFR is ready for review.

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.



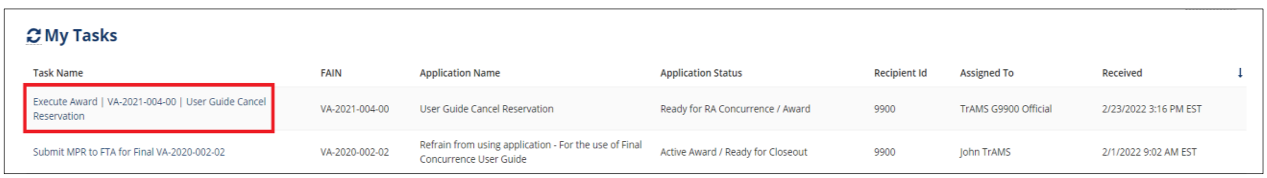
When the Application is created, the recipient has the option to identify whether the Application uses Pre-Award Authority or not. If the recipient chooses the 'Yes' option, this indicates that the Application uses Pre-Award Authority and the next step after obligating / Awarding the Application will 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.

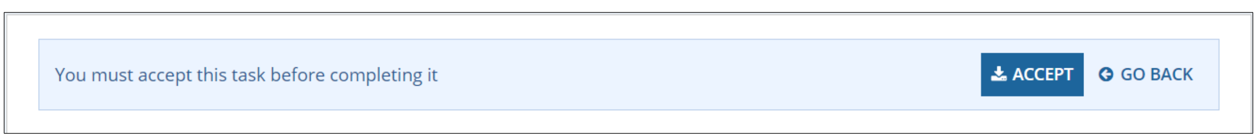
To complete the execute Award task:

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.



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

Application | Award Execution Summary

Recipient Details

Recipient ID	Recipient Name
9900	Trams Transit Organization

Application Details

Application Number	FL-2018-007-00	Application Name	2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
Obligation Fiscal Year	2018	Application Type	Grant

Award and Execution Details

Award Status	Obligated / Ready for Execution	Award Execution Status	Obligated / Ready for Execution
Awarded By	region4.administrator1 Administrator User Title	Award Execution By	User Title
Awarded Date	2/26/2018	Award Execution Date	

CONTINUE TO EXECUTION | VIEW AWARD AGREEMENT | CLOSE

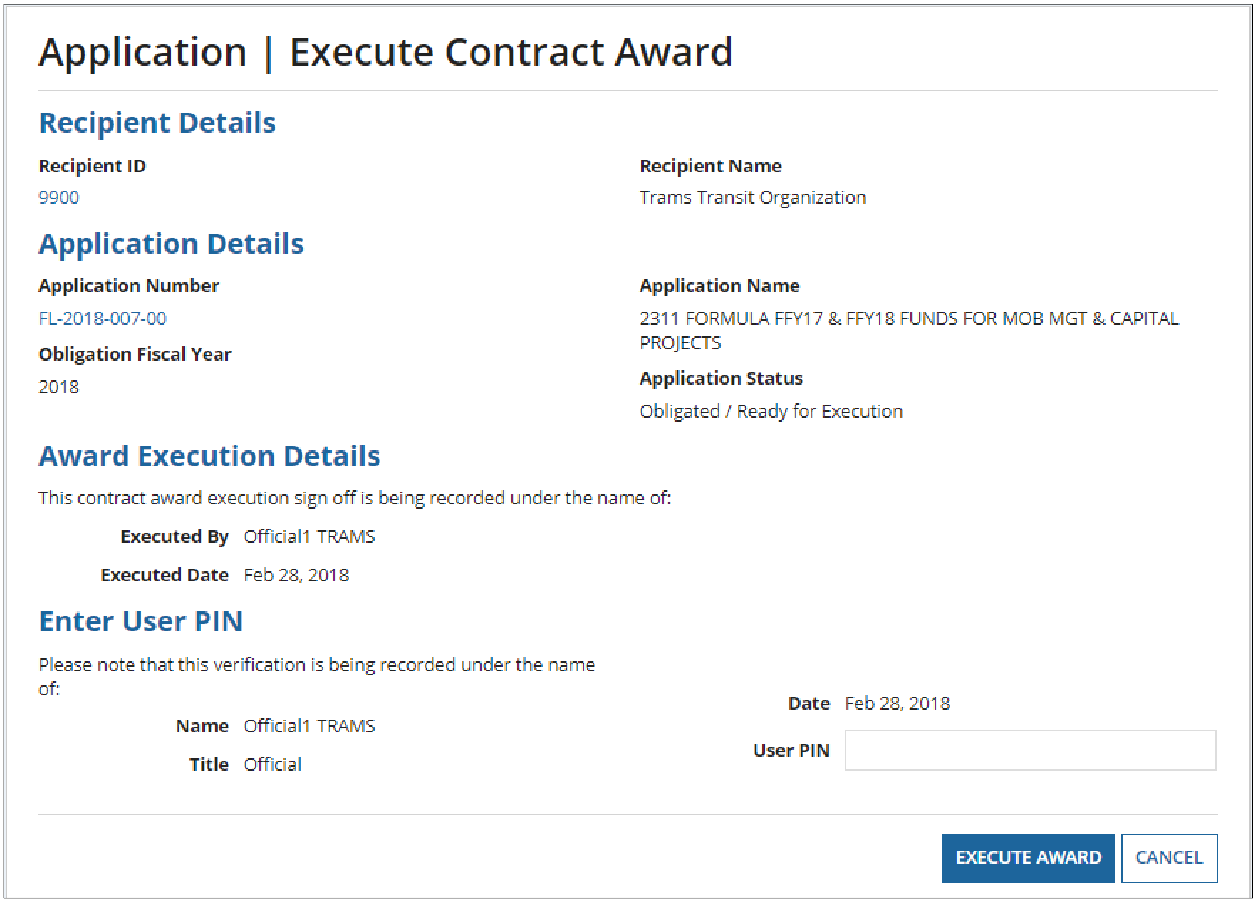
5) To View the Award Agreement select the 'View Award Agreement' button. The 'Award | View Award Letter for [FAIN]' screen will display. Click on the 'Award_Letter_FAIN' hyperlink to open and view the Award information. WARNING: Be sure to click the 'Close' button on the View-Print form to be returned 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.



Application | Execute Contract Award

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Application Details

Application Number
FL-2018-007-00

Obligation Fiscal Year
2018

Application Name
2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Application Status
Obligated / Ready for Execution

Award Execution Details

This contract award execution sign off is being recorded under the name 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:

Name Official1 TRAMS

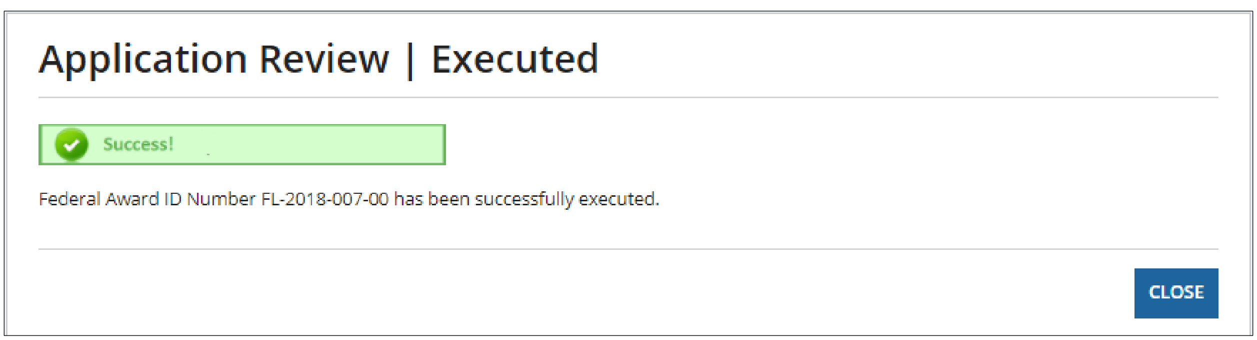
Title Official

Date Feb 28, 2018

User PIN

EXECUTE AWARD CANCEL

Once the proper PIN is entered and the ‘Execute Award’ button is clicked, the following success screen will display.



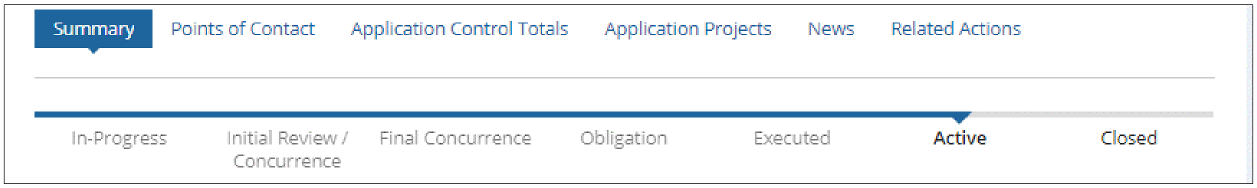
Application Review | Executed

Success!

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 within the Application record.



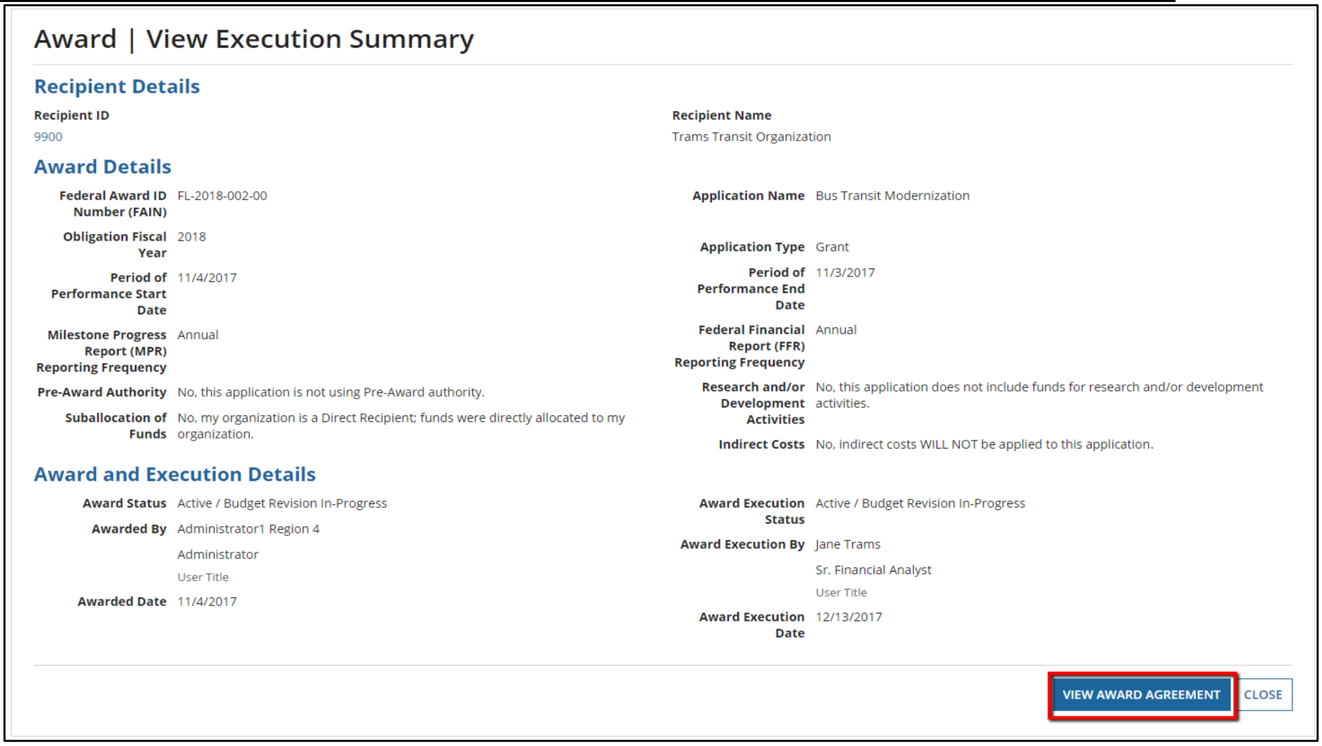
7) Click the ‘Close’ button on the ‘Application | Award Execution Summary’ screen or the ‘Cancel’ button from the ‘Application | Execute Contract Award’ page to return the task and execute at a later date.

5.3.3 Ad Hoc Related Actions for Application Review

5.3.3.1 Related Action: Execution & Award Summary

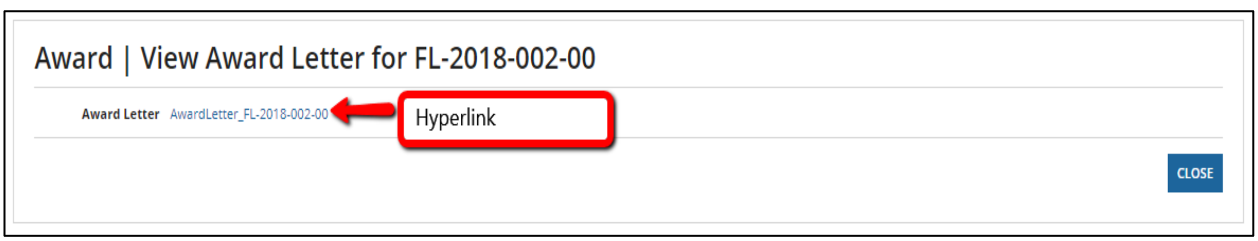
To view execution details and the Award agreement letter, select the ‘Execution & Award Summary’ from the ‘Related Action’ menu. This information is only available after an Application has been Awarded.

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



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



5.3.3.2 Related Action: Award Funds Status

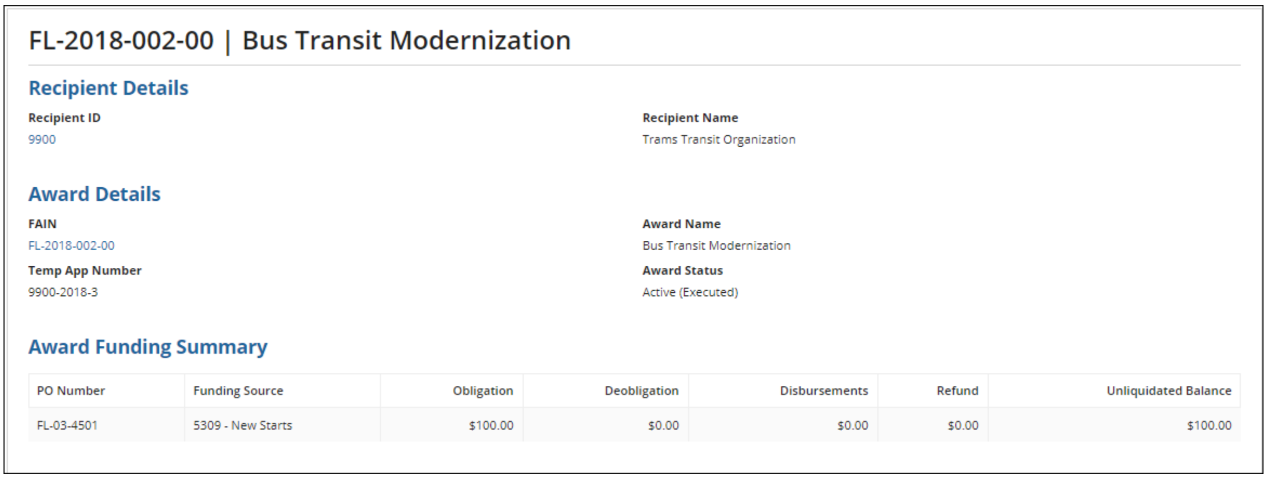
The 'Award Fund Status' Related Action allows a Recipient to view the financial details of an executed Award such as obligation, deobligation, disbursement, refund and unobligated balance. All recipient user roles can access this Related Action, which is available once an Award has a status of 'Active'. The 'Award Fund Status' page is read-only for all users.

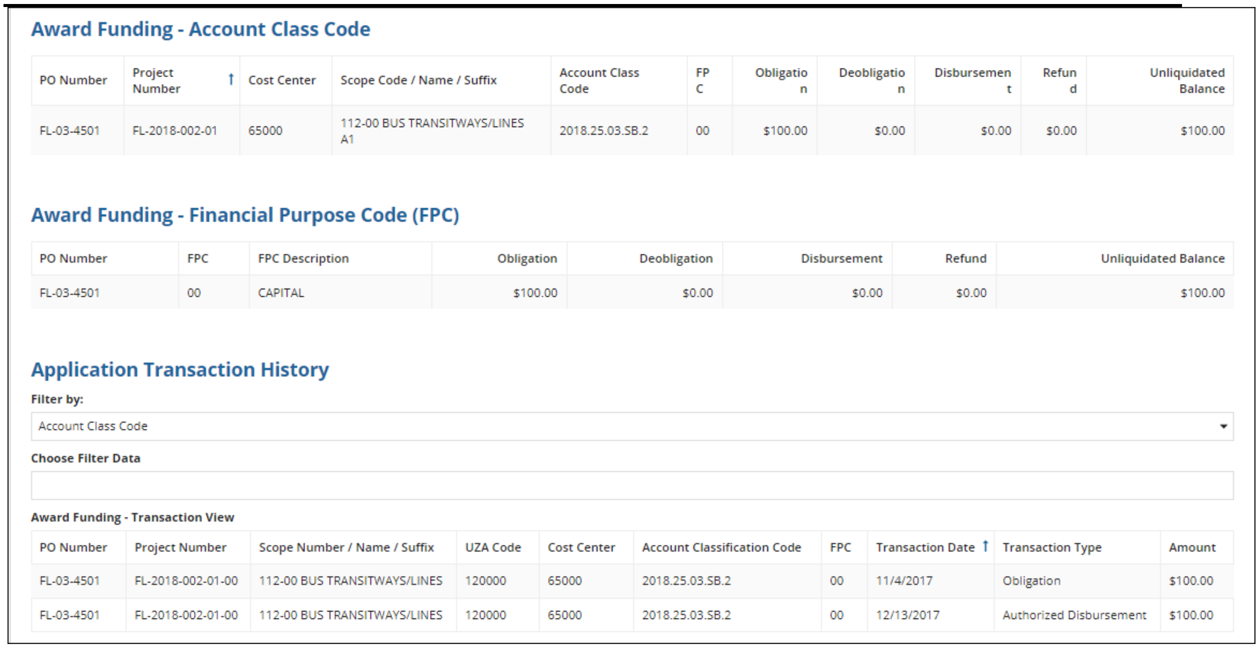
To view 'Award Fund Status' information:

1) Click the 'Award Funds Status' from the 'Related Actions' menu.

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.





Award Funding - Account Class Code

PO Number	Project Number	Cost Center	Scope Code / Name / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
FL-03-4501	FL-2018-002-01	65000	112-00 BUS TRANSITWAYS/LINES A1	2018.25.03.SB.2	00	$100.00	$0.00	$0.00	$0.00	$100.00

Award Funding - Financial Purpose Code (FPC)

PO Number	FPC	FPC Description	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
FL-03-4501	00	CAPITAL	$100.00	$0.00	$0.00	$0.00	$100.00

Application Transaction History

Filter by:

Account Class Code

Choose Filter Data

Award Funding - Transaction View

PO Number	Project Number	Scope Number / Name / Suffix	UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date	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.SB.2	00	12/13/2017	Authorized Disbursement	$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.

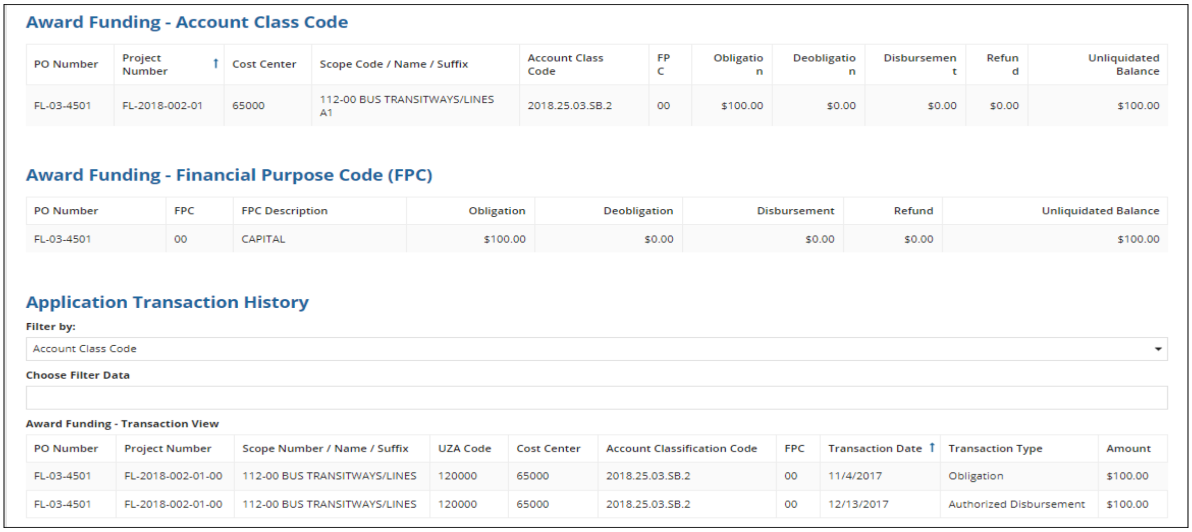
Elements of Award Funding – Account Class Code

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.

Elements of Award Funding – Financial Purpose Code (FPC)

a) Financial information pertaining to each FPC used.



Award Funding - Account Class Code

PO Number	Project Number	Cost Center	Scope Code / Name / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
FL-03-4501	FL-2018-002-01	65000	112-00 BUS TRANSITWAYS/LINES A1	2018.25.03.SB.2	00	$100.00	$0.00	$0.00	$0.00	$100.00

Award Funding - Financial Purpose Code (FPC)

PO Number	FPC	FPC Description	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
FL-03-4501	00	CAPITAL	$100.00	$0.00	$0.00	$0.00	$100.00

Application Transaction History

Filter by:

Account Class Code

Choose Filter Data

Award Funding - Transaction View

PO Number	Project Number	Scope Number / Name / Suffix	UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date	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.SB.2	00	12/13/2017	Authorized Disbursement	$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:

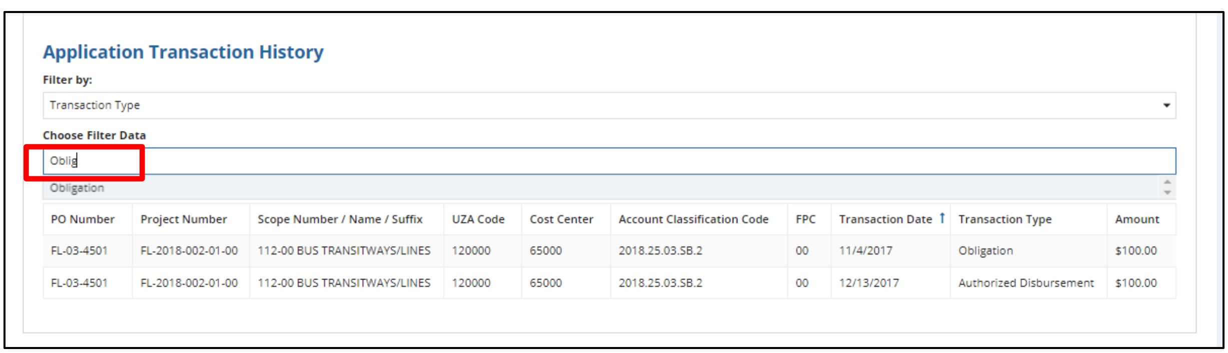
a) FPC (e.g. 00, 01, 02, 04, 09)

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.



Application Transaction History

Filter by:

Transaction Type

Choose Filter Data

Oblig

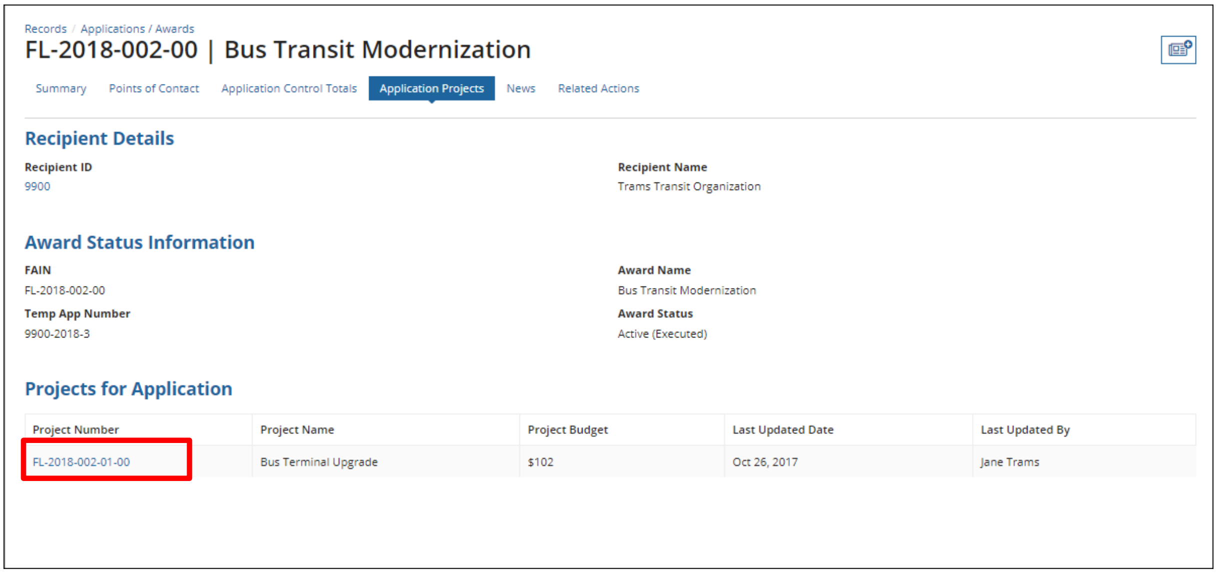
Obligation

PO Number	Project Number	Scope Number / Name / Suffix	UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date	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.SB.2	00	12/13/2017	Authorized Disbursement	$100.00

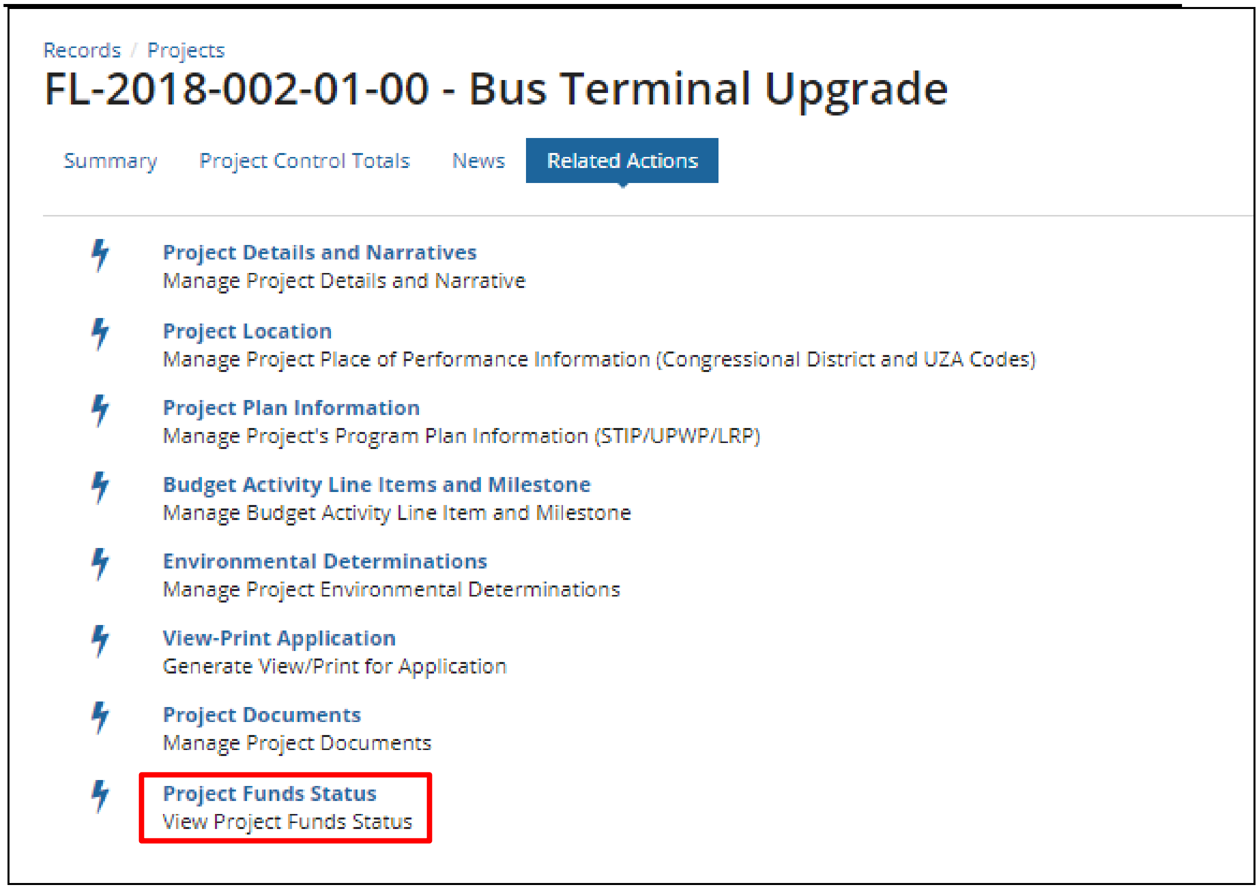
5.3.3.3 Related Action: Project Funds Status

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.



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

FL-2018-002-01-00 - Bus Terminal Upgrade

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Award Details

FAIN
FL-2018-002-00

Award Name
Bus Transit Modernization

Temp App Number
9900-2018-3

Award Status
Active (Executed)

Project Details

Project Number
FL-2018-002-01-00

Project Name
Bus Terminal Upgrade

Project Funding 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

Project Funding - Account Class Code

PO Number	Cost Center	Scope Code / Name / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
FL-03-4501	65000	112-00 BUS TRANSITWAYS/LINES A1	2018.25.03.SB.2	00	$100.00	$0.00	$0.00	$0.00	$100.00

Project Funding - Financial Purpose Code (FPC)

FPC	FPC Description	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance
00	CAPITAL	$100.00	$0.00	$0.00	$0.00	$100.00

Project Funding - Transaction History

Filter by:

Account Class Code

Choose Filter Data

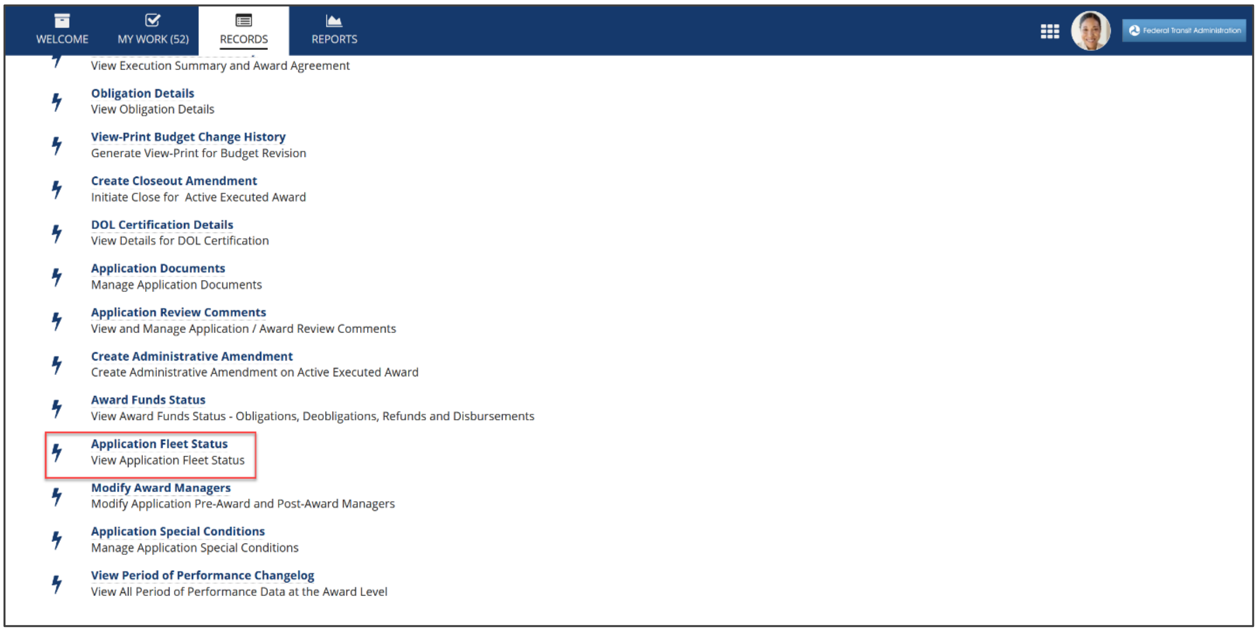
Project Funding - Transaction View

PO Number	Cost Center	Scope Number / Name / Suffix	UZA Code	Account Classification Code	FPC	Transaction Date	Transaction Type	Amount
FL-03-4501	65000	112-00 BUS TRANSITWAYS/LINES	120000	2018.25.03.SB.2	00	11/4/2017	Obligation	$100.00
FL-03-4501	65000	112-00 BUS TRANSITWAYS/LINES	120000	2018.25.03.SB.2	00	12/13/2017	Authorized Disbursement	$100.00

5.3.3.4 Related Action: Application Fleet Status

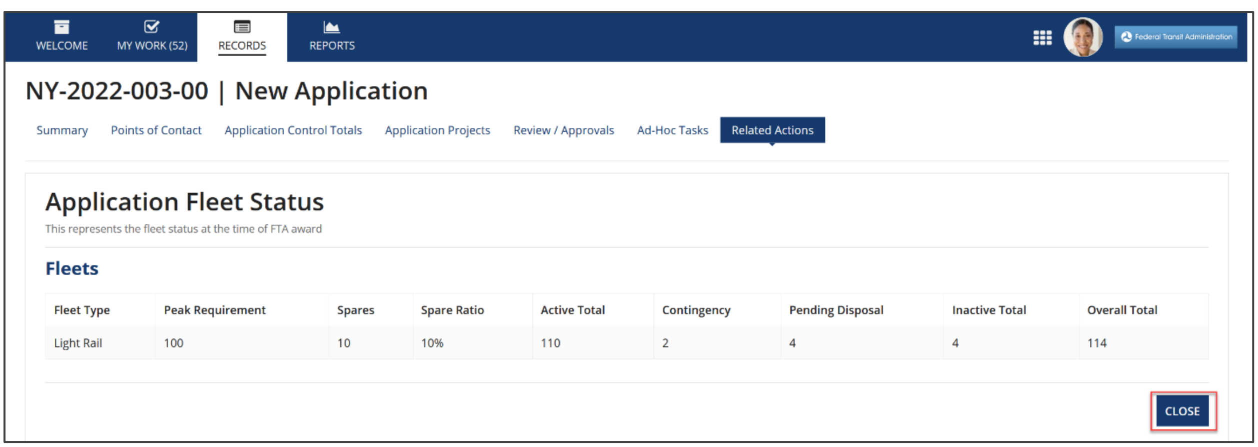
This related action is available for any Application / Award with rolling stock (fleet of buses, trains, etc.) The information is determined by the fleet status at the time of Award execution. All users may view the read-only fleet status information associated with an Application / Award they otherwise 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.



5.4 Post-Award Reporting

5.4.1 Overview

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

Table 1 - Quarterly 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

**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;

**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*

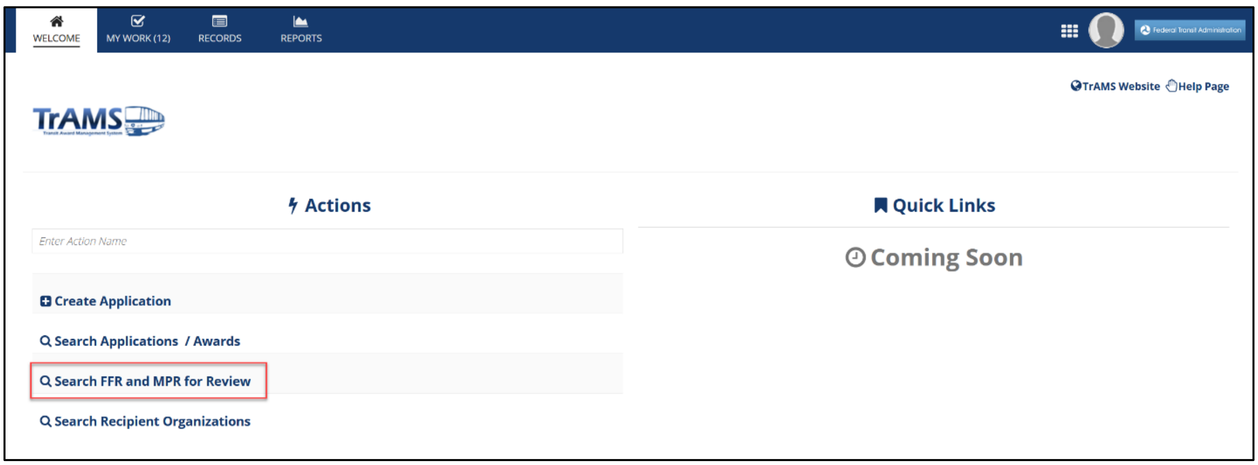
5.4.2 Search for FFRs and MPRs

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'.



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.

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.

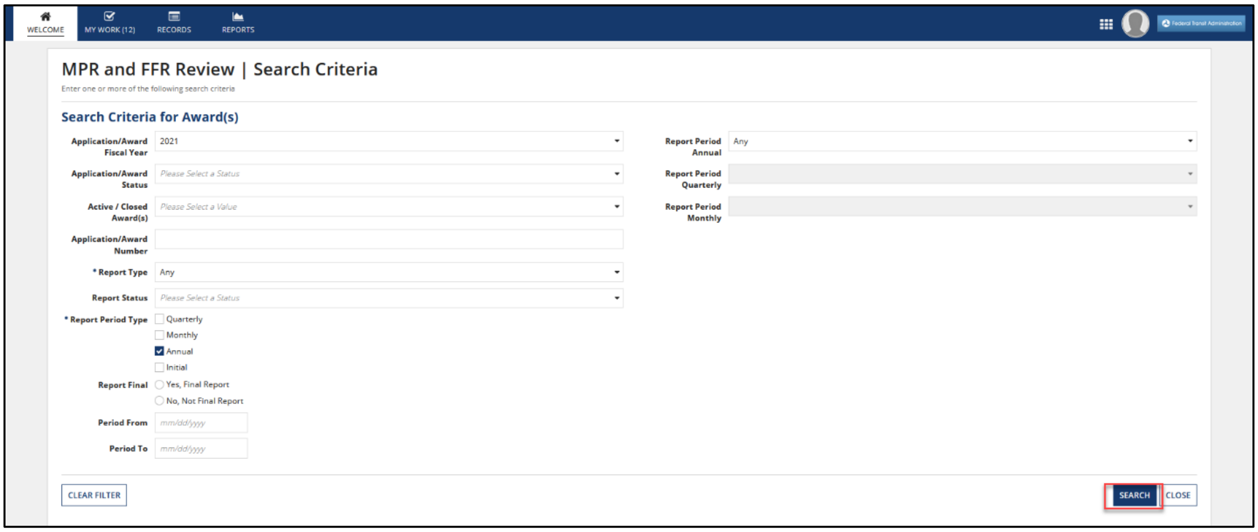
Note: Selecting 'Initial' does not activate any Report Period lists. User must select the Initial box to retrieve initial reports.

i) Select a radio button option for the 'Report Final' field.

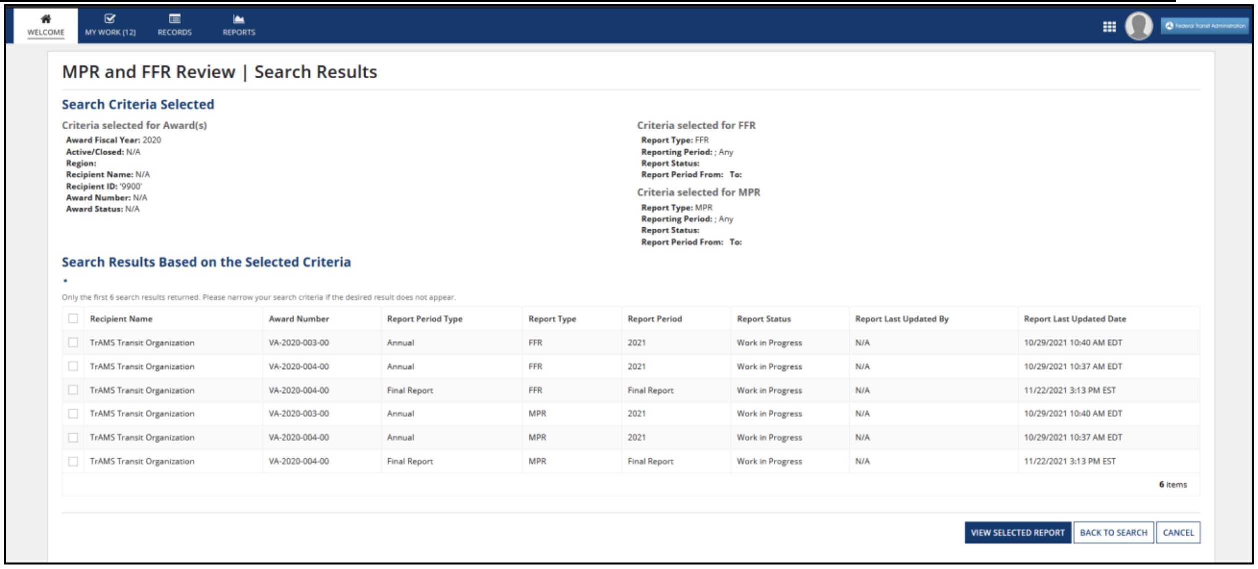
To search for reports within a given range of dates the user may use the 'Period From' field 'Period To' field to enter in a date or display a calendar picker to select a date from for the first date of a range.

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.



4) The 'MPR and FFR Review | Search Results' form will be displayed with results in grid format.



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).

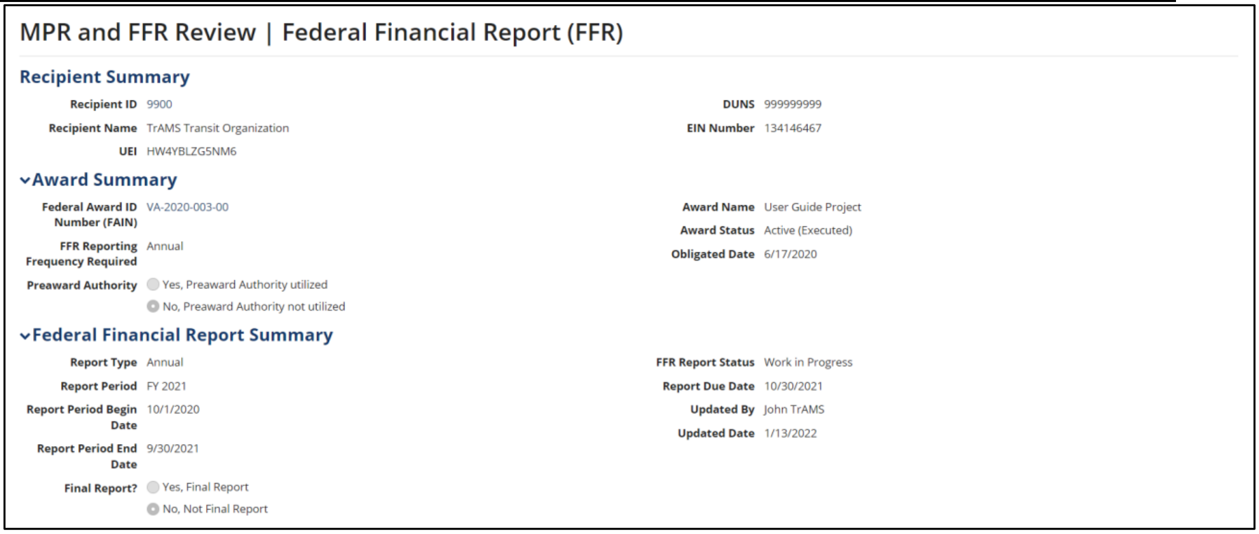
   a) Click the ‘Back to Search’ button to return to the previous search criteria form if needed.

   b) Clicking the ‘Cancel’ button returns users to the ‘Actions’ tab.

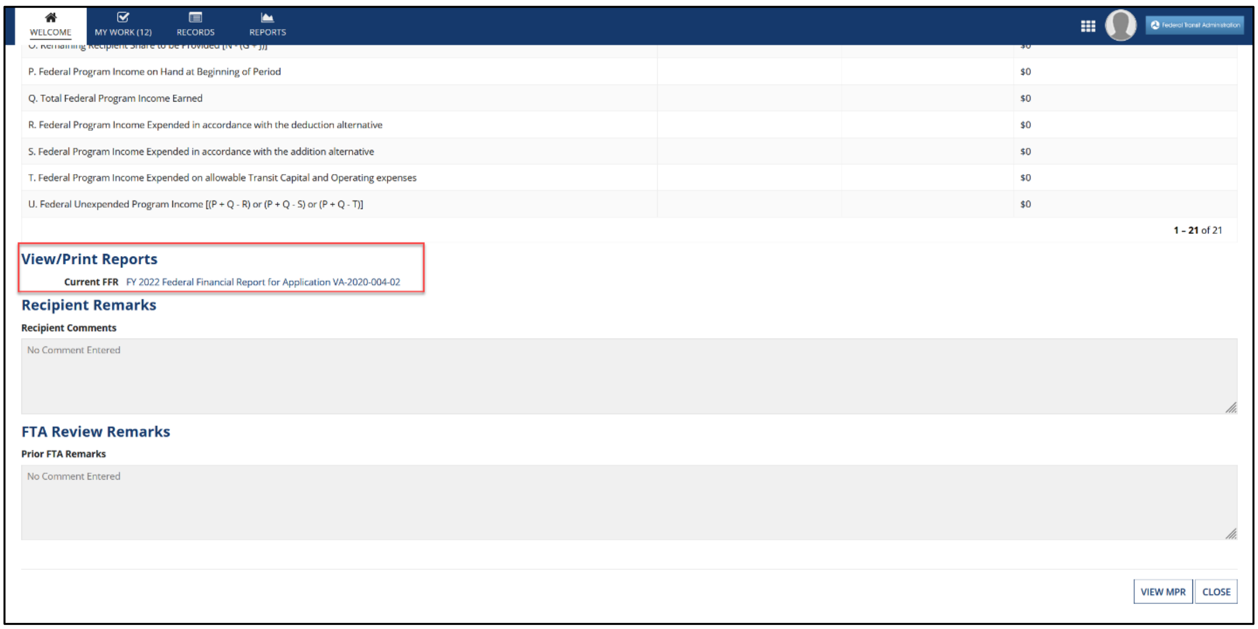
6) The selected FFR or MPR report title will display either:

   a) ‘MPR and FFR Review | Federal Financial Report (FFR)’ or

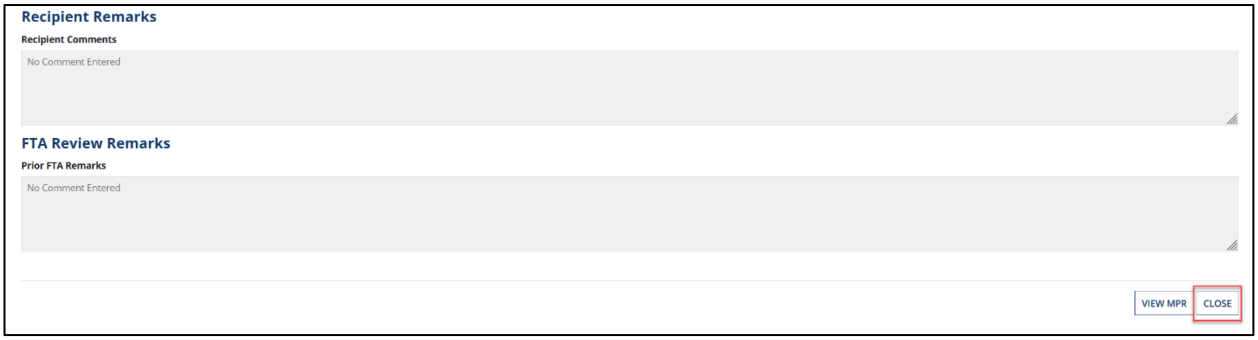
   b) ‘MPR and FFR Review | Milestone Progress Report (MPR)’.



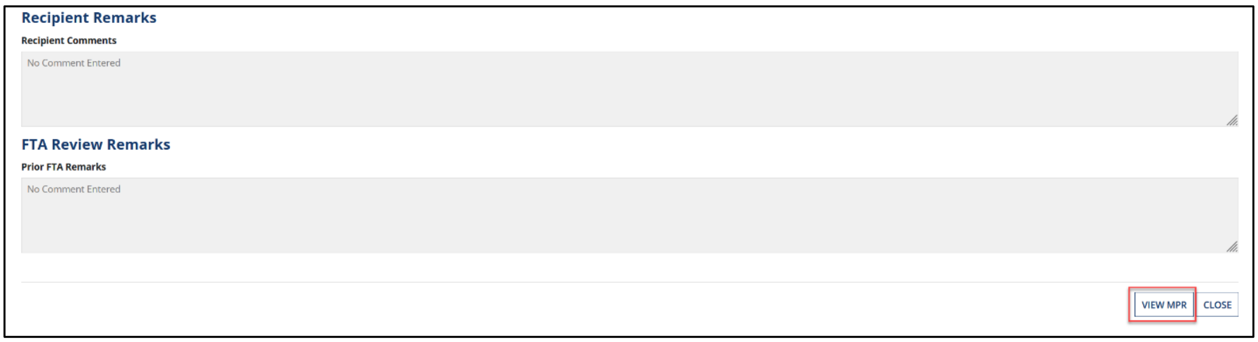
7) To view (and print) the report, click on the link displayed within the report. This will generate an html view/print document that users can save or open.



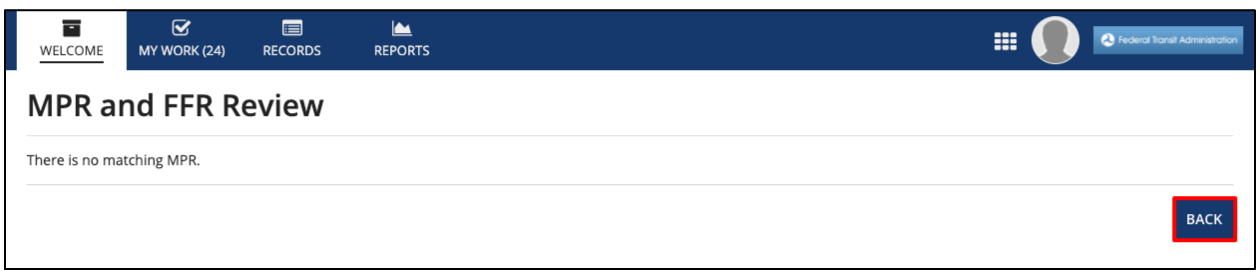
8) Clicking on the ‘Close’ button on this form returns users to the previous search results.



9) Click the 'View FFR' or 'View MPR' button to view the related report.



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.



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.

Previous Federal Financial Reports

Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
Milestones	Milestone Progress	MPR_Q_718_20070200.htm	Milestone Progress Report(2 Quarter, 2007)	Apr 05, 2007	TEAM Doc
Milestones	Milestone Progress	MPR_Q_718_20050100.htm	Milestone Progress Report(1 Quarter, 2005)	Feb 06, 2005	TEAM Doc
Milestones	Milestone Progress	MPR_Q_718_20050400.htm	Milestone Progress Report(4 Quarter, 2005)	Oct 30, 2005	TEAM Doc
Milestones	Milestone Progress	MPR_Q_718_20040400.htm	Milestone Progress Report(4 Quarter, 2004)	Oct 31, 2004	TEAM Doc
Milestones	Milestone Progress	MPR_Q_718_20060400.htm	Milestone Progress Report(4 Quarter, 2006)	Nov 01, 2006	TEAM Doc

5 items

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.

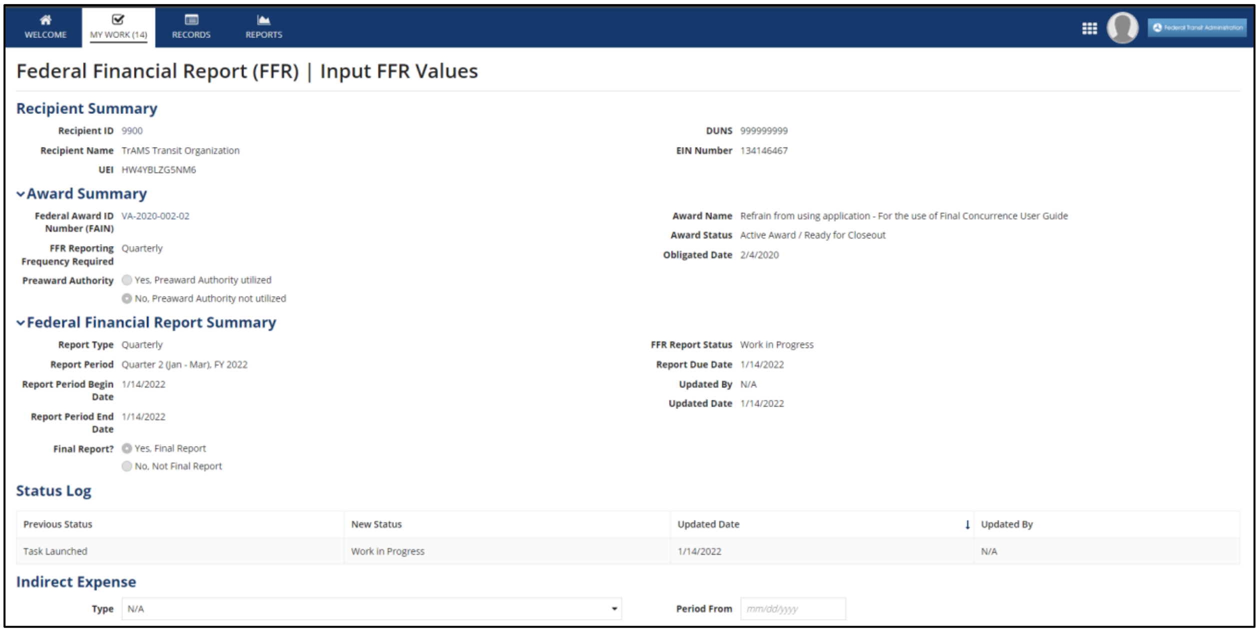
A task will be issued for each active award. The number of Tasks assigned to a user will be visible next to the 'Tasks' tab.

1) After the FFR Reporter successfully logs on, click the 'My Work' tab.

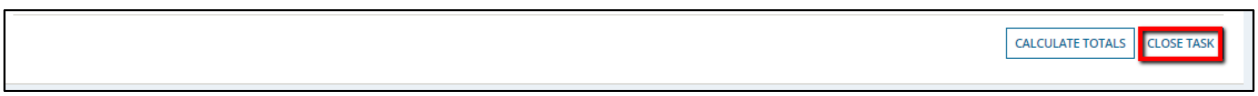
2) Select the task for the application and then accept the task. The format of the task reads; Complete [FY] [Report Frequency] Federal Financial Report' for Federal Award ID No.

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

3) The 'Input FFR Values' form will be displayed. You must accept the task to edit the fields.



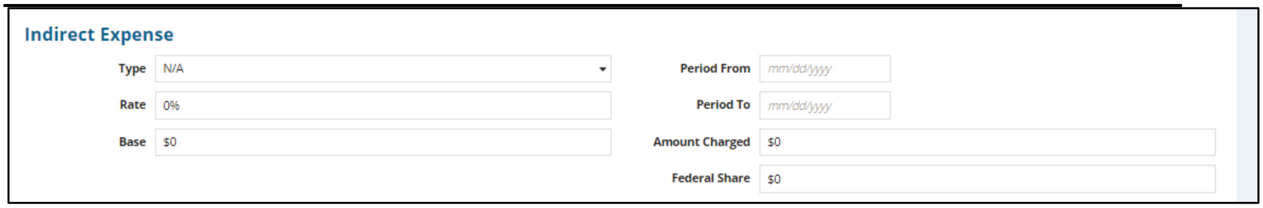
4) At any point, you may click the ‘Close Task’ button on this form to return to the ‘Tasks’ tab without saving any changes and retain the task.



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.



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.

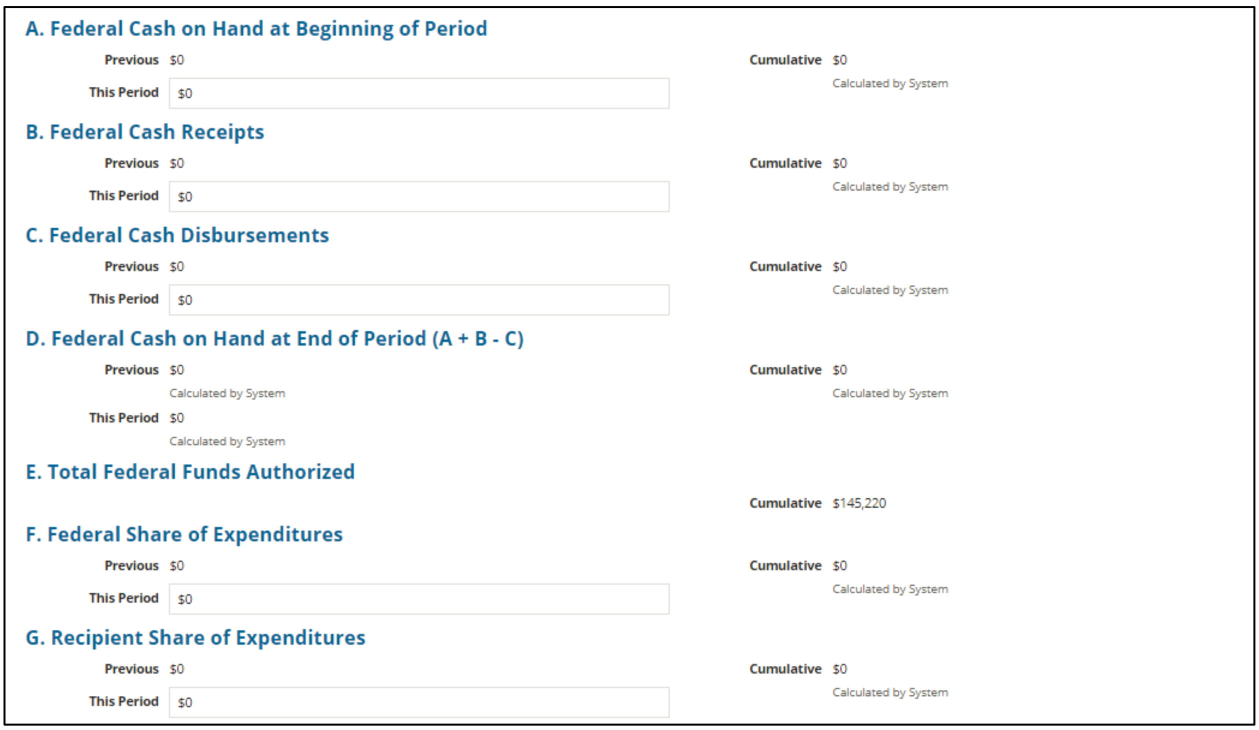
a) ‘A. Federal Cash on hand at Beginning of Period’

b) ‘B. Federal Cash Receipts’

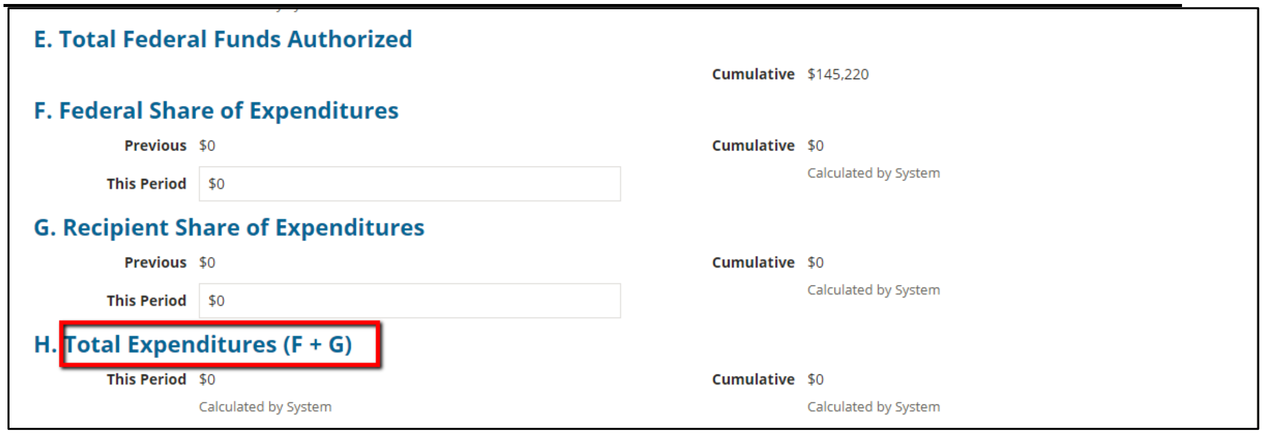
c) ‘C. Federal Cash Disbursements’

d) ‘F. Federal Share of Expenditures’

e) ‘G. ‘Recipient Share of Expenditures’



Note: You are allowed to **type in** negative numbers into any of the editable fields on the FFR. However, calculated fields CANNOT be negative.



E. Total Federal Funds Authorized

Cumulative $145,220

F. Federal Share of Expenditures

Previous $0

This Period $0

Cumulative $0

Calculated by System

G. Recipient Share of Expenditures

Previous $0

This Period $0

Cumulative $0

Calculated by System

H. Total Expenditures (F + G)

This Period $0

Calculated by System

Cumulative $0

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

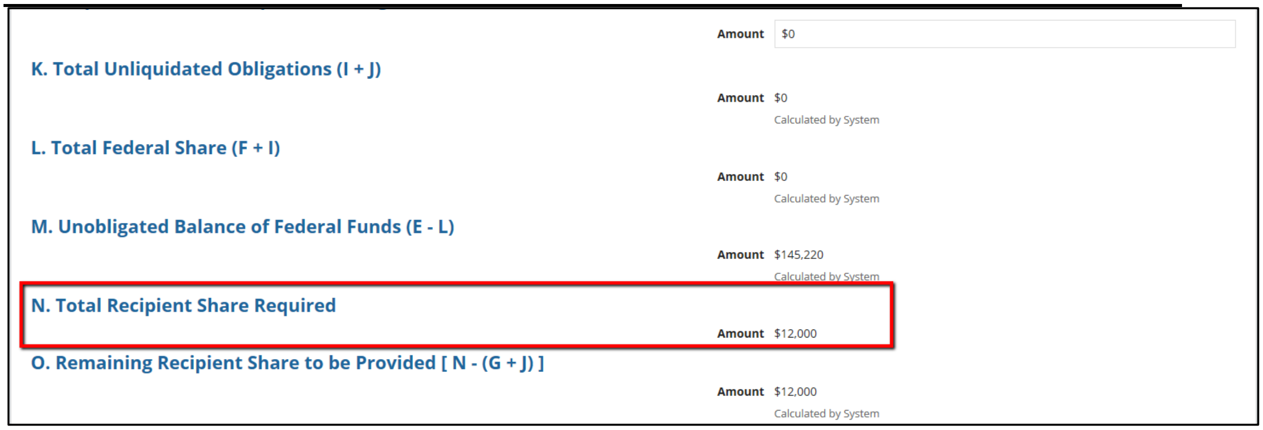
   c) 'K. Total Unliquidated Obligations'

   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'



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'

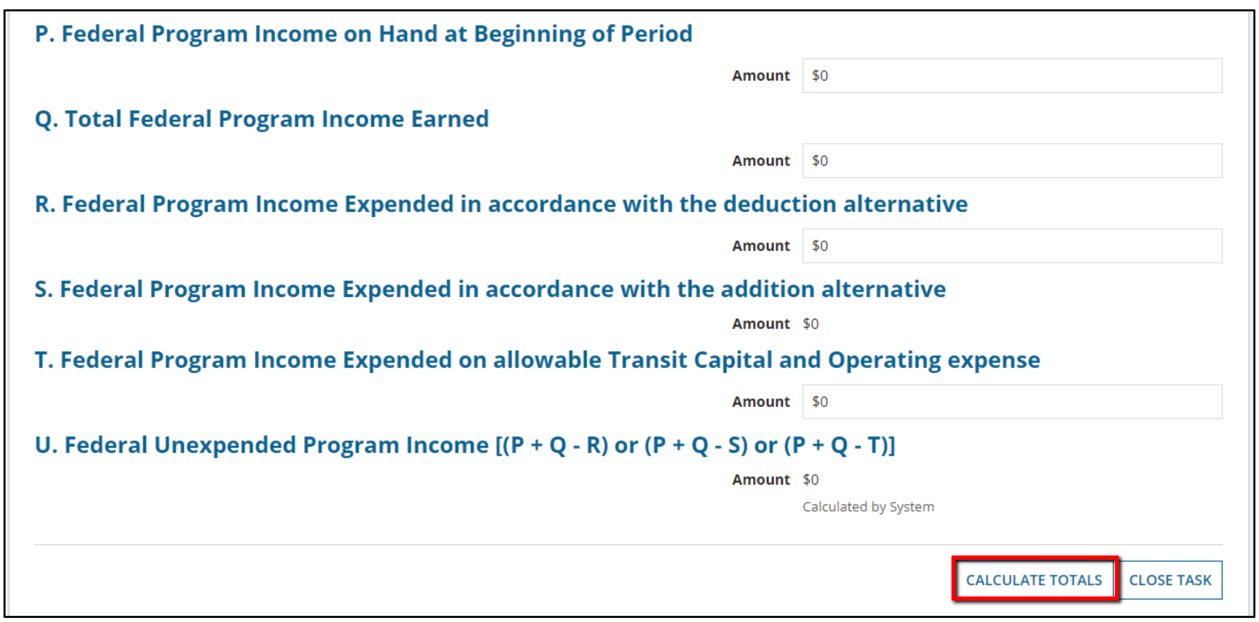
i) 'Q. Total Federal Program Income Earned'

j) 'R. Federal Program Income Expended in Accordance with the Deduction Alternative'

k) 'S. Federal Program Income Expended in Accordance with the Addition Alternative'

l) 'T. Federal Program Income Expended on Allowable Transit Capital and Operating Expense'

m) 'U Federal Unexpanded Program Income'



9) Once you have completed entering all details, click the 'Calculate Totals' button.

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.

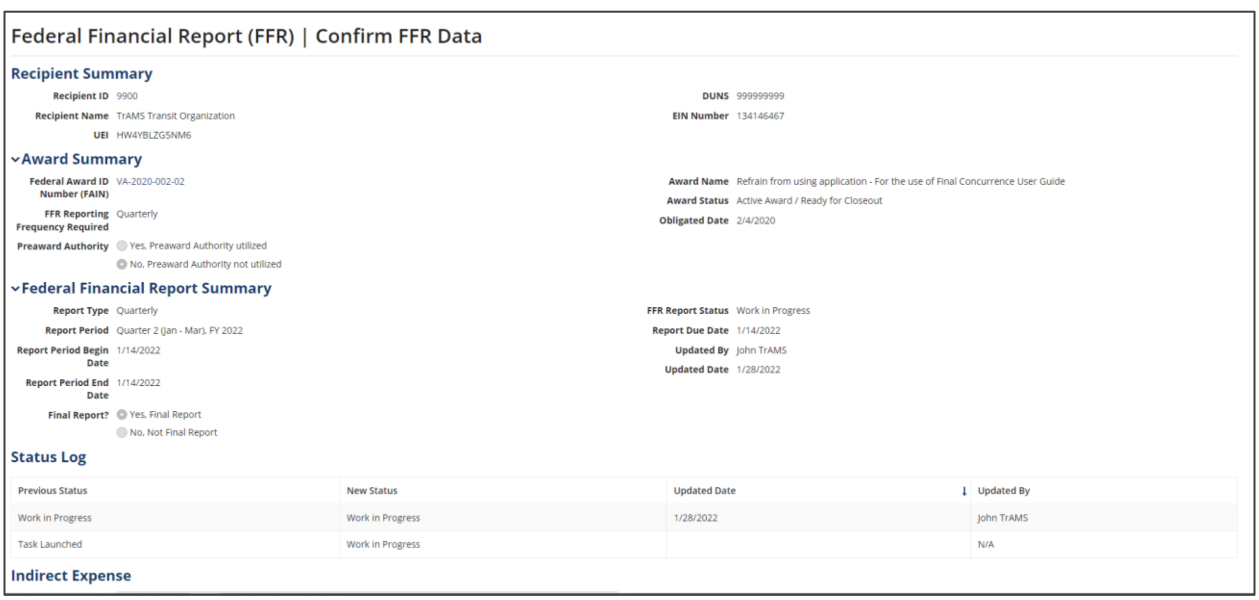
Each of the separate values entered for 'A. Federal Cash on hand at Beginning of Period,' 'B. Federal Cash Receipts,' 'C. Federal Cash Disbursements,' 'F. Federal Share of Expenditures,' and 'I. Federal Share of Unliquidated Obligations' cannot be greater than 'E. Total Federal Funds Authorized.'

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 Financial Report (FFR) | Confirm FFR Data

Recipient Summary

Recipient ID 9900
Recipient Name TrAMS Transit Organization
UEI HW4YBLZG5NM6
DUNS 999999999
EIN Number 134146467

Award Summary

Federal Award ID Number (FAIN) VA-2020-002-02
FFR Reporting Frequency Required Quarterly
Preaward Authority: Yes, Preaward Authority utilized / No, Preaward Authority not utilized
Award Name Refrain from using application - For the use of Final Concurrence User Guide
Award Status Active Award / Ready for Closeout
Obligated Date 2/4/2020

Federal Financial Report Summary

Report Type Quarterly
Report Period Quarter 2 (Jan - Mar), FY 2022
Report Period Begin Date 1/14/2022
Report Period End Date 1/14/2022
Final Report? Yes, Final Report / No, Not Final Report
FFR Report Status Work in Progress
Report Due Date 1/14/2022
Updated By John TrAMS
Updated Date 1/28/2022

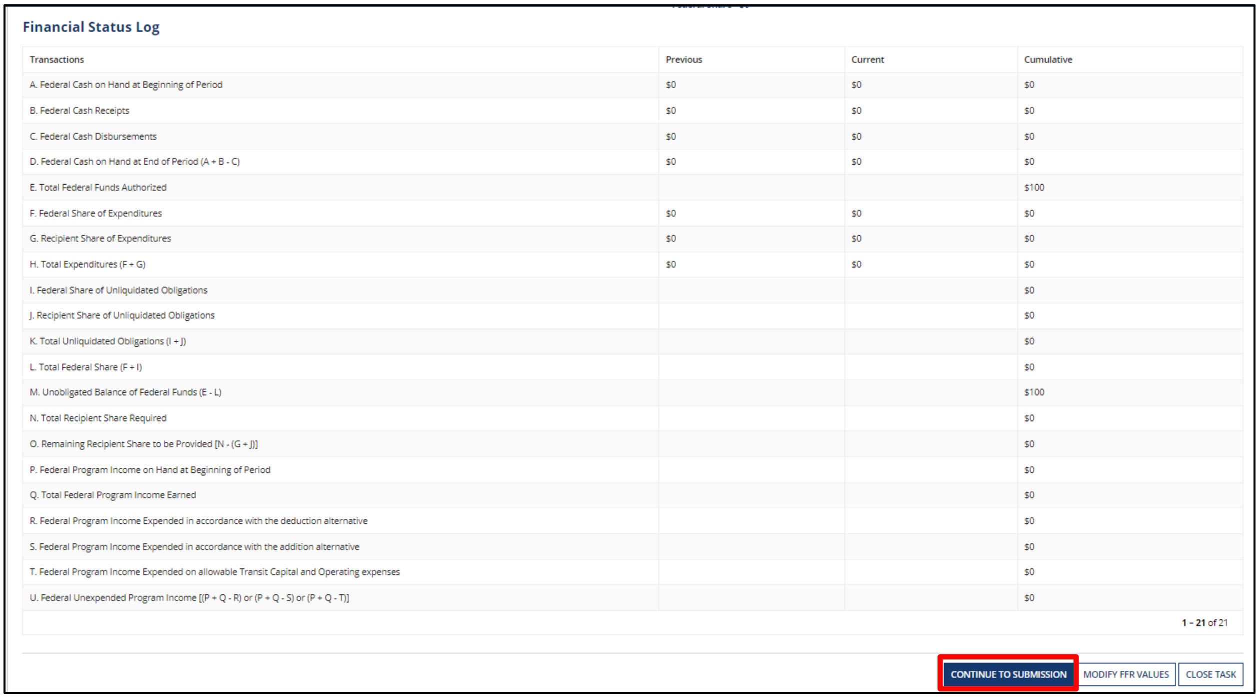
Status Log

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

Indirect Expense

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.



Financial Status Log

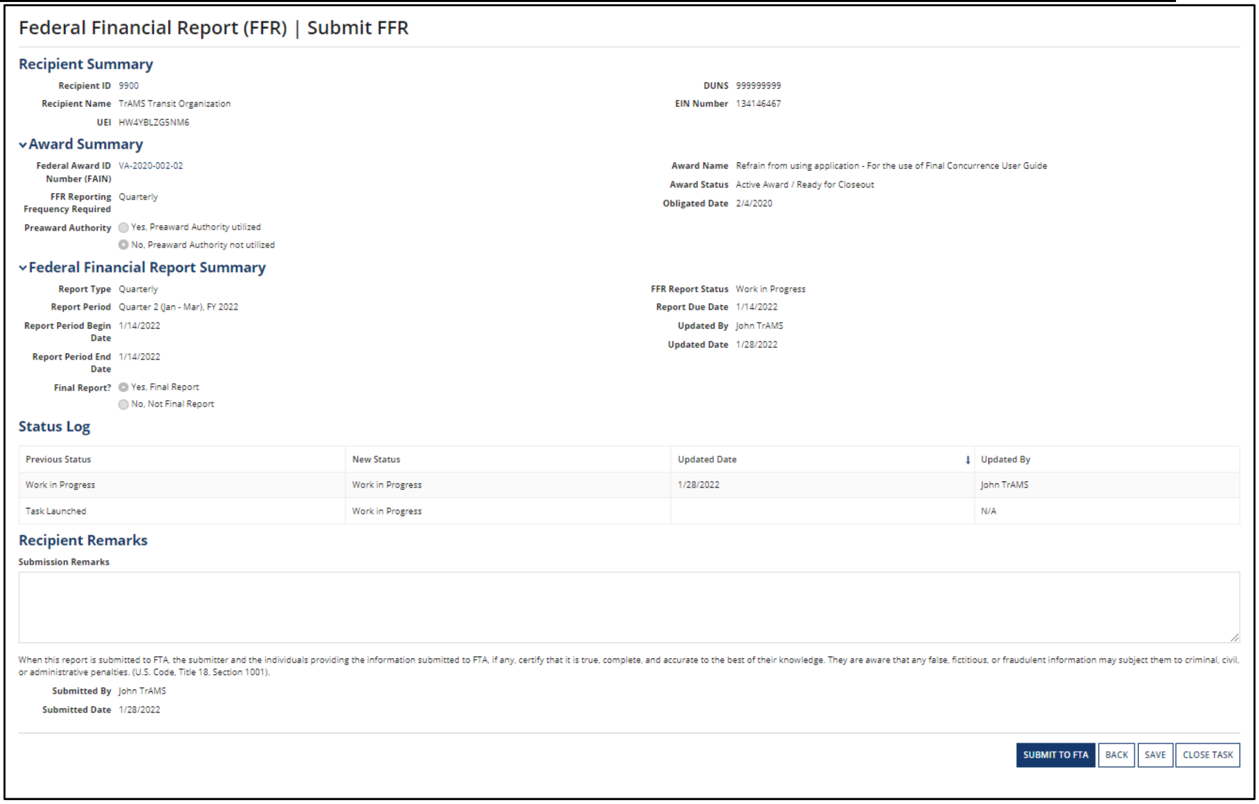
Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	$0	$0	$0
B. Federal Cash Receipts	$0	$0	$0
C. Federal Cash Disbursements	$0	$0	$0
D. Federal Cash on Hand at End of Period (A + B - C)	$0	$0	$0
E. Total Federal Funds Authorized			$100
F. Federal Share of Expenditures	$0	$0	$0
G. Recipient Share of Expenditures	$0	$0	$0
H. Total Expenditures (F + G)	$0	$0	$0
I. Federal Share of Unliquidated Obligations			$0
J. Recipient Share of Unliquidated Obligations			$0
K. Total Unliquidated Obligations (I + J)			$0
L. Total Federal Share (F + I)			$0
M. Unobligated Balance of Federal Funds (E - L)			$100
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			$0
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

CONTINUE TO SUBMISSION MODIFY FFR VALUES CLOSE TASK

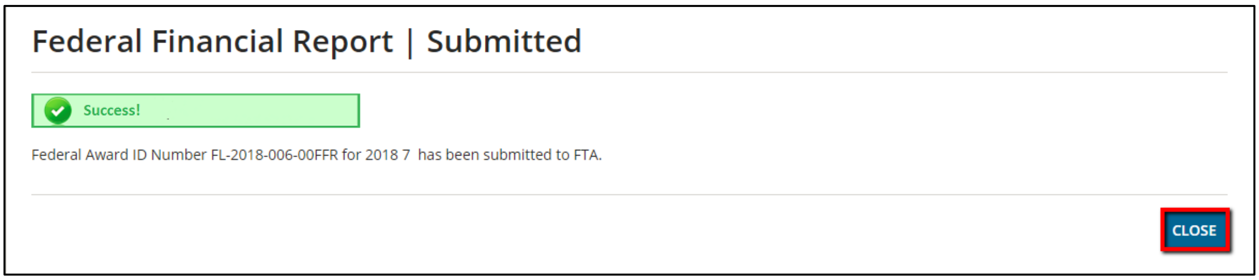
13) The ‘Submit FFR’ form will be displayed. Use the ‘Back’ button at the bottom of the form if you wish to return to the previous form.

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.



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.



5.4.4 Milestone Progress Report (MPR)

5.4.4.1 Task: Complete and Submit MPR

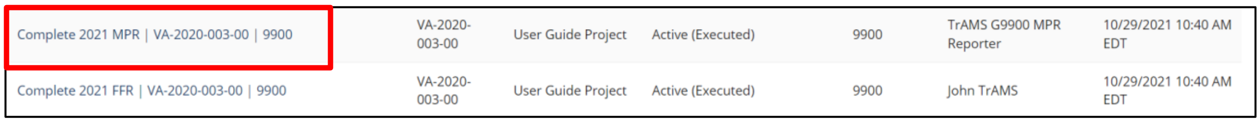
To complete the Milestone Progress, Report the user must have the ‘MPR Reporter’ user role.

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.

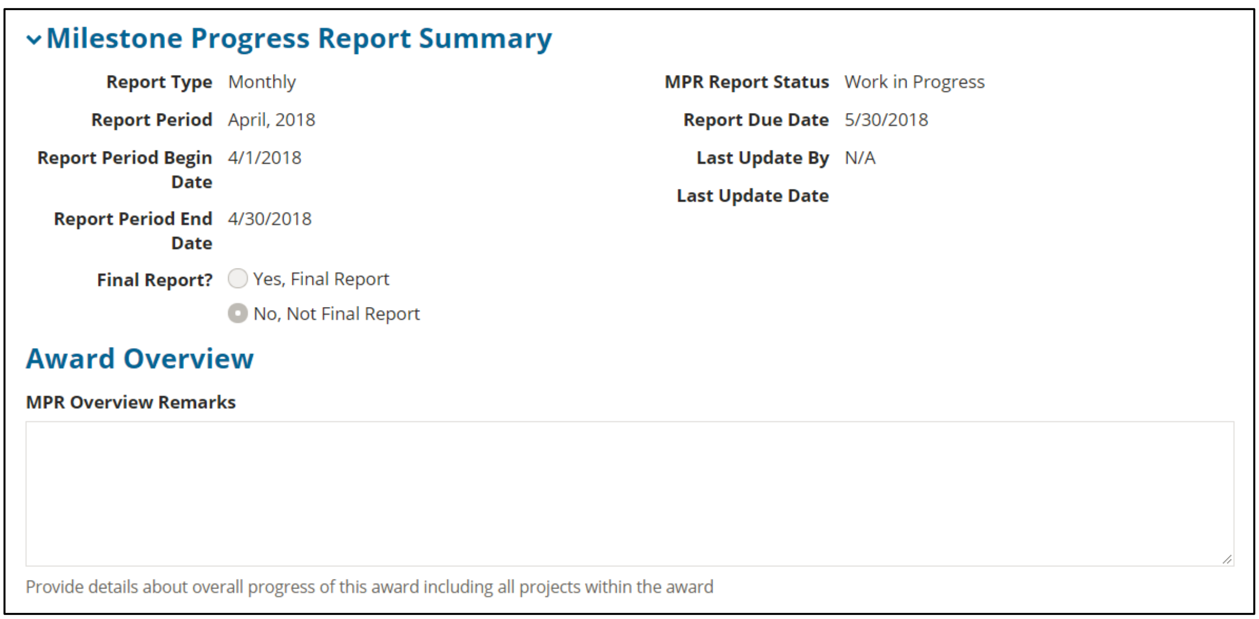
1) After the MPR Reporter successfully logs on, click the ‘My Work’ tab.

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.



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.



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.

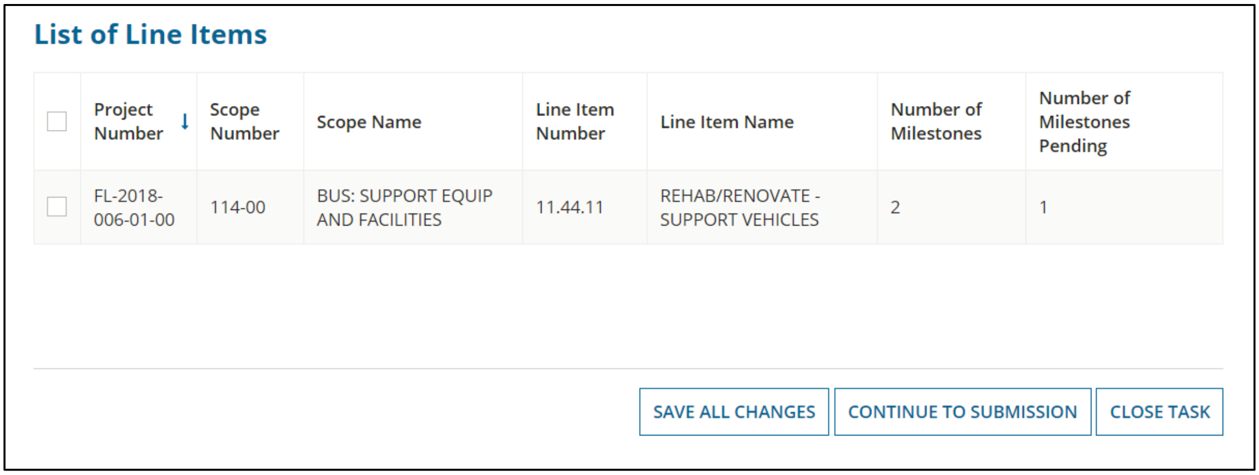
6) The Report End Date – is the date that the period for which activities being reported on ends. Example: the end date for Q2 reports s for FY18 would end on March 30, 2018.

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.

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'.



List of Line Items

	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

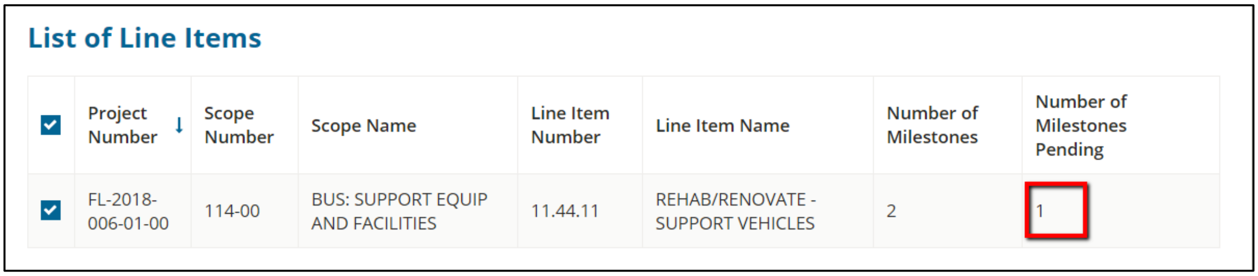
SAVE ALL CHANGES | CONTINUE TO SUBMISSION | CLOSE TASK

Note: A milestone is considered 'Pending' if one of the following is true:

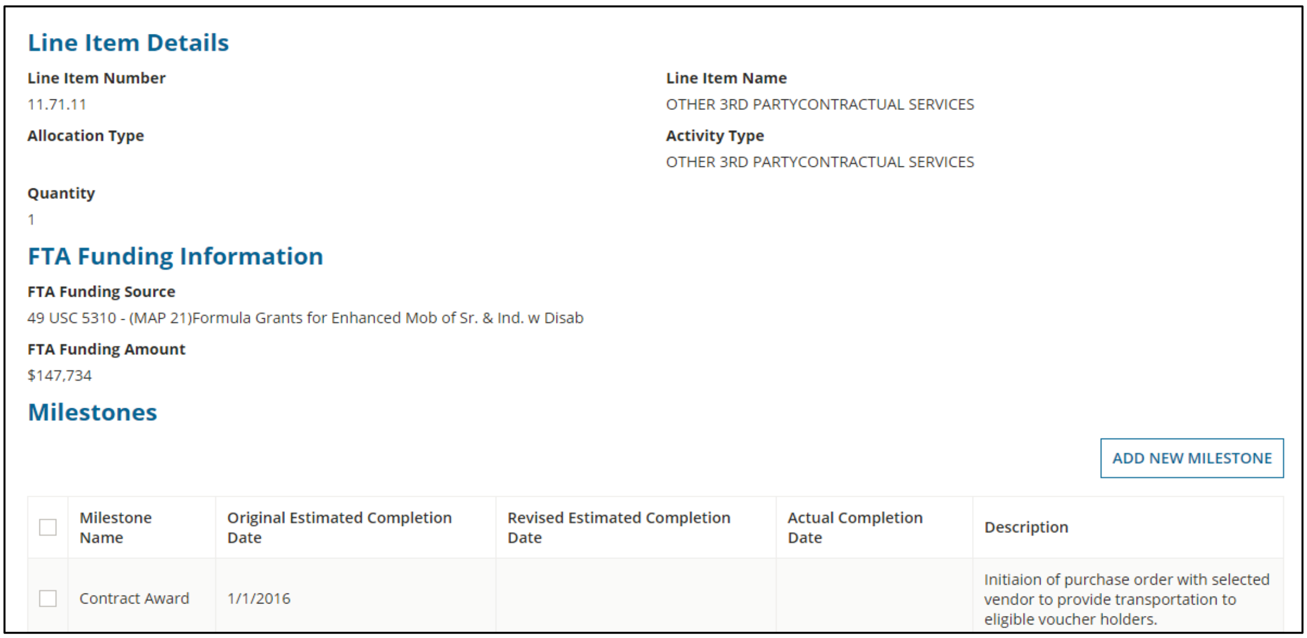
- The 'Original Estimated Completion Date' expired on or before the 'Report Period End Date'
- There is no 'Actual Completion Date' indicated yet; and the milestone is before the 'Report Period End Date'

- The 'Revised Estimated Completion Date' expired on or before the 'Report Period End Date'

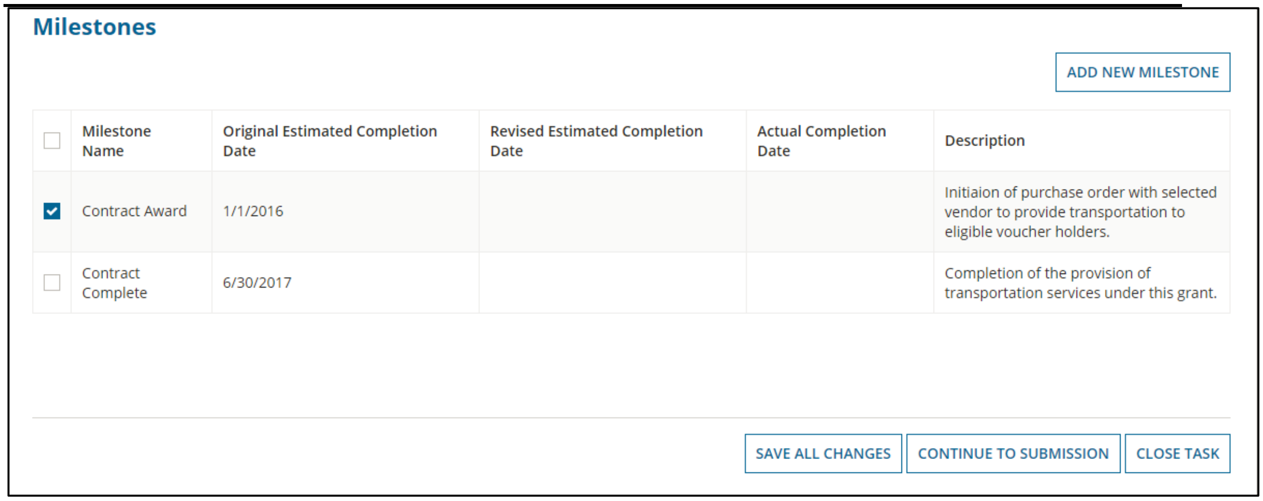
10) Select the check box for an activity line item with a pending milestone to display the activity information and milestones.



11) The form will expand to display the 'Line Item Details,' 'FTA Funding Information,' and 'Milestones' sections.



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).

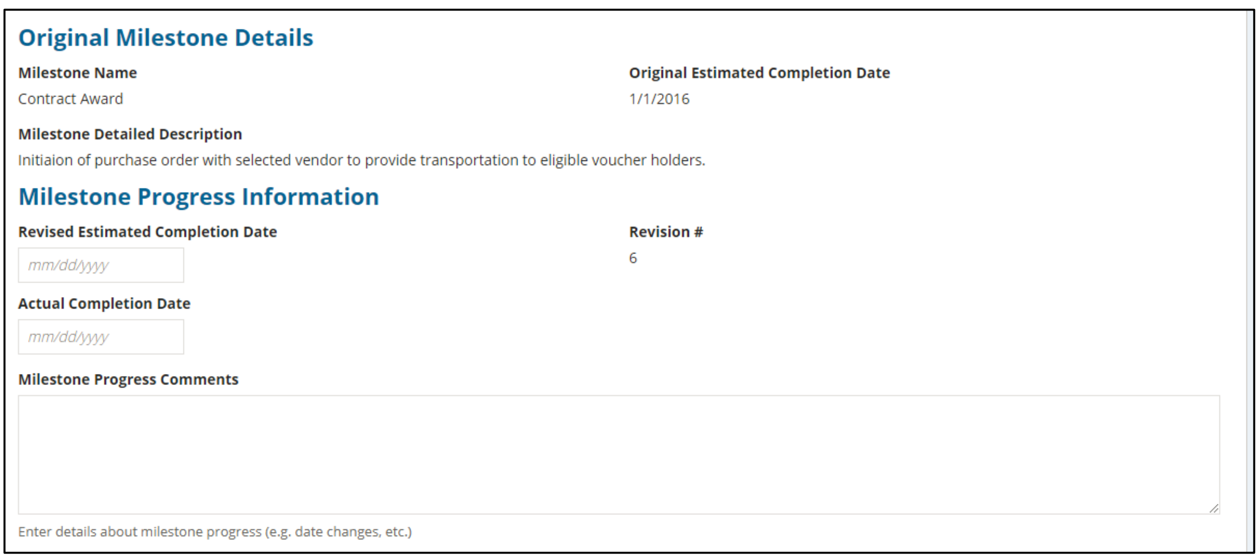


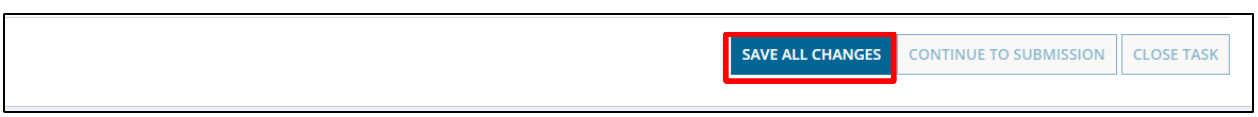
a) Enter either a revised estimated completion date or an actual completion date.

b) Enter Milestone Progress Comments

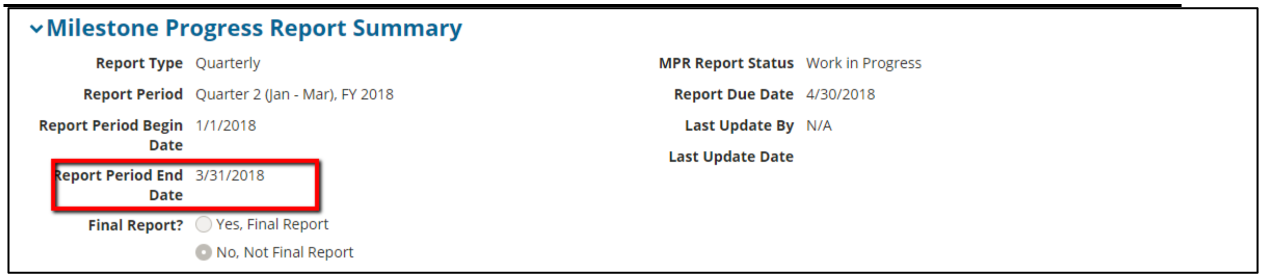
c) Select 'Save All Changes' button (this button saves information and keeps you on the page)

Each milestone can only have one date – either a new Revised Estimated Completion Date or an Actual Completion Date.



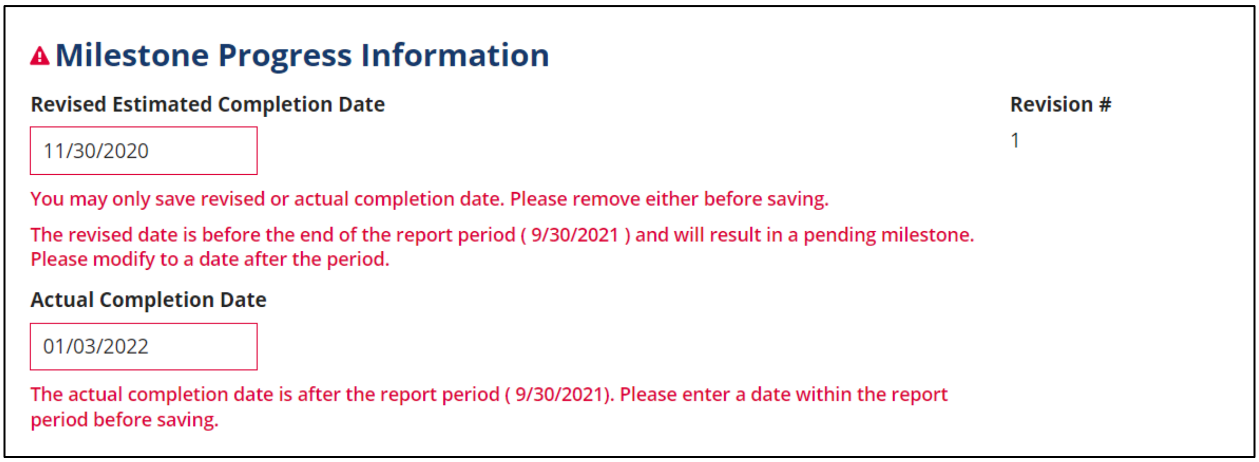


Revised Estimated Completion Date must be a date in the future of the 'Report Period End Date'; Actual Completion Date must be on or before the 'Report Period End Date'.



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.



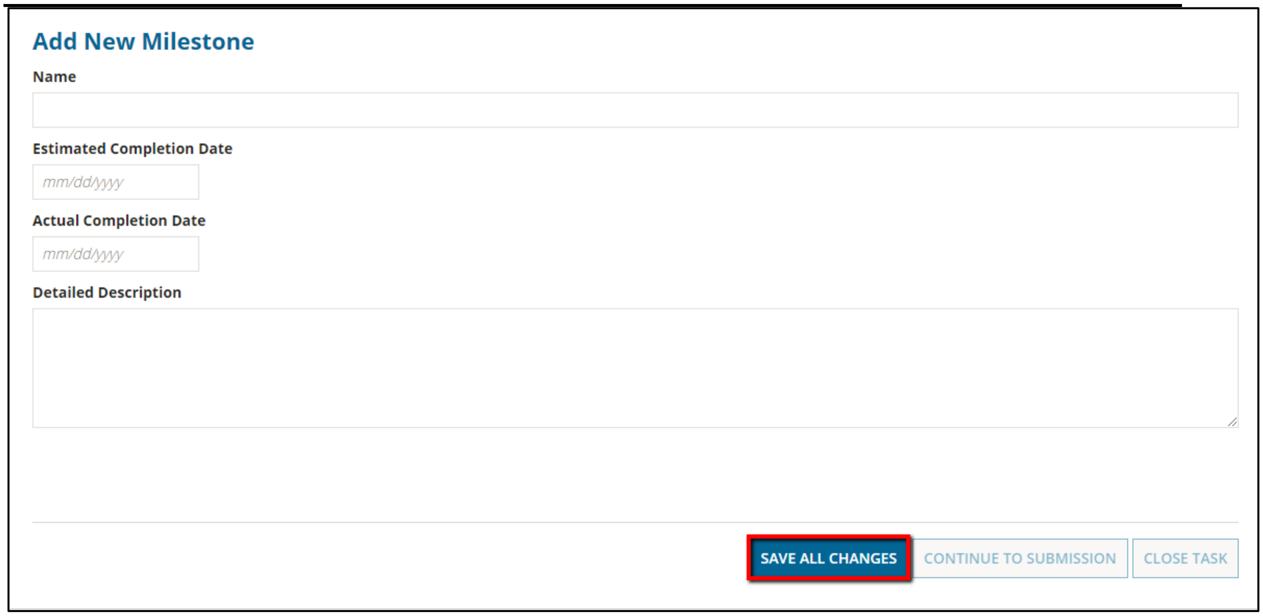
13) To add a new milestone to the activity, click the 'Add New Milestone' button. The form will expand further to display the 'Add New Milestone' section:

   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.

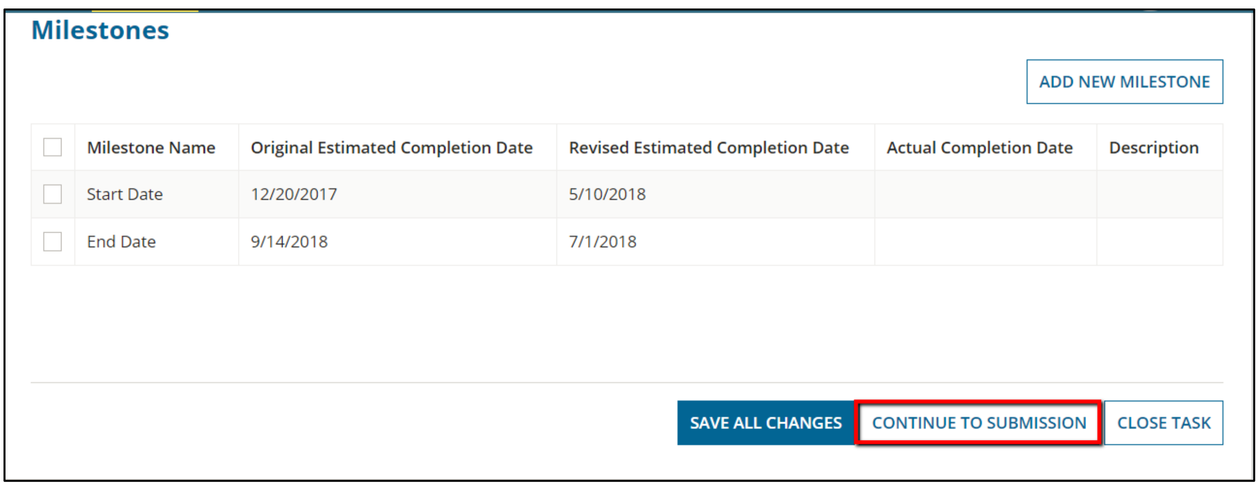
   c) Enter a comment about the milestone into the 'Detailed Description' field. This is a required field.

   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.

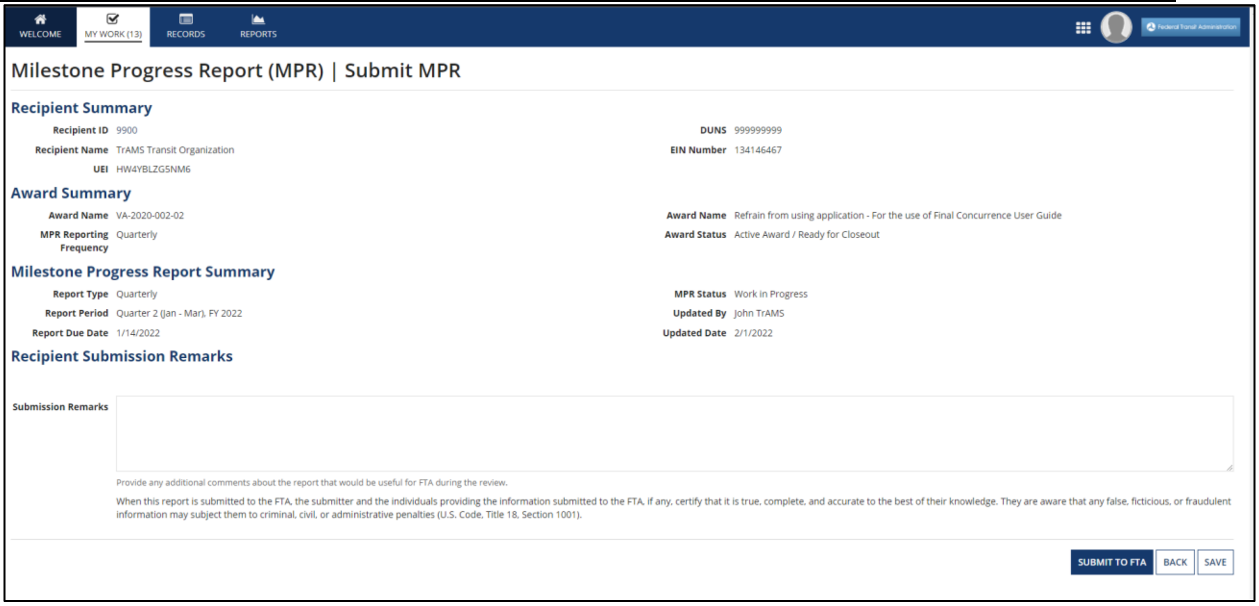


14) Click on the ‘Continue to Submission’ button to proceed with the next step in completing the MPR.

   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.



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.



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.'

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.

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.

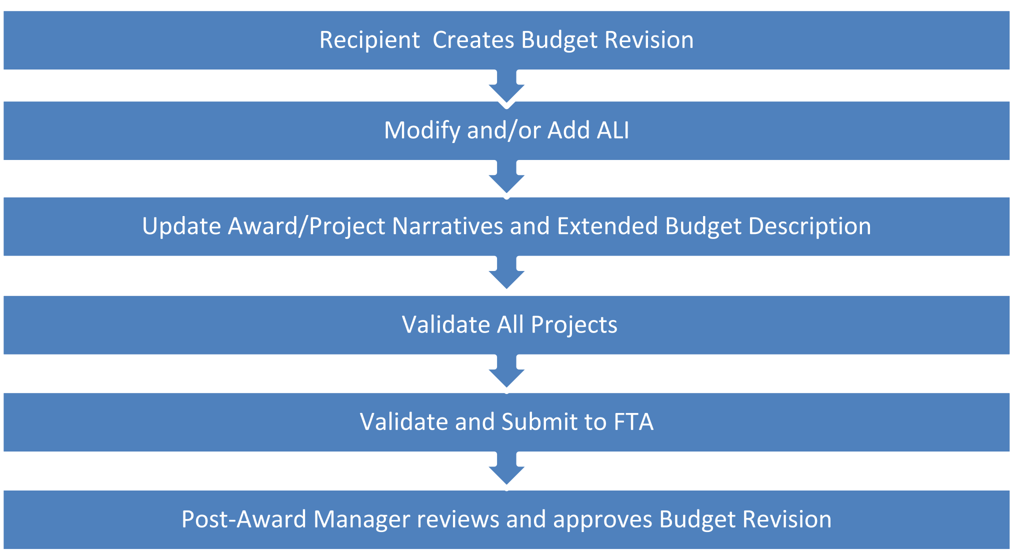
5.5.1.2 Budget Revision Workflow

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

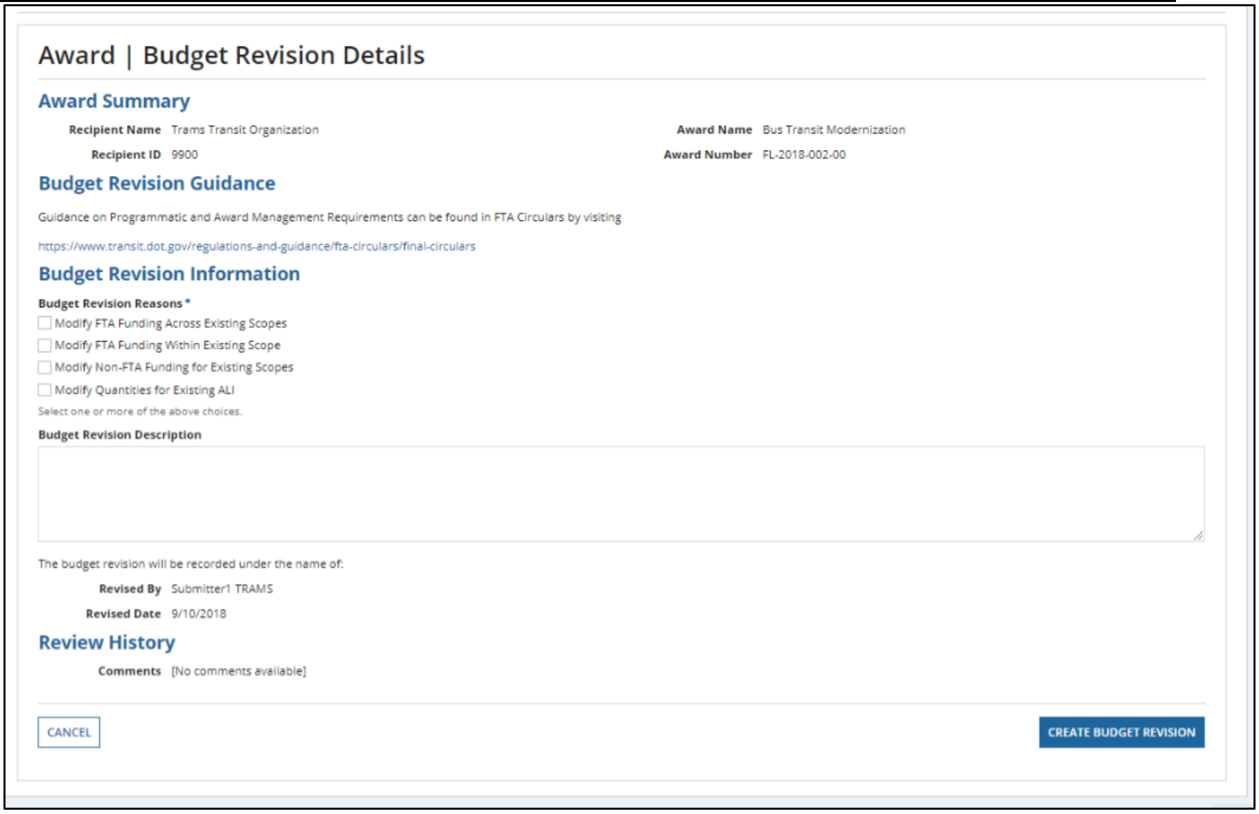
5.5.1.3.1 Related Action: Create Budget Revision

Updates to the content of this section are in progress.

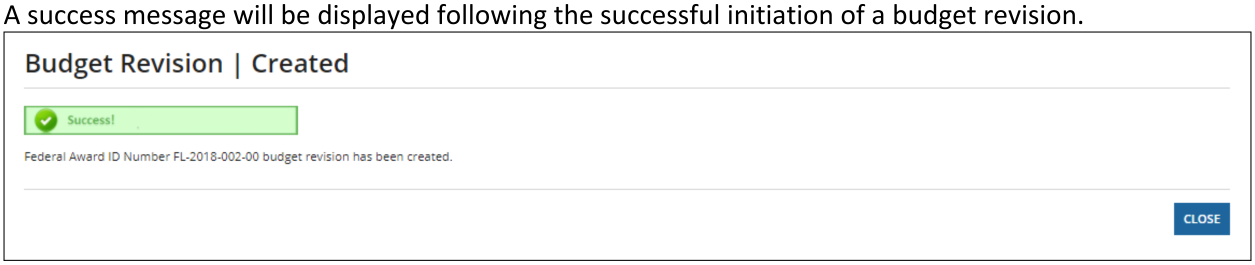
To create a ‘Budget Revision’ you must be logged on with the ‘Submitter’ or ‘Developer’ user roles and the award must be in the ‘Active (Executed)’ status.

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.

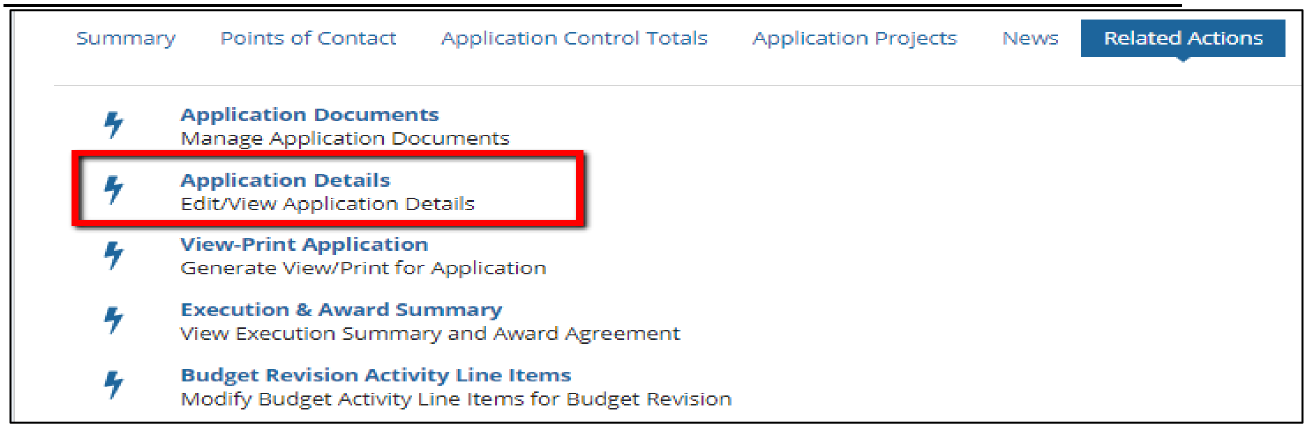


4) Provide an explanation for the change. (Character limitation is 450 Characters including spaces)
5) Click 'Create Budget Revision' to initiate the budget revision process
6) Click 'Cancel' to return to the 'Related Actions' page without creating a budget revision.
7) A success message will be displayed following the successful initiation of a budget revision.



8) Select the Close button to return to the Related Actions list.

Note: 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.



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 amendment only. To see revisions to previous amendments, search for those amendments on 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	

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.

WELCOME | MY WORK (13) | RECORDS | REPORTS

VA-2021-001-00	Sample Application	9900-2021-4	Application Submitted	9900	TrAMS Transit Organization	Region 3	12/23/2020 12:09 PM EST	View-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	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	View-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	View-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.

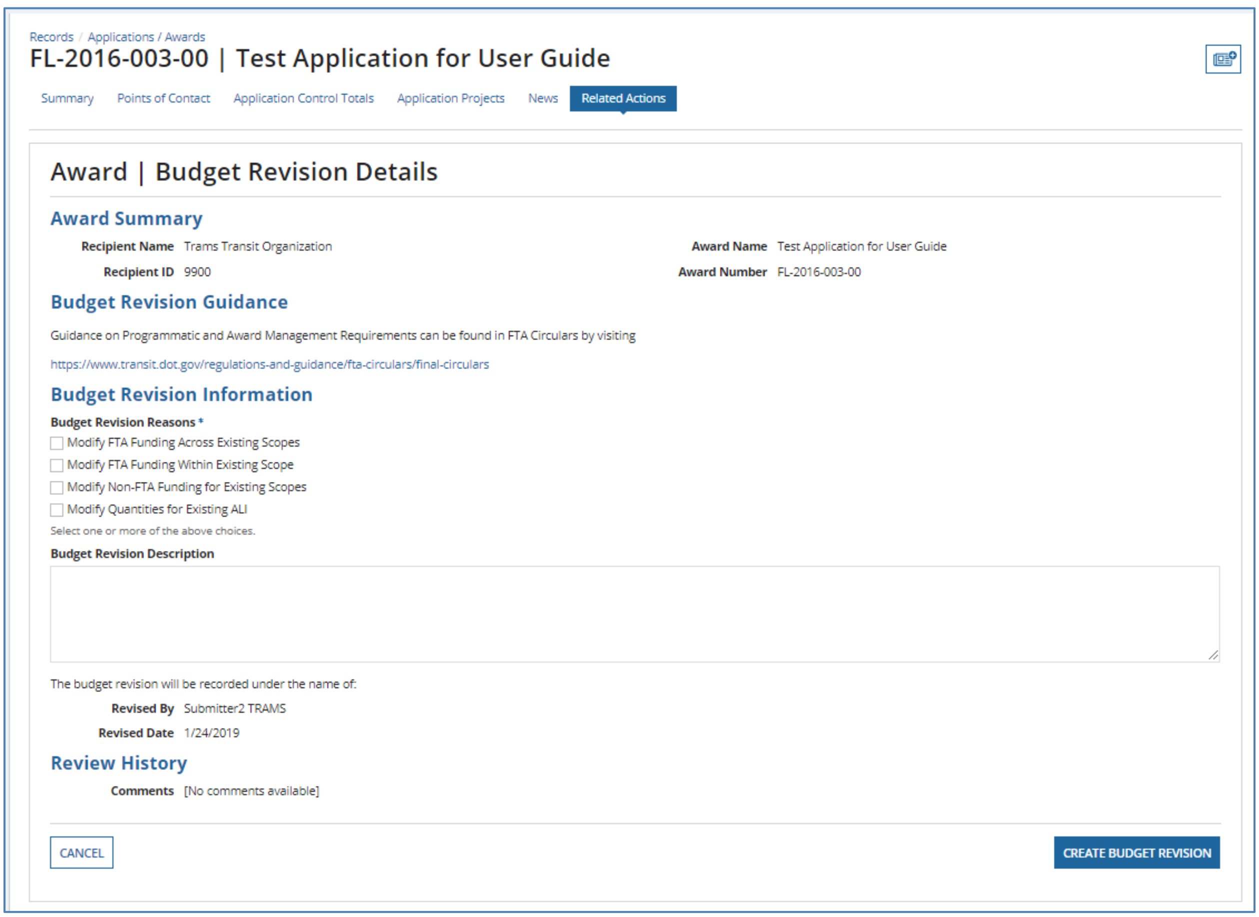
4) Users should be aware of the below:

    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.*



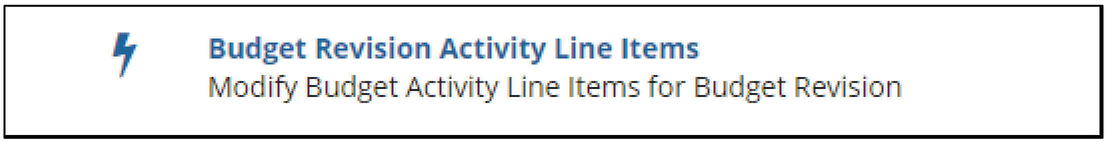
5.5.1.3.2 Related Action: Budget Revision Activity Line Items

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.

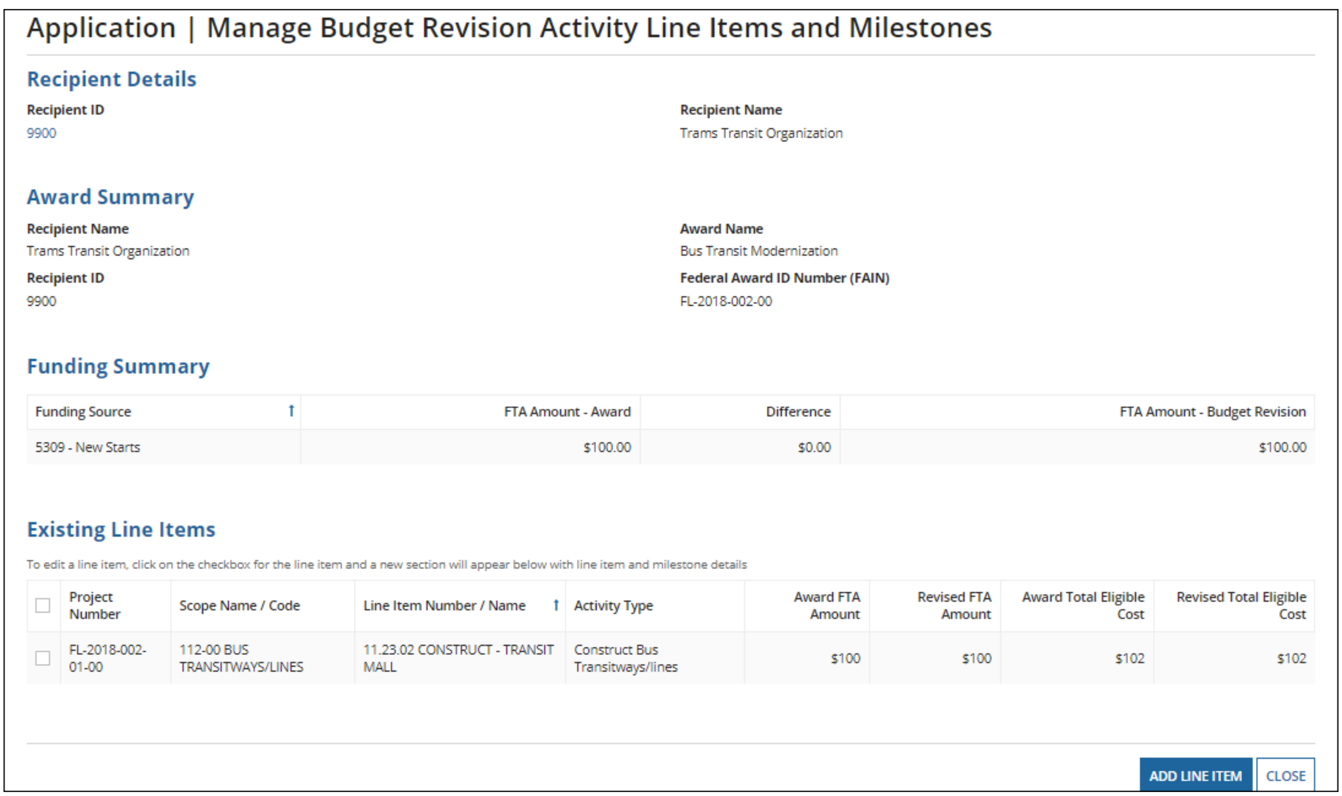
5.5.1.3.2.1 Budget Revision Activity Line Items (TrAMS Award)

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.


Application | Manage Budget Revision Activity Line Items and Milestones

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Award Summary

Recipient Name
Trams Transit Organization

Recipient ID
9900

Award Name
Bus Transit Modernization

Federal Award ID Number (FAIN)
FL-2018-002-00

Funding Summary

Funding Source	FTA Amount - Award	Difference	FTA Amount - Budget Revision
5309 - New Starts	$100.00	$0.00	$100.00

Existing Line Items

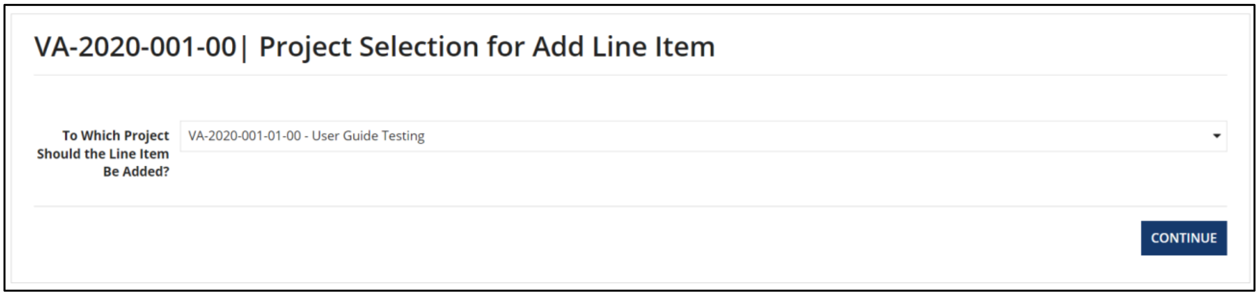
To edit a line item, click on the checkbox for the line item and a new section will appear below with line item and milestone details

☐	Project Number	Scope Name / Code	Line Item Number / Name	Activity Type	Award FTA Amount	Revised FTA Amount	Award Total Eligible Cost	Revised Total Eligible Cost
☐	FL-2018-002-01-00	112-00 BUS TRANSITWAYS/LINES	11.23.02 CONSTRUCT - TRANSIT MALL	Construct Bus Transitways/lines	$100	$100	$102	$102

ADD LINE ITEM CLOSE

5) Add new ALIs to an existing Project

a) Click on the 'Add Line Item' button


VA-2020-001-00| Project Selection for Add Line Item

To Which Project Should the Line Item Be Added? VA-2020-001-01-00 - User Guide Testing

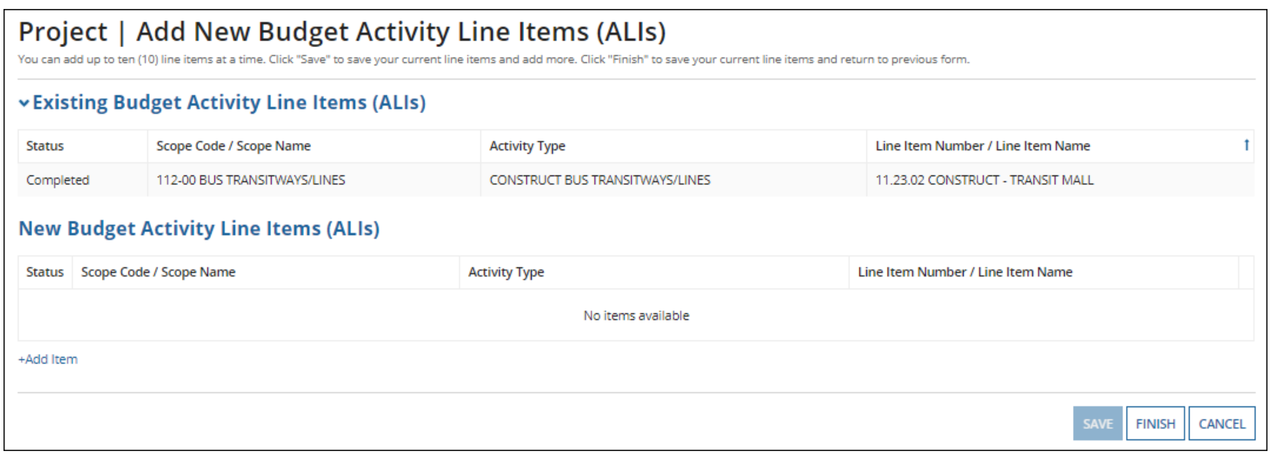
CONTINUE

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.


Project | Add New Budget Activity Line Items (ALIs)

You can add up to ten (10) line items at a time. Click "Save" to save your current line items and add more. Click "Finish" to save your current line items and return to previous form.

Existing Budget Activity Line Items (ALIs)

Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name
Completed	112-00 BUS TRANSITWAYS/LINES	CONSTRUCT BUS TRANSITWAYS/LINES	11.23.02 CONSTRUCT - TRANSIT MALL

New Budget Activity Line Items (ALIs)

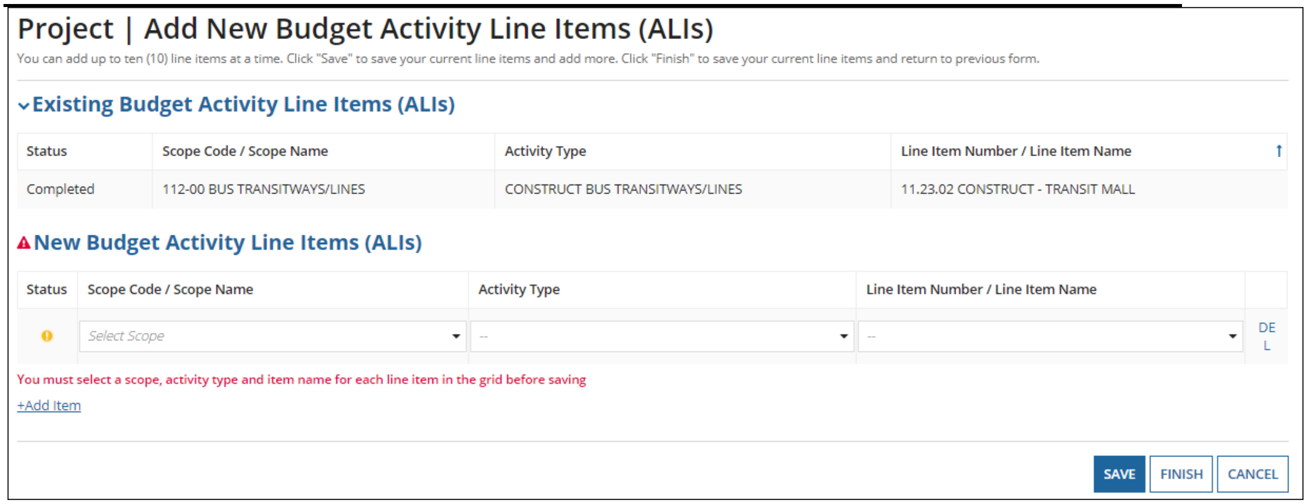
Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name
		No items available	

+Add Item

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.



Project | Add New Budget Activity Line Items (ALIs)

You can add up to ten (10) line items at a time. Click "Save" to save your current line items and add more. Click "Finish" to save your current line items and return to previous form.

Existing Budget Activity Line Items (ALIs)

Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name
Completed	112-00 BUS TRANSITWAYS/LINES	CONSTRUCT BUS TRANSITWAYS/LINES	11.23.02 CONSTRUCT - TRANSIT MALL

New Budget Activity Line Items (ALIs)

Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name	
	Select Scope	--	--	DEL

You must select a scope, activity type and item name for each line item in the grid before saving

+Add Item

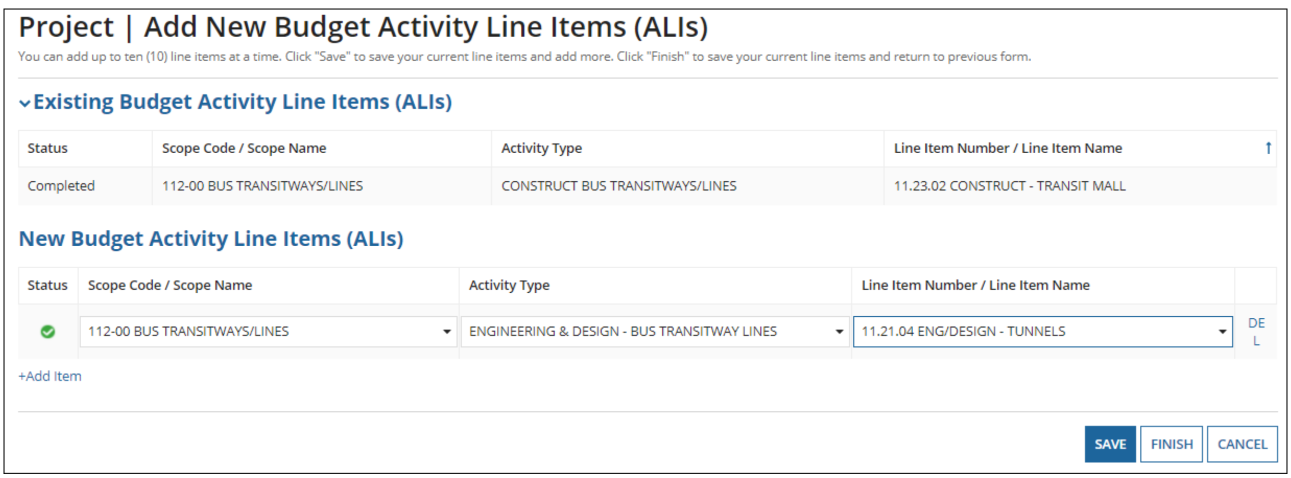
SAVE FINISH CANCEL

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.



Project | Add New Budget Activity Line Items (ALIs)

You can add up to ten (10) line items at a time. Click "Save" to save your current line items and add more. Click "Finish" to save your current line items and return to previous form.

Existing Budget Activity Line Items (ALIs)

Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name
Completed	112-00 BUS TRANSITWAYS/LINES	CONSTRUCT BUS TRANSITWAYS/LINES	11.23.02 CONSTRUCT - TRANSIT MALL

New Budget Activity Line Items (ALIs)

Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name	
	112-00 BUS TRANSITWAYS/LINES	ENGINEERING & DESIGN - BUS TRANSITWAY LINES	11.21.04 ENG/DESIGN - TUNNELS	DEL

+Add Item

SAVE FINISH CANCEL

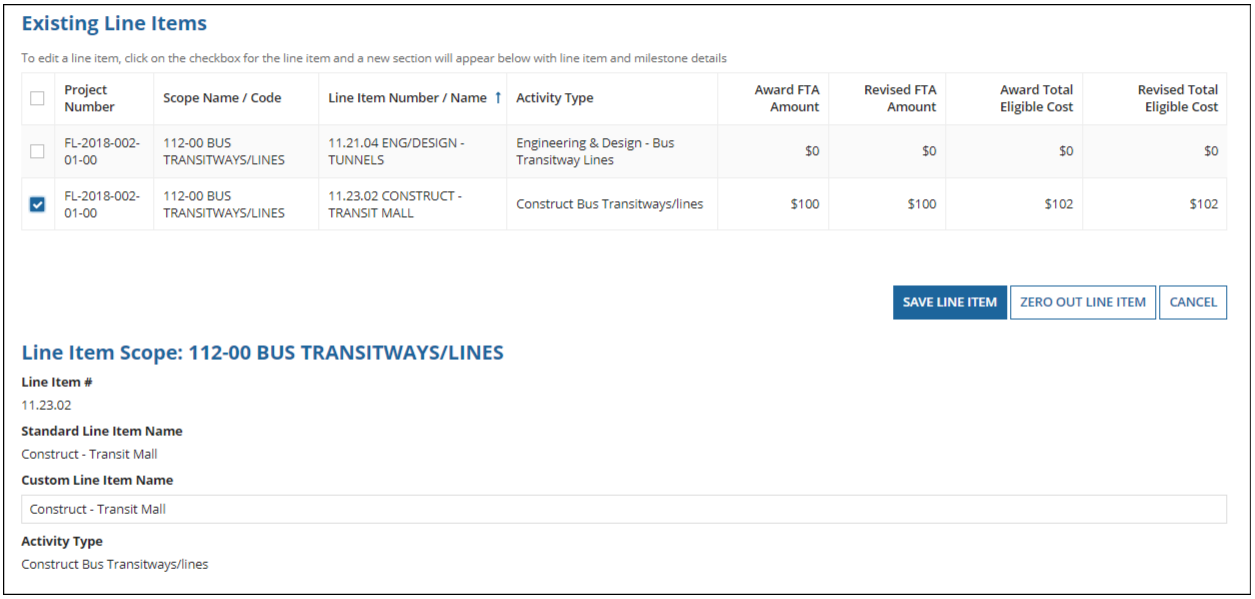
9) To update new or existing budget ALIs for a project:

   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’

- ‘FTA Funding Information’
- ‘Non-FTA Funding Information’
- ‘Rolling Stock Information’
- ‘Milestones’

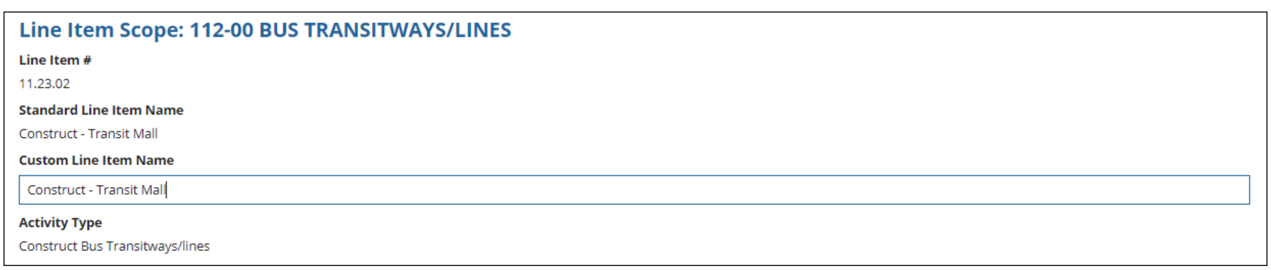
b) Update the Line Items as needed



<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.) 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. .



11) Update the ‘Line Item Details’ section as needed:

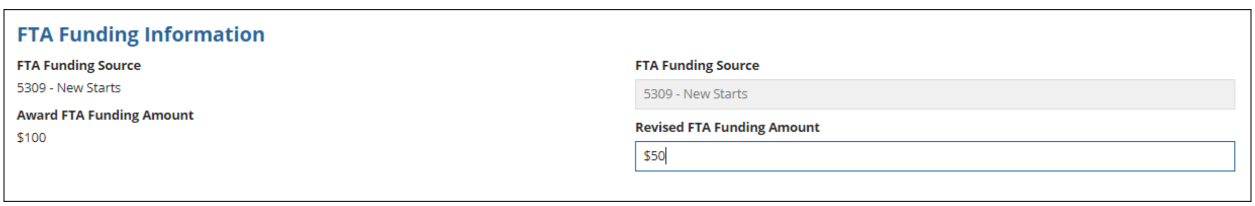
a) Update the quantity in the 'Revised Quantity' field with the desired number. This is an integer field and must be a whole number.

b) Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text.

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?"

12) Update the 'FTA Funding Information' section as needed:

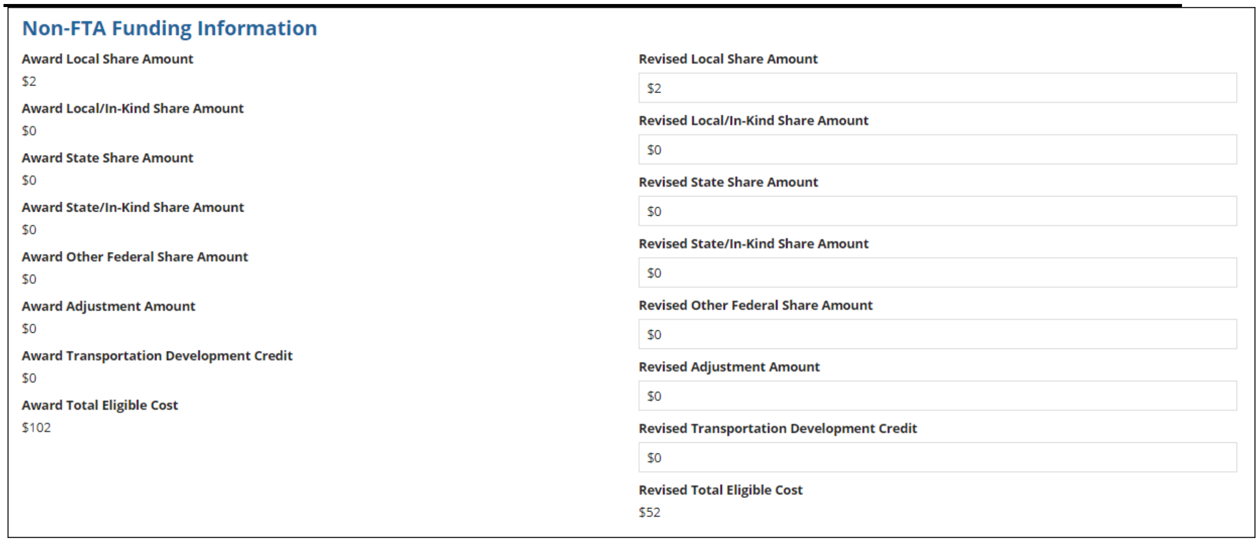
a) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Total Eligible Cost' field will update accordingly.



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.

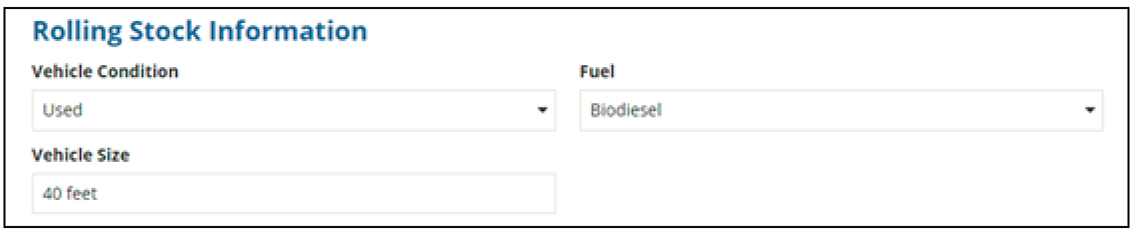


Non-FTA Funding Information

Award		Revised	
Award Local Share Amount	$2	Revised Local Share Amount	$2
Award Local/In-Kind Share Amount	$0	Revised Local/In-Kind Share Amount	$0
Award State Share Amount	$0	Revised State Share Amount	$0
Award State/In-Kind Share Amount	$0	Revised State/In-Kind Share Amount	$0
Award Other Federal Share Amount	$0	Revised Other Federal Share Amount	$0
Award Adjustment Amount	$0	Revised Adjustment Amount	$0
Award Transportation Development Credit	$0	Revised Transportation Development Credit	$0
Award Total Eligible Cost	$102	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.



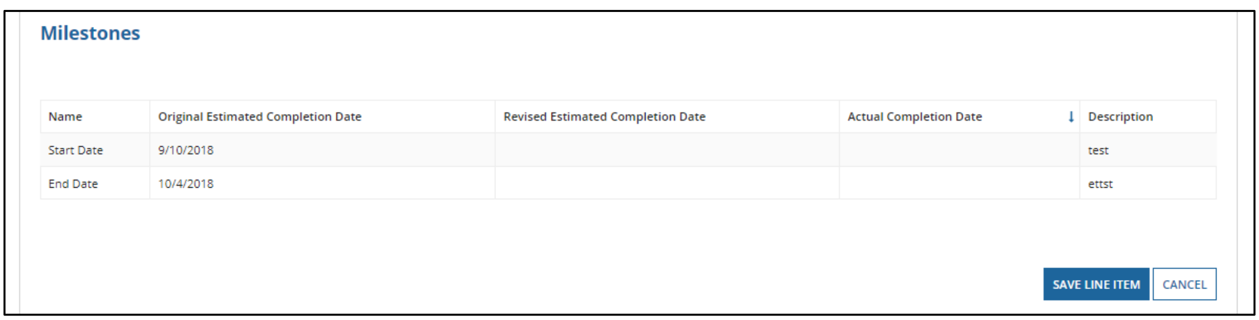
Rolling Stock Information

Vehicle Condition: Used

Fuel: 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.



Milestones

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

SAVE LINE ITEM CANCEL

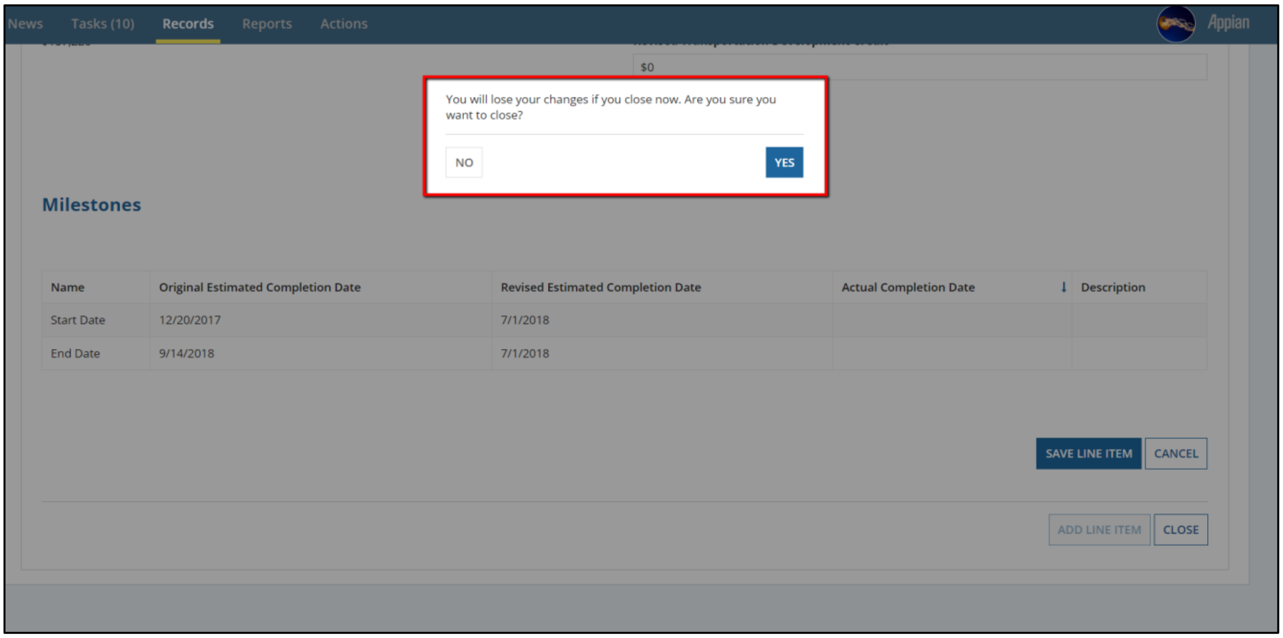
16) Update the 'Milestones' section if you have selected a new ALI that was added to the budget revision. Update the Milestones' section if you have selected a new ALI that was added to the budget revision.

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

   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.

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.



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.

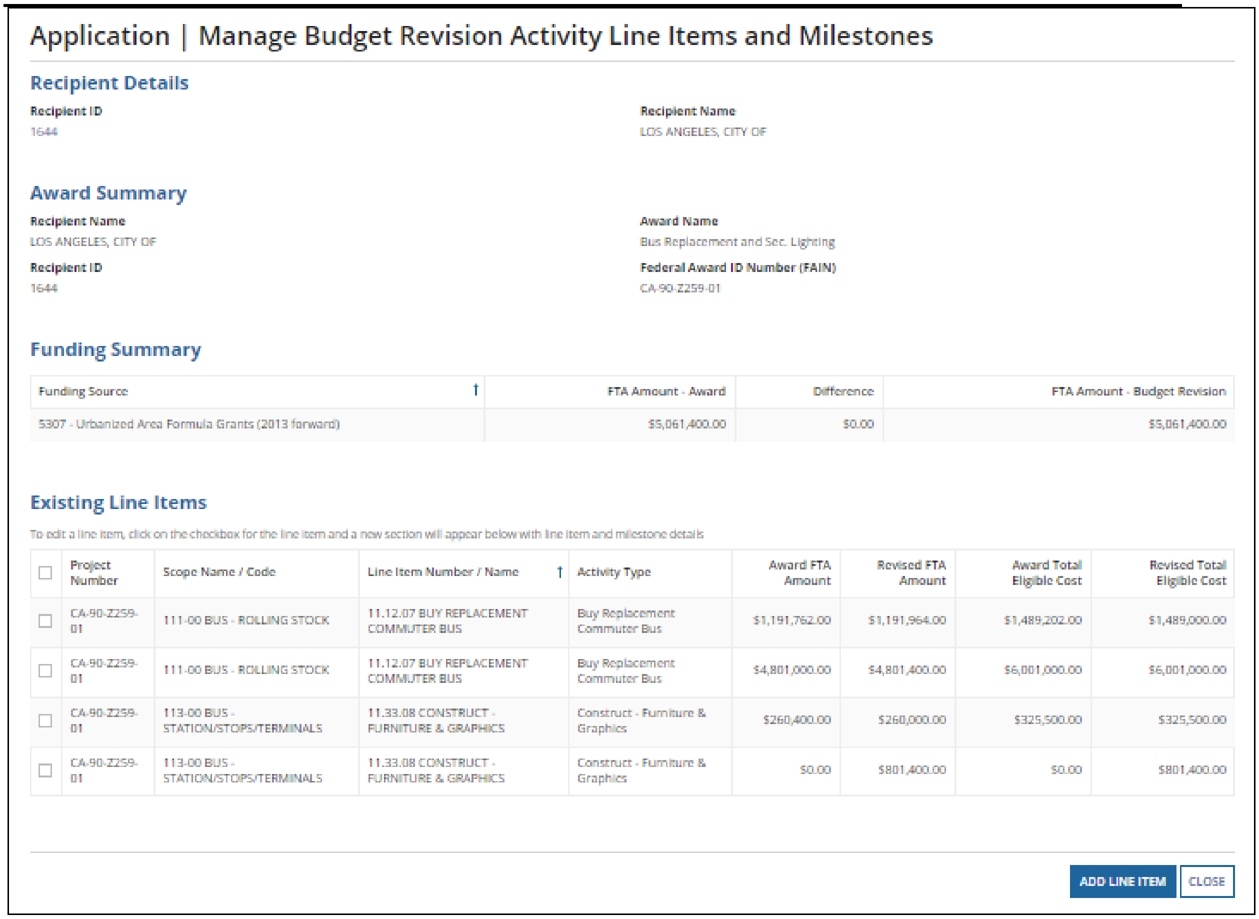
19) Any new ALI must be associated with an environmental finding.

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.



Application | Manage Budget Revision Activity Line Items and Milestones

Recipient Details

Recipient ID: 1644
Recipient Name: LOS ANGELES, CITY OF

Award Summary

Recipient Name: LOS ANGELES, CITY OF
Award Name: Bus Replacement and Sec. Lighting
Recipient ID: 1644
Federal Award ID Number (FAIN): CA-90-Z259-01

Funding Summary

Funding Source	FTA Amount - Award	Difference	FTA Amount - Budget Revision
5307 - Urbanized Area Formula Grants (2013 forward)	$5,061,400.00	$0.00	$5,061,400.00

Existing Line Items

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

Project Number	Scope Name / Code	Line Item Number / Name	Activity Type	Award FTA Amount	Revised FTA Amount	Award Total Eligible Cost	Revised Total Eligible 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	$1,489,000.00
CA-90-Z259-01	111-00 BUS - ROLLING STOCK	11.12.07 BUY REPLACEMENT COMMUTER BUS	Buy Replacement Commuter Bus	$4,801,000.00	$4,801,400.00	$6,001,000.00	$6,001,000.00
CA-90-Z259-01	113-00 BUS - STATION/STOPS/TERMINALS	11.33.08 CONSTRUCT - FURNITURE & GRAPHICS	Construct - Furniture & Graphics	$260,400.00	$260,000.00	$325,500.00	$325,500.00
CA-90-Z259-01	113-00 BUS - STATION/STOPS/TERMINALS	11.33.08 CONSTRUCT - FURNITURE & GRAPHICS	Construct - Furniture & Graphics	$0.00	$801,400.00	$0.00	$801,400.00

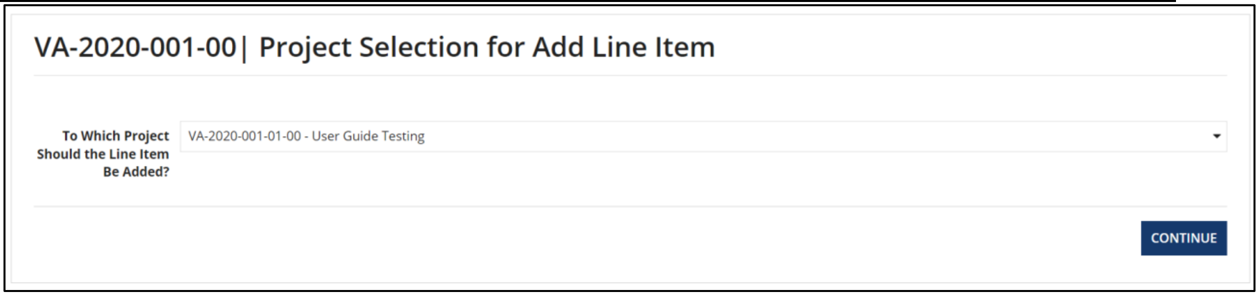
ADD LINE ITEM | CLOSE

3) 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.

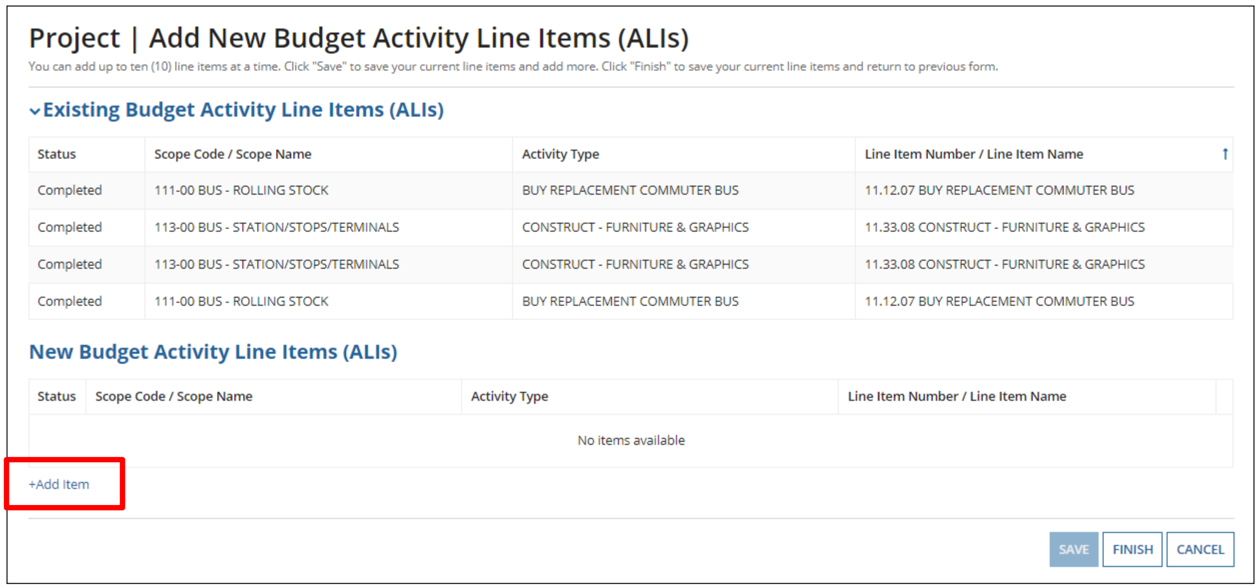
Note: At any point, you may click the ‘Close’ button to return to the ‘Related Actions’ menu without saving any changes.

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.

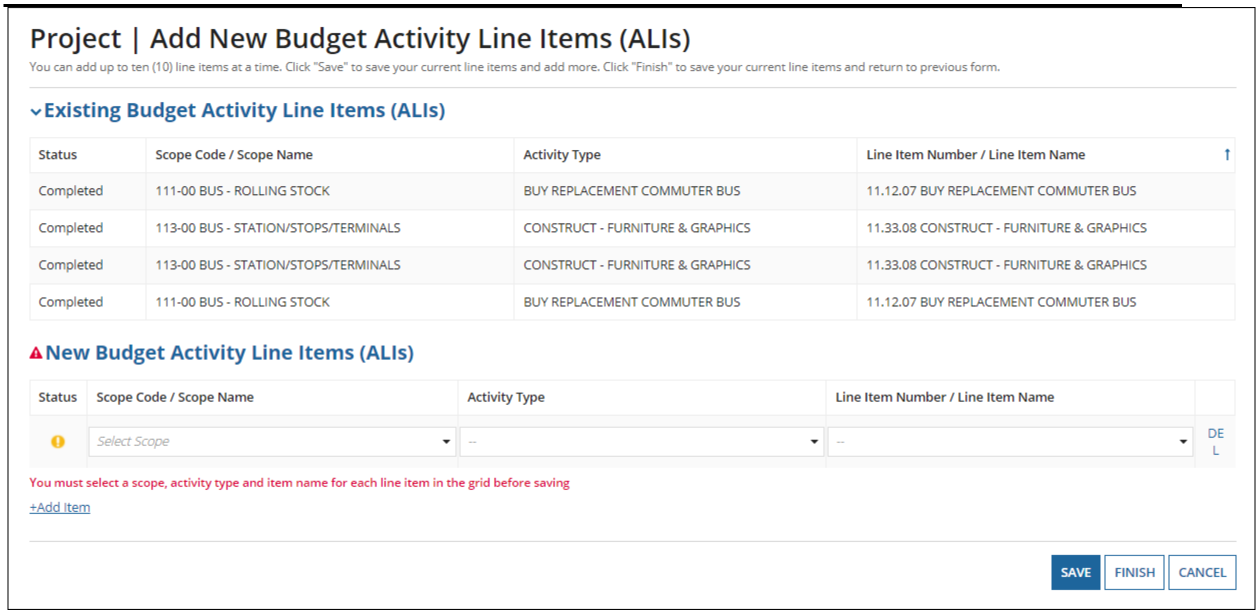


6) The ‘Add New Budget Activity Line Items (ALIs)’ form will be displayed. Click the ‘+Add Item’ link to begin adding a new line item. Note that your selection of scopes and funding sources for any new ALIs added to the budget revision’s project will be limited to selections made in the original award.



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).



Project | Add New Budget Activity Line Items (ALIs)

You can add up to ten (10) line items at a time. Click "Save" to save your current line items and add more. Click "Finish" to save your current line items and return to previous form.

Existing Budget Activity Line Items (ALIs)

Status	Scope Code / Scope Name	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

New Budget Activity Line Items (ALIs)

Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name	
	Select Scope	--	--	DEL

You must select a scope, activity type and item name for each line item in the grid before saving

+Add Item

SAVE FINISH CANCEL

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:

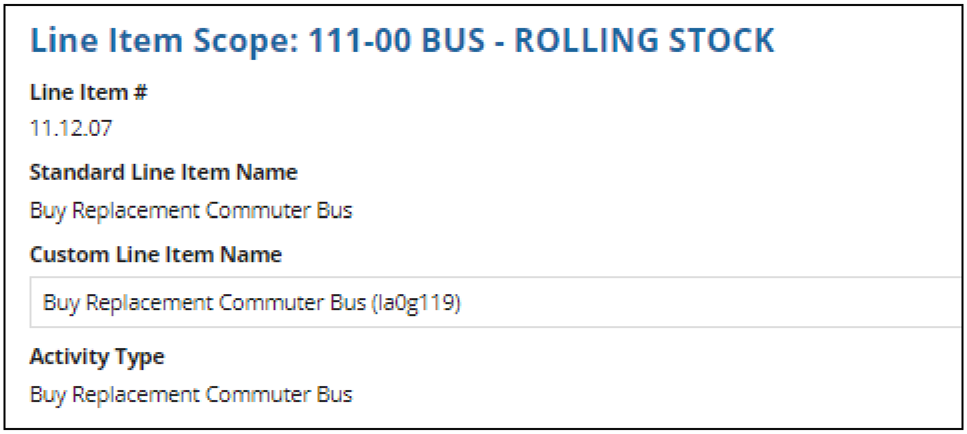
13) Select the check box for an ALI you wish to modify from the grid under 'Existing Line Items'. The form will expand below the grid to include the following sections for the selected line item:

    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.

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.

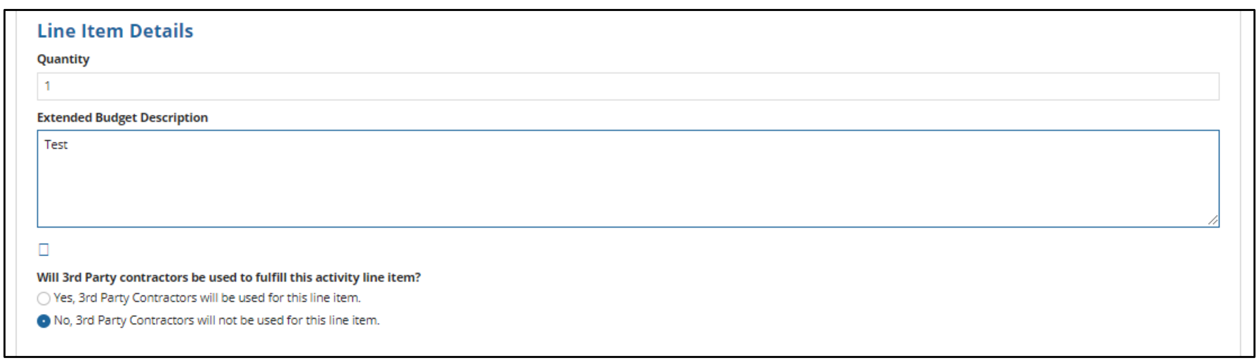


15) Update the ‘Line Item Details’ section as needed:

   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?”

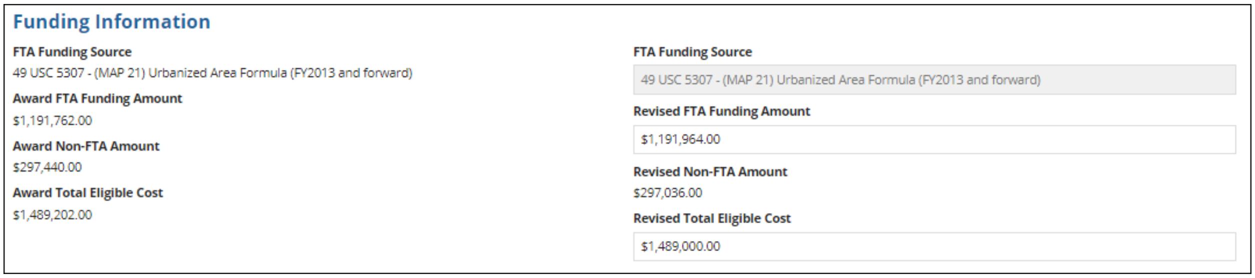


16) Update the ‘Funding Information’ section as needed:

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.

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.

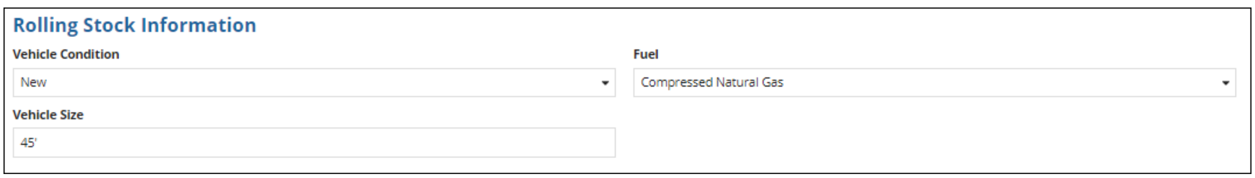


17) Update the 'Rolling Stock Information' section as needed:

a) Select a vehicle condition from the drop-down menu provided under the 'Vehicle Condition' field.

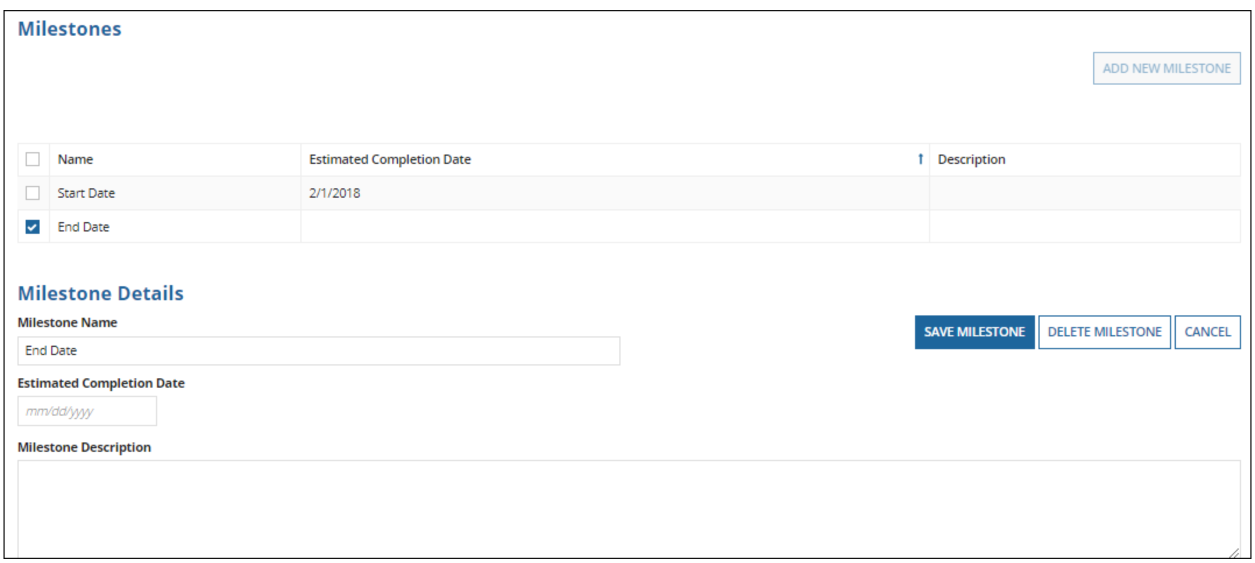
b) Enter a vehicle size into the 'Vehicle Size' field.

c) Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.



Note: 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.

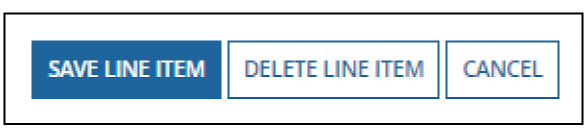


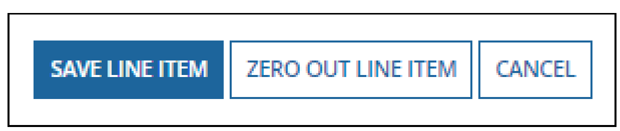
19) Once you have completed all the sections related to the selected ALI from the grid, you will have the following options:

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

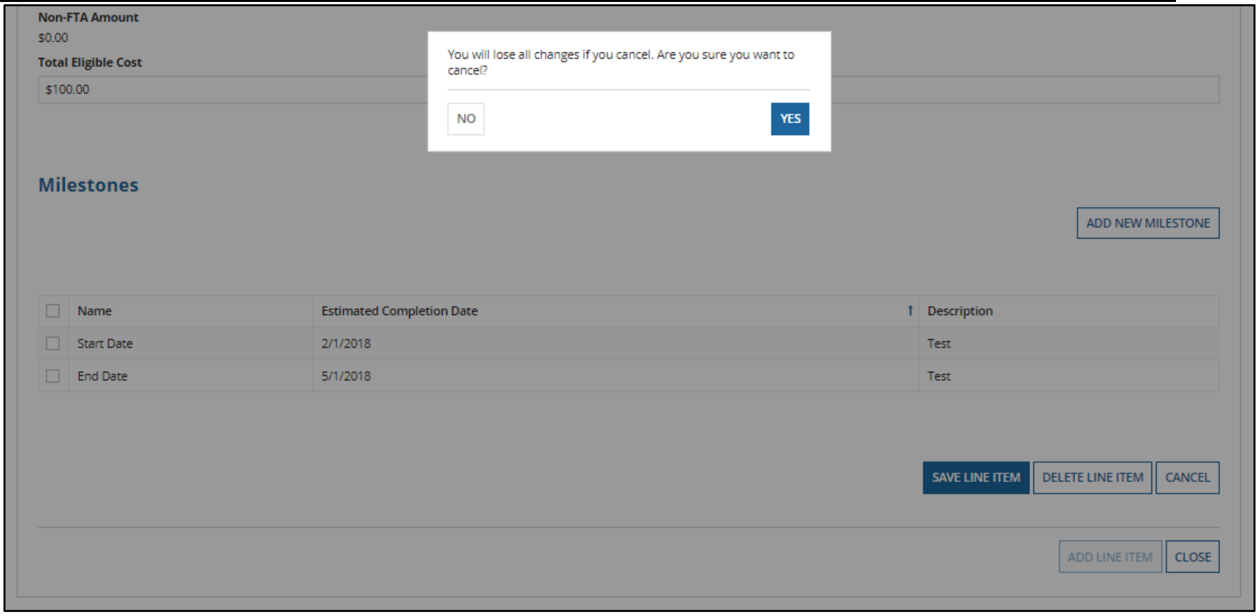
b) Click on the 'Delete Line Item' button to delete the selected ALI from the project. This is only applicable to ALIs created during this Budget Revision.

<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.



or


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.



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.

   Note: 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.

Budget Revision | Budget Change Log

Recipient Details

Recipient ID
1644

Recipient Name
LOS ANGELES, CITY OF

Award Details

FAIN
CA-90-Z259-01

Award Name
Bus Replacement and Sec. Lighting

Temp App Number
CA-90-Z259-00

Award Status
Active / Budget Revision In-Progress

Award Funding Summary

Funding Source	FTA Funding Amount - Award	Difference	FTA Funding Amount - Current
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	$5,061,400.00	$0.00	$5,061,400.00

Application Scope Funding Cumulative Change Log

Scope Code	Scope Name	Funding Source	FTA Funding Amount - Award	Difference	FTA Funding Amount - Current Revision	Cumulative Percent Change
111-00	BUS - ROLLING STOCK	49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	$4,801,000.00	$400.00	$4,801,400.00	0.01%
113-00	BUS - STATION/STOPS/TERMINALS	49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	$260,400.00	$-400.00	$260,000.00	-0.15%

Line Item Change Log

Project Number	Scope	Line Item	Previous Quantity	Difference	Current Revision Quantity	Previous FTA Amount	Difference	Current Revision FTA Amount
No items available								

5.5.1.3.4 Related Action: View-Print Budget Change History

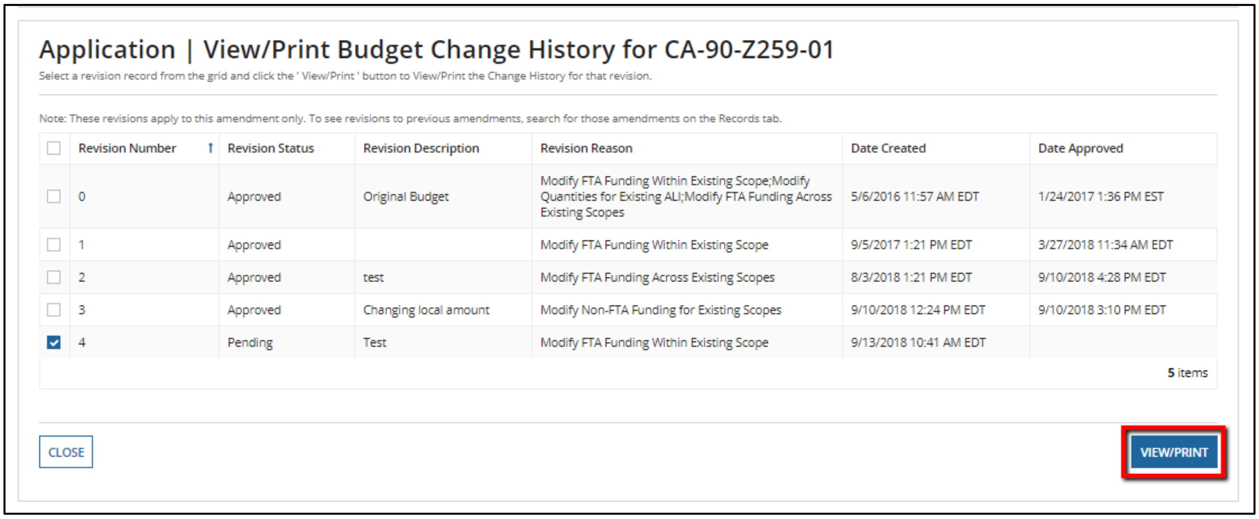
Recipients may review past budget revisions by selecting the 'View Print Budget Change History' under the Related Actions tab.

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

3) 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.

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.



4) Click on the 'View Print Budget Revision – [FAIN]' hyperlink to see the changes made during the budget revision.

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

Note: 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.

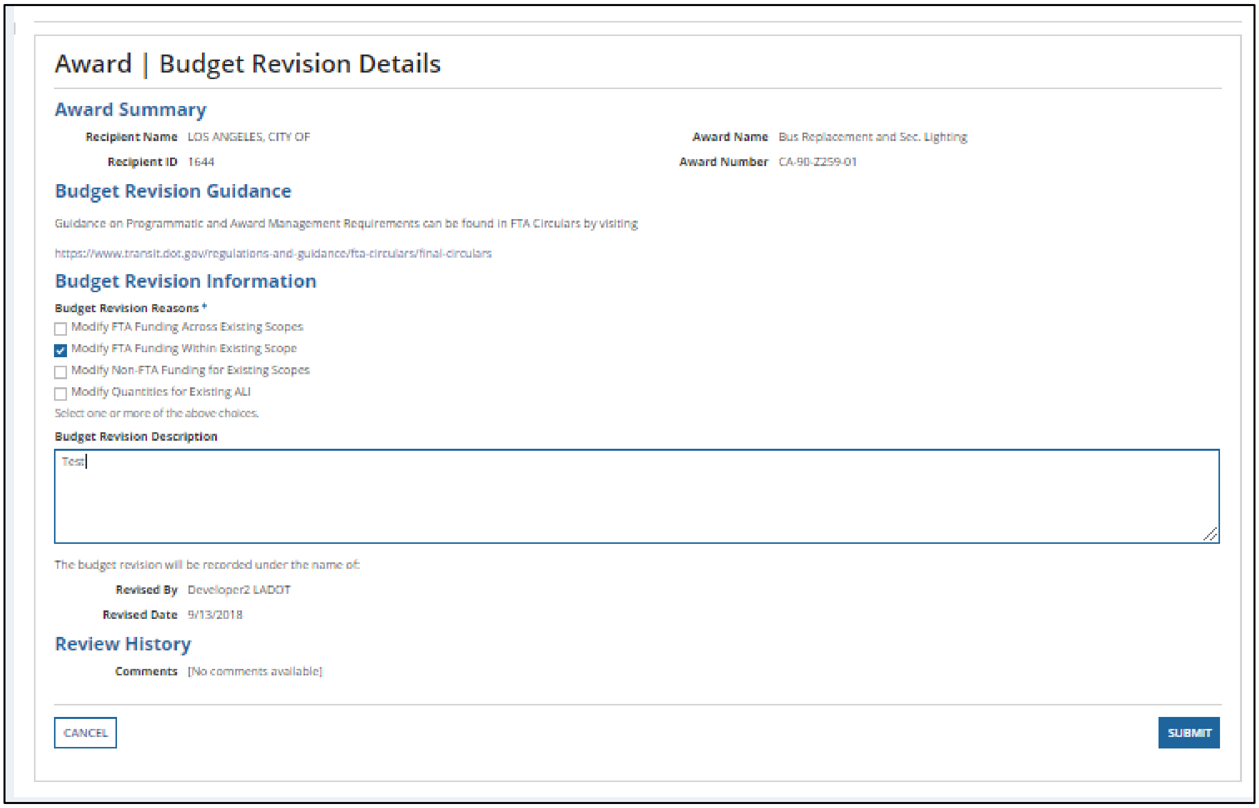
To modify the Award details as part of a budget revision:

1) Go to the Award level Related Actions tab

2) Click the 'Modify Budget Revision Details' from the menu options.

Modify Budget Revision Details
Allows a user to change the reason for a budget revision

3) The ‘Budget Revision Details’ form will be displayed.



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.

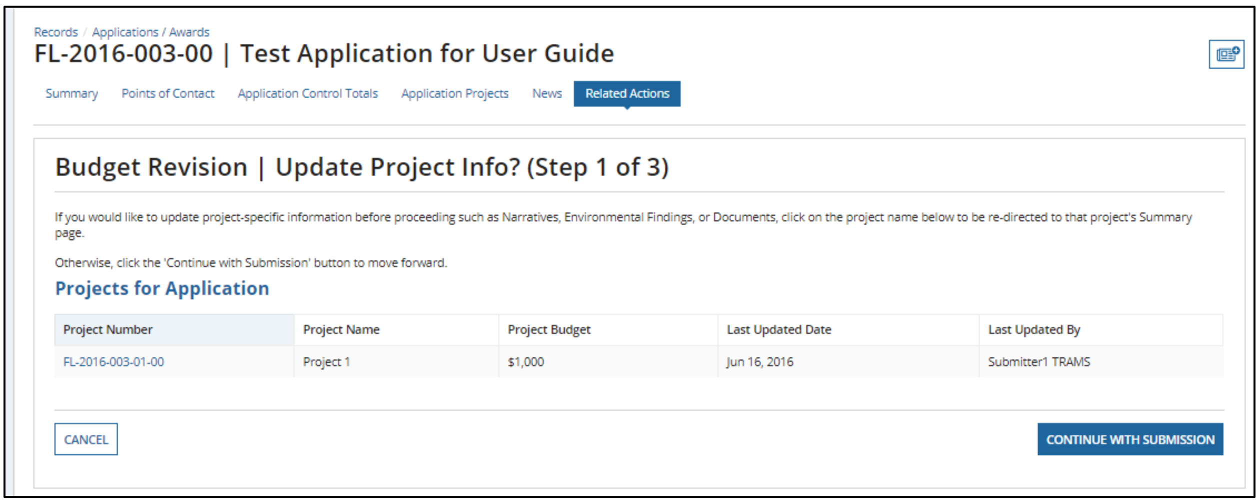
5.5.1.3.6 Related Action: Validate and Submit Budget Revision

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.

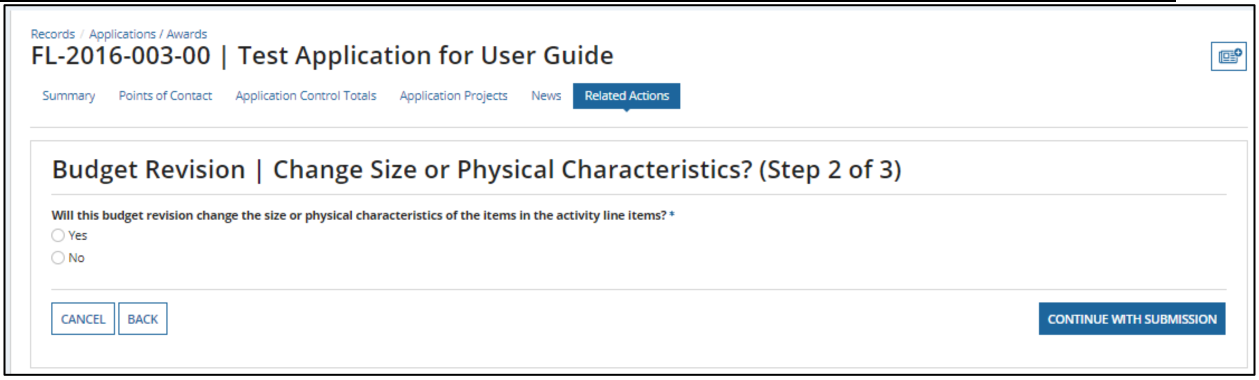
The recipient with the ‘Submitter or Developer’ role may submit the budget revision to FTA for review and approval.

1) From the ‘Related Actions’ menu click ‘Validate and Submit Budget Revision’

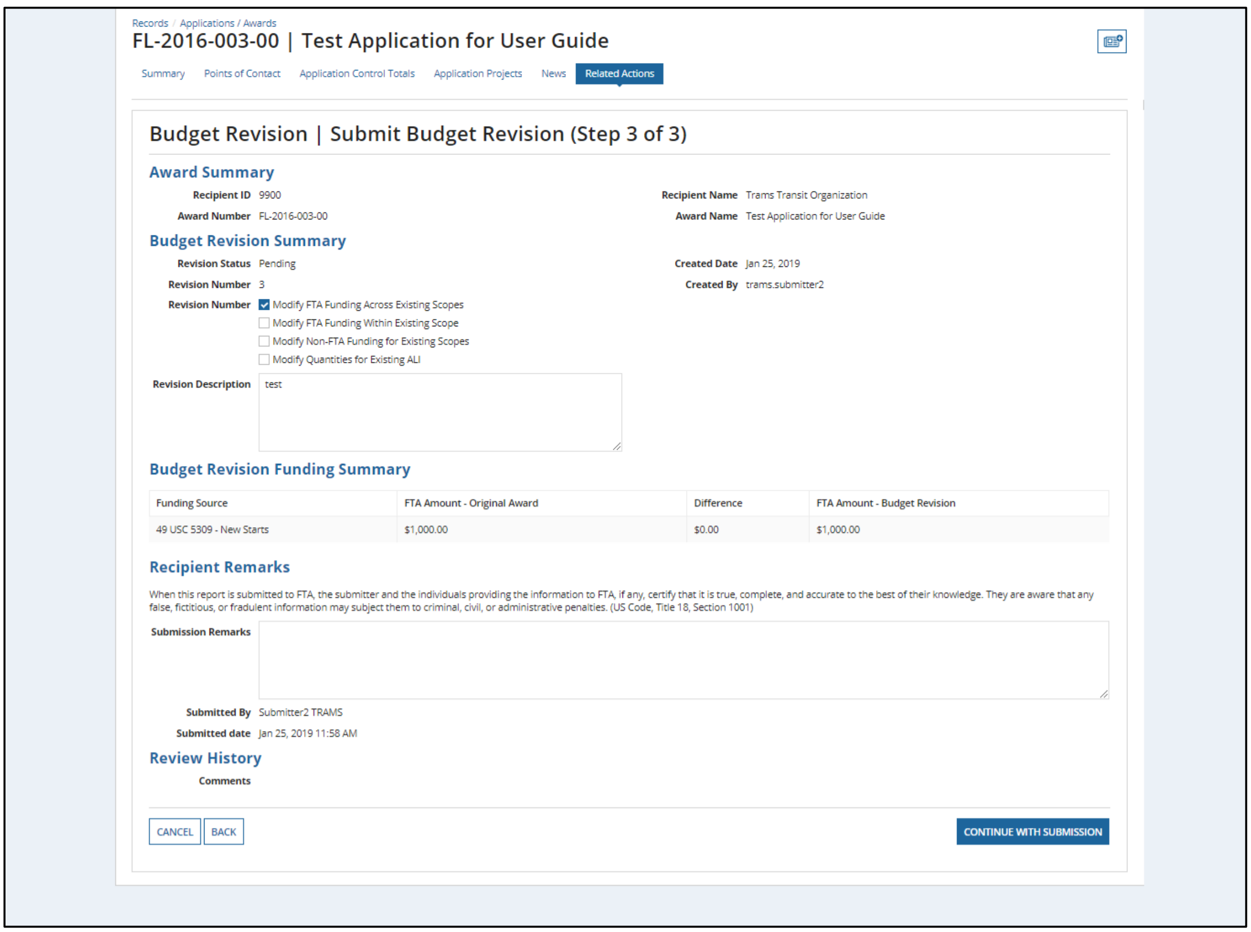
2) Step 1 of the Budget Revision submission, the system will give user an opportunity to update project specific information (Narratives, Environmental Findings, or Documents) before proceeding to Submission. You can click on the hyperlink of the project to proceed to the record and make changes. If you already made all corrections, click ‘Continue with Submission’ button to proceed to the next submission step.



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’.



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).



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**
<u>Critical Issues</u> - The budget revision cannot be submitted 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 of FTA funding sources on application>*"	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: *<list of incomplete Project Numbers>* 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.

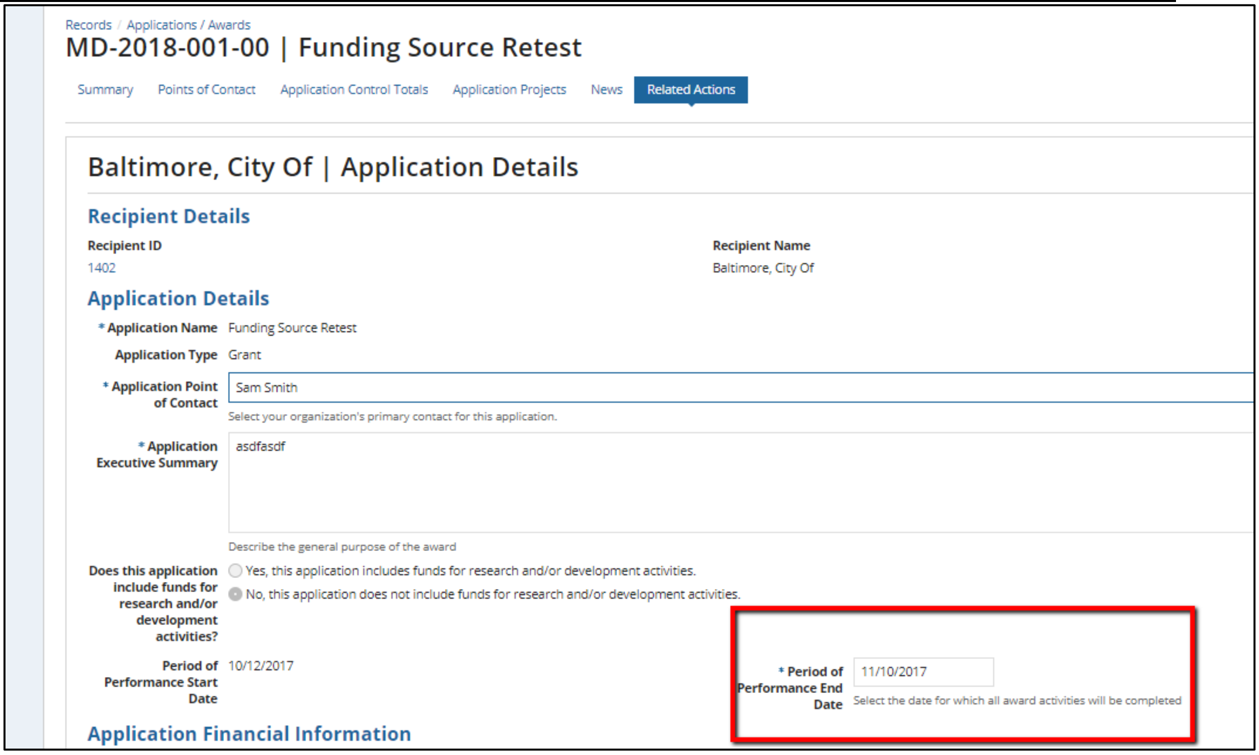
Once the FTA office has approved the Budget Revision, and completed the financial action, the award will return to an 'Active (Executed)' status.

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).

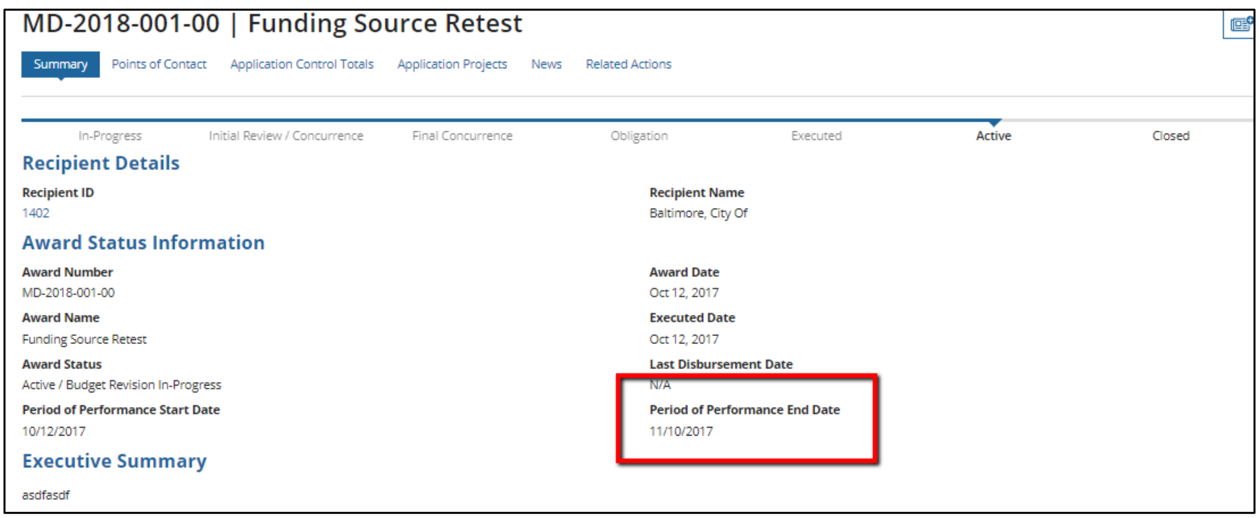
5.5.1.5 Additional Ways to Check the Change in Period of Performance End Date

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.

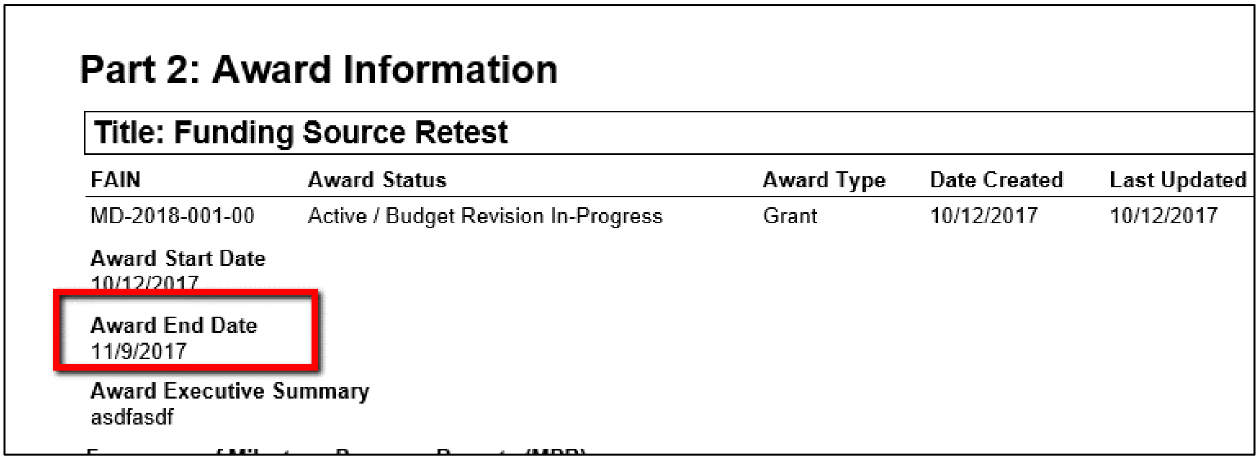
1) 'Application Details' related action



2) Summary Dashboard



3) View/Print Application



Part 2: Award Information

Title: Funding Source Retest

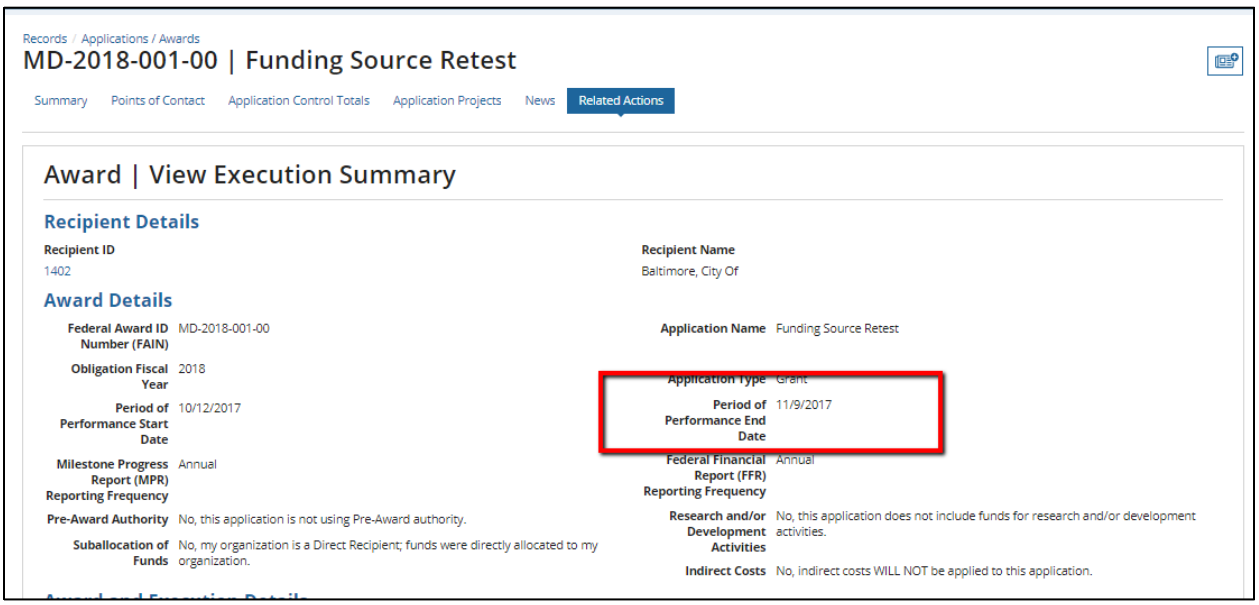
FAIN	Award Status	Award Type	Date Created	Last Updated
MD-2018-001-00	Active / Budget Revision In-Progress	Grant	10/12/2017	10/12/2017

Award Start Date
10/12/2017

Award End Date
11/9/2017

Award Executive Summary
asdfasdf

4) Execution & Award Agreement Summary



Records / Applications / Awards

MD-2018-001-00 | Funding Source Retest

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

Award | View Execution Summary

Recipient Details

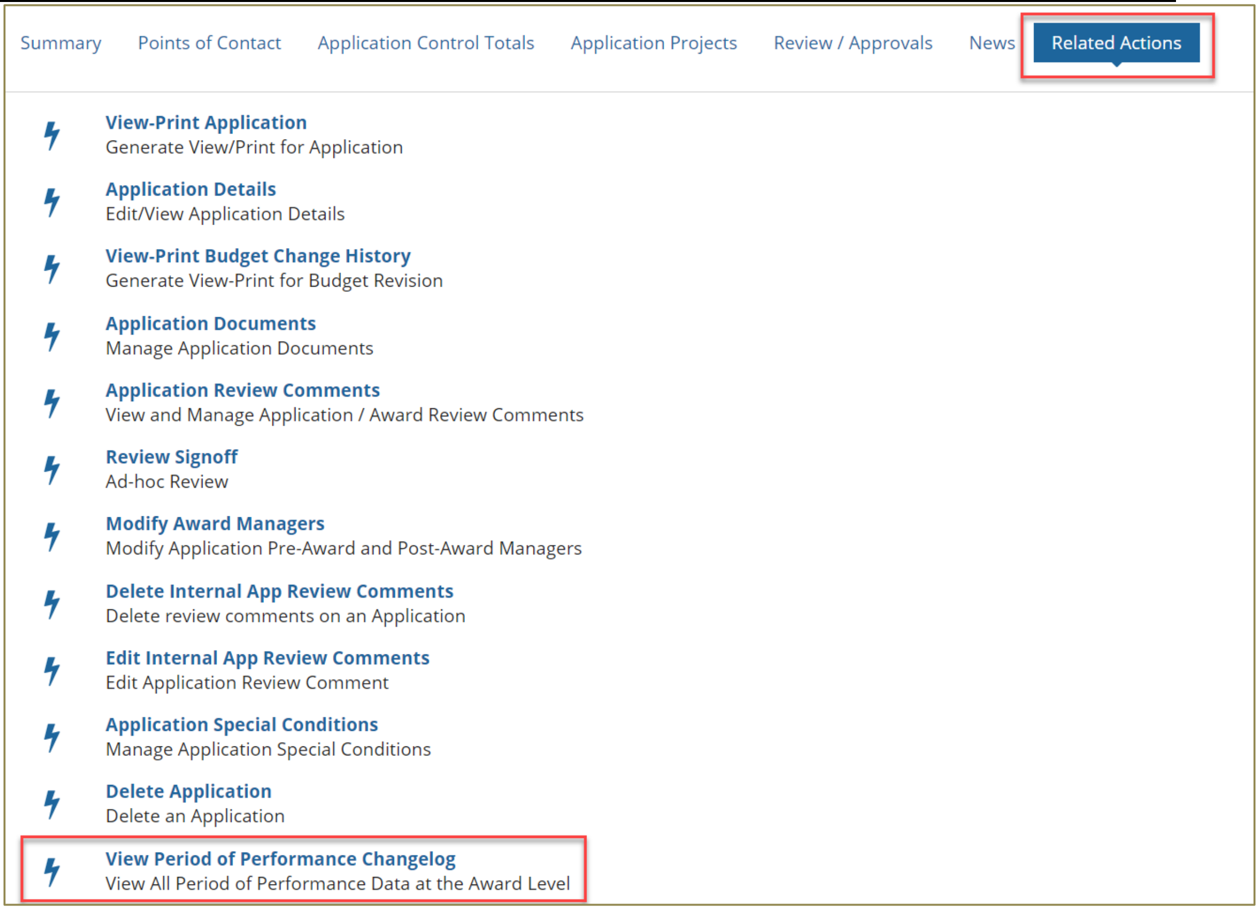
Recipient ID
1402

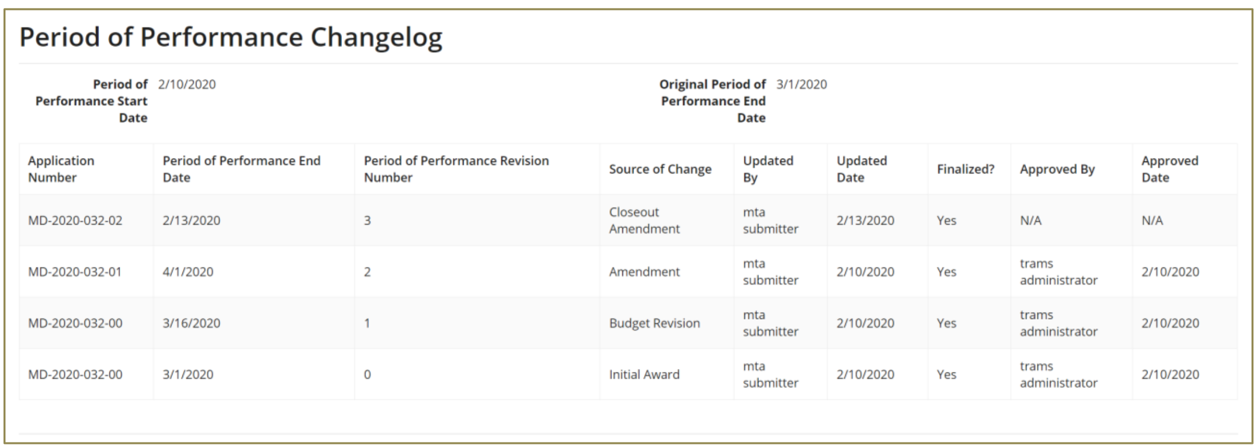
Recipient Name
Baltimore, City Of

Award Details

Federal Award ID Number (FAIN)	MD-2018-001-00
Obligation Fiscal Year	2018
Period of Performance Start Date	10/12/2017
Milestone Progress Report (MPR) Reporting Frequency	Annual
Pre-Award Authority	No, this application is not using Pre-Award authority.
Suballocation of Funds	No, my organization is a Direct Recipient; funds were directly allocated to my organization.
Application Name	Funding Source Retest
Application Type	Grant
Period of Performance End Date	11/9/2017
Federal Financial Report (FFR) Reporting Frequency	Annual
Research and/or Development Activities	No, this application does not include funds for research and/or development activities.
Indirect Costs	No, indirect costs WILL NOT be applied to this application.

5) View Period of Performance Changelog





Period of Performance Changelog

Period of Performance Start Date: 2/10/2020
Original Period of Performance End Date: 3/1/2020

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

6) MPR Details Report

Fiscal Year Milestone Progress Report - MPR

Search Criteria	
Application Number :	MD-2018-001-00
Post Award Manager :	
Report Status :	
Report Period Type :	
Recipient Cost Center :	
Recipient ID :	
Report Fiscal Year :	2018
Report Fiscal Quarter :	
Report Fiscal Month:	
Funding Source :	
Most Recent :	Most Recent

FTA Cost Center	Recipient ID	Recipient Name	Federal Award ID	Award Type	Actual Completion Date	Application End Date	Days elapsed between estimated and revised estimated dates	Days elapsed betw and actual comp
78300	1402	Baltimore, City Of	MD-2018-001-00	Grant		10-Nov-2017	450	
78300	1402	Baltimore, City Of	MD-2018-001-00	Grant		10-Nov-2017	443	
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:

Refer to the *Application Development* section for further details on how an application is created and submitted.

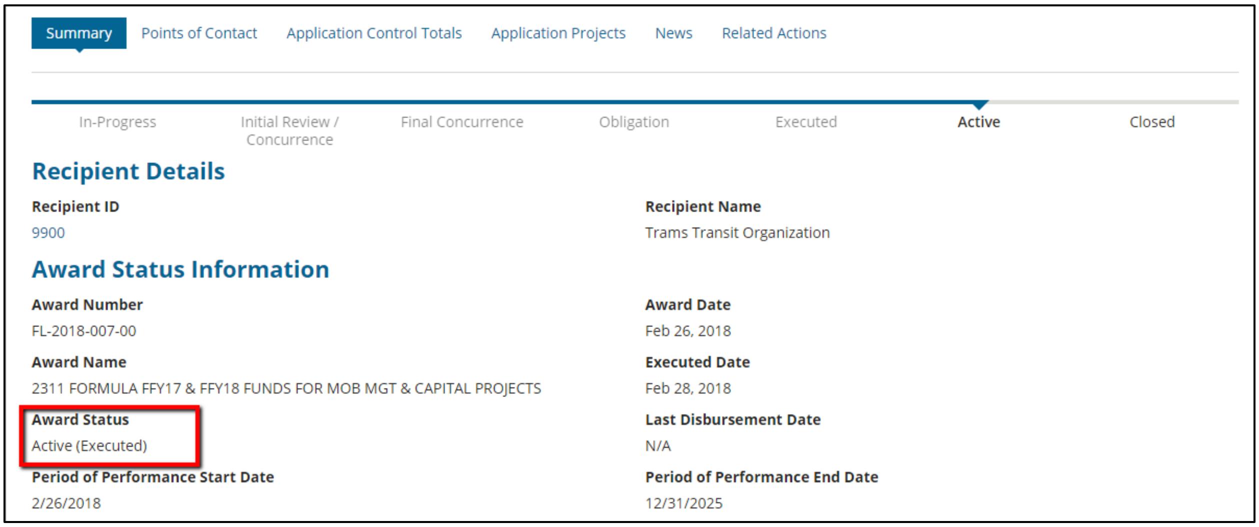
Only recipients may initiate amendments however, FTA staff may initiate Administrative Amendments.

5.5.2.1 Amendment

5.5.2.1.1 Related Action: Create Amendment

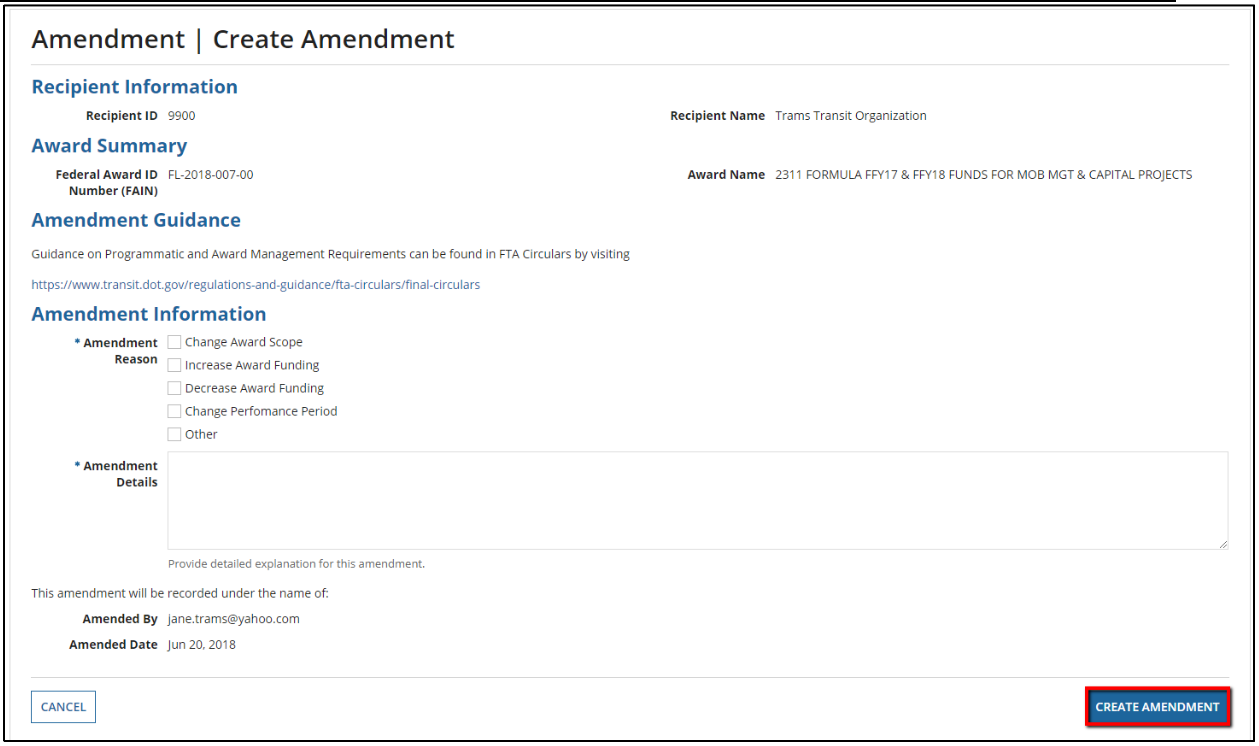
Note: Only a recipient organization's Submitter or Developer roles will be able to access this action.

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:

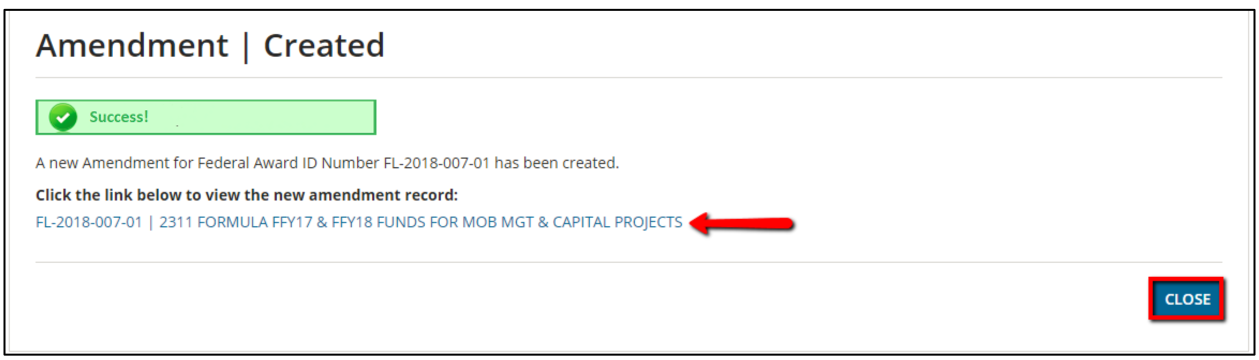


1) Select an award with a status of ‘Active (Executed)’. Once on the Award Summary dashboard, click ‘Related Actions’ tab and select ‘Create Amendment’ from the menu.

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.
3) Click the ‘Create Amendment’ button.
Note: 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.

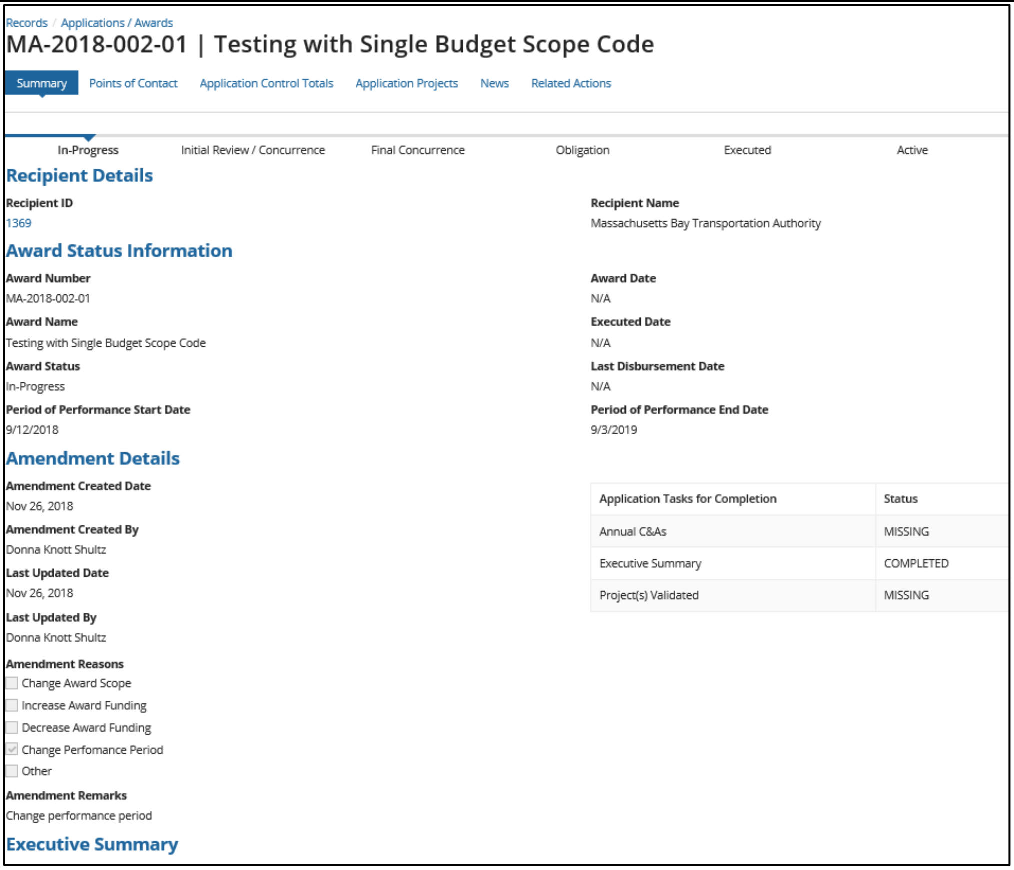


The Amendment Created confirmation message will be shown. The user may proceed to work on the amendment by selecting the hyperlink, which now indicates the amendment extension (01, 02 etc.).



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:

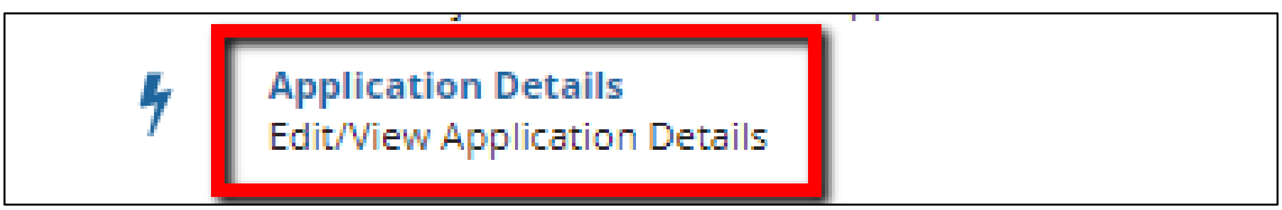


5.5.2.1.2 Related Action: Application Details

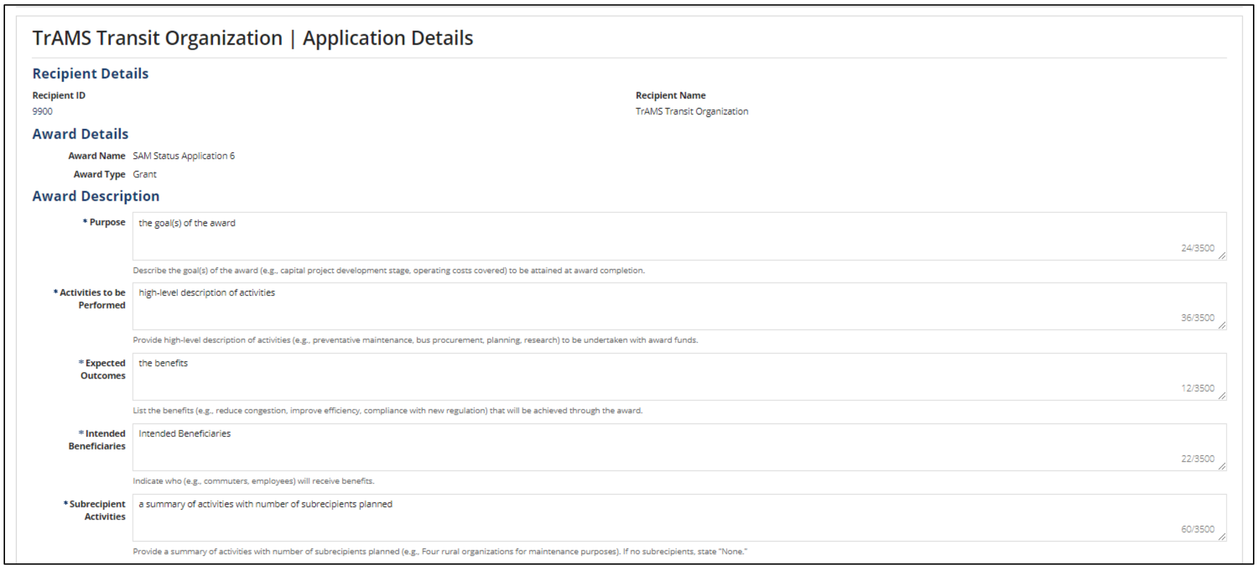
If the amendment is to update application details the 'Application Details' related action allows users to edit high-level application information. Application information can only be modified during initial application creation and during post-award modifications, such as an amendment. This information 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.



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.


TrAMS Transit Organization | Application Details

Recipient Details

Recipient ID 9900

Recipient Name TrAMS Transit Organization

Award Details

Award Name SAM Status Application 6

Award Type Grant

Award Description

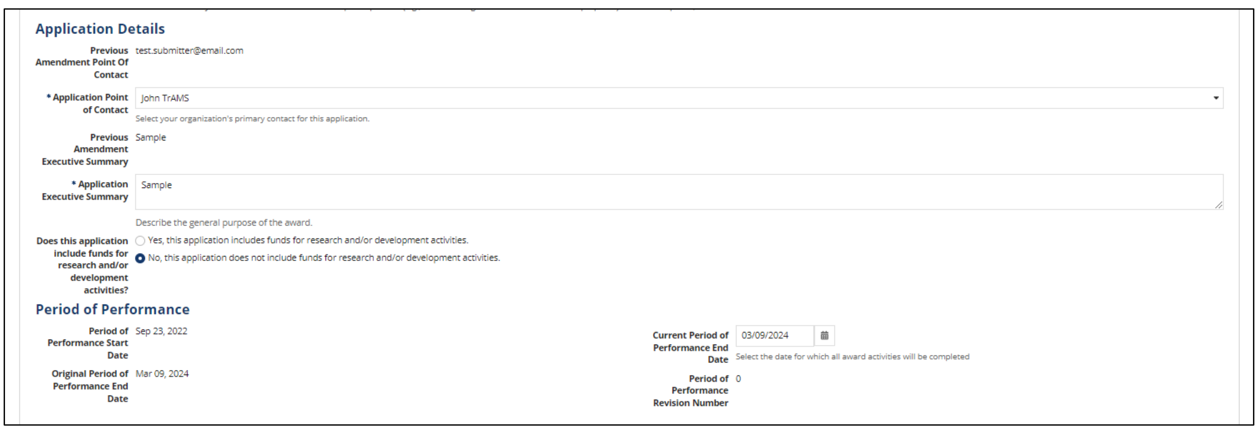
* Purpose: the goal(s) of the award (24/3500)
Describe the goal(s) of the award (e.g., capital project development stage, operating costs covered) to be attained at award completion.

* Activities to be Performed: high-level description of activities (36/3500)
Provide high-level description of activities (e.g., preventative maintenance, bus procurement, planning, research) to be undertaken with award funds.

* Expected Outcomes: the benefits (12/3500)
List the benefits (e.g., reduce congestion, improve efficiency, compliance with new regulation) that will be achieved through the award.

* Intended Beneficiaries: Intended Beneficiaries (22/3500)
Indicate who (e.g., commuters, employees) will receive benefits.

* Subrecipient Activities: a summary of activities with number of subrecipients planned (60/3500)
Provide a summary of activities with number of subrecipients planned (e.g., Four rural organizations for maintenance purposes). If no subrecipients, state "None."


Application Details

Previous Amendment Point Of Contact: test.submitter@email.com

* Application Point of Contact: John TrAMS
Select your organization's primary contact for this application.

Previous Amendment Executive Summary: Sample

* Application Executive Summary: Sample
Describe the general purpose of the award.

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

Period of Performance

Period of Performance Start Date: Sep 23, 2022

Original Period of Performance End Date: Mar 09, 2024

Current Period of Performance End Date: 03/09/2024
Select the date for which all award activities will be completed

Period of Performance Revision Number: 0

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.

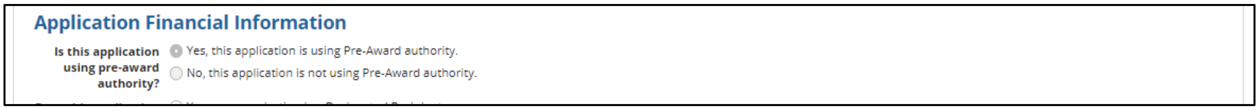

Describe the general purpose of the award

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

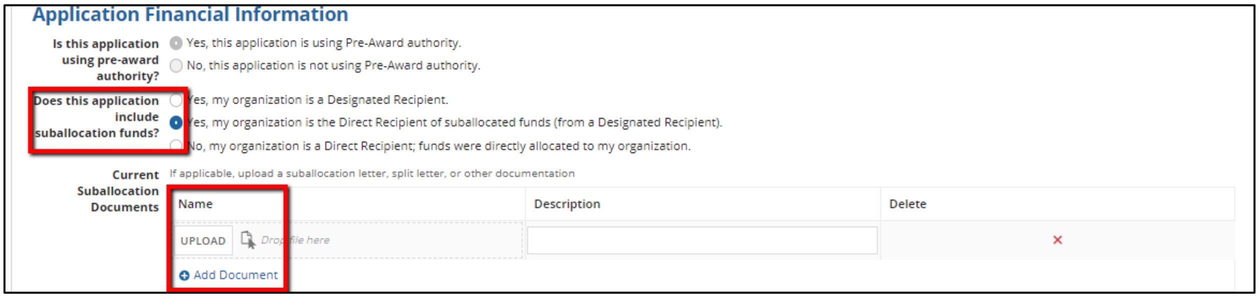
Period of Performance Start Date: 2/26/2018

Period of Performance End Date: 12/31/2025
Select the date for which all award activities will be completed

Note: User cannot change pre-award authority question from 'Application Financial Information' section.



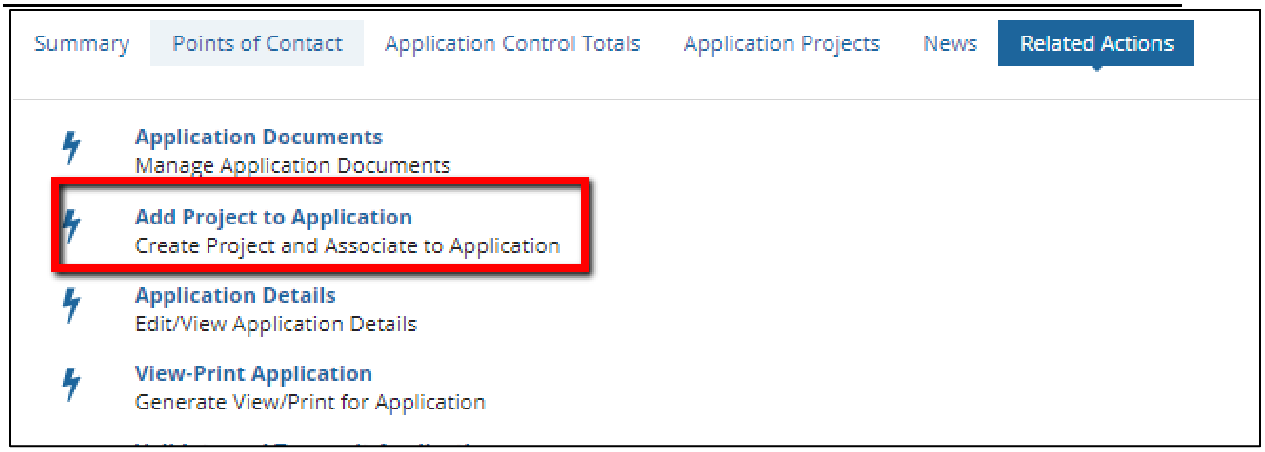
Note: If funds are being added, the suballocation question should be updated as needed and add documents here, not in the Application Documents module



3) Clicking the 'Cancel' button will return you to the 'Related Actions' tab without saving any changes.

4) Click 'Save' button to save all the information and return to the 'Related Actions' tab.

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

Note: 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'

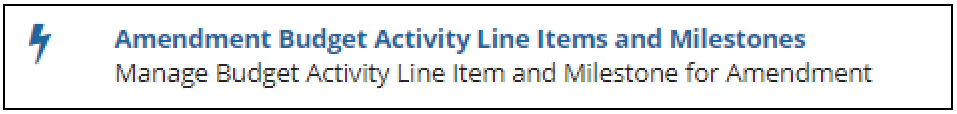
Refer to the *Application Development* section for additional information on how to edit a project

5.5.2.1.3.1 Related Action: Amendment Budget Activity Line Items and Milestones

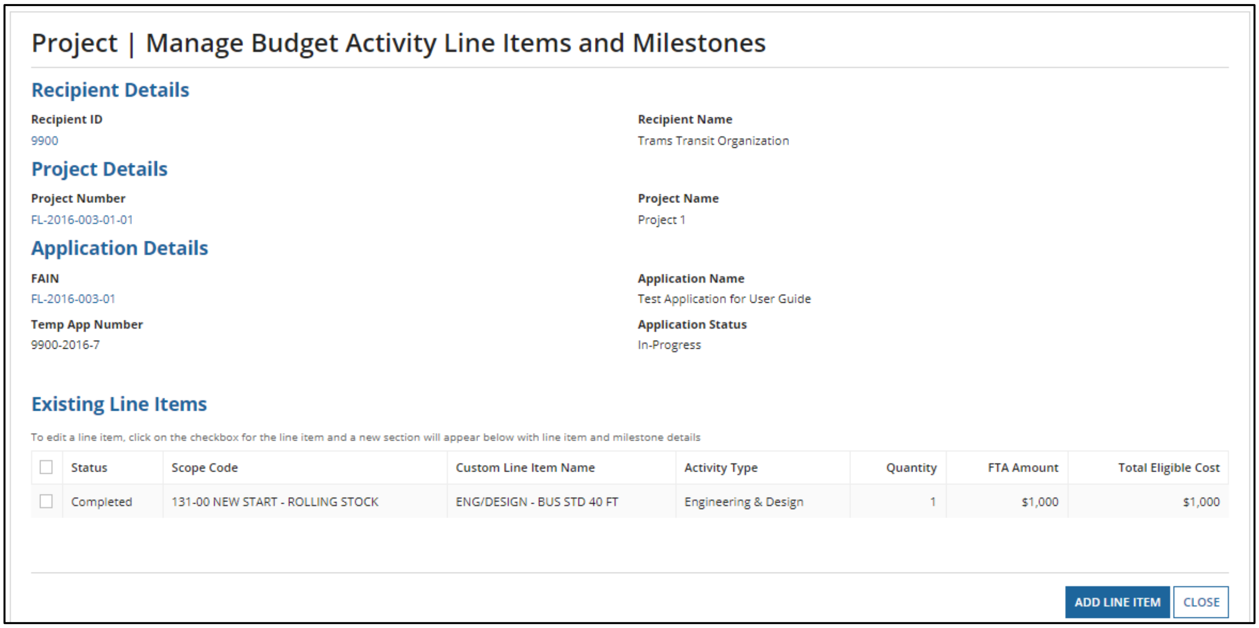
The Application and Project Budgets are formulated by adding scopes and budget activity line items (ALIs) to a project. In an amendment, recipients are able to add new scopes and ALIs that were not previously part of the award.

To add or update the budget ALIs for a project on an amendment:

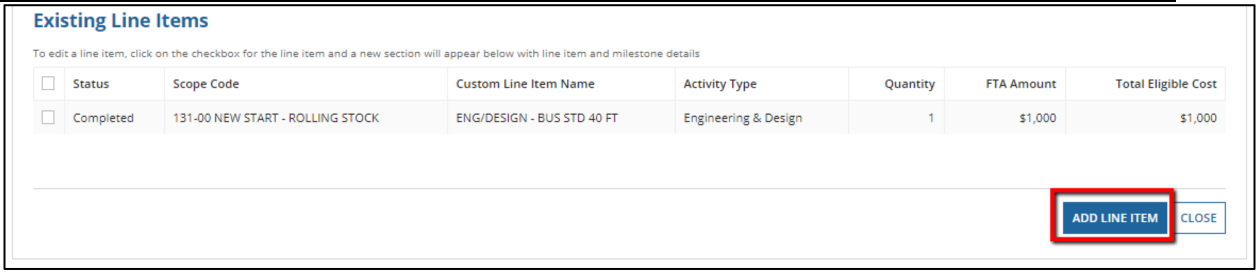
1. From the project-level 'Related Actions' menu, click 'Amendment Budget Activity Line Items and Milestones'.



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.

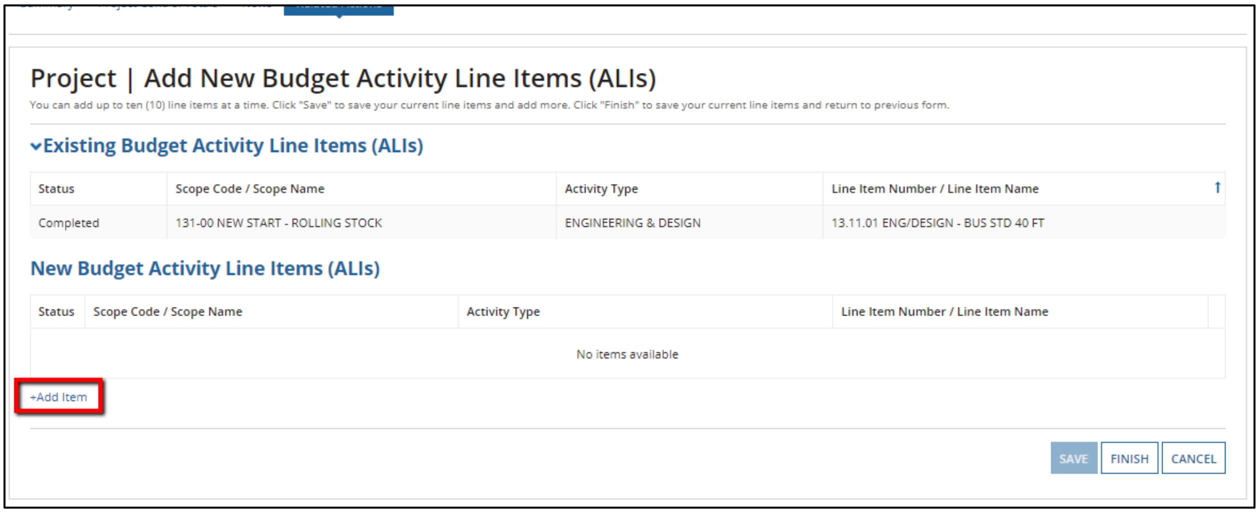


3. At any point, you may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.
4. User should be aware that existing milestones on existing ALIs cannot be modified as part of an amendment. Use the Extended budget details to express milestone changes or additions 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

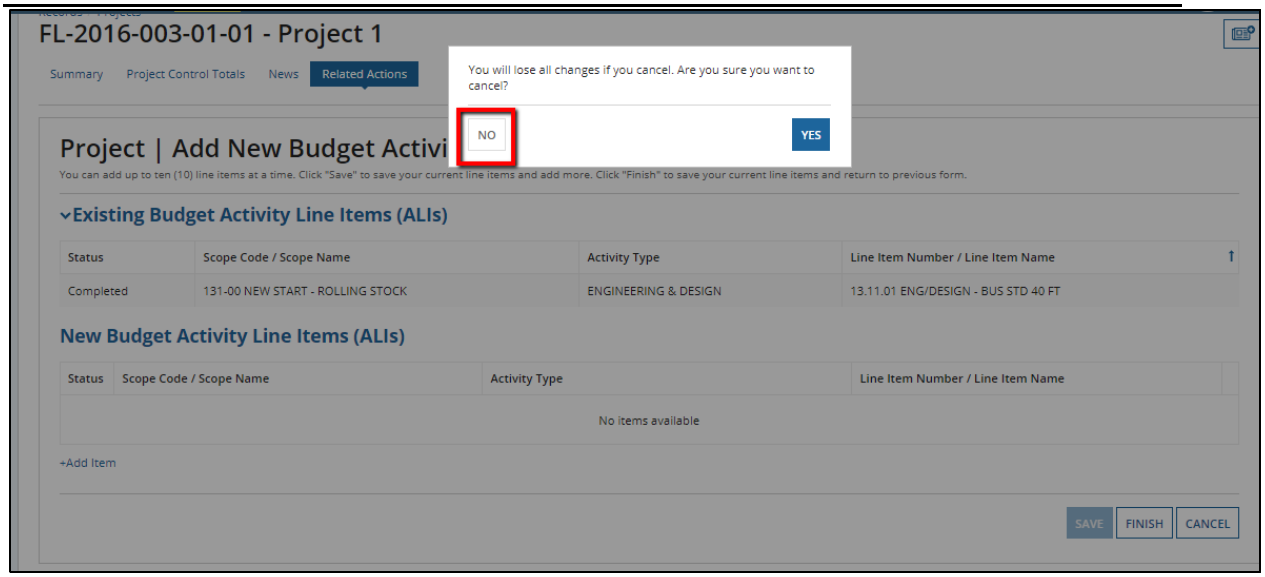

Existing Line Items
To edit a line item, click on the checkbox for the line item and a new section will appear below with line item and milestone details
Status
Scope Code
Custom Line Item Name
Activity Type
Quantity
FTA Amount
Total Eligible Cost
Completed
131-00 NEW START - ROLLING STOCK
ENG/DESIGN - BUS STD 40 FT
Engineering & Design
1
$1,000
$1,000
ADD LINE ITEM
CLOSE

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.

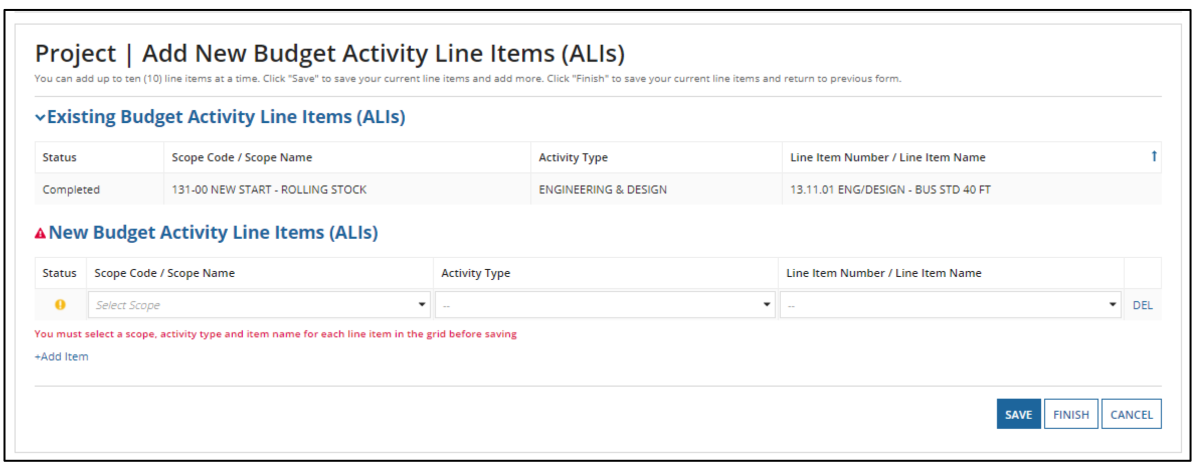
Note: The available selection of scope codes and funding sources for any new ALIs added to the project(s) during the amendment will be limited to selections made in the latest approved award.



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)



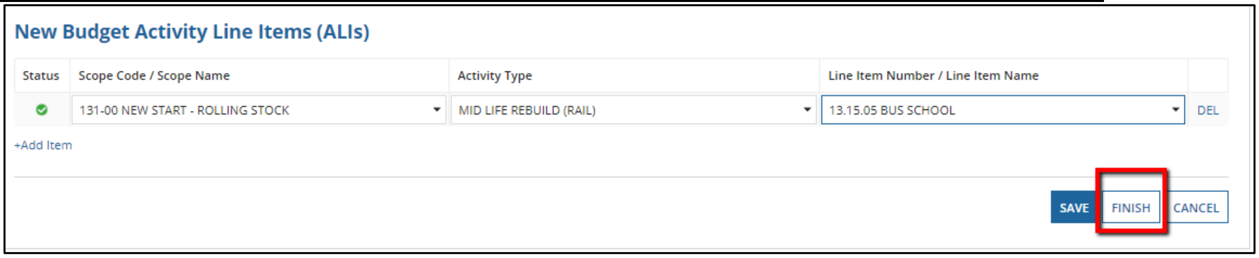
8. The ‘New Budget Activity Line Items (ALIs)’ section will create a new grid row and display selectable fields each time the ‘Add Item’ link is clicked. Click the ‘DEL’ link to delete an ALI that was added to the grid.



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.



c. 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.

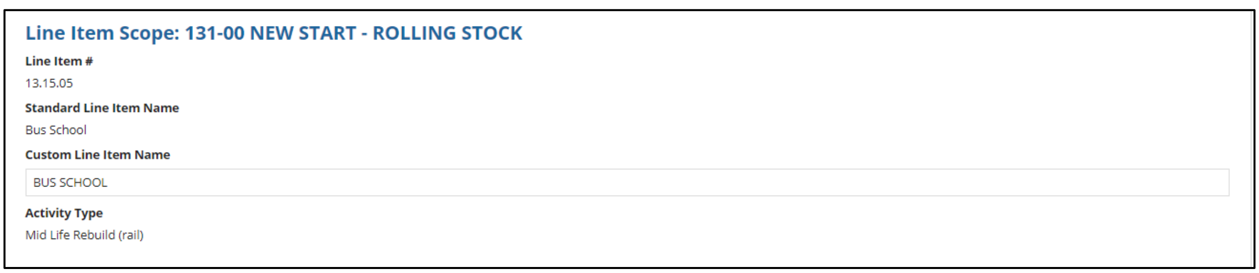
10. To edit the ALI details and milestones for a project under the amendment:

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.



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?’


Line Item Details

Original Quantity

1

Revised Quantity

1

Original Extended Budget Description

Extended budget description

Updated Extended Budget Description

Extended budget description

Will 3rd Party contractors be used to fulfill this activity line item?

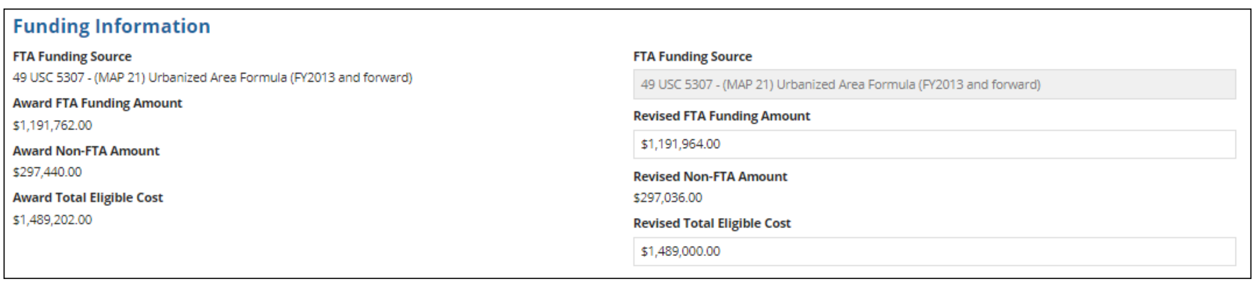
Yes, 3rd Party Contractors will be used for this line item.

No, 3rd Party Contractors will not be used for this line item.

12. 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

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

Award FTA Funding Amount

$1,191,762.00

Award Non-FTA Amount

$297,440.00

Award Total Eligible Cost

$1,489,202.00

FTA Funding Source

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

Revised FTA Funding Amount

$1,191,964.00

Revised Non-FTA Amount

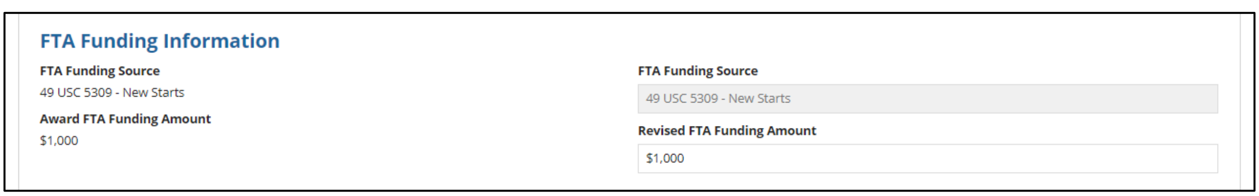
$297,036.00

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

49 USC 5309 - New Starts

Award FTA Funding Amount

$1,000

FTA Funding Source

49 USC 5309 - New Starts

Revised FTA Funding Amount

$1,000

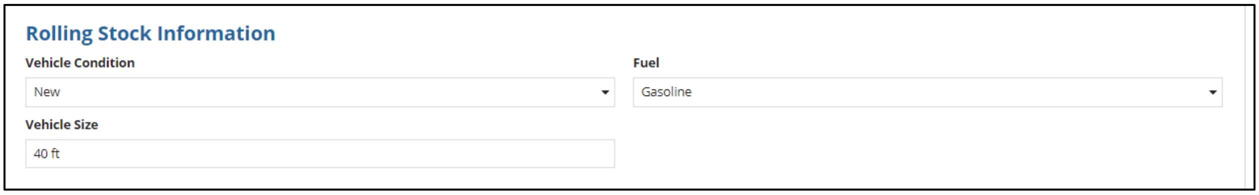
14. Update the ‘Non-FTA Funding Information’ section if necessary:

   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.

Non-FTA Funding Information

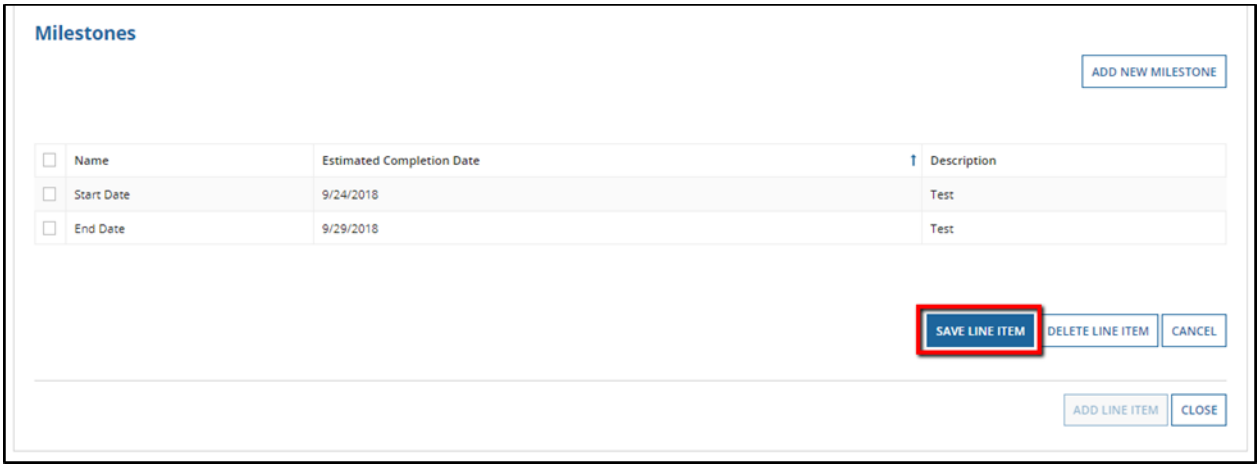
Award	Revised
Award Local Share Amount $0	**Revised Local Share Amount** $0
Award Local/In-Kind Share Amount $0	**Revised Local/In-Kind Share Amount** $0
Award State Share Amount $0	**Revised State Share Amount** $0
Award State/In-Kind Share Amount $0	**Revised State/In-Kind Share Amount** $0
Award Other Federal Share Amount $0	**Revised Other Federal Share Amount** $0
Award Adjustment Amount $0	**Revised Adjustment Amount** $0
Award Transportation Development Credit $0	**Revised Transportation Development Credit** $0
Award Total Eligible Cost $1,000	**Revised Total Eligible Cost** $1,000

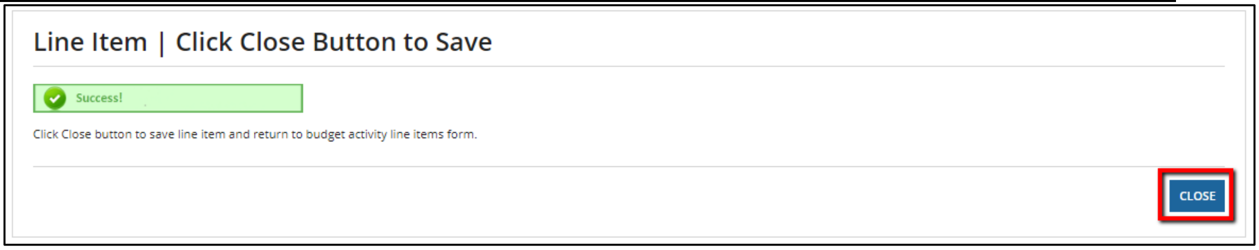
15. Update the 'Rolling Stock Information' section as needed:
    a. Select a vehicle condition from the drop-down menu provided under the 'Vehicle Condition' field.
    b. Enter a vehicle size into the 'Vehicle Size' field.
    c. Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.



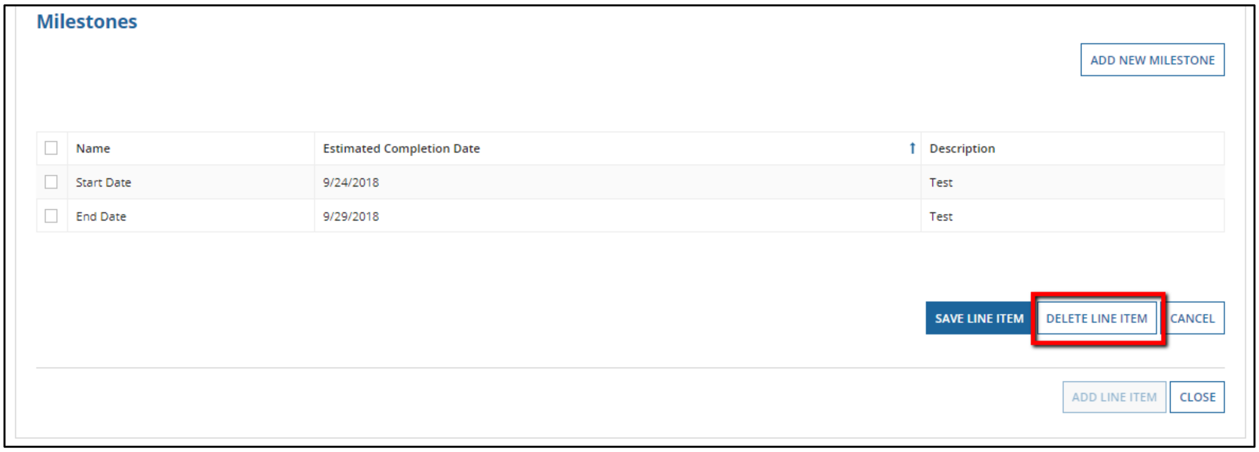
Note: The 'Rolling Stock Information' section is only shown when a rolling stock line item in the project has been selected. Fleet information will not display in the application view print until FTA has awarded the amendment.

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

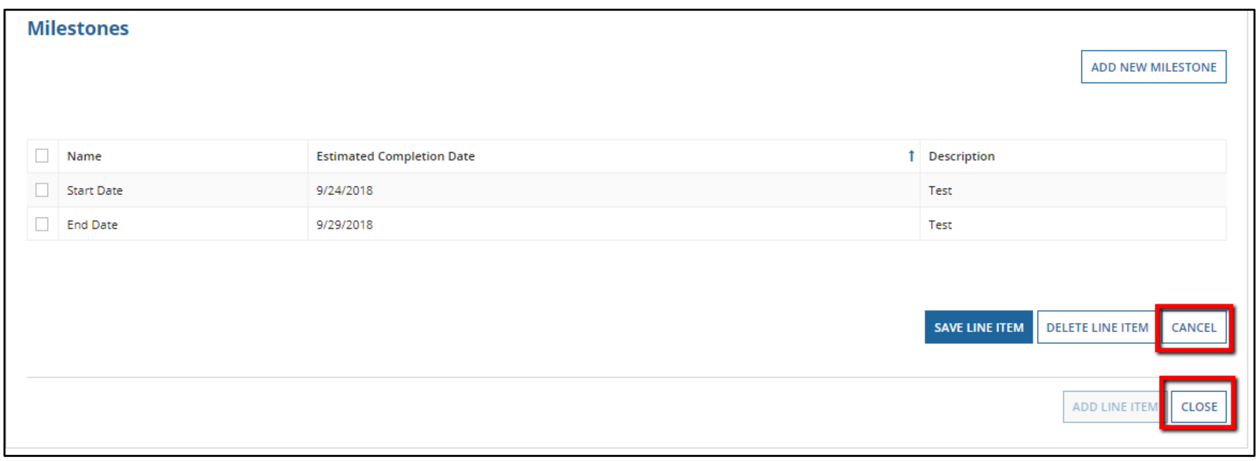


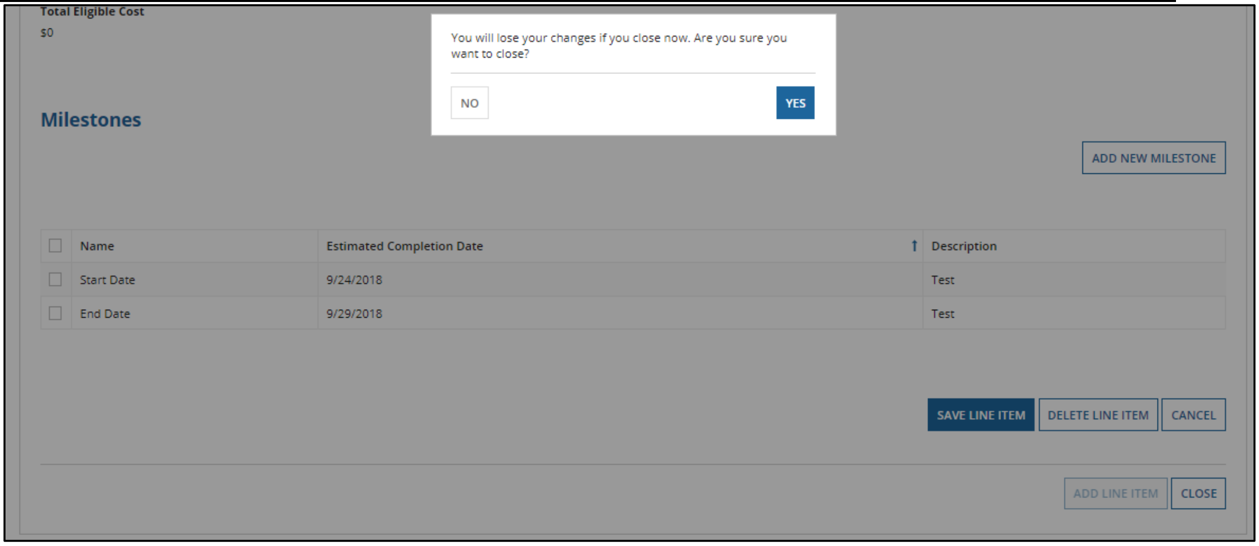


b. Click on the 'Delete Line Item' button to delete the selected ALI from the project. This is only applicable to ALIs that were created during the amendment process, or



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.





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.

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.

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.

Initiate a Closeout Amendment

Complete and Submit Final MPR and FFR

Complete Budget Reconciliation

Validate and Submit the Closeout

FTA Reviews and Approves the Closeout

A closeout can only be performed on an award that is in the 'Active (Executed)' status with no 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.

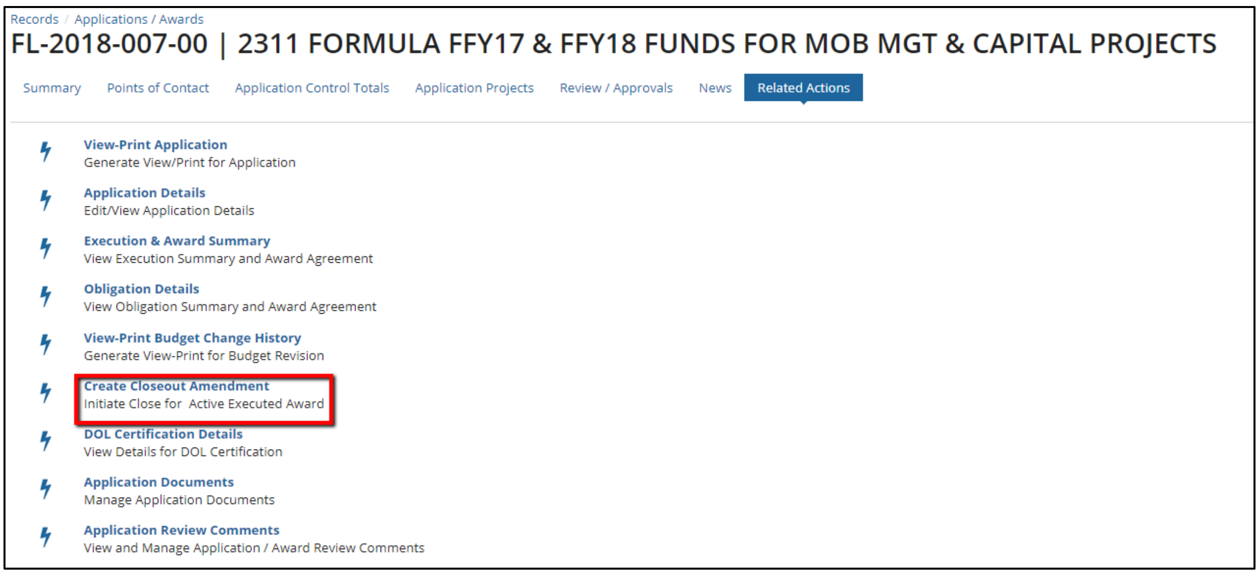
If FTA initiates the Closeout, then the Post-Award Manager will submit the Closeout and complete the final reports for the closeout amendment package.

5.5.3.3 Related Action: Create Closeout Amendment

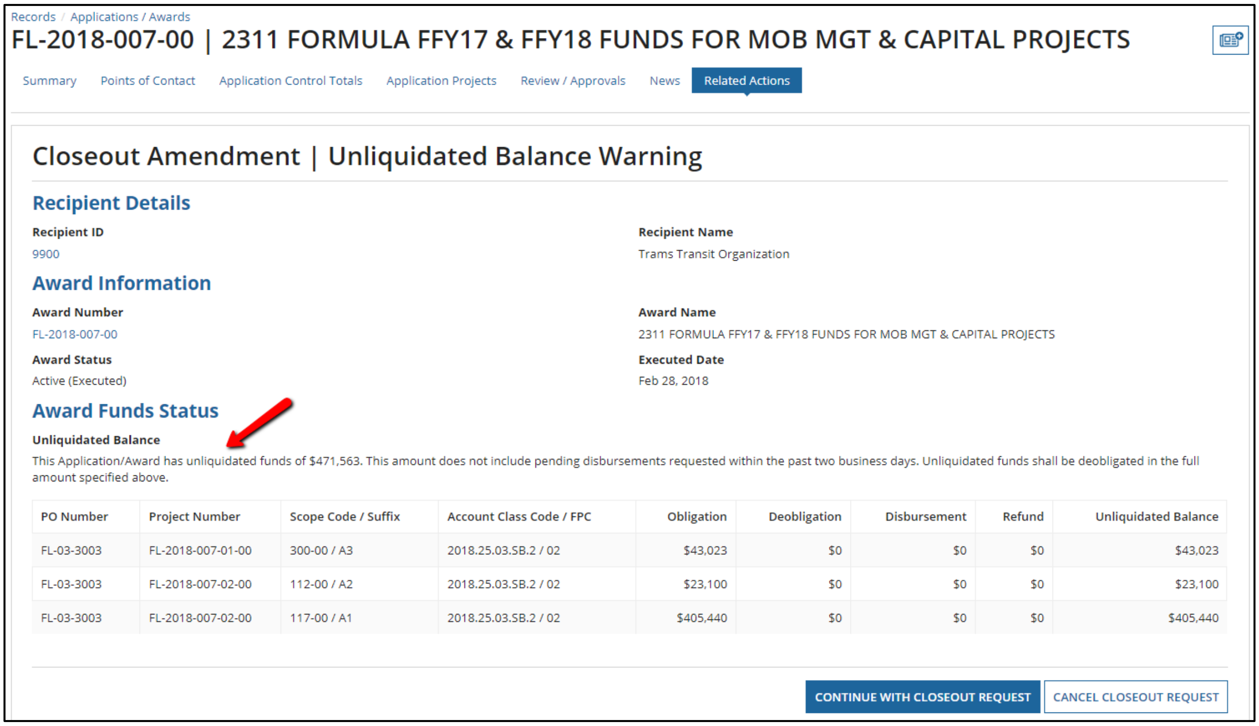
Only the FTA Regional Post-Award Manager role or the Recipient will be able to access this related action to initiate and submit the closeout request.

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.



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.



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

Closeout Amendment | Unliquidated Balance Warning

Recipient Details

Recipient ID: 9900
Recipient Name: Trams Transit Organization

Award Information

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

Award Funds Status

Unliquidated Balance

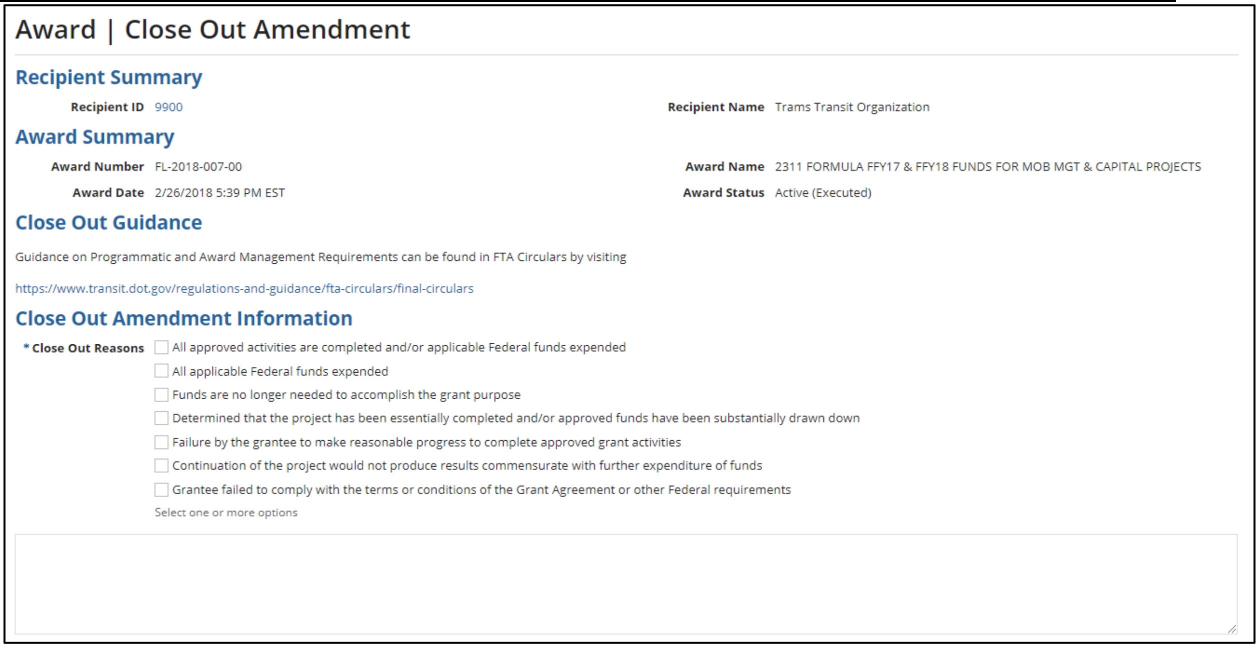
This Application/Award has unliquidated funds of $471,563. This amount does not include pending disbursements requested within the past two business days. Unliquidated funds shall be deobligated in the full amount specified above.

PO Number	Project Number	Scope Code / Suffix	Account Class Code / FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
FL-03-3003	FL-2018-007-01-00	300-00 / A3	2018.25.03.SB.2 / 02	$43,023	$0	$0	$0	$43,023
FL-03-3003	FL-2018-007-02-00	112-00 / A2	2018.25.03.SB.2 / 02	$23,100	$0	$0	$0	$23,100
FL-03-3003	FL-2018-007-02-00	117-00 / A1	2018.25.03.SB.2 / 02	$405,440	$0	$0	$0	$405,440

CONTINUE WITH CLOSEOUT REQUEST | CANCEL CLOSEOUT REQUEST

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

Recipient Summary

Recipient ID 9900
Recipient Name Trams Transit Organization

Award 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)

Close Out Guidance

Guidance on Programmatic and Award Management Requirements can be found in FTA Circulars by visiting

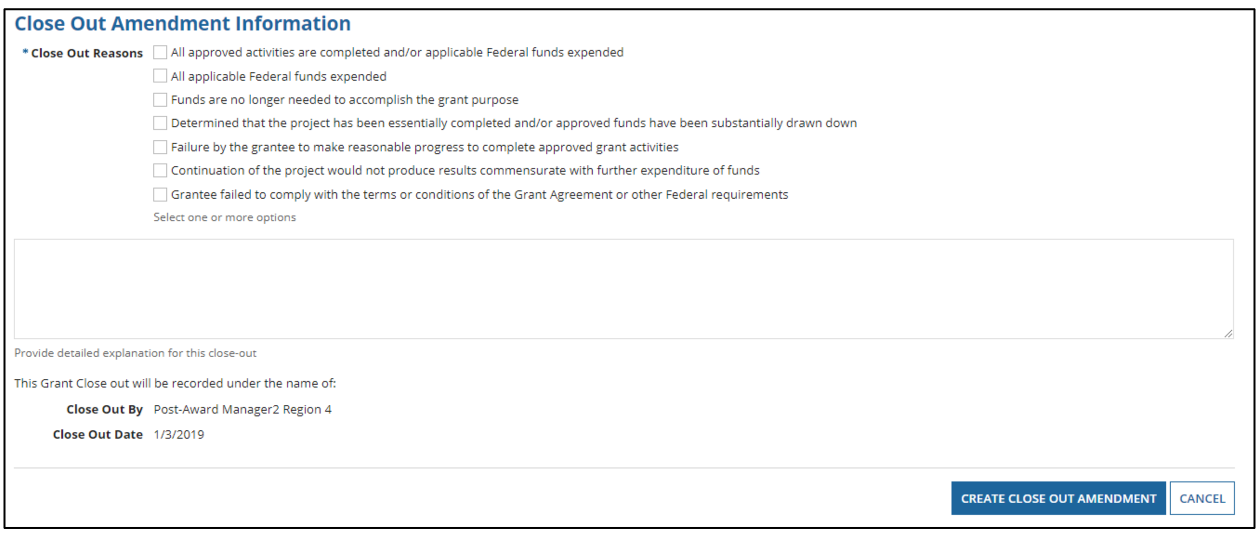
https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/final-circulars

Close Out Amendment 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

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 Amendment 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

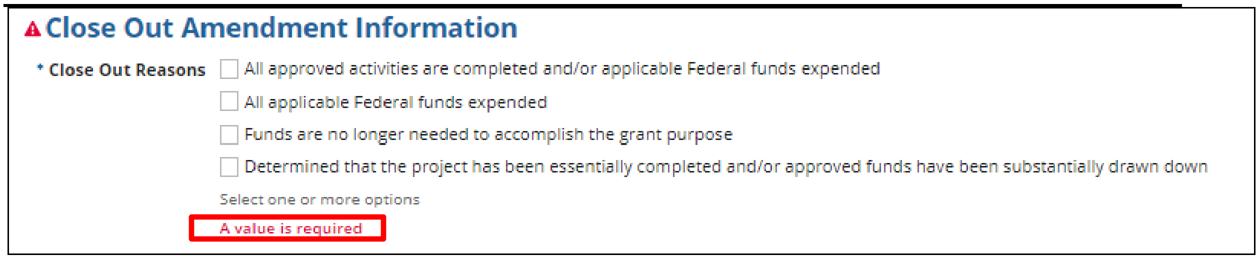
Provide detailed explanation for this close-out

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

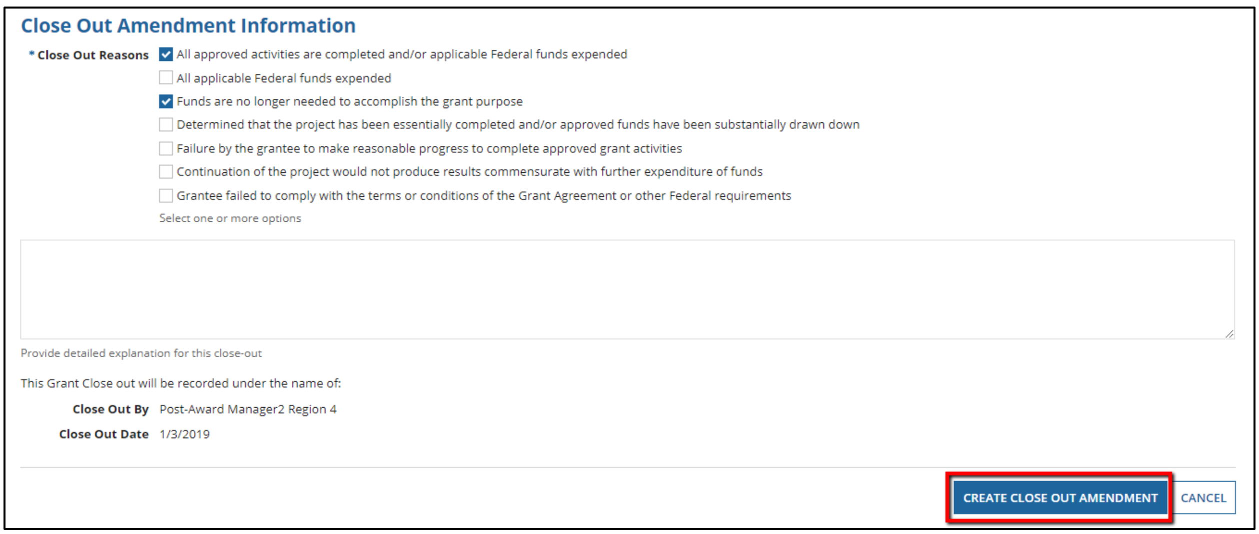
b) A validation error message will appear if no 'Closeout Reasons' are selected.



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.

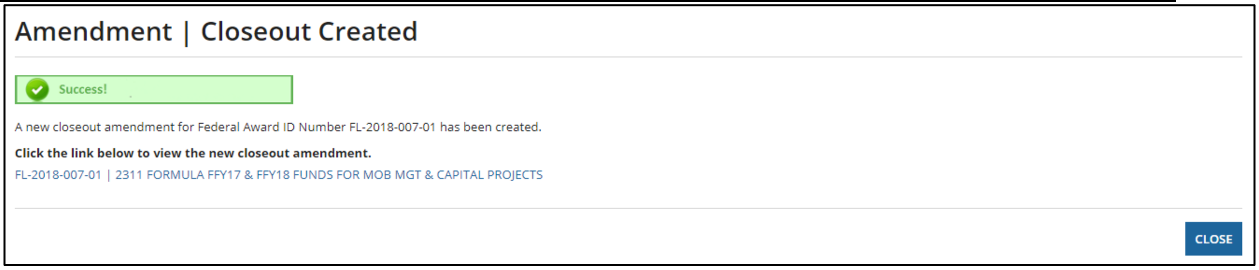
Note: Information for the Close Out summary should be updated as necessary. For more information refer to *Related Action: Closeout Details*.

d) Click the 'Create Close Out Amendment' button.



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.



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

Records / Applications / Awards

FL-2018-007-01 | 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Summary | Points of Contact | Application Control Totals | Application Projects | Review / Approvals | News | Related Actions

In-Progress | Initial Review / Concurrence | Final Concurrence | Obligation | Executed | Active | Closed

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Award Status Information

Award Number
FL-2018-007-01

Award Date
N/A

Award Name
2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Executed Date
Feb 28, 2018

Award Status
Active Award / Ready for Closeout

Last Disbursement Date
N/A

Period of Performance Start Date
2/26/2018

Period of Performance End Date
12/31/2025

Close Out Details

Close Out Created Date
Jan 03, 2019

Close Out Created By
Post-Award Manager2 Region 4

Last Updated Date
Jan 03, 2019

Last Updated By
Post-Award Manager2 Region 4

Close Out Reasons

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

Close Out Remarks

Executive Summary

The Department of Transportation (DOT) is requesting $1,014,467 of Section 2311 Enhanced Mobility of Seniors and Individuals with Disabilities program funds to include FFY 2017 Statewide (DS), Small Urban (DM) and Large UZA (DL) for Mobility Management projects. Also requested is FFY 2018 Statewide (DS) for Capital bus and equipment and FFY 2017 Small Urban funds requested to be transferred to Statewide. The needs of seniors and individuals with disabilities in the State Small Urbanized areas are adequately being met. The grant funding is broken out into five separate projects as follows:

Project 1 (Rural- DS)- The Project 1 request includes FFY 2017 Statewide (DS) lapsing funds in the amount of $145,600 (45% of FFY2017 apportionment) and FFY 2018 Statewide (DS) carryover funds in the amount of $153,790 (45% of FFY2016 apportionment) for a total project of $111,390.
The requested funds will be used for mobility management and operating projects for five Regional Coordinating Councils in the Rural areas of NH to include Region 1 Grafton-Coos, Region 2 Carroll County, Region 3 Mid-State, Region 4 Sullivan County and Region 5/6 Monadnock.

Project 2 (Rural- DS)- The Project 2 request includes FFY2018 Statewide (DS) carryover funds in the amount of $155,965 (55% of FFY2018 apportionment). The requested funds will be used for the procurement of three (3)

Project 3 (Small Urban- DM)- The Project 3 request includes FFY 2017 Small Urban (DM) lapsing funds in the amount of $201,063 (45% of FFY2017 apportionment) and FFY 2018 Small Urban carryover funds in the amount of $288,377 (45% of FFY2016 apportionment). Total Project 3 request = $321,440. The Project 3 funds will be used for Mobility Management projects for three Small Urban Regional Coordinating Councils to include Region 7 Nashua, Region 8 Greater Manchester, Region 10 Southeast Seacoast.

Application Details

Type of Financial Assistance
Grant

Pre-Award Authority
Yes, this application is using Pre-Award authority.

Frequency of Milestone Progress Report
Annual

Does this application include suballocation funds?
Recipient organization is directly allocated these funds and is eligible to apply for the funds directly.

Frequency of Financial Federal Reports
Annual

Will this Grant be using Lapsing funds?
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.

Will indirect costs be applied to this application?
No, indirect costs will not be applied to this application.

Requires E.O 12372 Review?
Yes

Indirect Cost Description
N/A

State Application ID

Delinquent Federal Debt
No, my organization does not have delinquent federal debt.

Date Submitted for State Review
N/A

Delinquent Federal Debt Description
N/A

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.

Application/ Award

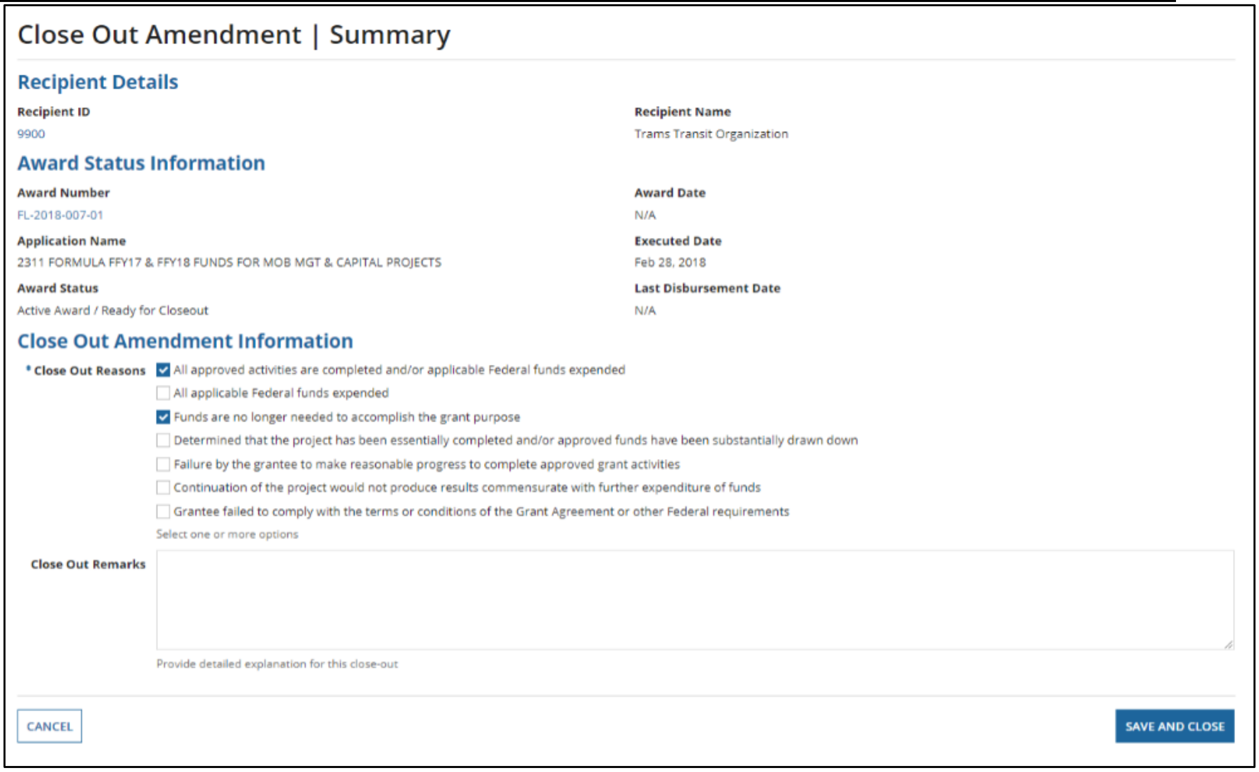
Search TrAMS Applications / Awards (Recipient) | SEARCH | APPLICATION STATUS | Active Award / Ready for Closeout

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

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 Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Award Status Information

Award Number
FL-2018-007-01

Award Date
N/A

Application Name
2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Executed Date
Feb 28, 2018

Award Status
Active Award / Ready for Closeout

Last Disbursement Date
N/A

Close Out Amendment Information

*** Close Out Reasons**

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

Close Out Remarks

Provide detailed explanation for this close-out

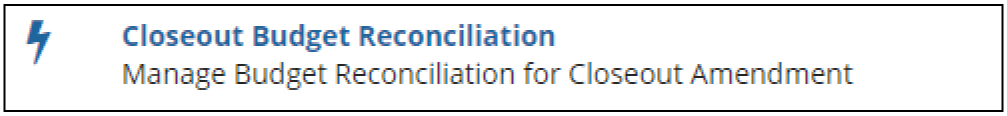
CANCEL

SAVE AND CLOSE

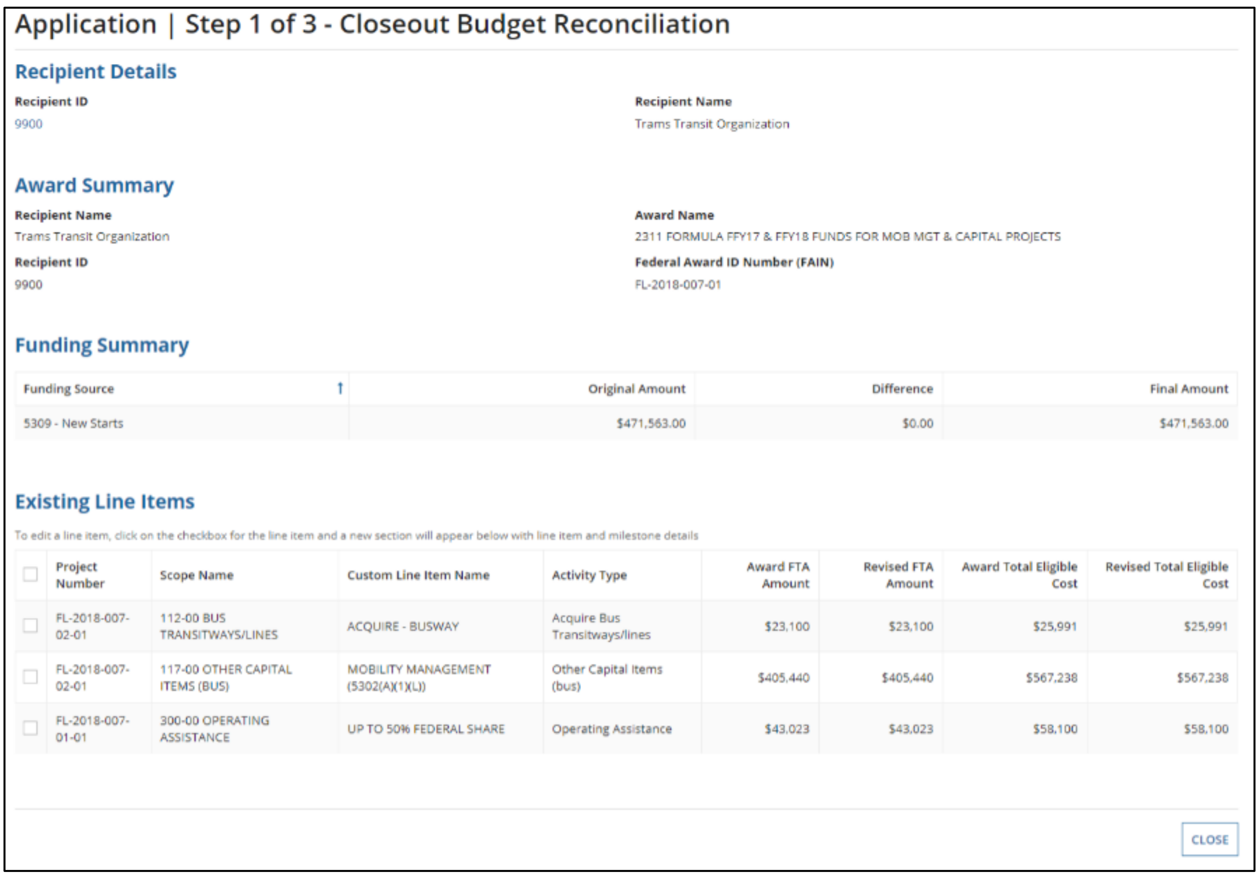
5.5.3.4 Related Action: Closeout Budget Reconciliation

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



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.



Application | Step 1 of 3 - Closeout Budget Reconciliation

Recipient Details

Recipient ID: 9900
Recipient Name: Trams Transit Organization

Award Summary

Recipient Name: Trams Transit Organization
Award Name: 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS
Recipient ID: 9900
Federal Award ID Number (FAIN): FL-2018-007-01

Funding Summary

Funding Source	Original Amount	Difference	Final Amount
5309 - New Starts	$471,563.00	$0.00	$471,563.00

Existing Line Items

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

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:

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:

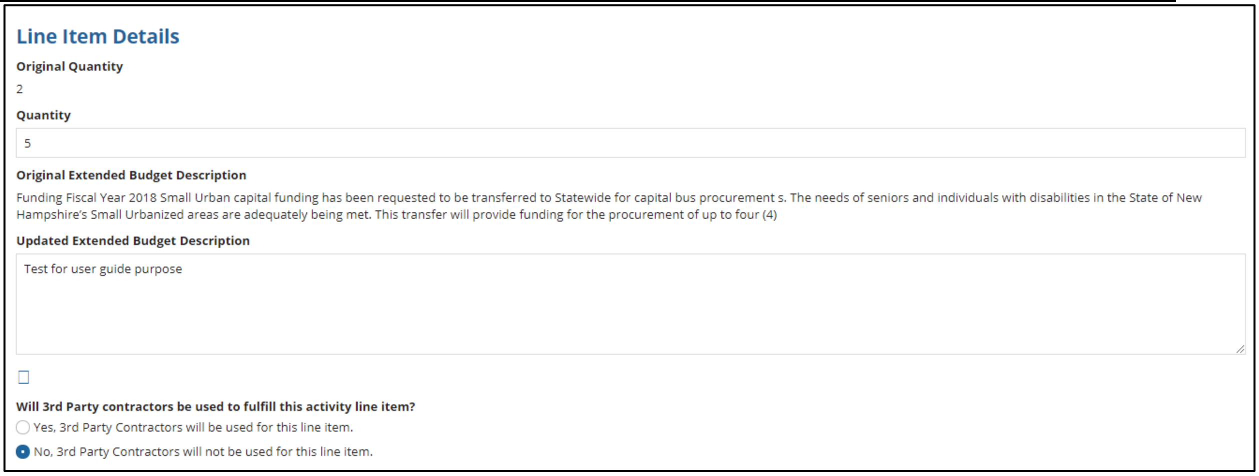
a) Update the line item’s name in the ‘Custom Line Item Name’ field with the desired text.

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

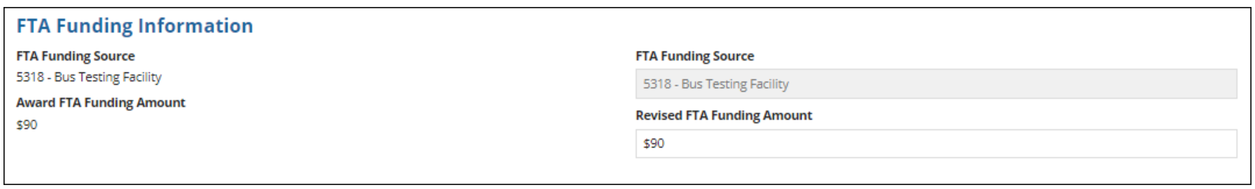
Original Extended Budget Description
Funding Fiscal Year 2018 Small Urban capital funding has been requested to be transferred to Statewide for capital bus procurement s. The needs of seniors and individuals with disabilities in the State of New Hampshire's Small Urbanized areas are adequately being 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?
Yes, 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

Award FTA Funding Amount
$90

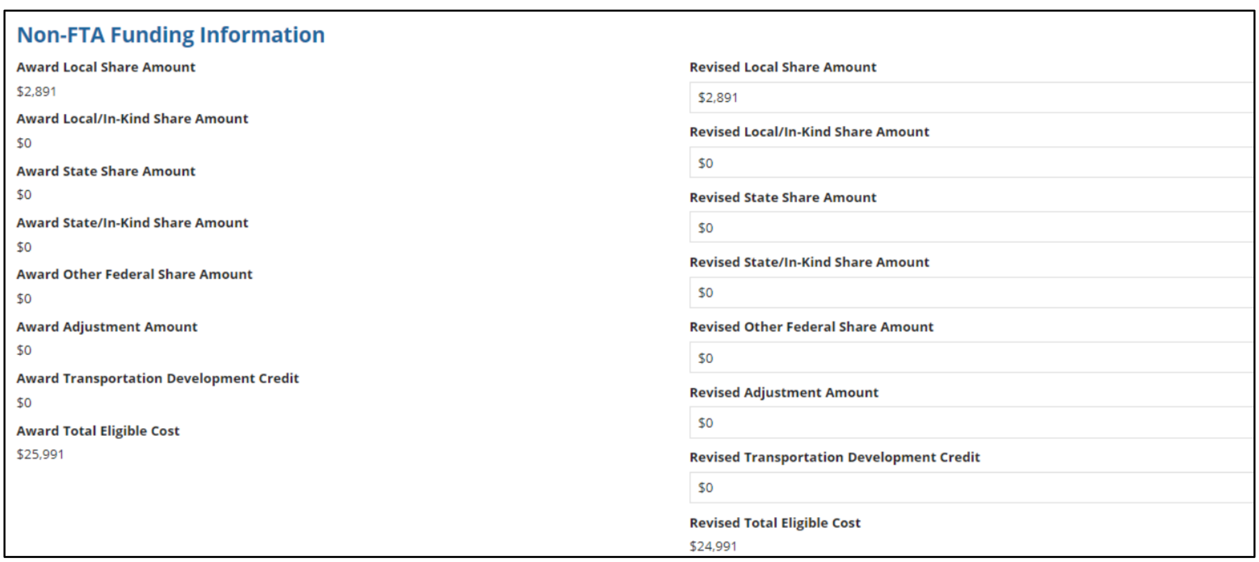
FTA Funding Source
5318 - Bus Testing Facility

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
$2,891

Award Local/In-Kind Share Amount
$0

Award State Share Amount
$0

Award State/In-Kind Share Amount
$0

Award Other Federal Share Amount
$0

Award Adjustment Amount
$0

Award Transportation Development Credit
$0

Award Total Eligible Cost
$25,991

Revised Local Share Amount
$2,891

Revised Local/In-Kind Share Amount
$0

Revised State Share Amount
$0

Revised State/In-Kind Share Amount
$0

Revised Other Federal Share Amount
$0

Revised Adjustment Amount
$0

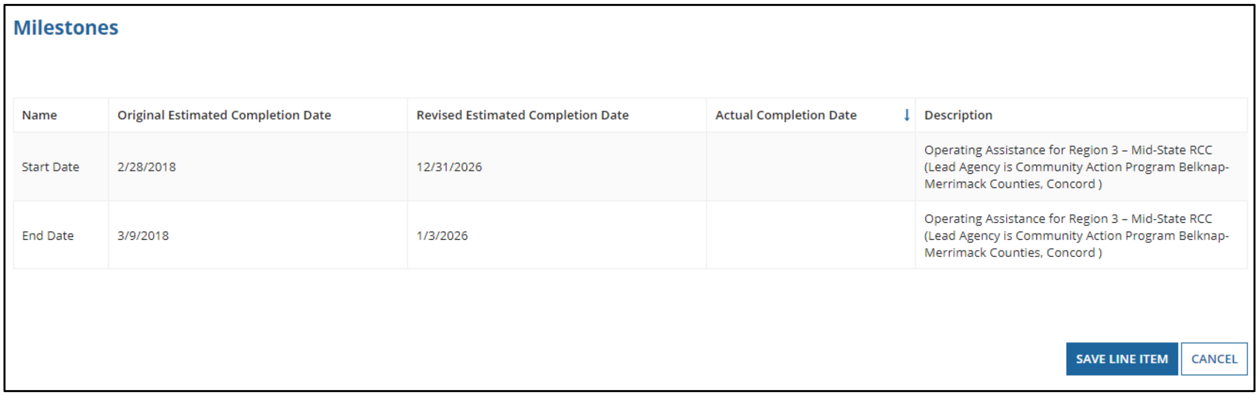
Revised Transportation Development Credit
$0

Revised Total Eligible Cost
$24,991

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.



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:

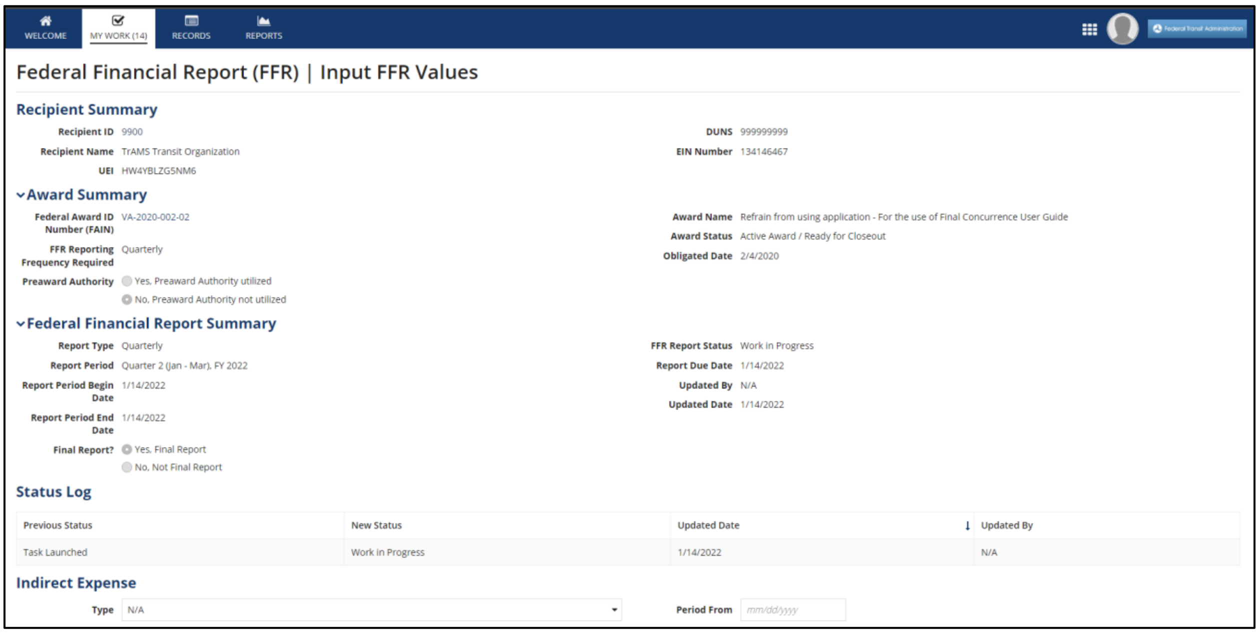
1) Log on as the 'Regional Post Award Manager and click on the 'Tasks' tab.

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

3) 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.)



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.

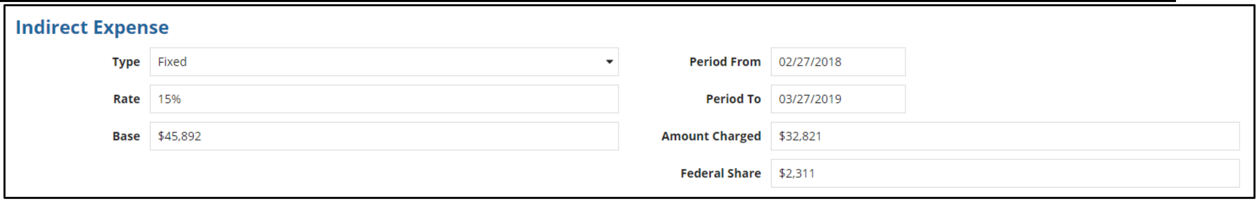
   b) Enter a rate into the ‘Rate’ field. Note that this is a percent value.

   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.


Indirect Expense

Type: Fixed
Rate: 15%
Base: $45,892
Period From: 02/27/2018
Period To: 03/27/2019
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:

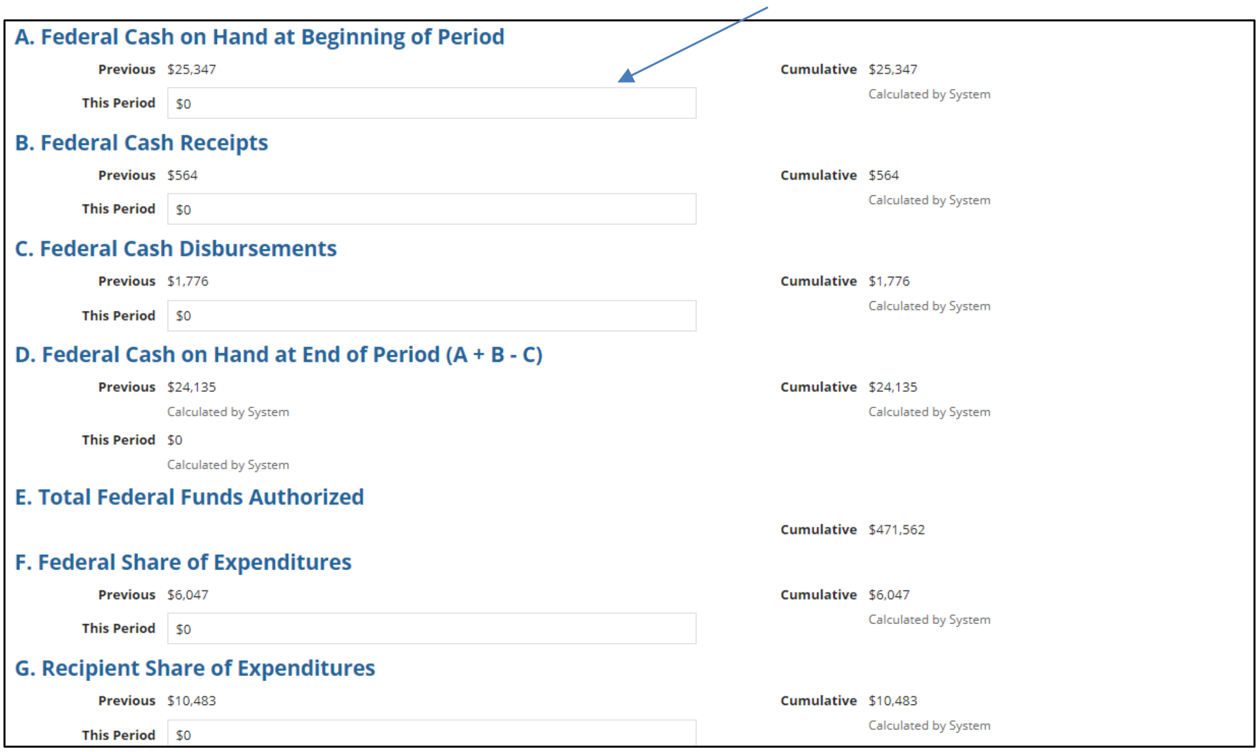
   a) A. Federal Cash on hand at Beginning of Period

   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 on Hand at Beginning of Period

Previous: $25,347
This Period: $0
Cumulative: $25,347
Calculated by System

B. Federal Cash Receipts

Previous: $564
This Period: $0
Cumulative: $564
Calculated by System

C. Federal Cash Disbursements

Previous: $1,776
This Period: $0
Cumulative: $1,776
Calculated by System

D. Federal Cash on Hand at End of Period (A + B - C)

Previous: $24,135
Calculated by System
This Period: $0
Calculated by System
Cumulative: $24,135
Calculated by System

E. Total Federal Funds Authorized

Cumulative: $471,562

F. Federal Share of Expenditures

Previous: $6,047
This Period: $0
Cumulative: $6,047
Calculated by System

G. Recipient Share of Expenditures

Previous: $10,483
This Period: $0
Cumulative: $10,483
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'

I. Federal Share of Unliquidated Obligations

Amount $456

J. Recipient Share of Unliquidated Obligations

Amount $903

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'

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 alternative

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)]

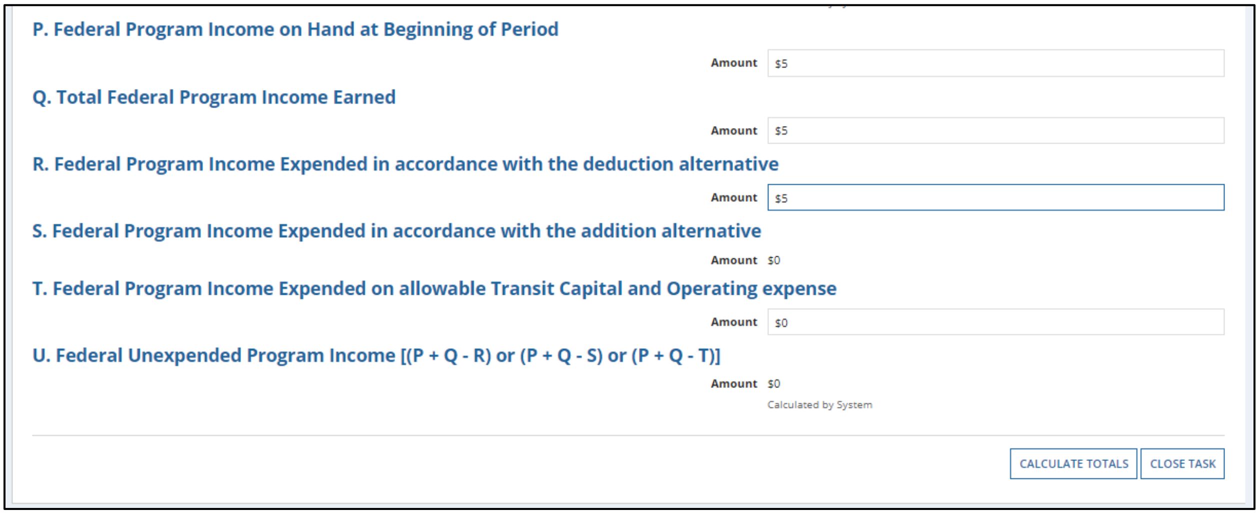
Amount $3,134
Calculated by System

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)]' **cannot be negative**.

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 alternative

Amount $5

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

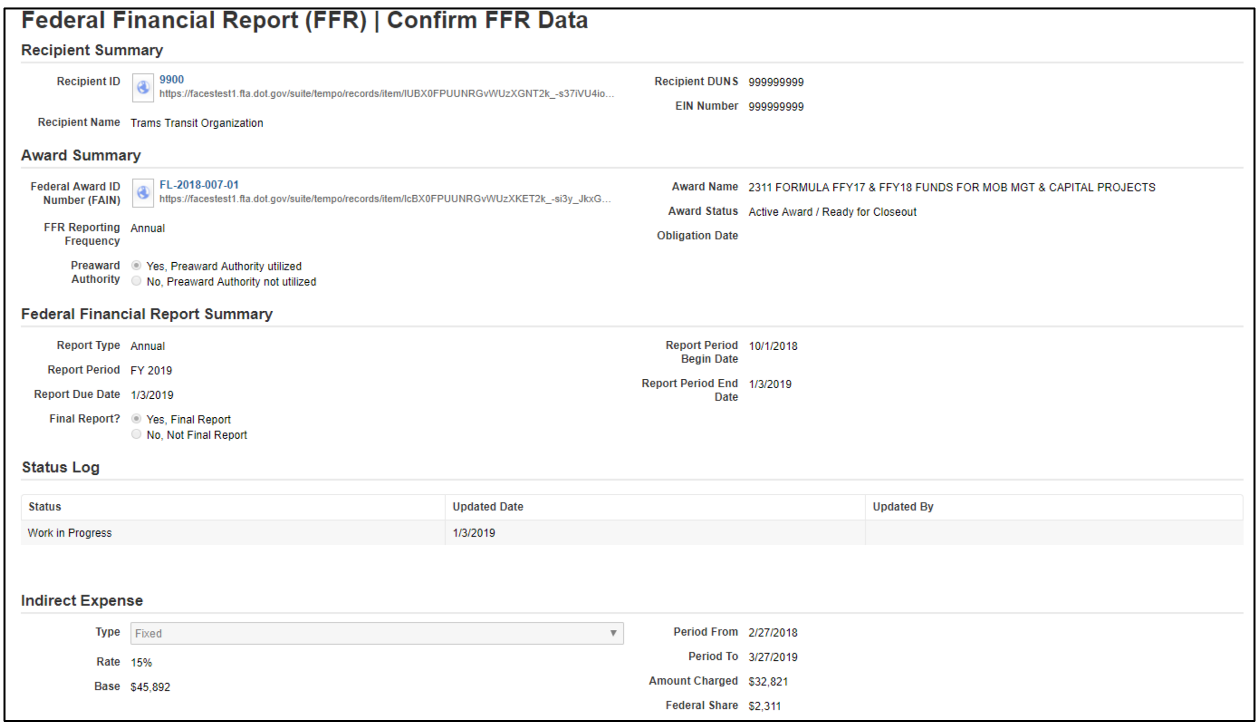
Amount $0

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 Financial Report (FFR) | Confirm FFR Data

Recipient Summary

Recipient ID: 9900
https://facestest1.fta.dot.gov/suite/tempo/records/item/lUBX0FPUUNRGvWUzXGNT2k_-s37iVU4io...

Recipient Name: Trams Transit Organization

Recipient DUNS: 999999999

EIN Number: 999999999

Award Summary

Federal Award ID Number (FAIN): FL-2018-007-01
https://facestest1.fta.dot.gov/suite/tempo/records/item/lcBX0FPUUNRGvWUzXKET2k_-si3y_JkxG...

FFR Reporting Frequency: Annual

Preaward Authority: Yes, Preaward Authority utilized / No, Preaward Authority not utilized

Award Name: 2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Award Status: Active Award / Ready for Closeout

Obligation Date

Federal Financial Report Summary

Report Type: Annual

Report Period: FY 2019

Report Due Date: 1/3/2019

Final Report?: Yes, Final Report / No, Not Final Report

Report Period Begin Date: 10/1/2018

Report Period End Date: 1/3/2019

Status Log

Status	Updated Date	Updated By
Work in Progress	1/3/2019	

Indirect Expense

Type: Fixed

Rate: 15%

Base: $45,892

Period From: 2/27/2018

Period To: 3/27/2019

Amount Charged: $32,821

Federal Share: $2,311

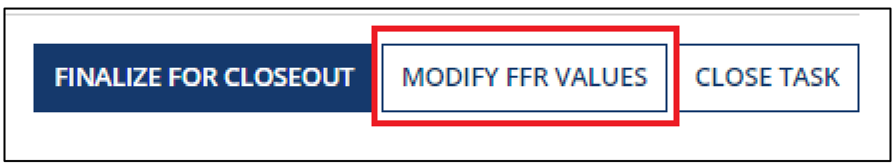
11) Sections 'A' to 'U' will also be displayed with the data entered in the previous step.

Financial Status Log

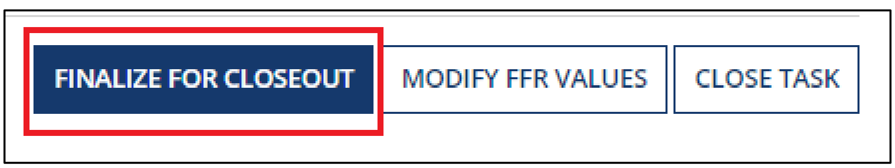
Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	$0	$1	$1
B. Federal Cash Receipts	$0	$1	$1
C. Federal Cash Disbursements	$0	$1	$1
D. Federal Cash on Hand at End of Period (A + B - C)	$0	$1	$1
E. Total Federal Funds Authorized			$100
F. Federal Share of Expenditures	$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

1 - 21 of 21

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.

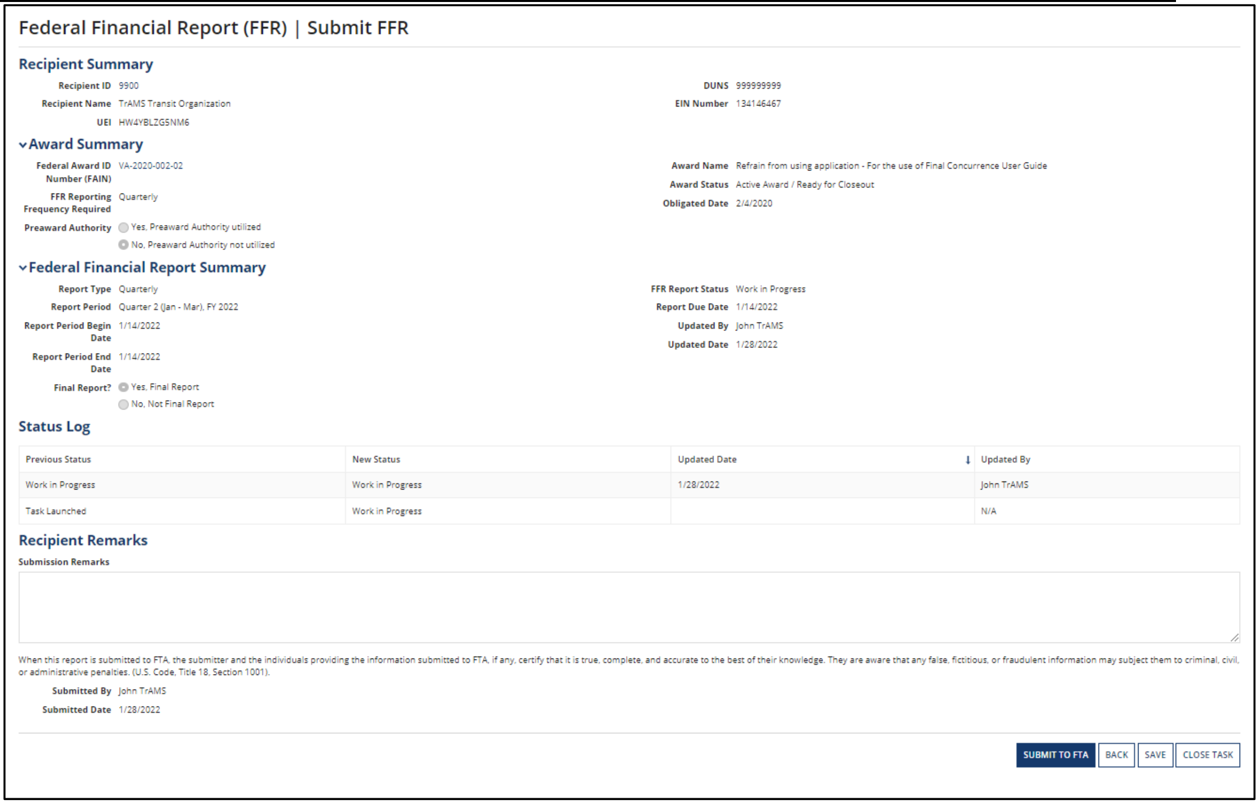


14) The 'Federal Financial Report (FFR) |Submit FFR' form will be displayed.

a) Use the 'Back' button if you wish to return to the previous form.

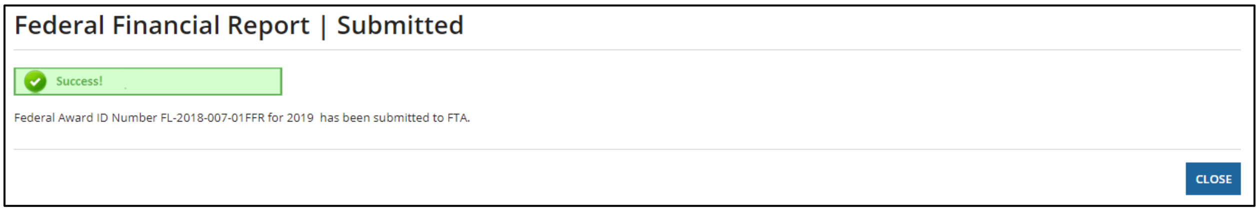
b) The 'Save' button can be used to save the comments entered in the 'Submission Remarks' field. This is a required field.

c) Enter comments for FTA into the 'Submission Remarks' field (required) and then click the 'Submit to FTA' button to proceed.



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.



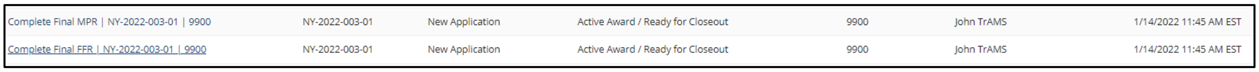
5.5.3.6 Task: Complete Final MPR

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.

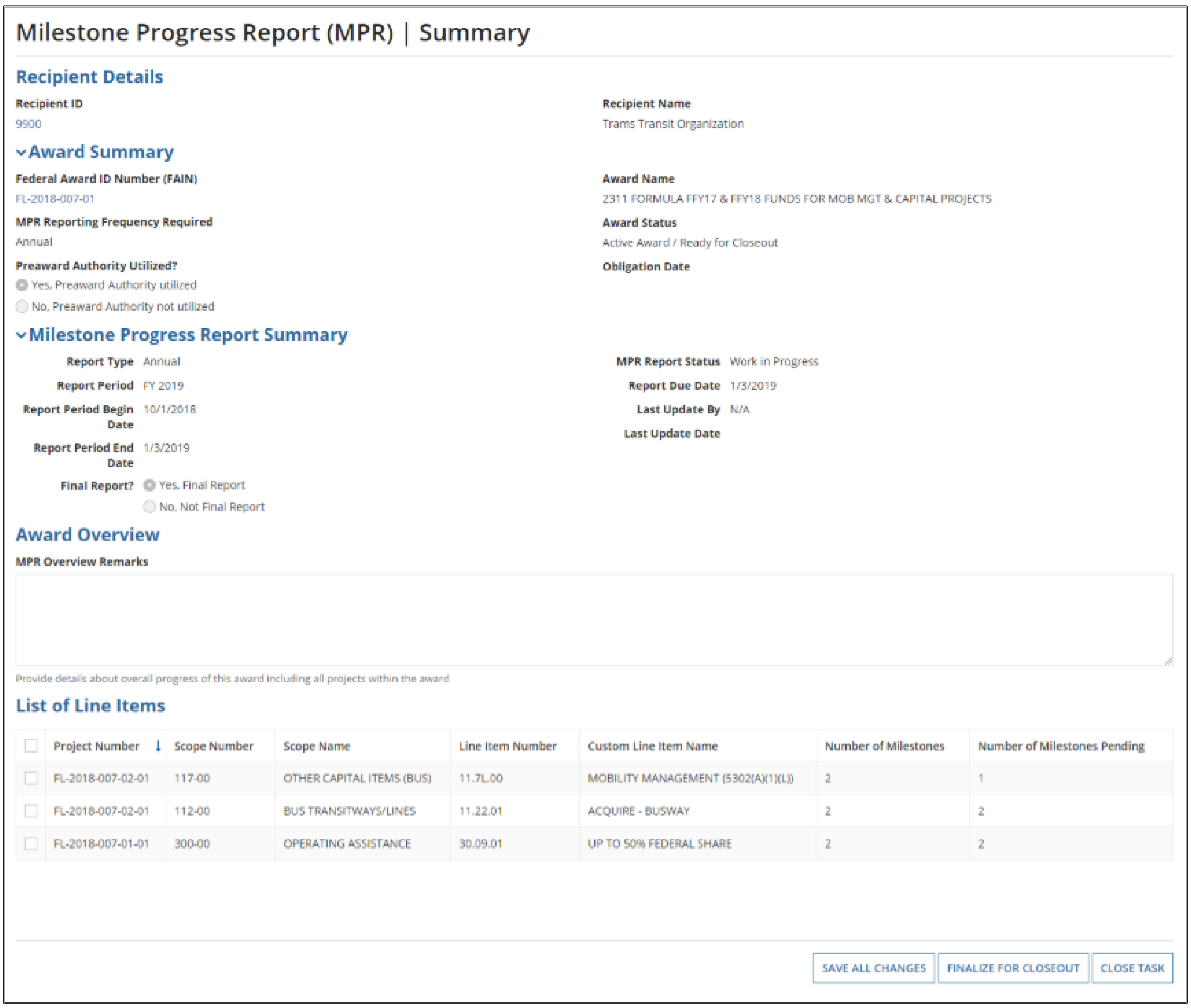
User Roles Required: The FTA Regional Post-Award Manager role or the Recipient can complete the final MPR. This may require coordination with other users to complete the closeout.

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



Milestone Progress Report (MPR) | Summary

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Award Summary

Federal Award ID Number (FAIN)
FL-2018-007-01

Award Name
2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

MPR Reporting Frequency Required
Annual

Award Status
Active Award / Ready for Closeout

Preaward Authority Utilized?
Yes, Preaward Authority utilized
No, Preaward Authority not utilized

Obligation Date

Milestone Progress Report Summary

Report Type Annual
Report Period FY 2019
Report Period Begin Date 10/1/2018
Report Period End Date 1/3/2019
Final Report? Yes, Final Report / No, Not Final Report

MPR Report Status Work in Progress
Report Due Date 1/3/2019
Last Update By N/A
Last Update Date

Award Overview

MPR Overview Remarks

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

List of Line Items

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	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

SAVE ALL CHANGES | FINALIZE FOR CLOSEOUT | CLOSE TASK

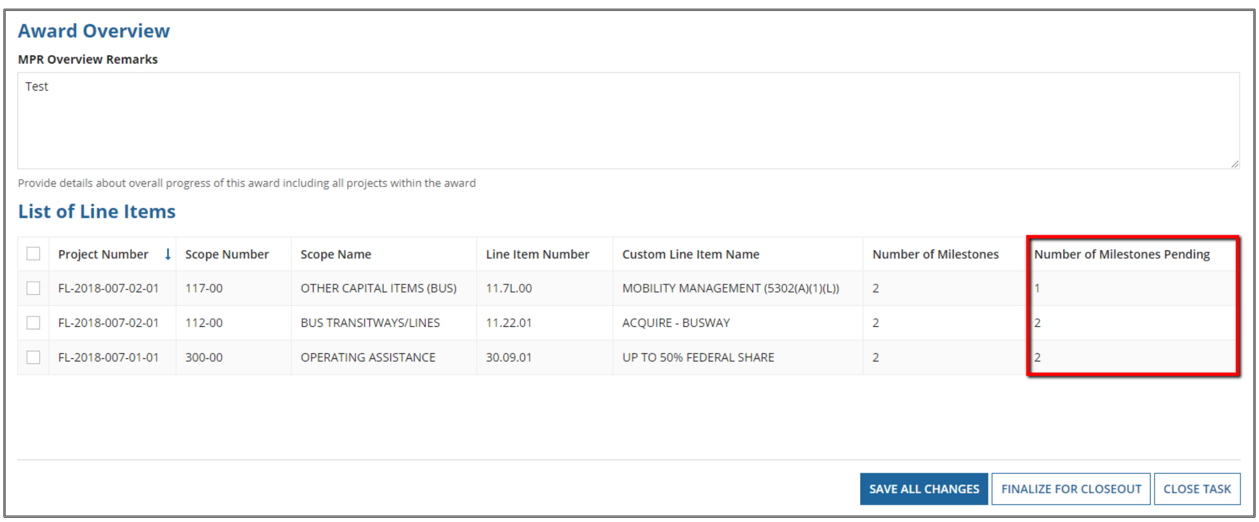
4) At any point, you may click the ‘Close Task’ button to return to the ‘Tasks’ tab without saving any changes and retain the task (Note that an email notification is sent when returned to group).

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
- Zeroed out milestone are not considered pending



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.

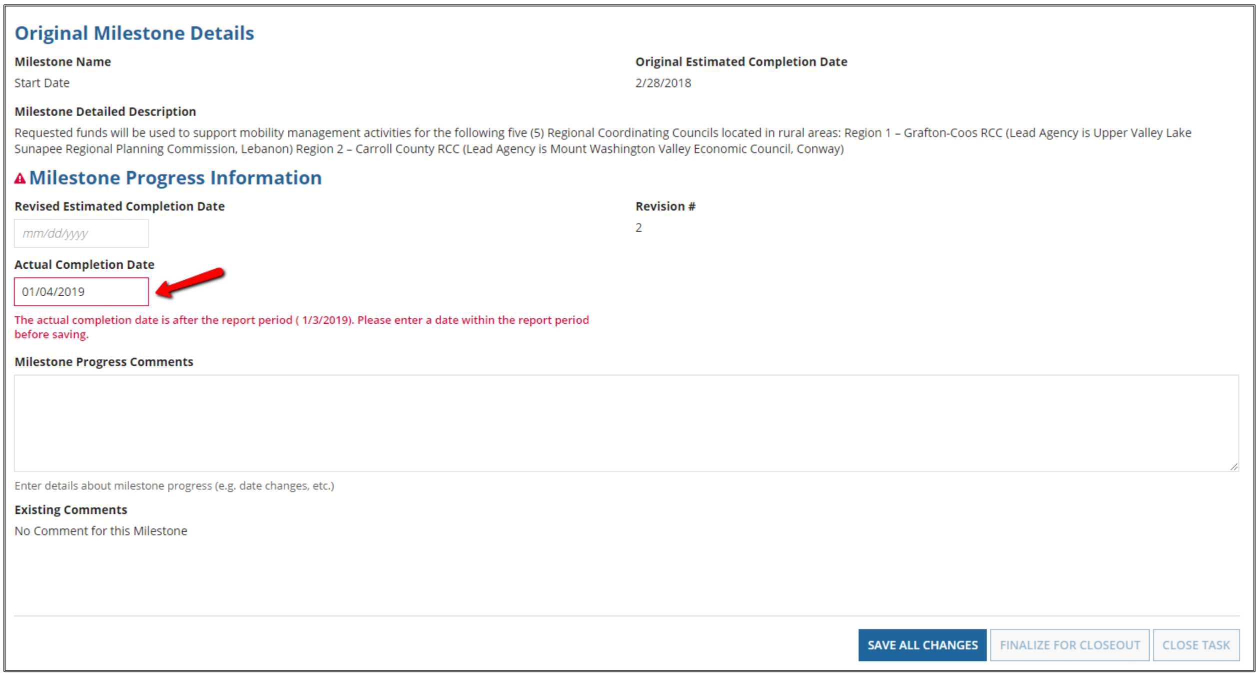
   a) Select the check box for a pending milestone.

   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.

Note: 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.



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.

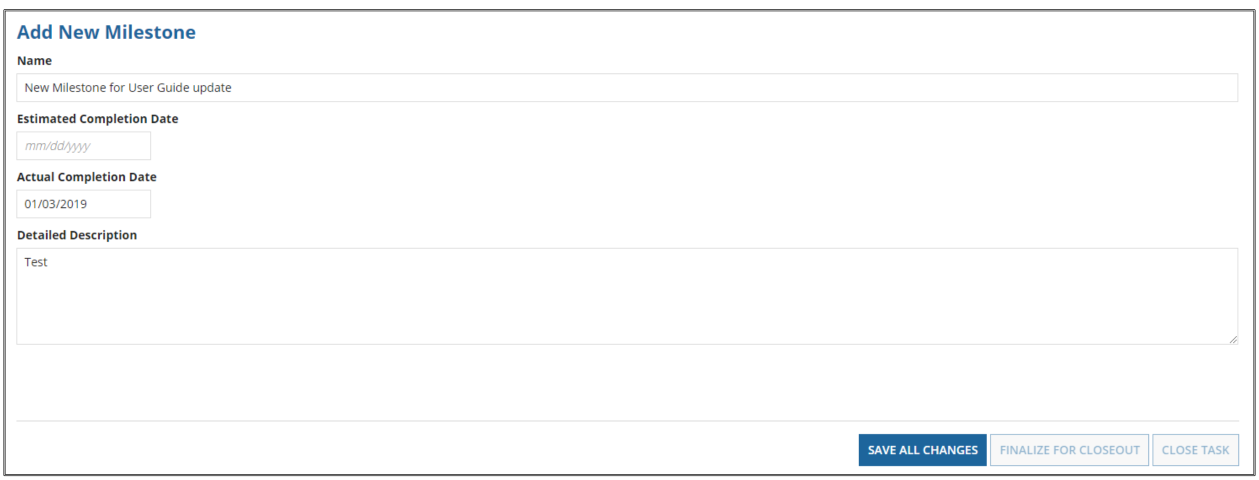
10) If you wish to add a new milestone to the project, click the ‘Add New Milestone’ button. The form will expand further to display the ‘Add New Milestone’ section:

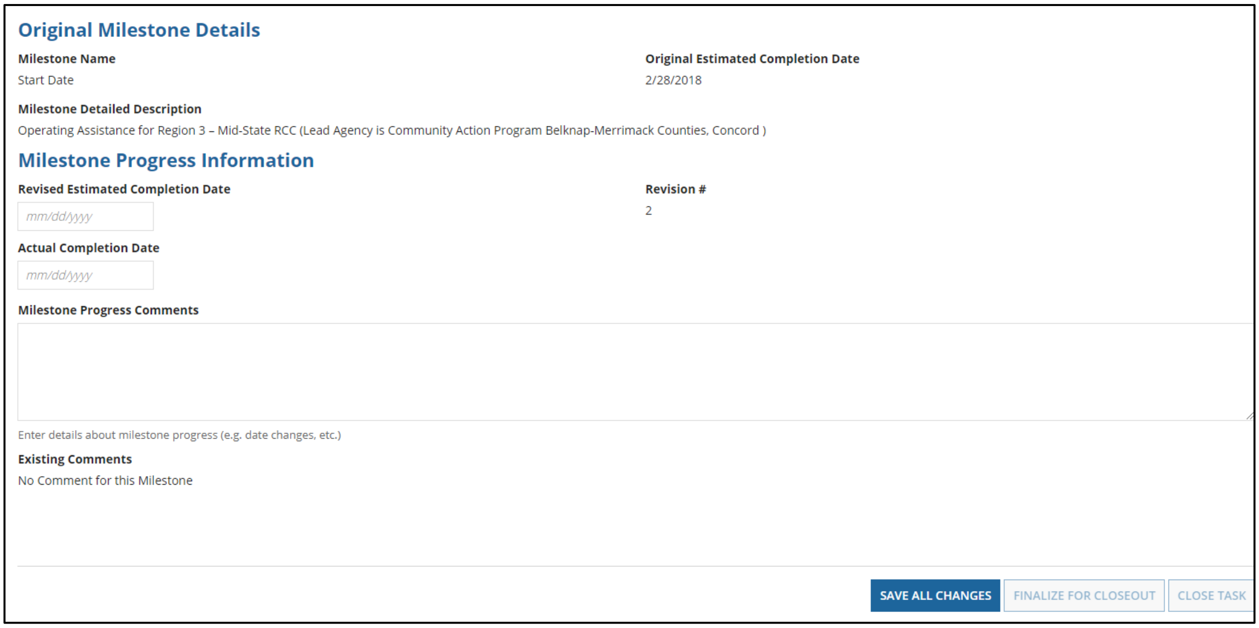
a) Enter a name for the milestone into the ‘Name’ field.

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.





Original Milestone Details

Milestone Name
Start Date

Original Estimated Completion Date
2/28/2018

Milestone Detailed Description
Operating Assistance for Region 3 – Mid-State RCC (Lead Agency is Community Action Program Belknap-Merrimack Counties, Concord)

Milestone Progress Information

Revised Estimated Completion Date
mm/dd/yyyy

Revision #
2

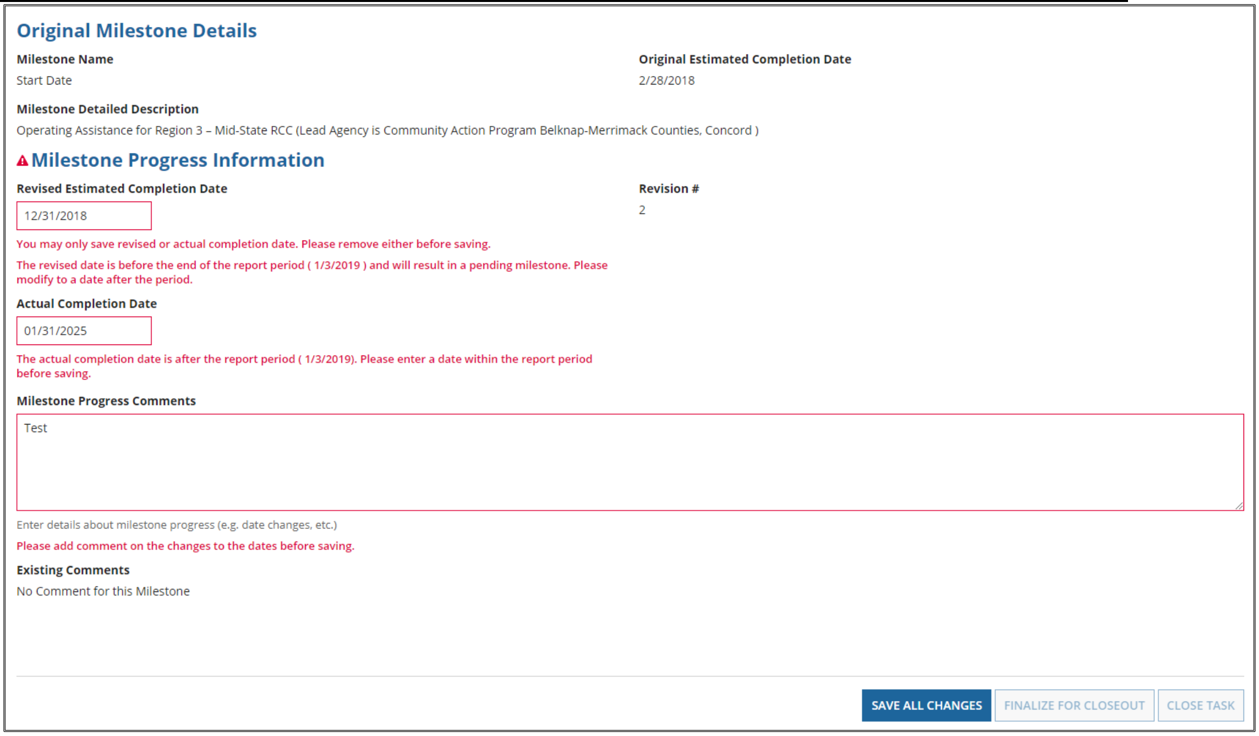
Actual Completion Date
mm/dd/yyyy

Milestone Progress Comments

Enter details about milestone progress (e.g. date changes, etc.)

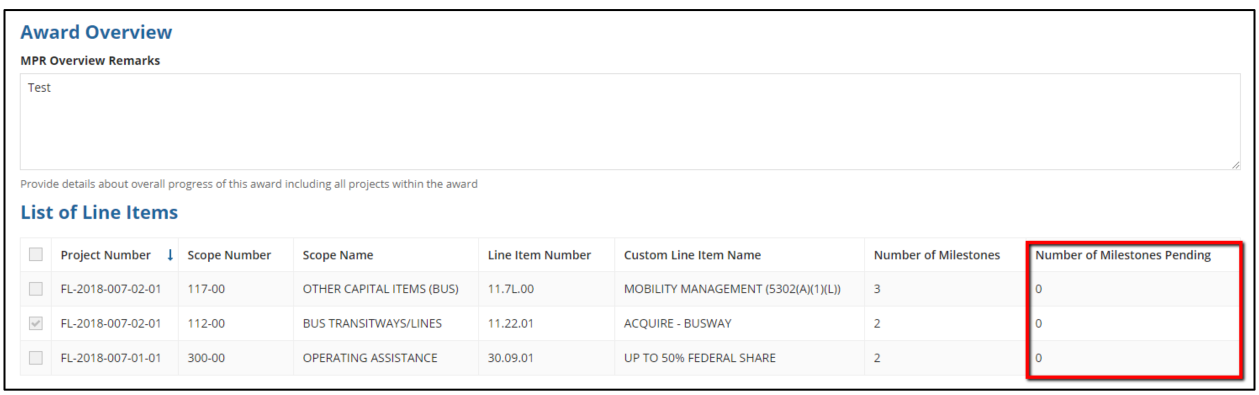
Existing Comments
No Comment for this Milestone

SAVE ALL CHANGES | FINALIZE FOR CLOSEOUT | CLOSE TASK



Note: 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.



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

15) Click the 'Finalize for Closeout' button.

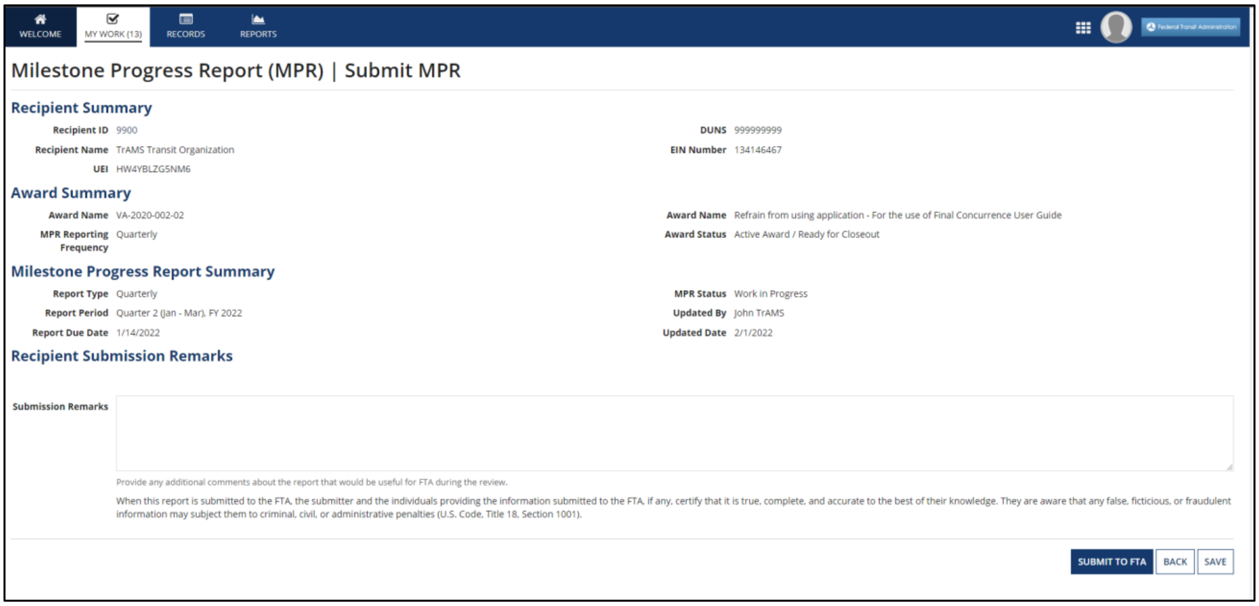
16) The 'Milestone Progress Report (MPR) | Submit MPR' form will be displayed.

   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.



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.

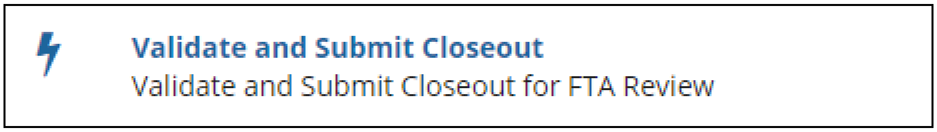
Note: FTA cannot mark the Final MPR reviewed or return the final MPR for changes until the completed closeout has been submitted to FTA.

5.5.3.7 Related Action: Validate and Submit Closeout

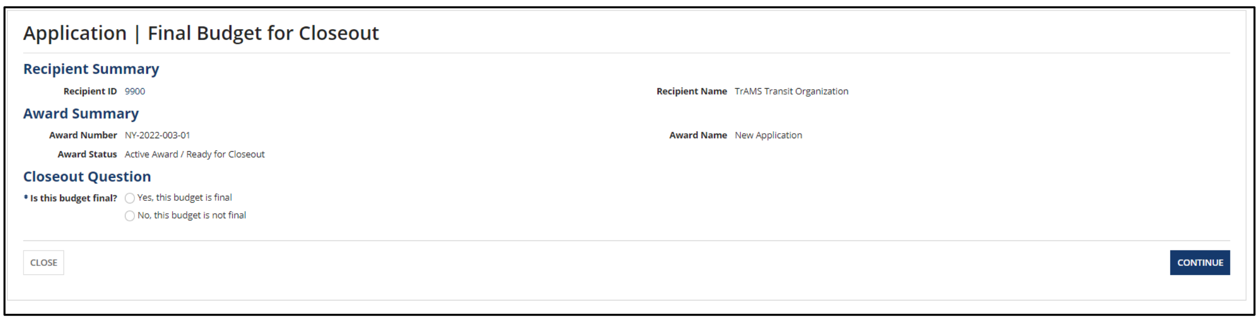
Once you have completed the final FFR, final MPR and budget reconciliation steps, the Closeout Amendment is ready for submission.

To validate and submit a completed closeout request:

1) Go to the ‘Related Actions’ menu and click ‘Validate and Submit Closeout’.



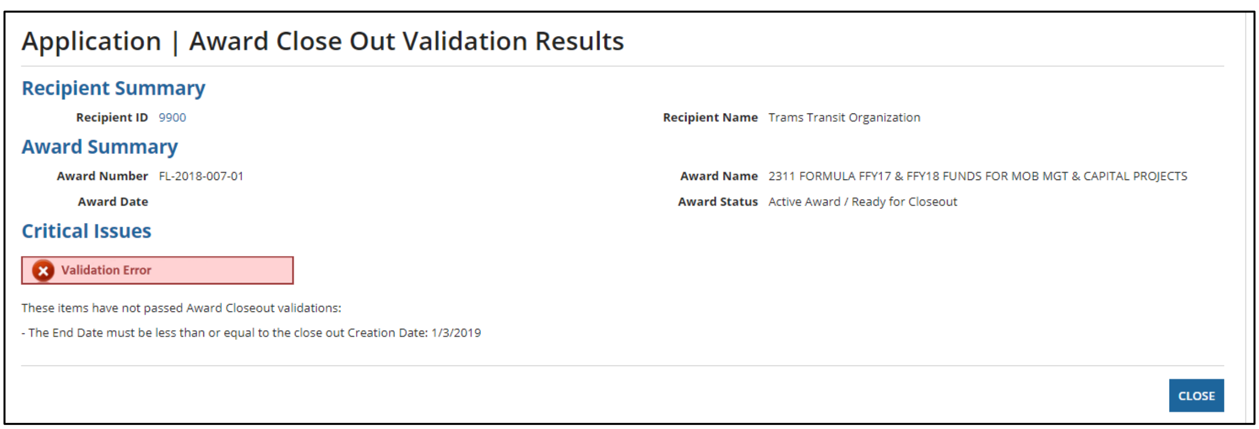
2) The ‘Final Budget’ form will be displayed. Select either the Yes or No option to respond to the question, “Is this budget final?” and then click the ‘Continue’ button to proceed.



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.

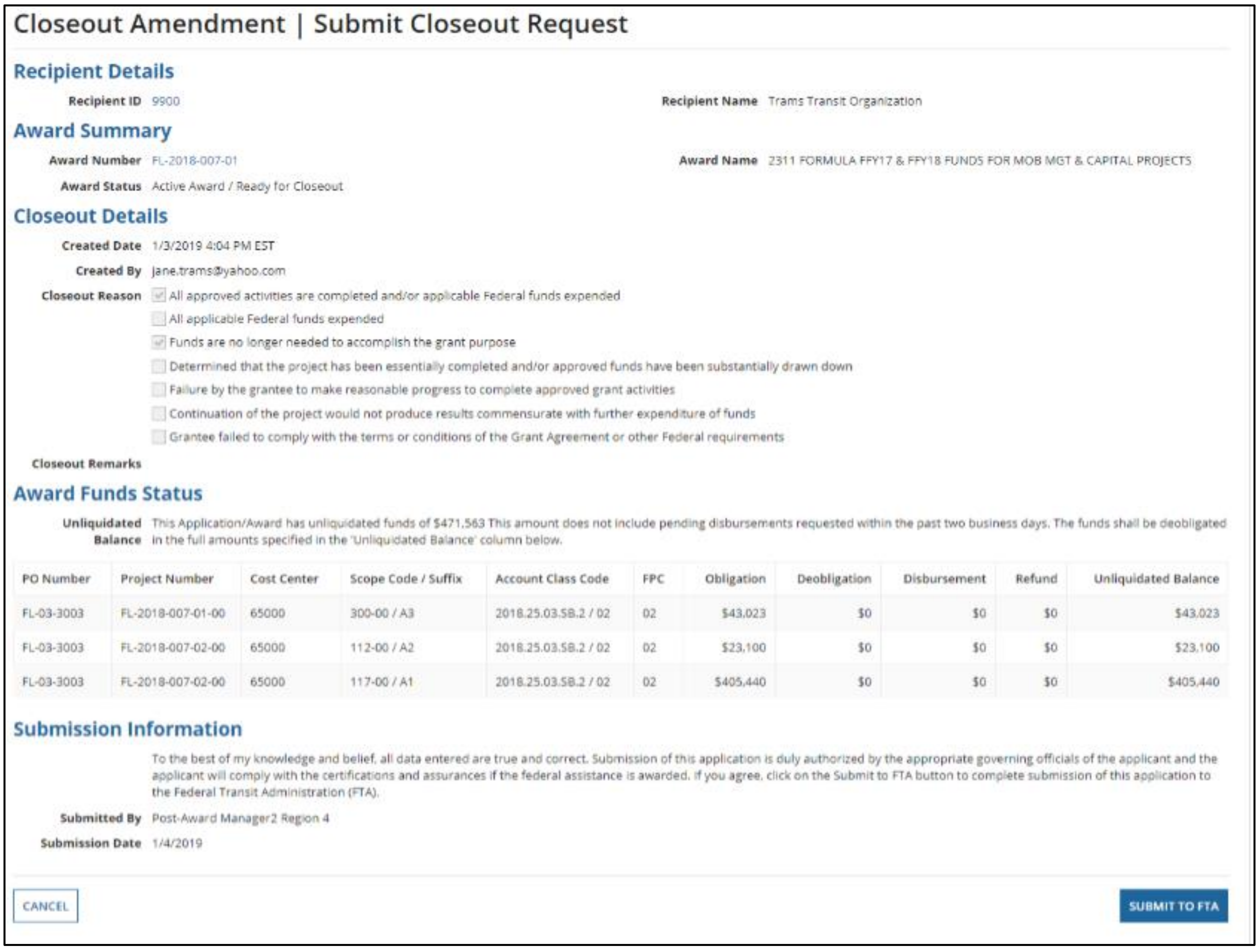


Refer to *Task: Complete Final FFR* and *Task: Complete Final MPR* for the appropriate instructions on completing these reports.

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.



Closeout Amendment | Submit Closeout Request

Recipient Details

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 Status Active Award / Ready for Closeout

Closeout Details

Created Date 1/3/2019 4:04 PM EST

Created By jane.trams@yahoo.com

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

Closeout Remarks

Award Funds Status

Unliquidated Balance This Application/Award has unliquidated funds of $471,563 This amount does not include pending disbursements requested within the past two business days. The funds shall be deobligated in the full amounts specified in the 'Unliquidated Balance' column below.

PO Number	Project Number	Cost Center	Scope Code / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
FL-03-3003	FL-2018-007-01-00	65000	300-00 / A3	2018.25.03.5B.2 / 02	02	$43,023	$0	$0	$0	$43,023
FL-03-3003	FL-2018-007-02-00	65000	112-00 / A2	2018.25.03.5B.2 / 02	02	$23,100	$0	$0	$0	$23,100
FL-03-3003	FL-2018-007-02-00	65000	117-00 / A1	2018.25.03.5B.2 / 02	02	$405,440	$0	$0	$0	$405,440

Submission Information

To the best of my knowledge and belief, all data entered are true and correct. Submission of this application is duly authorized by the appropriate governing officials of the applicant and the applicant will comply with the certifications and assurances if the federal assistance is awarded. If you agree, click on the Submit to FTA button to complete submission of this application to the Federal Transit Administration (FTA).

Submitted By Post-Award Manager2 Region 4

Submission Date 1/4/2019

CANCEL

SUBMIT TO FTA

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.

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**

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.

Table 1: TrAMS 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

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 *FACES User Guide* for more information about the User Details Report.	-N/A-	Yes

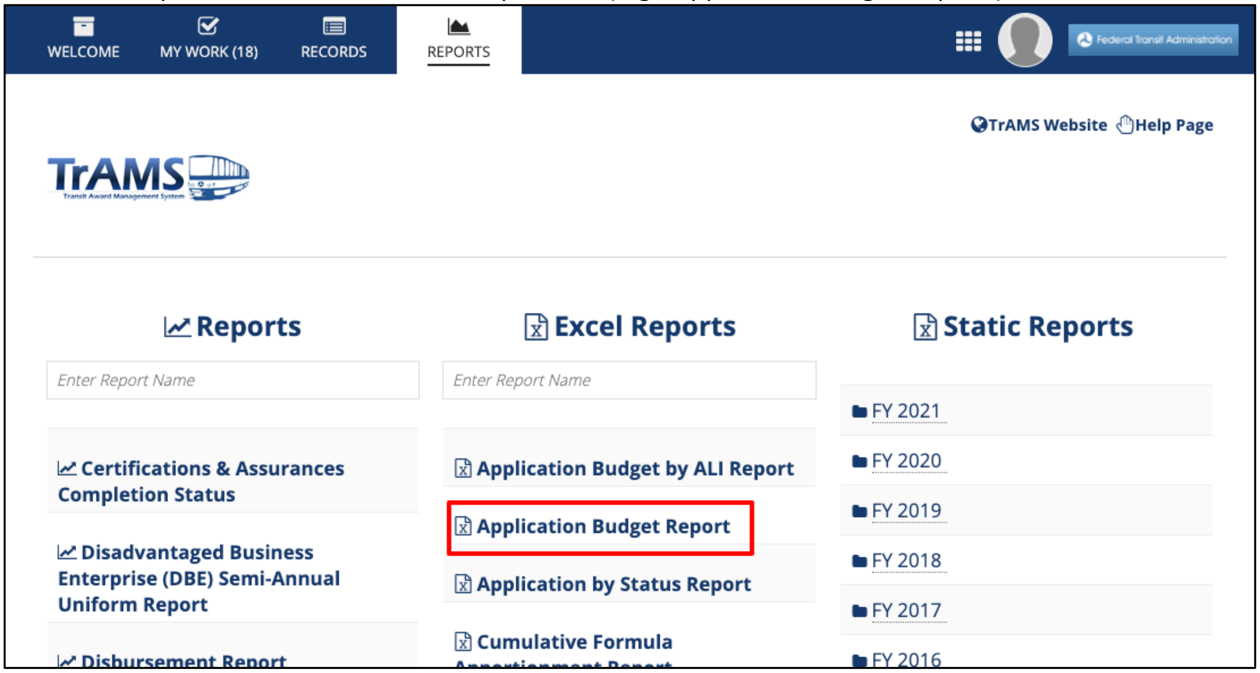
6.1.1 User Generated Dynamic Reports

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.

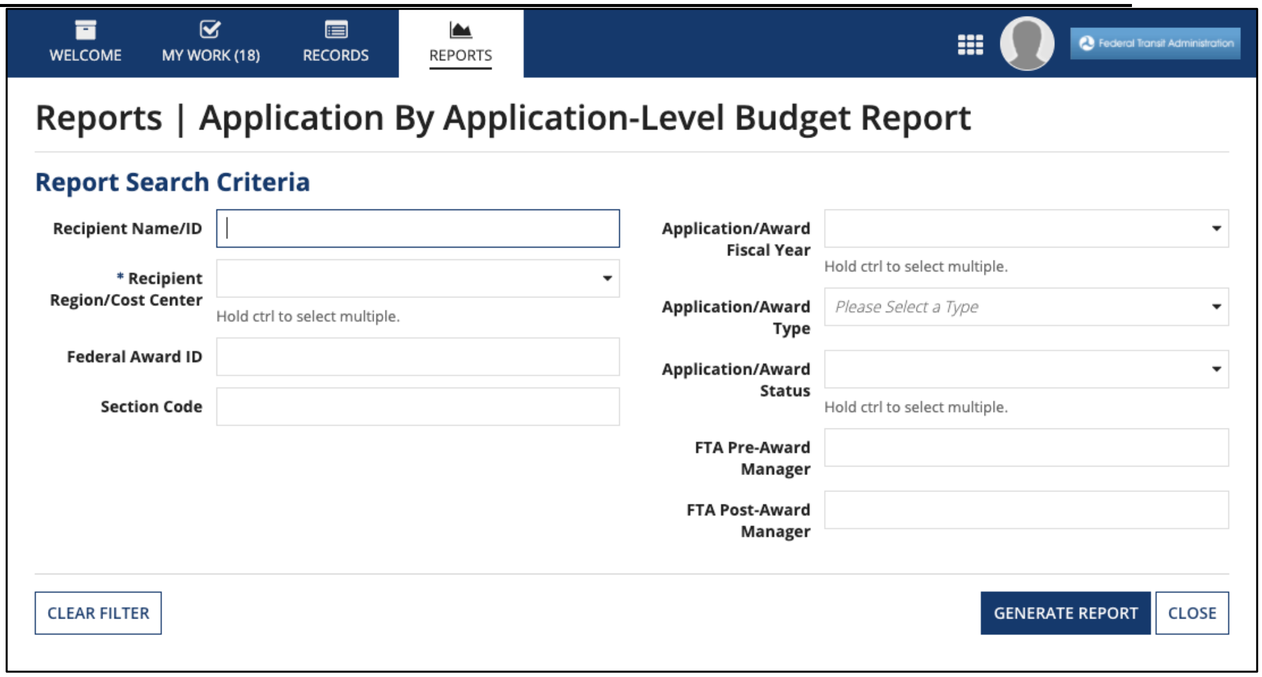
6.1.1.1.1 How to Generate a Dynamic Report

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:

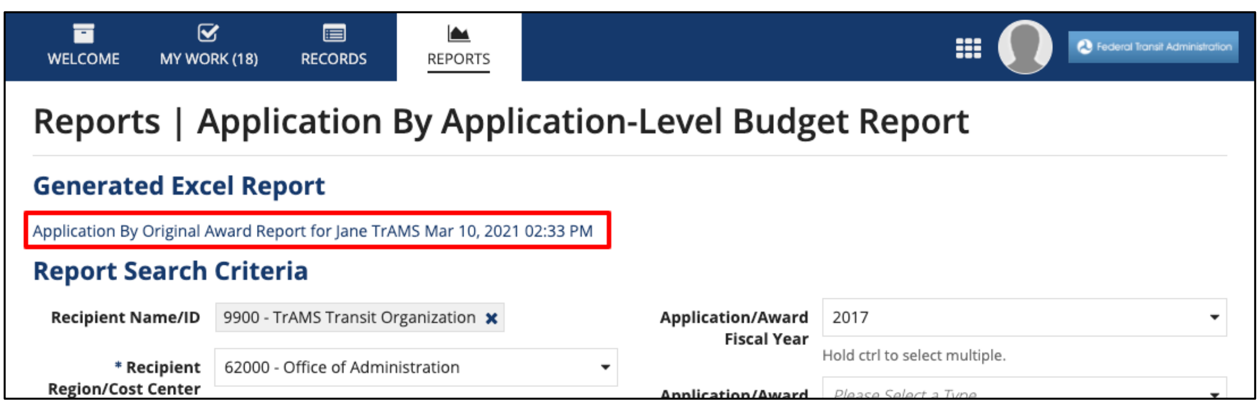
1) Go to the 'Reports' tab and click on the report link (e.g. 'Application Budget Report').



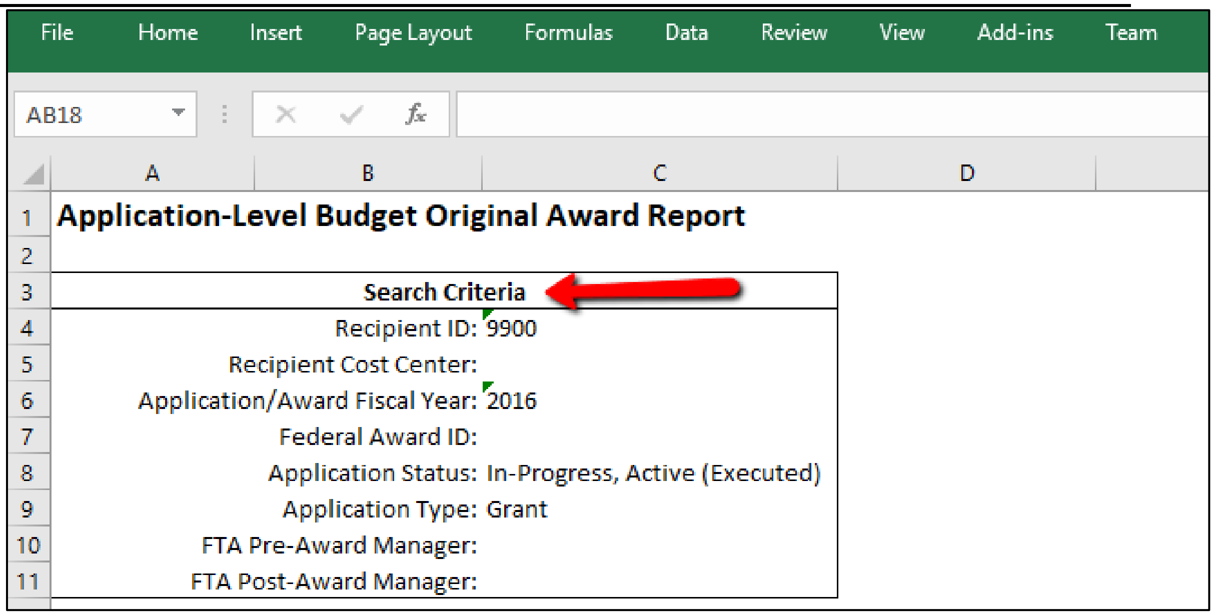
2) Wait for the report form to open and then enter any applicable search criteria. Depending on the report, select search fields may require inputs before the report can be generated.



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]").



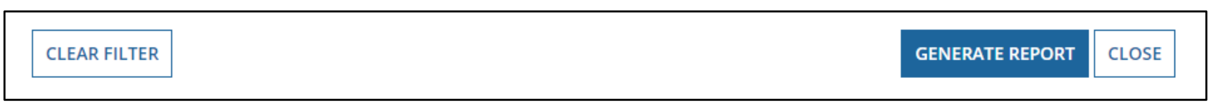
5) Click on the report link to download the report. The report will be Microsoft Excel formatted. The search criteria applied will be listed in the header section of the report.



6.1.1.1.2 Standard Form Buttons

The dynamic report forms may contain one or more of the following standard buttons:

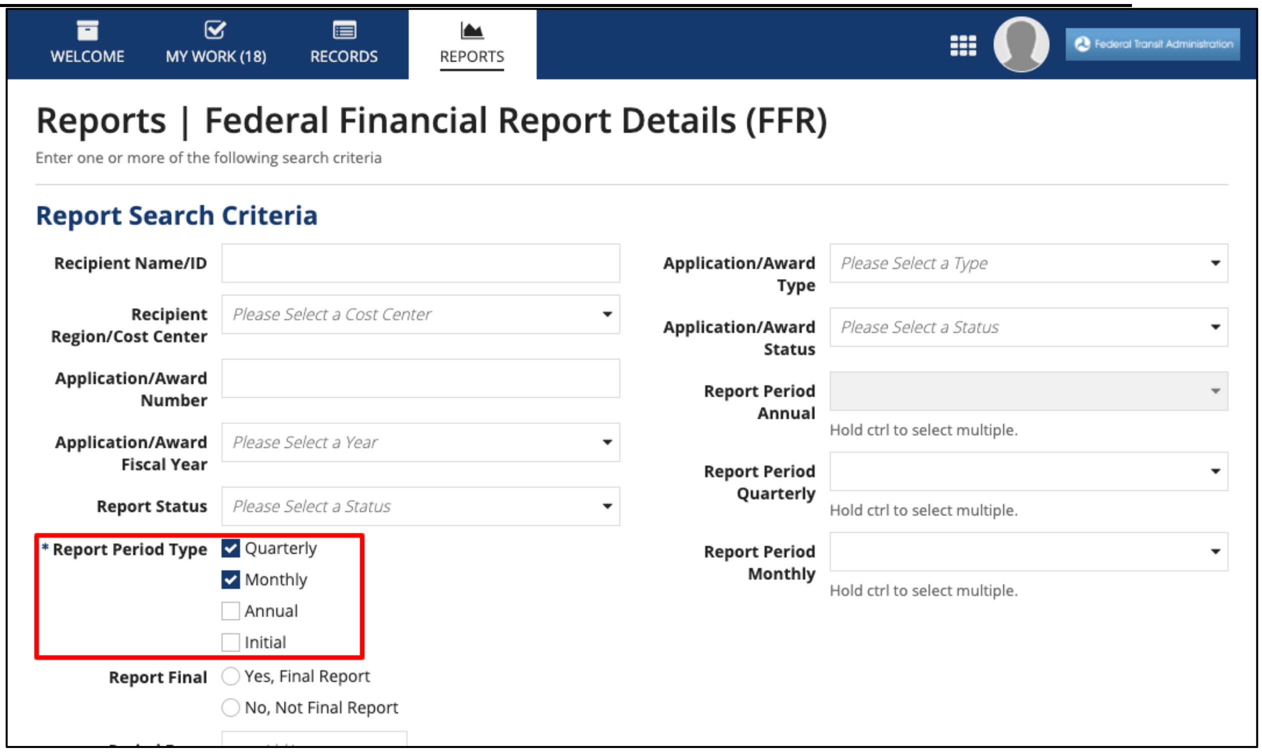
1) **Clear Filter:** Click the 'Clear Filter' button to clear all search criteria entered in the search filters.
2) **Generate Report:** Click the 'Generate Report' button to run the report.
3) **Close:** Click the 'Close' button to close the report form.



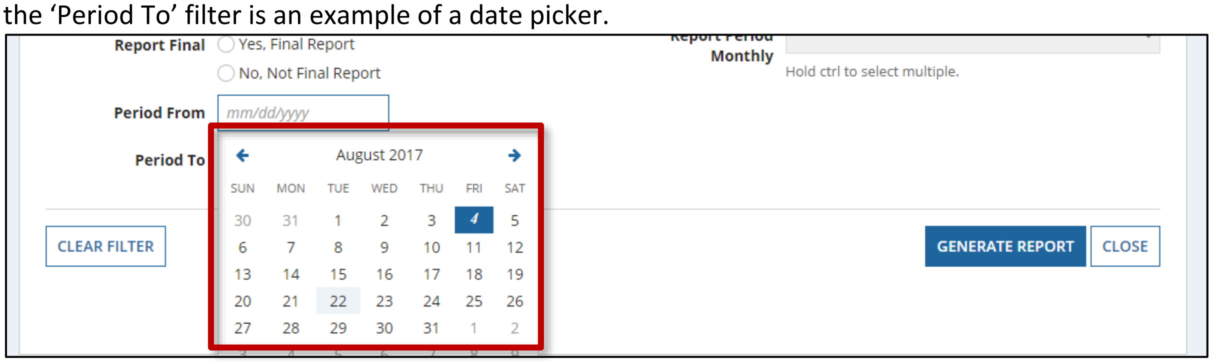
6.1.1.1.3 Search Criteria Types

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:

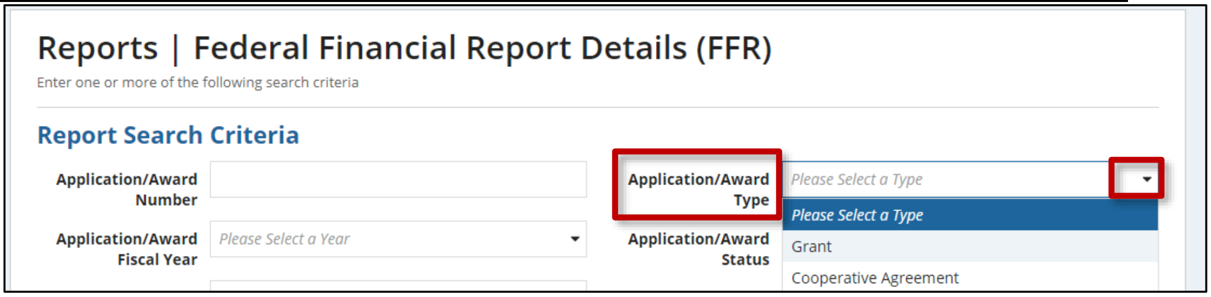
1) **Checkbox:** Checkboxes are used when zero, one or more items can be selected from a small list (usually <5 items). Each item has its own checkbox that can be selected or deselected independent of the other items in the list. On the 'FFR Detail Report', the 'Report Period Type' search criterion is an example of a checkbox field.

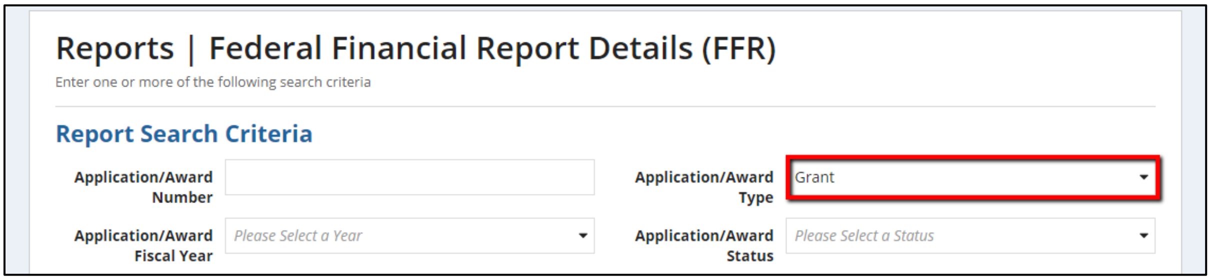


2) **Date Picker:** Clicking on a date picker field will open a calendar from which a single date can be selected. Users may also directly type in a date in the field's entry box. On the 'FFR Detail Report', the 'Period To' filter is an example of a date picker.

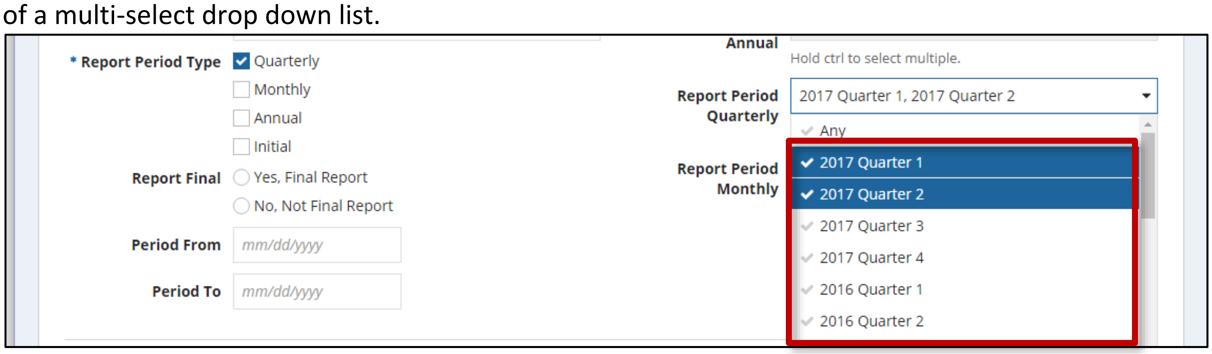


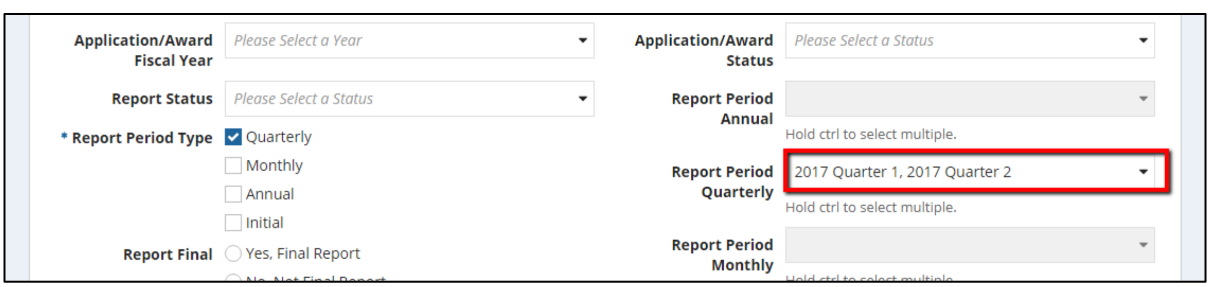
3) **Drop Down (Single-Select):** A single-select drop down field is list of items that expands when the user clicks in the field. Only one item can be selected from the list. The selected item will be visible in the form field box. On the 'FFR Detail Report', the 'Application/Award Type' filter is an example of a single-select drop down list.



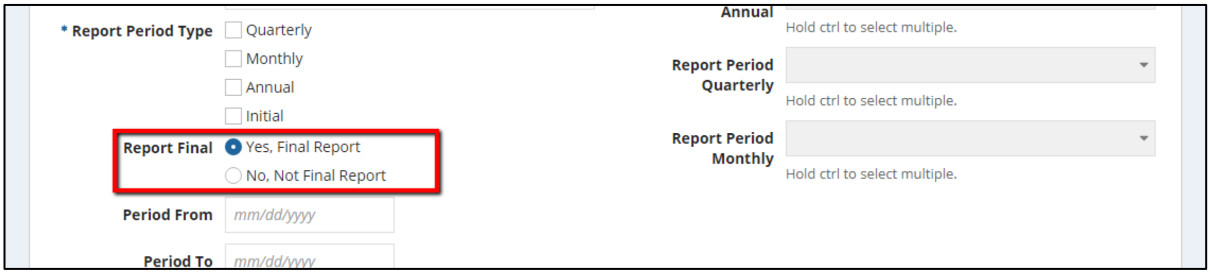


4) **Drop Down (Multi-Select):** A multi-select drop down field also appears as a list of items that expands when the user clicks in the field. In this case, multiple items can be selected from the list (click an item to select it). Selected items will appear to be highlighted within the drop down and 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.

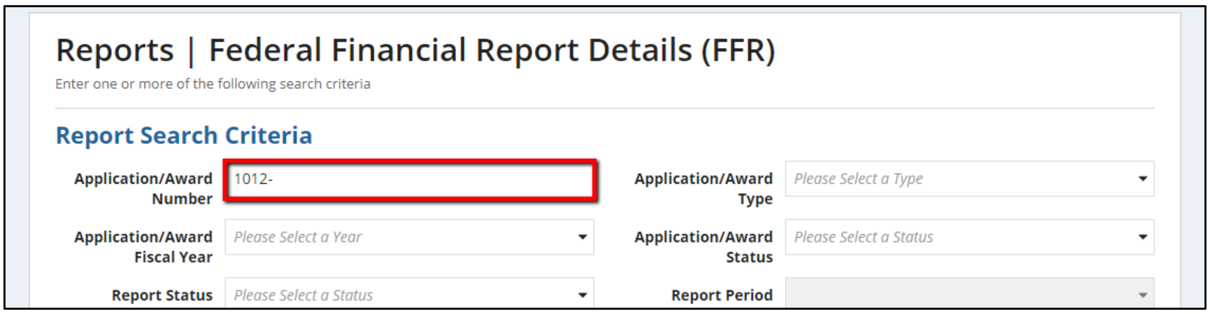




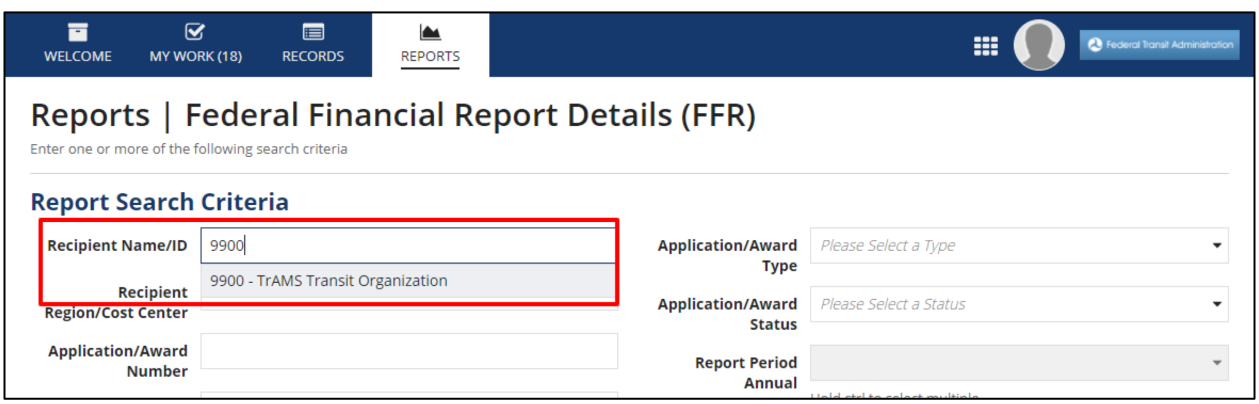
5) **Radio Button:** Radio button groups are used when a user can select only one (1) item from a short list (usually <5 items). The selected radio button will appear highlighted. On the 'FFR Detail Report', the 'Report Final' filter is an example of a radio button group.

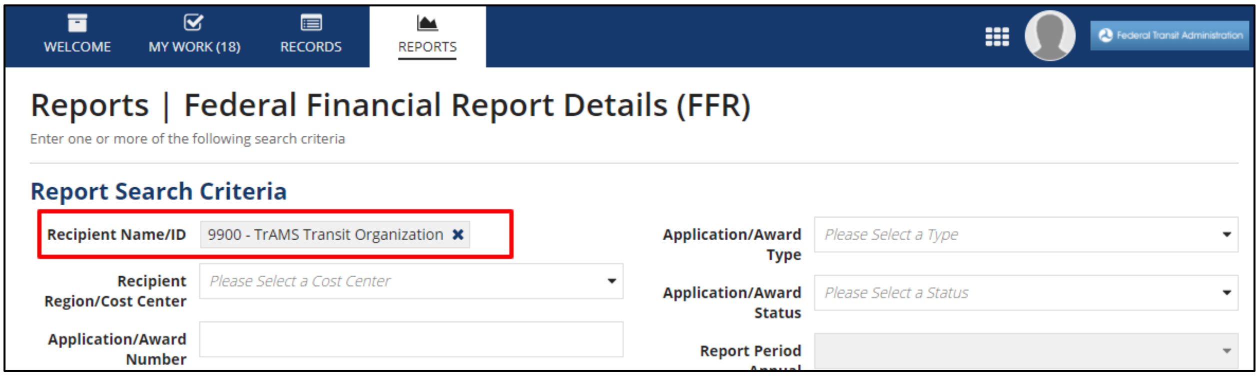


6) **Text:** A text field search filter allows the user to enter free text. On the 'FFR Detail Report', the 'Application/Award Number' filter is an example of a text field.



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.



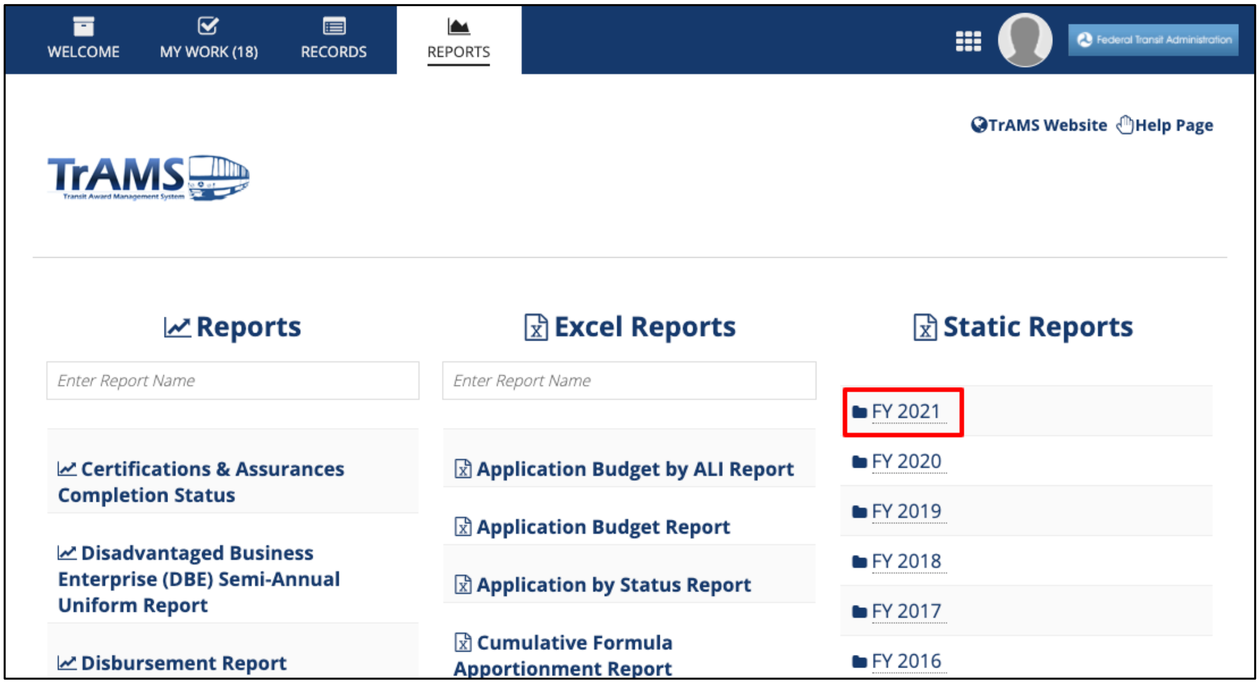


6.1.2 Historical Static Reports

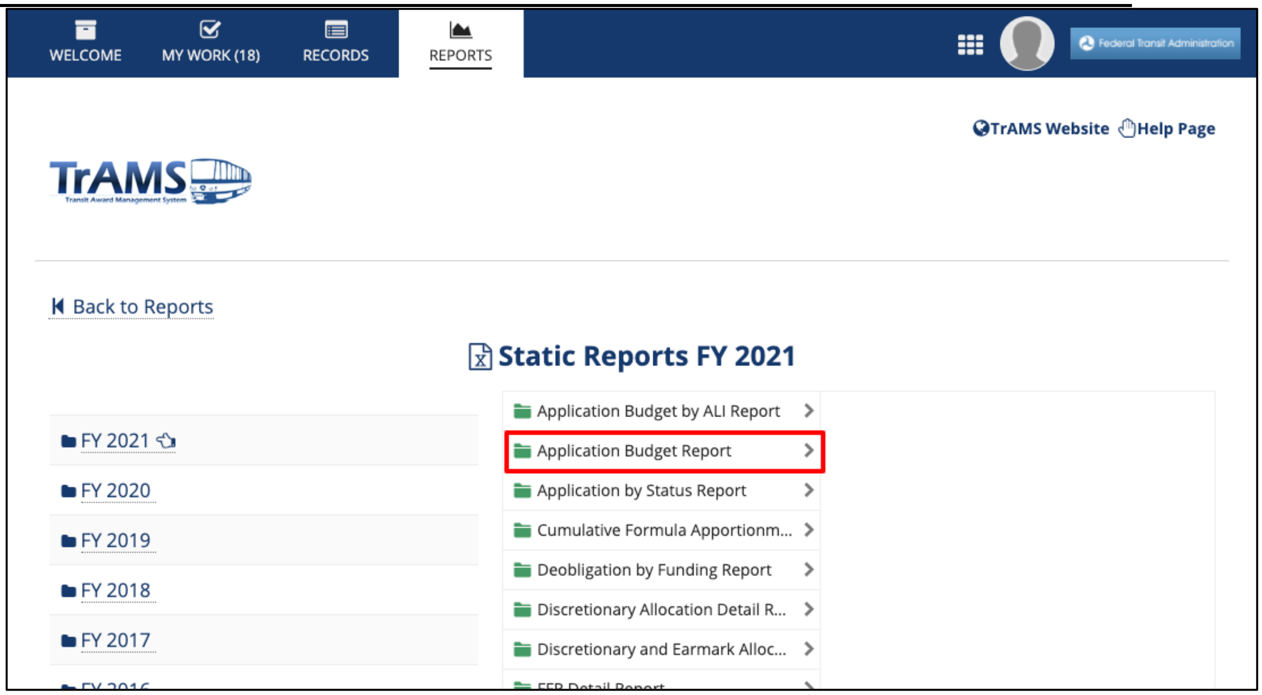
Static reports are accessed from the 'Reports' tab. Static reports are stored by fiscal year, report name, month, and day. Reports are generated on a nightly basis and are cumulative starting with the first day of the fiscal year (October 1). Static reports have no filter criteria applied and show data for all Cost Centers and recipient organizations.

To access a historical static report:

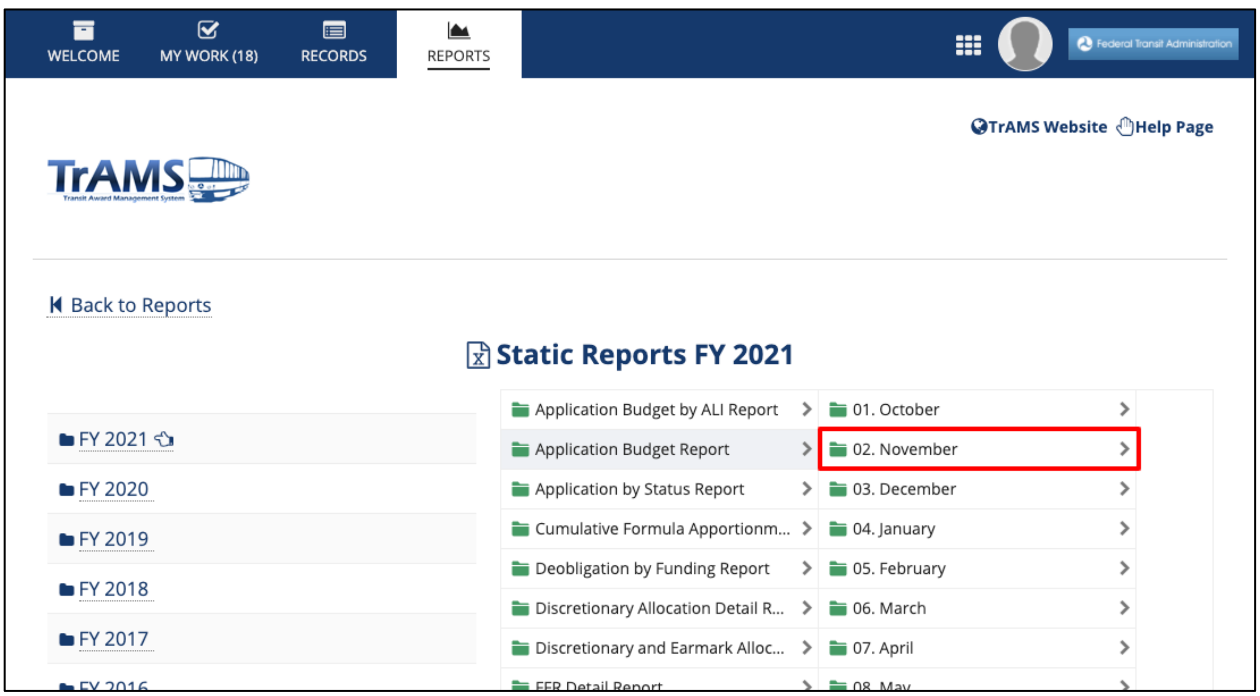
1. Go to the ‘Reports’ tab and select the fiscal year for the static report users wish to view. Archived data from TEAM is available for fiscal years prior to 2016 (e.g. click folder “FY 2015 Archive”).



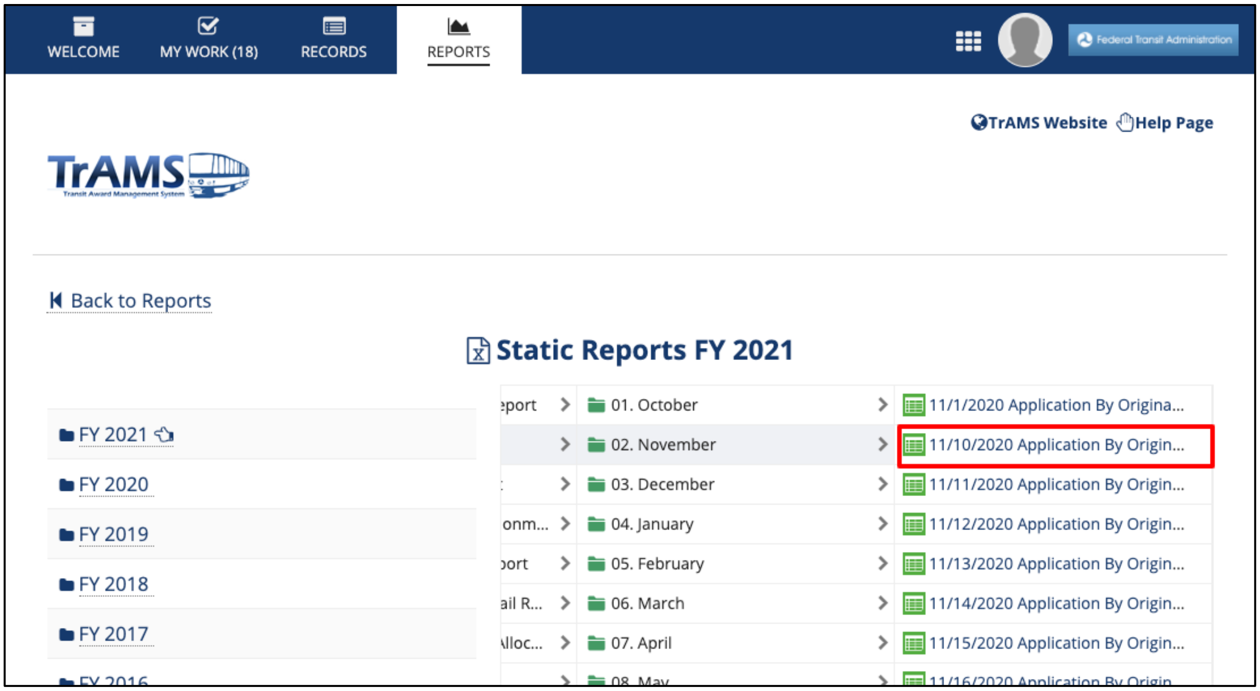
2. A list of all available static reports will display. Click on the desired report name (e.g. ‘Application Budget Report’).



3. A list of months will display in federal fiscal year order (October – September). Click on the desired month.



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.



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.

6.2.1.2 Dynamic Report Search Criteria

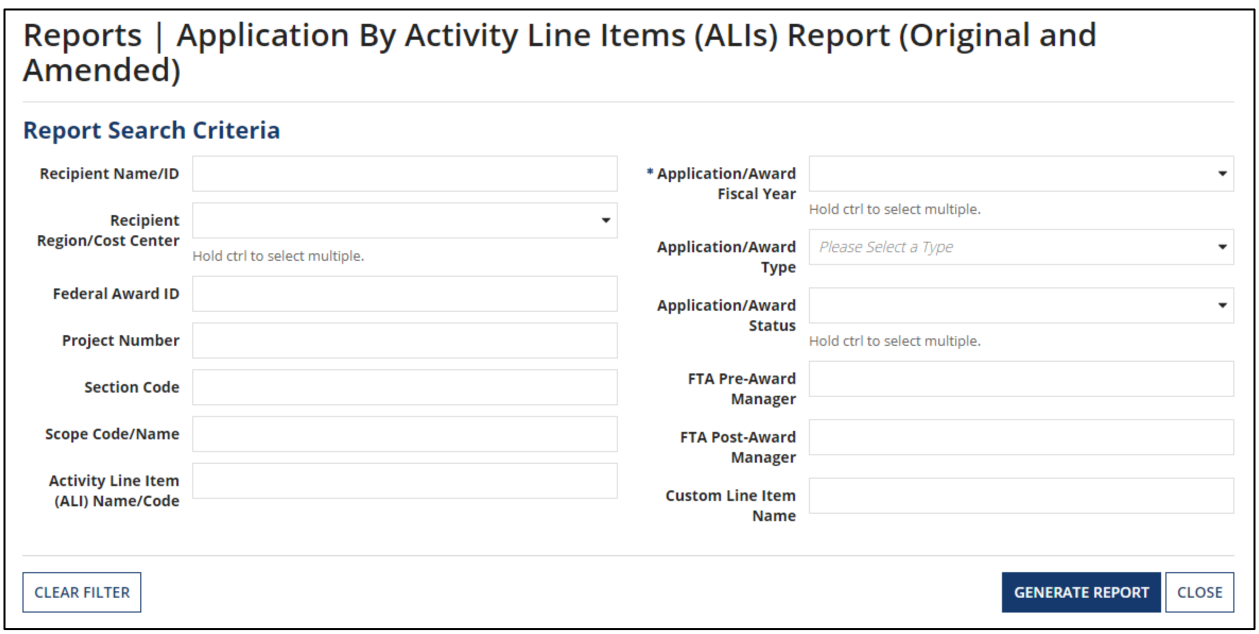
The following search criteria can be applied to the 'Application Budget by ALI Report':

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:


Reports | Application By Activity Line Items (ALIs) Report (Original and Amended)

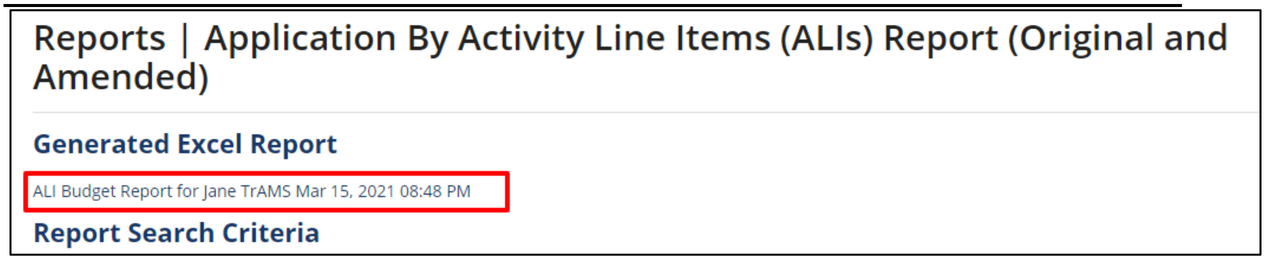
Report Search Criteria

Recipient Name/ID
Recipient Region/Cost Center
Hold ctrl to select multiple.
Federal Award ID
Project Number
Section Code
Scope Code/Name
Activity Line Item (ALI) Name/Code
* Application/Award Fiscal Year
Hold ctrl to select multiple.
Application/Award Type
Please Select a Type
Application/Award Status
Hold ctrl to select multiple.
FTA Pre-Award Manager
FTA Post-Award Manager
Custom Line Item Name

CLEAR FILTER
GENERATE REPORT
CLOSE

6.2.1.4 Dynamic Report Link

Report Link Text: 'ALI Budget Report for [User] [Date]'



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	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 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

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	Number
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")	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")	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**")	Number
24)	Budget ALI Quantity	User-defined quantity for an ALI	Number

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 Amount	Cumulative FTA amount for an ALI within the Award; amount is cumulative up to the latest "Active (Executed)" amendment	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':

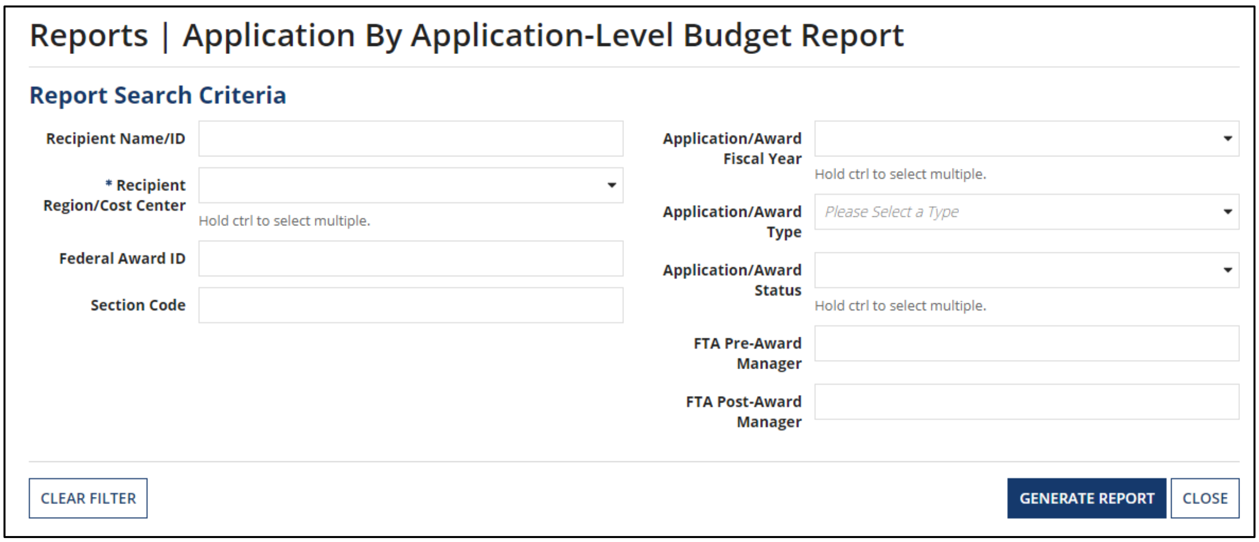
1) Recipient Name/ID FTA Only

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**.

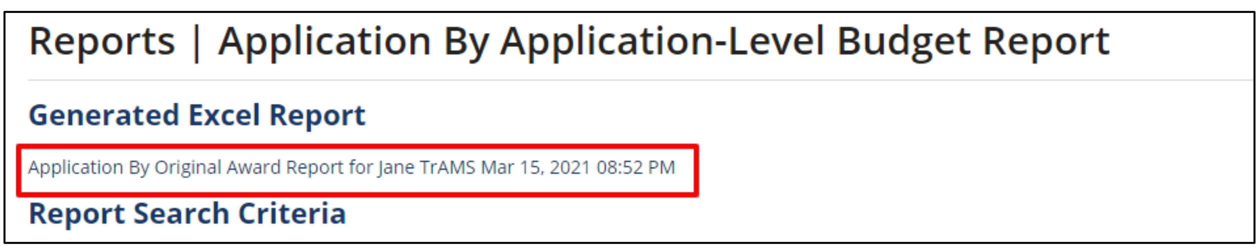
6.2.2.3 Form View

The 'Application Budget Report' form appears as follows:



6.2.2.4 Dynamic Report Link

Report Link Text: 'Application By Original Award Report for [User] [Date]'



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"

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	Application title for the latest "Active (Executed)" amendment	Text
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

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	Number
18)	Total Eligible Cost	Sum of FTA and non-FTA funding on Award; amount is cumulative to latest “Active (Executed)” amendment	Number ($)
19)	Total Non-FTA Amount	All non-FTA funding on Award; amount is cumulative to latest “Active (Executed)” amendment	Number ($)
20)	Current Amendment Amount	FTA obligation amount of the latest “Active (Executed)” amendment	Number ($)
21)	Total FTA Obligation Amount	Cumulative FTA obligation amount up to the latest “Active (Executed)” amendment	Number ($)
22)	Total Deobligation Amount	Cumulative FTA deobligation amount up to the latest “Active (Executed)” amendment	Number ($)
23)	Total Disbursement Amount	Cumulative disbursement amount up to the latest “Active (Executed)” amendment	Number ($)
24)	Total Refund Amount	Cumulative refund amount up to the latest “Active (Executed)” amendment	Number ($)
25)	Total Unliquidated Amount	Cumulative unliquidated amount up to the latest “Active (Executed)” amendment. *Calculation: Cumulative Obligations – Cumulative Deobligations – Cumulative Disbursements + Cumulative Refunds*	Number ($)

ID	Column Name	Description	Data Type
26)	Percent Disbursed	Percentage of funds disbursed from cumulative FTA obligation amount Calculation: Cumulative Disbursements / Cumulative Obligations	Number (%)
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

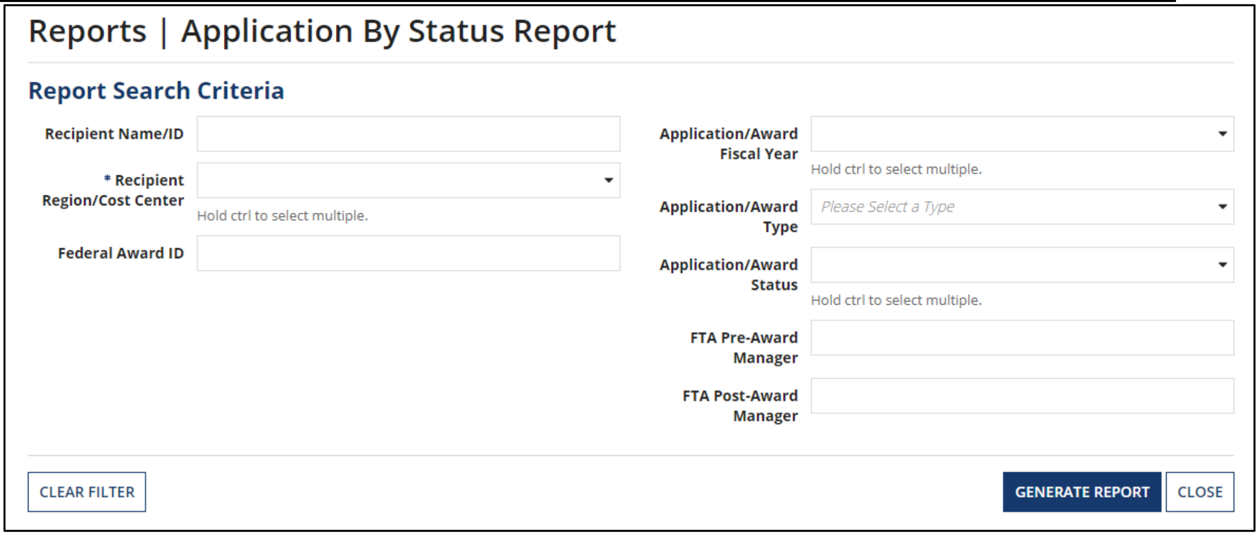
The following search criteria can be applied to the 'Application by Status Report':

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**.

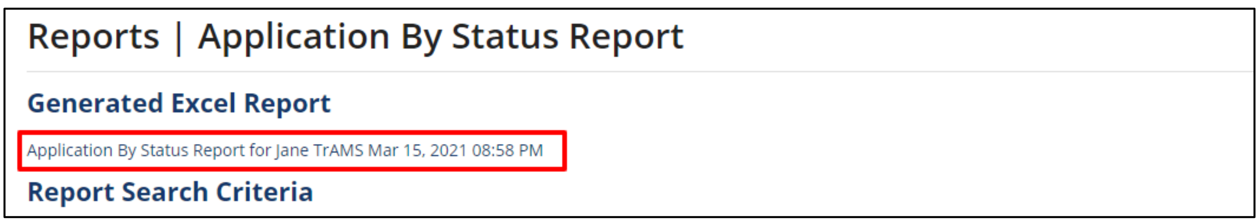
6.2.3.3 Form View

The 'Application by Status Report' form appears as follows:



6.2.3.4 Dynamic Report Link

Report Link Text: 'Application by Status Report for [User] [Date]'



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"

6.2.3.6 TrAMS Report Fields

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

ID	Column Name	Description	Attribute Type
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), 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 Concurrence Date	Latest 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

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 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.

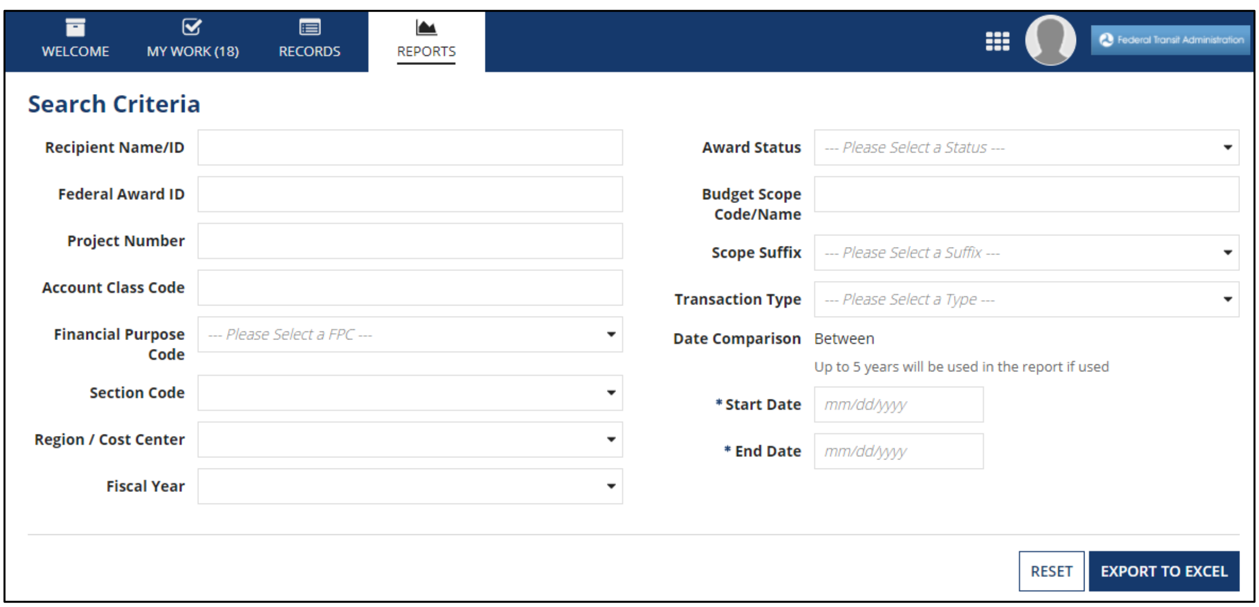
6.2.4.2 Dynamic Report Search Criteria

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

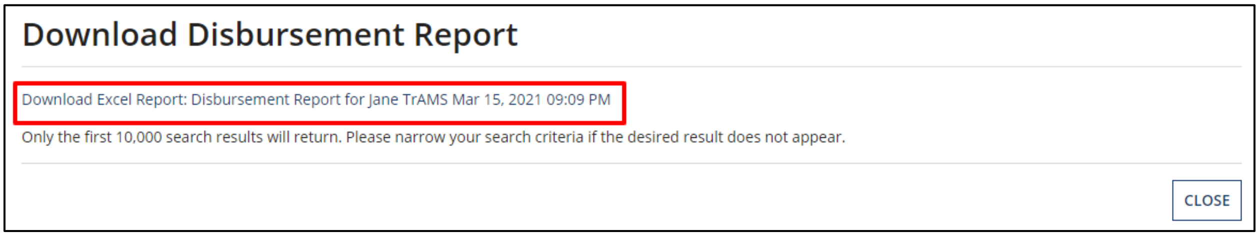
6.2.4.3 Form View

The 'Disbursement Report' form appears as follows:



6.2.4.4 Dynamic Report Link

Report Link Text: 'Download Excel Report Disbursement Report for [User] [Date]'



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	Text
4)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
5)	Recipient Name	Legal Business Name for recipient organization/applicant	Text
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).	Text
9)	FPC	Financial Purpose Code –2-digit code representing the financial purpose of the funds.	Text
10)	Financial Purpose	Description of the FPC	Text

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) 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)	Text
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':

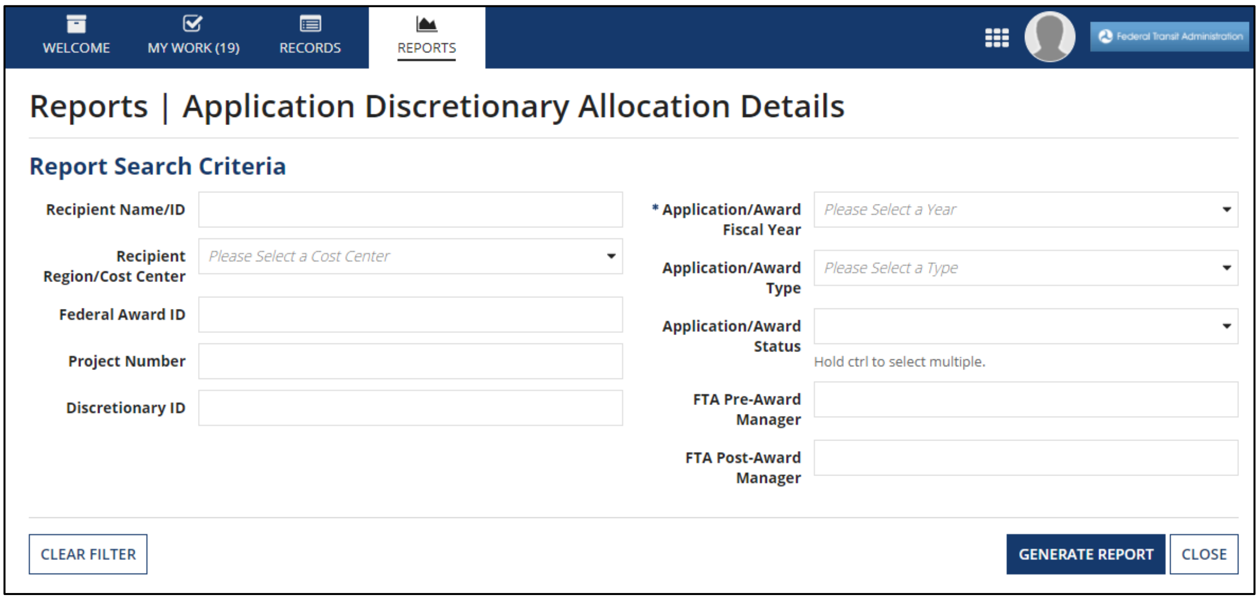
1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Federal Award ID

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**.

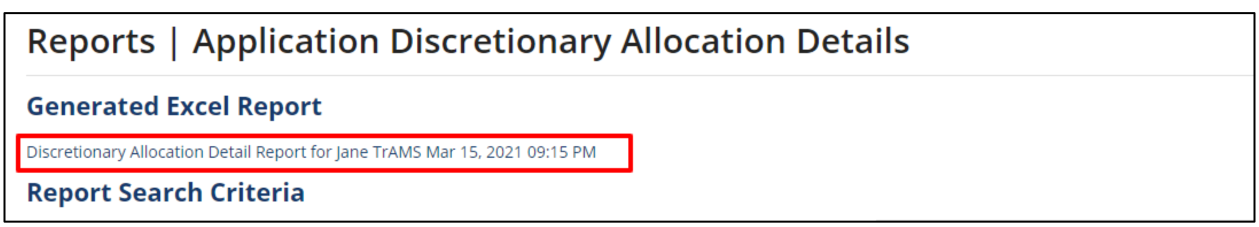
6.2.5.3 Form View

The ''Discretionary Allocation Detail Report' form appears as follows:



6.2.5.4 Dynamic Report Link

Report Link Text: 'Discretionary Allocation Detail Report for [User] [Date]'



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"

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

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.

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':

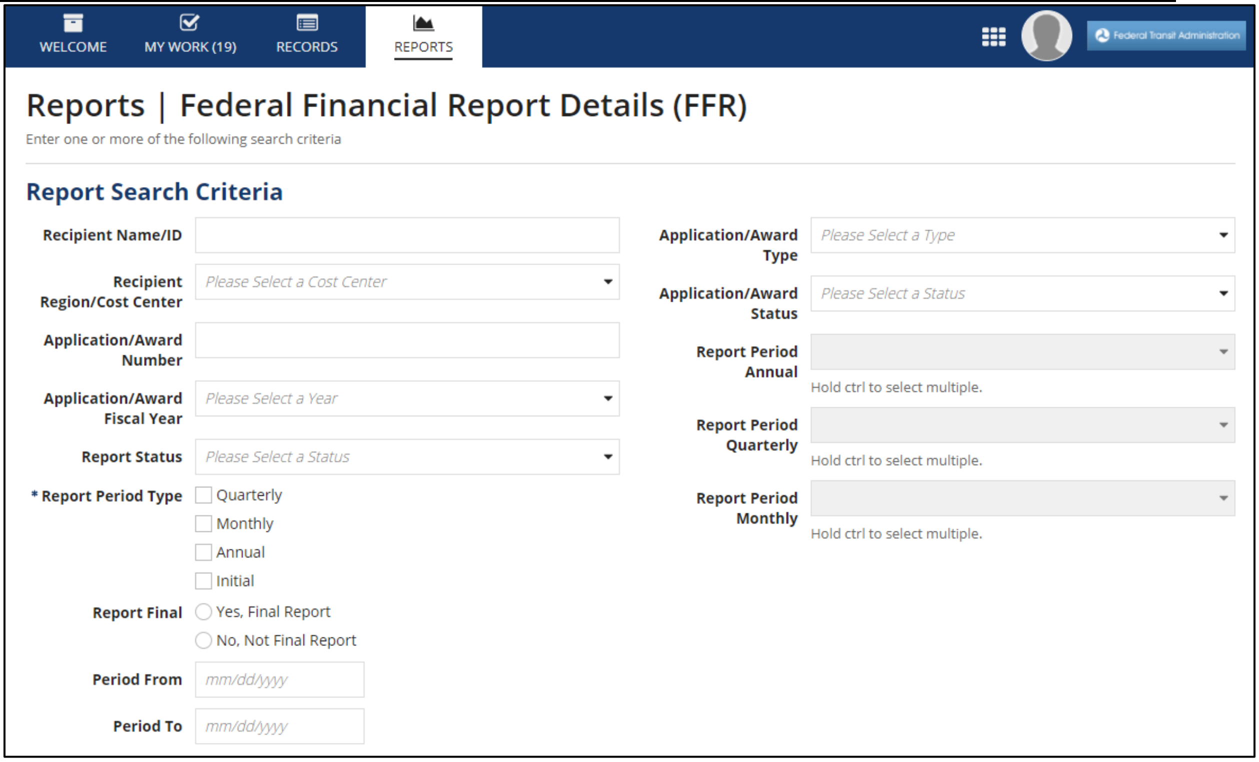
1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Application/Award Number
4) Application/Award Fiscal Year
5) Report Status
6) **Report Period Type***
7) Report Final
8) Period From
9) Period To
10) Application/Award Type
11) Application/Award Status
12) Report Period Annual
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:



6.2.6.4 Dynamic Report Link

Report Link Text: 'FFR Details Report for [User] [Date]'

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, 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':

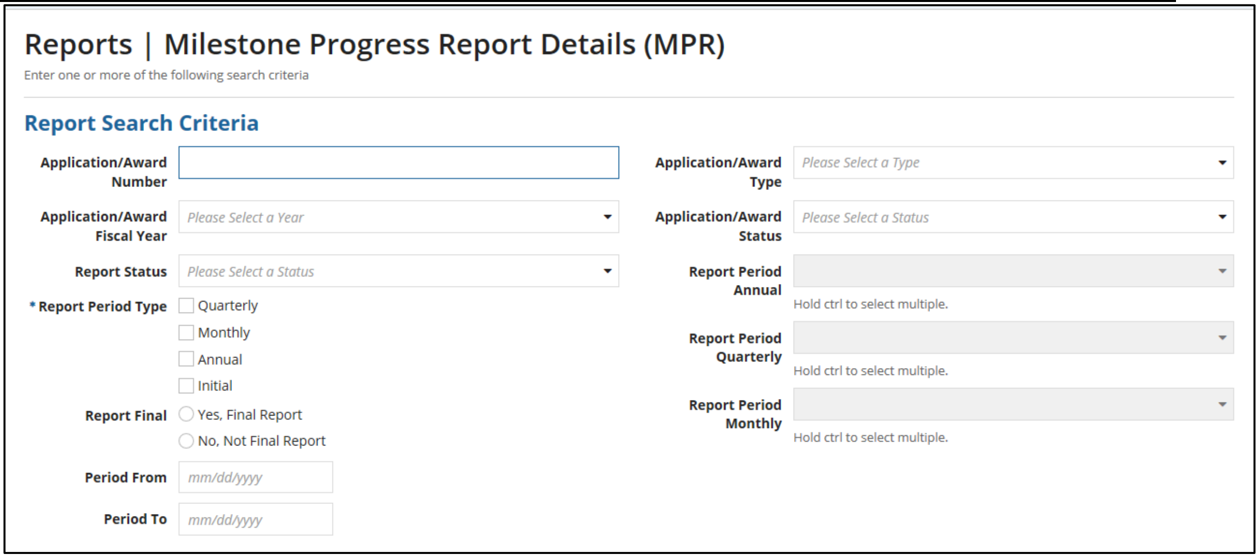
1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Application/Award Number
4) Application/Award Fiscal Year
5) Report Status
6) **Report Period Type***
7) Report Final
8) Period From
9) Period To
10) Application/Award Type
11) Application/Award Status
12) Report Period Annual
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:



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':

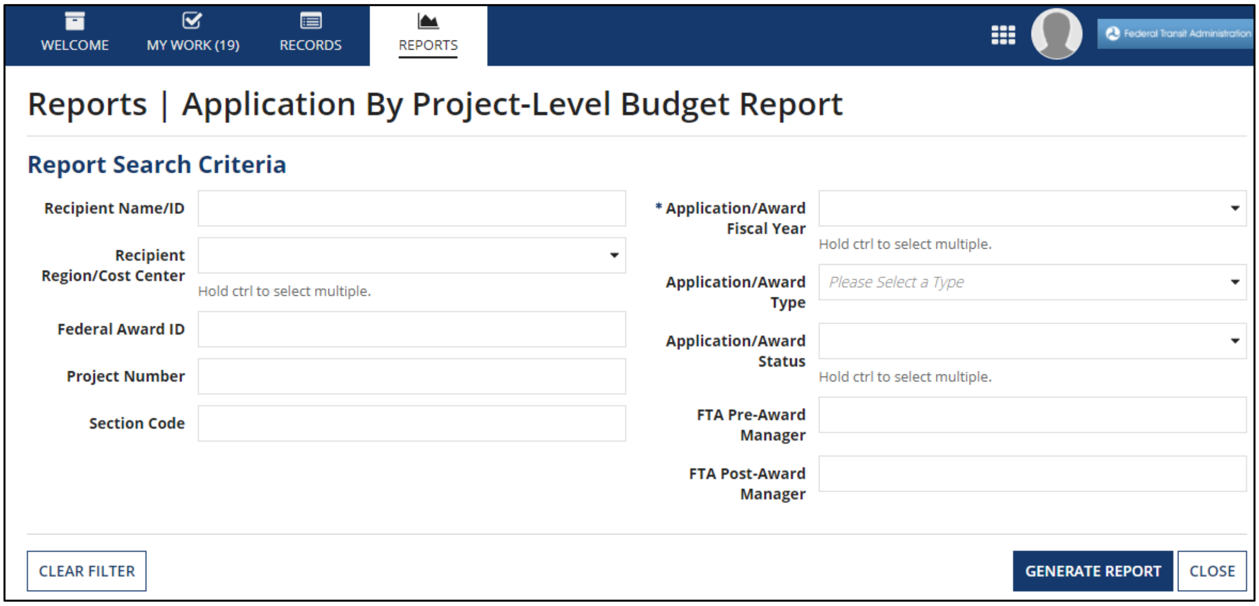
1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Federal Award ID
4) Project Number
5) Section Code
6) **Application/Award Fiscal Year***
7) Application/Award Type
8) Application/Award Status

9) FTA Pre-Award Manager
10) FTA Post-Award Manager

*** Indicates required search criteria**.

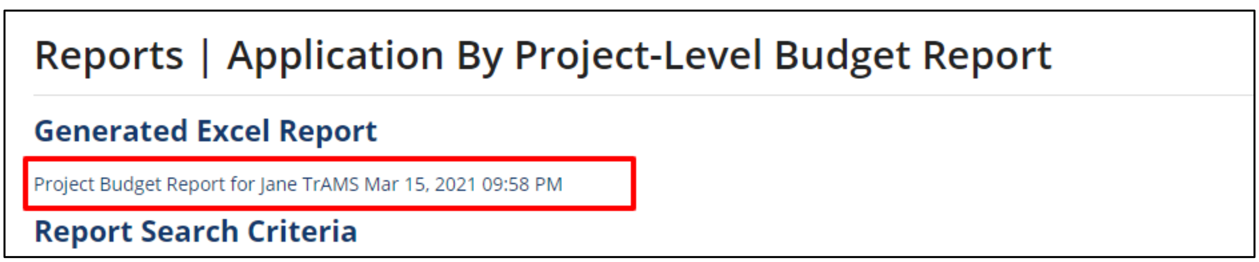
6.2.8.3 Form View

The ‘Project Budget Report’ form appears as follows:



6.2.8.4 Dynamic Report Link

Report Link Text: ‘Project Budget Report for [User] [Date]’



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

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") *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*	Number
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	Number ($)
20)	Total Project Non-FTA Amount	All non-FTA funding for a Project within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)

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	Number ($)
22)	Total Reservation Amount	Total funds reserved for a Project within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)
23)	Total Obligation Amount	Cumulative FTA obligation amount for a Project within the Award up to the latest "Active (Executed)" amendment	Number ($)
24)	Total Deobligation Amount	Cumulative FTA deoobligation amount for a Project within the Award up to the latest "Active (Executed)" amendment	Number ($)
25)	Total Disbursement Amount	Cumulative disbursement amount for a Project within the Award up to the latest "Active (Executed)" amendment	Number ($)
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

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.

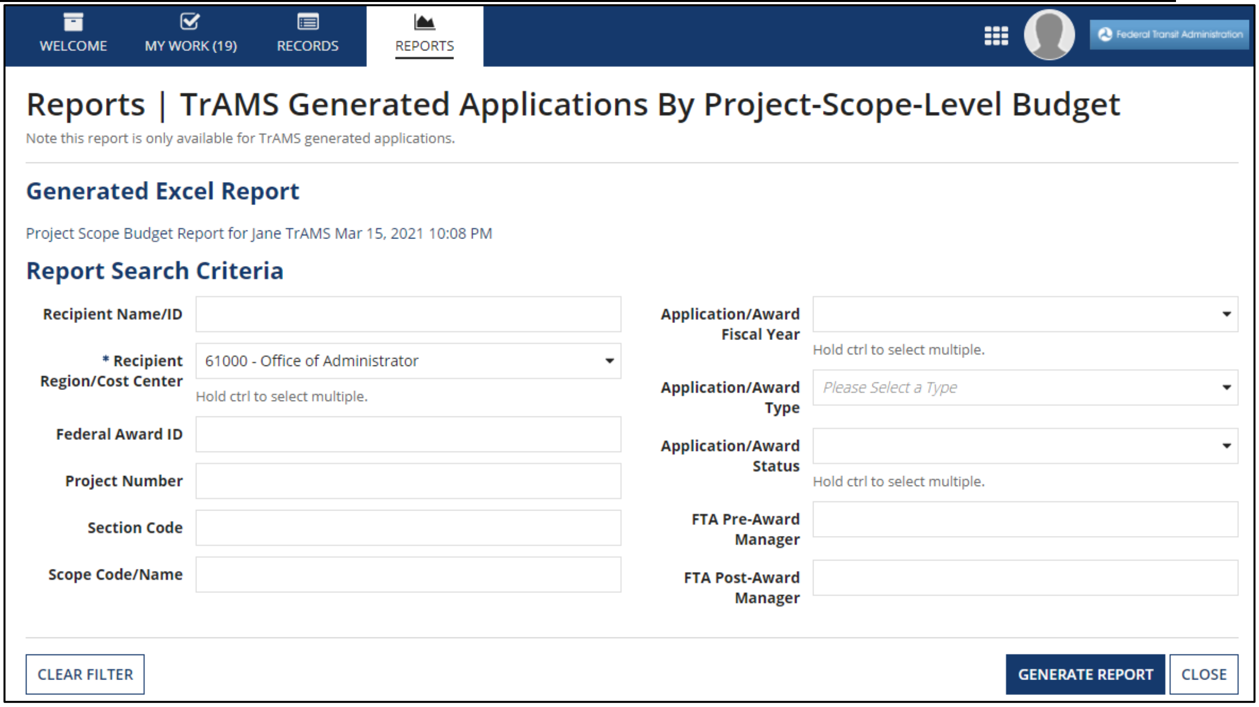
Note: This report only shows Applications that originated in TrAMS.

6.2.9.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Project Scope Budget Report':

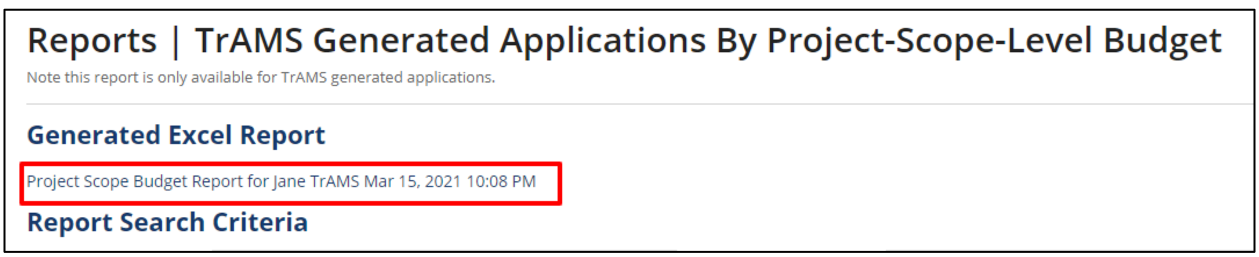
1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Federal Award ID
4) Project Number
5) Section Code
6) Scope Code/Name
7) Application/Award Fiscal Year
8) Application/Award Type
9) Application/Award Status
10) FTA Pre-Award Manager
11) FTA Post-Award Manager Form View

The 'Project Scope Budget Report' form appears as follows:



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

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**")	Text
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 *Calculation: Cumulative Disbursements / Cumulative Obligations*	Number (%)

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.

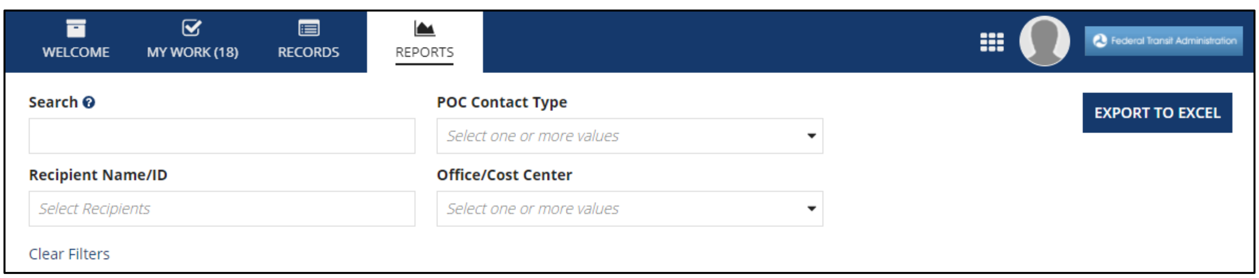
6.2.10.2 Dynamic Report Search Criteria

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

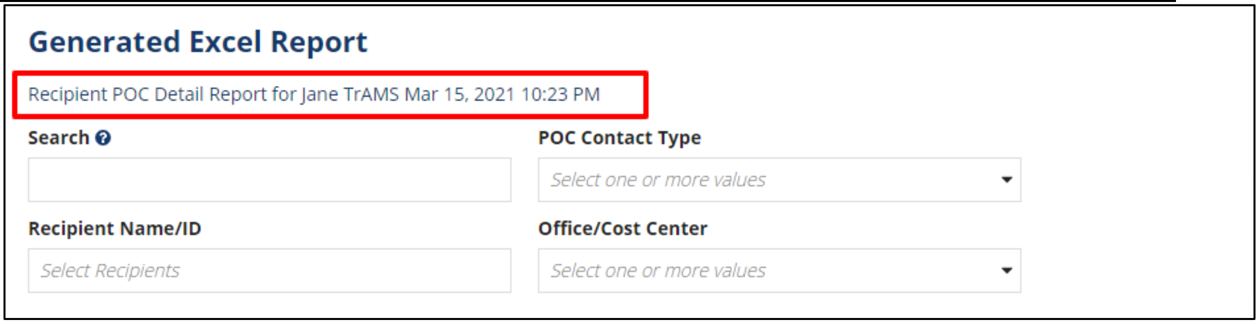
6.2.10.3 Form View

The ‘Recipient POC Detail Report’ form appears as follows:



6.2.10.4 Dynamic Report Link

Report Link Text: ‘Recipient POC Detail Report for [User] [Date]’



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"

6.2.10.6 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Recipient ID	4-digit system identifier for recipient organization	Number
2)	Recipient Name	Name of POC's associated recipient organization	Text
3)	Recipient Office/Region	Cost center associated with POC's recipient organization	Text
4)	Union Name	Name of POC's union (if union POC)	Text
5)	Title	POC's title as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text
6)	Full Name	POC's full name as displayed in Recipient POCs module (not available for SAM POCs)	Text
7)	Street Address	POC's street address as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text
8)	City	POC's city as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text
9)	State	POC's state as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text
10)	ZIP Code	POC's ZIP code as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Number
11)	Phone Number	POC's phone number as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Number

ID	Column Name	Description	Data Type
12)	Alternate Phone Number	POC's alternate phone number as displayed in Recipient POCs module	Number
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

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.

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

Acronym	Definition
ROD	Record of Decision
SAM	System for Award Management
STIP	Statewide Transportation Improvement Program
TIP	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.

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.