



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

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REGION 10 BULLETIN NO: 2014-52

Subject: TrAMS Hands-On Training Session

Date: October 15, 2014



The Federal Transit Administration (FTA) cordially invites you to participate in a hands-on training session of the future Transit Award Management System, referred to as TrAMS. This is a basic “101” training to familiarize users with the system and prepare for the transition from Transportation Electronic Awards Management (TEAM) to TrAMS later in Fiscal Year (FY) 2015.

We will cover the basics to orient you to the TrAMS system, learn about the differences between TEAM and TrAMS, and learn the basics of drafting applications, preparing/submitting Milestone Progress Report/Federal Financial Report (MPR/FFR), submitting budget revisions and creating grant amendments. This is a one day hands-on training where you will get to work directly in the TrAMS system.

Please be advised that participants must bring their own laptops to complete the training exercises. Internet connections will be provided on site; however, the facility does not have computer stations. The same information will be presented on each of the available dates listed below.

Training is available for current FTA grantees with a valid recipient/vendor TEAM identification numbers. Training space is limited to 30 participants each day and we want as many different grantees as possible to have an opportunity to participate. **Please register ONLY TWO individuals from your organization to attend during the week.** Participants should be your organization’s representative who currently manages your FTA grants in TEAM. If your agency registers more than two individuals, we will contact you to select which two will participate. Registration is based on a first-come first-served policy and we will create wait lists as necessary and open up slots as they come available. You must be registered and receive a confirmation to attend. FTA will offer more training soon. Region 10 Office will send future notices as they are scheduled.

Training Dates (Choose one)

Tuesday, December 9, 2014

Wednesday, December 10, 2014

Thursday, December 11, 2014

Location

Motif Seattle Hotel
1416 Fifth Avenue
Pioneer Room
Seattle, WA 98101

Schedule

Registration will open at 8:00 AM. Training will begin promptly at 8:30 AM and will end at 5:00 PM.

How to Register for a Training Session

Click on the link below (or copy and paste it into your browser) to register.

https://www.Planitnow.com/TRO10_SEA2.php.

After registering, you will receive a confirmation email containing directions to your Training location, information on nearby hotels and other information related to your session. If you do not receive a confirmation email, please contact the TrAMS registrar, trams@planitow.com to make sure that you are properly registered. **Registration for the Region 10 TrAMS Workshops will close on Friday, October 31, 2014.**

Questions?

General TrAMS-related questions not related to this training session may be sent to the TrAMS Working Group at fta.trams@dot.gov. Future web-based training will be announced in the fall. We also encourage you to sign up for TrAMS alerts for other training opportunities and news about TrAMS by visiting FTA's website at <http://www.fta.dot.gov/TrAMS>.

For registration-related questions, please contact trams@planitnow.com or 240-343-4071.

For questions regarding training sessions offered in Region 10, please contact Amy Changchien at 206-220-4464 or email amy.changchien@dot.gov.

Sincerely,

Richard
Krochalis

Digitally signed by Richard Krochalis
DN: cn=Richard Krochalis, o=FTA,
ou=TRO-10,
email=rick.krochalis@dot.gov, c=US
Date: 2014.10.15 13:00:18 -07'00'

R.F. Krochalis
Regional Administrator

