



U.S. Department of Transportation Federal Transit Administration

FTA TeamWeb





TeamWeb at a glance

- **What is TeamWeb**
 - Transportation Electronic Award and Management System
- **How do I get to TeamWeb???**
 - <http://ftateamweb.fta.dot.gov/>





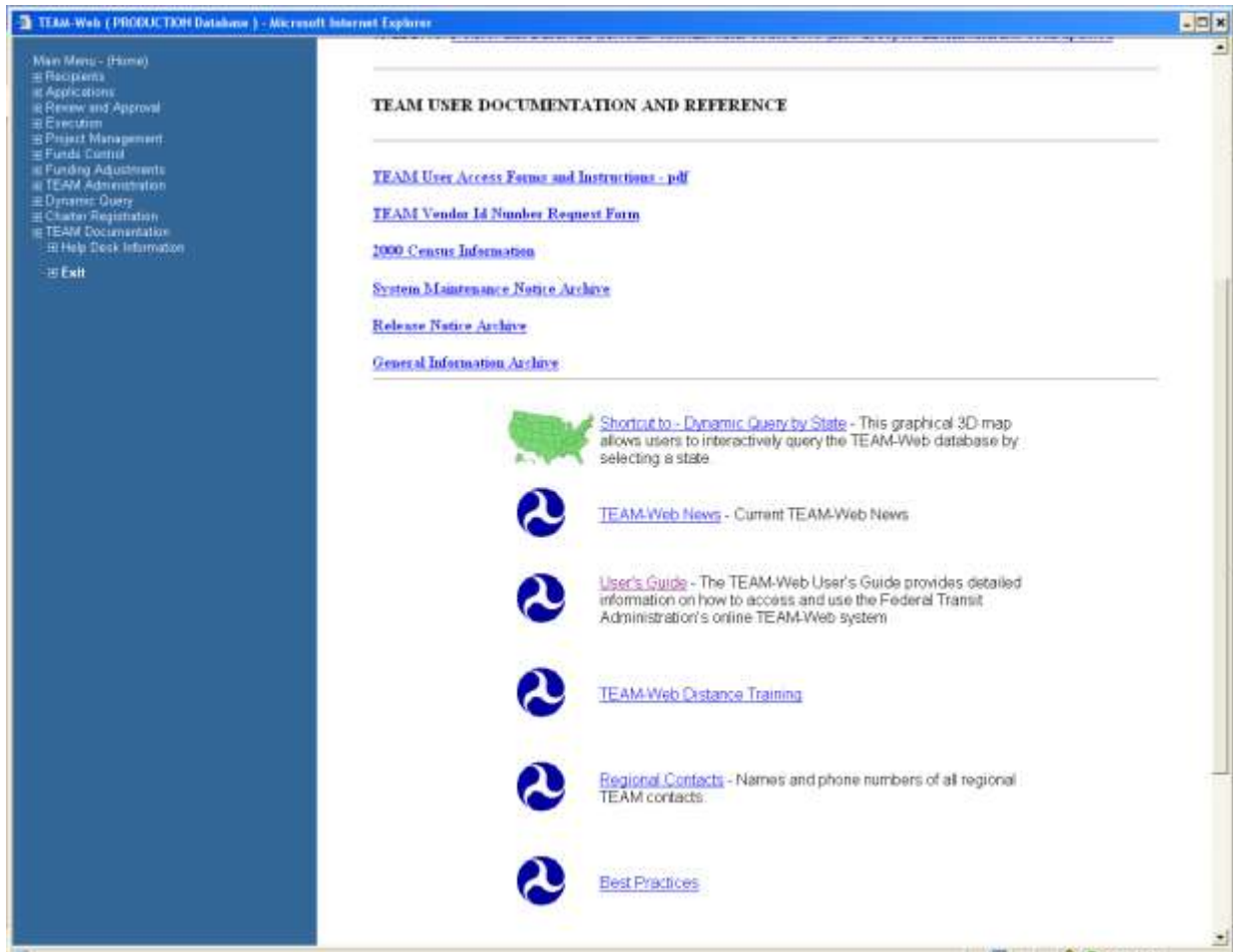
TeamWeb Access

Transportation Electronic Award Management System (TEAM) Grantee / Recipient User Access Request			
Check Applicable Box:			
New User With Pin		☐	Modify User
New User Without Pin		☐	Delete User
		☐	Username
Warning: The information contained in this form is protected under Public Law 93-579, Privacy Act.			
USER INFORMATION			
First Name		Last Name	
Title		Organization Name	
Mailing Address (Street Number, City, State and ZIP Code)		Recipient ID	
Gender		M / F (Optional)	
Office Phone		SSN (Last 4 Digits)	
FAX Number		Email Address	
User's Authorizing Signature (see instructions)		Printed Name of above	
Date			
*This is information is required to establish or renew your TEAM user account. By completing this form, you expressly agree that the information provided is true and complete to the best of your knowledge. Invalid information will be grounds for refusal to establish a new user account or the deletion of an existing TEAM account.			
APPLICATION ACCESS (Check all that apply).			
Recipient Access Type		Recipient PIN Functions	
☐ Inquiry Only		☐ Submit Application	
☐ Inquiry/Update		☐ Receive Award	
☐ Database		☐ Certify as User	
☐ Production		☐ Certify as Official	
☐ Quality Assurance		☐ Certify as Both User and Official	
☐ Both Production and QA		☐ Provide Supplemental Agreement	
(PIN Functions require Designation of Signature Authority on Organization/Agency Letterhead. See instructions).			
Designated Recipient ID(s) (Indicate Below)			
Metropolitan Planning Organization (MPO) ID			
ACKNOWLEDGMENT OF RULES OF CONDUCT FOR SYSTEM USE			
As a TEAM user, I understand that I am personally responsible for the use and misuse of my TEAM login ID and password. I understand that by requesting TEAM access and accepting using such access that I must comply with the following:			
1. When downloading sensitive information, I will ensure that the information has the same level of protection as FTA applications. 2. I will not permit anyone to use my TEAM access information (i.e. user ID, password or other authentication). My password (or other authentication) will be kept private, not stored in a place that is accessible by anyone other than the myself (i.e. family members, friends, etc.). If stored, the password will not be in text format. 3. I will follow standard password procedures and change my password every ninety (90) days. My passwords will be at least eight (8) alphanumeric characters and contain at least one (1) capital letter and one (1) number. 4. I will report any security problems and anomalies in system performance to the appropriate FTA Office. 5. I will notify the appropriate FTA Office to eliminate my TEAM access in the event of job transfer, termination, or if TEAM access is no longer required. 6. I understand that if I am not using FTA-supplied equipment and FTA suffers a security breach or compromise that is my fault, I may be required to allow access to my equipment by authorized representatives of the Federal Government to determine the causes and to take corrective action(s).			
I agree to and will comply with all of these conditions and understand that failure to do so will result in permanent removal of my TEAM access, and may result in other disciplinary or legal action. By signing my name in the space below, I hereby acknowledge this agreement, and certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same.			
Signature		Printed Name	
Date			
FTA AUTHORIZATION			
FTA Functional Approval		FTA Operational Approval	
Signature of Authorizing FTA Official		Signature of Authorizing FTA Official	
Printed Name		Printed Name	
Title / Office		Title / Office	
Date		Date	
Processed		User ID	
PIN			
TEAM REQUEST User Access Request Form Revised 03/2008			





TeamWeb User's Guide





TeamWeb Basics

TEAM-Web (Quality Assurance Database) - Microsoft Internet Explorer

Recipient Query Results

ID	Recipient	CITY
728	THIS VENDOR TO BE SELECTED BY COMPETITIVE BID	CITY
1000	ALABAMA DEPARTMENT OF TRANSPORTATION	MON
1001	FLORIDA DEPARTMENT OF TRANSPORTATION	TAL
1002	GEORGIA DEPT. OF TRANSPORTATION - OFFICE OF INTERMODAL PROGRAMS	ATL
1003	KENTUCKY TRANSPORTATION CABINET	FRA
1005	NORTH CAROLINA DEPARTMENT OF TRANSPORTATION	RAL
1006	SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION	COL
1007	TENNESSEE DEPARTMENT OF TRANSPORTATION	NAS
1009	MISSISSIPPI DEPARTMENT OF TRANSPORTATION	JAC
1011	CITY OF COLUMBIA	COL
1018	CITY OF GADSDEN	GAD
1019	CITY OF MONTGOMERY -Montgomery	MON

Recipient Details

Recipient ID: 728

Recipient Name: THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Address: STREET ADDRESS

City/State/Zip: CITY NAME ST 20590 0

Phone: 000-000-0000 Ext: 0000 Fax: 000-000-0000

Internet Address:

View / Modify Recipient (THIS VENDOR TO BE SELECTED BY COMPETITIVE BID) - Microsoft Internet...

View / Modify Recipient

General | Contact Persons | Cert's & Assurances | Codes | Payment Codes | Civil Rights

Organization: 728 THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Acronym: TO BE SELECTED NTDB Code: 0

STREET ADDRESS FY Start: January

Street: Cert's & Assur's: Mstr Agmt Iss'd:

City/State/Zip: CITY NAME ST 20590 0 Assistance: ☐ Yes ☒ No

Phone Number: 0000000000 *00000 Designated Recipient: ☐ Yes ☒ No

Fax Number: 0000000000 MP0: 0

Internet Addr.: State DOT: ☐ Yes ☒ No

Cost Center: 62000 DST Type: For Profit Organisation

Geog. Location: Type: Private Contractor

Last Updated: 12/17/2003 DBE: ☐ Yes ☒ No

DUNS Number:





TeamWeb Basics (Continued)

View / Modify Recipient (THIS VENDOR TO BE SELECTED BY COMPETITIVE BID) - Microsoft Internet...

View / Modify Recipient

General | Contact Persons | Cert's & Assurances | Codes | Payment Codes | Civil Rights

Organization: 728 THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Cat	Description	Applicable	N/A	Cert Date	Text
01	REQUIRED OF EACH APPLICANT	☐	☐		
02	LOBBYING	☐	☐		
03	PRIVATE MASS TRANSPORTATION COMPANIES	☐	☐		
04	PUBLIC HEARING	☐	☐		
05	ACQUISITION OF POLLING STICK	☐	☐		

Affirmation of Certifications and Assurances

FEDERAL FY 2004 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE

AFFIRMATION OF APPLICANT

Name of Applicant THIS VENDOR TO BE SELECTED BY COMPETITIVE BID

Name and Relationship of Authorized Representative:

Official's Name: PIN: **CERTIFY**

Attorney's Name:

Internet



TeamWeb Basics (Continued)

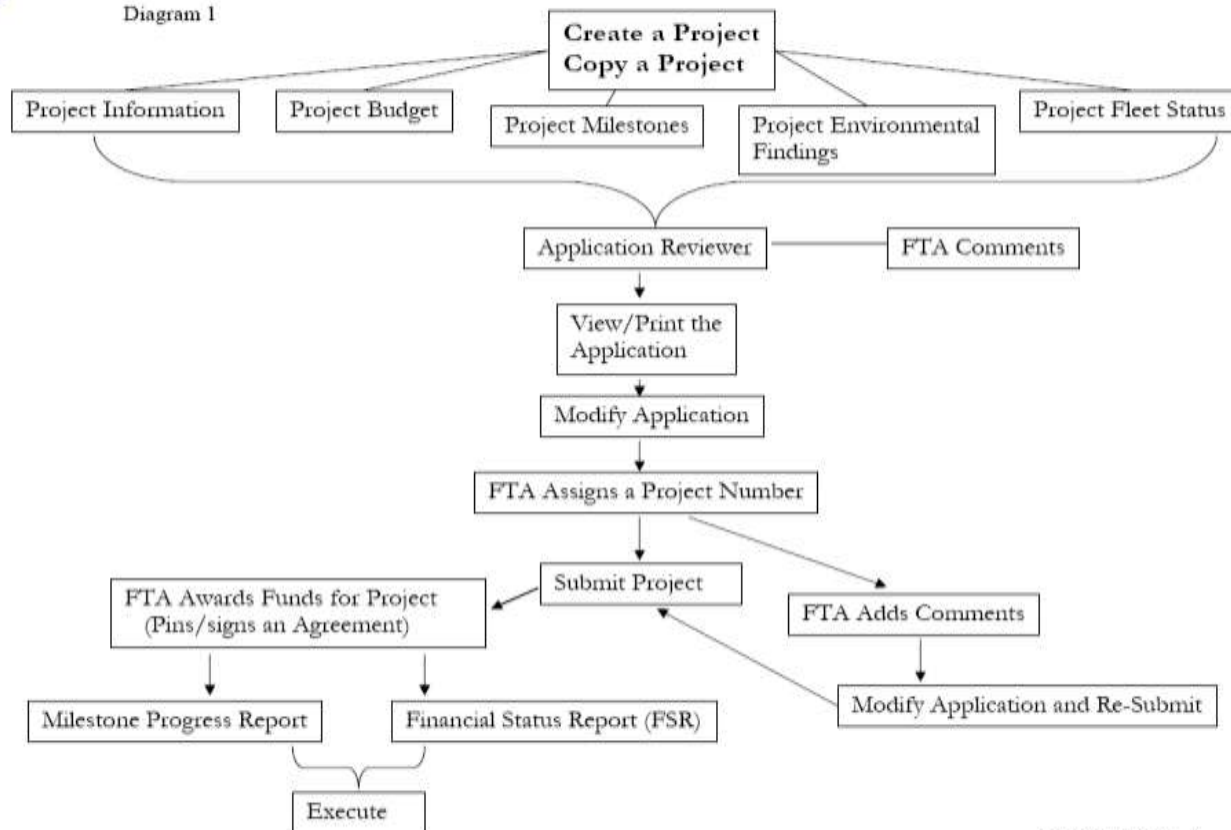
Pre Award



TEAM-Web User Guide

Print Date: 3/10/2008

Diagram 1



Chapter 3 Page: 5





TeamWeb Basics (Continued)

Create New Project Cancel OK

New Project Detail | **Project Description**

Recipient ID: 6696 - COQUILLE TRIBE OF OREGON
COQUILLE TRIBE OF OREGON
PO BOX 783
3060 TREMONT ST
NORTH BEND, OR 97459 - 0

Enter a requested Project Number (FTA will approve or reassign):
Project Number:
Section of Statute: Not Specified
Brief Description:
Program Date:
Fiscal Year: 2007

Proposed Environmental Classifications:

Class I (EIS):	☒ No ☐ Yes	Class II (CE):	☒ No ☐ Yes
Class III (EA):	☒ No ☐ Yes	Other (401, 106):	☒ No ☐ Yes

Create New Project Cancel OK

New Project Detail | **Project Description**

Recipient ID: 6696 - COQUILLE TRIBE OF OREGON
COQUILLE TRIBE OF OREGON
PO BOX 783
3060 TREMONT ST
NORTH BEND, OR 97459 - 0

Project Description





TeamWeb Basics (Continued)

https://ftateamweb.fta.dot.gov/appIndex=96&amendment_id=232953&contract_id=232953&AllowGN...

Project Information

General | Control Totals | UZA/Cong Dist | Earmarks | Security

Recipient: 1177 ILLINOIS DOT
STATE OF ILLINOIS DEPARTMENT OF TRANSPORTATION

Project: Operating Assistance for SFY 06

Project Type: Grant Award

New/Amendment: New

Amend Reason: Initial Application

Recip. Type: State Agency

Sec of Statute:

Fed Dom Asst#: 20.509 - Formula Grants for Other Than Urbanized Areas

FTA Proj Mgr:

Recip Contact:

State Appl ID:

Est Start/End:

Rec by State:

EO 12372 Review: ☐ Yes ☒ No ☐ N/A

Contract No:

Rev Date:

Planning Grant: ☐ Yes ☒ No

Program Date: 7/1/2005

Program Page:

Application Type: ☐ Paper ☒ Elect

Supplemental Agreement: Yes No

Project Description

Done Trusted sites 100%

Making
Changes



TeamWeb Basics (Continued)

https://tateamweb.fta.dot.gov/appIndex=9&amendment_id=232953&project_id=&contract_id=232...

BUDGET(-1)

ADD DELETE COPY PASTE FIND PRINT SAVE UNDO REDO OK

PRJBUD

- 11100
 - 111201
 - 111301
- 11400
 - 114302
- 11700
 - 117101
- 11900
 - 119303
- OTHER

PROJECT CONTROL TOTALS: 0 \$1,481,833.00 \$1,481,833.00

DIFFERENCE: 0 \$1,481,833.00 \$1,481,833.00

Activity	Activity Line Item Description	Qty	FTA Amount	Total Elig. Cost
119303	CONSTRUCT LANDSCAPING / SCENIC BEA	0	\$0.00	\$0.00

11900 TRANSIT ENHANCEMENTS (BUS) 0 \$0.00 \$0.00

Scope/ALI: 119303

Std. Desc: CONSTRUCT LANDSCAPING / SCENIC

User Desc: CONSTRUCT LANDSCAPING / SCENIC

Fuel:

Reviewer Messages:

Details:

Done Trusted sites 100%

The
Budget



TeamWeb Basics (Continued)

Very Important

VA-90-0032 - Microsoft Internet Explorer

Milestones [ADD] [DELETE] [EDIT] [PRINT] [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [CANCEL] [OK]

Scope-ALI	Seq No	Milestone Description	Estimated Comp. Date
111201	1	RFP/IFB OUT FOR BID	
	2	CONTRACT AWARDED	
	3	FIRST BUS DELIVERED	
	4	ALL BUSES DELIVERED	
	5	CONTRACT COMPLETE	
11900	1	RFP/IFB Issued	
	2	Contract Award	
	3	Contract Complete	
11120-111301	1	RFP/IFB OUT FOR BID	
	2	CONTRACT AWARDED	

Line Item: 111201 buy replacement 40-ft bus

FTA Amount: \$1,400,000.00 Total Eligible Cost: \$1,750,000.00 Quantity: 5

Milestone Detailed Description

[Internet]

Environment Finding - Microsoft Internet Explorer

VA-90-0032

Activity Line Item # EFs

- PRJBUD 1
 - 111201 1
 - 11100 0
 - 111301 0
 - 11400 0
 - 114302 0
 - 11700 0
 - 117101 0
 - 11900 0
 - 119303 0
- OTHER 0

Line Item: 111201 BUY REPLACEMENT 40-FT BUS

FTA Amount: 1400000 Total Eligible Cost: 1750000 Quantity: 5

Env. Findings Table

#	Classification
1	Class II(c)

Environmental Finding #1 for ALI 111201 (Class II(c))

Select Categorical Exclusion Type

- ☐ Type 15: Alteration for elderly & persons w/ disabilities
- ☐ Type 16: Program Admin. & Operating Assistance
- ☒ Type 17: Purchase of vehicles
- ☐ Type 18: Track & railbed maintenance/improvements
- ☐ Type 19: Install/Purchase maintenance equipment
- ☐ Type 20: Promulgation of rules and regulations

The purchase of vehicles by the applicant where the use of these vehicles can be accommodated by existing facilities or by new facilities which themselves are within a CE

Environmental Finding Details/Justification

Justification...

[Internet]





TeamWeb Basics (Continued)

VA-90-0032 - Microsoft Internet Explorer

Fleet Status

Fleet Status | **Fleet Details**

Fleet Type:

- ☒ Fixed Route
- ☐ Paratransit
- ☐ Light Rail
- ☐ Commuter Rail
- ☐ Heavy Rail
- ☐ Waterbourne
- ☐ Other

	I. Active Fleet	Before	Change	After
A. Peak Requirement		0	0	0
B. Spares		0	0	0
C. Total (A+B)		0	0	0
D. Spare Ratio (B/A)		0%	0%	0%
	II. Inactive Fleet			
A. Contingency		0	0	0
B. Pending Disposal		0	0	0
C. Total (A+B)		0	0	0
III. Total (I.C and II.C)		0	0	0

Done Internet



TeamWeb Basics (Continued)

https://ftateamweb.fta.dot.gov/?amendment_id=246787&scopeonly=1&autocal...

Reviewer Findings

ERROR in Budget:
The budget control totals input on the project information screen are not equal to the sum of all scopes in the detailed budget.
INSTRUCTIONS: Open the Project Information window and revise the control totals to match the sum of all scope activity or open the Budget Details window reconcile the scope data to the control totals..

ERROR in Budget:
Error on Budget Line Item #1: PRJBUD-Project Budget
This budget has no scopes. It must have at least one scope.

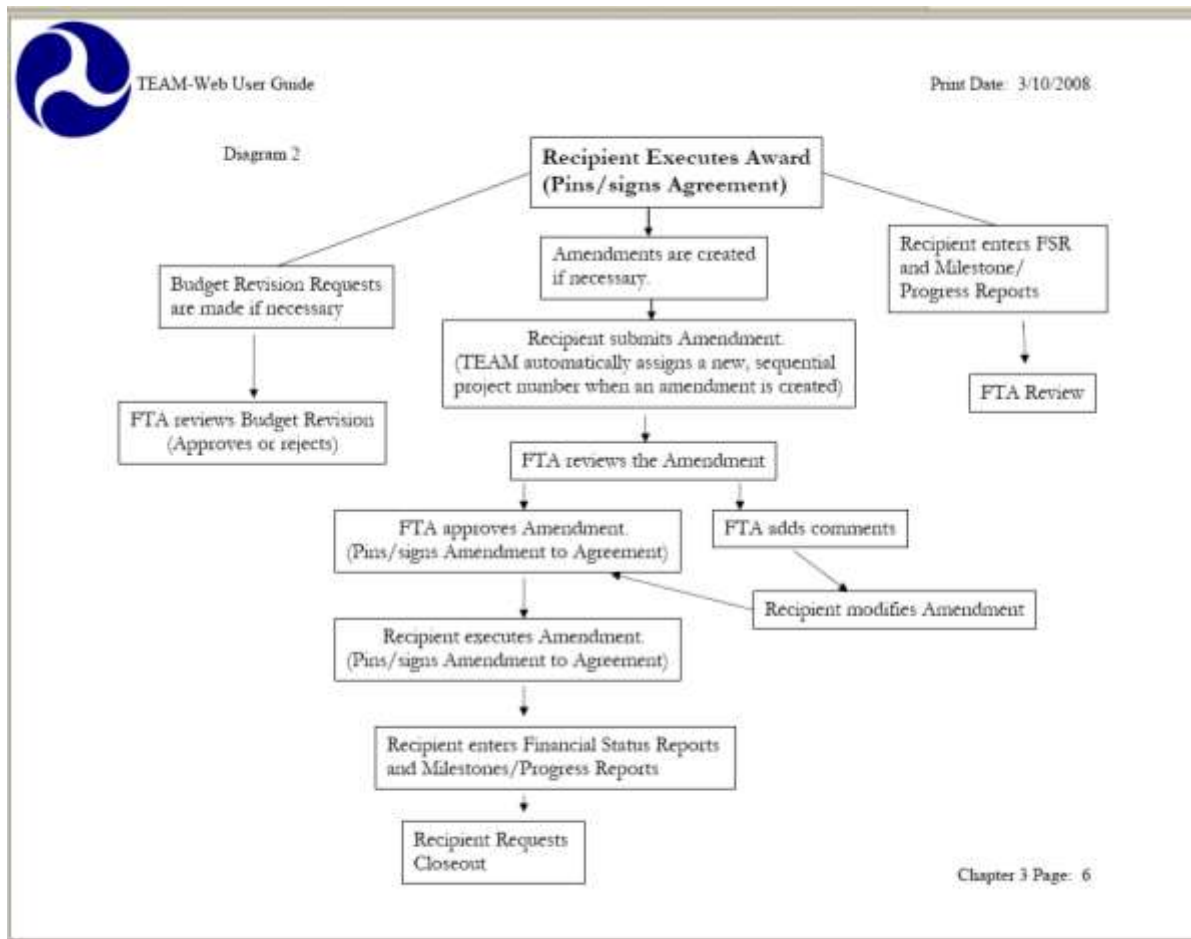
ERROR in Milestones:
The application must have at least one Milestone.
INSTRUCTIONS: Open the Milestones window and add at least one milestone for the application.

ERROR in Environmental Findings:
The application must have at least one Environmental Finding.
INSTRUCTIONS: Open the Environmental Findings window and add at least one finding.

11



TeamWeb Basics (Continued)



Post Award





TeamWeb Basics (Continued)

https://ftateamweb.fta.dot.gov/?ProjID=VA-90-X332-00&grantee_id=1458&appl...

Execute Award [CANCEL] [OK]

Summary | **Award**

Award Agreement

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION

GRANT AGREEMENT
(FTA G-13, October 1, 2006)

On the date the authorized U.S. Department of Transportation, Federal Transit Administration (FTA) official's electronic signature is entered for this Grant Agreement, FTA has Awarded Federal assistance in support of the Project described below. Upon Execution of this Grant Agreement by the Grantee named below, the Grantee affirms this FTA Award, and enters into this Grant Agreement with FTA. The following documents are

Please note that this verification is being recorded under the name of:

Officials Name:

Title: PIN:

Done [Progress Bar] [Trusted sites] 100%



TeamWeb Contacts

Robert Buckley – FTA Region IV

Phone: 404-865-5618

Email: robert.buckey@dot.gov

FTA TeamWeb Help Desk

Phone: 1-888-443-5305

Email: Team.HelpDesk@dot.gov





Questions?





Contact Information

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