

FTA

FEDERAL TRANSIT ADMINISTRATION

TEAM Budget Revisions Stakeholder Session March 1 and 3, 2016 Draft



U.S. Department of Transportation
Federal Transit Administration

Please be advised information is subject to change and enhancements may be incorporated post deployment. Please refer to the FTA TrAMS website for guidance, updates and corrections to related to TrAMS.

Thank you for your understanding and cooperation.
www.fta.dot/TrAMS

Session Overview

- 1) General Guidance
- 2) TEAM vs. TrAMS Budget Revisions
- 3) Create a Budget Revision on existing TEAM Award

Future session will be held to discuss post award actions on new TrAMS awards.

Post Award Considerations

- All budget revisions entered into the system must be approved to have an active budget.
- Simply entering the information and having a conversation does not constitute an approved revision to the award budget. This will be even more important with new TrAMS awards.



Coordination Prior to Action



FIRST coordinate FTA before taking any action in TrAMS to ensure the appropriate type of post award modification is used.

- There is no related action to auto delete a draft budget revision (or draft amendment).
- If a budget revision is created in error, only the help desk can remove the draft and revert it to the last active status.

Budget Revisions

While you have flexibility, FTA will evaluate how your action impacts the scope of work. In general, FTA Circular 5010 applies, and additional guidance will be forthcoming to better explain when budget revisions are acceptable actions.

Reminder: Existing milestones cannot be modified in a budget revision; you can modify existing milestones in your next milestone progress reporting cycle.

Budget Revisions in TrAMS

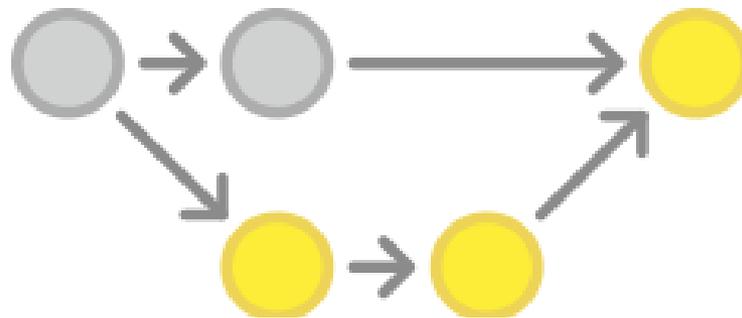
- Request FPC fund transfers.
- Reallocate funds across existing ALIs.
- New ALIs may only be added to existing Scope Codes, provided it is NOT adding new scope of work to, or significantly modifying, the existing Award scope of work.
- If you add a new ALI, you will need to create new milestones, environmental, and validate the project just as you would in a new application.

STEPS TO CREATE AND DEVELOP A BUDGET REVISION FOR TEAM AWARDS IN TRAMS

User Roles and Workflow for BRs

Both the Developer and the Submitter User Roles can create, develop, and validate and transmit a Budget Revision request to FTA.

The recipient initiates the workflow by creating and transmitting the budget revision to FTA.



Before you start...

1. Review your current award agreement and determine what actions are necessary.
2. Determine if it meets the criteria of a budget revision and the action does **NOT** constitute a change to the scope of work.
3. Determine that you have the available funds to complete the proposed changes. Check Award Fund Status and available balances (by FPC if applicable).

Review Unliquidated Balances

To find the status of obligations, disbursements and available (unliquidated) balances; use the Application level Related Action “Application Fund Status” option.

The screenshot shows the FTA application management interface. The navigation menu on the left includes 'Summary', 'News', 'Related Actions', 'Points of Contact', 'Application Control Totals', 'Application Projects', and 'Review / Approvals'. The 'Related Actions' menu is expanded, showing 'Application Fund Status' as the selected option. The main content area displays a list of actions for application CT-18-X031-01, with 'Application Fund Status' highlighted by a red box. The actions listed are:

- Application Details: Manage Application Details
- View-Print Application: Generate View/Print for Application
- Execution & Award Summary: View Execution Summary and Award Agreement
- Obligation Details: View Obligation Summary and Award Agreement
- Budget Revision Activity Line Items: Modify Budget Activity Line Items for Budget Revision
- View-Print Budget Change History: Generate View-Print for Budget Revision
- Current Budget Change Log: View Budget Change Log for Award
- DOL Certification Details: View Details for DOL Certification
- Application Documents: Manage Application Document
- Application Review Comments: View and Manage Application / Award Review Comments
- Application Fund Status: View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements**
- Review Signoff: Ad-hoc Review
- Modify Budget Revision Details: Allows a user to change the reason for a budget revision
- Application Fleet Status: View Application Fleet Status

Review Unliquidated Balances

Confirm the available balances by FPC for TEAM awards (sample)

Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
2007.25.18.81.2	06	\$186,984.00	\$0.00	\$186,984.00	\$0.00	\$0.00
2007.25.18.81.2	09	\$2,190,265.00	\$0.00	\$2,190,265.00	\$0.00	\$0.00
2007.25.18.R7.2	07	\$89,737.00	\$0.00	\$42,391.00	\$0.00	\$47,346.00
2008.25.18.81.2	09	\$2,560,925.00	\$0.00	\$1,464,081.00	\$0.00	\$1,096,844.00
2008.25.18.R7.2	07	\$91,234.00	\$0.00	\$0.00	\$0.00	\$91,234.00

Step 1: Create Budget Revision Record

- Identify and Select the Award to Modify.
- Use the Related Actions option to “Create Budget Revision.”
- Budget Revisions are the award level!

News Tasks (4) **Records** Reports Actions

U.S. Department of Transportation
Federal Transit Administration

Records / Applications / Awards
CT-18-X031-01 | Rural Operating

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

- Application Documents**
Manage Application Document
- Application Details**
Manage Application Details
- View-Print Application**
Generate View/Print for Application
- Execution & Award Summary**
View Execution Summary and Award Agreement
- Create Budget Revision**
Initiate Budget Revision for Award
- View-Print Budget Change History**
Generate View-Print for Budget Revision
- Create Amendment**
Initiate Amendment for Active Executed Award

Step 2: Select Reasons; Describe Revision; Select the “Create Budget Revision” Button

Budget Revision Information

- Budget Revision Reasons**
- Modify FTA Funding Across Existing Scopes
 - Modify FTA Funding Within Existing Scope
 - Modify Non-FTA Funding for Existing Scopes
 - Modify Quantities for Existing ALI

Select one or more

Revision Description

The budget revision will be recorded under the name of:

Revised By Charlie CTDOT

Revised Date 1/5/2016 3:32 PM EST

Create Budget Revision

Cancel

Step 3: Close and Return to Related Actions

- You will see a green success box, click close to be taken back to the Related Actions Menu.
- You will now see additional related actions in your menu to complete your budget revision.

Budget Revision | Created

 Success!

Federal Award ID Number CT-18-X031-01 budget revision has been created.

Close

Use the Related Actions Menu to modify the award, view changes, and validate and submit the request to FTA – the boxes highlight the new related action associated with budget revisions.



- Summary
- News
- Related Actions >**
- Points of Contact
- Application Control Totals
- Application Projects

Records / Applications / Awards

NH-16-X039-01 | FFY 2012 Section 5310 Program

-  **Application Documents**
Manage Application Document
-  **Application Details**
Manage Application Details
-  **View-Print Application**
Generate View/Print for Application
-  **Execution & Award Summary**
View Execution Summary and Award Agreement
-  **Budget Revision Activity Line Items**
Modify Budget Activity Line Items for Budget Revision
-  **View-Print Budget Change History**
Generate View-Print for Budget Revision
-  **Current Budget Change Log**
View Budget Change Log for Award
-  **Validate and Submit Budget Revision**
Validate and Submit Budget Revision to FTA for Review
-  **Application Review Comments**
View and Manage Application / Award Review Comments
-  **Award Funds Status**
View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements
-  **Modify Budget Revision Details**
Allows a user to change the reason for a budget revision
-  **Application Fleet Status**

New Related Actions

Modify Budget Revision Details: is used to update the reasons and your description.

Budget Revision Activity Line Items: is used to modify the amounts, quantity, description of ALLs.

Current Budget Change Log: can be used to view the changes in a snapshot for the current action.

View – Print Budget Change History: can be used to view only the incremental change (current action (increment) from last revision).

Validate and Submit Budget Revision: is used to formally submit the request to FTA.

Additionally, use the Application Details to add a statement regarding the action being taken in the Executive Summary. Remember this is what displays on the summary page.

U.S. Department of Transportation
Federal Transit Administration

Records / Applications / Awards
NH-16-X039-01 | FFY 2012 Section 5310 Program

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

-  **Application Documents**
Manage Application Document
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Manage Application Details
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Modify Budget Activity Line Items for Budget Revision
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View Budget Change Log for Award
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Validate and Submit Budget Revision to FTA for Review
-  **Application Review Comments**
View and Manage Application / Award Review Comments
-  **Award Funds Status**
View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements
-  **Modify Budget Revision Details**
Allows a user to change the reason for a budget revision
-  **Application Fleet Status**
View Application Fleet Status

To modify your Scope & ALI information, select related action “Budget Revision Activity Line Items”. The ALI grid will populate. Select the box to the ALI and the current ALI information will populate below.

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

<input type="checkbox"/>	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
<input type="checkbox"/>	NH-16-X039-01	111-00 BUS - ROLLING STOCK	11.12.04 BUY REPLACEMENT <30 FT BUS		\$218,220.00	\$218,220.00	\$272,775.00	\$272,775.00
<input type="checkbox"/>	NH-16-X039-01	111-00 BUS - ROLLING STOCK	11.42.07 ACQUIRE - ADP HARDWARE		\$8,800.00	\$8,800.00	\$11,000.00	\$11,000.00
<input type="checkbox"/>	NH-16-X039-01	111-00 BUS - ROLLING STOCK	11.42.08 ACQUIRE - ADP SOFTWARE		\$700.00	\$700.00	\$875.00	\$875.00
<input type="checkbox"/>	NH-16-X039-01	117-01 OTHER CAPITAL ITEMS (BUS)	11.7L.00 MOBILITY MANAGEMENT (5302(A)(1)(L))		\$163,735.00	\$163,735.00	\$204,669.00	\$204,669.00
<input type="checkbox"/>	NH-16-X039-01	114-20 STATE OR PROGRAM ADMINISTRATION	11.80.00 STATE OR PROGRAM ADMINISTRATION		\$125,489.00	\$125,489.00	\$125,489.00	\$125,489.00

Modifying the Activity Line Items

You can:

- ✓ Modify the custom name
- ✓ Modify the narrative
- ✓ Modify the quantity
- ✓ Modify budget
- ✓ Third party question

You cannot:

- ✓ Modify the funding source

Modify ALI Narrative

Note that the information entered into the “Updated Extended Budget Descriptions” will be become the new description once approved. If deleted, the original information will still be available in the prior approved action. Please add new information ON TOP OF prior notes. Include a date

Line Item Details

Original Quantity
12

Revised Quantity

Original Extended Budget Description
11.12.04
Buy Replacement <30ft Bus
Funds in the amount of \$537,600 (federal), \$672,000 (total) for the purchase of 12 replacement <30ft vehicles for the following transit operators: (fuel û gasoline and diesel)
Northeastern CT. Transit District - 1 Small Bus
Windham Region Transit District - 11 Small Buses

Updated 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.

Modify ALI Budget

Same as in TEAM; adjust the Federal and Revised Total Eligible Amounts. The left side displays the original/prior approved budget for reference and the right side fields may be modified. The (new) Revised Non-FTA Amount will auto calculate.

Funding Information	
FTA Funding Source 49 USC 5311 - Nonurbanized Area Programs (FY2012 and Prior)	FTA Funding Source 49 USC 5311 - Nonurbanized Area Programs (FY2012 and Prior)
Award FTA Funding Amount \$186,984.00	Revised FTA Funding Amount \$187,984.00
Award Non-FTA Amount \$0.00	Revised Non-FTA Amount \$0.00
Award Total Eligible Cost \$186,984.00	Revised Total Eligible Cost \$187,984.00

- In this example, \$20,000 has been reallocated.
- Any reduction will display in the control totals difference.

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
\$65,426,388.00	\$65,406,388.00
Award Non-FTA Amount	Revised Non-FTA Amount
\$16,356,597.00	\$16,356,597.00
Award Total Eligible Cost	Revised Total Eligible Cost
\$81,782,985.00	\$81,762,985.00

Budget Modifications

Similar to TEAM, as you make changes the cumulative difference will auto populate; you will not pass validation unless the difference is zero in the funding summary.

Funding Summary

Funding Source	FTA Amount - Award	Difference	FTA Amount - Budget Revision
49 USC 5307 - Urbanized Area Formula (FY2006 forward)	\$72,670,388.00	(\$20,000.00)	\$72,650,388.00

Funding Summary

Funding Source	FTA Amount - Award	Difference	FTA Amount - Budget Revision
49 USC 5307 - Urbanized Area Formula (FY2006 forward)	\$72,670,388.00	\$0.00	\$72,670,388.00

Add a New ALI

- Click the blue “+Add Item” Button

New Budget Activity Line Items (ALIs)

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

- You will only have access to the existing scope codes; select and finish when complete to finalize the ALI.

New Budget Activity Line Items (ALIs)

Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name	
	Select Scope <input type="text" value="Select Scope"/> <input type="button" value="v"/>	-- <input type="button" value="v"/>	-- <input type="button" value="v"/>	DEL

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

[+Add Item](#)

Complete information for new ALI

If you add an ALI in your budget revision, you must use the existing fund source. Same as in TEAM enter the Federal and Total Eligible. *(The non-FTA will auto calculate)*

Funding Information	
FTA Funding Source	<input type="text" value="49 USC 5307 - Urbanized Area Formula (FY2006 forward)"/>
FTA Funding Amount	<input type="text" value="\$20,000.00"/>
Non-FTA Amount	<input type="text" value="\$0.00"/>
Total Eligible Cost	<input type="text" value="\$20,000.00"/>

Add a New ALI

The new ALI now populates in the Revised FTA and Total Eligible columns.

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

<input type="checkbox"/>	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
<input type="checkbox"/>	CT-90-X431-01	111-00 BUS - ROLLING STOCK	11.12.04 BUY REPLACEMENT <30 FT BUS		\$660,000.00	\$660,000.00	\$825,000.00	\$825,000.00
<input type="checkbox"/>	CT-90-X431-01	114-01 BUS: SUPPORT EQUIP AND FACILITIES	11.34.01 REHAB/RENOVATE - BUS TERMINAL		\$1,600,000.00	\$1,600,000.00	\$2,000,000.00	\$2,000,000.00
<input type="checkbox"/>	CT-90-X431-01	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.41.02 ENG/DESIGN - MAINT FACILITY		\$0.00	\$20,000.00	\$0.00	\$20,000.00
<input type="checkbox"/>	CT-90-X431-01	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT		\$1,604,000.00	\$1,604,000.00	\$2,005,000.00	\$2,005,000.00

Zero Out an ALI

When zeroing out an ALI, the action removes scope of work and the revised amount will display \$0. This action also zeros out the associated milestones. Coordinate with FTA to ensure the action does not constitute an amendment.

<input type="checkbox"/>	CT-90-X431-01	SUPPORT EQUIP AND FACILITIES	11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT	\$1,604,000.00	\$1,600,000.00	\$2,005,000.00	\$2,001,000.00
<input type="checkbox"/>	CT-90-X431-01	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT	\$160,000.00	\$0.00	\$200,000.00	\$0.00
	CT-90	114-01 BUS: SUPPORT	11.43.02 CONSTRUCT				

Budget Revision History

You can refer back to your budget revision by using the View/Print Budget History (for this award/amendment).

Budget Revision | View/Print History for CT-90-X431-01

Select a budget revision record from the grid and click the 'View/Print' button to open the Budget Revision View/Print.

	Revision Number	Revision Status	Revision Description	Revision Reason	Created By	Date Created
<input type="checkbox"/>	0	Approved	Original Budget	Modify FTA Funding Within Existing Scope;Modify Quantities for Existing ALI;Modify FTA Funding Across Existing Scopes		11/25/2009 6:48 AM EST
<input type="checkbox"/>	1	Approved	Malaster Test for Budget Revisions and Testing for Odd Scopes Migration	Modify FTA Funding Across Existing Scopes;Modify FTA Funding Within Existing Scope;Modify Non-FTA Funding for Existing Scopes	Charlie.CTDOT@gmail.com	1/12/2016 5:58 PM EST

[View/Print](#) [Close](#)

Related Action: View/Print Budget Change History

Award Budget Summary: Award Amount to Current Revision

Budget Item	Award FTA Amount	Cumulative Difference	Current Revision FTA Amount	Award Non-FTA Cost	Cumulative Difference	Current Revision Non-FTA Amount	Award Total Eligible Cost	Cumulative Difference	Current Revision Total Eligible Cost
11.43.03 CONSTRUCT - ADMIN/MAINT FACILITY	\$65,426,388.00	(\$20,000)	\$65,406,388.00	\$16,356,597.00	\$0	\$16,356,597.00	\$81,782,985.00	(\$20,000)	\$81,762,985.00
11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT	\$1,604,000.00	(\$4,000)	\$1,600,000.00	\$401,000.00	\$0	\$401,000.00	\$2,005,000.00	(\$4,000)	\$2,001,000.00
11.12.04 BUY REPLACEMENT	\$660,000.00	\$0	\$660,000.00	\$165,000.00	\$0	\$165,000.00	\$825,000.00	\$0	\$825,000.00
44.24.00 SHORT RANGE TRANSIT PLANNING	\$180,000.00	\$0	\$180,000.00	\$45,000.00	\$0	\$45,000.00	\$225,000.00	\$0	\$225,000.00
11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT	\$160,000.00	(\$160,000)	\$0.00	\$40,000.00	(\$40,000)	\$0.00	\$200,000.00	(\$200,000)	\$0.00
11.43.02 CONSTRUCT - MAINTENANCE FACILITY	\$3,040,000.00	\$0	\$3,040,000.00	\$760,000.00	\$0	\$760,000.00	\$3,800,000.00	\$0	\$3,800,000.00
11.34.01 REHAB/RENOVATE - BUS TERMINAL	\$1,600,000.00	\$164,000	\$1,764,000.00	\$400,000.00	\$0	\$400,000.00	\$2,000,000.00	\$164,000	\$2,164,000.00

Award Level Review Changes

The Cumulative Percent Change information is only a guide. Note that the Scope Codes Roll Up; therefore it may not provide a true representation of the request and impact on the Award Scope of Work.

Award-Level Scope Changes							
Scope Code	Scope Name	Funding Source	FTA Amount - Award	Difference	FTA Amount - Revision	Current	Cumulative Percent Change
111-00	BUS - ROLLING STOCK	49 USC 5307 - Urbanized Area Formula (FY2006 forward)	\$660,000	\$0	\$660,000		0.00%
114-00	BUS: SUPPORT EQUIP AND FACILITIES	49 USC 5307 - Urbanized Area Formula (FY2006 forward)	\$67,190,388	(\$164,000)	\$67,026,388		-0.24%
114-01	BUS: SUPPORT EQUIP AND FACILITIES	49 USC 5307 - Urbanized Area Formula (FY2006 forward)	\$4,640,000	\$164,000	\$4,804,000		3.53%
442-00	METROPOLITAN PLANNING	49 USC 5307 - Urbanized Area Formula (FY2006 forward)	\$180,000	\$0	\$180,000		0.00%

Validate and Submit Request

- Before you can validate and submit the budget revision, if your actions included a new ALI you must go back and validate the project (don't forget environmental).
- The next slides show how to validate a project then final submission steps.

Validate and Submit Request

Sample error message if you forget to validate the project.

Budget Revision | Validation Results

Award Summary

Recipient ID	1334	Recipient Name	CONNECTICUT DEPARTMENT OF TRANSPORTATION
Award Number	CT-90-X431-01	Award Name	FFY 2006/2007 Bus POP - Amend

Critical Issues

The budget revision cannot be submitted to FTA for review until these errors are corrected:

- The following projects in this application have not passed Project Validation:
CT-90-X431-01

Please validate all projects in the application before continuing (Project Record, Validate Project Related Action).

Validate Projects

Budget Revision actions take place at the Application Level. To navigate back to the Project use the sidebar menu and select the “Application Projects” and select the hyperlink to the project.



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

[Records / Applications / Awards](#)
CT-90-X431-01 | FFY 2006/2007 Bus POP - Amend [Follow](#)

Recipient Details

Recipient ID 1334	Recipient Name CONNECTICUT DEPARTMENT OF TRANSPORTATION
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Award Status Information

FAIN CT-90-X431-01	Award Name FFY 2006/2007 Bus POP - Amend
Temp App Number CT-90-X431-01	Award Status Active / Budget Revision In-Progress

Projects for Application

Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
CT-90-X431-01	FFY 2006/2007 Bus POP - Amend	\$90,837,985	Apr 26, 2010	



Validate Project

- 1) Select Related Action to Validate Project.
- 2) The system may display prompts to update rolling stock or project information, or error messages.

The screenshot shows the Federal Transit Administration (FTA) project management interface. On the left, there is a navigation menu with options: Summary, News, Related Actions (with a right-pointing arrow), and Project Control Totals. The main content area is titled 'Records / Projects' and displays the project ID 'CT-90-X431-01 - FFY 2006/2007 Bus P'. Below the title is a list of actions, each preceded by a yellow lightning bolt icon. The 'Validate Project' action is highlighted with a red rectangular box. The actions listed are: Project Details and Narratives (Manage Project Details and Narrative), Project Location (Manage Project Place of Performance Information (Congressional Dist), Project Plan Information (Manage Project's Program Plan Information (STIP/UPWP/LRP)), 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), and Project Funds Status (View Project Funds Status).

Validate Project – Environmental Error Message

If you added a new ALI and did not complete the environmental findings, you will see the following error message:

Project | Project Validation Results

Project Number	Project Name	Date Created
CT-90-X431-01	FFY 2006/2007 Bus POP - Amend	11/25/2009 4:48 PM GMT+00:00

Critical Issues

 Validation Error

This project cannot pass Project Validation until these errors are corrected:

- Each line item must have a NEPA Class of Action/Environmental Determination selected (Environmental Determinations Related Action).

[Close](#)

Completing the Environmental Determination for a New ALI in a Budget Revision

Use Related Action
“Environmental
Determination”

The screenshot shows a web interface for the U.S. Department of Transportation Federal Transit Administration. The top navigation bar includes 'News', 'Tasks', 'Records' (highlighted), 'Reports', and 'Actions'. The main content area is titled 'Records / Projects' and 'NH-03-0018-01 - FY 2003 Section'. On the left, there is a sidebar with links for 'Summary', 'News', 'Related Actions >', and 'Project Control Totals'. The main content area lists five project-related actions, each preceded by a yellow lightning bolt icon:

- Project Details and Narratives**
Manage Project Details and Narrative
- Project Location**
Manage Project Place of Performance Information (Congressional District)
- Project Plan Information**
Manage Project's Program Plan Information (STIP/UPWP/LRP)
- Environmental Determinations**
Manage Project Environmental Determinations
- Validate Project**
Validate and Mark Project Complete

Completing the Environmental Determination for a New ALI in a Budget Revision

For TEAM Awards, do **NOT** change the selection. Select Next Button to review and add the environmental determination.

Step 1: Independent Utility and Permissible Segmentation

For most entries in TrAMS, there will be one NEPA finding per "Project" in TrAMS. In some cases, it may be desirable for one "Project" to have multiple NEPA findings, and in that instance, there would be one NEPA finding identified per ALI (e.g., large formula grants covering multiple independent activities or Projects that involve permissible early acquisition of real property where the early property acquisition has not been set up as its own "Project") rather than at the Project level. Whether a NEPA finding is made at the Project level or for individual ALIs, every NEPA finding must comply with the scope requirements of 23 CFR 771.111(f) (independent utility, logical termini for linear projects, not restrict consideration of alternatives for reasonably foreseeable transportation projects).

If your Project includes permissible early acquisition of real property, that early acquisition of property must have its own NEPA finding if Federal funds may be used for the acquisition. That can be done through either including a separate "Project" for early property acquisition or by entering NEPA findings at the ALI level.

Identify if your Project involves one or more than one environmental finding (e.g., multiple NEPA findings at the ALI level).*

- This Project and each ALI activity have a separate, individual NEPA finding.
- This Project and ALL ALIs activities are covered by one NEPA finding.

Next

Close

Completing the Environmental Determination for a New ALI in a Budget Revision

Select the appropriate determination and the Next Button.

114-00	BUS: SUPPORT EQUIP AND FACILITIES	11.42.11	Class 2C	Type 17: Purchase of Vehicles	EDIT
114-00	BUS: SUPPORT EQUIP AND FACILITIES	11.42.20	Class 2C	Type 19: Install Purchase Maintenance Equipment	EDIT
111-01	BUS - ROLLING STOCK	11.13.07	Class 2C	Type 17: Purchase of Vehicles	EDIT
111-01	BUS - ROLLING STOCK	11.11.07	Class II(c) - Categoric	Type 07: Acquisition, I	

Back Next Close

Complete Budget Revision Validation Process

Select the Related Action “Validate and Submit Budget Revision” to complete the request to FTA.

U.S. Department of Transportation
Federal Transit Administration

Records / Applications / Awards
NH-16-X039-01 | FFY 2012 Section 5310 Program

Summary
News
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Application Control Totals
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Modify Budget Activity Line Items for Budget Revision
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Generate View-Print for Budget Revision
-  **Current Budget Change Log**
View Budget Change Log for Award
-  **Validate and Submit Budget Revision**
Validate and Submit Budget Revision to FTA for Review
-  **Application Review Comments**
View and Manage Application / Award Review Comments
-  **Award Funds Status**
View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements
-  **Modify Budget Revision Details**
Allows a user to change the reason for a budget revision
-  **Application Fleet Status**

Program/Project Information Prompt

The system will prompt you to see if any additional information requires updating; use the link to return to the award agreement or select “Continue with Submission”.

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

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

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

Projects for Application

Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
CT-90-X431-01	FFY 2006/2007 Bus POP - Amend	\$90,837,985	Apr 26, 2010	

Rolling Stock Prompt

- The grantee may update here if the revision impacts tolling stock, or simply select close. You can update here, or in your recipient profile.

Project Validation | Update Grantee Fleet Status

Recipient Information

 Notification

Project Number CT-90-X431-01 includes a Rolling Stock line item. Please update your organization's fleet status before continuing with the project validation.

Recipient Profile Information

Recipient ID 1334 Recipient Name CONNECTICUT DEPARTMENT OF TRANSPORTATION

Existing Fleet

	Fleet Type	Peak Requirement	Spares	Spare Ratio	Contingency	Pending Disposal	Total
<input type="checkbox"/>	Other	84	24	22.62%	20	0	128
<input type="checkbox"/>	Light Rail	0	0	0%	0	0	0
<input type="checkbox"/>	Commuter Rail	288	56	19.44%	0	0	344
<input type="checkbox"/>	Paratransit	3	1	33.33%	0	0	4
<input type="checkbox"/>	Fixed Route	332	81	24.4%	32	0	445

Add Update Delete Close

Validate and Submit

The system will ask the user to affirm that the request satisfies the criteria for a budget revision. The YES/NO answer does NOT stop submission process.

Budget Revision | Change Size or Physical Characteristics? (Step 2 of 3)

Will this budget revision change the size or physical characteristics of the items in the activity line items?

Yes, this budget revision will change the size or physical characteristics of the activity line items

No, this budget revision will not change the size or characteristics of the activity line items

[Continue with Submission](#) [Back](#) [Cancel](#)

Validate and Submit

Final Check, last option to modify revision description or reasons

Enter submission remarks to help FTA in their review.

Budget Revision Summary

Revision Status Pending Created Date 1/9/2016 9:59 PM GMT+00:00
Revision Number 1 Created By conndot.submitter2

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

Revision Description

Budget Revision Funding Summary

Funding Source	FTA Amount - Original Award	Difference	FTA Amount - Budget Revision
49 USC 5307 - Urbanized Area Formula (FY2006 forward)	\$72,670,388.00	\$0.00	\$72,670,388.00

Recipient Remarks

When this report is submitted to FTA, the submitter and the individuals providing the information 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. (US Code, Title 18, Section 1001).

Submission Remarks

Submitted By Submitter2 CONNDOT

Validate and Submit Confirmation Screen

Budget Revision | Submitted

 Success!

Federal Award ID Number CT-90-X431-01 budget revision has been submitted to FTA for review.

[Close](#)

Submitted Status

Once the budget revision is submitted the award status will change to “Active / Budget Revision Under Review”

Award Status Information

Award Number

CT-90-X431-01

Award Name

FFY 2006/2007 Bus POP - Amend

Award Status

Active / Budget Revision Under Review

**IS IT APPROVED?
CAN I DRAWDOWN FUNDS?**

FTA Review

- FTA will be tasked to complete the review of your budget revision. It is up to you if you want to notify FTA in addition to the system notification.
- FTA will review and make its decision to concur on the change or return the budget revision request to the recipient. If returned a notification email is sent to the point of contact to take further action.

It's Approved, who is notified?

- The Application POC gets an email if a Budget Revision is approved. They also get an email if a Budget Revision is rejected.
- If the application is from TEAM and it does not have a TrAMS Application POC selected yet, then the email goes to the recipient user who submitted the Budget Revision.
- The Official does not get any emails during Budget Revision.

FPC Transfers & TBP

Q: How long will it take the FPC transfer result showing in TrAMS?

A: Same amount of time as under TEAM, approximately 2-3 days.

Budget Revision Comments

To review your or FTA comments – under the application level Related Actions and select “Application Review Comments”...



Application Documents

Manage Application Document



Application Review Comments

View and Manage Application / Award Review Comments

Review Comments

The table of comments will populate; select the blue hyperlink to populate the comment. You can sort on the table columns to populate by date, or type

Application Review Comments

Select a comment to view the details

Comment Type	Comment By	Comment Date
Recipient Budget Revision	Submitter2 NHDOT	Jan 13, 2016
FTA Budget Revision	Sean T Sullivan	Dec 16, 2013
FTA Budget Revision	Sean T Sullivan	Dec 16, 2013
FTA Budget Revision	Richard Doyle	Sep 02, 2005
General Application	William Gordon	Aug 30, 2005

1-5 of 10

Review Comments Details

Comment Type
Recipient Budget Revision

Comment By
Submitter2 NHDOT

Comment Text
Here are submission marks associated with test Budget Revision

View of External Comments

- Use the Application Level Related Actions “Application Review Comments” Option

-  [View Details for DOL Certification](#)
-  [Application Documents](#)
Manage Application Document
-  [Application Review Comments](#)
View and Manage Application / Award Review Comments

Application Review Comments

Select a comment to view the details

Comment Type	Comment By	Comment Date
FTA Budget Revision	Region 1 Post-Award Manager2	Jan 13, 2016
Recipient Budget Revision	Submitter2 NHDOT	Jan 13, 2016
FTA Budget Revision	Mary E Mello	Aug 16, 2014
General Application	Sean T Sullivan	Aug 15, 2014
General Application	Kristin M Wood	Aug 15, 2014

1-5 of 11

Review Comments Details

Comment Type
FTA Budget Revision
Comment By
Region 1 Post-Award Manager2
Comment Text
[Approve today in training](#)

Select the blue hyperlink under Comment Type to populate the comment below

TrAMS!

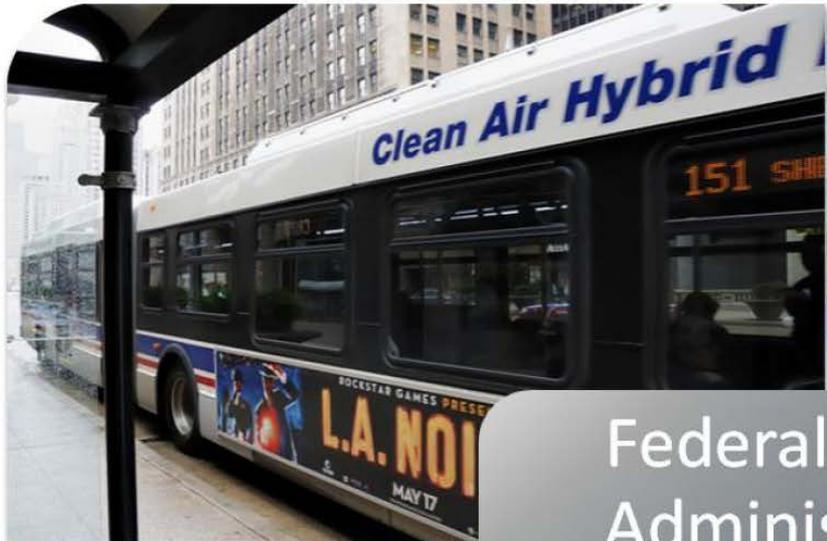
- ❖ TrAMS is a big system
- ❖ TrAMS is different
- ❖ Participate in Training
- ❖ Take a time to get acquainted with TrAMS a training environment is coming soon!



Need Help?

Help Desk: (877) 561-7466
FTA.TrAMS.Help@DOT.GOV

General Questions contact your FTA representative or Local Security Manager



Federal Transit
Administration
www.fta.dot.gov



FTA

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