



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

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REGION 10 BULLETIN NO: 2016-08

Subject: TrAMS is Open – Now What?

Date: February 29, 2016

On February 16, 2016, the Federal Transit Administration (FTA) deployed the Transit Award Management System (TrAMS), our next generation of Transportation Electronic Award Management (TEAM) System. To access TrAMS, use this link: <https://faces.fta.dot.gov>

[Note: The TEAM system closed for grant-making and grant management functions on November 30, 2015. TEAM is currently available as read-only.]

TrAMS Users

User account information for all active TEAM users were migrated to TrAMS in late 2015.

- If your email address was current in TEAM, you should have received an email notice about TrAMS deployment and with directions to set up your password.
- If you did not receive an email, there may have been an error in your e-mail address in TEAM or that you were not set up as a TEAM user in the past. You may resolve this by:
 - Contacting your organization's User Manager, or
 - Contacting your assigned FTA Grant Representative (list attached) for assistance, if your organization's User Manager is unable to resolve the issue.

TrAMS User Account Security Considerations

- Your User Name is your business email address (ex. Jane.Doe123@Transit567.com)
- Your User Name is case sensitive
- Your password requirements are as follows:
 - Minimum password length is 12 Characters
 - Include 1 Alphabetic Character
 - Include 1 Numeric Character
 - Include 1 Symbol, such as ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~
 - Password updates are required every 60 days.

Once logged into TrAMS, the responsible staff in your agency should:

1. Verify that your agency's active grant data have been fully migrated from TEAM to TrAMS.

2. Verify that documents attached to the grants, as well as those documents attached at the “Recipient Profile” level, have been fully migrated from TEAM to TrAMS.

If you encounter any issues in any of the items mentioned above, please contact your assigned FTA Grant Representative for assistance.

TrAMS User Guidance for Grantees

Grantees may use this link to access the TrAMS User Guide for Recipient Organizations: <http://www.fta.dot.gov/grants/16260.html>. In addition, FTA Region 10 has developed specific guidance for grantees to navigate through the grant development process in TrAMS. This guidance document, “How to Create and Transmit a TrAMS Grant Application for FTA Review”, is attached to this bulletin – and will be updated, as needed.

TrAMS Training Opportunities

Training will include live webinars as well as training videos and technical assistance documents. Please use this link to sign up for TrAMS training webinars: http://www.fta.dot.gov/16260_15775.html. Webinars are now open for registration. The past webinars have recorded and will be posted on this website. FTA will continue the practice of recording and posting all training webinars and related materials.

Important Information about TEAM to TrAMS Transition

1. Grantees cannot create an amendment funding amount in TrAMS to a grant that was awarded in TEAM, unless that TEAM grant is associated with an active Full Funding Grant Agreement.
2. Grantees can create Budget Revisions to a TEAM grant in TrAMS.
3. Grantees can closeout a TEAM grant in TrAMS.
4. Grantees can submit Federal Financial Reports (FFR) and Milestone Progress Reports (MPR) for TEAM grants in TrAMS.
5. While “Super Grants” (grants containing funds from multiple federal programs) is allowed in TrAMS, FTA Region 10 will defer this use until further notice.

For further information, please contact Region 10’s Amy Changchien at 206-220-4464 or email amy.changchien@dot.gov.

Sincerely,

for R.F. Krochalis
Regional Administrator



Encl: FTA Region 10 Grantee Assignment Matrix
How to Create and Transmit a TrAMS Application for FTA Review