FTA’s TrAMS Page

Please bookmark the page, this will be FTA’s location for posting information available to our stakeholders and notices regarding TrAMS.
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 related to TrAMS.

Thank you.

For more information visit:  www.fta.dot/TrAMS
Expectations....

You may have questions about how information is displayed or operates in TrAMS.

Your patience and cooperation is appreciated. The system will continue to evolve. Changes and enhancements have already been identified for these modules.

Keep up to date about changes by signing up for alerts to get gov.delivery messages and visit the FTA website frequently.
Reporting issues/ suggestions to the Help Desk

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

1. Your Name
2. Your Email/Phone Number
3. Incident Number (if you called the Helpdesk and already have one)
4. Date/Time incident occurred
5. Environment (Production vs. Training)
6. Browser and Version (Chrome vs Internet Explorer vs Firefox vs Safari vs Tablet vs Other?)
7. Brief Description of Issue (steps of what you were trying to do)
8. Screenshots of forms/error messages
9. User Type (FTA vs. Recipient)
10. Cost Center/Region
11. User Roles
12. Recipient ID (if applicable)
13. Application Number (if applicable)
Civil Rights Session Overview

1. The TrAMS Platform Overview
2. TrAMS User Roles
3. Access to TrAMS
4. Recipient Organization Profile & Related Actions
5. Civil Rights Documents
6. CR Program Module – Submission and Review Process
7. Application Civil Rights Reviews
8. View Print of Applications
9. Q&As
   • Reminder DBE Reporting will be a separate session
Session Protocols

1) I will try to answer questions at points that make sense during the session and if time allows at the end

2) I will focus on the “How To” in TrAMS

3) If you have a policy question, please contact your Regional Civil Rights Officer
OVERVIEW OF THE TRAMS PLATFORM
TrAMS Uses Workflow & User Roles

Workflow is a sequence of actions.

A Specific User (Roles) is responsible to complete the action.

The User Role identifies who can do what (actions).
Workflow Notifications/Tasks

• **Notifications**: are emails to identify an action that must be completed and does not necessarily have an complimentary task.

• **Tasks**: are emails associated with a Task function, and will also be listed in the Task Tab.

• Tasks and notifications go to **User Groups**; if you have multiple people assigned to a group, you may need to coordinate outside of the system before claiming a task.
Notifications/Tasks in Civil Rights

- Civil Rights Programs currently are **not** Task based, only an email notification.

- DBE Reports **are** Task Based; therefore anyone who is assigned the Civil Rights Role will receive the task email. Anyone in the group can claim the task(s). Once claimed it is no longer in the queue.
Workflow Example

1. Once the recipient civil rights user role submits a CR program; FTA is notified; FTA then must complete their review and take action to complete or continue the workflow.

2. The recipient receives a task (it initiates the workflow) to complete their DBE report. Once it is submitted, then FTA must complete the next action in the workflow.
## TEAM to TrAMS Recipient Roles

<table>
<thead>
<tr>
<th>TEAM/Functions</th>
<th>TrAMS/Roles &amp; Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New N/A</td>
<td>User Manager</td>
</tr>
<tr>
<td>New N/A</td>
<td>Developer</td>
</tr>
<tr>
<td>Same Submit</td>
<td>Submitter**</td>
</tr>
<tr>
<td>Same Civil Rights/DBE Reporting</td>
<td>Civil Rights</td>
</tr>
<tr>
<td>Same Execute</td>
<td>Official**</td>
</tr>
<tr>
<td>Same Certify as Official</td>
<td>Official**</td>
</tr>
<tr>
<td>Same Certify as Lawyer</td>
<td>Attorney**</td>
</tr>
<tr>
<td>Same Certify for Both</td>
<td>Requires Official &amp; Attorney Roles**</td>
</tr>
<tr>
<td>New N/A</td>
<td>FFR Reporter</td>
</tr>
<tr>
<td>New N/A</td>
<td>MPR Reporter</td>
</tr>
</tbody>
</table>

** Requires a PIN
Civil Rights User Role

- If you had the TEAM Civil Rights or DBE Reporter Role you will be given the TrAMS Civil Rights role.
- There is not an individual User Role for each Civil Rights Program.
- If different departments work in different program areas you may need to coordinate outside of the system to respond to notifications and tasks.
User Roles and Civil Rights Module

- Only the Civil Rights User Role Group can modify and submit programs to FTA for Review and upload documentation in the Civil Rights modules.
- Only the Civil Rights User Role Group receives the task to complete and submit DBE goal reports.
- All User Roles can VIEW information in the Civil Rights module including read only users.
Access and User Roles

Contact your User Manager...

- If you need Access to TrAMS
- If you need User Roles modified
- If you need points of contact information added or modified
DEMO FIRST
THEN
RECAP WITH SLIDES
AND THEN MORE Q&A’S
NAVIGATION TABS
THE BASICS
Navigating TrAMS Overview

• Please refer to the Basics of TrAMS for more information, but to quickly review where you will spend most of your time.
• Use the Task Tab for DBE reporting tasks.
• Use Records Tab to find the Recipient Organization and Civil Rights Programs.
• Use the Actions Tab or Records Tabs to search and view information.
Task Tab

- Tasks Tab lists the specific work items that have been assigned to you the user or the user group which you belong. It lists the most current action first.
- Here in this example there are four (4) tasks pending in my queue to complete.
Task Tab

Once you start to receive tasks, they will populate in a list. Completed tasks will fall off the list.
Records

The Records can be used to search for and work on records that exist in the system.

1. **Application/Awards** are grants associated with the recipients’ organization.
2. **Projects** make up applications and awards.
3. **Recipient Organization** make up the recipients’ organizational information.
4. **Static Reports** are nightly generated reports and archived reports from TEAM.
5. **Users** are users that have access to TrAMS within the recipients’ organization.
The Actions Tab Functions:

1. Allows the user to manage their user records,
2. Allows the user to perform searches for specific records (search for applications or user information),
3. Allows the user to create and view Excel reports that compile your organization data in the system (e.g. Application Status Report).
RECORDS TAB & ORGANIZATIONAL PROFILE OVERVIEW AND DEMO
Steps to find a Recipient Profile

The Civil Rights Modules reside in your Recipient Profile. To Search for your Recipient Profile…

**Records Tab** (when associated with one recipient)
1) Select Recipient Organizations
2) Select Name in Menu (hyperlink to Record)

**Actions Tab** (when associated to multiple recipients)
1) Select Search Recipient Organizations in menu
2) Enter Criteria and Search
3) Select Record (hyperlink) from Results
TEAM Profile Information

In TEAM all your profile information resided in one section on tabs. In TrAMS your organizational profile is separated out into separate modules to better manage information.
Find Your Organizational Profile

1. Use the Records Tab in the Navigation Bar.
2. Select Recipient Organization from the Main Menu.
Find Your Organizational Profile

In most cases only one Organization will populate. In cases where an individual supports multiple organizations you may see more than one listed. Click on the name, it is a hyperlink to your organizational profile “Record.”
Recipient Profile Related Actions

1) Recipient Documents
2) Civil Rights Information
3) Certifications & Assurances
4) Fleet Status
5) Congressional Districts
6) Direct Recipients
7) POC/Union Information
8) Formula Suballocations
9) Sync Organization with SAM
User Roles and Points Of Contact

Action: TEAM Points of Contact Information also migrated to TrAMS; you may want to review POC information make sure you have the correct selections. Your User Manager can make any modifications.

Where to find POC information in TrAMS…..
TEAM Points of Contact

![View / Modify Recipient - Internet Explorer](image)

- **Organization:** 1245  WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT
- **Title:** DIRECTOR
- **Last Name:** BROWN-MARTIN
- **First Name/Initial:** DONNA
- **Street:** 4802 SHEBOYGAN AVE., P.O. BOX 7913
- **City/State/Zip:** MADISON, WI 53707 7913
- **Phone Number:** 6082662963 00000
- **Alternate Phone:**
- **Fax Number:** 6082660658
- **Email:** donna.brown-martin@dot.wi.gov
- **Website:**
Organizational Points of Contact

From Records Tab find your Recipient Organization; and use the Related Actions “POC and Union Information” in the main menu.
TrAMS Points of Contact

All POCs migrate over from TEAM. To View POCs, you can select all or select criteria to narrow down your search, then click on the Search Button. You will only have the “Add” button if you are a User Manager.
TrAMS Points of Contact

A grid will populate in a summary table, and you can select (the check box) and view button to see more information about the individual.

![Grantee Points of Contact | Grantee Contact Information](image)
TrAMS Points of Contact

Under “Contact For” you see related Civil Rights contacts: Section 504 (ADA), DBE, Title VI and EEO, etc…

Note: Only the User Manager can modify the POC information.
Organizational Points of Contact

You can also use the Excel Report under the Actions Tab and select the Recipient POC Detail Report option from the main menu.
Documents

• Migrated TEAM Documents will reside only under the Recipient Documents.
• New Documents added under any CR Module will reside in the CR Module AND the Recipient Profile.
• Recipients cannot delete migrated documents, FTA can delete those documents if needed.
• Recipient can delete new documents that are added under the CR Module only.
Recipient Documents

Once you are in the Recipient Organization Profile (see steps) you can use the Related Actions to select the “Documents” option to view documents migrated from TEAM to TrAMS.
Recipient Profile Documents

- Profile level TEAM Documents migrated to TrAMS will be listed as a “TEAM Doc” under “Uploaded by” column.
- In some cases TEAM documents will be listed as “General” under “Document Type”

<table>
<thead>
<tr>
<th>Existing Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
</tbody>
</table>
Recipient Profile Documents

- Recipients cannot delete profile documents once uploaded; if a document must be removed, contact your FTA point of contact.
- The only exception is, when you add a new document under the Civil Rights Module; you can delete documents.
CIVIL RIGHTS MODULE
OVERVIEW AND DEMO
Civil Rights Module

In TEAM all your Civil Rights Information displayed on a single tab and documents were filed under the “paperclip” for all programs.
Civil Rights Module

In TrAMS there is a similar at a glance summary status of your programs. Each CR Program has its own module and can be managed separately. If you have different individuals working on different programs, they can manage their program information independently. To view or manage select a box and the “Continue” button to review the program.

Select box in grid then select “Continue” button
Civil Rights Module

Each program includes Program Status information similar to the summary page. A new “Status History” provides a log of actions taken between the recipient and FTA.

| Status History
---|---|---
| Status | Date | User |
| Concur | 11/3/2014 10:00 AM GMT+00:00 |
| In Review - Submitted to FTA | 10/6/2014 10:00 AM GMT+00:00 |
Submission / Review Workflow

Grantee Submits
In Review – Submitted Status
Auto Populates

FTA Gets a Notification

FTA Review & Decision Point

RCRO Decision Options
• In Review – Under FTA Review
• In Review – Returned to Grantee
• Concur Status
• Expired Status
• N/A
Program Status

In Review – Submitted to FTA
  Notification sent to RCRO
  User cannot make modifications to program

In Review – Under FTA Review
  FTA has indicated it is reviewing the program
  User cannot make modifications to program

In Review – Returned to Grantee
  FTA has returned the program for corrections
  Notification sent to CR User Group
  Program is open for modifications
Program Status

• Concur - Program has been reviewed by the Office of Civil Rights and concurred

• Expired – Either a program was not submitted and it moved to an expired status, or FTA has indicated it is expired

• N/A – Program is not applicable to the organization
CR Module Dates

- The Submitted Date updates each time the grantee submits an action to FTA
- All other dates are associated with module updates
CR Module Dates

- Status Date updates each time the grantee or FTA takes an action in the module.
- Program Status: Is managed by FTA Civil Rights Office.
- Due Date: is the date your next program is due, to ensure your program can be reviewed prior to expiration.
- Expiration: is the date your current program expires.

![Civil Rights Compliance | Disadvantaged Business Enterprise (DBE) Goal]

<table>
<thead>
<tr>
<th>Recipient Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient ID</td>
</tr>
<tr>
<td>1245</td>
</tr>
<tr>
<td>Recipient Name</td>
</tr>
<tr>
<td>Transportation, Wisconsin Department Of</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Date</td>
</tr>
<tr>
<td>Aug 26, 2013</td>
</tr>
<tr>
<td>Program Status</td>
</tr>
<tr>
<td>Concur</td>
</tr>
<tr>
<td>Due Date</td>
</tr>
<tr>
<td>Aug 1, 2016</td>
</tr>
<tr>
<td>Expiration Date</td>
</tr>
<tr>
<td>Oct 30, 2016</td>
</tr>
<tr>
<td>Cycle Group</td>
</tr>
<tr>
<td>Group 1</td>
</tr>
</tbody>
</table>
Civil Rights Documents & Comments

The module also includes information about documents submitted, and comments between the recipient and FTA will populate here. Initially your information will look empty, as you begin to use information it will populate here. Add all new documents here; the document will populate here and in your profile documents listing. Only if you add documents here can you later delete the document.

**Existing Document Details**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Name</th>
<th>Program Begin and End Dates</th>
<th>Date Uploaded</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No items available

**Comments**

Existing Comments

Please scroll within the box to see all existing comments.
Program Submission

1. From the summary page, select your program and continue button.
2. Upload documents as necessary
3. Enter Comments
4. Click on Submit Button
5. Return to summary page to confirm status has changed
6. Every time you hit the “Submit” button you are sending information to FTA and changing the “submitted date” and the “status date”.
Adding a Document

To add (or delete) a document, click on the “Manage Documents” button and a form will populate with an upload feature.

Complete Form, and Upload Document. Once you hit “Save” it will populate in the grid above.
Adding a Document

- Document Type selection(s) will vary with each CR program.
- You can delete by selecting the “remove” feature, if you select the “Save” button, you need to return to the module to select and delete.
Adding a Document

All new documents added in the CR Module can also be found under the Recipient Organization Documents. (reminder you can only delete from the CR module.)
Adding Comments

Only users with the civil rights user role will see the two comment boxes. The “Program Comments” is for new comments related to your submission. Once submitted those comments will populate in the “Existing Comments” box. You can scroll within the box (how is browser specific). You cannot go back and edit comments once saved.

New Comments Here

Saved comments here.

Please scroll within the box to see all existing comments.
Reminder that your DBE program, in most cases will not have a due and expiration date.
FTA has the option to return a program for changes. You will receive an email notification (see sample) if it is returned. You must then resubmit via TrAMS for further consideration.

TrAMS Admin <tramsteam@gmail.com>
To Brother Masterson,

NOTICE

The Civil Rights Compliance for the EEO Program has been returned to grantee for review.

Please review the compliance for Transportation, Ohio Department Of (1225) via the related actions for the Recipient Organization.

This message has been sent by Appian
FLEET INFORMATION
Fleet information migrated into TrAMS will populate and reside in the Recipient Profile.
Fleet Information in TrAMS (in the interim) will display only the TEAM “after value” as the “Current Value.”

### Part 6: Fleet Status

#### Fixed Route

<table>
<thead>
<tr>
<th></th>
<th>Before</th>
<th>Change</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Active Fleet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Peak Requirement</td>
<td>192</td>
<td>0</td>
<td>192</td>
</tr>
<tr>
<td>B. Spares</td>
<td>44</td>
<td>0</td>
<td>44</td>
</tr>
<tr>
<td>C. Total (A+B)</td>
<td>236</td>
<td>0</td>
<td>236</td>
</tr>
<tr>
<td>D. Spare Ratio (B/A)</td>
<td>22.92%</td>
<td>0.00%</td>
<td>22.92%</td>
</tr>
<tr>
<td>II. Inactive Fleet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Other</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>B. Pending Disposal</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>C. Total (A+B)</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>III. Total (I.C and II.C)</td>
<td>246</td>
<td>0</td>
<td>246</td>
</tr>
</tbody>
</table>
View or Manage Fleet Status

To view or modify fleet information (or the details/notes for a specific fleet entry), click on a box and select the “Update” button.

<table>
<thead>
<tr>
<th>Fleet Type</th>
<th>Peak Requirement</th>
<th>Spares</th>
<th>Spare Ratio</th>
<th>Contingency</th>
<th>Pending Disposal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heavy Rail</td>
<td>342</td>
<td>94</td>
<td>27.49%</td>
<td>0</td>
<td>0</td>
<td>436</td>
</tr>
<tr>
<td>Commuter Rail</td>
<td>415</td>
<td>75</td>
<td>18.07%</td>
<td>0</td>
<td>0</td>
<td>490</td>
</tr>
<tr>
<td>Light Rail</td>
<td>156</td>
<td>39</td>
<td>25%</td>
<td>0</td>
<td>0</td>
<td>195</td>
</tr>
<tr>
<td>Fixed Route</td>
<td>730</td>
<td>146</td>
<td>20%</td>
<td>60</td>
<td>2</td>
<td>928</td>
</tr>
<tr>
<td>Paratransit</td>
<td>735</td>
<td>5</td>
<td>0.68%</td>
<td>0</td>
<td>7</td>
<td>747</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
<td>1</td>
<td>20%</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
</tbody>
</table>
Manage Fleet Status

The module provides summary details of the selected fleet and...

<table>
<thead>
<tr>
<th>Fleet Status</th>
<th>Fleet Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recipient Profile Information</strong></td>
<td></td>
</tr>
<tr>
<td>Recipient ID</td>
<td>1910</td>
</tr>
<tr>
<td>Recipient Name</td>
<td>Madison, City Of</td>
</tr>
<tr>
<td><strong>Existing Fleet Summary</strong></td>
<td></td>
</tr>
<tr>
<td>I. Existing Active Fleet</td>
<td></td>
</tr>
<tr>
<td>A. Peak Requirement</td>
<td>182</td>
</tr>
<tr>
<td>B. Spares</td>
<td>38</td>
</tr>
<tr>
<td>C. Total Active Fleet (A + B)</td>
<td>220</td>
</tr>
<tr>
<td>D. Spare Ratio (B / A)</td>
<td>18.13%</td>
</tr>
<tr>
<td>Total Fleet (I.C and II.C)</td>
<td>234</td>
</tr>
<tr>
<td>II. Existing Inactive Fleet</td>
<td></td>
</tr>
<tr>
<td>A. Contingency</td>
<td>0</td>
</tr>
<tr>
<td>B. Pending Disposal</td>
<td>14</td>
</tr>
<tr>
<td>C. Total Inactive Fleet (A + B)</td>
<td>14</td>
</tr>
</tbody>
</table>
Manage Fleet Status

...provides a form to modify and save.
APPLICATIONS AND CIVIL RIGHTS
Applications

When recipients are developing their grant applications they should be aware of the status for each Civil Rights Programs. Recipients, when transmitting an application to FTA will, TrAMS will populate a “warning” message if their programs are not in a concur status.
Search for Application & Awards

• **Recipient Profile Dashboard** provides a snapshot view of your Applications and Awards with links to the record.

• **Records Tab** Application/Awards lists all records and provides a search field where you can search for a specific record or use filters to narrow search.

• **Actions Tab** search allows you to narrow search using criteria.
### Applications & Awards Profile Dashboard

#### Records / Recipient Organization

**Transportation, Wisconsin Department Of | WISCONSIN DOT**

#### Recipient Information

- **Recipient ID**: 1245
- **Recipient DUNS**: 809611460

#### Applications

<table>
<thead>
<tr>
<th>FAIN</th>
<th>Application Name</th>
<th>Last Updated By</th>
<th>Last Updated Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WI-18-X053-00</td>
<td>2014 Wisconsin Section 5311</td>
<td></td>
<td>Sep 25, 2015</td>
<td>Active (Executed)</td>
</tr>
<tr>
<td>WI-18-X055-00</td>
<td>2015 Wisconsin Section 5311 Grant</td>
<td></td>
<td>Sep 23, 2015</td>
<td>Active (Executed)</td>
</tr>
<tr>
<td>WI-37-X023-03</td>
<td>CLOSE OUT AMENDMENT</td>
<td></td>
<td>Sep 02, 2015</td>
<td>Closed</td>
</tr>
<tr>
<td>WI-34-0013-00</td>
<td>FY 2014 5339 Bus and Bus Facilities</td>
<td></td>
<td>Aug 28, 2016</td>
<td>Active (Executed)</td>
</tr>
<tr>
<td>WI-37-X024-01</td>
<td>2013 WisDOT JARC Grant - Amend 1</td>
<td></td>
<td>Aug 19, 2015</td>
<td>Active (Executed)</td>
</tr>
<tr>
<td>WI-74-X001-00</td>
<td>FY13 SSO WisDOT</td>
<td></td>
<td>Aug 07, 2015</td>
<td>Active (Executed)</td>
</tr>
<tr>
<td>WI-37-X023-02</td>
<td>2012 WisDOT JARC Grant - Amend 2 (re-ob)</td>
<td></td>
<td>Jul 09, 2015</td>
<td>Closed</td>
</tr>
</tbody>
</table>

You can sort by clicking on any header (see arrow)
Use Dashes & Hit Enter!

In TrAMS in search fields you must include the dash (e.g. WI-90-X025). Also that little magnifying glass is just an icon, use the enter function on your keyboard to filter.
Application Initial Reviews

FTA Initial Reviews are conducted by:

- Environmental = Required
- Technical Review = Optional
- Civil Rights Review = Optional

Generally when there is construction (ADA compliance) or rolling stock (ADA/TVMs) is included in your application.
Post Award TVM Requirements

If your award includes rolling stock you must provide TVM documentation related to your procurement award, to satisfy your DBE requirements. The Office of Civil Rights will provide further guidance on where to file documentation.
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