

Transmit Application Function Changes for Cooperative Agreements

Purpose of the Change

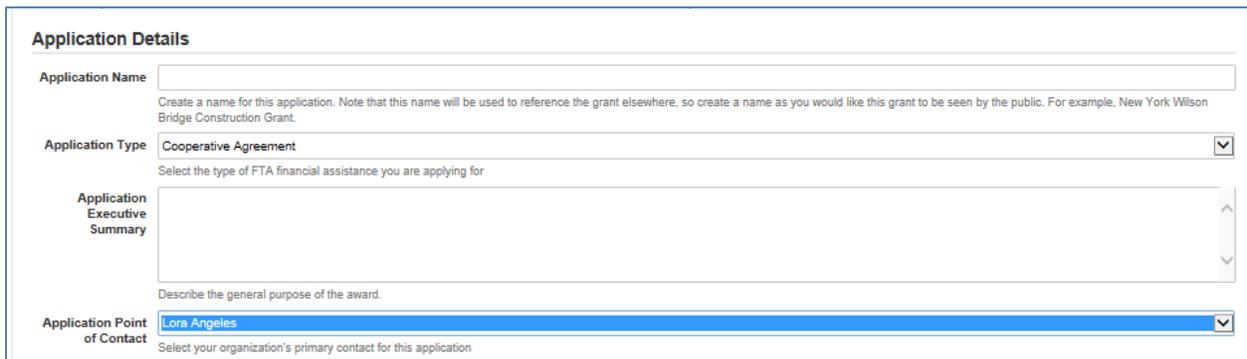
The purpose of the change is to improve the workflow to ensure the application transmitted to FTA for initial review is sent to the appropriate FTA Regional or Headquarters Office. In general, recipients are assigned to a Regional Office for the majority of their awards. On occasion, a recipient may receive an award that is managed from an FTA Headquarters' office. This new functionality will allow the recipient to select the responsible FTA Office at the Transmit phase of the application process.

Functionality

1. The functionality allows the applicant to select the appropriate FTA Regional or Headquarters Office that will manage the application. When in doubt about the selection, please contact your FTA Point of Contact.
2. This functionality only applies Cooperative Agreements.
3. This functionality only applies to NEW TrAMS Applications.

How does the Functionality Work?

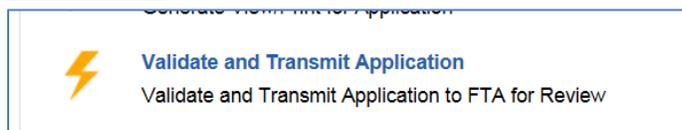
1. **The functionality only applies if you select the Application Type "Cooperative Agreement" during create application process.**



The screenshot shows a form titled "Application Details" with the following fields:

- Application Name:** A text input field with a placeholder instruction: "Create a name for this application. Note that this name will be used to reference the grant elsewhere, so create a name as you would like this grant to be seen by the public. For example, New York Wilson Bridge Construction Grant."
- Application Type:** A dropdown menu with "Cooperative Agreement" selected. Below it is the instruction: "Select the type of FTA financial assistance you are applying for".
- Application Executive Summary:** A large text area with a placeholder instruction: "Describe the general purpose of the award."
- Application Point of Contact:** A dropdown menu with "Lora Angeles" selected. Below it is the instruction: "Select your organization's primary contact for this application".

2. **Once your application is complete, use the application level Related Action "Validate and Transmit Application" to initiate the transmission sequence. The Developer and the Submitter user roles have the ability to Validate and Transmit Applications.**



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Note: New functionality now allows the Developer role to Transmit. If your agency requires the Submitter to still transmit the initial application, the Developer should stop after validation and close the screen.

The first screen will populate the “Application Validation Results” screen. The below is an example:

3. Select the “Continue with Warnings” button to complete the validation.

Application | Application Validation Results

Application Details

Application Number	5566-2017-2	Application Name	Developer Transmit workflow test
Temporary Application Number	5566-2017-2		

Warning Issues

 **Warning**

This application can pass Application Validation with the following issues, but they must be corrected prior to Award:

- Your organization has expired or incomplete civil rights program compliances. Please update your civil rights programs (Recipient Organization Record, Civil Rights Information Related Action)
- Your organization has not approved C&A's for Fiscal Year 2017 (Recipient Organization Record, Certifications & Assurances Related Action).

4. The following screen will populate.

Application | Validated

 **Success!**

Application Number 5566-2017-2 has been successfully validated.

5. Determine the appropriate User Role to complete Transmission of application.

- If you know the Submitter will submit the initial application, you can “Close” the form here and the Submitter can log in and complete transmission;
- If you are the Developer, and have the authority to transmit, you can select the “Continue with Transmission” button.

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6. You will then see the following screen to select appropriate Regional or Headquarters' Office. Use the drop down menu to select the appropriate FTA Office.
7. Complete the action by selecting the "Continue with Transmission" button.

Region/HQ Office Selection

Select FTA Office to Manage this Application *

Please select a value

[Continue with Transmission](#) [Close](#)

U.S. Department of Transportation
Federal Transit Administration

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

Region/HQ Office Selection

Select FTA Office to Manage this Application *

Please select a value

- TrAMS FTA Region 9
- Office of Administration (TAD)
- Office of Budget and Policy (TBP)
- Office of Communications and Congressional Affairs (TCA)
- Office of Chief Counsel (TCC)
- Office of Civil Rights (TCR)
- Office of the Administrator (TOA)
- Office of Planning and Environment (TPE)
- Office of Program Management (TPM)
- Office of Research Demonstration and Innovation (TRI)
- Office of Safety Security and Oversight (TSO)