

FTA

FEDERAL TRANSIT ADMINISTRATION

Disadvantaged Business Enterprise Reporting Module

Stakeholders Session
March 29, 2016 and
April 6, 2016



U.S. Department of Transportation
Federal Transit Administration

Disclaimer

Information and screenshots are
subject to change and/or
clarifications

Thank you for your understanding
and cooperation

Session Overview

1. TrAMS Basics
2. TrAMS User Roles
3. Civil Rights Module
4. DBE Report Submission
5. DBE Report – Search Function

TrAMS Basics

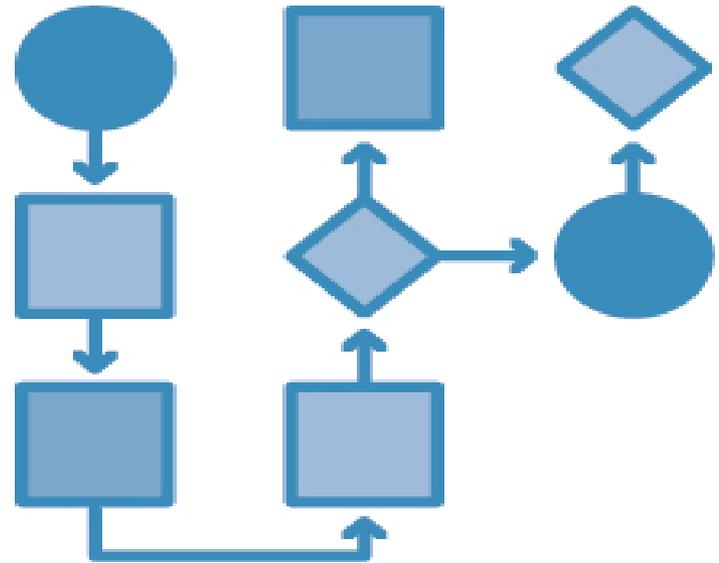
1. Appian Platform
2. What is a workflow
3. User Roles
4. Tasks and notifications

TrAMS and Appian

- TrAMS uses a platform called Appian.
- The Appian platform is also being used for FTA's National Transit Database (NTD) reporting requirements.
- The Appian platform is workflow based; this changes how you and FTA manage activities associated with financial awards, reporting and other compliance requirements.

Workflow & User Roles

The system uses workflows and User Roles; meaning there is a sequence of actions, the user roles define who takes the action, and “Tasks” are used to let the user know something must be completed in the system.



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.

Recipient User Roles

TEAM Recipient/Grantee "Functions" seen on TEAM Request Form	<u>Equivalent TrAMS Recipient User Group/Role</u>	<u>LSM Review PIN Required</u>
NA	User Manager	NA
NA	Developer	NA
Submit	Submitter	Yes
Civil Rights/DBE Reporting	Civil Rights	NA
Execute	Official	Yes
Certify as Official	Official	Yes
Certify as Lawyer	Attorney	Yes
Certify as Both	Assign Both Attorney and Official	Yes
NA	FFR Reporter	NA
NA	MPR Reporter	NA

Civil Rights User “Group”

Individuals with the TEAM Civil Rights and DBE Reporter roles will receive the “Civil Rights” role in TrAMS.

Individuals assigned the Civil Rights User Role belong to a “group.”

There is not a role specifically for DBE Reporting. This means when a task is issued to complete the DBE Report, every individual in the Civil Rights group will receive the associated task. Coordination may be required.

Civil Rights Responsibilities

Individuals in the Civil Rights user group are responsible for:

- Developing and submitting Civil Rights program information to FTA.
- Developing and submitting triennial DBE goals and methodology (if applicable).
- Developing and submitting DBE goal reports.
- There is no required delegation of authority letter for this user role.

YOUR USER PROFILE

2 ways to Check Your User Roles

Option 1 - Use the **Records** Tab and select the **Users** option from the menu.



Enter your name in the search field

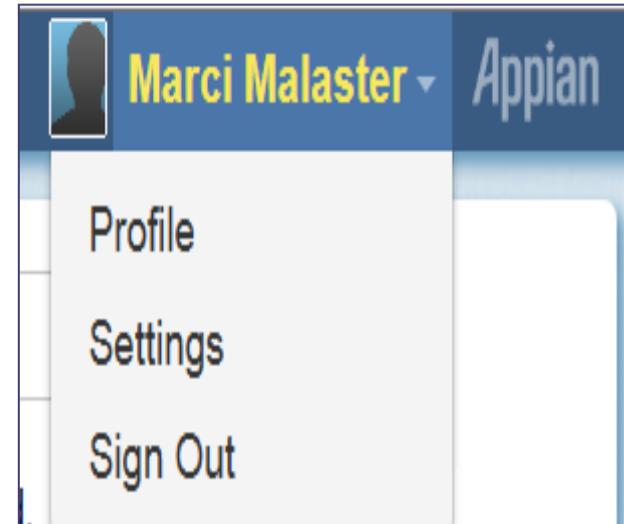
...then “enter” on your keyboard. The results will populate. Select your name which is a “hyperlink” to access your profile record.



The screenshot displays the user management interface of the Federal Transit Administration. At the top, there is a navigation bar with tabs for News, Tasks (2), Records, Reports, and Actions. The 'Records' tab is currently selected. On the left side, the U.S. Department of Transportation Federal Transit Administration logo is visible. Below the logo is a search input field containing the text 'karisa'. A red arrow points from the search field to the search results. The search results are displayed in a light blue box with the heading 'Users' and the text 'Showing search results for karisa'. The results list a user named 'Loy, Karisa' with a profile picture showing the initials 'Lo', and the details 'Washington, DC' and 'karisa.loy.ctr@dot.gov'. Below the search field, there are filters for 'All' and 'Status' (Active, Inactive).

Option 2 - Your User Account & Sign Out

- In the Navigation Bar top right side of the screen you will find a Profile Icon and your User Name.
- Click on your name/or the drop arrow, and a menu will populate.
- Select “Profile” to be directed to your user account information.



Your User Account Profile

Managing your user profile will be discussed in other presentations. Note that if you add a Photo (smiley) it populates in the newsfeed related to actions you take in the system and messages/posts you send in the system. Keep in mind everything is FIOA'able.

The screenshot shows a web application interface for the Federal Transit Administration. The top navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The user is logged in as 'Suzie SEPTA'. The main content area displays the user profile for 'SEPTA, Suzie'. The profile includes a yellow smiley face icon, the name 'Suzie SEPTA', the email 'suzie.septa@yahoo.com', and the phone number '202133-1234 (Office)'. A bio reads 'Hello, I am the Grants Manager for Super Transit System ABC'. Below the bio are statistics for 'Followers', 'Following', and 'Kudos', all showing a count of 0. The background of the profile card is a pink and white floral pattern.

Your User Account Profile

Your profile identifies the organizations you are assigned to and your user roles.

The screenshot shows a web application interface for a user profile. At the top, there are navigation tabs: News, Tasks, Records (highlighted), Reports, and Actions. The user's name 'Suzie SEPTA' and a partial name 'Appian' are visible in the top right. The main content area is titled 'Records / Users' and 'SEPTA, Suzie'. It is divided into three sections: 'User Information', 'Organizations', and 'Roles'. The 'User Information' section contains fields for Username (Email), Address, Honoric, Full Name, Email, Created On, and Last Certified On. The 'Organizations' section lists 'Southeastern Pennsylvania Transportation Authority - Septa' and 'Madison, City Of'. The 'Roles' section lists six roles: 'Submitter, Southeastern Pennsylvania Transportation Authority - Septa', 'User Manager, Southeastern Pennsylvania Transportation Authority - Septa', 'Official, Southeastern Pennsylvania Transportation Authority - Septa', 'Attorney, Southeastern Pennsylvania Transportation Authority - Septa', 'Official, Madison, City Of', and 'Submitter, Madison, City Of'. A pagination bar at the bottom of the roles section shows '1-6 of 6'.

User Information	
Username (Email)	suzie.septa@yahoo.com
Address	Main Street Any Town, 00000
Honoric	Ms
Full Name	Suzie SEPTA
Work Phone	202133-1234
Email	suzie.septa@yahoo.com
Status	Active
Created On	1/29/2016
Last Certified On	1/29/2016

Organizations
Southeastern Pennsylvania Transportation Authority - Septa
Madison, City Of

Roles
Submitter, Southeastern Pennsylvania Transportation Authority - Septa
User Manager, Southeastern Pennsylvania Transportation Authority - Septa
Official, Southeastern Pennsylvania Transportation Authority - Septa
Attorney, Southeastern Pennsylvania Transportation Authority - Septa
Official, Madison, City Of
Submitter, Madison, City Of

CIVIL RIGHTS PROGRAMS MODULE – DBE PROGRAM AND GOAL INFORMATION

Quick Ref. Find Recipient Profile

From the Records Tab

- 1) Recipient Organizations
- 2) Your associated organization(s) will populate
- 3) Select Name (hyperlink to Record)

You will be redirected to the record and land on the summary page

Find Your Recipient Organization Civil Rights Information

Use the Related Action option in the sidebar menu and select Civil Rights Information in the main menu.

The screenshot shows the FTA website interface. At the top, there are navigation tabs: News, Tasks (22), Records (highlighted), Reports, and Actions. On the left sidebar, the FTA logo and name are displayed, along with a list of 'Related Actions' including Summary, News, Applications/Awards, TrAMS Users, Locations, Designated Recipient, and Suballocations. The main content area shows the breadcrumb 'Records / Recipient Organizations' followed by 'Chicago Transit Authority | CTA' and a 'Follow' button. Below this, there are four menu items, each with a lightning bolt icon: 'Recipient Documents' (Manage Recipient Documents), 'Civil Rights Information' (Manage Civil Rights Information), 'Certifications & Assurances' (Manage Certifications and Assurances), and 'Fleet Status' (Manage Fleet Status Information). The 'Civil Rights Information' item is highlighted with a red rectangular box.

Civil Rights Module & User Roles Views

- Only the Civil Rights User Role can modify information, add comments and upload documents in the civil rights modules
- All other users have a “read only” view.
- All documents added in the civil rights module populate in the specific module and in the recipient profile documents. And can be viewed in both locations.
- *Note: you can only delete new documents added in the CR Modules.*

To View/Modify a Program: Select a box and the continue button.

Massachusetts Bay Transportation Authority | Civil Rights Compliance

Recipient Details

Recipient ID: 1369 Recipient Name: Massachusetts Bay Transportation Authority

Status History

<input type="checkbox"/>	Program Name	Program Status	Submitted Date	Concur Date	Due Date	Expiration Date
<input type="checkbox"/>	EEO Program	In Review - Under FTA Review	7/15/2015		7/1/2015	8/31/2015
<input type="checkbox"/>	DBE Program	Concur	11/6/2014	11/7/2014		
<input type="checkbox"/>	Title VI Program	In Review - Under FTA Review	5/30/2014		6/1/2014	
<input type="checkbox"/>	DBE Goal	Concur	11/25/2014	12/2/2014	8/1/2017	9/30/2017

Select Box in Grid then
Select Continue

DBE Goal Module

Screenshots in this presentation are the view of the Civil Rights User Role

The first section of the DBE Goal Module identifies the Program Status, the next date an updated goal is “due”, when the current program expires, and the cycle group.

The screenshot displays the 'Civil Rights Compliance | Disadvantaged Business Enterprise (DBE) Goal' page. On the left is a navigation menu with a 'TRAINING' banner. The main content area is divided into two sections: 'Recipient Details' and 'Program Status'.

Recipient Details	
Recipient ID 1235	Recipient Name Metro Regional Transit Authority

Program Status	
Status Date Nov 25, 2014	Due Date Aug 1, 2017
Program Status Concur	Expiration Date Sep 30, 2017
	Cycle Group Group 1

What is the Status Date?

The “status date” will update each time an action is taken either by the recipient or FTA.

The screenshot displays the FTA TRAINING portal interface. On the left is a navigation menu with items: Summary, News, Related Actions (with a right-pointing arrow), Applications/Awards, TrAMS Users, Locations, Designated Recipient, and Suballocations. The main content area is titled "Civil Rights Compliance | Disadvantaged Business Enterprise (DBE) Goal". Below the title, there are two sections: "Recipient Details" and "Program Status". The "Recipient Details" section shows "Recipient ID: 1235" and "Recipient Name: Metro Regional Transit Authority". The "Program Status" section shows "Status Date: Nov 25, 2014" (circled in red), "Program Status: Concur", "Due Date: Aug 1, 2017", "Expiration Date: Sep 30, 2017", and "Cycle Group: Group 1".

Recipient Details	
Recipient ID	1235
Recipient Name	Metro Regional Transit Authority

Program Status	
Status Date	Nov 25, 2014
Program Status	Concur
Due Date	Aug 1, 2017
Expiration Date	Sep 30, 2017
Cycle Group	Group 1

DBE Goal Module

The first section of the module provides the migrated goals from TEAM. Only the Civil Rights User role has editable fields to update their DBE Goals.

DBE Goals	
DBE Race Conscious Goal	DBE Race Neutral Goal
<input type="text" value="0.31%"/>	<input type="text" value="1.02%"/>
	Overall Goal
	<input type="text" value="1.33%"/>

Documents

- All Migrated TEAM Documents will reside only under the Recipient Documents – including the Civil Rights Documents.
- Any New Documents should be added in the specific CR module.
- Only new documents added in the CR module can be deleted by the recipient. Recipients cannot delete migrated documents. Follow up with FTA if a documents must be deleted.

Existing Document Details

Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
No items available				

[Manage Documents](#)

DBE Goal Module

Initially your comments information will be blank. Only the CR User Role may enter comments all other users have a read only of existing comments.

Note when adding comments, once saved they will reside in the existing comments box and cannot be edited.

Comments

Civil Rights Program Comments

Existing Comments

Please scroll within the box to see all existing comments.

TEAM Migrated Documents

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



The screenshot displays the TEAM interface for the U.S. Department of Transportation Federal Transit Administration. The top navigation bar includes 'News', 'Tasks (24)', 'Records', 'Reports', and 'Actions', with 'Records' highlighted. The left sidebar shows a navigation menu with 'Summary', 'News', 'Related Actions >', 'Applications/Awards', 'TrAMS Users', and 'Locations'. The main content area shows the breadcrumb 'Records / Recipient Organizations' and the title 'Transportation, Connecticut'. Two items are listed: 'Recipient Documents' (with a lightning bolt icon) and 'Civil Rights Information' (with a lightning bolt icon). The 'Recipient Documents' link is circled in red.

DBE REPORT AND REVIEWS MODULE

Notifications/Tasks Example

- DBE Reports are Task Based; you will receive an email task notification.
- Anyone who is assigned the Civil Rights User Role will receive the email. Anyone in the group can claim the task(s). Once claimed it is no longer in the queue.



Notifications/Tasks Example

We realize some individuals wear many hats and therefore may have many roles. Consider using rules to manage your incoming TrAMS emails (a quick reference guide to set rules in Outlook will be posted to the TrAMS page).

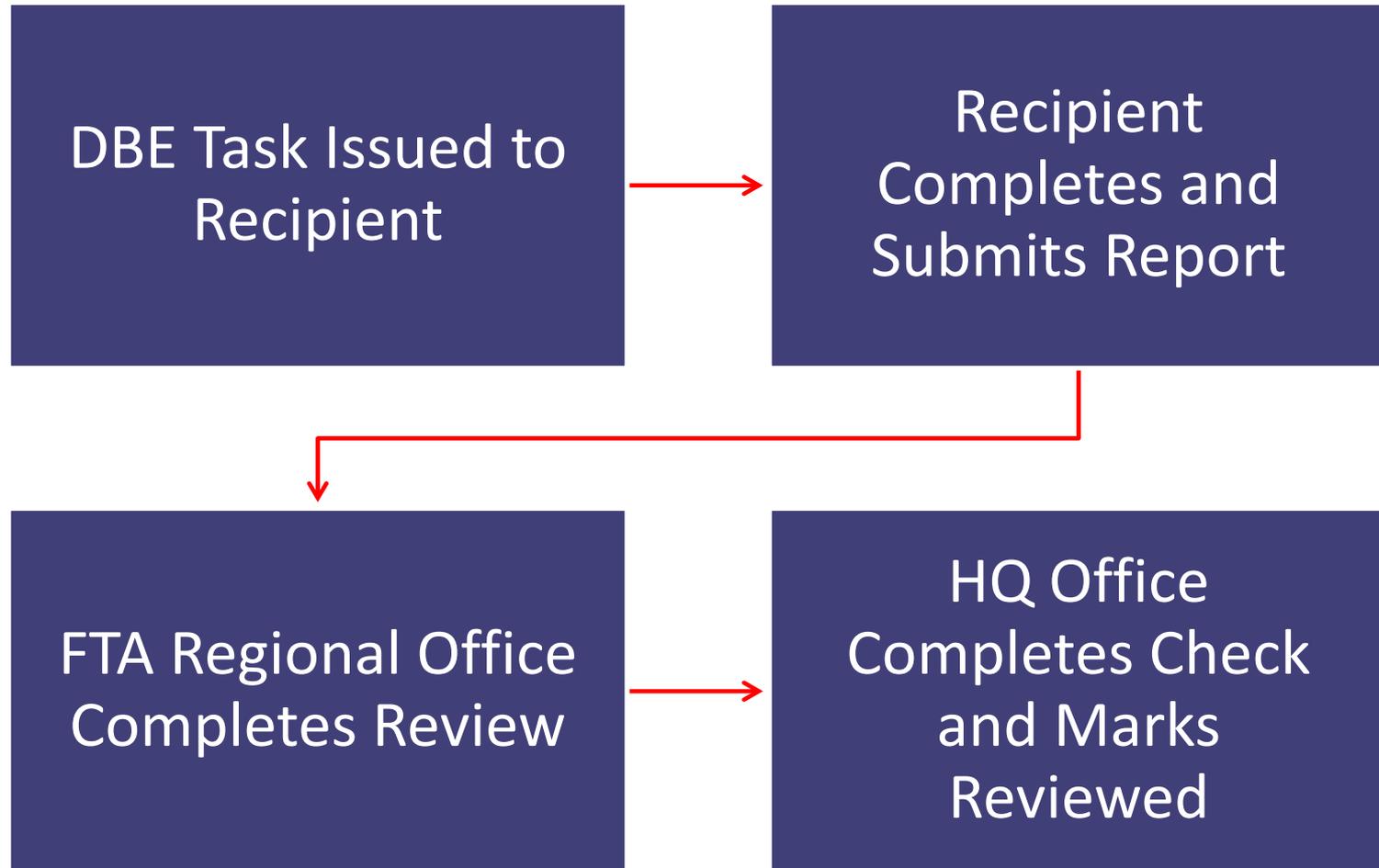


Task Launch and Reminders

- The task is launched 60 days prior to due date (for the report due June 1st is launched on April 1)
- The system does have reminders, which are currently set at 10, 5, and 1 day prior to the final due date and 10 days following the due date. (*Reminders may be adjusted after we understand more about the impact on our end users.*)***
- The task remains available to complete until you have submitted the report and both the regional and Headquarters representative have provided their review concurrence.

***** Note that after April 1st FTA modified the system to remove the reminder notices.**

Basic Workflow



Reviews and Resubmissions

- RCRO can return a report to the recipient after initial review; and the recipient must resubmit the report.
- HQ conducts a secondary review and can also return a report to the recipient. The recipient must resubmit the report back to the RCRO for review again before a final HQ review can be finalized.

DBE Reporting Resources

If you need more information about what information to include in each field please visit the FTA Civil Rights DBE page

The screenshot shows the Federal Transit Administration website. The header includes the FTA logo and the text "Federal Transit Administration". Below the header is a navigation bar with links for "About", "Funding", and "Regulations & Guidance". The main content area is titled "Disadvantaged Business Enterprise" and "Overview". It contains a paragraph about the DOT's DBE Program and a section titled "DBE Reporting Requirements" which states that the 2014 regulations require FTA recipients and transit vehicle manufacturers (TVMs) to use the new semi-annual Uniform Report. A sidebar on the left lists various categories, and a "Contact Us" section on the right provides the office address, phone number, and business hours.

Federal Transit Administration

Home » Regulations and Guidance » Civil Rights & ADA

Civil Rights / ADA

Americans with Disabilities Act (ADA)

Title VI of the Civil Rights Act of 1964

Disadvantaged Business Enterprise (DBE)

Overview

Regulations

Guidance

Compliance

Transit Vehicle Manufacturers (TVM)

Equal Employment Opportunity (EEO)

Training Materials

File a Complaint with FTA

FAQ

Disadvantaged Business Enterprise

Overview

DOT's DBE Program seeks to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs and to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts. The FTA Office of Civil Rights is responsible for monitoring FTA recipients' DBE programs and ensuring their compliance with DOT's DBE regulations found at 49 CFR Part 26.

DBE Reporting Requirements

The 2014 Disadvantaged Business Enterprise regulations require FTA recipients and transit vehicle manufacturers (TVMs) to use the new semi-annual Uniform Report (located at 49 CFR Part 26, Appendix B). Guidance on completing the ongoing payments portion of the Uniform Report can be found [here](#).

TVMs should submit this report via e-mail following instructions on the [TVM page](#).

Contact Us

Office of Civil Rights
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590
United States

Phone: 888-446-4511

Business Hours:
8:30am-5:00pm ET, M-F

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DBE Reports

Recipients receive a notification and task to complete their reports – 60 days in advance of the due date.



DBE Report Module

The module currently shows all active awards associated with your organization; you may select the hyperlink if you need to review a specific award agreement.

Current Active Awards		
Application Number	Award Name	Fiscal Year
OH-04-0024-02	Akron Intermodal Transit Center - FY2009	2009
OH-90-X784-00	Preventive Maintenance & Bus Replacement	2013
OH-37-X100-00	JARC - LAPSING	2015
OH-95-X157-00	2014 Preventive Maintenance & Bus Rehab	2014
OH-90-X805-00	Preventive Maintenance & Bus Replacement	2014
OH-16-X014-00	Purchase of buses and support equipment	2015
OH-95-X193-00	Construction of covered parking for bus	2015
OH-90-X822-00	Preventive Maintenance & Bus Replacement	2015
OH-34-0023-00	Purchase of 40' Buses	2015

1-9 of 9

DBE Report Module

The report will auto populate the goals currently listed in the Civil Rights Module for your DBE Goal; if you need to update information, return to your recipient organization record. The Updated by and date will populate once your information is saved.

DBE Uniform Report Summary	
Report Fiscal Year 2016	Report Status New/Draft
Report Period Semiannual: Report Due June 1	Last Updated By
Report Due Date June 1	Last Updated Date
Triennial DBE Goals	
Triennial DBE	Goal (%)
Race Conscious	0.31 %
Race Neutral	1.02 %
Overall Goal (%)	1.33 %

DBE Semi-Annual Report

The form is consistent with the last format in TEAM. A limited number of fields are editable, and the rest will auto-populate based on the rules applied to the form.

Prime Contracts and Subcontracts Awarded									
Awards/Commitments Made During This Reporting Period:									
	A. Total Dollars (All Types)	B. Total Number (All Types)	C. Total to DBEs (\$)	D. Total to DBEs (#)	E. Total Dollars to DBEs/Race Conscious	F. Total Number to DBEs/Race Conscious	G. Total Dollars to DBEs/Race Neutral	H. Total Number to DBEs/Race Neutral	I. % of Total to DBEs
8. Prime Contracts Awarded / Committed This Period	\$0.00	0	\$0	0			\$0.00	0	0.0 %
9. Sub Contracts Awarded / Committed This Period	\$0.00	0	\$0	0	\$0.00	0	\$0.00	0	0.0 %
10. Total			\$0	0	\$0	0	\$0	0	0.0 %

DBE Semi-Annual Report

As you work through the form the rules will be validated.

Payments on Ongoing Contracts (Report Activity of Ongoing Contracts)

	A. Total Number of Contracts	B. Total Dollars	C. Total Number of Contracts with DBEs	D. Total Payments to DBE Firms	E. Total Number of DBE Firms Paid	F. Percent to DBEs
18. Prime and sub contracts currently in progress	0	\$0.00	0	\$0.00	0	0.0%

Actual Payments on Contracts Completed This Period

	A. Number of Prime Contracts Completed	B. Total Dollar Value of Completed Prime Contracts	C. DBE Participation Dollars Needed to Complete Goal	D. Total DBE Participation Dollars	E. Percentage of Total DBE Participation Dollars
19. Race Conscious	0	\$0.00	\$0.00	\$0.00	0.0 %
20. Race Neutral	0	\$0.00		\$0.00	0.0 %
21. Total	0	\$0		\$0	0.0 %

Example of an Error Message. Rules have been applied to certain fields to help guide the user when the rules do not align.

Here 17 c is \$1,000 dollars more than 10 c

	A. Total Dollars (All Types)	B. Total Number (All Types)	C. Total to DBEs (\$)	D. Total to DBEs (#)	E. Total Dollars to DBEs/Race Conscious	F. Total Number to DBEs/Race Conscious	G. Total Dollars to DBEs/Race Neutral	H. Total Number to DBEs/Race Neutral	I. % of Total to DBEs
8. Prime Contracts Awarded / Committed This Period	\$100,000.00	0	\$0	0			\$0.00	0	0.0%
9. Sub Contracts Awarded / Committed This Period	\$5,000.00	0	\$5,000	0	\$5,000.00	0	\$0.00	0	100.0%
10. Total			\$5,000	0	\$5,000	0	\$0	0	5.0%

DBE Awards/Commitments This Period - Breakdown by Ethnicity & Gender

Awards/Commitments Breakdown By Ethnicity & Gender:

	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	\$6,000.00	\$0.00	\$6,000	0	0	0
12. Hispanic American	\$0.00	\$0.00	\$0	0	0	0
13. Native American	\$0.00	\$0.00	\$0	0	0	0
14. Asian-Pacific American	\$0.00	\$0.00	\$0	0	0	0
15. Subcontinent Asian American	\$0.00	\$0.00	\$0	0	0	0
16. Non-Minority	\$0.00	\$0.00	\$0	0	0	0
17. TOTAL	\$6,000	\$0	\$6,000	0	0	0

Total DBE Dollars (17C) should equal Total DBE Contract Dollars (10C)

View/Print Report

Once you have completed your report, you may want to view/print the report to review, or have other review it prior to submission.

Grantee Remarks *

Provide Remarks to the Regional Civil Rights Officer (refer to your local regional office for additional guidance regarding what level of detail they expect to see in regards to the submission remarks)

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

Upload Document(s)

Upload Supporting Document

View/Print DBE Report

The view/print format is browser specific. Once you select the document hyperlink it will open in an .rtf file that may be saved as a word document or pdf.

View/Print DBE Report

Printable DBE Report  [View Print DBE Report for - METRO RTA - 11340 Fiscal Year - 2016 Report Period - Semiannual](#)
15.5 KB

[Close](#)

Report Submission

When you are ready to submit, enter remarks as part of your submission to FTA. You may also add a document to your submission, if necessary. Once ready select the “Submit to FTA Region” button. You can also save and return to the task later to update and submit.

Grantee Remarks*

Provide Remarks to the Regional Civil Rights Officer (refer to your local regional office for additional guidance regarding what level of detail they expect to see in regards to the submission remarks)

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

Upload Document(s)

Upload Supporting Document

Report Submission

Once submitted you will receive a confirmation screen.
Select the close button to complete the action

DBE Report| Confirmation

Confirmation

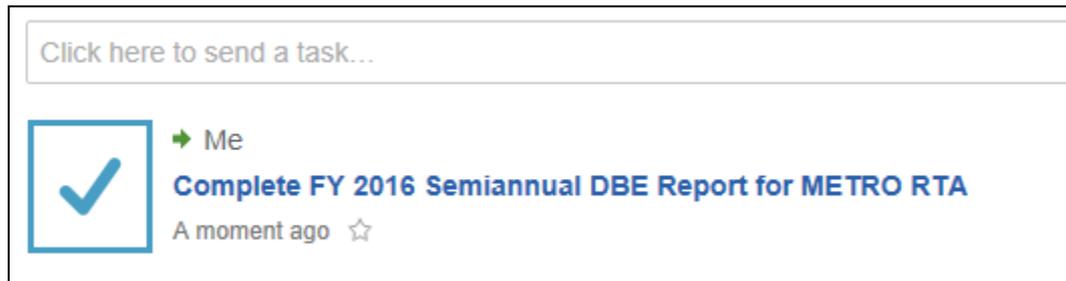
The 2016 Semiannual DBE Report for Metro Regional Transit Authority is Submitted to regional FTA

Please click the Close button to complete your action.

[Close](#)

Understanding the DBE Task

If you save your information and move on to other work, or walk away from your task, you can return to the Task Tab, and reclaim your task – it will be assigned as to “Me”



Returned Report

The Civil Rights Users will receive an email notification and Task associated with the returned report.

The below is an example task if your report is returned for corrections.



Returned Report

To review FTA remarks; accept the task and under the remarks section click on the hyperlink to populate the remarks below.

Grantee Remarks

Remark Link	Remarketed by	Remarketed Date
Grantee Remarks	Brother Masterson	3/15/2016 5:52 PM GMT+00:00

Remark Detail
Provide Remarks to the Regional Civil Rights Officer (refer to your local regional office for additional guidance regarding what level of detail they expect to see in regards to the submission remarks)

Regional FTA Remarks

Remark Link	Remarketed by	Remarketed Date
Regional FTA Remarks	Marci Malaster	3/15/2016 5:58 PM GMT+00:00

Remark Detail
The report is incomplete, please review your current expenditures and update your report and resubmit. thank you. 3/14

SEARCH FOR DBE REPORTS

Search and View Reports

- 1) Go to Actions Tab
- 2) Select from Main Menu “Search DBE Reports”
(you can filter options by selecting TrAMS in sidebar)
- 3) Enter Criteria and Select Search

Disadvantage Business Enterprise (DBE) Uniform Report | Search Criteria

Search Criteria for DBE Uniform Report

Fiscal Year	Any	▼
Status	Any	▼
Reporting Period	Any	▼
Last Updated Date From	M/d/yyyy	
Last Updated Date To	M/d/yyyy	

Search DBE Reports

From the search results; select the box for the report to be viewed, and select the View Report Button. The report will populate. You can review comments or view/print a version of the report.

Disadvantage Business Enterprise (DBE) Uniform Report | Search Results

	Recipient ID	Recipient Name	Fiscal Year	Type	Quarter	Status	Last Updated By
<input type="checkbox"/>	1369	Massachusetts Bay Transportation Authority	2014	Semiannual		Ready for Regional Review	14973
<input type="checkbox"/>	1369	Massachusetts Bay Transportation Authority	2014	Quarterly	2	Ready for Regional Review	14973

APPLICATIONS SEARCH, VIEW/PRINT

Steps to find an Application/Award

Search Option I – From the Records Tab

- 1) Applications/Awards
- 2) Use Filters or Enter the Temp Number/FAIN (w/dashes), or the Award Name in the search field
- 3) Select Name (hyperlink to record)

The screenshot displays the FTA web application interface. At the top, there are navigation tabs: News, Tasks (2), Records (highlighted), Reports, and Actions. The main content area is titled 'Applications / Awards'. On the left, there is a search bar and a sidebar with filters for 'All', 'Pre-Award Status' (In-Progress, In-Progress / Returned to Grantee, Transmitted / Ready for FTA Review), and 'Post-Award Status' (Active (Executed), Deobligation Required, Active / Budget Revision In-Progress). The main list shows three records:

- 1103-2016-3 | FY 16 5337 State of Good Repair**
Grantee Name: Chatham Area Transit Authority
Current Status: In-Progress
Last Updated Date: Apr 06, 2016
- 1094-2016-7 | FL-34-0016 FY 2016 Section 5339 Bus and Bus Facilities Program** ← (Red arrow points here)
- 1368-2016-1 | Hyannis Loop**
Grantee Name: Cape Cod Regional Transit Auth
Current Status: Transmitted / Ready for FTA Review
Last Updated Date: Apr 06, 2016

Steps to find an Application/Award

Search Option 2 – From the Actions Tab

- 1) Search Applications/Awards (TrAMS 1.0)
- 2) Enter criteria to narrow search and continue
- 3) Select Record from Results in Grid

Metro Regional Transit Authority | Application Search Results

Applications

FAIN	Application Name	Last Updated By	Last Updated Date	Status
OH-95-X183-00	2014 Preventive Maintenance		4/1/2015 1:57 AM GMT+00:00	Closed
OH-16-X014-00	Purchase of buses and support equipment		7/30/2015 10:52 PM GMT+00:00	Active (Executed)
OH-95-X193-00	Construction of covered parking for bus		7/21/2015 5:47 PM GMT+00:00	Active (Executed)
OH-90-X822-00	Preventive Maintenance & Bus Replacement		8/15/2015 4:04 PM GMT+00:00	Active (Executed)
OH-34-0023-00	Purchase of 40' Buses		7/30/2015 10:58 PM GMT+00:00	Active (Executed)

[Search Again](#) [Close](#)

View/Print

Once you select the record; use the related actions in the sidebar menu and select **View/Print Application** from the main menu.

Summary	
News	
Related Actions >	 Application Documents Manage Application Document
Points of Contact	
Application Control Totals	 Application Details Manage Application Details
Application Projects	 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
	 Create Closeout Amendment Initiate Close for Active Executed Award
	 Application Review Comments View and Manage Application / Award Review Comments

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.

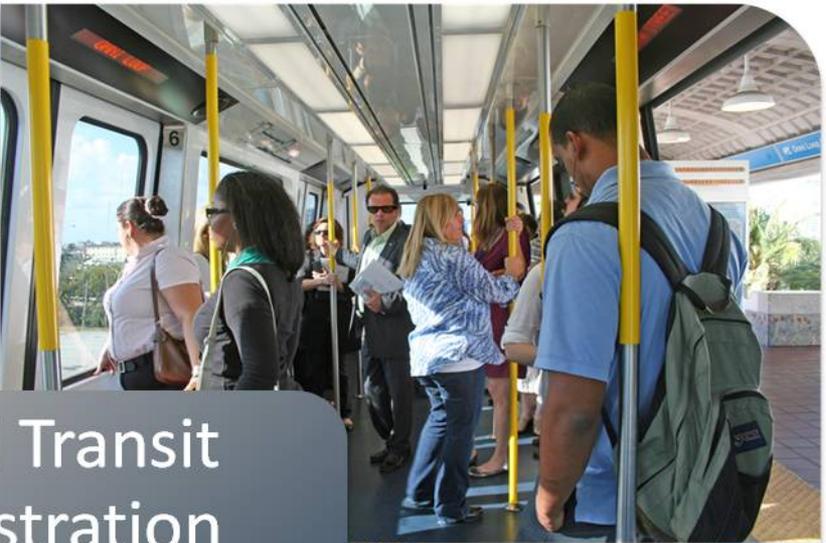
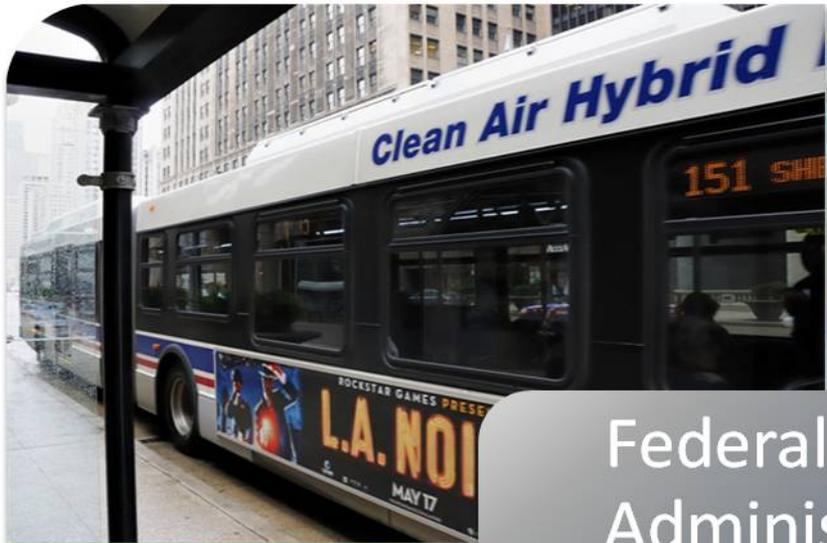


The screenshot shows the FTA website's TrAMS page. At the top left is the FTA logo and the text "U.S. Department of Transportation Federal Transit Administration". To the right is a "CONNECT WITH FTA" section with icons for "Sign Up for Updates", Twitter, YouTube, and Facebook. Below this is a navigation menu with links for "News", "Grant Programs", "Funding & Finance", "Regional Offices", "Contact Us", "About FTA", and "Top Requests", along with a search bar. The main content area features a breadcrumb trail: "Home Page >> Grant Programs >> Applying for FTA Funding >> TrAMS". The main heading is "The Transit Award Management System (TrAMS): FTA's Next Generation of TEAM". Below the heading is a red envelope icon with the text "Sign up for email updates on this topic." and a paragraph: "Welcome to the Transit Award Management System (TrAMS), FTA's platform to award and manage federal grants. TrAMS was created to provide greater efficiency and improved transparency and accountability and replaces the TEAM platform." On the right side, there is a vertical menu with links: "TrAMS Home", "TrAMS HELP and Guidance", "TEAM to TrAMS Transition Information", "TrAMS Training", "Frequently Asked Questions", and "TrAMS Notices Archives". At the bottom right of the page, there are "A A A" text size controls, a "SHARE" button, and social media icons for Facebook and Twitter.

Need Help?

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

General Questions about DBE Reporting
Please contact your FTA Civil Rights Officer



Federal Transit
Administration
www.fta.dot.gov



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