

## TrAMS Application Development Requirements Application Executive Summary Information

The TrAMS system has yet to implement fields necessary to comply with OMB's Uniform Requirements to include certain information in the award agreement. Until the system can be modified, all new TrAMS applications transmitted to FTA shall include the below statements and information in the Executive Summary of the application;

1. **Period of Performance:** The award's *Period of performance* is the time during which the non-Federal entity may incur eligible costs to carry out the work authorized under the Federal award (not including the allowance for pre-award). The Executive Summary must include the following statements for the Award Start Date and Award End Date:

**Award Start Date:** "The Award Start Date is the same as the date of award."

**Award End Date:** (Provide the date of the latest milestone across all projects that indicate all activities are complete and no further costs will be incurred.)

2. **Designated and Direct Recipients:** If your application includes sub-allocated funds include the following statement in the Executive Summary:

*"This Application for [enter fund source; e.g. Section 5307] Federal Assistance is consistent with the Designated Recipient [fill in the blank as appropriate with: Designated Recipient Sub-Allocation Letter, Split Letter, State / Governor Distribution letter or similarly named letter] letter dated [date] and attached to this application."*

3. **Research and Development:** All recipients must include the applicable statement in the Executive Summary:

"This Application Includes funds for Research and/or Development Activities"; or

"This Application does NOT include funds for Research and/or Development Activities."

4. **Indirect Cost Rate:** Add the applicable statement(s)

"Indirect Costs Will NOT be applied to this application and its scope of work"; or

"Indirect Costs WILL be applied to this application and apply to one or more of its activities contained within the award scope of work."

If Indirect Costs WILL be applied: insert one of the following statements:

1. "The cognizant agency [enter agency name] approved [enters applicant's name on [date] and a copy of the organization's approved rate is on file with FTA (in the EAMS). The approved rate(s) of [provide percentage(s)] will be applied to the applicable activity line descriptions"; or
2. "[Applicant's Name] has submitted FTA's certification and elected to use the de minimis indirect cost rate of 10 %; the agency certification and FTA's response noting acceptance of the election of this rate is attached in the recipient profile in the EAMS."