TrAMS Application Development  
Required Executive Summary Information

Applies to ALL New TrAMS Applications  
The following information must be included in the Executive Summary of each new TrAMS Application to complete the final award agreement. This information is required to comply with OMB’s Uniform Guidance. This applies to both Grants and Cooperative Agreements.

How to address amendments

TrAMS Amendments:  
Grantees must update the Executive Summary to address any changes (e.g. a change to the period of performance end date or new suballocation documentation). Otherwise it is not required to repeat the same information included in the initial award or last amendment.

TEAM Amendments:  
Grantees must update the Executive Summary to add the required Executive Summary language, only when it’s a new amendment to a migrated TEAM award being processed via TrAMS. If the TEAM award is amended again, the information only needs to be updated if applicable (e.g. change to the end date).

Note: FTA will implement changes to TrAMS to accommodate this information in the near future.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Executive Summary Language</th>
<th>Directions</th>
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</table>
| 1. Period of Performance:         | "Start Date is: The Award Start Date is the same as the date of award." "End Date is: [ Enter Date ]" | Applies to all new applications  
Applies to Amendments if the end date requires modification to extend the period of performance.  
**Start Date:** Add the provided statement  
**End Date:** Provide a date by which the activities will be complete. This should be later than the last milestone within the application. Note the end date does not equal closeout date. Grantees have 90 days after the period of performance to complete closeout. |
| 2. Suballocation Letter           | "[Your organization name] is a [Designated Recipient/Direct Recipient]. This Application for [enter fund source; e.g. Section 5307] Federal Assistance is consistent with the suballocation identified in the [fill in the blank as appropriate with: Designated Recipient Sub-Allocation Letter, Split Letter, State / Governor Distribution letter or similarly named] letter dated [date] and attached to this application." | Applies to all new applications and amendments when funds have been suballocated.  
If your application includes sub-allocated funds indicate 1) if you are a Direct Recipient or a Designated Recipient; 2) enter the applicable fund source(s) as reflected in the application and suballocation letter; and 3) the type of documentation and date of document that should be attached to the application. |
## TrAMS Application Development

### Required Executive Summary Information

<table>
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<tr>
<th>Requirement</th>
<th>Executive Summary Language (include exact statements within the &quot; “ and fill in the blanks indicated by &quot;[ ]&quot;)</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Research and Development:</td>
<td>“This Application includes funds for Research and/or Development Activities”; or “This Application does NOT include funds for Research and/or Development Activities.”</td>
<td>All applications must include the applicable statement in the Executive Summary regardless of fund source or scope of work activities.</td>
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<tr>
<td>4. Indirect Cost Rate:</td>
<td>“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: “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 “[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.”</td>
<td>Applies to all new applications Applies to all amendments when indirect costs will apply to any new activities Add the applicable statement(s) See Examples below</td>
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</table>

### EXAMPLES of how indirect rates have been expressed:

The total request for FTA funds is $1,324,565. Grant activities are anticipated to begin on September 30, 2016 and conclude by January 30, 2019.

The Department of Labor approved NCTCOG’s rate on October 1, 2015, and a copy of NCTCOG’s approved rate is on file with FTA (attached to recipient profile). The approved rate of 17.70% will be applied. Each applicable activity line item description indicates when the indirect cost rate will be applied.

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

- Overall Grant Start Date: October 1, 2016.
- Overall Grant End Date: September 30, 2016.
- This grant will not fund any research or development projects.
- The City of Jackson will apply their Indirect Cost in this grant.

Indirect costs will be charged to this grant. The cognizant agency, Housing & Urban Development, approved our rate on July 29, 2016 and a copy of our organization’s approved rate is attached. The approved rate of 11.9% will be applied to the following activities: Signal & Communications, Program Support Administration, Rehab/Renovate Historic Mass Building, and Preventive Maintenance.

- The City of Jackson is the Designated Recipient.

December 20, 2016 V3