Milestone Progress Reports (MPRs) and Federal Financial Reports (FFRs) February 23 and 24, 2016 Draft (updated 2/24)
FTA’s TrAMS Page

Please bookmark the page, this will be FTA’s location for posting information available to our stakeholders 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 your understanding and cooperation.

www.fta.dot/TrAMS
Expectations....Questions?

The system will be evolving...

FTA is learning something new too!

I will try to answer questions as time allows.
Reporting Errors/Issues 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)
How long will TEAM remain available?

TEAM will remain open in a “Read Only Status” through August 2016.

This will allow users to review and to view/print information that resides in TEAM.

All other functions (create, modify, reporting, etc…) will continue to be disabled.
Presentation Overview

1. Access to TrAMS
2. TrAMS and the Appian Platform – overview on workflow, tasks, and user roles
3. Steps to Complete the Milestone Progress Report (MPR) in TrAMS
4. Milestones in TrAMS
5. Steps to Complete the Federal Financial Report (FFR) in TrAMS
6. Search and View reports
Obtaining Access to TrAMS

- All prior active TEAM users with a valid email address should have received an email notice to set up a new password. The email address used was associated with the user’s TEAM account, not the POC listed email.

- New users can be added by the organizational User Manager; need help, contact your FTA Local Security Manager (LSM) (list is posted on the FTA website).
TrAMS and Appian

• TrAMS uses a platform called Appian.
• The Appian platform is currently being used for FTA’s National Transit Database (NTD) reporting requirements.
• The Appian platform is workflow based; this changes how you apply for and manage your grants or cooperative agreements (“grants”).
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 & User Roles

The system workflow identifies which User Role takes the next action in the sequence, and uses “notifications” or “Tasks” to let the user know something must be completed.
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 Example

• Milestone/Financial Reports are Task Based; you will receive an email task notification.

• Anyone who is assigned the MPR or FFR Reporter Role (this is a new function) 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).
Workflow Example

1. The system will generate tasks to the MPR reporter group
2. Recipient completes tasks and submits MPR/FFR to FTA
3. FTA will query and complete review
4. FTA can return the MPR/FFR and re-task the recipient to update and resubmit
5. FTA will be notified it was resubmitted for review and mark review complete
First Tasks Issued

Your first report will be a “catch-up” report to cover the period since TEAM closed to the end of the current reporting cycle.

Federal Financial Reports (FFRs) and Milestone Progress Reports (MPRs) Requirements

Once TrAMS deploys, reporting cycles will commence with the next required due date. Reporting is task based, and all recipient users will be assigned required user roles. If you do not complete the FFR or MPR, we suggest that you work with your organization’s User Manager to adjust your TrAMS User Roles. The following outlines how FFR/MPRs will be handled upon deployment of TrAMS:

Recipients will be required to reconcile their reports in the next reporting cycle to cover the period beginning October 1, 2015. Recipients are encouraged to participate in a training session on FFR and MPR reporting. The first cycle after TrAMS deploys is as follows:

- The first Monthly Reporting Task will be issued March 1 and be due March 30
- The first Quarterly Reporting Task will be issued April 1 and be due April 30
- Supporting documentation may be attached to the applicable application
- All recipients must formally submit their FFR/MPRs electronically via TrAMS
- Recipients will not have access to create FFR or MPR for prior reporting cycles; use the first cycle in TrAMS to reconcile prior period information.
Reporting Reconciliation

Monthly reporters: In March, your report should include sufficient information to cover the months of November, December, January, and February.

Quarterly Reporters: In April, your Quarter 2 report should include sufficient information to cover FY 2016 Quarter 1 and Quarter 2. (Include updates from October 2015 Quarter 4 if you did not report)
Task and Notification

Email notification with Task Link.

Task in the Task tab...
MPR and FFR Submissions

Current Practice: Either submit electronically OR attach (paperclip) to TEAM. Allowances have been made for both options.

Going Forward: Must be submitted electronically; no exceptions. Supplemental information may be attached to TrAMS, but it does not substitute for the electronic submission.
**MPR & FFR Modifications**

**Current Practice:** Allows for reports to be returned corrected, multiple times within the reporting period.

**Going Forward:** Reports may be returned for corrections, however after the report is marked reviewed, it may not be returned for further corrections. It must be reconciled in the next report. You cannot correct past reports.
1. **Quarterly** reports may be returned for corrections and resubmitted, up until the day prior to the next Task is issued (provided it is not marked reviewed).

2. **Monthly** reports may not be returned after submission. Task is issued on the 1st of each month.

3. **Annual** reporters must submit on time, there are no extensions for annual reporters (they have the same timeline as the quarterly reports for Q4th).
Example...

Quarter 2 Report (Jan, Feb, March)
• Task is issued on April 1
• Report is Due on April 30
• Task remains available until June 30 for approved late submissions or corrections and final FTA review; up until the next task is issued.
• Applies to quarterly reports, not monthly reporters.
FAQ’s and other Stuff you need to Know

Q: Is there an Order to Complete the MPR and FFR Tasks? Nope! They are independent actions.

Q: Will I get reminder notifications to finish my task? Yep! And frequently 20, 10, 5, 0 days until due… this may be adjusted in the future.

Q: I forgot to submit my report, why do I see what I started in the current cycle task? If you start to work on a report, or your report is returned and you do not resubmit it… WHATEVER is there last is captured and moved forward to the next cycle to be updated.
How do I know my reporting cycle?

The reporting cycle is indicated in each application it is not at the recipient level. Once on your Award Record, on the summary page under application details you will see the frequency.
What about Initial FFRs?

If your application indicated use of pre-award authority; the workflow will include a Task to the FFR Reporter to complete the “initial” FFR. Once the initial FFR is submitted, then the task to Execute the award will launch for the Official to complete their action.

You can query for initial FFRs in the Actions Tab Excel Reports
Close Out Amendment Tasks

The same process is used during a Close Out Amendment to complete the final reports. Coordinate with your grants manager particularly to confirm the FFR is consistent with the reconciled budget information.

New Task: Complete Final Milestone Progress Report for Federal Award ID No. NH-18-X...

Appian for Federal Transit Administration (UAT) <admin@ftaut.appiancloud.com>
To

Complete Final Milestone Progress Report for Federal Award ID No. NH-18-X040-01

This task was assigned to you and others on Dec 14, 2015 3:44 PM EST
The task priority is Normal

To view the task, please follow this link

This message has been sent by Appian 6.
Close Out Amendments

• Once the Close Out Amendment is initiated the Final FFR and Final MPR Report Tasks are generated.

• Note that the Close Out Amendment cannot be validated and submitted until both reports are submitted to FTA.

• If different users are working on the closeout it is advised to coordinate.
Q: Can you do a close out in the middle of a reporting period?

A: YES, the system allows the recipient to initiate a closeout at any time. However…. Additional policy guidance is needed given the system flexibility. In the interim, here is an example of the options you could take…
Closeout Task Example

On April 1, the task will launch for FY 2016 Q2; it will remain open until the next task is launched.

If Recipient determines the award can be closed and initiates the closeout amendment on April 20\textsuperscript{th}, the system will generate the Final Report Task. You now have 2 tasks available to complete. The recipient could either 1) complete the Quarter 2 task to cover the prior reporting period, and then complete the final reporting task to cover April 1 to 20\textsuperscript{th} .... OR 2) simply ignore Quarter 2 and cover the prior reporting period and the time leading up to close out. Additional guidance will be needed. Suggest go with option 1 for now!
MPRs Let’s Demo then Recap

1. First Show you in TrAMS
2. Second recap with Slides
3. Then take Questions!
The MPR Task

The format allows you to review the summary level information of the MPR before you accept the task. You can use the “Go Back” to return the task to the group. You can also return to group even if you do accept the task – we will show you.
Report Task

Q: Once the Task launched does it ever disappear?
A: The Task remains available until the next reporting cycle task is launched. Or until the report is submitted and FTA marks it reviewed.
Summary has a hyperlink to your Recipient ID.

Has a hyperlink to the award agreement if you need to review the award information.

Identifies if you selected pre-award authority.
MPR Summary Page Overview

1) Dates associated with the Report Period.
2) Who took last action (any new TrAMS actions).
3) States if the report final or not.
Can I save and come back later to finish?

- As you are working on the MPR you can Save Changes and stay on the page, or
- Once you save you can use the “Close the Task” and return to it later (just save first!), or
- Once you have made all necessary updates you can continue with submission and continue to the next step in the MPR submission… with an option to return the task to the queue.
MPR Summary Page Dates

- **MPR Reporting Status**: “Work in Progress” is the default once the Task is launched.
- **Report Due Date**: This is the date you are expected to submit your report to FTA.
- **Final Report**: Your report will only switch to final report when you initiate the close out amendment, and the system generates the final MPR.

### Milestone Progress Report Summary

<table>
<thead>
<tr>
<th>Report Type</th>
<th>MPR Report Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly</td>
<td>Work in Progress</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Period</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1 (Oct - Dec), FY 2016</td>
<td>1/30/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Period Begin Date</th>
<th>Last Update By</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2015</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Period End Date</th>
<th>Last Update Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2015</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Report?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, Final Report</td>
<td></td>
</tr>
<tr>
<td>No, Not Final Report</td>
<td></td>
</tr>
</tbody>
</table>
Updating Pending Milestones

- Reporting Period: Will be the cycle begin and end dates (annual, quarterly, monthly)
- Reporting Begin Date: Is the first date of the cycle.
- Reporting End Date: Is the last date of the cycle.
- These dates help guide the rules for updating pending milestones.
Updating Milestones

- TrAMS is looking to make sure that you have at least updated those milestones that have pasted in the last quarter. TrAMS is not checking for compliance with 5010 or your specific funding program associated with your activities.
- Refer to program guidance regarding the level of information and what to include in the status.
- Also, you may find that your updated milestone impacts other milestones which should also be updated. You can update any milestone during an open reporting period.
- You may also want to refer to your FTA office which may have requirements to “touch” each ALI and enter a status.
Prior Remarks carry forward from each cycle. You cannot return to edit prior remarks. Any corrections should be reconciled in the next report.
Include remarks that address the overall award and the status of your project(s). Remarks are required for submission.

Award Overview

MPR Overview Remarks

Provide sufficient information for FTA to understand the progress on the overall award. Provide details as might be required in by the funding programs; highlight significant milestones or achievements or conversely any delays to complete the scope of work...follow your respective regional guidance or direction from your FTA POC. The below remains static and cannot change, information populated here will populate below in your next reporting cycle.

Provide details about overall progress of this award including all projects within the award

Prior Remarks

Quarter 4 (Jul - Sep), FY 2015
on 10/29/2015:
Milestone Report for 4th Quarter, FY15; GANS - Fairmount 40' Bus Procurement.

As reported in the previous quarter, in order to save the funding in this grant, the MBTA will be utilizing the funding within this grant, along with MA-00-V513 to procure new buses. Grant MA-04-0077 has been executed, piggy back is underway and drawdown of
### Breaking Down the Summary Page

Listing of Activity Line Items and total number of associated Milestones and the total number of milestones that must be updated (referred to as “Pending”).

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Scope Number</th>
<th>Scope Name</th>
<th>Line Item Number</th>
<th>Line Item Name</th>
<th>Number of Milestones</th>
<th>Number of Milestones Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>IL-90-X470-00</td>
<td>113-00</td>
<td>BUS STATION/STOPS/Terminals</td>
<td>11.31.09</td>
<td>ENG/DESIGN - BUS ROUTE SIGNING</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>IL-90-X470-00</td>
<td>113-00</td>
<td>BUS STATION/STOPS/Terminals</td>
<td>11.33.09</td>
<td>CONSTRUCT - BUS ROUTE SIGNING</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>IL-90-X470-00</td>
<td>113-00</td>
<td>BUS STATION/STOPS/Terminals</td>
<td>11.31.08</td>
<td>ENG/DESIGN - FURNITURE/GRAHICS</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>IL-90-X470-00</td>
<td>113-00</td>
<td>BUS STATION/STOPS/Terminals</td>
<td>11.31.20</td>
<td>ENG/DESIGN - MISC BUS STATION EQUIPMENT</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>IL-90-X470-00</td>
<td>123-00</td>
<td>RAIL STATION/STOPS/Terminals</td>
<td>12.31.09</td>
<td>ENG/DESIGN - ROUTE SIGNING</td>
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<td>0</td>
</tr>
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<td>1</td>
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<tr>
<td>IL-90-X470-00</td>
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<td>12.31.08</td>
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<td>0</td>
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<tr>
<td>IL-90-X470-00</td>
<td>123-00</td>
<td>RAIL STATION/STOPS/Terminals</td>
<td>12.31.20</td>
<td>ENG/DESIGN - MISC RAIL STATION EQUIPMENT</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>
How to Update Milestones

This Activity Line Item has one (1) pending milestone, select the ALI (box) and wait for information associated with the ALI to populate below…

<table>
<thead>
<tr>
<th>Project Number</th>
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<th>Line Item Name</th>
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</tr>
<tr>
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<td>11.31.20</td>
<td>ENG/DESIGN - FURNITURE/GRAPHICS</td>
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<td>IL-90-X470-00</td>
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<td>11.31.20</td>
<td>ENG/DESIGN - MISC BUS STATION EQUIPMENT</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>
How to Update Milestones

Milestones associated with the Line Item will display. Here one milestone has passed in the past quarter; and requires updating. To update, select (click the box) for additional information to populate below...

![Line Item Details]

- Milestone Name: RFP/IFB Issued
  - Original Estimated Completion Date: 3/31/2006
  - Revised Estimated Completion Date: 5/17/2011
  - Actual Completion Date: 9/23/2010
  - Description: Contract review

- Milestone Name: Contract Award
  - Original Estimated Completion Date: 6/30/2005
  - Revised Estimated Completion Date: 12/31/2015
  - Actual Completion Date: 9/23/2010
  - Description: Contract awarded

- Milestone Name: Contract Complete
  - Original Estimated Completion Date: 12/31/2007
  - Revised Estimated Completion Date: 12/31/2016
  - Actual Completion Date: (not available)
  - Description: Contract complete
How to Update Milestones

1) Enter either a revised estimated completion date (must be after the reporting period end date), OR
2) Enter an Actual Completion Date (must be prior to the reporting end date)
3) Enter Milestone progress comments for FTA to review.
4) Click “Save All Changes” (green) Button!
Updating Pending Milestones

Use the Reporting Period information to help with updating your milestones.

The “Revised Estimated Completion” must be a date after the cycle end date.

The “Actual Completion Date” must be a date before the cycle end date.
Sample error messages

The system applies rules based on the reporting cycle. If you enter an invalid value an error message will display. Only one field should have a value.

Milestone Progress Information

Revised Estimated Completion Date
10/23/2015
The revised date is before the end of the report period (12/31/2015) and will result in a pending milestone. Please modify to a date after the period.

Actual Completion Date
M/d/yyyy

Milestone Progress Information

Revised Estimated Completion Date
12/31/2015
You may only save revised or actual completion date. Please remove either before saving.

Actual Completion Date
1/15/2016
The actual completion date is after the report period (12/31/2015). Please enter a date within the report period before saving.

MPR Overview Remarks are required. Please add remarks on Award Overview Section

Save All Changes  Continue to Submission  Close Task
How to Add a New Milestone

You can also ADD new Milestones as required.
Select the “Add Milestone” button and complete the form and save all changes.
Cancel will close the form and not save changes.
Add a New Milestone

- Currently in TrAMS you can ONLY ADD milestones to existing Activity Line Items during an open MPR task.
- Milestone may not be added to existing Activity Line Items during a budget revision or an amendment.
Zero Out a Milestone

The button to zero out will become active once you select a milestone. If you select Zero Out, you will be prompted to confirm.

<table>
<thead>
<tr>
<th>Milestone Name</th>
<th>Original Estimated Completion Date</th>
<th>Revised Estimated Completion Date</th>
<th>Actual Completion Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP/IFB Issued</td>
<td>3/31/2005</td>
<td>5/31/2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Award</td>
<td>6/30/2005</td>
<td>9/30/2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Are you sure that you want to zero out this milestone?**
  - No
  - Yes
Zero Out a Milestone

- Default language will populate: “Milestone Zeroed out on [Date].”
- You will see that the original estimated completion date is blank; an enhancement has been logged so we don’t lose that original date. You can, in the interim refer to the prior MPR for the date if needed.
When to use zero out?

• You zero out a milestone when the action is no longer anticipated. Zero out the milestone since you are no longer reporting on the action. For example if you intended to procure a 3rd party contact but did not award and instead proceeded with in-house forces to complete the work, you may want to zero out the remaining milestones for that ALI.

• If you zero out an ALI budget in budget revision or amendment it will zero out the milestones automatically.
Provide any additional submission remarks to aid FTA in their review of your MPR. If you have the authority to submit you can Select the “Submit to FTA” (green) button…. OR….
Other Options....

You can enter submission remarks and select the “Save” button and return back to the prior screen and close task. You may need this option if someone else in your organization wants to review information prior to final submission.
Submission Complete

If you receive the green success screen, your task is complete. Select the close button.
TEAM AWARDS IN TRAMS & MILESTONES
Milestones

- In TrAMS, the view print only shows the Original Estimated Completion Dates.
- In TrAMS the MPR will display the Original, Revised Estimated Completion Dates and the Actual Completion Dates.
Milestones: If new milestones were populated during a post award action in the revised estimated completion date column and did not populate an original date, you may see incomplete information displayed (MM/DD/YYYY). (TEAM Above/TrAMS Below)

<table>
<thead>
<tr>
<th>Milestone Name</th>
<th>Start Date</th>
<th>Contract No.</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Source</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49 USC 5311: Nonurbanized Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-FTA Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Eligible Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milestone Name</td>
<td>Start Date</td>
<td>Contract No.</td>
<td>End Date</td>
</tr>
<tr>
<td>3. First Vehicle Delivered</td>
<td>6/30/2009</td>
<td>6</td>
<td>7/12/2012</td>
</tr>
<tr>
<td>4. All Vehicles Delivered</td>
<td>9/30/2009</td>
<td>6</td>
<td>7/12/2012</td>
</tr>
<tr>
<td>6. RFP/IFB Out for Bid</td>
<td>6/30/2016</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>7. Contract Award</td>
<td>9/30/2016</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8. First Vehicle Delivered</td>
<td>3/31/2017</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9. All Vehicles Delivered</td>
<td>4/30/2017</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>10. Contract Complete</td>
<td>6/30/2017</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

CDOT's notice to the lowest responsible bidding contractor of the acceptance of the submitted bid, subject to the execution and approval by CDOT of a contract therefor and the provision by the bidder of performance and payment bonds to secure the performance as acceptable to the Commissioner and in conformance with all applicable laws and regulations.

FEDERAL TRANSPORT ADMINISTRATION
Milestones at the Scope Level

- Modifications were required to TEAM Awards to accommodate to capture milestones entered at the Project Scope level in addition to the ALI level.

  *Note: Going forward, milestones will only be entered and associated with the ALI.*

- Milestones added at the Scope Level have been established as a separate activity line item within the budget. This was to provide a one to one relationship with the milestone. You cannot modify these activity line items in post award actions. They were created to specifically capture the milestones. You can modify the milestones in MPRs.

- What to expect in view/print…
What is PRJBUD?

PRJBUD ALIs and their Milestones were added to your TEAM awards to be able to address milestones that recipients added at the scope code level. The next few slides portray the format as they will display in your award.

<table>
<thead>
<tr>
<th>Project Number</th>
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<th>Line Item Number</th>
<th>Line Item Name</th>
<th>Number of Milestones</th>
<th>Number of Milestones Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA-90-X577-00</td>
<td>PRJBUD</td>
<td></td>
<td></td>
<td>Project Budget</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>MA-90-X577-00</td>
<td>122-00</td>
<td>RAIL TRANSITWAY LINES</td>
<td>12.33.02</td>
<td>CONSTRUCT RAIL STATION</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>
The PRJBUD Line Items

<table>
<thead>
<tr>
<th>Line Item Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Item Number</td>
<td></td>
</tr>
<tr>
<td>Allocation Type</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>0</td>
</tr>
<tr>
<td>FTA Funding Information</td>
<td></td>
</tr>
<tr>
<td>FTA Funding Source</td>
<td></td>
</tr>
<tr>
<td>49 USC 5307 - Urbanized Area Formula (FY2006 forward)</td>
<td></td>
</tr>
<tr>
<td>FTA Funding Amount</td>
<td>$0</td>
</tr>
<tr>
<td>Milestones</td>
<td></td>
</tr>
</tbody>
</table>

PRJBUD will not have an associated ALI number, Type, or Allocation, Amounts. You can only modify the associated milestone of a PRJBUD Line Item
The Scope will not have amounts associated. Will not have associated ALI Information. Only the Milestone will make sense and must be updated in the MPR during the reporting cycle.
SEARCH & VIEW PRINT
In TEAM, your FFR/MPRs were “paper clipped” to your Award documents.
Actions Tab: Search & View MPR

From the Actions Tab; filter menu using TrAMS and select “Search FFR and MPR for Review” from the menu. A form will populate.
Actions Tab: Search & View MPR

Select the appropriate criteria to narrow down your search. Note the asterisk is required information. Select the “search” button. A grid will populate the results.
Actions Tab: Search & View MPR

To view, select the box to the appropriate report and select the “View Selected Report” button.
TEAM Awards…. You will see the same listing as under the Application Documents Related Actions. This is a result of the best way to manage migration of information. Select the link to view and or print out the MPR – migrated MPR/FFR will be the same TEAM document format.
Actions Tab: Search & View MPR

All future MPRs completed in TrAMS will include a link to the specific MPR/FFR. 

Note: the link for the FFR, it is after the FFR information.

Select link to view and print the report.
Toggling between FFR&MPR

When you are using the VIEW of a Report you can toggle between the two reports. Look for the button at the bottom of the report. If you are viewing the FFR, you will see a button to “View MPR” (or vice versa).
FEDERAL FINANCIAL REPORTS (FFRS)
Current Practice: TEAM allows the user to enter either the current Period or the Cumulative.

Going Forward: TrAMS allows the user to only enter “current period” information. The system will auto calculate the cumulative. Format / Lines to be completed remain the same as TEAM. No changes to requirements.
Before starting your FFR, you may consider reviewing your fund status to ensure it comports with your agency’s financial system.

Go to the award in question and select Related Actions; and Award Fund Status.
### Award Fund Status Information

#### Award Funding Summary

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Funding Source</th>
<th>Obligation</th>
<th>Deobligation</th>
<th>Disbursements</th>
<th>Refund</th>
<th>Unliquidated Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH-90-X784</td>
<td>49 USC 5307 - Urbanized Area Formula (FY2006 forward)</td>
<td>$8,701,000.00</td>
<td>$0.00</td>
<td>$8,700,971.00</td>
<td>$0.00</td>
<td>$29.00</td>
</tr>
</tbody>
</table>

#### Award Funding - Account Class Code

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Project Number</th>
<th>Cost Center</th>
<th>Account Class Code</th>
<th>FPC</th>
<th>Obligation</th>
<th>Deobligation</th>
<th>Disbursement</th>
<th>Refund</th>
<th>Unliquidated Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH-90-X784</td>
<td>OH-90-X784</td>
<td>65000</td>
<td>2012.25.90.91.2</td>
<td>00</td>
<td>$4,536,684.00</td>
<td>$0.00</td>
<td>$4,536,684.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>OH-90-X784</td>
<td>OH-90-X784</td>
<td>65000</td>
<td>2013.25.90.91.2</td>
<td>00</td>
<td>$4,164,316.00</td>
<td>$0.00</td>
<td>$4,164,287.00</td>
<td>$0.00</td>
<td>$29.00</td>
</tr>
</tbody>
</table>

#### Award Funding - Transaction View

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Project Number</th>
<th>UZA Code</th>
<th>Cost Center</th>
<th>Account Classification Code</th>
<th>FPC</th>
<th>Transaction Date</th>
<th>Transaction Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH-90-X784</td>
<td>OH-90-X784-00</td>
<td>390090</td>
<td>65000</td>
<td>2012.25.90.91.2</td>
<td>00</td>
<td>7/31/2013</td>
<td>Obligation</td>
<td>$518,475.00</td>
</tr>
<tr>
<td>OH-90-X784</td>
<td>OH-90-X784-00</td>
<td>390450</td>
<td>65000</td>
<td>2013.25.90.91.2</td>
<td>00</td>
<td>7/31/2013</td>
<td>Obligation</td>
<td>$4,164,316.00</td>
</tr>
<tr>
<td>OH-90-X784</td>
<td>OH-90-X784-00</td>
<td></td>
<td>65000</td>
<td>2013.25.90.91.2</td>
<td>00</td>
<td>7/31/2013</td>
<td>Authorized Disbursement</td>
<td>$4,164,316.00</td>
</tr>
<tr>
<td>OH-90-X784</td>
<td>OH-90-X784-00</td>
<td>390450</td>
<td>65000</td>
<td>2012.25.90.91.2</td>
<td>00</td>
<td>7/31/2013</td>
<td>Obligation</td>
<td>$4,018,209.00</td>
</tr>
<tr>
<td>OH-90-X784</td>
<td>OH-90-X784-00</td>
<td></td>
<td>65000</td>
<td>2012.25.90.91.2</td>
<td>00</td>
<td>7/31/2013</td>
<td>Authorized Disbursement</td>
<td>$4,536,684.00</td>
</tr>
<tr>
<td>OH-90-X784</td>
<td>OH-90-X784-00</td>
<td></td>
<td>65000</td>
<td>2013.25.90.91.2</td>
<td>00</td>
<td>8/6/2013</td>
<td>Disbursement</td>
<td>$2,374,444.00</td>
</tr>
<tr>
<td>OH-90-X784</td>
<td>OH-90-X784-00</td>
<td></td>
<td>65000</td>
<td>2012.25.90.91.2</td>
<td>00</td>
<td>8/6/2013</td>
<td>Disbursement</td>
<td>$4,536,684.00</td>
</tr>
</tbody>
</table>
Complete FFR Task

- Tasks all go to the FFR Reporter Group.
- Select the blue hyperlink to be taken to the task.

<table>
<thead>
<tr>
<th>News</th>
<th>Tasks (4)</th>
<th>Records</th>
<th>Reports</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>TrAMS G1888 MPR Reporter</td>
<td></td>
<td>TrAMS G1888 FFR Reporter</td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td>Complete 2016 Quarter 1 Milestone Progress Report for Federal Award ID No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overdue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Today</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within 7 days</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Complete FFR Task

You can review the information to determine if you want to accept the task for “go back” to return the task to the queue. Once you “accept” the fields become editable.

[Image of FFR task interface]

Federal Financial Report (FFR) | Input FFR Values

Recipient Summary
- Recipient ID: 1888
- Recipient Name: Regional Transportation Authority
- Recipient DUNS: 010589141
- EIN Number: 366583915

Award Summary
- Federal Award ID Number (FAIN): IL-00-X470-90
- Award Name: Information and Physical Coordination
- Award Status: Active (Executed)
- Obligated Date: 8/13/2004
- Preaward Authority: Yes, Preaward Authority utilized
- Preaward Authority Not utilized
Complete FFR Task

• The Summary will identify the Quarter and reporting period dates.
• The report is automatically populated to “Work in Progress once the task is launched.

### Federal Financial Report Summary

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Quarterly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Period</td>
<td>Quarter 1 (Oct - Dec), FY 2016</td>
</tr>
<tr>
<td>Report Due Date</td>
<td>1/30/2016</td>
</tr>
<tr>
<td>Final Report?</td>
<td>Yes, Final Report</td>
</tr>
<tr>
<td></td>
<td>No, Not Final Report</td>
</tr>
<tr>
<td>Report Period Begin Date</td>
<td>10/1/2015</td>
</tr>
<tr>
<td>Report Period End Date</td>
<td>12/31/2016</td>
</tr>
</tbody>
</table>

### Status Log

<table>
<thead>
<tr>
<th>Status</th>
<th>Updated Date</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in Progress</td>
<td>2/1/2016</td>
<td>appian.administrator</td>
</tr>
</tbody>
</table>
Complete FFR Task

Add indirect Expenses as applicable. If you are applying a rate you must identify the allocable expenses. The rate must be consistent with your approved rate on file with FTA.

<table>
<thead>
<tr>
<th>Indirect Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Rate</td>
</tr>
<tr>
<td>Base</td>
</tr>
<tr>
<td>Period From</td>
</tr>
<tr>
<td>Period To</td>
</tr>
<tr>
<td>Amount Charged</td>
</tr>
<tr>
<td>Federal Share</td>
</tr>
</tbody>
</table>
Complete FFR Task

Each line of the FFR is consistent with the TEAM format.

You can enter negative number in the form.

The exception is you must enter the amount of “This Period” and the system calculates the cumulative.
Complete FFR Task

• Once you have completed all fields of the FFR; select the calculate totals.

• If your information produces valid results you will be taken to the second screen to review and confirm your information. You can use the back button to return the fields if adjustments are needed.
Complete FFR Task

If you are still on the form, it is likely that you have errors that require attention.

**Federal Financial Report (FFR) | Input FFR Values**

Error

The Federal Share of Expenditures value cannot be greater than the Total Federal Funds Authorized value.

Scroll to the top of the form to review the directions TrAMS has provided.
### Financial Status

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Previous</th>
<th>Current</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Federal Cash on Hand at Beginning of Period</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>B. Federal Cash Receipts</td>
<td>$943,056</td>
<td>$10,000</td>
<td>$958,056</td>
</tr>
<tr>
<td>C. Federal Cash Disbursements</td>
<td>$943,056</td>
<td>$10,000</td>
<td>$958,056</td>
</tr>
<tr>
<td>D. Federal Cash on Hand at End of Period (A + B - C)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>E. Total Federal Funds Authorized</td>
<td></td>
<td></td>
<td>$1,000,000</td>
</tr>
<tr>
<td>F. Federal Share of Expenditures</td>
<td>$953,005</td>
<td>$10,000</td>
<td>$963,005</td>
</tr>
<tr>
<td>G. Recipient Share of Expenditures</td>
<td>$238,251</td>
<td>$500</td>
<td>$238,751</td>
</tr>
<tr>
<td>H. Total Expenditures (F + G)</td>
<td>$1,191,256</td>
<td>$10,500</td>
<td>$1,201,756</td>
</tr>
<tr>
<td>I. Federal Share of Unliquidated Obligations</td>
<td></td>
<td></td>
<td>$36,995</td>
</tr>
<tr>
<td>J. Recipient Share of Unliquidated Obligations</td>
<td></td>
<td></td>
<td>$11,249</td>
</tr>
<tr>
<td>K. Total Unliquidated Obligations (I + J)</td>
<td></td>
<td></td>
<td>$48,244</td>
</tr>
<tr>
<td>L. Total Federal Share (F + I)</td>
<td></td>
<td></td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>
Finalize for Submission

Once on the second screen you have three options:

1) Return to prior screen to modify
2) Close the Task and Return to it later to submit
3) Continue to Submit the Report to FTA
Finalize for Submission

• You may choose to “Close the Task and Return to it later to submit” when…

• You prepare the report but it must also be reviewed by another individual, and or submitted by another individual.

Note that the submission remarks are on the next screen of the workflow. If you must also complete the remarks, continue with submission.

• No worries – there is a save and close task option!
Finalize for Submission

Complete submission remarks to FTA. Include any information to help explain entries on the FFR, reconciliations, etc… If you need to, you can save and finalize later – use the back button or close task button.

Status Log

<table>
<thead>
<tr>
<th>Status</th>
<th>Updated Date</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in Progress</td>
<td>2/1/2016</td>
<td>applan.administrator</td>
</tr>
</tbody>
</table>

Recipient Remarks

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).

Submitted By  Brother Masterson
Submitted Date  2/23/2016
FFR Submission

• If you Save and Return later – You will find the FFR in your Task in the Queue under the Task Tab.
• You must complete the Calculate totals, return to the review form and select continue with submission to return to the remarks page and modify comments if necessary.
• Select Continue with Submission, and submit!

Federal Financial Report | Submitted

Success!

Federal Award ID Number IL-90-X470-00FFR for 2016 Quarter 1 has been submitted to FTA.
FTA Review of FFRs

• If FTA returns the report, the FFR Reporter Group will receive a notification with a Task. Note that the task states “Update” in the title.

Note, that FTA’s remarks to the grantee display on the second screen so you must click calculate totals to progress to the next screen. You go back one screen using the modify values button.
Need Help?

Help Desk: (877) 561-7466 (8 to 8 EST)

FTA.TrAMS.Help@DOT.GOV

General Questions contact your FTA representative or Local Security Manager