

FTA

FEDERAL TRANSIT ADMINISTRATION

**Milestone Progress Reports (MPRs)
and
Federal Financial Reports (FFRs)
February 23 and 24, 2016
Draft (updated 2/24)**



U.S. Department of Transportation
Federal Transit Administration

FTA's TrAMS Page

Please bookmark the page, this will be FTA's location for posting information available to our stakeholders 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 box. 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 "Sign up for email updates on this topic." button. A paragraph of text reads: "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" accessibility icons, a "SHARE" button, and social media icons for Facebook and Twitter.

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

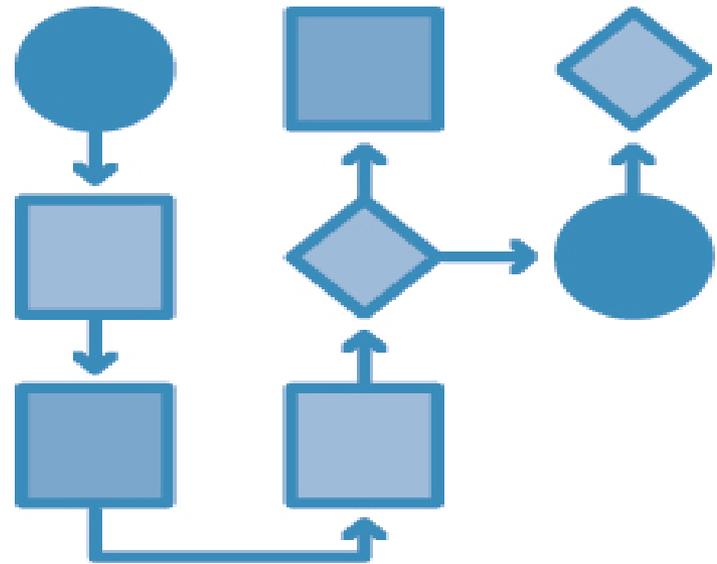
- All prior active TEAM users with a valid email address should have received an email notice to set up a new password. The email address used was associated with the user's TEAM account, not the POC listed email.
- New users can be added by the organizational User Manager; need help, contact your FTA 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

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.

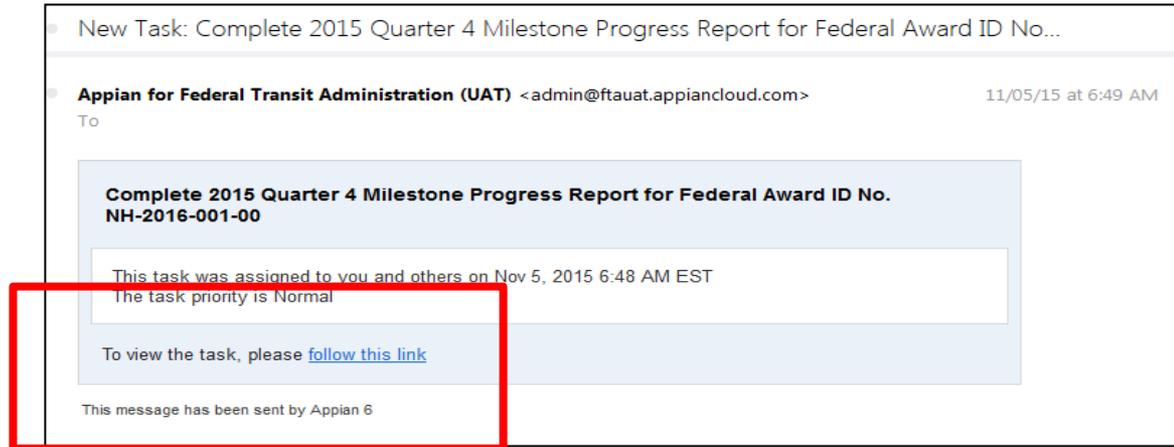
Reporting Reconciliation

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

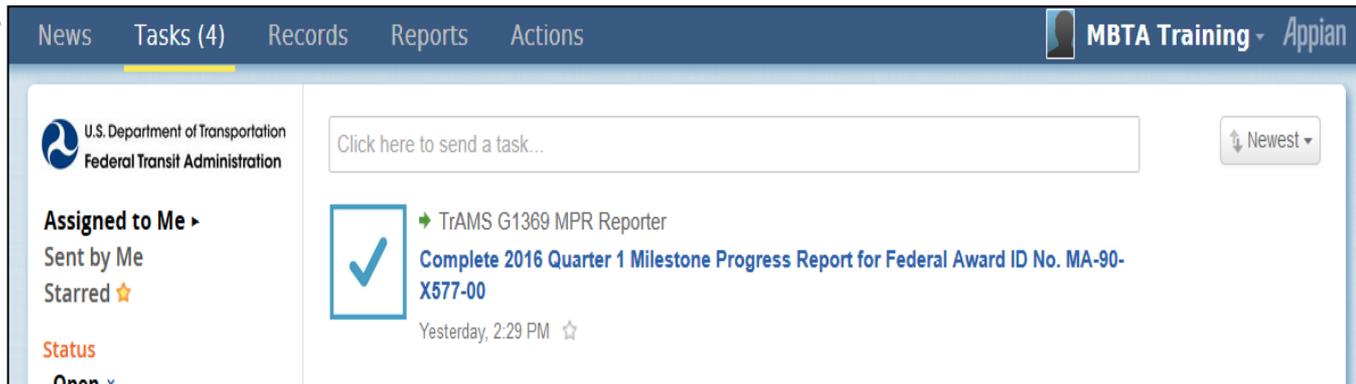
Quarterly Reporters: In April, your Quarter 2 report should include sufficient information to cover FY 2016 Quarter 1 and Quarter 2. (Include updates from October 2015 Quarter 4 if you did not report)

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.

MPR & FFR Modifications

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.

News Tasks (9) **Records** Reports Actions

U.S. Department of Transportation
Federal Transit Administration

Records / Applications / Awards
OH-95-X157-00 | 2014

In-Progress Initial Review / Concurrence Final Review

Recipient Details

NO

State Application ID
N/A

Date Submitted for State Review
N/A

Delinquent Federal Debt
No, my organization does not have delinquent federal debt.

Delinquent Federal Debt Description
No delinquent federal debt

Subject to Pre-Award Authority
Yes, this application is subject to Pre-Award Authority.

Will this Grant be using Lapsing funds?

No

Frequency of Milestone Progress Report
Quarterly

Frequency of Financial Federal Reports
Quarterly

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@ftauat.appiancloud.com> 12/14/15 at 3:44 PM
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.

Close Out Amendments

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 20th, 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 20th 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.

News Tasks (4) Records Reports Actions MBTA Training - Appian

U.S. Department of Transportation
Federal Transit Administration

You must accept this task before completing it

Accept Go Back

Milestone Progress Report (MPR) | Summary

Recipient Details

Recipient ID	1369	Recipient Name	Massachusetts Bay Transportation Authority
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Award Summary

Federal Award ID Number (FAIN)	MA-90-X577-00	Award Name	GANS- Fairmount 40' Bus Procurement
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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.



MPR Summary Page Overview

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.

You must accept this task before completing it Accept Go Back

Milestone Progress Report (MPR) | Summary

Recipient Details

Recipient ID 1888	Recipient Name Regional Transportation Authority
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Award Summary

Federal Award ID Number (FAIN) IL-90-X470-00	Award Name Information and Physical Coordination
MPR Reporting Frequency Required Quarterly	Award Status Active (Executed)
Preaward Authority Utilized? <input type="radio"/> Yes, Preaward Authority utilized <input checked="" type="radio"/> No, Preaward Authority not utilized	Obligation Date 8/13/2004

Milestone Progress Report Summary

Report Type Quarterly	MPR Report Status Work in Progress
Report Period Quarter 1 (Oct - Dec), FY 2016	Report Due Date 1/30/2016
Report Period Begin Date 10/1/2015	Last Update By N/A
Report Period End Date 12/31/2015	Last Update Date
Final Report? <input type="radio"/> Yes, Final Report <input checked="" type="radio"/> No, Not Final Report	

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.

You must accept this task before completing it Accept Go Back

Milestone Progress Report (MPR) | Summary

Recipient Details

Recipient ID 1888	Recipient Name Regional Transportation Authority
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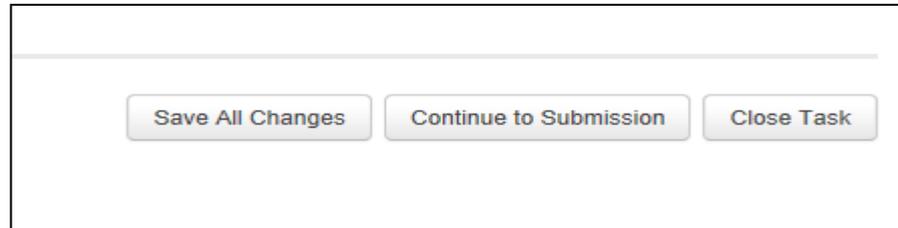
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Report Period End Date 12/31/2015	Last Update Date
Final Report? <input type="radio"/> Yes, Final Report <input checked="" type="radio"/> No, Not Final Report	

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	
Report Type	MPR Report Status
Quarterly	Work in Progress
Report Period	Report Due Date
Quarter 1 (Oct - Dec), FY 2016	1/30/2016
Report Period Begin Date	Last Update By
10/1/2015	N/A
Report Period End Date	Last Update Date
12/31/2015	
Final Report?	
<input type="radio"/> Yes, Final Report	
<input checked="" type="radio"/> No, Not Final Report	

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.

Milestone Progress Report Summary

Report Type

Quarterly

Report Period

Quarter 1 (Oct - Dec), FY 2016

Report Period Begin Date

10/1/2015

Report Period End Date

12/31/2015

Final Report?

Yes, Final Report

No, Not Final Report

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.

MPR Award Level Remarks

Prior Remarks carry forward from each cycle. You cannot return to edit prior remarks. Any corrections should be reconciled in the next report.

Award Overview

MPR Overview Remarks

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-Y513 to procure new buses. Grant MA-04-0077 has been executed, piggy back is underway and drawdown of

MPR Award Level Remarks

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_Y513 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”).

	Project Number ↓	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
<input type="checkbox"/>	IL-90-X470-00	113-00	BUS - STATION/STOPS/TERMINALS	11.31.09	ENG/DESIGN - BUS ROUTE SIGNING	3	0
<input type="checkbox"/>	IL-90-X470-00	113-00	BUS - STATION/STOPS/TERMINALS	11.33.09	CONSTRUCT - BUS ROUTE SIGNING	3	1
<input type="checkbox"/>	IL-90-X470-00	113-00	BUS - STATION/STOPS/TERMINALS	11.31.08	ENG/DESIGN - FURNITURE/GRAPHICS	3	0
<input type="checkbox"/>	IL-90-X470-00	113-00	BUS - STATION/STOPS/TERMINALS	11.31.20	ENG/DESIGN - MISC BUS STATION EQUIPMENT	3	0
<input type="checkbox"/>	IL-90-X470-00	123-00	RAIL - STATION/STOPS/TERMINALS	12.31.09	ENG/DESIGN - ROUTE SIGNING	3	0
<input type="checkbox"/>	IL-90-X470-00	123-00	RAIL - STATION/STOPS/TERMINALS	12.33.09	CONSTRUCT - ROUTE SIGNING	3	1
<input type="checkbox"/>	IL-90-X470-00	123-00	RAIL - STATION/STOPS/TERMINALS	12.31.08	ENG/DESIGN - FURNITURE/GRAPHICS	3	0
<input type="checkbox"/>	IL-90-X470-00	123-00	RAIL - STATION/STOPS/TERMINALS	12.31.20	ENG/DESIGN - MISC RAIL STATION EQUIPMENT	3	0

1-8 of 8

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...

<input type="checkbox"/>	Project Number ↓	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
<input type="checkbox"/>	IL-90-X470-00	113-00	BUS - STATION/STOPS/TERMINALS	11.31.09	ENG/DESIGN - BUS ROUTE SIGNING	3	0
<input checked="" type="checkbox"/>	IL-90-X470-00	113-00	BUS - STATION/STOPS/TERMINALS	11.33.09	CONSTRUCT - BUS ROUTE SIGNING	3	1
<input type="checkbox"/>	IL-90-X470-00	113-00	BUS - STATION/STOPS/TERMINALS	11.31.08	ENG/DESIGN - FURNITURE/GRAPHICS	3	0
<input type="checkbox"/>	IL-90-X470-00	113-00	BUS - STATION/STOPS/TERMINALS	11.31.20	ENG/DESIGN - MISC BUS STATION EQUIPMENT	3	0

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

Line Item Number 11.33.09	Line Item Name CONSTRUCT - BUS ROUTE SIGNING
Allocation Type	Activity Type CONSTRUCT - BUS ROUTE SIGNING
Quantity 0	

FTA Funding Information

FTA Funding Source
23 USC 149 Congestion Mitigation/Air Quality

FTA Funding Amount
\$76,047

Milestones

<input type="checkbox"/>	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
<input type="checkbox"/>	RFP/IFB Issued	3/31/2005		5/17/2010	
<input type="checkbox"/>	Contract Award	6/30/2005		9/23/2010	
<input type="checkbox"/>	Contract Complete	12/31/2007	12/31/2015		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!

<input type="checkbox"/>	Contract Award	6/30/2006		9/23/2010	
<input checked="" type="checkbox"/>	Contract Complete	12/31/2007	12/31/2015		Contract complete

Original Milestone Details

Milestone Name	Original Estimated Completion Date
Contract Complete	12/31/2007
Milestone Detailed Description	
Contract complete	

Milestone Progress Information

Revised Estimated Completion Date	Revision #
<input type="text" value="12/31/2015"/>	17
Actual Completion Date	
<input type="text" value="M/d/yyyy"/>	

Milestone Progress Comments

Enter details about milestone progress (e.g. date changes, etc.)

Existing Comments

Revision Number 16 Remarked by: on :
To provide time for the lawsuit to be completed.

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.

Milestone Progress Information
Revised Estimated Completion Date
<input type="text" value="M/d/yyyy"/>
Actual Completion Date
<input type="text" value="M/d/yyyy"/>
Milestone Progress Comments
<input type="text"/>

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

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

Milestone Progress Information

Revised Estimated Completion Date

You may only save revised or actual completion date. Please remove either before saving.

Actual Completion Date

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

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.

Milestones

	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
<input type="checkbox"/>	RFP/IFB Issued	3/31/2005		5/17/2010	
<input type="checkbox"/>	Contract Award	6/30/2005		9/23/2010	
<input type="checkbox"/>	Contract Complete	12/31/2007	12/31/2015		

Add New Milestone

Name

Estimated Completion Date

Actual Completion Date

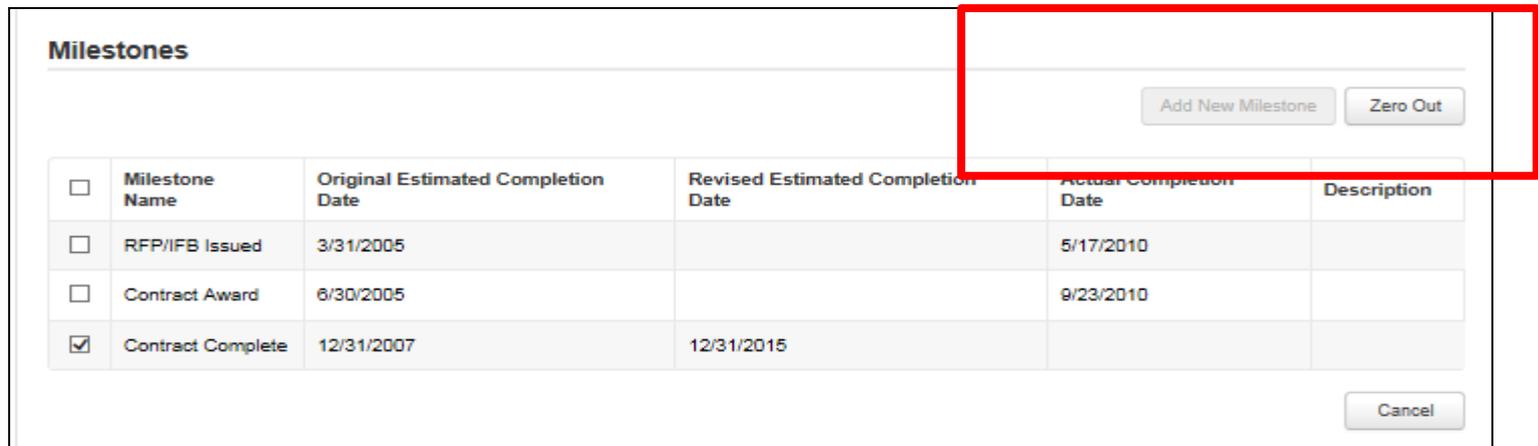
Detailed Description

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

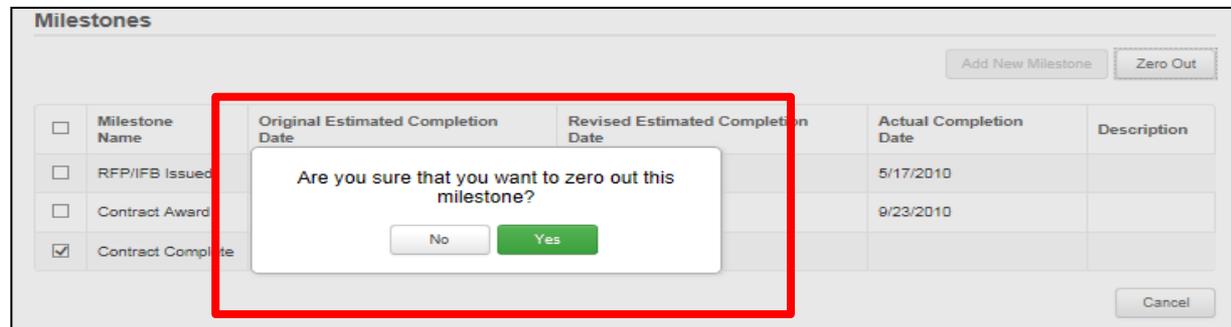
The button to zero out will become active once you select a milestone. If you select Zero Out, you will be prompted to confirm.



The screenshot shows a web interface titled "Milestones". At the top right, there are two buttons: "Add New Milestone" and "Zero Out". The "Zero Out" button is highlighted with a red rectangular box. Below the buttons is a table with the following columns: "Milestone Name", "Original Estimated Completion Date", "Revised Estimated Completion Date", "Actual Completion Date", and "Description". The table contains three rows of data:

<input type="checkbox"/>	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
<input type="checkbox"/>	RFP/IFB Issued	3/31/2005		5/17/2010	
<input type="checkbox"/>	Contract Award	6/30/2005		9/23/2010	
<input checked="" type="checkbox"/>	Contract Complete	12/31/2007	12/31/2015		

At the bottom right of the interface is a "Cancel" button.



This screenshot shows the same "Milestones" interface as the previous one, but with a confirmation dialog box overlaid on the table. The dialog box contains the text "Are you sure that you want to zero out this milestone?" and two buttons: "No" and "Yes". The "Yes" button is highlighted in green. The "Zero Out" button in the background is also highlighted with a red rectangular box.

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.

Milestones

[Add New Milestone](#) [Zero Out](#)

<input type="checkbox"/>	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
<input type="checkbox"/>	RFP/IFB Issued	3/31/2005		5/17/2010	
<input type="checkbox"/>	Contract Award	6/30/2005		9/23/2010	
<input type="checkbox"/>	Contract Complete				Milestone Zeroed out on 2/21/2016.

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.

MPR Submission

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....

Milestone Progress Report (MPR) | Submit MPR

Recipient Summary

Recipient ID	1888 https://ftapreprod.appiancloud.com/suite/tempo/rec...	Recipient DUNS	010589141
		EIN Number	366583915
Recipient Name	REGIONAL TRANSPORTATION AUTHORITY		

Award Summary

Federal Award ID Number (FAIN)	IL-90-X470-00 https://ftapreprod.appiancloud.com/suite/tempo/rec...	Award Name	Information and Physical Coordination
MPR Reporting Frequency	Quarterly	Award Status	Active (Executed)

Milestone Progress Report Summary

Report Type	Quarterly	MPR Status	Work in Progress
Report Period	Quarter 1 (Oct - Dec), FY 2016	Last Updated By	Suzie SEPTA
Report Due Date	1/30/2016	Last Update Date	2/21/2016

Recipient Submission Remarks

Submission Remarks

Provide any additional comments about the report that would be useful for FTA during the review.

When this report is submitted to the FTA, the submitter and the individuals providing the information submitted to the 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).

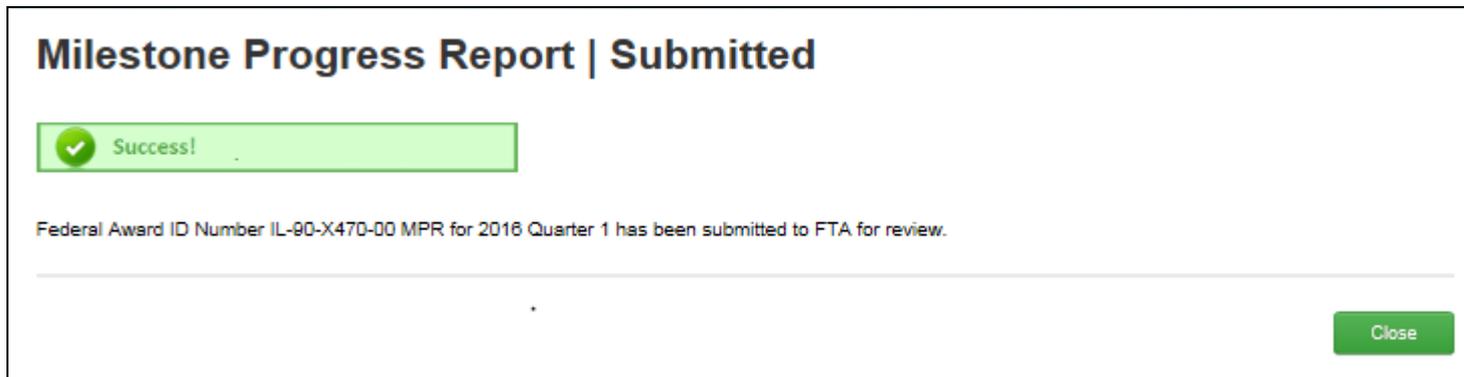
Other Options....



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)

	3.	FIRST VEHICLE DELIVERED	6/30/2009		6	7/12/2012	
	4.	ALL VEHICLES DELIVERED	9/30/2009		6	7/12/2012	
Funding Source	5.	CONTRACT COMPLETE	12/30/2009		6	7/12/2012	
49 USC 5311 - Nonurbanized Area Pr	6.	RFP/IFB OUT FOR BID		6/30/2016	1		
Non-FTA Amount	7.	CONTRACT AWARD		9/30/2016	1		
Total Eligible Cost	8.	FIRST VEHICLE DELIVERED		3/31/2017	1		
	9.	ALL VEHICLES DELIVERED		4/30/2017	1		
Milestone Name	10.	CONTRACT COMPLETE		6/30/2017	1		
RFP/IFB OUT FOR BID							
CONTRACT AWARDED	1/23/2007	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.					
FIRST VEHICLE DELIVERED	6/30/2009						
ALL VEHICLES DELIVERED	9/30/2009						
CONTRACT COMPLETE	12/30/2009						
RFP/IFB OUT FOR BID	MM/dd/yyyy						
CONTRACT AWARD	MM/dd/yyyy						
FIRST VEHICLE DELIVERED	MM/dd/yyyy						
ALL VEHICLES DELIVERED	MM/dd/yyyy						
CONTRACT COMPLETE	MM/dd/yyyy						

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

List of Line Items

<input type="checkbox"/>	Project Number ↓	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
<input checked="" type="checkbox"/>	MA-90-X577-00	PRJBUD			Project Budget	4	0
<input type="checkbox"/>	MA-90-X577-00	122-00	RAIL TRANSITWAY LINES	12.33.02	CONSTRUCT RAIL STATION	4	0

The PRJBUD Line Items

Line Item Details

Line Item Number

Line Item Name

Project Budget

Allocation Type

Activity Type

Quantity

0

FTA Funding Information

FTA Funding Source

49 USC 5307 - Urbanized Area Formula (FY2006 forward)

FTA Funding Amount

\$0

Milestones

PRJBUD will not have an associated ALI number, Type, or Allocation, Amounts. You can only modify the associated milestone of a PRJBUD Line Item

Add New Milestone

Zero Out

Existing Line Items

To edit a line item, click on the checkbox for the line item and a new section will appear below with line item and milestone details

<input type="checkbox"/>	Status	Scope Name / Code	Line Item Number / Name	Activity Type	Quantity	FTA Amount	Total Eligible Cost
<input checked="" type="checkbox"/>	Completed	635-00			0	\$0.00	\$0.00

Line Item Scope: 635-00

Line Item #

Standard Line Item Name

Custom Line Item Name
Rural Transit Asst Program

Activity Type

Funding Information

FTA Funding Source
49 USC 5311 - Nonurbanized Area Programs (FY2012 and Prior)

Award FTA Funding Amount
\$0.00

Award Non-FTA Amount
\$0.00

Award Total Eligible Cost
\$0.00

FTA Funding Source
49 USC 5311 - Nonurbanized Area Programs (FY2012 and Prior)

Revised FTA Funding Amount
\$0.00

Revised Non-FTA Amount
\$0.00

Revised Total Eligible Cost
\$0.00

Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
COMPLETE ACTIVITIES	12/31/2011	12/31/2016		

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

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.

The screenshot displays the FTA Actions Tab interface. The navigation menu on the left includes 'All', 'Starred', and 'Applications TrAMS 1.0 x' (highlighted with a red box). The main content area lists the following actions:

- Create Application** ☆
Create New Application Record
- Search Applications / Awards** ☆
Search and View Existing Application / Awards
- Search DBE Report** ☆
Search Existing DBE Reports
- Search FFR and MPR for Review** ☆
Search Federal Financial and Milestone Progress Reports for Review (highlighted with a red box)
- Search Recipient Organizations** ☆
Search and View Existing Organization Profiles

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.

MPR and FFR Review | Search Criteria

Enter one or more of the following search criteria

Search Criteria for Award(s)

Application/Award Fiscal Year	Please Select a Year	▼	Recipient Region/Cost Center	Please Select a Cost Center	▼
Application/Award Status	Please Select a Status	▼	Recipient ID	Please Select a Recipient ID	▼
Active / Closed Award(s)	Please Select a Value	▼	Report Period Annual	Any 2016 2015 2014 2013	^ v
Application/Award Number			Report Period Quarterly	Any 2016 Quarter 1 2016 Quarter 2 2016 Quarter 3 2016 Quarter 4	^ v
*Report Type	Please Select a Report Type	▼	Report Period Monthly	Any 2016 January 2016 February 2016 March 2016 April	^ v
Report Status	Please Select a Status	▼			
*Report Period Type	<input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Annual <input type="checkbox"/> Initial				
Report Final	<input type="radio"/> Yes, Final Report <input type="radio"/> No, Not Final Report				
Period From	M/d/yyyy				
Period To	M/d/yyyy				

Clear Filter Search Close

Actions Tab: Search & View MPR

To view, select the box to the appropriate report and select the “View Selected Report” button.

The screenshot displays the 'Actions' tab in a web application. The main heading is 'MPR and FFR Review | Search Results'. Below this, there are two sections for search criteria:

- Criteria selected for Award(s):**
 - Award Fiscal Year: N/A
 - Active/Closed: N/A
 - Region:
 - Recipient Name: N/A
 - Recipient ID: 1888
 - Award Number: N/A
 - Award Status: N/A
- Criteria selected for MPR:**
 - Report Type: MPR
 - Reporting Period: 2016 Quarter 1 ;
 - Report Status:
 - Report Period From: To:

Below the criteria is a section titled 'Search Results Based on the Selected Criteria'. A note states: 'Only the first 3 search results returned. Please narrow your search criteria if the desired result does not appear.' A table follows with the following data:

<input type="checkbox"/>	Recipient Name	Award Number	Report Period Type	Report Type	Report Period	Report Status	Report Last Updated By	Report Last Updated Date
<input type="checkbox"/>	REGIONAL TRANSPORTATION AUTHORITY	IL-90-X470-00	Quarterly	MPR	2016 Quarter 1	Submitted	suzie.septa@yahoo.com	2/21/2016 10:44 PM GMT+00:00
<input type="checkbox"/>	REGIONAL TRANSPORTATION AUTHORITY	IL-90-X556-00	Quarterly	MPR	2016 Quarter 1	Work in Progress		
<input type="checkbox"/>	REGIONAL TRANSPORTATION AUTHORITY	IL-95-X030-00	Quarterly	MPR	2016 Quarter 1	Work in Progress		

At the bottom of the interface, there are three buttons: 'View Selected Report' (highlighted in green), 'Back to Search', and 'Cancel'.

Actions Tab: Search & View MPR

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.

Award Summary ☰

<p>Federal Award ID Number (FAIN) IL-90-X470-00</p> <p>MPR Reporting Frequency Required Quarterly</p> <p>Preaward Authority Utilized? <input type="radio"/> Yes, Preaward Authority utilized <input checked="" type="radio"/> No, Preaward Authority not utilized</p>	<p>Award Name Information and Physical Coordination</p> <p>Award Status Active (Executed)</p> <p>Obligation Date 8/13/2004</p>
--	---

Milestone Progress Report Summary ☰

<p>Report Type Quarterly</p> <p>Report Period Quarter 4 (Jul - Sep), FY 2015</p> <p>Report Period Begin Date 7/1/2015</p> <p>Report Period End Date 9/30/2015</p> <p>Final Report? <input type="radio"/> Yes, Final Report <input checked="" type="radio"/> No, Not Final Report</p>	<p>MPR Report Status FTA Review Complete</p> <p>Report Due Date 12/31/2015</p> <p>Last Update By N/A</p> <p>Last Update Date 11/24/2015</p>
---	---

Previous Milestone Progress Reports

Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
Milestones	Milestone Progress	MPR_Q_224855_20130300.htm	Milestone Progress Report(3 Quarter, 2013)	Aug 27, 2013	TEAM Doc
Milestones	Milestone Progress	MPR_Q_224855_20140100.htm	Milestone Progress Report(1 Quarter, 2014)	Feb 24, 2014	TEAM Doc
Milestones	Milestone Progress	MPR_Q_224855_20130200.htm	Milestone Progress Report(2 Quarter, 2013)	Jun 06, 2013	TEAM Doc
Milestones	Milestone Progress	MPR_Q_224855_20140300.htm	Milestone Progress Report(3 Quarter, 2014)	Aug 12, 2014	TEAM Doc
Milestones	Milestone Progress	MPR_Q_224855_20140200.htm	Milestone Progress Report(2 Quarter, 2014)	May 09, 2014	TEAM Doc
Milestones	Milestone Progress	MPR_Q_224855_20050100.htm	Milestone Progress Report(1 Quarter, 2005)	Jan 27, 2005	TEAM Doc



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.

Award Summary	
Federal Award ID Number (FAIN) IL-90-X470-00	Award Name Information and Physical Coordination
MPR Reporting Frequency Required Quarterly	Award Status Active (Executed)
Preaward Authority Utilized? <input type="radio"/> Yes, Preaward Authority utilized <input checked="" type="radio"/> No, Preaward Authority not utilized	Obligation Date 8/13/2004
Milestone Progress Report Summary	
Report Type Quarterly	MPR Report Status Submitted
Report Period Quarter 1 (Oct - Dec), FY 2016	Report Due Date 1/30/2016
Report Period Begin Date 10/1/2015	Last Update By Suzie SEPTA
Report Period End Date 12/31/2015	Last Update Date 2/21/2016
Final Report? <input type="radio"/> Yes, Final Report <input checked="" type="radio"/> No, Not Final Report	
View/Print Reports	
Current MPR FY 2016 Q1 Milestone Progress Report for Application IL-90-X470-00	
Recipient Remarks	
Recipient Comments Remark by: Suzie SEPTA at 2/21/2016 fisdjf lgjfsoit ldfkjgldfjgldjs ldkjfgldkglidsjf	

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).

The screenshot displays a web interface for viewing reports. At the top, it says "View/Print Reports" and "Current FFR FY 2016 Q1 Federal Financial Report for Application IL-90-X470-00". Below this are sections for "Recipient Remarks" and "FTA Review Remarks".

Recipient Comments

Remark by: Brother Masterson at 2/23/2016
Provide Remarks to explain your financial information posted in the report - Malaster Sample FFR for Training

.....

Remark by: Brother Masterson at 2/23/2016

FTA Review Remarks

Prior FTA Remarks

Remark by: Marci Malaster at 2/23/2016
This project is complete I believe your have fully expended your funds - please confirm and update your FFR

.....

I reviewed the report and any associated review comments are documented in the FTA remarks field.

FTA Remarks

.....

At the bottom right, there are four buttons: "Mark Review Complete", "Return to Recipient", "View MPR", and "Close". The "View MPR" button is highlighted with a red rectangular box.

FEDERAL FINANCIAL REPORTS (FFRS)

FFR Module

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.

Award Fund Status (Disbursement Information)

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.

News Tasks (4) Records Reports Actions

U.S. Department of Transportation
Federal Transit Administration

Records / Applications / Awards
OH-90-X784-00 | Preventive Mai

Summary

News

Related Actions >

Points of Contact

Application Control Totals

Application Projects

Review / Approvals

Application Details
Manage Application Details

View-Print Application
Generate View/Print for Application

Execution & Award Summary
View Execution Summary and Award Agreement

Award Funds Status
View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements

Award Fund Status Information

Award Funding Summary

PO Number	Funding Source	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance
OH-90-X784	49 USC 5307 - Urbanized Area Formula (FY2006 forward)	\$8,701,000.00	\$0.00	\$8,700,971.00	\$0.00	\$29.00

Award Funding - Account Class Code

PO Number	Project Number ↑	Cost Center	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
OH-90-X784	OH-90-X784	65000	2012.25.90.91.2	00	\$4,536,684.00	\$0.00	\$4,536,684.00	\$0.00	\$0.00
OH-90-X784	OH-90-X784	65000	2013.25.90.91.2	00	\$4,164,316.00	\$0.00	\$4,164,287.00	\$0.00	\$29.00

Award Funding - Transaction View

PO Number	Project Number	UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date ↑	Transaction Type	Amount
OH-90-X784	OH-90-X784-00	390090	65000	2012.25.90.91.2	00	7/31/2013	Obligation	\$518,475.00
OH-90-X784	OH-90-X784-00	390450	65000	2013.25.90.91.2	00	7/31/2013	Obligation	\$4,164,316.00
OH-90-X784	OH-90-X784-00		65000	2013.25.90.91.2	00	7/31/2013	Authorized Disbursement	\$4,164,316.00
OH-90-X784	OH-90-X784-00	390450	65000	2012.25.90.91.2	00	7/31/2013	Obligation	\$4,018,209.00
OH-90-X784	OH-90-X784-00		65000	2012.25.90.91.2	00	7/31/2013	Authorized Disbursement	\$4,536,684.00
OH-90-X784	OH-90-X784-00		65000	2013.25.90.91.2	00	8/6/2013	Disbursement	\$2,374,444.00
OH-90-X784	OH-90-X784-00		65000	2012.25.90.91.2	00	8/6/2013	Disbursement	\$4,536,684.00

Complete FFR Task

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

The screenshot displays a task management interface with a navigation bar at the top containing 'News', 'Tasks (4)', 'Records', 'Reports', and 'Actions'. The 'Tasks (4)' tab is selected. On the left side, there are filters for 'Sent by Me', 'Starred', 'Status' (with an 'Open' dropdown), and 'Deadline' (with options for 'Overdue', 'Today', and 'Within 7 days'). The main area shows four tasks, each with a blue checkmark icon in a box, a green arrow icon, and a blue hyperlink. The tasks are:

- Complete 2016 Quarter 1 Federal Financial Report for Federal Award ID No. IL-95-X030-00 (Feb 3, 2016)
- TrAMS G1888 MPR Reporter Complete 2016 Quarter 1 Milestone Progress Report for Federal Award ID No. IL-90-X556-00 (Feb 1, 2016)
- TrAMS G1888 FFR Reporter Complete 2016 Quarter 1 Federal Financial Report for Federal Award ID No. IL-90-X556-00 (Feb 1, 2016)
- TrAMS G1888 FFR Reporter Complete 2016 Quarter 1 Federal Financial Report for Federal Award ID No. IL-90-X470-00 (Feb 1, 2016)

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.

You must accept this task before completing it

Federal Financial Report (FFR) | Input FFR Values

Recipient Summary

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

Award Summary

Federal Award ID Number (FAIN)	IL-90-X470-00	Award Name	Information and Physical Coordination
FFR Reporting Frequency Required	Quarterly	Award Status	Active (Executed)
Obligated Date	8/13/2004		

Preaward Authority Yes, Preaward Authority utilized
 No, 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			
Report Type	Quarterly	Report Period Begin Date	10/1/2015
Report Period	Quarter 1 (Oct - Dec), FY 2016	Report Period End Date	12/31/2015
Report Due Date	1/30/2016		
Final Report?	<input type="radio"/> Yes, Final Report <input checked="" type="radio"/> No, Not Final Report		
Status Log			
Status	Updated Date	Updated By	
Work in Progress	2/1/2016	appian.administrator	

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.

Indirect Expense			
Type	N/A <input type="button" value="v"/>	Period From	M/d/yyyy
Rate	0%	Period To	M/d/yyyy
Base	\$0	Amount Charged	\$0
		Federal Share	\$0

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.

A. Federal Cash on Hand at Beginning of Period	
Previous \$0	Cumulative \$0
This Period <input type="text" value="\$0"/>	Calculated by System
B. Federal Cash Receipts	
Previous \$948,056	Cumulative \$948,056
This Period <input type="text" value="\$0"/>	Calculated by System
C. Federal Cash Disbursements	
Previous \$948,056	Cumulative \$948,056
This Period <input type="text" value="\$0"/>	Calculated by System
D. Federal Cash on Hand at End of Period (A + B - C)	
Previous \$0	Cumulative \$0
Calculated by System	Calculated by System
This Period \$0	
Calculated by System	
E. Total Federal Funds Authorized	
	Cumulative \$1,000,000

Complete FFR Task

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



- If you 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

 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.

Second Screen

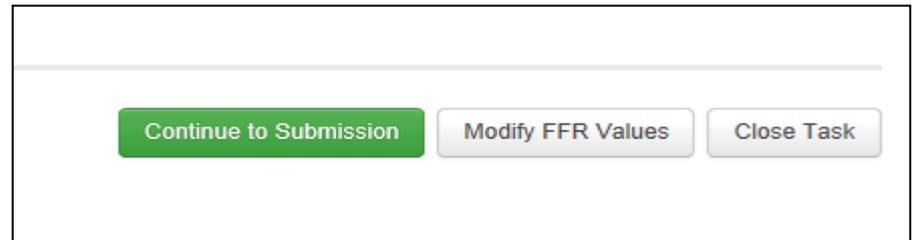
Financial Status

Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	\$0	\$0	\$0
B. Federal Cash Receipts	\$948,056	\$10,000	\$958,056
C. Federal Cash Disbursements	\$948,056	\$10,000	\$958,056
D. Federal Cash on Hand at End of Period (A + B - C)	\$0	\$0	\$0
E. Total Federal Funds Authorized			\$1,000,000
F. Federal Share of Expenditures	\$953,005	\$10,000	\$963,005
G. Recipient Share of Expenditures	\$238,251	\$500	\$238,751
H. Total Expenditures (F + G)	\$1,191,256	\$10,500	\$1,201,756
I. Federal Share of Unliquidated Obligations			\$36,995
J. Recipient Share of Unliquidated Obligations			\$11,249
K. Total Unliquidated Obligations (I + J)			\$48,244
L. Total Federal Share (F + I)			\$1,000,000

Continue to Submission
Modify FFR Values
Close Task

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

Status	Updated Date	Updated By
Work in Progress	2/1/2016	appian.administrator

Recipient Remarks

Submission Remarks

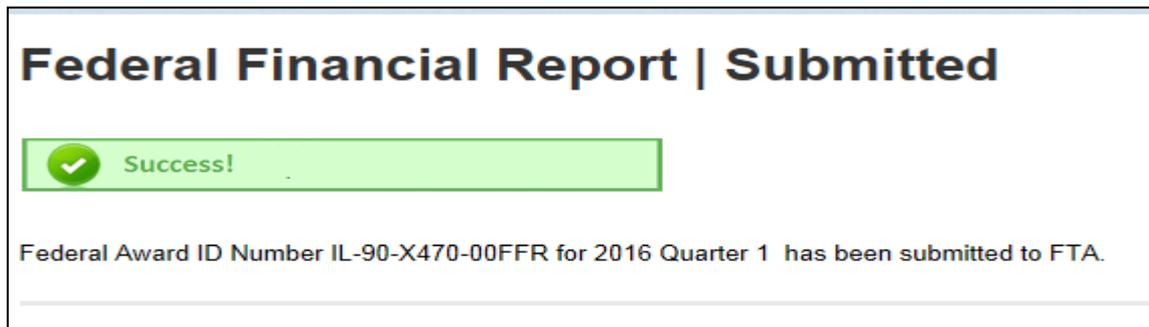
When this report is submitted to FTA, the submitter and the individuals providing the information submitted to FTA, if any, certify that it is true, complete, and accurate to the best of their knowledge. They are aware that any false, fictitious, or fraudulent information may subject them to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

Submitted By Brother Masterson
Submitted Date 2/23/2016

Submit to FTA Back Save Close Task

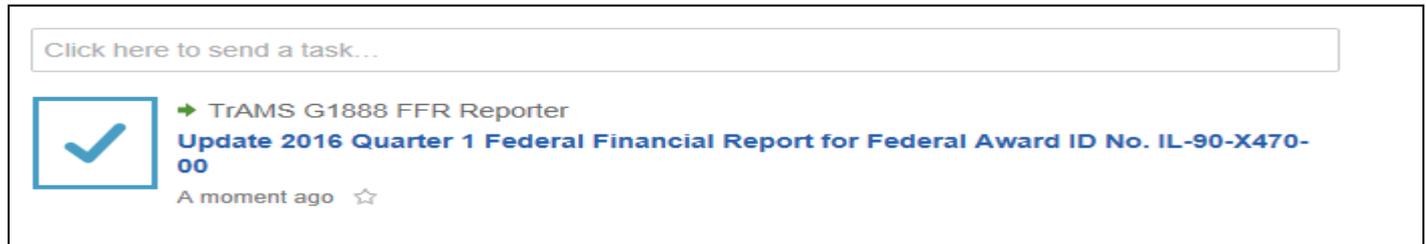
FFR Submission

- 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!



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.



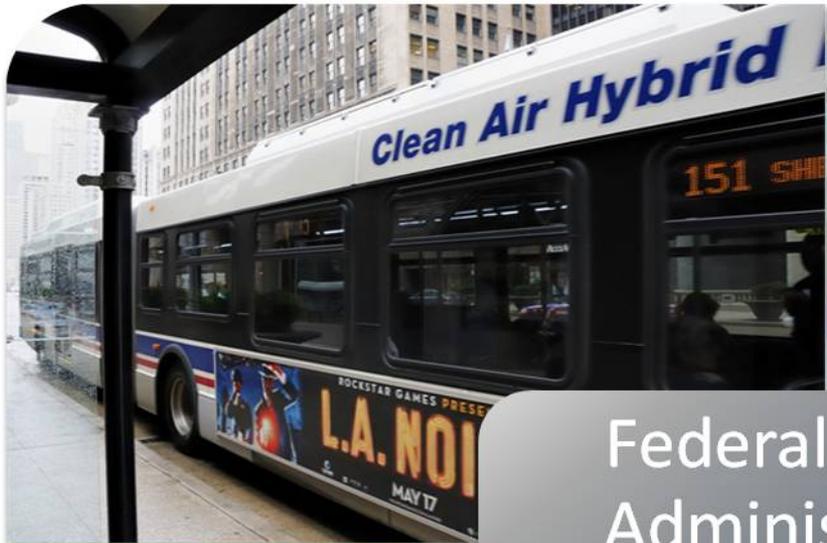
Need Help?

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

FTA.TrAMS.Help@DOT.GOV

General Questions contact your FTA representative or Local Security Manager





Federal Transit
Administration
www.fta.dot.gov



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