

# FTA

FEDERAL TRANSIT ADMINISTRATION

## Developing Applications in TrAMS

Stakeholder Session  
February 23 and 25, 2016



U.S. Department of Transportation  
Federal Transit Administration

# Session Overview

- What information must be provided in your application.
- The concept of a “project” and different ways to structure projects within applications.
- Developing applications with multiple FTA funding sources.
- TrAMS application and project numbering.
- Additional information-messages, fleet status, contacting FTA prior to transmission
- Questions and Answers
- Live Demonstration
- Questions and Answers

*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 to related to TrAMS.*

*Thank you for your understanding and cooperation.*  
*[www.fta.dot/TrAMS](http://www.fta.dot/TrAMS)*

# Reporting Errors/Issues to the Help Desk

Help Desk: (877) 561-7466

[FTA.TrAMS.Help@DOT.GOV](mailto: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?)
1. Brief Description of Issue (steps of what you were trying to do)
2. Screenshots of forms/error messages
3. User Type (FTA vs. Recipient)
4. Cost Center/Region
5. User Roles
6. Recipient ID (if applicable)
7. Application Number (if applicable)

# Gaining Access to TrAMS

- All active TEAM users received an email from [FTA.TrAMS.Help@dot.gov](mailto:FTA.TrAMS.Help@dot.gov) with instructions on how to log on.
- An “active” TEAM user was a user whose last log-in was on or after October 1, 2013.
- We emailed the instructions to your TEAM email address.
- If you did not receive the instructions to log into TrAMS
  - The email might be in your SPAM folder.
  - You might not have been a TEAM user.
  - Your TEAM account might not have been active.
  - The TEAM email on file for you may be out of date.
- Contact your organization’s user manager. If you don’t have one, contact your FTA LSM.
- Your user manager or LSM can create a new account for you in TrAMS if necessary.
- If you are already an NTD user, your user manager can give you access to TrAMS and TrAMS roles.

# 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.

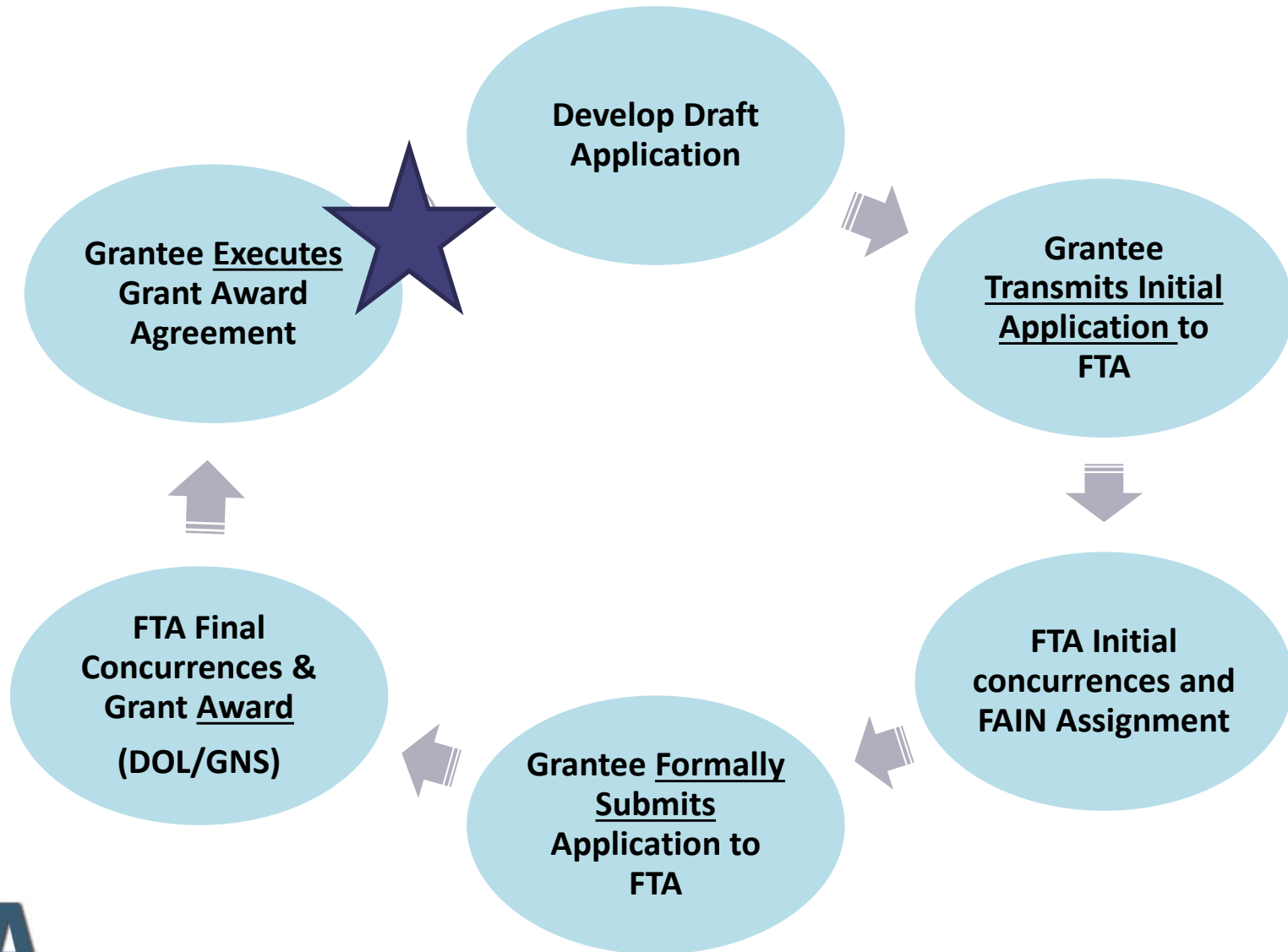
All other functions (create, modify, reporting, etc...) will continue to be disabled.

# Resources Available on the TrAMS Website

<http://www.fta.dot.gov/TrAMS>

- The TrAMS user manual
- A list of upcoming trainings
- Presentations and recordings for prior trainings.
- Guidance on developing applications
- The TrAMS help desk and FTA LSM contacts.

# Grant Life Cycle – Application to Award





# Steps to Create an Application & Required Information

Step 1: Create the Application



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graph TD; A[Step 1: Create the Application] --> B[Step 2: Create the Project]; B --> C[Step 3: Build the Project Activities]; C --> D[Step 4: Validate Each Project AND Step 5: Validate Application];
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Step 2: Create the Project

Step 3: Build the Project Activities

Step 4: Validate Each Project AND  
Step 5: Validate Application

# Basic Application Information

- 1) Application Name
- 2) Grant or Cooperative agreement
- 3) Application Executive Summary
- 4) Point of Contact
- 5) Executive Order 12372 information
- 6) Federal Debt
- 7) Pre Award Authority

# TrAMS Application Format

Each Application must have at least

- ✓ One Project

Each Project must have at least

- ✓ One Budget Scope Code

Each Budget Scope Code must have at least

- ✓ One Budget Activity Line Item (ALI)

# Project Level Information

- 1) Project Name
- 2) Project Description/ Narrative
- 3) Project Location
- 4) Project Benefits
- 5) Planning Requirements (STIP/UPWP/LRP)
- 6) Each Project is Validated

# Project Activity Level Information

- 1) Budget Scope Code & Activity Line Items
- 2) Extended Budget Detail Narrative
- 3) Federal and Non-Federal Amounts
- 4) FTA Fund Program(s)
- 5) Quantity
- 6) Third Party Contractor(s)
- 7) Milestones
- 8) Environmental Finding(s)

# TrAMS Applications and Projects

The next several slides will discuss:

- The concept of a “project” in TrAMS.
- How projects relate to scope of work and budget scopes and ALIs.
- How projects relate to environmental determinations
- When to create multiple projects in applications vs. a single project.

# TEAM Awards & “Project”

- TEAM Awards referred to a “Project” to identify the application or award
- The TEAM application format lumped all activities together in the application making it difficult to identify discrete Projects; and no way determine expenditures at the Project or activity level.

# TrAMS Awards & “Project”

Each Award has its own purpose or scope of work, defined by its Project(s) and its activities

- TrAMS establishes a new “Project” Level within an application/award to better capture the scope of work of a “Project”. For example, a TrAMS Project may be used to define a specific project (e.g. The Main Street BRT, or the Red Line Station Expansion Project); a Project can also be used to group related but independent activities (e.g. Capital Improvements: Bus Preventative Maintenance, Shelter purchase Bus Replacements, Security Improvements)



# TEAM & TrAMS – Terminology

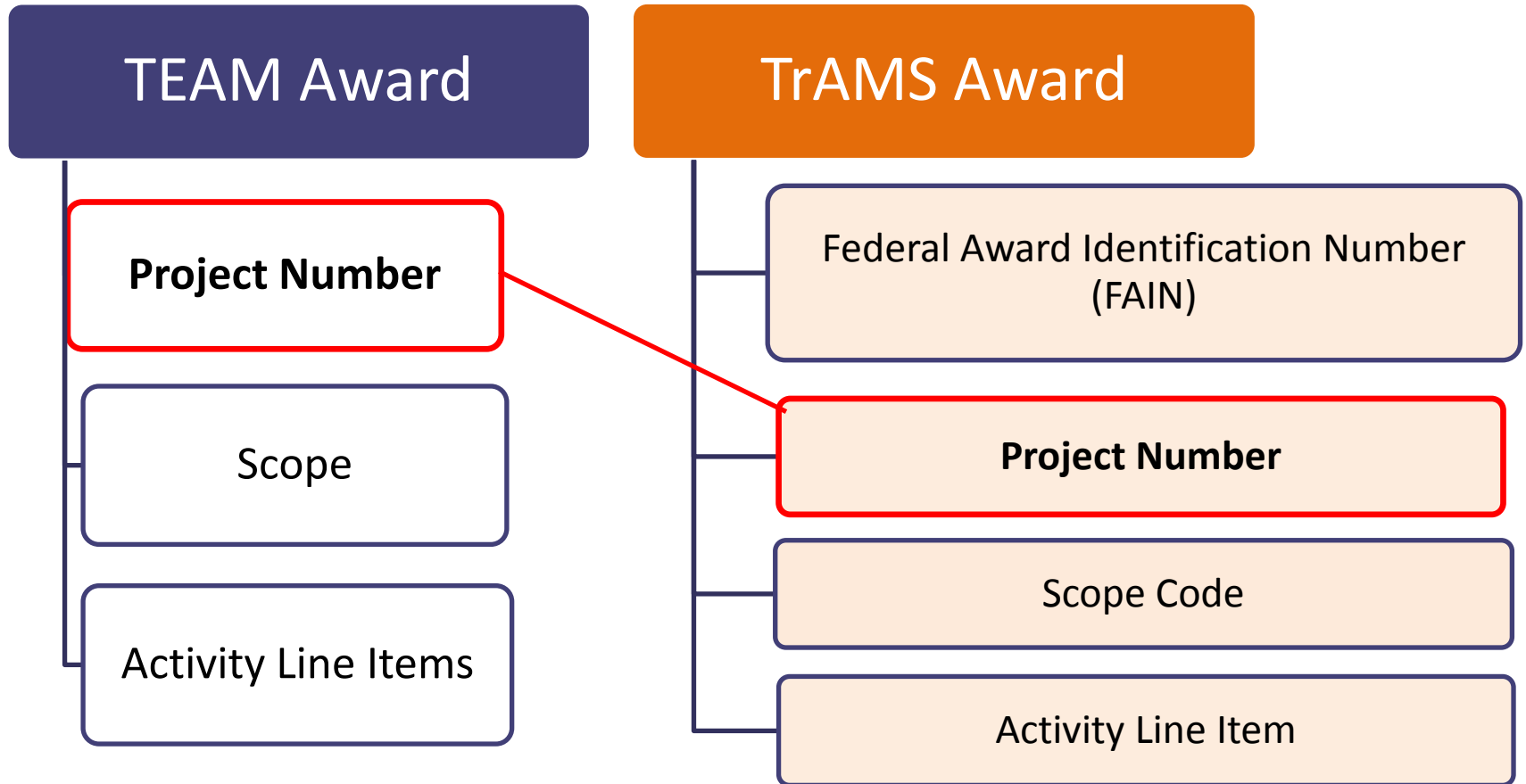


Illustration Only

# TrAMS “Projects”

- Each application must have at least one Project, but may include multiple Projects
- Each Project has its Scope of Work defined by the Budget Scope Codes, ALIs, and the Extended Budget Description
- Each Project is assigned a Project Number

# Considerations when defining Projects

- Are they related activities or multiple smaller routine activities?
- Do they share the environmental determination?
- High visibility project? Congressional interest?
- Do you want modal separation by Project, rail vs. bus?
- Will different organizational divisions implement the different Projects?
- Timeline to complete each Project, does one have a short-term vs. a long-term timeline?

## TrAMS - Scope of Work

The scope of work of an Agreement is defined by the Project or Projects and the scope of work of each project. The ALIs and the extended budget details provide the narrative to explain the scope of work.

# TEAM Award in TrAMS

- All TEAM awards migrated to TrAMS retain their TEAM Award ID (aka. Project Number) does not change. (e.g. CA-90-X007-03)
- All TEAM awards will have one Project and it will inherit the original TEAM Project Number
- ECHO will still recognize your TEAM awards using the TEAM Project Number
- All TEAM awards are “flagged” in the view print to denote it was originally created in TEAM

# TrAMS Scopes & ALIs

No changes to the TEAM Scopes & ALI Tree

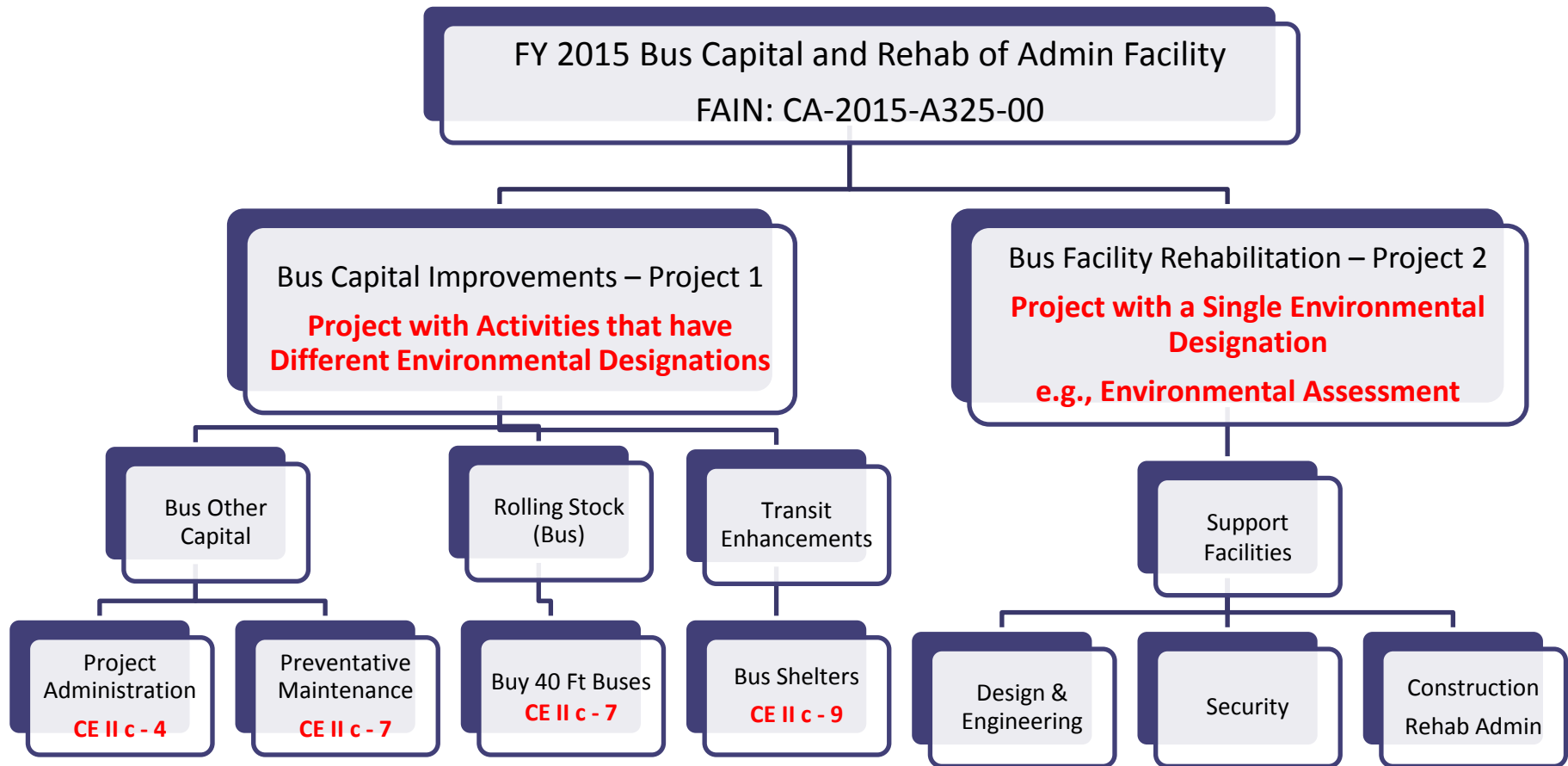
TrAMS applies a strict relationship between Budget Scope Codes and ALIs. Examples:

- Preventative Maintenance is not associated with 111-00 Rolling Stock, but with Other Bus Capital 117-00
- Budget Scope Code numbers cannot be modified (e.g. 111-01, 111-02, 111-03 or 123.A1, 123.B1...)
- Budget Scope Code names cannot be modified (e.g. Rolling Stock Amendment #1)

# TrAMS & “Budget Scope Codes”

- The TEAM Scope and ALI Tree numbers and structure remains the same
- Budget Scope Codes are used to categorize activities, and in general does not equate to a Scope of Work
- The terms “Budget” and “Code” is added to TrAMS vernacular to emphasize Scope Level obligations
- FTA reimburses funds at the Budget Scope Code level
- Only one fund source may be applied to a Budget Scope Code

# Projects and Environmental Determinations



- Project 01 includes a group of system-wide activities and each has its own Categorical Exclusion Designation
- Project 02 is a specific project that has received a FONSI / Environmental Assessment that covers all associated activities



# TrAMS Application Numbering

The next few slides will discuss:

- Temporary Federal Award Identification Number (FAIN).
- Final FAIN
- Project Number
- How information is updated when an award is amended.
- Illustrative examples

# TrAMS Numbering

The System Generates the numbers

- Not assigned by staff

Temporary Application & Project Numbers

- System generated once an applicant creates an application record

The FAIN & Project Numbers are assigned when FTA considers an application complete

- Generated by system, initiated by FTA

# Temporary Application Numbers

## **Application Temp #: I306-2016-15**

- Vendor ID (I306)
- FY Application Record is created (2016)
- Next Application in Sequence (15)

## **Project Temp # I306-2016-15-PI**

- Vendor ID (I306)
- FY Project is Created (2016)
- Next in sequence (15)
- Project # within Application (PI)

# TrAMS Award FAIN CA-2016-021-00

CA	State
2016	Fiscal Year the FAIN is Assigned
021	Next application in sequence (for the state, in the fiscal year the FAIN is assigned)
00	Initial Award (00) or Amendment (01, 02, etc...)

# TrAMS Award Project Numbers

CA-2016-021-01-00

CA	State
2016	Fiscal Year the FAIN is Assigned
021	Next application in sequence (1, 2, ...21, 22...125)
<b>01</b>	<b>Project Number (01, 02, 03 etc...)</b>
00	Initial Award (00), changes for Amendment (01, 02, 03)

# Temporary & Final Identification Numbers Can be seen in Application View/Print

DOT

U.S. Department of Transportation

## Award

Federal Award Identification Number (FAIN)	IN-2016-001-00
Temporary Application Number	1202-2016-1
Award Name	IPTC Cooperative Agreement for Research
Award Status	Active (Executed)
Award Budget Number	0

# What happens if the Award is amended?

## Award Agreement

CA-2016-021-00 = Initial

CA-2016-021-01 = Amend #1

## Project Number

CA-2016-021-01-00 = Initial

CA-2016-021-01-01 = Amend #1

Overall Award and Projects move together,  
Projects are not amended independently:

CA-2016-021-03 = Award/Amendment

CA-2016-021-01-03 = Project 1

CA-2016-021-02-03 = Project 2

## Close Out Amendments

*Q: A frequently asked question is, “if you have more than one project in an application, can you close out projects independently?”*

**A: No.** The award and all projects within the award move together, they are not independent. Consider the timelines to complete projects when creating your application.



# Simple Application, 1 Project ,1 Fund Source, and 3 Budget Scope Codes

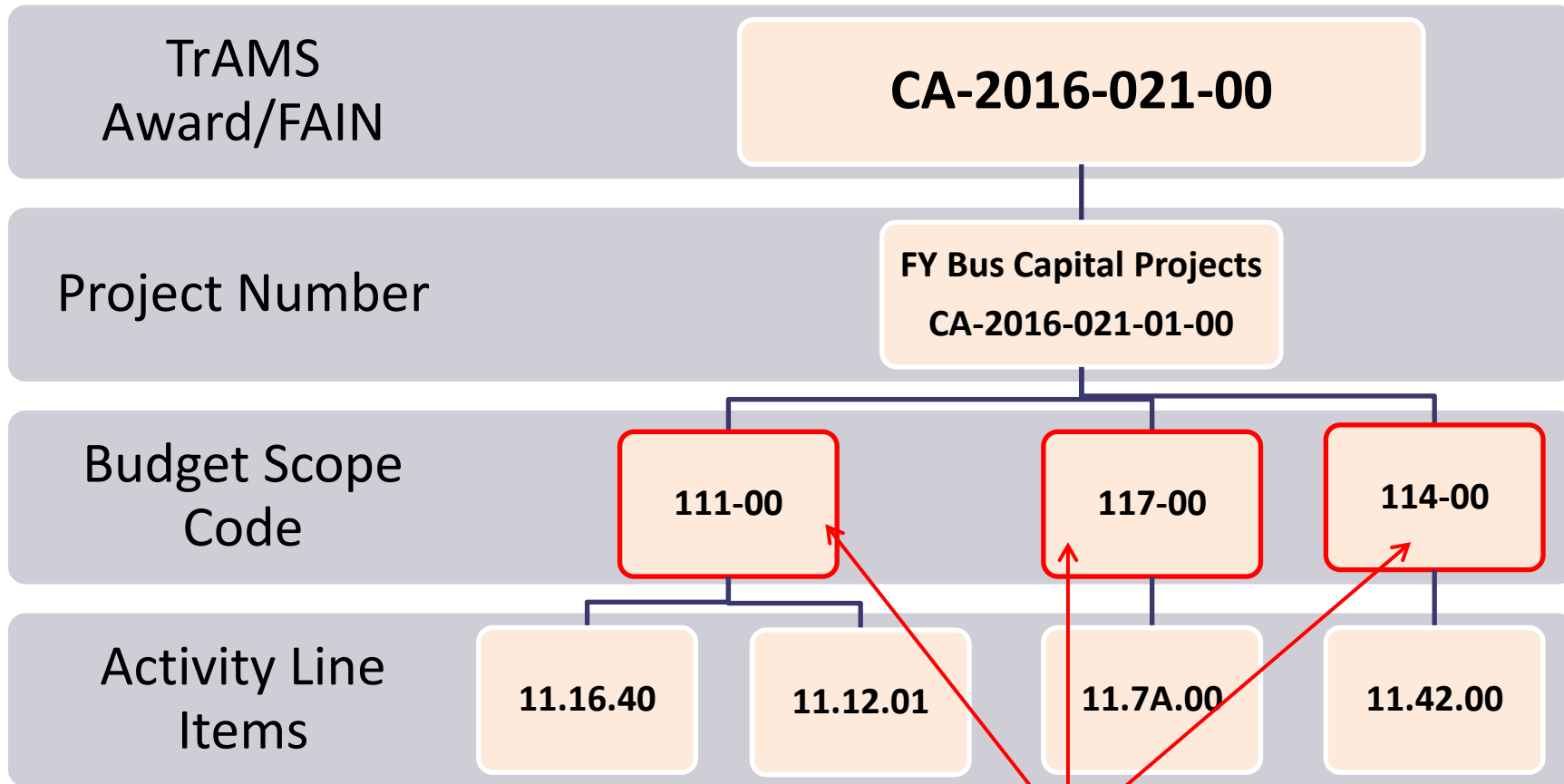


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**Obligate & Draw Down Funds at Scope Level**

# 1 Application, 2 Projects 1 Fund Source, 2 Scopes

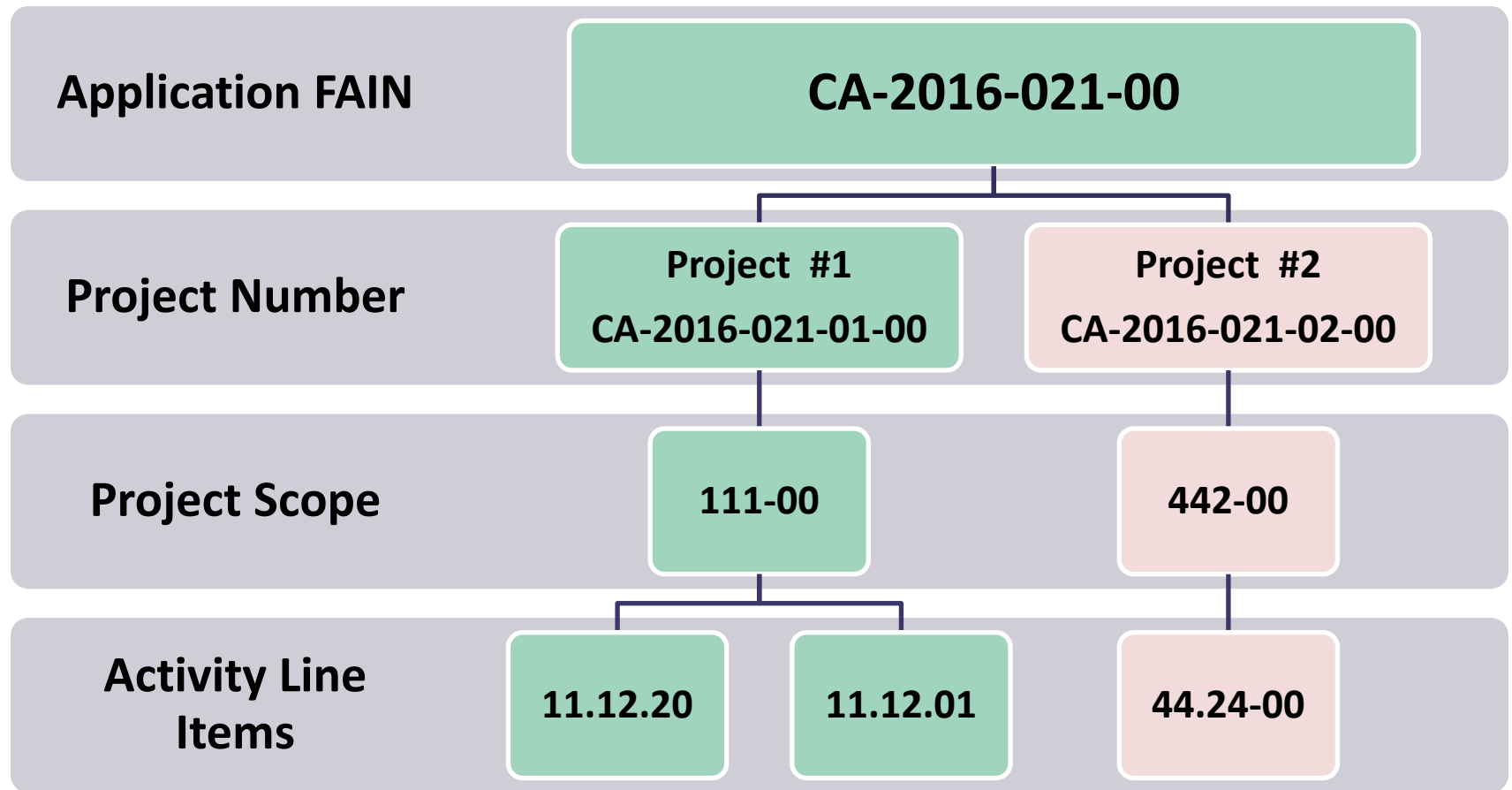


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## Creating and Awarding Applications funded by Multiple FTA Programs (i.e. “Super Grants”)

- An application with more than one fund source is referred to as a “Super grant”
- Creating a Super Grant is optional.
- Using the Super Grant configuration should be coordinated with your FTA regional office.

# Super Grants might be used when...

1. When multiple funding programs are being used to fund related activities such as a capital improvement project, a construction project or system-wide improvement project.
2. When multiple funding programs are being used for the same budget scope and activity line item.
3. When Flexing funds from FHWA flex-funding (i.e., Surface Transportation Program and Congestion Mitigation and Air Quality Program) for same or related projects also using an FTA program.
4. When an applicant is applying for multiple formula program funds apportioned under different programs in the same funding fiscal year or the prior fiscal year for the same urbanized area(s). (Section 5307, 5337, and 5339)

# Super Grants may not be optimal when...

1. When an application contains funding programs with different **requirements** e.g., DOL review or Reporting Frequency etc...)
2. **Timeline/Period of Performance**
3. Recipient's ability to track and manage expenditures and draw-downs by funding source

# Super Grant Architecture and NEPA Assignment of Environmental Determination

If the project you are funding is associated with a single NEPA action (i.e., an EIS or an EA), organize your super-grant application so that the multiple funding sources are associated with that Single Project.

# Operating Assistance

## 1 Project, One Scope w/ 2 Fund Sources

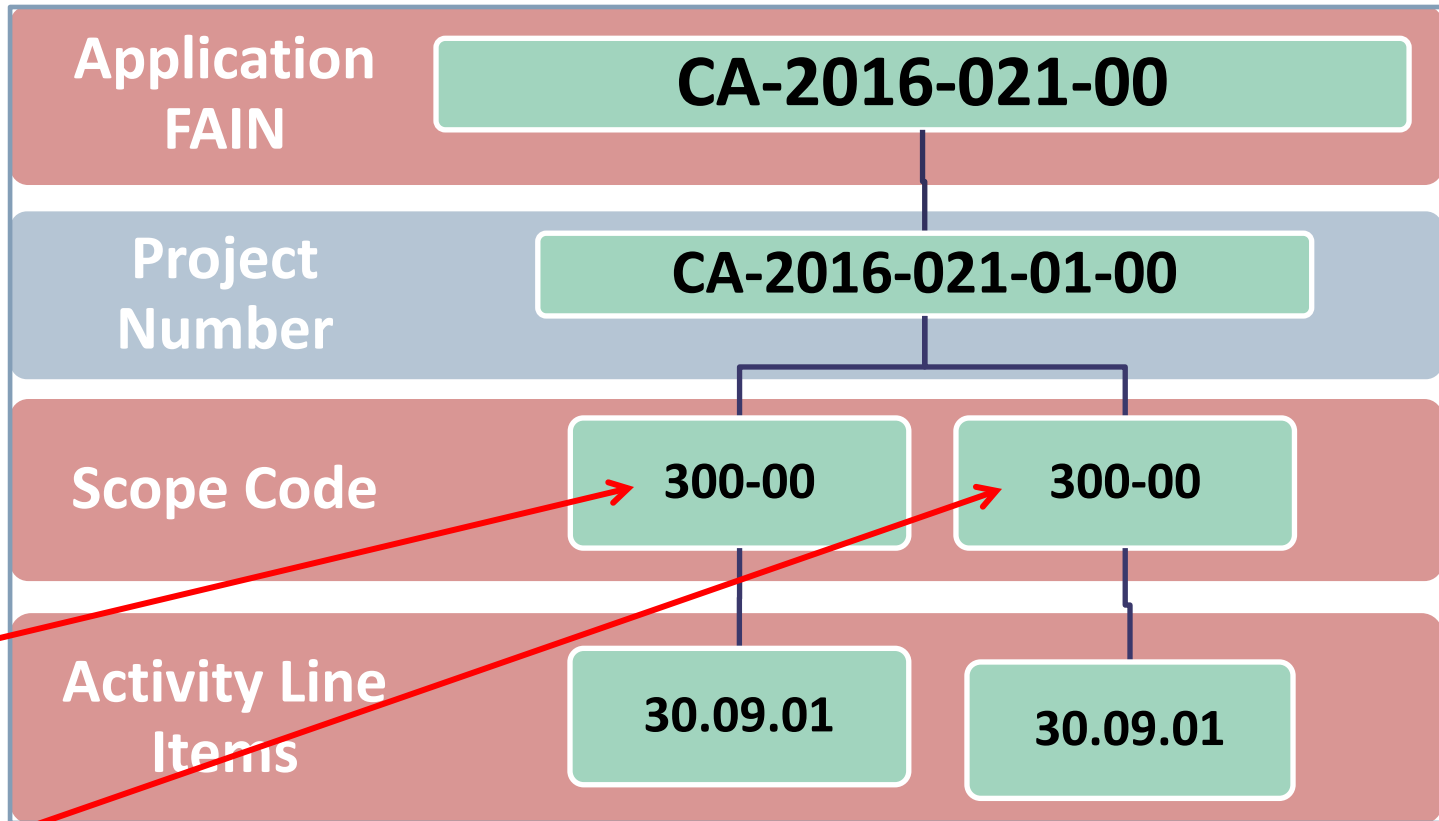


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# 1 Application, 2 Projects, 2 Fund Sources for Bus Purchase

You must have a scope for each fund source

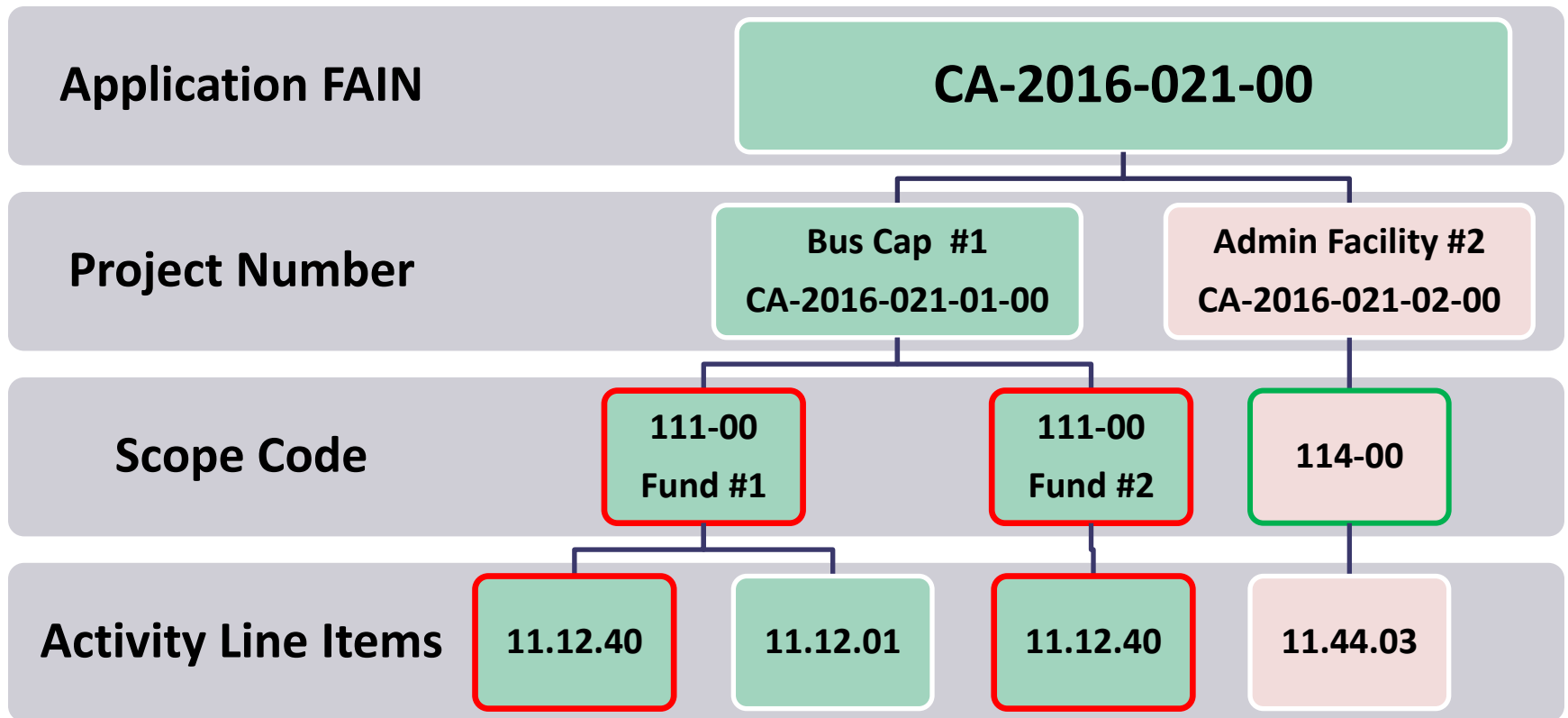


Illustration Only



# Multiple Years and UZAs

- Application may include a request for funds from two different fiscal years of the same source; FY 2014 and 2015 in 5307 Funds
- Application may include a request for funds from two different UZAs
- You can include different years and UZA allocations in the same Budget Scope Code.

# TrAMS Message Screens

## **Green Box is a Success Box and Confirmation.**

- A Green Success Box appears when you have completed a process successfully. For example when you Transmit or Submit an application or quarterly report, the system confirms and validates the action is complete.

## **Blue Box is a Notification Message.**

- You may encounter a blue box when you have created an application that includes rolling stock. The system will prompt you with a blue box to update your fleet status information.

# TrAMS Message Screens

## **Yellow Box is a Warning Message or Soft Stop.**

- For example, a yellow box may populate at initial transmission if your Civil Rights Programs are incomplete.

## **Red Box is an Error or Hard Stop.**

- If you receive a Red Box or Message in Red, you must correct the error to move forward in the process. For example if information is missing in a Project at validation, you will get an error message that details what you need to do to pass validation.

# Fleet Information in TrAMS

- Fleet information migrated into TrAMS will populate and reside in your Recipient Profile.
- Recipients should not anticipate their fleet information to be complete. Fleet information will reflect the last Award that included fleet rolling stock scopes.
- Grantees should use the first week to review and update their fleet information.

# Fleet Status

Fleet Information in TrAMS (in the interim) will display only the TEAM “after value” as the “Current Value.”

## Part 6: Fleet Status

### Fixed Route

		<u>Before</u>	<u>Change</u>	<u>After</u>
<b>I.</b>	<b>Active Fleet</b>			
	A. Peak Requirement	192	0	192
	B. Spares	44	0	44
	C. Total (A+B)	236	0	236
	D. Spare Ratio (B/A)	22.92%	0.00%	22.92%
<b>II.</b>	<b>Inactive Fleet</b>			
	A. Other	10	0	10
	B. Pending Disposal	0	0	0
	C. Total (A+B)	10	0	10
<b>III.</b>	<b>Total (I.C and II.C)</b>	246	0	246

### Current Value

<b>I.</b>	<b>Active Fleet</b>	
	A. Peak Requirement	192
	B. Spares	44
	C. Total (A+B)	236
	D. Spare Ratio (B/A)	0.23%
<b>II.</b>	<b>Inactive Fleet</b>	
	A. Other	10
	B. Pending Disposal	0
	C. Total (A+B)	10
<b>III.</b>	<b>Total (I.C and II.C)</b>	246

# Manage Fleet Status

The module provides summary details of the selected fleet and...

## Fleet Status | Fleet Details

### Recipient Profile Information

Recipient ID 1910

Recipient Name Madison, City Of

### Existing Fleet Summary

I. Existing Active Fleet		II. Existing Inactive Fleet	
A. Peak Requirement	182	A. Contingency	0
B. Spares	38	B. Pending Disposal	14
C. Total Active Fleet (A + B)	220	C. Total Inactive Fleet (A + B)	14
D. Spare Ratio (B / A)	18.13%		
Total Fleet (I.C and II.C)	234		

# Manage Fleet Status

...provides a form to modify and save.

### Update Fleet Details

**Fleet Type** Fixed Route

**Fleet Details**

Please provide a brief description of your fleet

**Active Fleet**

**Peak Requirement**

Please enter the number of Peak Requirements

**Spares**

Please enter the number of Spares

**Inactive Fleet**

**Contingency**

Please enter the number of Inactive Contingency Fleet

**Pending Disposal**

Please enter Inactive Fleet that are pending disposal

# Fleet and Awards

Fleet information only populates in your new TrAMS award view/print when rolling stock (bus or rail) is included.

*Note: Fleet information only populates and attaches (to new TrAMS or amendments) when FTA completes its award of the application. Therefore, if you make changes post submission during FTA final review, that is the information that will be attached to that award.*



# Fleet information

- Initial award: fleet is captured at Award.
- Amendments: fleet recaptured at Award of the amendment.
- Budget Revisions: fleet only knows that what was included in the last award/amendment; therefore fleet must be updated in the next amendment action.

# Before you Transmit Your Application

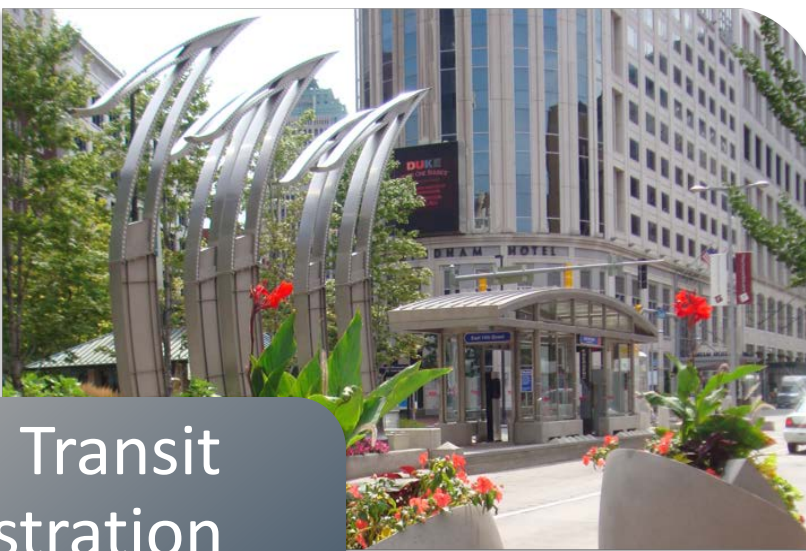
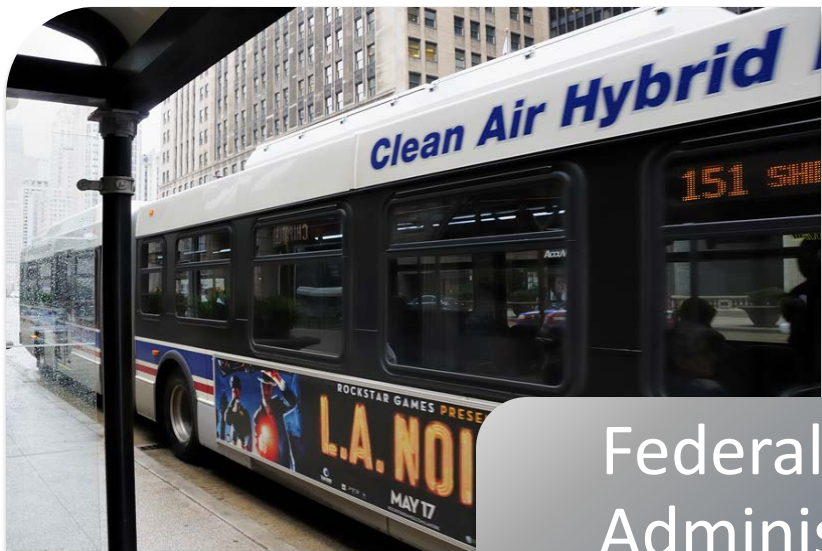
- We encourage you to reach out to your regional grant representative find out if they would like to review the application.
- An informal/preliminary review of applications that are in progress could identify and address any issues in your application early in the process.
- This may result in your application receiving the formal FTA reviews and concurrences more quickly and less application routing back and fourth in TrAMS.
- Applicants and FTA staff can review the application at the same time. Both applicants and FTA staff can make edits to the application while it is “In Progress.”

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