

# FTA

FEDERAL TRANSIT ADMINISTRATION

## **Recipient Profile Management & Migrated TEAM Information**

**February 17, 18, 19 and 26, 2016  
Stakeholder Session**



U.S. Department of Transportation  
Federal Transit Administration

*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](http://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.

You can also refer to the TrAMS FAQs which will be updated on an ongoing basis.

# 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)

# 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.

# 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.
- Contractors working on behalf of FTA should have received an email notice to set up their password.
- 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).

# Session Overview

1. Search for Recipient Organizational Profile Information
2. Review Recipient Profile Information
  - View and Modify Profile Information
3. Steps to PIN Your C&A
4. Discuss differences between TEAM and TrAMS applications

# YOUR ORGANIZATIONAL PROFILE SUMMARY PAGE

# Organizational Profile Information

- TEAM Information associated with your Recipient ID will carry forward.
- What is different, is TrAMS also pulls your information from the System of Award Management or SAM.
- SAM includes your organization's legal information, business name, address, etc...

[www.sam.gov](http://www.sam.gov)

# TEAM Profile Information

In TEAM all your profile information resided in one section on tabs. In TrAMS your organizational profile is separated out into separate modules to better manage information.

The screenshot shows a web browser window with the title "View / Modify Recipient ( WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT ) - Internet Explorer". The browser address bar shows the URL "View / Modify Recipient". The form has several tabs: "General", "Contact Persons", "Cert's & Assurances", "Codes", "Payment Codes", and "Civil Rights". The "General" tab is active. The form contains the following fields and values:

Organization:	1245	WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT
Acronym:	WISCONSIN DOT	
Street:	4802 SHEBOYGAN AVENUE P.O. BOX 7913	
City/State/Zip:	MADISON	WI 53707 7913
Phone Number:	6082668508	x 00000
Fax Number:	6082660658	
Website:	www.dot.wisconsin.gov	
Cost Center:	78500	
Geog. Location:	550252780	
Last Updated:	9/21/2015 9:55	
Active:	<input type="radio"/> Yes <input type="radio"/> No	
DBE:	<input type="radio"/> Yes <input type="radio"/> No	
NTDB Code:	0	
FY Start:	July	
Cert's & Assur's:	1/12/2015	
Mstr Agmt Iss'd:		
Assistance:	<input type="radio"/> Yes <input type="radio"/> No	
Designated Recipient:	<input type="radio"/> Yes <input type="radio"/> No	
MPO:	1245 WISCONSIN DEPT. OF TR	
Type:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
State DOT:	0 NOT ASSIGNED	
OST Type:	Public, Not a Contractor	
DUNS Number:	809611460	

# Find Your Organizational Profile

1. Use the Records Tab in the Navigation Bar.
2. Select Recipient Organization from the Main Menu.

The screenshot shows the user interface of the Federal Transit Administration's Records system. At the top, a navigation bar contains the following tabs: News, Tasks, Records, Reports, and Actions. The 'Records' tab is highlighted with a red box and a yellow underline. Below the navigation bar, the page header includes the U.S. Department of Transportation logo and the text 'U.S. Department of Transportation Federal Transit Administration'. On the left side, there is a sidebar with the text 'All >'. The main content area is titled 'Records' and lists several menu items, each with a folder icon: 'Application Help Records' (View Help Material for Specific Applications), 'Applications / Awards' (List of All Applications / Awards for Your Organization), 'Projects' (List of All Projects for Your Organization), 'Recipient Organization' (View Profile Information for Your Organization), 'Static Reports' (List of TrAMS Excel Reports and Archived Reports from TEAM), and 'Users' (Directory of users). The 'Recipient Organization' menu item is highlighted with a red box.

# Find Your Organizational Profile

In most cases only one Organization will populate. In cases where an individual supports multiple organizations you may see more than one listed. Click on the name, it is a hyperlink to your organizational profile “Record”. What is the TR?



The screenshot displays the 'Records' tab in the FTA system. The left sidebar contains the FTA logo and a search box for 'Search Recipient Organiza'. The main content area is titled 'Recipient Organization' and lists two entries:

- Transportation, Ohio Department Of | OHIO DOT**  
Recipient ID:1225  
TrAMS Status: Active  
SAM Status: ACTIVE
- Transportation, Wisconsin Department Of | WISCONSIN DOT**  
Recipient ID:1245  
TrAMS Status: Active  
SAM Status: ACTIVE

# Log On and Review Profile Summary

Let's login to TrAMS

Find an Organizational Profile and go over what we see on the Summary page.

Then do a quick recap about the Recipient Profile Summary Page.

# Profile Summary Page

Section titled “TrAMS Profile Information” is your migrated TEAM information. Your Acronym will populate in TrAMS modules and view/prints.

## TrAMS Profile Information

**Recipient ID**  
1245

**Recipient Acronym**  
WISCONSIN DOT

**Recipient Alias**  
WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT

**Recipient Cost Center**  
78500

**Is State DOT?**  
Yes

**Recipient OST Type**  
State Agency

**Is Designated Recipient?**  
Yes

**TrAMS Status**  
Active

**Geographic Location Code**  
550252780

**NTD Code**  
0

**Is MPO?**  
No

**Recipient ID of MPO**  
0

**Is DBE?**  
Yes

**Assistance?**  
Yes

# Profile Summary Page

Section titled “SAM Profile Information” is pulled from SAM or the System for Award Management.

Your Legal Business Name will display in modules and in view/prints. (*Why do the dates looks funny below?*)

SAM Profile Information	
Legal Business Name Transportation, Wisconsin Department Of	SAM Status ACTIVE
DBA Name	SAM Expiration Date 20160112
DUNS 809611460	SAM Website <a href="#">Click here to update the organization's Profile in SAM</a>
Website No Website in profile	FY End Date 0630

# Recipient Name in TrAMS

1. **SAM Legal Business Name is required** and displays in system view and view/print.
2. TrAMS/TEAM Recipient Acronym also displays in the system and view/print but is not required.
3. The grantee alias can be seen in recipient profile.
4. If your legal name or acronym does not display in the summary of the organization profile, it will be blank in the system and view/print.

# Your Organizational Name Display

The first name is your legal name from SAM.

Names are separated by a “ | “

The second name is your TEAM acronym.

Records / Recipient Organization

**Transportation, Wisconsin Department Of | WISCONSIN DOT**

Follow

# Profile Summary Page

Section titled “Payment Information” is your financial information from TEAM when your organization was initially established as an FTA recipient.

Payment Information	
ECHO Number ██████████	WCF? No
REQU? No	TSC? No
OPAC? No	

# Profile Summary Page

Section Titled “Locations” is information pulled from SAM. If information is missing use the Sync with SAM Related Action.

Locations					
Name	Address Line 1	Address Line 2	City	State	Zip
Headquarters	115 E STATE CAPITOL		MADISON	WI	537020001
Physical Address	4802 SHEBOYGAN AVE		MADISON	WI	53705
Mailing Address	4802 SHEBOYGAN AVENUE		MADISON	WI	53707

# Sync with SAM Information

If your Recipient Profile is missing your SAM information first review what is in SAM.gov. If SAM is accurate, test the “Sync with SAM” to auto-update your information.

How to:

Click on the Record Tab,  
Click on Recipient Organization,  
Click on Related Actions and  
Click on the “ Sync With SAM.



**Sync Recipient Organization With SAM**

Sync with SAM System to Update Organization's SAM Information

# Need to make a change?

- To make changes to your FTA information in the Organizational Profile; contact your FTA POC to complete and submit a Vendor Modification Request Form.
- To modify your SAM information; contact the individual within your organization who manages SAM to make the appropriate changes. Get to know this person, they have the rights to keep your SAM status active!

# DUNS & SAM Reminders

- Recipients must be registered in Duns & Bradstreet and have a registered DUNS number
- Recipients must be registered in the System for Award Management (SAM) and be Active (registration expires every year)
- Recipients must have BOTH to be eligible to apply for and accept federal funds.

# DASHBOARDS & RELATED ACTIONS

VIEW AND MODIFY  
ORGANIZATION PROFILE  
INFORMATION

# Dashboards & Related Actions

- Dashboards are views of data related to the record that you are acting on; some dashboards have links to other records.
- The Related Actions option in the sidebar menu is used to take an action, or modify a Record in TrAMS. Related Actions populates a list of actions you can take; and they differ depending on what type of record you are acting on (i.e., user profile, organizational profile, or an award).

# Recipient Profile Dashboards

- 1) Recipient Organization Profile Summary
- 2) Locations (Congressional & UZAs)
- 3) Designated Recipient
- 4) Suballocations
- 5) TrAMS Users
- 6) Applications and Awards



# Recipient Profile Related Actions

- 1) Recipient Documents
- 2) Civil Rights Information
- 3) Certifications & Assurances
- 4) Fleet Status
- 5) Congressional Districts
- 6) Direct Recipients
- 7) POC & Union Information
- 8) Formula Suballocations
- 9) Sync Organization with SAM

The screenshot displays the FTA Records interface. At the top, there are navigation tabs: News, Tasks, Records (selected), Reports, and Actions. Below the navigation, the page title is 'Records / Recipient Organization' and the recipient name is 'Transportation, Wisconsin Department Of'. A green 'Follow' button is visible. The main content area lists nine related actions, each with a lightning bolt icon and a description:

- Recipient Documents**: Manage Recipient Documents
- Civil Rights Information**: Manage Civil Rights Information
- Certifications & Assurances**: Manage Certifications and Assurances
- Fleet Status**: Manage Fleet Status Information
- Congressional Districts**: Manage Recipient's Congressional Districts
- Direct Recipients**: Manage Direct Recipients Associated with Designated Recipient
- POC and Union Information**: Manage Recipient's Points of Contact and Union Information
- Sync Recipient Organization With SAM**: Sync with SAM System to Update Organization's SAM Information
- Formula Suballocations**: Manage Formula Program Suballocations

On the left side of the screenshot, there is a sidebar menu with the following items: Summary, News, Related Actions (with a dropdown arrow), Applications/Awards, TrAMS Users, Locations, Designated Recipient, and Suballocations.

# Let's Discuss & Demo

1. Search and View TrAMS Users
2. Search and View Points of Contact
3. Modifying Users and Contacts
4. Recap with slides

# TrAMS Users – Dashboard View

Dashboard view is a quick snapshot view of your organization's active TrAMS Users, their basic contact information (name, email, phone) and roles they are assigned.

<b>Recipient ID</b> 1245		<b>Recipient Name</b> Transportation, Wisconsin Department Of		
<b>Recipient DUNS</b> 809611460		<b>Acronym</b> WISCONSIN DOT		
<b>Users</b>				
First Name	Last Name	Email	Phone	User Roles
Chad	Reuter	chadwic.reuter@dot.wi.gov	608-266-8508	MPR Reporter, 1245 FFR Reporter, 1245
Ian	Ritz	ian.ritz@dot.wi.gov	608-267-6680	MPR Reporter, 1245 FFR Reporter, 1245 Submitter, 1245 Official, 1245
John	Alley	john.alley@dot.wi.gov	608-266-0189	MPR Reporter, 1245 FFR Reporter, 1245 Submitter, 1245 Official, 1245
Debra	Adamski-Pavloski	fake@fake.com	(608) 264-9532	MPR Reporter, 1245 FFR Reporter, 1245 Civil Rights, 1245
Randy	Alfson	fake@fake.com	608-267-2971	MPR Reporter, 1245 FFR Reporter, 1245
John	Alley	fake@fake.com	(608) 266-0189	MPR Reporter, 1245 FFR Reporter, 1245 Submitter, 1245 Official, 1245

# TrAMS Users Records Listing

- All Users are Records in TrAMS.
- From the Records Tab, you can also search, select, and view an individual user profile.

*Note: Depending on your own user roles will dictate what you can see and do to the record. For example, only a User Manager you will have a Related Actions option to modify the user record.*

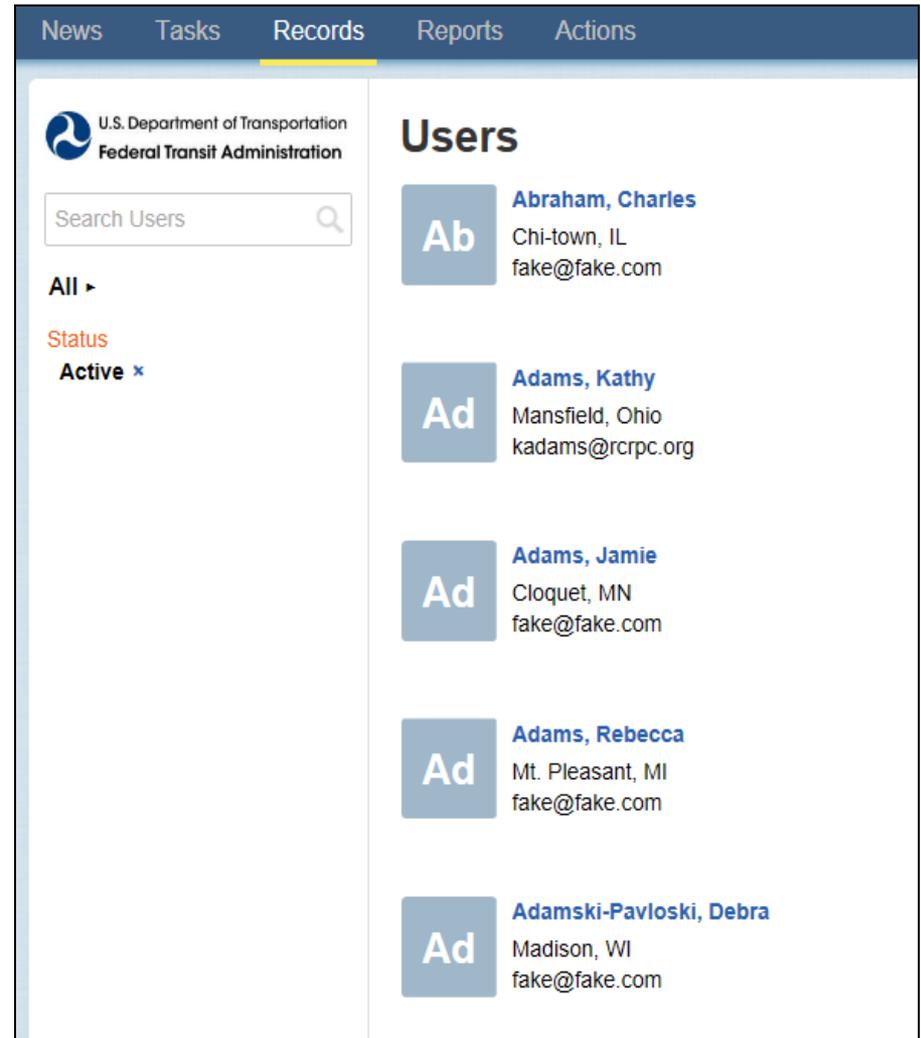
# User Record List – Known Issue

1. Click on Records Tab
2. Click on “Users” in the Main Menu
3. A list will populate
4. Click on User Name

**Only your organizational users should populate. Known issue.**

You can use the “search field” to locate a user. individual user.

- Enter Name
- Hit Enter on keyboard



U.S. Department of Transportation  
Federal Transit Administration

Search Users

All ▾

Status  
Active ✕

## Users

Ab	<b>Abraham, Charles</b> Chi-town, IL fake@fake.com
Ad	<b>Adams, Kathy</b> Mansfield, Ohio kadams@rcrpc.org
Ad	<b>Adams, Jamie</b> Cloquet, MN fake@fake.com
Ad	<b>Adams, Rebecca</b> Mt. Pleasant, MI fake@fake.com
Ad	<b>Adamski-Pavloski, Debra</b> Madison, WI fake@fake.com

# TrAMS User Information

Only the Agency's User Manager can modify roles

To view your own roles, use the **User Details** option

The screenshot shows the TrAMS user information page for Ian Ritz. The page is part of the U.S. Department of Transportation Federal Transit Administration system. The user's profile includes contact information, status, and a list of roles. The 'Organizations' section contains a table with columns for Organization, Application, and User Manager. The 'Roles' section lists several role names.

U.S. Department of Transportation  
Federal Transit Administration

Records / Users  
**Ritz, Ian** Follow

### User Information

Username (Email)	ian.ritz@dot.wi.gov	Work Phone	608-267-6680
Honorific	Mr.	Status	Active
Full Name	Ian Ritz		
Email	ian.ritz@dot.wi.gov		
Created On	1/5/2015		
Last Certified On	1/5/2015		

### Organizations

Organization	Application	User Manager
Wisconsin Department of Transportation	NTD	Yes
Transportation, Wisconsin Department Of	TrAMS	No

### Roles

Role Names
Submitter, Transportation, Wisconsin Department Of
Developer, Transportation, Wisconsin Department Of
Official, Transportation, Wisconsin Department Of
MPR Reporter, Transportation, Wisconsin Department Of
FFR Reporter, Transportation, Wisconsin Department Of

# FTA Contractors

- Recipients need to be aware that in addition to their organizational users, FTA contractors will also be listed in their recipient profile. Cooperation is requested to not modify contractor information.
- Example FTA contractors might be a Triennial Reviewer that would have a flag of TSO contractor or alternately be flagged as a PMOC Contractor.
- FTA Contractors are only assigned read only access.

# TEAM Points of Contact

View / Modify Recipient - Internet Explorer

**View / Modify Recipient**

General | **Contact Persons** | Cert's & Assurances | Codes | Payment Codes | Civil Rights

Organization: 1245 WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT

Officer Titles

- COUNTY EXECUTIVE  
[ Add New COUNTY EXECUTIVE ]
- DIRECTOR  
BROWN-MARTIN, DONNA  
[ Add New DIRECTOR ]
- DIRECTOR OF DBE PROGRAM  
CARTER, MICHELE  
[ Add New DIRECTOR OF DBE PROGRAM ]
- EXECUTIVE DIRECTOR  
[ Add New EXECUTIVE DIRECTOR ]
- GENERAL MANAGER

Title: DIRECTOR

Last Name: BROWN-MARTIN

First Name/Initial: DONNA

Street: 4802 SHEBOYGAN AVE.,  
P.O. BOX 7913

City/State/Zip: MADISON WI 53707 7913

Phone Number: 6082662963 00000

Alternate Phone:

Fax Number: 6082660658

Email: donna.brown-martin@dot.wi.gov

Website:

125%

# Organizational Points of Contact

Follow prior steps to find your Recipient Organizational Profile (under the Records Tab). Use the Related Actions “POC and Union Information” in the main menu.

The screenshot displays the user interface for the Wisconsin Department of Transportation (WISCONSIN DOT) organizational profile. On the left, a navigation menu includes 'Summary', 'News', 'Related Actions', 'Applications/Awards', 'TrAMS Users', 'Locations', 'Designated Recipient', and 'Suballocations'. The main content area is titled 'Records / Recipient Organization' and 'Transportation, Wisconsin Department Of | WISCONSIN DOT'. A list of related actions is shown, each with a lightning bolt icon: 'Recipient Documents', 'Civil Rights Information', 'Certifications & Assurances', 'Fleet Status', 'Congressional Districts', 'Direct Recipients', 'POC and Union Information', 'Sync Recipient Organization With SAM', and 'Formula Suballocations'. A red arrow points to the 'POC and Union Information' option.

Related Action	Description
Recipient Documents	Manage Recipient Documents
Civil Rights Information	Manage Civil Rights Information
Certifications & Assurances	Manage Certifications and Assurances
Fleet Status	Manage Fleet Status Information
Congressional Districts	Manage Recipient's Congressional Districts
Direct Recipients	Manage Direct Recipients Associated with Designated Recipient
POC and Union Information	Manage Recipient's Points of Contact and Union Information
Sync Recipient Organization With SAM	Sync with SAM System to Update Organization's SAM Information
Formula Suballocations	Manage Formula Program Suballocations





# TrAMS Points of Contact

Sample summary page

Note: Only the User Manager can modify the POC information

## Grantee Points of Contact | Contact Details

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### Grantee Information

Grantee ID	1910	Grantee Name	Madison, City Of
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### Point of Contact (POC) Information

Title	PRIMARY GRANT CONTACT	Phone	6082686538
First Name	Scott	FAX Number	6082678778
Last Name	Korth	Email Address	fake@dminc.com
Street Address	1245 East Washington Ave., 201	Alternate Phone Number	
City	Madison	Website Address	www.cityofmadison.com
State	Wisconsin		
ZIP	53703		
ZIP (4-digit extension)	0000		

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### Contact For:

<input type="checkbox"/> Chief Executive Officer (CEO)	<input type="checkbox"/> Section 504
<input type="checkbox"/> Metropolitan Planning Organization (MPO)	<input checked="" type="checkbox"/> ECHO
<input type="checkbox"/> Equal Employment Opportunity (EEO)	<input checked="" type="checkbox"/> Grants
<input checked="" type="checkbox"/> Disadvantaged Business Enterprises (DBE)	<input checked="" type="checkbox"/> General FTA Issues
<input type="checkbox"/> Title VI	

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[Cancel](#)

# Organizational Points of Contact

You can also use the Excel Report under the Actions Tab and select the Recipient POC Detail Report option from the main menu.

**Records** **Reports** **Actions**

ortation  
tration

## Generate Recipient POC Detail Report

Please fill at least one of the fields marked with an asterisk.

### Recipient Report Criteria

- \*Recipient POC Contact Type  
8 - Title VI  
7 - Section 504  
8 - ECHO  
9 - Grants  
10 - General FTA Issues  
Hold ctrl to select multiple.
- \*Recipient POC SAM Contact Type  
1 - Accounts Payable POC  
2 - Accounts Receivable POC  
3 - EDI POC  
4 - Electronic Business POC  
5 - Electronic Business Alternate POC  
Hold ctrl to select multiple.

Clear Filter

Generate Report Close

- Project Budget Report ☆  
Generate Project Budget Report
- Project Scope Budget Report ☆  
Generate Project Scope Budget Report
- Recipient POC Detail Report ☆ ←

# Let's Discuss & Demo

1. Congressional Districts
2. Urbanized Areas (UZA)
3. Designated Recipients
4. Direct Recipients
5. Suballocations
6. Recap with slides

# Congressional Districts & UZAs

## **Dashboard View**

“Locations” in the sidebar menu

A quick snapshot view your Congressional Districts and Urbanized Areas (UZAs).

## **Manage Congressional Districts**

Use the Related Action “Congressional Districts”

## **Manage UZA assignment**

Only FTA can modify UZAs

# Manage Congressional Districts

To make changes you must delete the existing and add a new district. **To delete**, select the check box and delete. **To add** a new district, complete the form and select the “ADD” button.

## Madison, City Of | Manage Congressional Districts

### Current Congressional Districts

	Congressional District	State	Representative Name
<input type="checkbox"/>	2	Wisconsin	Mark Pocan

Visit the following site to find Congressional Districts by zip code:

 [U.S. House of Representatives Search](http://www.house.gov/representatives/find/)  
<http://www.house.gov/representatives/find/>

### Add New Congressional District

\* Congressional District

\* State

\* Representative Name

Fields marked with \* are required.

# Direct Recipients & Designated Recipients

TrAMS includes new functionality not previously in TEAM. Three elements make up the new functionality to support how Designated Recipients (DR) sub-allocate funds.

1. DR can identify their Direct Recipients
2. DR can assign suballocations, and
3. DR can upload the associated “split” letter

The function is task based and are issued once the apportionments are uploaded. The DR can then complete its suballocations.

*Note: Only FTA can assign in TrAMS who is a Designated Recipients. Your organization must also have submitted the appropriate documentation to be a Designated Recipient.*

# Direct Recipients & Designated Recipients

- The information the Designated Recipient enters under their Organizational Profile populates in each respective Direct Recipient Organizational Profile.
- Designated Recipient Dashboard: Will display the amounts a DR has allocated and distributed to direct recipients. (view for DRs only)
- Suballocations Dashboard: Will display the amount allocated to you as a direct recipient (by fund program and fiscal year).
- Split Letter resides in both the suballocation dashboard and the Direct Recipients Documents.

*Note: It is not anticipated to issue tasks for the FY 2016 apportionments until additional training can be provided.*

# Let's Discuss & Demo

1. Documents
2. Civil Rights Module
3. Fleet Status Information
4. Recap with slides

# Recipient Profile Documents

Over 400,000 documents were migrated to TrAMS!

- Profile level TEAM Documents migrated to TrAMS will be listed as a “TEAM Doc” under “Uploaded by” column.
- In some cases TEAM documents will be listed as “General” under “Document Type”

Existing Documents						
<input type="checkbox"/>	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
<input type="checkbox"/>	Civil Rights	General	<a href="#">Metro Regional Transit Authority DBE Goal Conditional Approval.pdf</a>	DBE Goal Conditional Approval	Feb 15, 2012	TEAM Doc
<input type="checkbox"/>	Civil Rights	General	<a href="#">2015-2017 Goal Setting Methodolgy Step 2 Revision.pdf</a>	TEAM Doc	Nov 20, 2014	TEAM Doc
<input type="checkbox"/>	Civil Rights	General	<a href="#">20140616_ReminderToSubmitFY2015-2017DBEGoal_Metro Regional Transit Authority.pdf</a>	06/16/2014 Reminder to Submit FY 2015-2017 DBE Goals	Jun 16, 2014	TEAM Doc
<input type="checkbox"/>	Civil Rights	General	<a href="#">DBE goal analysis for 2015-2017_0.docx</a>	TEAM Doc	Jul 31, 2014	TEAM Doc

# Recipient Profile Documents

- Recipients cannot delete profile documents once uploaded; if a document must be removed, contact your FTA point of contact.
- The only exception is new documents added under the Civil Rights Module which will live in both locations.
- Recipient Organization related documents added in other modules also reside here, such as delegations uploaded under user management or a split letter under the suballocation module.

# CIVIL RIGHTS MODULE

# Civil Rights Module

In TEAM all your Civil Rights Information displayed on a single tab and documents were filed under the “paperclip” for all programs.

View / Modify Recipient (SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY) - Internet Explorer

View / Modify Recipient

General | Contact Persons | Cert's & Assurances | Codes | Payment Codes | **Civil Rights**

Organization: 1947 SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY

Programs	Status	Due Date	Submission	Expiration	Concur
EEO Program:	Concur	12/24/2016	2/21/2014	2/24/2017	2/28/2014
Title VI Program:	Concur	2/1/2018	1/21/2015	3/31/2018	11/6/2015
DBE Program:	Concur	N/A	5/24/2012	N/A	6/18/2012
DBE Goals:	Concur	8/1/2017	7/31/2014	9/30/2017	9/29/2014

DBE Goal Values:	Expiration	Cycle Group	Race Conscious	Race Neutral	Overall Goal
	2017	Group 2	10.00%	4.00%	14.00%

# Civil Rights Module

- In TrAMS there is a similar at a glance summary status of your programs.
- In TrAMS information about each program is independent
- To view Select a Box and the Continue Button to review the program.

### Recipient Details

Recipient ID 1947	Recipient Name Southeastern Pennsylvania Transportation Authority - Septa
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### Status History

<input type="checkbox"/>	Program Name	Program Status	Submitted Date	Concur Date	Due Date	Expiration Date
<input type="checkbox"/>	EEO Program	Concur	2/21/2014	2/28/2014	12/24/2016	2/24/2017
<input type="checkbox"/>	DBE Program	Concur	5/24/2012	6/18/2012		
<input type="checkbox"/>	Title VI Program	Concur	1/21/2015	11/6/2015	2/1/2018	3/31/2018
<input type="checkbox"/>	DBE Goal	Concur	7/31/2014	9/29/2014	8/1/2017	9/30/2017

# Civil Rights Module

Each CR Program has its own module and can be managed separately. Therefore if you have different individuals working on different programs, they can manage their program information independently. Program Status and History is new, and provides the summary...

### Civil Rights Compliance | Title VI Program

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#### Recipient Details

---

Recipient ID 1182	Recipient Name Chicago Transit Authority
----------------------	---

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#### Program Status

---

Status Date Nov 3, 2014	Due Date Apr 1, 2017
Program Status Concur	Expiration Date May 31, 2017

---

#### Status History

---

Status	Date	User
Concur	11/3/2014 10:00 AM GMT+00:00	
In Review - Submitted to FTA	10/6/2014 10:00 AM GMT+00:00	

# Civil Rights Module

Initially your information will look empty, since this is new. All your TEAM information migrated over in your recipient level documents. Anything new should be added here. It will populate in both locations, but you manage documents here. The comment box is also new, comments between the recipient and FTA will populate here.

## Existing Document Details

Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
No items available				

## Comments

### Existing Comments

Please scroll within the box to see all existing comments.

# FLEET INFORMATION

# 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

# View or Manage Fleet Status

Fleet Status resides at the Recipient Profile Level. To modify, Click on a box and select the “Update” Button.

**Existing Fleet**

<input type="checkbox"/>	Fleet Type	Peak Requirement	Spares	Spare Ratio	Contingency	Pending Disposal	Total
<input type="checkbox"/>	Heavy Rail	342	94	27.49%	0	0	436
<input type="checkbox"/>	Commuter Rail	415	75	18.07%	0	0	490
<input type="checkbox"/>	Light Rail	156	39	25%	0	0	195
<input type="checkbox"/>	Fixed Route	730	146	20%	50	2	928
<input type="checkbox"/>	Paratransit	735	5	0.68%	0	7	747
<input type="checkbox"/>	Other	5	1	20%	0	0	6

1-6 of 6

[Add](#) [Update](#) [Delete](#) [Close](#)

# 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.

# Let's Discuss & Demo

1. Certifications & Assurances
2. PIN Certifications
3. Recap with slides
4. See presentation on C&As (file will be available at the end of the presentation).

# Certifications and Assurances

- C&A's can be viewed and submitted under the Recipient Profile (similar to TEAM).
- All users can View Certifications & Assurances.
- Up to 10 years can be viewed if the recipient previously PINed their C&A's
- If the organization previously only attached their C&A's in TEAM, then a message will populate indicating information cannot be found. If C&A were previously "paper clipped" they can be found in Recipient Documents.

# Certifications & Assurances Policy

Going forward, all recipients must submit electronically. Recipients who may have only attached C&As in the past must now electronically PIN in TrAMS.

An agency may delegate someone other than the Official and Attorney to complete the PINing, however documentation authorizing the delegation must be submitted to FTA and reviewed. Additionally, a “hard” copy of the C&A’s must still be signed and dated by the Official and Attorney and uploaded to TrAMS at the time of PINing.

# Quick Ref Click Here: View or PIN C&As

1. Click on the Records Tab
2. Click on Recipient Organization from the Main Menu
3. Your Organization will populate
4. Click on the name listed – it is a hyperlink
5. You land on the Organizational Profile summary page
6. Click Related Actions in Sidebar Menu
7. Click on Certs & Assurances in Main Menu
8. Click on field to select Fiscal Year (to view/PIN)
9. Click on Continue Button
10. A View of prior or current year C&A will populate  
To PIN....see next slide for additional steps

# Steps to Complete C&As “Click Here”

## To PIN current Fiscal Year C&As:

11. You must have the Official and/or Attorney User Role
12. The C&As will populate in a table with boxes (if you have the appropriate user roles).
13. Click on boxes of the appropriate Categories (Top box selects All Categories).
14. All Recipients must select Category 1.
15. Confirm name and title is correct.
16. Enter your 4-digit PIN in the Field (or fields if PINning for both).
17. Select Certify Button.
18. If PINning on behalf of the Attorney upload a copy of the Certifications under Recipient Documents.

# Let's Discuss & Demo

1. Expectations TEAM Migrated Information
2. Search for Applications / Awards
3. Differences - What you will and/or will not see in View/Print
4. This section is to outline what you should expect when using or viewing a TEAM award in TrAMS.

# V/P: View/Print

We all know and love ....

Yes, we heard you...

Please be patient. We are working to see if we can implement a similar functionality in TrAMS.

The screenshot shows a window titled "View/Print Application" with a blue header bar. In the top right corner, there are four icons: "ALL" (checkmark), "NONE" (checkmark with slash), "CANCEL" (red X), and "OK" (green checkmark). Below the header, the project ID "WI-04-0013-00" is displayed, followed by a "View" radio button. The main area is titled "Select Parts to View:" and contains a list of items, each with a checkbox. The items are arranged in two columns. The first column includes: Recipient Information, Union Information, Project Information, Extended Text, Budget, Approved (dropdown), 'Other' Scopes, Funding Sources, Alternative Fuel Codes, Extended Text, Change Amounts, and Milestones. The second column includes: Environmental Findings, Extended Text, Fleet Status, Extended Text, Comments, General Comments, Internal Comments, Conditions of Award, Comments to DOL, FTA Project Description, Application Reviewer Findings, Current Quarter Narrative Report, and Agreement. At the bottom of the list, there is an "Extended Text" label.

# TEAM Award Information

- All active awards and closed or archived awards were migrated to TrAMS.
- Drafts or incomplete actions were not migrated to TrAMS (e.g. draft or pending applications/ amendments or budget revisions)
- You can view the incomplete actions in TEAM (except budget revisions). Questions, call your FTA point of contact.

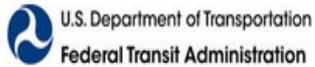
# TEAM Awards

- What you see in the modules or in view print will be different than what you are used to in TEAM.
- All TEAM information will take on the new TrAMS templates and formats when initiating a view print of an application/award in TrAMS.
- Not all of the TEAM information will be available or visible. Future changes to TrAMS overtime may incorporate parts currently not displayed.
- Some changes have been made to TEAM awards to accommodate post award modifications to a TEAM grant in TrAMS.

# Search for Application & Awards

- Recipient Profile Dashboard provides a snapshot view of your Applications and Awards with links to the record.
- Records Tab Application/Awards lists all records and provides a search field can find a specific record or use filters to narrow search.
- Actions Tab search allows you to narrow search using criteria.

# Applications & Awards Profile Dashboard



Records / Recipient Organization

## Transportation, Wisconsin Department Of | WISCONSIN DOT Follow

Summary

News

Related Actions

**Applications/Awards >**

TrAMS Users

Locations

Designated Recipient

Suballocations

### Recipient Information

Recipient ID  
1245

Recipient DUNS  
809611460

Recipient Name  
Transportation, Wisconsin Department Of

Acronym  
WISCONSIN DOT

**You can sort by clicking on any header (see arrow)**

### Applications

FAIN	Application Name	Last Updated By	Last Updated Date ↓	Status
<a href="#">WI-18-X053-00</a>	2014 Wisconsin Section 5311		Sep 25, 2015	Active (Executed)
<a href="#">WI-18-X055-00</a>	2015 Wisconsin Section 5311 Grant		Sep 23, 2015	Active (Executed)
<a href="#">WI-37-X023-03</a>	CLOSE OUT AMENDMENT		Sep 02, 2015	Closed
<a href="#">WI-34-0013-00</a>	FY 2014 5339 Bus and Bus Facilities		Aug 28, 2015	Active (Executed)
<a href="#">WI-37-X024-01</a>	2013 WisDOT JARC Grant - Amend 1		Aug 19, 2015	Active (Executed)
<a href="#">WI-74-X001-00</a>	FY13 SSO WisDOT		Aug 07, 2015	Active (Executed)
<a href="#">WI-37-X023-02</a>	2012 WisDOT JARC Grant - Amend 2 (re-ob)		Jul 09, 2015	Closed

# TEAM Information in TrAMS

- TEAM Project Number format remains the same, and becomes the FAIN for TEAM awards (See below).
- TEAM grants are “flagged” in the TrAMS view/print to clearly identify prior awards (See below).
- TEAM information migrated to TrAMS takes on the new TrAMS format in view / print.

## Part 2: Award Information

Title: 2015 Wisconsin Section 5311 Grant

FAIN	Award Status	Award Type	Date Created	Last Updated Date	From TEAM?
WI-18-X055-00	Active (Executed)	Grant	7/8/2015	9/23/2015	Yes

# Project Level Narrative

TEAM viewed the whole award as a Project. In TrAMS there is a new format to better capture a specific Project within an award.

TEAM awards will take on the new format. Therefore default language was added. Recipients may update project level information when completing post award actions, but is not required.

Migrated awards will display default language “See Executive Summary” in the Project Level narratives.

## Project Details

Project Number	Project Title
AZ-95-X111-00	FY2015 Veh Purch/Streetcar Const

## Project Overview

Project Name FY2015 Veh Purch/Streetcar Const

Project Description See Application Executive Summary

Project Results Narrative See Application Executive Summary

Additional Information

# “Other” Budget Non-Add Scopes

- The 990-00 and related Scope Codes are not carrying forward and will not be available for new TrAMS applications
- The 990-00 and related Activity Line Items are not available to be added to existing TEAM awards for post award actions.
- Participate in the Applications session for more information on what you can and cannot do in post award actions.

# “Other” Budget Non-Add Scopes

- TrAMS does not carry forward the TEAM format of a separate “Other” Budget section.
- 99 or any other Scope Codes included in the “Other Budget” (or “Below” the line) continue to be non-additive to the overall Award Budget.
- However, Other Budget Scope Codes are *NOT separated out* as they are in TEAM; they are collapsed into the overall listing of Scopes and AIs. This applies to any Scope Code applied to the Other Budget Section (below the line).

# Below the Line 99 Codes - TEAM

Above the line view

Project ID:	NH-04-0006-00		
Budget Number:	3 - Budget Approved		
Project Information:	NH 5309 Statewide Bus & Bus Facilities		
<b>Part 3: Budget</b>			
<u>Project Budget</u>			
	<u>Quantity</u>	<u>FTA Amount</u>	<u>Tot. Elig. Cost</u>
<u>SCOPE</u>			
114.00 BUS: SUPPORT EQUIP AND FACILITIES	0	\$202,099.00	\$219,503.00
<u>ACTIVITY</u>			
11.44.01 REHAB/RENOVATE - ADMINISTRATIVE FACILITY	0	\$8,188.00	\$10,235.00
11.42.07 ACQUIRE - ADP HARDWARE	0	\$2,880.00	\$3,600.00
11.44.05 REHAB/RENOVATE - YARDS AND SHOPS	0	\$13,144.00	\$16,430.00
11.41.02 PRE-ENG/DESIGN - MAINT FACILITY	0	\$0.00	\$0.00
11.42.06 ACQUIRE - SHOP EQUIPMENT	0	\$19,112.00	\$23,890.00
11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT	0	\$15,200.00	\$19,000.00
11.42.06 ACQUIRE - SHOP EQUIPMENT	0	\$11,092.00	\$13,865.00
11.44.03 REHAB/RENOVATE - ADMIN/MAINT FACILITY	0	\$132,483.00	\$132,483.00
<u>SCOPE</u>			

And below the line  
In a TEAM view

<u>OTHER (Scopes and Activities not included in Project Budget Totals)</u>			
	<u>Quantity</u>	<u>FTA Amount</u>	<u>Tot. Elig. Cost</u>
<u>SCOPE</u>			
994.00 ELECTRONIC FARE	0	\$2,880.00	\$3,600.00
<u>ACTIVITY</u>			
11.42.07 ACQUIRE - ADP HARDWARE	0	\$2,880.00	\$3,600.00

# Below the Line 99 Codes: Here the same grant as viewed in TrAMS, the 994-00 is now part of the overall summary.

<input type="checkbox"/>	Completed	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.06 ACQUIRE - SHOP EQUIPMENT	Acquire - Shop Equipment	0	\$19,112.00	\$23,890.00
<input type="checkbox"/>	Completed	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.06 ACQUIRE - SHOP EQUIPMENT	Acquire - Shop Equipment	0	\$11,092.00	\$13,865.00
<input type="checkbox"/>	Completed	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.07 ACQUIRE - ADP HARDWARE	Acquire - Adp Hardware	0	\$2,880.00	\$3,600.00
<input type="checkbox"/>	Completed	994-00 ELECTRONIC FARE	11.42.07 ACQUIRE - ADP HARDWARE	Acquire - Adp Hardware	0	\$2,880.00	\$3,600.00
<input type="checkbox"/>	Completed	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT	Acquire - Misc Support Equipment	0	\$15,200.00	\$19,000.00

1-10 of 13  
Award Budget

Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
111-00 BUS - ROLLING STOCK	\$272,805.00	\$68,205.00	\$341,010.00	4
11.12.04 BUY REPLACEMENT	\$142,104.00	\$35,526.00	\$177,630.00	3
11.12.40 BUY ASSOC CAP MAINT ITEMS	\$62,701.00	\$15,679.00	\$78,380.00	0
11.13.04 BUY	\$68,000.00	\$17,000.00	\$85,000.00	1
113-00 BUS - STATION/STOPS/TERMINALS	\$96.00	\$24.00	\$120.00	0
11.32.09 ACQUIRE - BUS ROUTE SIGNING	\$96.00	\$24.00	\$120.00	0
114-00 BUS: SUPPORT EQUIP AND FACILITIES	\$202,099.00	\$17,404.00	\$219,503.00	0
11.41.02 ENG/DESIGN - MAINT FACILITY	\$0.00	\$0.00	\$0.00	0
11.42.06 ACQUIRE - SHOP EQUIPMENT	\$19,112.00	\$4,778.00	\$23,890.00	0
11.42.06 ACQUIRE - SHOP EQUIPMENT	\$11,092.00	\$2,773.00	\$13,865.00	0
11.42.07 ACQUIRE - ADP HARDWARE	\$2,880.00	\$720.00	\$3,600.00	0
11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT	\$15,200.00	\$3,800.00	\$19,000.00	0
11.44.01 REHAB/RENOVATE - ADMINISTRATIVE FACILITY	\$8,188.00	\$2,047.00	\$10,235.00	0
11.44.03 REHAB/RENOVATE - ADMIN/MAINT FACILITY	\$132,483.00	\$0.00	\$132,483.00	0
11.44.05 REHAB/RENOVATE - YARDS AND SHOPS	\$13,144.00	\$3,286.00	\$16,430.00	0
994-00 ELECTRONIC FARE	\$2,880.00	\$720.00	\$3,600.00	0
11.42.07 ACQUIRE - ADP HARDWARE	\$2,880.00	\$720.00	\$3,600.00	0

# 99(x)-00 Scope Codes in TrAMS

- TEAM Awards with 99 Scope Codes ABOVE the line in a budget are additive to the award budget.
  - Existing 99 Scope Codes / ALI that are ABOVE the line, can be modified.
  - However, the Award cannot be modified to add a new 99 Scope Code or any of the associated ALIs.
  - Alternate Scope Code/ ALI series will be required.
- See next screen for example...

# Above the line 99 Codes

Here the award only includes one ALI; however you would not be able to add a new ALI to the existing 99 Code. A new Scope and ALI would be required, therefore the action must be an Amendment.

<b>Award Budget Control Totals</b>					
Funding Source		Section of Statute	CFDA Number	Amount	
49 USC 5311 - (MAP 21) TTP Formula - Pub Trans on Indian Res (FY2013 & Fwd)		5311-1B	20509	\$25,000	
Local				\$0	
State				\$0	
Other Federal				\$0	
<b>Total Eligible Cost</b>				<b>\$25,000</b>	
Adjustment Amount				\$0	
<b>Gross Award Cost</b>				<b>\$25,000</b>	
<b>Award Budget</b>					
Budget Item		FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
992000	TRIBAL PROJECTS	\$25,000.00	\$0.00	\$25,000.00	1
	43.50.03 TRANSIT RESEARCH	\$25,000.00	\$0.00	\$25,000.00	1

# View Print - Discretionary Information

- The ID and amount should populate and carry forward
- The View/Print currently does not display:
  - Number of Earmarks
  - Total Amount Applied
  - Date Sent for Release
  - Date Released

<u>Earmark Details</u>			
Earmark ID	Earmark Name	Orig. Balance	Amount Applied
D2011-OST2-014	Downtown Madison Intermodal	\$950,000	\$950,000

Number of Earmarks: 1

Total Amount Applied: \$950,000

Date Sent for Release:

Date Released:

*Enhancement has been logged.*

# Supplemental Agreements

- PINing of Supplemental Agreements are no longer required as part of the award and execution process.
- The Supplemental Agreements from TEAM awards will not display in the TrAMS award agreement format.
- *The information is not lost, it is just not visible. An enhancement may be implemented to pull the information for display.*

# Budget changes – understanding the numbers

- TrAMS displays “Award Budget” changes meaning it counts the actions taken on the current award/amendment.
- An enhancement will be implemented to better delineate the cumulative budgetary actions over time; this would aid in oversight of awards particularly for post award actions.

## Examples:

- Initial Award = Budget 0
- A budget revision on initial award = budget 1
- If you have an 00 award, and in TEAM you had 6 budget revisions (no amendments) in TrAMS it would show budget 5.
- Amendment 1 = Budget 0, you start over at 0 so you have to look at each amendment to determine the number of actions taken in each award.

# Begin and End Dates

- In TEAM you entered Start and End Dates (see example here)
- In TrAMS, there is currently no defined location for adding the Award level Start Date and End Date.

Fed Dom Asst. #:	20526
Sec. of Statute:	5339-1
State Appl. ID:	None Specified
Start/End Date:	Oct. 08, 2012 - Dec. 31, 2015
Recvd. By State:	Apr. 14, 2014
EO 12372 Rev:	Not Applicable
Review Date:	None Specified
Planning Grant?:	NO
Program Date (STIP/UPWP/FTA Prm Plan) :	Jan. 22, 2014

# Begin and End Dates

- In the interim, recipients must include the Start and End Dates in the Executive Summary of any new TrAMS award. This information is required by OMB.
- An enhancement post deployment will be implemented to pull prior TEAM information and incorporate a location for entering information in new TrAMS applications.

Dates included on the Project Level Summary Page are related to the milestones. The “Start” Date is related to the earliest milestone and the “End” date is the latest milestone of the project.

### Award Details

**FAIN**  
WI-90-X573-00

**Temp App Number**  
WI-90-X573-00

**Award Name**  
FY2010 PM, Bus, Misc. Cap., Plg.

**Award Status**  
Active (Executed)

### Project Information

**Project Number**  
WI-90-X573-00

**Project Title**  
FY2010 PM, Bus, Misc. Cap., Plg.

**Project Created Date**  
Jul 12, 2010

**Last Modified Date**  
Jan 09, 2015

**Last Modified By**

### Project Details/Narrative

**Project Start Date**  
Jul 15, 2008

**Project End Date**  
Sep 30, 2013

**Project Description**  
See Application Executive Summary

**Project Benefits**  
See Application Executive Summary

**Project Locations**  
See Application Executive Summary

**Will 1% or more of the 5307 funds in this application be expended for security purposes?**

No -- We will not expend at least 1% of the 5307 funds in this grant application for security-related projects

Select one or more of the following reasons and provide a detailed explanation below:

Other. Detailed explanation is provided in comments below.

#### Explanation

The City of Madison (Metro Transit) will continue to expend funds for security projects, but the current large projects that are being procured in 2010/11 (wireless security network for our transfer points) are being funded through our ARRA grant WI-90-0011. Metro plans to purchase security cameras for the balance of our buses (20) in 2011, which will be funded by a future Section 5307 grant. We funded security cameras for 210 buses between Aug. 2009 and

# Milestones

- The V/P TrAMS 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	
	5.	CONTRACT COMPLETE	12/30/2009		6	7/12/2012	
<b>Funding Source</b>	6.	RFP/IFB OUT FOR BID		6/30/2016	1		
49 USC 5311 - Nonurbanized Area Pr	7.	CONTRACT AWARD		9/30/2016	1		
Non-FTA Amount	8.	FIRST VEHICLE DELIVERED		3/31/2017	1		
<b>Total Eligible Cost</b>	9.	ALL VEHICLES DELIVERED		4/30/2017	1		
	10.	CONTRACT COMPLETE		6/30/2017	1		
<b>Milestone Name</b>							
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...

## 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.

# PRJBUD Line Items

If you see a new line item called “PRJBUD”; these were created to accommodate odd information added at the scope level. Here is the view of the View Print Award Budget... the next slide provide a view of the PRJBUD information in the Budget ALI module.

## Award Budget

Budget Item		FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
111-00	BUS - ROLLING STOCK	\$3,580,352.00	\$895,088.00	\$4,475,440.00	175
	11.12.01 BUY REPLACEMENT 40-FT BUS	\$3,580,352.00	\$895,088.00	\$4,475,440.00	175
111-10	BUS - ROLLING STOCK	\$2,685,263.00	\$671,316.00	\$3,356,579.00	310
	11.12.01 BUY REPLACEMENT 40-FT BUS	\$2,685,263.00	\$671,316.00	\$3,356,579.00	310
122-00	RAIL TRANSITWAY LINES	\$11,636,140.00	\$2,909,035.00	\$14,545,175.00	0
	12.33.02 CONSTRUCT RAIL STATION	\$11,636,140.00	\$2,909,035.00	\$14,545,175.00	0
PRJBUD		\$0.00	\$0.00	\$0.00	0
PRJBUD		\$0.00	\$0.00	\$0.00	0

# App Control Totals – Local Funds

TEAM Awards will migrate over and display all fund sources applied (local, state, other etc...); however the next post award modification will “roll up” all the non-federal sources and display in the “local” line – not asterisk. *Enhancement is planned.*

Application Control Totals Summary	
Funding Source Name	Amount
49 USC 5307 - Urbanized Area Formula (FHWA xfer FY 2007 fwd)	\$2,167,000
Local	\$1,069,270
State	\$53,147
Other Federal	\$0
Adjustment Amount	\$0
Total Eligible Amount	\$3,289,417

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\*Local Amount may include State, Local + Other Federal Funds

# TrAMS!

- ❖ TrAMS is a big system
- ❖ TrAMS is different
- ❖ Participate in Training
- ❖ Take a time to get acquainted with TrAMS a training environment is coming soon!



# Need Help?

**Help Desk: (877) 561-7466**  
**[FTA.TrAMS.Help@DOT.GOV](mailto:FTA.TrAMS.Help@DOT.GOV)**

General Questions contact your FTA representative or Local Security Manager



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