

FEDERAL TRANSIT ADMINISTRATION

# FTA Transit Award Management System (TrAMS) User Guide

## Recipient Organizations PRELIMINARY

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## **Document Revision History**

<b>Revision History</b>	Date	Summary of Changes	Author
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## **1** Overview

The Federal Transit Administration (FTA) as part of the U.S. Department of Transportation (DOT) provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems. Financial assistance to states and local transit providers (from here on referred to as recipients) is provided through federal grants and cooperative agreements. Recipients of these federal funds are responsible for managing their programs in accordance with federal requirements, and the FTA is responsible for ensuring that the recipients of these funds follow federal mandates along with statutory and administrative requirements. The Transit Award Management System (TrAMS) is a web-based tool that was developed to allow recipients to apply for federal funds, manage their programs in accordance with federal requirements, and provide the FTA with a method to review, approve, control, and oversee the distribution of funds.

The TrAMS application is based on the Appian Business Process Management (BPM) platform. The platform provides workflow control though role-based access and by assigning 'Tasks' to the appropriate 'User Roles' when a particular step in a grants life cycle should be performed. Recipients initiate the grants process within the TrAMS application and are notified by email of any assigned tasks. Access to specific TrAMS grant functions are restricted to only be available during certain times within the grants life cycle and to users who are allowed to perform those tasks.

## 1.1 Recipients in TrAMS

The TrAMS system maintains information on each recipient organization, the organizations compliance with eligibility requirements for awards, and the users within their organization.

Recipient Organization profile information is automatically imported from the System for Award Management (SAM). Any changes to organizations information such as name, address, phone, emails, contact information, etc. must be made in SAM. Additional organizational information including, Congressional Districts, Fleet, Point of Contact and Union, Direct Recipient and Sub-allocation information is updated using TrAMS functionality. When applying for a grant, all required organizational information is taken from the Recipients organizations record.

To apply for FTA grants, recipients must ensure that they are in compliance with required civil rights programs. Using TrAMS, recipients must annually submit their Certification and Assurance that they adhere to the program standards. Through TrAMS they document, manage, and verify compliance to Equal Employment Opportunity (EEO), Title VI, and Disadvantage Business Enterprise (DBE) programs.

Each user within a recipient organization is provided with a unique 'User Name' for accessing TrAMS. Their user name is linked to one of more 'User Roles' that controls the information that they are allowed to view and update in TrAMS. Each organization has one or more users that have been granted the role of 'User Manager'. The 'User Manager' is able to manage the access to TrAMS for their organization, including adding new users, inactivating users, and assigning user roles. Each user role is linked to a specific subset of allowed activities and linked to assigned tasks as a grant moves through its life cycle.

## 1.2 Grant Life Cycle in TrAMS

Using TrAMS a designated user representing the recipient organization will draft an application to begin the TrAMS Grant Life Cycle. Recipients will need to provide a high level overview of the general



purpose of the grant and answer some general questions regarding the purpose of the request. The recipient will then be required to add more specific information regarding the specifics of a grant by adding one or more projects. Projects within TrAMS allow for adding the details associated with an application including such items as location of project, type of work to be performed, environmental findings, funding source, funds requested, and expected project milestones. Additionally, TrAMS allows recipients to upload supporting documentation both on a project level and at the application level. Once a project is complete the system will perform a validation on the project to verify its completeness. After all projects for an application have been completed and validated, the system will perform a final validation on the application prior to the recipient being able to submit it for an initial FTA review.

Each recipient organization belongs to one of 10 regional FTA offices. Applications submitted to the FTA in TrAMS are transmitted to the recipients' local regional office. A pre-award manager from the regional office will be assigned to review the application for completeness and accuracy. The pre-award manager will use TrAMS to assign any additional required reviews (environmental, civil rights, and technical). These additional reviewers will receive a TrAMS task to log their concurrences or objections and provide any additional feedback. After all requested reviews have been completed TrAMS will notify the pre-award manager and assign him a new task to complete. The pre-award manager may at this point assign a task to the recipient to make changes or comments to their application or have TrAMS assign the application its Federal Awards Identification Number (FAIN). Once the FAIN has been assigned the recipient will receive an email indicating that they have received initial approval of their application and that they have been assigned a task to submit the final application.

After submission has occurred the pre-award manger will receive a task to determine and assign any additional reviews that need to take place and request that funds are reserved. Again tasks will be assigned to additional regional reviewers to log their concurrences or objections along with a task to the regional reservationist to reserve the funds. Once more TrAMS will allow the pre-award manager to route the application back to the recipient for additional changes if necessary. Following the completion of the approval process the regional Administrator will receive a task to approve and obligate the funds for the award. A user designated as the recipient 'Official' will receive a task to accept the reward. At this point the reward will be executed and will move into a post award phase of grant.





During the post-award phase the recipient organization will be required to fulfill the terms of the award. Each award requires the recipient to provide a Federal Financial Report (FFR) and a Milestone Progress Reports (MPR). Frequency of these reports depends on the size of the recipient organization, the type of funding, and the amount of the funding. The TrAMS application will maintains the required frequency of these reports for each grant and will assign a task to the recipient prior to their due dates. Both the FFR and the MPR report will be created within the TrAMS application. Upon their completion they will be forwarded to FTA for review and will be maintained within the system throughout the life of the grant.

Required modifications to any grant are also maintained, reviewed, and approved using TrAMS. Three different types of changes to grants are available using TrAMS, Budget Revisions, Grant Amendments, and Administrative Amendments. Budget Revisions may be initiated by the recipient for changes that do not involve changes to scopes and funding of the grant. For changes to the scope or funds the recipient may initiate a Grant Amendment. When an amendment has been initiated, TrAMS will send the request through a full cycle of FTA reviews and approvals similar to the initial grant approval process. An Administrative Amendment is initiated by the FTA and will be used to modify grant name changes, clarify or modify terms and conditions of the grant or make funding adjustments to the grant.

Once all activities of a grant have been completed or all Federal funds expended the recipient must request a 'Closeout' of the grant using the TrAMS application. The recipient will be required to submit



within TrAMS a final version of their FFR and MPR reports. Any unexpended balance of Federal funds will automatically deobligated by TrAMS upon closing of the grant. The grant closeout process may also be initiated by FTA in the event that the FTA determines that there is a failure to comply with the terms and conditions, failure of the recipient to make progress, or if they determine the funds are no longer needed for various reasons.



Following the completion of the closeout process of a grant, all financial records, supporting documents, and any submitted reports associated with the grant shall remain available in TrAMS for review by both the FTA and the recipient organization.

## 1.3 TrAMS System Interfaces.

The TrAMS system interacts directly or indirectly with other FTA and government systems in the awarding and executing of grants.

Recipient information in TrAMS is obtained from the System of Award Management (SAM). TrAMS performs a nightly update and syncs any organizational information such as name, address, phone numbers, emails, DUNS, TIN, Cage Numbers and organization contact information with the information in SAM. Changes to organizational information must therefore be made in SAM. Designated Users within the recipient organization may sync with SAM on an ad hoc basis.

Applications to be funded from non-formula grant programs and discretionary funds are required to go through the Congressional Release Process. An XML file is transmitted to the Grant Notification System 'GNS' when these applications are ready to be reviewed and awarded by the FTA Administrator.

Awarded Grant information is transmitted nightly to the Financial Management System (FMS). The FMS system is the tracking system which ensures that funds are properly utilized.

Requests to draw down grant funds are made through the use of the Electronic Clearing House Operation (ECHO) Web 2.0 application. ECHO Web 2.0 interacts with FMS to ensure that only approved funds are distributed.

As mandated through the Federal Funding Accountability and Transparency Act, awarded grant information shall be available for public access on the usa.spending.gov website. TrAMS transmits a file on a weekly basis to provide awarded grant information to the site.



## 2 Getting to know TrAMS

The following section provides a high level view of the TrAMS system and how to navigate, find, and work with data in TrAMS.

## 2.1 Navigation and Views

After logging in users see the TrAMS homepage. The homepage and all other TrAMS pages contain four distinct areas as shown in the figure below:

V & Department of Transportation		
Search news C	Grant Management Application: NC-90-X999-00 has been created.     Sep 9. 2014      G      Grant Management Application: 1064-HIGH PC NT CITY-2014-50 FY13 Operating     Capital & Planning has been transmitted to the FTA Pre-Award Manager for Initial     Review and Initial Concurrence Review Routing     Yestersky 2-44 PM     Add your comment here.	
	Grant Management Application: 1064-HIGH POINT CF Y-2014-1 has been created.	>
	Trams	

Figure 2-1 Navigation

- 1) Navigation Tabs: located at the top left corner of the TrAMS screen with the following five tabs:
  - a) News
  - b) Tasks
  - c) Records
  - d) Reports
  - e) Actions

The tabs are used to navigate through the system. All TrAMS users regardless of the User Roles assigned will see these five tabs.

- 2) Account Information: located at the top right corner of the TrAMS screen provides quick access to the logged in users profile, their user settings, and provides sign-out from TrAMS.
- 3) Left Navigation Menu: located in the leftmost middle portion of the TrAMS screen. The contents of the navigation menu will vary depending on the Main Content area. It will either



provide additional ways to search and filter the contents of the main area or it will provide a menu of options to see more detailed information about the currently selected data.

4) Main Content: This area will be where additional menus, forms, and reports display.

#### 2.1.1 Navigation Tabs

The navigation tabs comprise your primary method of navigating in TrAMS. Each of the five tabs represents a different data type to work with in TrAMS.

#### 2.1.1.1 News

The 'News' tab is where users go to receive application and system news, and to collaborate with other TrAMS users through messaging. News feeds and messages may be targeted to specific users, groups, or to all users. This tab is the default tab that is selected when initially logging into the TrAMS application.

As an example, TrAMS automatically posts news feeds to the recipient's organization when:

- Applications are created
- When Applications are returned to the recipient for comments and changes
- When Applications are transmitted to FTA for initial review/concurrences
- When Applications are submitted to FTA for final review/concurrences

These messages will be grouped by application and are viewable by members of the recipient organization and FTA users.

Users may also use this tab add their own comments to the news feeds, communicate with other TrAMS user or groups using the post or message options, assign a social task, or to provide kudos.

Feeds will appear with the most recent posting found at the top of the list. The left hand navigation may be used to search for specific events or to filter down to a selected view. Users may manage their feeds further by following specific users or groups.



#### 2.1.1.2 Tasks

The 'Tasks' tab shows specific work items that have been assigned to the user or a group of users to complete. It lists by default all process tasks assigned to the user or the group they belong to and any



social tasks assigned to them or by them. By clicking the task it opens the form that needs to be filled out. The number of open tasks assigned to the user (both process and social tasks) displays next the 'Tasks' tab title.

TrAMS will assign a task to a specific user or group when a certain step in a grants life cycle needs to be performed. As an example, users that have been assigned the 'Official' user role will receive a task when an award is ready for execution. By accepting the task the 'Official' will be able to review the awards information and sign their acceptance.

Social tasks are derived from other users and not directly from TrAMS, they do not have forms and can be commented on or closed directly from the task list.

News Tasks (2) Rec	ords Reports Actions	
U.S. Department of Transportation Federal Transit Administration	Click here to send a task	
ssigned to Me •	Ursula Disney + Me	
sent by Me	Task for you to do	
Starred 😭	3 hours ago 🖄 Comment Close	
Grantee Tasks by Category	TrAMS G9900 Civil Rights	
tatus	Complete FY 2016 Semiannual DBE Report for D	ISNEY
Open ×	Wednesday, 4:19 PM 👉	
Deadline		
Overdue		
Today Within 7 days		

#### 2.1.1.3 Records

The 'Records' tab provides a way to access and work on records that already exists in the system. Records are comprised of all the information that makes up a specific type of data, such as all the information about the recipients organization. Clicking on the 'Records' tab gives the user a list of the types of records that they have viewer rights to. All users should see following record types,

- Application/Awards provides access to application and awards associated with the recipients' organization
- Projects provides direct access to the individual projects that make up applications and awards
- Recipient Organization provides access to recipients' organization records
- Static Reports provides access to nightly generated reports and archived reports from TEAM
- Users provides access to the users within the recipients' organization.

Selecting a type displays a listing of the 1<sup>st</sup> one hundred records associated with that type. Clicking on a record displays the detailed information associated to the selected record. Additional high level information about the record may be selected by choosing from the menu items found in the left hand navigation section of the screen. Choosing the 'Related Action' item provides a menu of more detailed

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data views and actions that may be performed on the record such as editing the record or transmitting an application to FTA.

U.S. Department of Transportation Federal Transit Administration	Reco	ords	
	-	Applications / Awards	
		List of All Applications / Awards for Your Organization	
	-	Projects	
	-	List of All Projects for Your Organization	
	a	Recipient Organization	
		View Profile Information for Your Organization	
	8	Static Reports	
		List of TrAMS Excel Reports and Archived Reports from TEAM	
		Users	
	-	Directory of users	

#### 2.1.1.4 Reports

The 'Reports' tab is currently not in use in TrAMS.

- Previously generated reports (Static Reports) are accessible from the Records tab.
- Ad hoc Excel reports can be generated from the Actions tab.
- Previously created MPR and FFR reports may be searched for and viewed from the Actions tab.
- Tasks are assigned to create the MPR and FFR reports.

## 2.1.1.5 Actions

The activities available under this tab are always available to the user to execute at any time. The 'Actions' tab provide a way to create new records, create and view excel reports, and perform searches



for specific records. Visibility of the allowable actions for each user is controlled by the user roles that have been assigned to them.

News Tasks Records	Reports Actions	
U.S. Department of Transportation rederal Transit Administration All + Starred \$ Applications TrAMS 1.0 (5) TrAMS Excel Reports (11)	<ul> <li>Application Budget by ALI Report</li> <li>Generate Application Budget by ALI Report</li> <li>Application Budget Report</li> <li>Generate Application Budget Report</li> <li>Generate Application Budget Report</li> <li>Generate Application by Status Report</li> <li>Generate Application by Status Report</li> <li>Create Application Succe Report</li> <li>Create Deobligation by Funding Source Report</li> </ul>	

#### 2.1.2 Account Information

The account information area provides access to information that is specific to the user. It lists the logged in users first and last name. By clicking on the user name the user will be presented with the following three options:

- 1) Profile provides a means for the user to update and view their profile information, including editing of user information and setting the users Personnel Identification Number (PIN). Refer to the 'User Access and User Management' section for full details.
- 2) Settings opens the users Settings Page. From here the user can subscribe to Group Feeds and recipients may change of passwords (not for FTA use).
- 3) Sign Out signs the user out of TrAMS.



 💼 Tomm Disn	ey - Appiar	Click on your Name
Profile Settings Sign Out	vest <del>+</del>	

#### 2.1.3 Left Navigation Menu

The left navigation menu allows you to filter for specific data within the tab that is being viewed or contains a menu of additional information that is viewable for the data selected. Filters and menu items will vary depending on the tab and data type selected.

In some instances a search bar exists that allows the user to search for specific records. As an example after navigating to the Application/Awards from the record tab, the user may search for an award number or partial award number using the search box.

#### 2.1.4 Main Content

The Main Content is where news items, tasks, forms, data, record specific menus, and search results are displayed in TrAMS.

- 1) The information displayed is specific to the tab you are working in (for example, only tasks will display when working in the 'Tasks' tab).
- 2) When printing within a web browser, only content within the Main Content area will be included.

#### 2.2 Searching and Viewing TrAMS Information

Users may find specific applications, awards, users, reports, and organizations by using either the 'Records' tab or from the 'Actions' tab.

#### 2.2.1 Searching from the Actions Tab

Users may search for a variety of information from the 'Actions' tab through the use of pre-defined data type searches. After selecting the type of data to search for the user will be presented with a search screen that will allow them to define filters for their search. The data that each user will be allowed to search on will depend on their user role.

To search for records using the 'Actions' tab the user selects the type of data he is searching for from the menu of available search options shown in the Main Content area of the Page. After selecting the search type the user will be presented with a search form to filter the data down to either the specific data they would like to see or to a smaller subset to choose from.

To search for records in the system using this tab:

1) Click on the 'Actions' tab on the navigation bar.



2) Select from one of the Search options. Search options will vary depending on the user roles assigned to you.

News	Tasks	Records	Reports	Actions	
All - Starred Applicat TrAMS	Department of In eral Transit Adn	ansportation	<ul> <li>Creat Creat</li> <li>Searc Searc</li> <li>Searc Searc</li> <li>Searc Searc</li> <li>Searc Searc</li> <li>Searc Searc</li> <li>Searc Searc</li> <li>Searc Searc</li> <li>Searc Searc</li> </ul>	e Application a New Application Record A Applications / Awards a h and View Existing Application / Awards a h DBE Report h Existing DBE Reports h FFR and MPR for Review h FFR and MPR for Review h Federal Financial and Milestone Progress Reports for Review h Recipient Organizations h and View Existing Organization Profiles	

#### 2.2.2 Searching from the Records Tab

Users may also search for data using the Records Tab, the record types that the user will see and have access to will depend on their user role.

To search for records using the 'Records' tab, the user selects the type of data he is searching for from the menu of available options shown in the' Main Content' area of the page. After selecting the data type, the user will be shown a list of the first 100 available records. A search box and additional filters will be available in the left hand navigation section of the page to help find a specific record.

To search for records in the system using this tab:

- 1) Click on the 'Records' tab on the navigation bar.
- 2) Select from one of the record types available..



U.S. Department of Transportation Federal Transit Administration	Reco	ords	
All -	8	Applications / Awards	
		List of All Applications / Awards for Your Organization	
	-	Projects	
	-	List of All Projects for Your Organization	
	a	Recipient Organization	
		View Profile Information for Your Organization	
	8	Static Reports	
		List of TrAMS Excel Reports and Archived Reports from TEAM	
	8	Users	
	-	Directory of users	

#### 2.2.3 Viewing and Acting on Records

After having located the record you wish to view, you will be shown a high level summary of the data in the main content area of the screen. The left hand navigation will allow you to select different high level views of the data item selected, this often will include a 'Related Actions' option. By choosing the 'Related Actions' option the user will be provided additional options to view more detailed record information.. The 'Related Action' menu is also where the user will find options that will allow for the updating of the record. Updating of record information will depend on the users role as well as the current state of the data (ex. recipients may not edit applications that currently being reviewed).



## 2.3 Understanding Workflows

The TrAMS system automates the workflow (steps in a pre-defined process) associated with creating and administrating the FTA awards. Each step in creating, awarding, and administrating awards has been defined and associated with a user role to perform it. Workflows may be initiated by the system such as the yearly recertification of users or by a user such as when an application is transmitted for FTA review.

Workflows are initiated from the 'Actions' tab or from the 'Related Actions' menu associated with a record. After the user initiates the process other users that are part of the workflow will be notified of steps they need to complete. Steps in a workflow must be completed in the order defined.



## 2.3.1 Understanding Tasks

Tasks are part of workflows and are assigned when a user needs to perform a specific action as a part of the workflow. Users will be notified by email when tasks are assigned to them.

Tasks may be assigned to an individual user or to a group of users. When tasks are assigned to a group of users any user within the group may pick up the task to perform the necessary action. Once the task has either been picked up and/or performed by one of the user, the task becomes unavailable to the other users in the group. If a user selects a task and then decides that they cannot complete the task they may return the task to the group.

When tasks are assigned as part of workflows then the workflow stops and waits until the task is completed prior to assigning or completing the next step in the process. In some instances multiple users may be assigned a task concurrently, in these instances all users may perform their task simultaneously and the process will wait to proceed until all users have completed their required step.

#### 2.3.1.1 Task Notifications

When a 'Task' is created, all users that have been assigned the task will receive a task notification email from the system. This is a system generated message and will not accept any responses.

Task notifications will have the following characteristics

- From: Appian for Federal Transit Administration (PROD)
- Subject: New Task [Type of Task that has been assigned]

Subject: New Task: Initial Review Results for Application # 1396-2016-5

#### Initial Review Results for Application # 1396-2016-5

This task was assigned to you on Nov 3, 2015 8:48 AM EST The task priority is Normal

To view the task, please follow this link

This message has been sent by Appian 6

**Note:** If you believe you should have received a task notification and cannot find it in your email make sure to check your Junk folder.

#### 2.3.1.2 Accepting Tasks

When a user receives a Task notification email in his inbox the user may click on the link provided. This will bring the user to the TrAMS log on screen. After logging into the system you will need to check your task queue.

1) Click on the 'Tasks' tab.



- 2) You may use the filters provided in the left hand navigation to filter and find the task that you would want to work on.
- 3) Click on the link provided for the task you wish to accept.

News Tasks (2) Reco	ords Reports Actions
U.S. Department of Transportation Federal Transit Administration	Click here to send a task
Assigned to Me ►	Ursula Disney + Me
Sent by Me	Task for you to do
Starred 😭	3 hours ago 🏠 Comment Close
Grantee Tasks by Category	TrAMS G9900 Civil Rights
Status	Complete FY 2016 Semiannual DBE Report for DISNEY
Open ×	Wednesday, 4:19 PM 👉
Deadline	
Overdue	
Today Within 7 days	

4) A form will open for the task selected and you will need to click the 'Accept' button prior to being able to work with the form.

You must accept this task before completing it	Accept Go Back				
Complete 2016 Semiannual DBE Report for DISNEY Grantee Summary					
Grantee ID 9900	Grantee Name Disneyland Transit Organization				
Current Active Awards					

5) The Task will be closed once the user completes the required work.

**Note:** If the form you are trying to work with appears to be in read-only mode, scroll to the top of the form to verify that you have accepted the task.

#### 2.3.1.3 Returning Tasks

If a user decides that they have selected the wrong task or that they would prefer to work on the task at another time the user can simply return the task. Returned tasks will be available to all users that initially had the task assigned.

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To return a task that you selected, but have not yet accepted.

1) Click the 'Go Back' button.

Vau much accord this task before completing it	Accept	
Too must accept this task before completing it		

2) Once a task has been assigned the user may return the task by using the 'Return to Group' button or similarly phrased button.

Pre-Award Manager:	Select the Pre-Award Manager	$\checkmark$	Post-Award Manager:	Select the Post-Award Manager	
				Continue	turn to G

3) Or they may click the link 'Return task to all assignees' on the top of the page.

You have accepted this task. Return task to all assignees.
--

**Note:** If you have returned the task but do not immediately see the task back in your task queue, refresh the task queue by clicking on the 'Task' tab again.

#### 2.3.2 Emails

In addition to tasks users may receive emails from the system indicating that they need to perform some action as part of a TrAMS workflow. After receiving an email and logging on, the user will not find any corresponding tasks to perform instead they will need to navigate to the appropriate record and required action on their own.

As an example a user may receive an email indicating that an Application has been returned by the preaward manager and that they should review the comment.

Hello

```
Application 1707-2016-1 has been returned by region10.preawardmanager1 (Pre-Award Manager) for review of the FTA comment. Please login to TrAMS to review the FTA comment for this application.
```

Thank you

\*\*\* Please note that this is a system generated email notice. Please do not reply to this email. \*\*\*

It is expected that the user will:

- Log into the system
- Navigate to the application record indicated in the email
- Select the related actions menu
- Click on the 'Application Review Comments' and review the comments made by FTA.

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• Make the necessary changes as indicated and re-transmit their application.

You will be able to distinguish between emails sent by the system and system emails associated with tasks:

- 'New Task' will be at the beginning of the subject line for emails associated with tasks.
- Emails not associated with a Task 'From' line will be listed as 'TrAMS Admin'.

In both cases the workflow will not continue until the required actions have been completed.

#### 2.4 Working with TrAMS Forms

#### 2.4.1 Browsers

The following web browsers are supported by TrAMS:

- Internet Explorer 9, 10, and 11
- Safari 5.x
- Firefox
- Chrome

Although all of the listed browsers are all compatible with TrAMS some items may look and behave differently depending on the browser you are using.

Note: The instructions and screen shots shown in this guide have been created using Internet Explorer 11.

Sample browser differences include:

When selecting documents to upload

• Internet Explorer and Firefox

#### Upload New Document

*Document Context	Select Document Context
*Document Type	Select Document Type
*Document Description	
Select Document	Browse
Cancel	



Chrome & Safari

*Document Context	Comments	
*Document Type	FTA Comments	
*Document		
Description		
Select Document	Choose File No file chosen	

#### 2.4.2 Buttons

Buttons on forms allow the user to perform some sort of action on the form such as saving, or deleting data and also provide a way to leave the form. When no buttons exist on a form you may simply click on another item from the left hand navigation menu or on another tab in order to close the form.

#### 2.4.2.1 Back Button

A 'Back' button is provided when multiple forms are part of a workflow and should be used when you want to move to a previous form to either verify the data entered or make changes to the data. You must use the 'Back' button provided on the form not the browser back button. When applicable the 'Back' button will appear on the bottom left side of the form.

Back		Next	Step Cancel



#### 2.4.2.2 Cancel Button

A 'Cancel' button on forms closes the current action without saving changes made. When using the 'Cancel' button within a workflow, the 'Cancel' action will only apply to the current form; data from previous forms will have already been saved.

As an example, when initially adding a project there are three pages that are part of the workflow, the project details and narratives, project location, and project plan information. If you select the 'Cancel' button on the project location page, you exit the form and return to the related actions menu. Data entered on the location page will not be saved. Information from the 'Project Details and Narratives' page, the first form in the workflow is saved.

*Location Narrative	

#### 2.4.2.3 Close Button

The 'Close' button completes an action or a workflow and returns the user to the menu that they initiated the action from. As with the 'Cancel' button this button does not perform a save action. You will most often see this button presented on read-only types of forms where saving is not warranted such as a success screen indicating the end of a step in a process.

On some forms you may see both a 'Cancel' and a 'Close' button this is usually on a form that has expanded after you have made a selection from a grid. In these instances the 'Cancel' will close the expanded portion of the form without saving the information and the 'Close' button will close the entire form without saving.





#### 2.4.2.4 Save Button

The 'Save' button on a form, saves the changes that have been made to the form. 'Save' buttons are often located on forms that expand after selecting an item from a grid and allows for the user to save data intermittently for the expanded section.

If a form has both a 'Save' button and a 'Cancel' button, then changes made and saved are not affected when the 'Cancel' button is selected. Only the changes made after the 'Save' button was clicked are not saved.

## Project | Add New Budget Activity Line Items (ALIs)

You can ado form.	d up to ten (10) line items at a time. Click "Save" to s	save your current line items and add more. Click "I	Finish" to save your current line items and return to	previous
New Bu	dget Activity Line Items (ALIs)			
Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name	
0	113-00 BUS - STATION/STOPS/TERMIL	CONSTRUCTION OF BUS STATIONS/1	11.33.02 CONSTRUCT - BUS STATION	DEL
Add Item				
			$\bigcirc$	
			Save Finish	Cance

#### 2.4.2.5 Additional Buttons

You will see a variety of other button labels, many of these buttons will provide a method to commit to the changes or the request being made. They will save the data and either close the form or move to the next appropriate form.

These buttons have been labeled to help you identify what will happen by clicking them.

Examples include:

- Next shown when workflow steps you through a series of forms. It will save the data on the current form and move to the next form in the workflow.
- Generate Report Shown when creating excel reports. Initiates the creation of the report after selecting the search criteria.
- Submit Saves the data and closes the current form.

## 2.4.3 Calendars

When entering dates into TrAMS system, users may either type the date directly into the field or they can use the calendar function to pick a date. Dates will display in 'm/d/yyyy' format and should be entered this way.

To select a date:

1) Click in the Date field.



Long-Range Pl	an Documents
Upload Long- Range Plan Document	Browse
Long-Range Plan Date	M/d/yyyy
Long-Range Plan Document Description	
	Provide details about the uploaded Long-Range Plan docu

2) The current month calendar will be displayed. Use the arrows (< and >) to navigate to the correct month and year.

<		Fe	b 20	16										
s	М	Т	W	Т	F	5		<		Ma	ar 20	)16		)
31	1	2	3	4	5	6		S	М	Т	W	Т	F	S
7	8	9	10	11	12	13		28	29	1	2	3	4	5
14	15	16	17	18	19	20		6	7	8	9	10	11	12
21	22	23	24	25	26	27		13	14	15	16	17	18	19
28	29	1	2	2	1	5	I-Rang	20	21	22	23	24	25	26
6	7	8	9	10	11	12		27	28	29	30	31	1	2
0	1	0	5	10		12		3	4	5	6	7	8	9
С	lick	on t	he d	ate t	o se	lect	it.	3	4	5	0	ſ	0	9
Lo	ng-R	ang	e Pla	n 🗄	3/17/	2016								

#### 2.4.4 Grids

Grids in the TrAMS system are used to display data and allow users a way to select a specific item(s) to perform some other action on.

#### 2.4.4.1 Selecting Records

Checkboxes are shown when a user is allowed to select a specific record from a grid to work with.

1) To select one record from a grid, click the check box associated with it and then click the appropriate action button (ex. Remove Document).



	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
	Application Information	General	View Print Application - FL-2016-001-00	Execute Award (2/1/2016) - Application View-Print	Feb 01, 2016	julliennedisney@yahoo.com
✓	Proposal Documents	FTA Comments	DOT LOGO.bmp	Demo Documents	Feb 03, 2016	julliennedisney@yahoo.cor

2) To select all items in a grid, click on the top checkbox and all other checkboxes will automatically be selected, then click the appropriate button to perform the action on all items in the table.

#### **Existing Documents**

✓	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
	Application Information	General	View Print Application - FL-2016-001-00	Execute Award (2/1/2016) - Application View-Print	Feb 01, 2016	julliennedisney@yahoo.com
✓	Proposal Documents	FTA Comments	DOT LOGO.bmp	Demo Documents	Feb 03, 2016	julliennedisney@yahoo.com

Add Document	Remove Document	Close
--------------	-----------------	-------

#### 2.4.4.2 Expanding and Collapsing Data

Grids are also used to select items for which you want to display additional details for. For grids which are used to expand data details only one row may be picked at a time.

1) Click the checkbox next to the item to expand.

#### Existing Line Items

1	o edit	a line item, clio	ck on the checkbox for the line item and a n	ew section will appear below with	n line item and milestone de	etails		
		Status	Scope Name / Code	Line Item Number / Ame	Activity Type	Quantity	FTA Amount	Total Eligible Cost
		In- Progress	112-00 BUS TRANSITWAYS/LINES	11.22.01 ACQUIRE - BUSWAY	Acquire Bus Transitways/lines	0	\$0	\$0
		In- Progress	115-00 ELECTRIFICATION/POWER DIST (BUS)	11.52.01 PURCHASE TRACTION POWER EQUIP	Aquisition	0	\$0	\$0

	Add	Line Item	Close



2) The page will expand below the current grid to show the additional information.

o edit	a line item, cli	ck on the checkbox for the line item and a n	new section will appear below with	h line item and milestone d	etails		
	Status	Scope Name / Code	Line Item Number / ↑ Name	Activity Type	Quantity	FTA Amount	Total Eligible Cost
	In- Progress	112-00 BUS TRANSITWAYS/LINES	11.22.01 ACQUIRE - BUSWAY	Acquire Bus Transitways/lines	0	\$0	\$0
✓	In- Progress	115-00 ELECTRIFICATION/POWER DIST (BUS)	11.52.01 PURCHASE TRACTION POWER EQUIP	Aquisition	0	\$0	\$0

Save Line Item Delete Line Item

e Item Cancel

#### Line Item Scope: 115-00 ELECTRIFICATION/POWER DIST (BUS)

Line Item # 11.52.01	
Standard Line Item Name Purchase Traction Power Equip	
Custom Line Item Name	
Purchase Traction Power Equip	
Activity Type	
Aquisition	

#### Line Item Details

3) To collapse the item, simply uncheck the selection box, or click the appropriate action buttons that are present on the form.

#### 2.4.4.3 Sorting

A red arrow within a grid header field indicates that he table may be sorted by this field either ascending or descending.

1) Click in the header field to view the red arrow and sort. If no red arrow displays then the table cannot be sorted by this field.



UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date	Transactior Type	Amount
020000	65000	2015.25.90.91.2	00	1/28/2016	Authorized Disbursement	\$100.00
020000	65000	2015.25.90.91.2	00	1/28/2016	Authorized Disbursement	\$100.00
020000	65000	2015.25.90.91.2	00	1/28/2016	Obligation	\$100.00
020000	65000	2015.25.90.91.2	00	1/28/2016	Obligation	\$100.00

2) Click in the header field again, to sort the other direction.

UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date	Transaction Type	Amount
020000	65000	2015.25.90.91.2	00	1/28/2016	Obligation	\$100.00
020000	65000	2015.25.90.91.2	00	1/28/2016	Obligation	\$100.00
020000	65000	2015.25.90.91.2	00	1/28/2016	Authorized Disbursement	\$100.00

#### 2.4.4.4 Navigating Records

Each grid on a page is limited to the number of records that it will display at a time. When the number of records exceed the number of rows that will display comfortably on a page you may navigate to see additional records using the navigation arrows on the bottom of the grid.

- 1) Click on the arrow (>) to show the next set of records.
- 2) Click on the arrow and bar (>|) sign to move to the last record.
- 3) Click on the arrow (<) to move to the previous page.
- 4) Click on the bar and arrow (|<) to move to the first record.



AK	-90-X	(076	AK-9 02	90-X(	)76-
	۲	1-10	of 22	►	H

#### 2.4.5 Drop Downs

Drop downs are used for fields that have a pre-determined list of allowable values. The drop down field ensures that only valid values are selected. In many instances the values allowed in a field may depend on the values selected in other fields. In these instances the other fields must be selected first. The drop down lists for the dependent fields will be populated with the appropriate values following the initial selection.

- 1) Click on the drop down value for the left most field.
- 2) Select a value from the picker, and then move to the dependent field to see the correct subset of values.

New Budget Activity Line Items (ALIs)

Status	Scope Code / Scope Name	Activity Type	Line It	em Number / Line Item Name	
0	121-00 RAIL - ROLLING STOCK	Select Activity ENGINEERING/DESIGN (RAIL)	1	tem 🔽	DEL
+Add Item	select a scope, activity type and item name i	ILEASE - EXPANSION - CAPITAL RAIL LEASE - REPLACEMENT - CAPITAL RAIL MID-LIFE OVERREBUILD - RAIL ROLL ST PURCHASE - RAIL SERVICE EXPANSION PURCHASE - REPLACE RAIL ROLLING ST RAIL - ROLLING STOCK REHAB/REBUILD - RAIL ROLL STOCK	оск оск		
				Save Finish	Cancel

3) If you select a different value from the first picker list a different subset of data will be displayed in the next picker list.

Status Scope Code / Scope Name		Activity Type Line Item Number / Line Item Name		m Name	ne	
0	127-00 OTHER CAPITAL ITEMS (RAIL)	Select Activity		t Item	~	DEL
'ou must s	elect a scope, activity type and item name	FORCE ACCOUNT	RAIL)			
Add Item		OTHER CAPITAL ITEMS (RAIL)				
Add ttelli		REAL ESTATE (CITIER) REAL ESTATE (RIGHT-OF-WAY)				



### 2.4.6 Viewing and Printing

Records that may be viewed and printed have been formatted as 'Rich Text Format' (.rtf). These files will need to be opened using a program that is compatible with this type of file. The most common used program to open this type of file is Microsoft Word.

After selecting the 'View/Print' action, you will be prompted on how to open this type of file. Variations will exist depending on the browser that you are working with and the program you have defined to be the default program to open rtf files.

Example: Internet Explorer 11 and Microsoft Word

Do you want to open or save View Print Application - 1707-2016-3.rtf (23.7 KB) from ftatest1.appiancloud.com?

## Open Save 🔻 Cancel

## 2.5 Working with News Items

The TrAMS system allows you to openly communicate with other users and stay informed with events occurring within the TrAMS system. You may communicate with other users through:

- Posts
- Messages
- Kudos
- By assigning Tasks

In the 'News' tab you can view an ongoing list of entries created by fellow users, system administrators, and internal business processes.

#### 2.5.1 Posts

A post is an entry that displays on the 'News' tab. The post may be from your followers and/or any users and groups you specify. Followers are users who have selected the 'Follow' option (button) on the user business card of your User Profile page. You can see the number of people following you from your profile page; however, the names of your followers will not be displayed.

Recipient users will receive system posts automatically whenever a grant application from their organization is created or updated. FTA users will receive system posts automatically whenever any application is created or updated for <u>all</u> regions. Both recipient and FTA users will see any posts or messages directly sent to their username.

Posts will be visible from the respective 'News' tabs of the sender and recipient(s) of the post. The post will also be visible to users added later to a post after it has been published. The post will then appear in their 'News' tabs automatically, even if they are not following you. If a user is added to the post, that user will receive an email notification that they were added, along with a link to the post. You can select the 'Participating' filter on the 'News' tab to only display the posts that you have participated in.

All posts can be searched irrespective of author and recipient(s).



#### 2.5.1.1 Create Post

To create a new post:

1) At the top of the 'News' tab, click inside the field which displays 'Click here to post...', the 'Post' tab will be initially selected by default.

News	Tasks (1)	Records	Reports	Actions	
O U.S. C	Department of Transpo eral Transit Administ	ortation Clic	k here to post .		貝
Search r	news	9	Tomm D	Disney Application 9900-2016-2 - Demo Application has been created.	
			and the state of t		

2) Enter the post's text into the 'Type post here' prompt. At a minimum, you must enter at least one character which is not a space. Posts can be a maximum of 4,000 characters including spaces.

Post a Message from here	~

- 3) To add users or groups to the post:
  - a) Click the person icon in the bottom-left of the entry box.
  - b) Type the name of a user in the text field or click the button with a group icon to the right of the field. This is a type-ahead field; names will auto-populate under the field as you type, from which you can then select the recipient(s).
  - c) Select the user from the drop-down menu that appears. The selected user will display as a button in the text field. To remove a participant, select the 'x' which appears in each participant's button.
  - d) Repeat as needed for any other users that the post is intended for.



Posting a	Message		1.2
Add pa	inticipants to notify		-
1 Add pa	rticipants to notify Tomm Disney tommdisney@yahoo.com	F	Post

- 4) To attach files to the post:
  - a) Click the paperclip icon below the entry box.
  - b) Select the file that you want to attach using the file browser and then open it for upload.
  - c) Repeat as needed for any additional files you would like to attach to the post.
  - d) You can remove any attached files before posting by clicking on the 'x' which appears to the right of the file's name.
- 5) Once finished, click the 'Post' button.

	🖻 Post 🛛 Message 🖉 Task 🏾 🕈 Kudos	
	Post a Message from here	~
		Post
Note:	Any attachments added to posts may be deleted by t added to comments replying to a post cannot be dele published.	he sender. However, any attachments eted after the comments have been



6) The post will display on your 'News' tab, the 'News' tabs of your followers, and the 'News' tabs of any users and groups that you added to the post. By default, you will receive an email notification every time a user comments on the post.



#### 2.5.2 Messages

Messages are entries you can send to a single user or group, multiple users and/or groups, or all users in the system. Only the recipients you send the message to and any users and groups added to the message can view it. The message will not show up in the search results of other users.

FTA users can send messages (as well as posts, tasks, or kudos) to all other FTA users or any recipient users. Recipient users can only send messages to users within their organization, for example, those found within their TrAMS 'Users' dashboard. Recipient users cannot send messages to FTA users.

The message you send can be "locked" or "unlocked":

- Locked Messages: Can only ever be seen by the target audience. Additional users and groups cannot be added after you send the message.
- Unlocked Messages: Can only be seen by the target audience and any users and groups added after you create the message.

#### 2.5.2.1 Create Message

To send a message to a single user or group or a list of users and/or groups:

1) At the top of the 'News' tab, click inside the field which displays 'Click here to post...' and then select the 'Message' tab.


To: Add recipients	A
Type message here	
	1

2) To add a user to the recipients list, type the name of the user in the 'To:' field and select it from the drop-down that appears. The selected user will display as a button in the 'To:' field. You can remove any selected recipients by clicking on the 'x' which appears in each recipient's button.

To: Add n	ecipients	<b>1</b>
Тур	Ursula Disney disney.usermanager@gmail.com	1

- 3) Repeat previous steps in this section as needed for any other users intended for the message.
- 4) To lock the message to only the original list of recipients and prevent any other recipients from being added to the message, click the lock icon to the right of the recipient list. This configures the message as a locked message and the lock icon changes to a locked state. Clicking it again will return it to an unlocked state. Note that only the message's sender can lock and unlock the message before it gets published. After a locked message has been published, a lock icon shown in a locked state will always be displayed under the message and cannot be unlocked—this is to indicate that once you have posted your message, you cannot unlock the message to add additional participants.



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- 5) Enter the message's text into the 'Type message here' prompt. At a minimum, you must enter at least one character which is not a space. Messages can be a maximum of 4,000 characters including spaces.
- 6) To attach files to the message:
  - a) Click the paperclip icon below the entry box.
  - b) Select the file that you want to attach using the file browser and then open it for upload.
  - c) Repeat as needed for any additional files you would like to attach.
  - d) You can remove any attached files before sending the message by clicking on the 'x' which appears to the right of the file name.
- 7) Once finished, click the 'Send Message' button.
- 8) The message will display on the 'News' tabs of your selected recipients. By default, recipients will receive an email notification that the message was created, and you will receive an email notification whenever a user comments on your message. If one of the message's original recipients adds additional users and groups to your unlocked message, you (the original author of the message) will also receive an email notification by default.

ords	Reports Actions	🗾 Ursula	Disney -
Glick	here to post	<b></b>	
	Tomm Disney → Ursula Disney         Ursula, I finished the application, can you look it over?         A moment ago		
	Tomm Disney Application 9900-2016-2 - Demo Application has been cre Wednesday, 5:51 PM 🟠 🔒 Comment	eated.	

### 2.5.3 Kudos

Kudos is a way to publicly show your praise for another user's work. Kudos display on the 'News' tabs of the recipient and their followers. Kudos can also be viewed by all users when they are visiting the user's profile. You can only give kudos to a single user with which you have viewer rights to. Recipients cannot give kudos to FTA users, but only to other users within their own organization. FTA users are able to give kudos to any other FTA users and recipients, regardless of region separations.

#### Note: You cannot send kudos to yourself, deactivated users, or users you do not have viewer rights to.

#### 2.5.3.1 Give Kudos

To give kudos to another user:



1) At the top of the 'News' tab, click inside the field which displays 'Click here to post...' and then select the 'Kudos' tab.

To: Select kudos recipient	
Type kudos here	

- 2) Begin typing the name of the user you want to give kudos to. This is a type-ahead field; names will auto-populate under the field as you type, from which you can then select the recipient(s).
- 3) Enter text for your kudos. At a minimum, you must enter at least one character which is not a space. Kudos can be a maximum of 4,000 characters including spaces.
- 4) To attach files to the kudos:
  - a) Click the paperclip icon below the entry box.
  - b) Select the file that you want to attach using the file browser and then open it for upload.
  - c) Repeat as needed for any additional files you would like to attach.
  - d) You can remove any attached files before giving the kudos by clicking on the x which appears to the right of the file name.
- 5) Once finished, click the 'Give Kudos' button.

To: Sel	lect kudos recipient	
Тур	Jullie Anne Disney julliennedisney@yahoo.com	
	Tomm Disney	

6) The kudos will display on the 'News' tabs of any users currently following you as well as for the user you gave the kudos to.



Tomm, You are the Employee of the Week. Great Job!!!	Click her	re to post	=
Tomm, You are the Employee of the Week. Great Job!!!			
Tomm, You are the Employee of the Week. Great Jobin		KUDOS Tomm Disney received kudos from Ursula Disney	
		KUDOS Tomm Disney received kudos from Ursula Disney	

By default, the kudos recipient will receive an email notification that the kudos was created and you will receive an email notification whenever a user comments on the kudos given by you.

#### 2.5.3.2 Post Comment on Post, Message, or Kudos

To post a comment on a published posting:

1) Click the 'Comment' link shown under the entry.

lick here to post	
KUDOS Tomm Disney received kudos from Ursula Disney	
3 minutes ago 1 Comment Delete	
Tomm Disney + Ursula Disney	
Ursula, I finished the application, can you look it over?	

- 2) Enter the comment's text into provided text field. Comments can be a maximum of 4,000 characters including spaces.
- 3) To attach files with the comment:
  - a) Click the paperclip icon below the entry box.
  - b) Select the file that you want to attach using the file browser and then open it for upload.
  - c) Repeat as needed for any additional files you would like to attach to the comment.
  - d) You can remove any attached files before posting by clicking on the 'x' which appears to the right of the file's name.
- 4) Once finished, click the 'Comment' button.



Ursula, I finished the application, can you look it over?	
9 minutes ago 🟠 🔟 Comment	
	Comment

5) The comment will be posted and associated with the original Post, Message, or Kudo.

Ursula, I finished the application, can you look it over?
Ursula Disney Wow! A moment ago
Add your comment here

### 2.5.3.3 Delete Post, Message, or Kudos

A post, message, or kudos' author will be able to delete his/her posting only if no comments have been entered and saved for it yet.

**Note:** You cannot delete a post, message, or kudos after it has been published with comments; only the Help Desk will have the ability to delete them from the 'News' tab.

To delete a post, message, or kudos that has not had any comments added to it:

- 1) Ensure you are logged on as the post, message, or kudos author. All recipients will not be allowed to delete postings.
- 2) Find your posting on the 'News' tab and then click the 'Delete' link.



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3) A prompt message will be displayed: "Delete this entry?" Click the 'Yes' button to remove the posting.

elete thi	entry
No	Yes

### 2.5.3.4 Follow/Unfollow User

The option to 'follow' a user lets you select whose posts can be viewed from your 'News' tab. If you follow a user, any post created by that user will automatically display in your 'News' tab. The 'Follow' option will be displayed for a user if you position your cursor over a sender's hyperlinked name from the 'News' tab. Note that this option is displayed as 'Unfollow' if the user is someone you are already following.

- 1) From the 'News' tab, click on the person name that you want to follow
- 2) Click the 'Follow' button.



If the user you wish to follow is not shown in your 'News' tab:

1) Click on the 'Records' tab.



2) Click on 'Users'.

U.S. Department of Transpo Federal Transit Administ	ration Rec	ords
All •		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
		Static Reports Excel Reports Generated Each Day
		Users

- 3) Find the record of the user you wish to follow and then select the name to view its 'Summary' dashboard.
- 4) Click the 'Follow' button. The button will turn gray and change to 'Unfollow'.



Jullie Anne D julliennedisney@yal 888-999-0000 (C	isney noo.com ffice)	
		000
Followers Following	Kudos	Fallow Give Kudos
Followers Following	Kudos O	Follow Give Kudos

# Note: These same steps may be repeated to unfollow a user that you are already following.

Jullie Anne Disney	
888-999-0000 (Office)	

Version 1.0

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Any posts that this user creates will now show up in your 'News' tab. In order to view posts previously created by the user, refresh your browser. A post will remain on the 'News' tab after it has been published until it is deleted, which can only be done by the Help Desk.

If you unfollow a user, posts created by the user will stop automatically showing up in your 'News' tab. You can continue to receive messages from them (refer to previous section, Messages), but you will no longer see posts published by them unless they add you or one of your groups as a participant to the post. You may still continue to search for a post (or posts) made by the user.

# 2.5.4 Tasks

Sending a task is a way to create a task for another user or yourself through TrAMS.

- Tasks can only be completed through TrAMS.
- Tasks are not based on a process, but instead are only based on the text you enter.
- **Note:** You cannot send a task to multiple users, deactivated users, or users you do not have viewer rights to.
- **Note:** A task cannot be deleted after it has been created and launched—it can only be closed after that.

### 2.5.4.1 Assign Task

To assign out a task:

1) At the top of the 'News' tab, click inside the field which displays 'Click here to post...' and then select the 'Tasks' tab.

To: Select task assignee	
Type task description here	

- 2) In the 'To:' field, begin typing the name of the user you want to assign the task to. This is a typeahead field; names will auto-populate under the field as you type, from which you can then select the recipient(s). You will also be allowed to select your own name if you wish to create the task for yourself.
- 3) Enter a description for your task. At a minimum, you must enter at least one character which is not a space. The task description can be a maximum of 4,000 characters including spaces.



- 4) To attach files to the task:
  - a) Click the paperclip icon below the text box.
  - b) Select the file that you want to attach using the file browser and then open it for upload.
  - c) Repeat as needed for any additional files you would like to attach.
  - d) You can remove any attached files before sending the task by clicking on the x which appears to the right of the file name.
- 5) Once finished, click the 'Send Task' button.

To: Ursula Disney ×	
Task for you to do	-

6) The recipient of the Task will now receive the Task in their 'Task' list under the 'Task tab.





### 2.5.4.2 View and Close Assigned Tasks

A task will be added to the assigned recipient's "Tasks" tab and can be filtered by selecting 'Assigned to Me' after logging in as that recipient. You can also view tasks that you had previously assigned out by selecting 'Sent by Me' under your 'Tasks' tab.



From here, you can also comment on, close, or delete the task while it is still alive. Tasks cannot be sent to more than one recipient; therefore, only the sender and the recipient of the task are able to view the task itself.

By default, you will receive an email notification when the assignee comments on or closes a task assigned by you.

To close a task as the assignee:

1) Click 'Tasks' from the navigation bar and then select your task. The full description of the task will be displayed under the sender's name.



2) Click the 'Close' link under the task. A text entry box will be displayed where you will be given the option to enter a comment regarding the task.



U.S. Department of Transportation Federal Transit Administration	Click here to send a task
Assigned to Me <b>&gt;</b>	User Manager1 CONNDOT + Me
Sent by Me	Test taskplease acknowledge.
starred 😭	6 minutes ago 🌣 Comment Close
Tasks by Grantee Category	Type comments here (optional)
tatus	
Open ×	Clasa
eadline	
Outentie	

- 3) Once finished, click the 'Close' button.
- 4) A notification will be emailed to the task's sender, letting him/her know that the task has been closed by the assignee. The notification will include your message if one had been entered.



Note: Comments can be added both before and after you complete a task.

### 2.5.5 Search News

Any user with view permissions to a post can search for it. View permissions for posts, messages, and kudos are granted only to the sender and his/her intended recipient users/groups. This includes all current followers. Tasks cannot be searched from the 'News' tab, but can be filtered from the 'Tasks' tab as needed.

### 2.5.5.1 View Options

On the left navigation menu of the 'News' tab, you can select from the provided viewing options to filter entries and change their sort order depending on the view selected.



U.S. Department of Transportation Federal Transit Administration	Click here to post	P
Search news Q	KUDOS Tomm Disney received kudos from Ursula Disney	
	Tomm, You are the Employee of the Week. Great Job!!!	
All +	1 hour ago 🏠 🦾 Comment Delete	
Updates		
Participating	Tomm Disney + Ursula Disney	
Kudos 🏅	Ursula, I finished the application, can you look it over?	
Starred 対	1 hour ago 🕸 👗 Comment	

This view lists all the following entries by the most recently added:

- Posts added by you.
- Posts added by users you follow.
- Messages sent by you.
- Messages sent to you or a group in which you're a member.
- Kudos given by you.
- Kudos given by users you follow.
- Events added to feeds in which you are subscribed.
- Entries that a user added you to or that include a group in which you're a member of.
- 'Updates'

This view lists the same entries you see in the All view but sorts them by those with the most-recent activity. Activity includes both the initial creation of an entry and comments added to it. For example, if a user adds a comment to an entry created yesterday, it now becomes the first on the list.

'Participating'

This view lists any News entries that you are a part of, which include the following:

- Entries created by you.
- Entries created by the system on your behalf.
  - For example, events created by a process where you are the user associated with the "event," such as after you create a new application, the "Application #xxxx-xxxx-x has been created" event will appear alongside your name in the 'News' tabs of users subscribed to those events.
- Entries targeted to you.
  - For example, a message targeted to a list of users including yourself or a kudos given to you.



- This does not include entries targeted to a group you are a part of.
- Entries you comment on.
- Entries you are added to.
- **Note:** If, at any time, you are removed from a group and in turn lose viewer rights to a locked message, the entry no longer displays in your "Participating" view, even if you have commented on it. If it is an open message, however, that post continues to appear in your "Participating" view regardless of your group membership status.
  - 'Starred'

This view lists favorite feed items that you have starred by clicking the star icon for the entry. The star is similar to using the flag feature in MS Outlook. Once the star has been selected, it will become yellow to highlight the selection.

#### 2.5.5.2 Search Options

Each time you perform a search, you can narrow down your results in one or more of the ways described below. The search bar is displayed at the top of the left navigation menu while the 'News' tab is selected.



'By Keyword'

Enter a word, the first part of a word, or multiple words into the search box and then press 'Enter' on your keyboard (note that the magnifying glass icon in the search bar is simply an image and has no function). The 'News' tab will return posts, messages, kudos, and events that contain the search term(s) either in the main entry or within a related comment.

To search for a specific phrase, enclose the phrase in quotation marks ("").

• 'By Author'

Enter the text from: followed by all or part of a name, and then press 'Enter'. The 'News' tab will return entries attributed to a user with a partially or fully matching first name, last name, or username. For example, from: Smith might return entries by John Smith, Matt Smithers, Smith Jordan, Smithe Company, or robert.smith.

It does not search through comments attributed to the user.



To include both a first and last name, enclose the name in quotation marks. For example, from: "John Smith" will only return entries attributed to John Smith.

• 'By Keyword and Author'

By combining the two tactics above, you can search for entries that contain a specific keyword and were attributed by a specific author.

For example, contract from: "John Smith" only returns entries authored by John Smith that contain the word "contract." Entering from: "John Smith" contract returns the same results since contract is outside the quotes.

• 'By Star Status'

Enter the text is:starred along with your other search requirements to narrow down results to only those you had previously starred.

For example, is:starred contract only returns entries containing the word "contract" that were starred by you. Entering contract from: "John Smith" is:starred only returns entries authored by John Smith, containing the word "contract", and had been starred by you.

# 2.5.6 Subscribe/Unsubscribe News Feeds

To view all of your available subscriptions and subscribe/unsubscribe:

1) While logged on, click on your username at the top right corner of the page and then select 'Settings'.

3) Reco	ords Reports Actions	💼 Ursula Disney -	Appian
		Profile	
ansportation	Click here to post	Settings	
	KUDOS Tomm Disney received kudos from Ursula Disney	Sign Out	
	Tomm, You are the Employee of the Week. Great JobIII		

- 2) From the left navigation menu, select 'News'.
- 3) To subscribe to a feed, click either the 'All' or 'Personalized' link below the feed's name.
  - a) Clicking 'All' subscribes you to all events added to that feed. A check mark will indicate that you have subscribed to 'All'.
  - b) Clicking 'Personalized' subscribes you to only events added to that feed and targeted specifically to a group in which you're a member. Check with your system administrator before enabling it as they will need to configure this option. A person icon will indicate that you have subscribed to 'Personalized'.



U.S. Depart Federal Tra Regional	ment of Transportation	The following feeds are available Use the links below each feed to manage your subscription	
Password Third-Party	Credentials	TrAMS 1.0	(A)
		TrAMS Grant Management Contains general news and updates for the TrAMS Application	
		Subscribe to: All + Personalized	

4) To unsubscribe from a feed, click the 'Unsubscribe' link below the feed's name. Once you unsubscribe, you will no longer see events in your 'News' tab from that specific feed.

News	Tasks	Records	Reports	Actions	
Regiona News >	Department of Tra leral Transit Adm al	ansportation ninistration	The followin Use the links	g feeds are available below each feed to manage your subscription	
Passwo Third-P	ord arty Creden	ntials	TrAMS 1.0 TrAMS Gran Contains gener Unsubscribe	t Management 🗸 ral news and updates for the TrAMS Application	*

5) You can also unsubscribe from a feed from the 'News' tab directly by positioning your cursor over an event and then clicking the 'Unsubscribe' button that appears.





# 3 User Access and User Management

# 3.1 Accessing TrAMS

### 3.1.1 Logging into TrAMS

The TrAMS web system may be accessed through a web browser.

To access TrAMS:

- 1) Open a web browser and enter the TrAMS web address, https://faces.fta.dot.gov/suite/.
- 2) Enter your username and password and then click the 'Sign In' button to be directed to the TrAMS Main Menu.

100 100	In the still Regard, And Mr.	- 0 X
(=)(E) @ https://faces.fta.dot.gov/suite/	🔎 = 🚔 Federal Transit Ad 🗘 🔇 Appian for Federal Transit 🗴	6 会 8
File Edit View Pavorites Tools Help		
	https://faces.fts.det.com/anite	
	https://faces.fta.dot.gov/suite	
	C US. Deportment of Tionsportation Federal Transit Administration	
	Username	
	ursula.smith@abcde.com	
	Password	
	Remember me on this computer	
	Resul Your Password Sign In	
	If you are a FTA Employee, Click This Link to	
	Login	
		@ 2003-2016 Applan Corporation

#### 3.1.2 User Name and Password

In order to log into TrAMS, users need a user name and password. A users' email address is used in TrAMS as their user name. TrAMS user names and passwords are case sensitive.

New users should contact their organizations 'User Manager' in order to obtain access to TrAMS. After the User Manager has added the users contact information into TrAMS the user will receive an email from TrAMS indicating that the account has been created. Users will need to use the 'Forgot Password' option to initially set their password.

**Note:** All users that had access to TEAM will be automatically added into TrAMS. The users email address from TEAM will be the users TrAMS user name. Their user name will be created using lower case. The system will send an email notification to all new recipient users with their username and instructions to set their new password.

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# 3.1.3 Setting your Password

TrAMS will allow you to request a password reset from the login screen.

Passwords in TrAMS should be updated every 60 days and are expected to have the following characteristics.

- 12 characters in length
- Has not been used in previous 24 passwords
- Contains at least one English uppercase character
- Contains at least one English lowercase character
- Contains at least one numeric character
- Contains at least one non-alphanumeric character
- 1) Select 'Reset Your Password' from the Login Screen.

Username		
1		
Password		
Remember me	on this computer	
-	_	Company of the local division of the local d
Reset Your Passwo	rd	Sign In

2) Provide your Username (ex. jane.doe@gmail.com)



Request Password Reset			
Please enter your username.			
	* Username	Remest Password Reset Cancel	
'Required		[Reduct resonance [ Cancer]	

- **Note:** TrAMS is case sensitive, your username will be created in lowercase therefore you must enter it in lowercase in order to perform a password reset.
- 3) TrAMS will check that the user name is valid and that you are active in TrAMS, providing these conditions are true you will receive an email from TrAMS within minutes. The email will contain a link to allow you to reset your password. The link will be valid for 15 minutes after the email was sent.

ter New Password	
ase enter your username and enter what you would like your new p	bassword to be.
* User name	
* New password	
* Re-enter new password	
	Reset Password
uirad	

4) Following the password reset you may log into TrAMS. You may follow the blue hyperlink to return to the login screen.

	Your password has been reset. You may now log in using your new password.
User Records	

# 3.2.1 Introduction

3.2

A user records includes all information that is directly related to a user profile such as their name, address, title, and user roles. It also includes social activities that are related to the users such as Kudos received and followers (Refer to <u>News</u> for more information on social activities). Users within an organization may see other users within their organizations 'Summary' page and their 'User Details' information.

Each user may manage their profile information. All information other than email addresses, user roles, and the organization that they are a part of may be edited by the user. User roles may be edited by User

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Managers (Refer to <u>User Manager Responsibilities</u> for more information). Contact your regional LSM or Supervisor if you need to make additions or deletions to the organizations that you are associated with. Changes to email addresses are not supported.

# 3.2.2 TrAMS User Roles

Each recipient organization will have a User Manager assigned to them and it will be their responsibility to assign roles to each user within their organization. Users will be assigned one or multiple roles. The roles assigned to a user control the 'Actions' that a user will have access to and the 'Tasks' that the system assigns to them. Viewing of data is limited to the recipient organizations that the user belongs to.

The following table lists the available user roles that may be assigned to recipients and the system actions that these roles provide access to (Refer to <u>Appendix B - TEAM vs. TrAMS</u> for equivalent TEAM roles).

User Role & Description	Available Actions	Tasks Assigned
Read Only - View only User Manager - Adds, edits, or removes agency user roles and privileges; edits agency profile information; deactivates and reactivates users	<ul> <li>Search Applications/Awards</li> <li>Search Recipient Organizations</li> <li>Search FFR and MPR for Review</li> <li>Search DBE Reports</li> <li>Application Budget by ALI Report</li> <li>Application by Status Report</li> <li>Application Budget Report</li> <li>Application Discretionary Allocation Detail Report</li> <li>TrAMS User Detail Report</li> <li>FFR Detail Report</li> <li>Recipient POC Detail Report</li> <li>MPR Detail Report</li> <li>Project Scope Budget Report</li> <li>Project Budget Report</li> <li>Add New System User</li> <li>Deactivate System Users</li> </ul>	N/A N/A
<b>Submitter -</b> Creates and edits applications and their details; creates, edits, and deletes applications' projects and their details; transmits initial draft applications for review; formally submits	<ul><li>ALL Read-Only role actions</li><li>Create Application</li></ul>	<ul> <li>Submit Application</li> <li>Re-Submit Application</li> <li>Complete Sub- Allocations</li> </ul>



User Role & Description	Available Actions	Tasks Assigned
applications to FTA for award consideration; implements post-award activities (amendments, budget revisions, and closeouts); adds, edits, and deletes direct recipients and formula program sub-allocations (if designated recipient)		
<b>Developer</b> - Creates and edits applications and their details; creates, edits, and deletes applications' projects and their details; transmits initial draft applications for review; implements post- award activities (amendments, budget revisions, and closeouts); adds, edits, and deletes direct recipients and formula program sub-allocations (if designated recipient)	<ul> <li>ALL Read-Only role actions</li> <li>Create Application</li> </ul>	Complete Sub- Allocations
<b>Official</b> - Executes grant/cooperative agreements; executes the annual Certifications & Assurances; adds, edits, and deletes direct recipients and formula program sub-allocations (if designated recipient)	ALL Read-Only role actions	<ul> <li>Execute Application</li> <li>Complete Sub- Allocations</li> </ul>
Attorney - Prepares and submits/uploads recipient legal documents; executes the annual Certifications & Assurances	ALL Read-Only role actions	N/A
<b>Civil Rights</b> - Updates civil rights program compliance and documents; completes and submits DBE reporting requirements	ALL Read-Only role actions	<ul><li>Submit DBE Report</li><li>Update DBE Report</li></ul>
<b>FFR Reporter -</b> Prepares and submits Federal Financial Reports	ALL Read-Only role actions	<ul><li>Complete FFR</li><li>Update FFR</li></ul>
MPR Reporter - Prepares and submits Milestone Progress Reports	ALL Read-Only role actions	<ul><li>Complete MPR</li><li>Update MPR</li></ul>



### 3.2.3 Searching for User Records

Users may view and edit their own profile information and view other users within their organization. You may access your own user record by selecting the 'Profile' option from the account information at the top right hand corner or by searching within the 'Users' from the 'Records' tab.

### 3.2.3.1 Profile access from Account Information

To view your own profile information from the Account information area:

- 1) Click on the down arrow next to your user name to reveal the drop down menu.
- 2) Click on the 'Profile' option.



3) Your 'Summary' dashboard will be displayed.





### 3.2.3.2 Searching from the Records Tab

You may find your own or to find other users profile(s) from within your organization from the 'Records' tab in TrAMS.

- 1) Click on 'Records' tab.
- 2) Click on the 'Users' record type to view the users in your organization.

News	Tasks	Records	Repo	rts Ac	tions	
O U.S.	Department of Tr eral Transit Adr	ansportation ministration	Reco	ords		
All •				Application	ons / Awards Applications / Awards for Your Organization	
				Projects List of All F	Projects for Your Organization	
				Recipient View Profi	t Organization ile Information for Your Organization	
				Static Rep List of TrA	ports AMS Excel Reports and Archived Reports from TEA	M
		C	1999	Users Directory of	of users	
			_			

- 3) Use the search box to type in the name or partial name of the user you are looking for or select the status filter from the left hand navigation to narrow the list to either 'Active' or 'Inactive' users.
- 4) Click on the blue User Name which is a hyperlink that will take you directly to the user record's 'Summary' page.



News	Tasks	Records	Reports	Actions
C U.S. D	Department of Tr eral Transit Adr	ransportation ministration	Users	
Search	Jsers	9	Di Orla disr	ney, Ursula ando, Horida ney.usermanager@gmail.com
All • Status Active	2		Di tom	ney, Tomm
			Dis	ney, Jullie Anne
			Di jullie	ennedisney@yahoo.com

5) Your user Summary page is displayed.





### 3.3 Working with your own Record

### 3.3.1 Users Summary Page

The Users summary page is the landing page when a user either selects the 'Profile' option from their account information at the top right hand corner or they choose themselves or another user from the' Records' tab. This page consists of the users' business card and news items related to the user. Users may customize their page by uploading a background, adding a profile picture, or adding some brief text such as their business title.

When viewing others users summary pages, users will have the option to select to follow them or to provide them with kudos.

#### 3.3.1.1 Customize Summary Page

Users may customize their business card by adding a profile picture, a background, and/or text.

#### 3.3.1.2 Adding/Changing Profile Picture

Users may select to add or update their profile picture. This profile picture will be associated with the user and will be displayed alongside any posts attributed to them.

To add or change your profile picture:

- 1) Place the cursor in the picture box so that the text box 'Change photo' appears.
- 2) Click on the 'Change photo' text box.



Records / Users / Disney, Tomm Disney, Tomm



3) Select the 'Browse' button to navigate to the files on your local machine and select an image to upload. File type must be jpg or jpeg.





4) Click the 'Change Photo' button to complete the process.

isney, Tomm	MAR
Change Photo New Photo Desert.jpg (826.11 KB)	y
Cancel	Change Photo
Followers Following Kudos 0 1 1	

5) Select the 'x' link to remove the image just selected or click the 'Cancel' button to return to the 'Summary' page without saving any changes.

# 3.3.1.3 Adding/Changing background

Users may modify the backdrop of their business card. This image will be seen when other users view your summary page.

- 1) Place the cursor on the right hand side of the business card so that the 'Change Cover 'text appears.
- 2) Click on the 'Change cover' text box.



Records / Users / Disney, Tomm



3) Select the 'Browse' button to navigate the files on your local machine and select an image to upload. File type must be jpg or jpeg.



Di	ords / Users / Disney, Tomm sney, Tomm
	Tomm Disney tommdisney@yahoo.com
	Change Cover New Cover Photo Please select a .jpg or .jpeg file
	Cancel Change Cover
	Followers Following Kudos 0 1 1

Version 1.0



4) Click the 'Change Cover' button to complete the process. Select the 'x' link to delete the image just selected or click the 'Cancel' button to return to the 'Summary' page without saving any changes.



### 3.3.1.4 Adding/Changing text

Users may add text to their business card. Text is limited to 140 characters. To add text to your business card:

1) Click on the 'Add blurb' text box.



Records / Users / Disney, Tomm Disney, Tomm



- 2) Type the text within the provided box.
- 3) Click the 'Save Blurb' button to apply the text to the business card. Click 'Cancel' discard changes made.



Dis	s / Users / Disney, Tomm ney, Tomm	
	Tomm Disney Add Blurb	
2	Have a good day	Add blurb
	16/140	Provent in
	Cancel Save Blurb	
	Followers Following Kudos O O O	

### 3.3.1.5 Follow Users

To automatically see posts attributed to other users, a user may choose to follow others. By following a user their posts will automatically appear in their News feeds. Users may select to follow users from the News tab (Refer to Follow/Unfollow User) or from selecting their Profiles.

To follow locate another user profile page:

- 1) Select 'Users' form the 'Records' tab.
- 2) Select the user, from the provided listing.



News Tasks (1)	ecords Reports Actions
U.S. Department of Transporta Federal Transit Administrati	Users
Search Users	Disney, Ursula Orlando, Florida disney usermanager@gmail.com
All •	
Active *	Disney, Tomm tommdisney@yahoo.com
	Disney, Jullie Anne julliennedisney@yahoo.com

3) Click the 'Follow' button on the user's business card. The button will turn gray and change to 'Unfollow' and the number of followers will update.



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4) Select Unfollow to no longer receive post updates.



### 3.3.1.6 Provide Kudos

Kudos is a way to praise another user's work. Kudos will display for a user under their business card on the Users Summary page. Kudos may be provided from the News tab (Refer to Kudos) or by locating the users profile from the 'Records' tab. Kudos will be visible to all users that visit the user's profile page.

To provide kudos locate another user profile page:

- 1) Select 'Users' form the 'Records' tab.
- 2) Select the user, from the provided listing.



U.S. Department of Transporta Federal Transit Administrat	on Users	
Search Users	Disney, Ursula Orlando, Florida disney.usermanager@gmail.com	
atus Active ×	Disney, Tomm tommdisney@yahoo.com	
	Disney, Jullie Anne	

3) Click the Give Kudos button on the user's business card.

Disney, Ursula	
Ursula Disney disney.usermanager@gmail.com 202-555-1234 (Office) 1234 Main St Orlando, Florida 12345	
Followers Following Kudos	Unfollow Give Kudos

4) Provide your comment and click 'Give Kudos'.



Give Kudos		
Thanks for your help	B	
(Transient)	Give Kudos	

# 3.3.2 User Details

This is a view only page; users are able to see their own profiles and the profiles of other users within their organization. The User Details Page consists of three Main Parts.

- 1) User Information Lists basic information about the user:
  - a) Username Name used to log into TrAMS.
  - b) Status Status within TrAMS, Active or Inactive
  - c) Full Name User first and last name.
  - d) Email Email address system will use to send notifications.
  - e) Created On Date user was initially created in the system.
  - f) Last Certified On Latest date that the LSM of the region certified the user as valid.
- 2) Organizations List of organizations a user is associated with in TrAMS and if they are a User Manager for the organization.


3) Roles – Lists the user roles associated to the user and the organization that they may perform that role for.

Federal Transit Administration	Disney, Tomm			
nmary ws	User Information			
ated Actions	Username (Email) tommdisney@yahoo.com	Work Phone 652	8653214	
r Details +	Honorific Mr	Status Acti	/e	
	Full Name Tomm Disney			
	Email tommdisney@yahoo.com			
	Created On 1/20/2016			
	Last Certified On 1/20/2016			
	Organizations			
	Organization	Application	User Manager	
	Disneyland Transit Organization	TrAMS	No	
	Roles			
	Role Names			
	Submitter Disperiand Transit Organization			

## 3.3.3 Related Actions

By selecting 'Related Actions' users will be provided with additional options that can be performed on their User Record.

Record Dis	ney, Tomm
4	Edit User Profile Edit Profile Information for this User
4	TrAMS Manage User PIN PIN Management flow for users

#### 3.3.3.1 Related Actions: Edit User Profile

To edit the user profile for any of the user in your recipient organization:

1) Click 'Edit User Profile'.



2) The 'Edit Profile for [Username]' form will be displayed with all previously saved user information details in editable fields.

sername (Email)	Address 1		
nimalsney@yanoo.com			
Ir	Address 2		
ret Name *			
omm	PO Box		
iddle Name			
	City		
net Name *			
visnev	State		
te.	Zip Code		
ubmitter			
mail			
mmdisney@yahoo.com	Zip Code Extension		
ork Phone			
523653214	TrAMS Organization(s)		
hone Number Extension	Disneyland Transit Organization - 7312		
ax Number			

- 3) Click the 'Cancel' button to return to the 'Related Actions' menu without saving any of your changes.
- 4) Update fields as needed and then click the 'Next' button to save all details.
- 5) The 'Edit Profile for [Username] Confirmation' form will be displayed with a summary of the saved details. Click the 'Previous' button if you wish to return to the previous form. Click the 'Submit' button to proceed with changes. Click the 'Cancel' button to return to the 'Related Actions' menu without saving the change.

## 3.3.3.2 Related Actions: TrAMS Manage User PIN

TrAMS employ's a PIN-based system to add security to some of its functions. Four-digit numeric PIN codes, as set by the users themselves, will be required to complete specialized actions only available to specific user roles (Submitter, Attorney, and Official). For a recipient organization, these actions include



formally submitting an application to FTA for review as the Submitter, executing an application as the Official, and signing off on Certifications and Assurances as either the Official or Attorney.

## 3.3.3.3 Create/Update PIN

If the User Manager for your organization elects to add one or more of the PIN-based roles (Submitter, Attorney, and/or Official) to your user record, you will gain access to a new Related Action to set your personal four-digit PIN code. This Related Action will be shown as 'TrAMS Manage User PIN'. Adding any of the PIN-based roles to a user record will require that user to make use of a PIN code for certain actions that can only be performed by those roles.

To create a new PIN code:

- 1) Locate your User Profile Record.
- 2) Click 'Related Actions' on the left navigation menu.
- 3) Click 'TrAMS Manage User PIN'.

Records / Users
Disney, Tomm
Comparison of the User Profile
Edit Profile Information for this User
TrAMS Manage User PIN
PIN Management flow for users

- 4) The 'TrAMS Manage User PIN' form will be displayed.
- 5) First time users will see the 'New PIN' field. Enter a four-digit PIN code into the 'New PIN' field. This is a required field.
- 6) Click the 'Create PIN' button to save. Click Cancel button to return to the 'Related Actions' menu without saving your PIN number.



U.S. Department of Transportation	Manage Your Pin				
Summary	User Profile Information				
News Related Actions - User Details	User Name dmi_test@yahoo.com Title None First Name Mark Last Name Test	Street Addres Cir State 20	s Y P		
News       Tasks (1)       Records       Reports       Actions	o 1234567890				
	Personal Identification Number (PIN) Guidance				
	A PIN is required for the following FTA and Grantee roles in TrA 1 As Budget Director role a PIN is required to Authorize a pending Allotme 2 As Budget Director role a PIN is required to Authorize a pending Operati 3 As Submitter role a PIN is required to Submit an Application to FTA for c 4 As Official role a PIN is required to Execute an Award 5 As Official role a PIN is required to Certify Annual Certs and Assurances 6 As Attorney role a PIN is required to Certify Annual Certs and Assurance 7 As Administrator role a PIN is required to Obligate an Award	MS system: nt Advice ng Budget consideration es			
	PIN Settings				
	You do not yet have a PIN. You may create one below. New PIN *				
	Cancel			Creat	N.PIN

- 7) If you have previously set a PIN number the 'Manage User PIN' form will be displayed.
  - a) Enter the current PIN into the 'Old PIN' field
  - b) Enter your desired new PIN code into the 'New PIN' field. Click the 'Update PIN' button to save.



## Manage Your Pin

#### User Profile Information

User Name	tommdisney@yahoo.com	Street Address	
Title	None	City	
First Name	Tomm	State	
Last Name	Disney	ZIP	
Email	tommdisney@yahoo.com	Phone	6523653214
 	-		

#### Relevant User Roles

Roles
Submitter, 7312
Personal Identification Number (PIN) Guidance

A PIN is required for the following FTA and Grantee roles in TrAMS system:

- 1. As Budget Director role a PIN is required to Authorize a pending Allotment Advice
- 2. As Budget Director role a PIN is required to Authorize a pending Operating Budget
- 3. As Submitter role a PIN is required to Submit an Application to FTA for consideration
- 4. As Official role a PIN is required to Execute an Award
- 5. As Official role a PIN is required to Certify Annual Certs and Assurances
- 6. As Attorney role a PIN is required to Certify Annual Certs and Assurances
- 7. As Administrator role a PIN is required to Obligate an Award

#### **PIN Settings**

*Old PIN	You have already created a PIN. You may change it below	
Old PIN	This is required in order to change your PIN	
*New PIN		
Cancel		Update PIN

## 3.3.3.4 Reset PIN

If you have forgotten your PIN code, call the help desk for assistance with resetting your PIN.

## 3.4 User Manager Responsibilities

Each organization will have one or more users that have been assigned the 'User Manager' role. As a User Manager for an organization a user is able to



- Create new users
- Deactivate users
- Reactivate users
- Assign new roles to users
- Edit user profile information
- Recertify users

Access to perform these functions is limited to the recipients within the organization that have the 'User Manager' role assigned to them. FTA approval is required to obtain or assign the User Management role.

From the 'Actions' tab User Managers may access the following activities.

- Create new users
- Add new users in bulk
- Deactivate users
- Recertify users

## 3.4.1 Action: Add New System User

User Managers have access to the Action 'Add New System User'.

1) Click 'Add New System User'.

nens	IdSKS (1)	Records	Reports	Actions	Ursula Disney -
U.S. De Federa	epartment of Transpo al Transit Administr	artation	Add New	User 🏠	
All •			Aug a lier	v oser to the System	

- 2) The 'Add New User' form is displayed. You will be able to complete the following fields:
  - a) Enter a valid email address for the user into the 'Username (Email)' field. This is a required field and will function as the users login. Email addresses should be provided in lowercase. Each Username field must be unique and cannot be changed after creation.
  - b) Enter an honorific for the user into the 'Honorific' field. This is a required field (i.e. Mr., Ms.).
  - c) Enter the user's first name into the 'First Name' field. This is a required field.
  - d) Enter the user's middle name into the 'Middle Name' field.
  - e) Enter the user's last name into the 'Last Name' field. This is a required field.
  - f) Enter the user's job title into the 'Title' field. This is a required field.
  - g) Enter a valid email address for the user into the 'Email' field. This is a required field.



- h) Enter the user's work phone number into the 'Work Phone' field. This is a required field.
- i) Enter the user's phone number extension into the 'Phone Number Extension' field.
- j) Enter the user's fax number into the 'Fax Number' field.
- k) Enter the first line of the user's address into the 'Address 1' field.
- 1) Enter the second line of the user's address into the 'Address 2' field.
- m) Enter the user's PO Box address into the 'PO Box' field.
- n) Enter the city for the user's address into the 'City' field.
- o) Select the state for the user's address from the drop-down menu provided under the 'State' field.
- p) Enter the ZIP Code for the user's address into the 'ZIP Code' field.
- q) Enter the ZIP Code Extension for the user's address into the 'ZIP Code Extension' field.
- r) Select check box for 'Notify User' if you would like to have the system send an email notification to the user that their account has been created.
- **Note:** At any point, you may click the 'Cancel' button on this form to return to the 'Actions' tab without creating the User.
- 2) Once all required details have been entered, click the 'Next' button.



## Add New User

To add a new system user please complete all required fields below and click the 'Next' button at the bottom of the form. If you do not want the user to be notified of the newly created account, uncheck the box for the 'Notify User Upon Account Creation?' question.

Add New User	Confirm New User		
User Information			
Username (Email)*	Address 1		
testuser@gmail.com			
Username should be the new user's email and should be all lower case. Honorific *	Address 2		
Mr	PO Box		
First Name*			
Shane	City		
Middle Name			
	State		
Last Name*	Select a State		
Watson	Zip Code		
Title *			
ABC Grant Specialist	Zip Code Extension		
Email * testuser@gmail.com			
Work Phone *	Primary Organization Disneyland Transit Organization		
5654126532			
Phone Number Extension			
Fax Number			
Administrative Options			
Notify User Upon Account Creation? Notify User Check this box to send the user an email that their account has been created			

- 3) The 'Add New System User (User Name) Confirmation' form is displayed. The user may:
  - a) Return to the previous screen and make changes to the users' information by selecting the 'Previous' button.
  - b) Create the user and continue to the next form to assign user roles by selecting the 'Submit' button.

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- c) Cancel the creation of the new user by selecting the 'Cancel' button.
- 4) Click the 'Submit' button to add the user.

## Add New System User (Shane Watson) Confirmation

Please confirm all the details you have entered for this user.

Add New User	Confirm New User
User Information	
Username (Email) testuser@gmail.com	Address 1
Honorific Mr	Address 2
First Name Shane	PO Box
Middle Name	City
Last Name Watson	State
Title ABC Grant Specialist	Zip Code
Email testuser@gmail.com	Zip Code Extension
Work Phone 5654126532	Primary Organization Disneyland Transit Organization
Phone Number Extension	
Fax Number	
Administrative Options	
Notify User Upon Account Creation? Notify User Check this box to send the user an email that their account has been created	
Previous	Submit Cancel

After selecting the 'Submit' button the user will have the option to assign user roles or simply complete the transaction. Users not assigned any roles during creation will default to having their access limited to the privileges associated with the 'Read Only' role.

## 3.4.1.1 Assigning User Roles

The '(User Name) | Update Grantee User Account' form will be displayed to the User Manager directly after creating a new user. Each user may be assigned multiple roles.



Each role will be specific to a recipient organization. In order to assign a user to multiple roles in multiple organizations the User Manager will need to be the User Manager of the other organization as well. The LSM for the region should be contacted if that is not the case in order to assign the additional required roles.

The list of available user roles and their associated organization will be displayed in the 'Select Roles To Add' section of the screen

1) Select user roles by checking the boxes next to all the desired roles. Verify that the roles selected are for the expected organizations.

	Username	testuser@gmail.com	Address		
	Title	ABC Grant Specialist	City		
	First Name	Shane	State		
	Last Name	Watson	Zip Code		
	Email	testuser@gmail.com	Work Phone	5654126532	
Curre	nt Roles				
		There are no available roles			
Selec	t Roles T	o Remove			
		There are no available roles			
Selec	t Roles T	o Add			
٥	Role Names				
	Developer, D	Disneyland Transit Organization			
0	Submitter, D	isneyland Transit Organization			
0	Attorney, Dis	sneyland Transit Organization			
	Official, Disr	neyland Transit Organization			
	MPR Report	er, Disneyland Transit Organization			
	FFR Reporte	er, Disneyland Transit Organization			
0	Civil Rights,	Disneyland Transit Organization			
	Read Only, I	Disneyland Transit Organization			
		21.42			

## testuser@gmail.com | Update Grantee User Account

Version 1.0



2) Granting of the roles of 'Submitter', 'Attorney', or 'Official' will require FTA approval. When any of these roles have been selected a comment box will be displayed to allow for adding information for the FTA to consider in their review.

#### Note: Assignment of the User Manager Role must be done from the User Record.

- 3) Selecting the 'Finish' button will complete the create user action without saving the selected User roles.
- 4) Click 'Add Roles' to add the selected roles to the new user.

#### Select Roles To Add

	Role Names	
8	Developer, Disneyland Transit Organization	
1	Submitter, Disneyland Transit Organization	
	Attorney, Disneyland Transit Organization	
	Official, Disneyland Transit Organization	
E	MPR Reporter, Disneyland Transit Organization	
	FFR Reporter, Disneyland Transit Organization	
	Civil Rights, Disneyland Transit Organization	
	Read Only, Disneyland Transit Organization	

#### **Comments For LSM Reviewer**

Comments	
	Submit Roles Canc

5) Click 'Add Roles' to add the selected roles to the new user.



6) Select the 'Finish' button to complete the assignment of roles.

**Note**: Selecting the Finish button prior to selecting the 'Add Role's button will complete the create user action without saving the selected User roles.

- A document justifying the role must be uploaded when the roles of Submitter, Attorney, or Official have been selected. The user will be presented with the '(User Name) | Update Grantee User Account – User Role Justification Documents' form when any of these roles have been selected.
  - a) Select the 'Browse' button to upload a document. For multiple roles, multiple documents may be required and can be uploaded one at a time using the 'Browse' button.

# tommdisney@yahoo.com | Update Grantee User Account - User Role Justification Documents

Upload documents showing justification for the following user roles.

ole Names	
ficial, Disneyland Transit Organization	
load User Pole Justification Documents	
load User Role Justification Documents *	

b) To delete a document that has been uploaded prior to submission, click the 'x' link associated with the newly uploaded document.

# tommdisney@yahoo.com | Update Grantee User Account - User Role Justification Documents

Upload documents showing justification for the following user roles.

Official, Disneyland Transit Organization	
pload User Role Justification Documents*	
EST (49.25 KB) 🖌 🧹	
Remove	
Browse	
Browse	

<b>T</b> 7	•	1 0
VA	reinn	1 ()
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- c) The user may select the 'Back' button to Return to the '(User Name) | Update Grantee User Account' form and make changes to the selected roles.
- d) After a document has been uploaded the user may select the 'Submit' button to complete the document upload.
- e) Select the 'Cancel' button at any time to return to the 'Related Actions' menu
- 8) A confirmation form will be presented to the user following the selection of the 'Submit' button.

## testuserone@gmaiil.com | Update Grantee User Account Confirmation Screen

User Profile In	formation					
Username	testuserone@gmaiil.com		Address			
Title	Developer		City			
First Name	Sean		State			
Last Name	Marsh		Zip Code			
Email	testuserone@gmaiil.com	v	Vork Phone	8569854512		
Current Roles						
Role Names						
Developer, Disneyl	and Transit Organization					
Roles To Be R	emoved					
	There are no available roles					
Roles To Be A	dded					
Role Names						
Submitter, Disneyl	and Transit Organization					
Comments Fo	r LSM Reviewer					
Comments	Submitter					
Back					Confirm	Cancel
Version 1.0	Inform	nation in this document is	s proprie	etary to FTA		Page 85

Information in t	this	docun	nent is proprie	etary to	FTA
Unclassified	_	For	Official	U s e	Only



Upload User Information

## 3.4.2 Action: Bulk Add New Users

If more than one user needs to be created for a recipient organization the User Manager may load them into the system through the use of a CSV (Comma Separated Values) file.

- 1) Select the Action 'Bulk Add New Users' to display the 'Bulk Add New Users' form.
- 2) Download the template provided.

## **Bulk Add New Users**

Please download the Bulk Add Users template below and add user information into the file. Please make sure the file is saved as a .CSV file. Then select your edited .CSV file to use for uploading users.

Choose a file to upload *	Primary Organization
Browse	Disneyland Transit Organization
Download .CSV Template Below: Bulk Add Users Template	

- 3) In the template for each user provide the following details;
  - a) Leave the ID field blank
  - b) Email address, all lower case. This will become the new users 'TrAMS Username'
  - c) First Name

Cancel

- d) Last Name
- e) Work Phone Number
- f) Address 1
- g) Address 2 (if applicable)
- h) City
- i) State name or territory name, spelled out
- j) Five digit zip code.



Upload User Information

4) Save your file, making sure the file is saved with the extension .CSV

А	В	С	D	E	F	G	Н	1	J	К
id_leave b	Email	First Nam	Middle Na	Last Name	Work Phone	Address 1	Address 2	City	State_Spe	Zip Code_5 digits
	newperson@gmailc.com	New		Person	123-456-8989	123 Main st		Happyland	Florida	11111

- 5) Use the Browse button on the 'Bulk Add New Users' form to locate your CSV file.
- 6) Click the 'Upload User Information' button. An error message will be displayed if the incorrect file type is uploaded.

## **Bulk Add New Users**

Please download the Bulk Add Users template below and add user information into the file. Please make sure the file is saved as a .CSV file. Then select your edited .CSV file to use for uploading users.

Choose a file to upload\* TEST (49.25 KB) Primary Organization Disneyland Transit Organization

Download .CSV Template Below	1
Bulk Add Users Template	

The uploaded file is invalid. Please ensure you are using the attached template and filling it out properly.

Cancel

- 7) The system will display the users in the file that will be uploaded.
- 8) You may:
  - a) Click on 'Cancel' to return to the Action dashboard
  - b) Click on 'Add Users' to confirm the users and complete the upload.
  - c) Click on 'Upload Different Users' to return to the 'Bulk Add New Users' to select a different file for upload.



## Bulk Add New System Users

Confirm the following users to add to the system

#### **New Users**

Username First Name Last Name T Email	Organization
test@test.com UserOne Test test@test.com	m Disneyland Transit Organization

Once the users have been added to the system the User Manager will need to locate each user using their user record to assign them the appropriate roles.

#### 3.4.3 Action: Deactivate System Users

User Managers may deactivate one or multiple users at a time using the Deactivate System Users Action.

- 1) Click the Action 'Deactivate System Users'.
- 2) Click the checkbox associated with the user or users to be deactivated. To deactivate all users shown on the page select all users by clicking the first box on the page next to 'Username'.
- 3) Click the 'Next' button.

## **Deactivate Users**

Select users to deactivate

#### Active Users

Deactivate lleere					
nearmyate licerc	Dee	- 42	-	11	
	1102	CIN	/are	lise	rs.

Select users to deactivate

Username	Ť	First Name	Last Name	Organization
julliennedisney@yahoo.com		Jullie Anne	Disney	Disneyland Transit Organization
testuser@gmail.com		Shane	Watson	Disneyland Transit Organization
testuserone@gmaiil.com		Sean	Marsh	Disneyland Transit Organization
tommdisney@yahoo.com		Tomm	Disney	Disneyland Transit Organization



- 4) Prior to deactivation a confirmation page will be displayed with the list of users that will be deactivated.
  - a) Click 'Return to List of Users' to make a different selection of users.
  - b) Click 'Submit' to complete the deactivation of the user.
  - c) Click 'Cancel' to return to the Actions dashboard without completing the deactivation. Process.

## Deactivate Users Confirmation

# Active Users Username testuser@gmail.com Return to List of Users Last Name Last Name Watson Cancel

## 3.4.4 Action: Recertify Users

Users will need to be certified on a yearly basis. Users not certified within 90 days of the due date will be automatically deactivated.

- 1) Select the Action 'Recertify Users'.
- 2) Click the checkbox associated with the user or users that are to be recertified. To recertify all the users on the page, select all users by clicking the top box next to 'Username'.
- 3) Click the 'Next' button.



## **Recertify Users**

#### Users Eligible for Recertification

1	Username 1	First Name	Last Name	Organization	Role	Last Certified Date	Last Certified By
	julliennedisney@yahoo.com	Jullie Anne	Disney	Disneyland Transit Organization	Official, Disneyland Transit Organization; MPR Reporter, Disneyland Transit Organization; FFR Reporter, Disneyland Transit Organization; Civil Rights, Disneyland Transit Organization	1/20/2016 8:11 PM GMT+00:00	disney.usermanager@gmail.com
	testuser@gmail.com	Shane	Watson	Disneyland Transit Organization	Developer, Disneyland Transit Organization	1/28/2016 10:26 PM GMT+00:00	disney.usermanager@gmail.com
	testuserone@gmaiil.com	Sean	Marsh	Disneyland Transit Organization	Developer, Disneyland Transit Organization	1/28/2016 10:43 PM GMT+00:00	disney.usermanager@gmail.com
	tommdisney@yahoo.com	Tomm	Disney	Disneyland Transit Organization	Submitter, Disneyland Transit Organization	1/20/2016 8:04 PM GMT+00:00	disney.usermanager@gmail.com

**Note:** When multiple pages exist and selecting all users (using the checkbox associated with the Username field) only the users on the displayed page are selected. You will need to navigate to each page to select the additional users on that page prior to selecting the 'Next' button.

- 4) The 'Recertify User Confirmation' form will be displayed with the list of users to be certified.
  - a) Click 'Previous' to return to the previous screen and select different users
  - b) Click 'Submit' to confirm the recertification.
  - c) Click 'Cancel' to return to the Actions dashboard without recertifying any of the users selected.

Cancel



## **Recertify Users Confirmation**

Please confirm the selected users to recertify

#### Selected Users for Recertification

Username	First Name	Last Name	Organization	Role	Last Certified Date
testuser@gmail.com	Shane	Watson	Disneyland Transit Organization	Developer, Disneyland Transit Organization	1/28/2016 10:26 PM GMT+00:00
Previous					Submit Canc

## 3.4.5 Updating Existing User Records

Once a user has been created, users with the User Manager role are able to manage details for existing users in their organization including, managing the user's profiles and updating their role privileges including assigning the User Manager role. Users may be deactivated and deactivated users may be reactivated as well.

To perform any of these actions you must first locate the desired user from the 'Records' tab (Refer to Searching for User Records) and then select the 'Related Actions' associated with the user from the left hand navigation.





#### 3.4.5.1 Related Action: Edit User Profile

To edit the user profile for any of the user in your recipient organization:

- 1) Click 'Edit User Profile'.
- 2) The 'Edit Profile for [Username]' form will be displayed with all previously saved user information details in editable fields.
- 3) Click the 'Cancel' button to return to the 'Related Actions' menu without saving any of your changes.

## Edit Profile for Tomm Disney

Change the fields you wish to edit for the selected user

Address 1
Address 2
PO Box
City
State
Zip Code
Zip Code Extension
TrAMS Organization(s)  I Disneyland Transit Organization

- 4) Update fields as needed and then click the 'Next' button to save all details.
- 5) The 'Edit Profile for [Username] Confirmation' form will be displayed with a summary of the saved details. Click the 'Previous' button if you wish to return to the previous form. Click the 'Submit' button to proceed with changes. Click the 'Cancel' button to return to the 'Related Actions' menu without saving the changes.



#### 3.4.5.2 Related Action: Deactivate User

Deactivating a user will deactivate the user in the system. If a user is associated with multiple organizations the User Manager should remove user roles to deactivate the user for a specific organization.

To deactivate a user with 'Active' status in the system:

- 1) Click 'Deactivate User'.
- 2) The 'Deactivate Users Confirmation' form will be displayed providing confirmation of the user that will be deactivated.
- 3) Click the 'Submit' button to proceed with user deactivation. You will be returned to the 'Related Actions' menu.
- 4) Click the 'Cancel' button to return to the 'Related Actions' menu without saving any of your changes.

## **Deactivate Users Confirmation**

Please confirm the selected users to deactivate

#### Active Users

#### 3.4.5.3 Related Action: Reactivate User

**Note:** This related action will not appear for user records with 'Active' status. It can only be accessed after selecting a user record with 'Inactive' status.

Inactive users in the system may be reactivated by the User Managers of the organization that they were associated with at the time of their deactivation. When reactivating a user all previously associated information for the user (profile and user roles) will be restored.

To reactivate a user with 'Inactive' status:

1) Click 'Reactivate User'.

Cancel



News	Tasks (2)	Records	Reports	Actions
U.S. I	Department of Transpo eral Transit Administr	ration Reco	ords / Users sney, To	omm
Summa News Related	ary Actions ►	4	Reactivate Reactivate	te User e this User in the System

- 2) The 'Reactivate Users Confirmation' form will be displayed with the selected user record shown.
- 3) Click the 'Submit' button to proceed with user reactivation.
- 4) Click the 'Cancel' button to return to the 'Related Actions' menu without reactivating the user.

Deactivated Users				
Username	t	First Name	Last Name	Organization
tommdisney@yahoo.com		Tomm	Disney	Disneyland Transit Organization

- 5) After selecting 'Submit', the '[User Name] | Update Grantee User Account' screen will be displayed, which includes the user profile information and the roles previously assigned to the user.
- 6) Select new user roles or delete roles previously assigned by selecting the check box next to the User Roles to be assigned or those to be removed.
- 7) Click 'Add Roles' to save the information.
- 8) Click 'Finish' if no additional roles are required and activate the user.



## tommdisney@yahoo.com | Update Grantee User Account

User	Profile in	formation			
	Username	tommdisney@yahoo.com	Address		
	Title	Submitter	City		
	First Name	Tomm	State		
	Last Name	Disney	Zip Code		
	Email	tommdisney@yahoo.com	Work Phone	6523653214	
Curr	ent Roles				
Role	Names				
Subr	nitter, Disneyla	and Transit Organization			
Sele	ct Roles T	o Remove			
	Role Names				
	Submitter, D	isneyland Transit Organization			
Sele	ct Roles T	o Add			
	Role Names	5			
	Developer, C	Disneyland Transit Organization			
	Submitter, D	isneyland Transit Organization			S.
	Attorney, Dis	neyland Transit Organization			
	Official, Disr	neyland Transit Organization			
	MPR Report	ter, Disneyland Transit Organization			
	FFR Report	er, Disneyland Transit Organization			
	Civil Rights,	Disneyland Transit Organization			
	Read Only, I	Disneyland Transit Organization			
я, з	1-8 of 8	й н			
					Add Roles Finish

9) The 'Comments for LSM Reviewer' box will be displayed when the roles of Attorney, Official, Read-Only, or Submitter, have been selected.



Comments	

 The 'Update Grantee User Account – User Role Justification Documents' form is displayed when the roles of Attorney, Submitter, or Official have been selected. You will need to upload documentation to support the justification of the role.

## tommdisney@yahoo.com | Update Grantee User Account - User Role Justification Documents

Upload documents showing justification for the following user roles.

Role Names	
Attorney, Disneyland Transit Organization	
pload User Role Justification Documents	
Browse	
D-14	Control Control

- 11) The 'Update Grantee User Account Confirmation Screen' will be displayed if changes are made to the roles.
- 12) You may:
  - a) Select the 'Back' button to make additional changes to the roles.
  - b) Select the 'Confirm' button to reactivate the user and confirm the role changes.
  - c) Select the 'Cancel' button to reactivate the user but keep the role changes.



## testuserone@gmaiil.com | Update Grantee User Account Confirmation Screen

User Profile In	formation				
Username	testuserone@gmaiil.com	Address			
Title	Developer	City			
First Name	Sean	State			
Last Name	Marsh	Zip Code			
Email	testuserone@gmaiil.com	Work Phone	8569854512		
Current Roles					
Role Names					
Developer, Disneyl	and Transit Organization				
Roles To Be Ro	emoved				
	There are no available roles				
Roles To Be A	dded				
Role Names					
Submitter, Disneyla	and Transit Organization				
Comments For	r LSM Reviewer				
Comments	Submitter				
Back				Confirm	Cancel

13) A task will be generated for FTA to review the request when the roles of Attorney, Official, Submitter or Read-Only have been selected and you will be returned to the 'Related Actions' menu.

## 3.4.5.4 Related Action: Assign User Manager Privileges

To confer user manager privileges to another user:

- 1) Click 'Assign User Manager Privileges'.
- 2) The 'Grant User Management Privileges to [Username]' form will be displayed.
- 3) Use the drop-down menu provided under the 'TrAMS Organization(s)' field to select a recipient organization for the new user manager. This is a required field.
- 4) Click the 'Browse...' button under the 'Upload User Management Document' field to select a local file for upload. Click the 'Remove' link which appears after upload if you wish to remove your uploaded file. Note that this is a required field.



- 5) Click the 'Submit' button to proceed with requesting user manager rights for this user. A task will be generated for FTA to review the request and you will be returned to the 'Related Actions' menu.
- 6) Click the 'Cancel' button to return to the 'Related Actions' menu without saving.

Selected User	Application *	
Vew User (test.newuser@gmail.com)	NTD     TrAMS	
	TrAMS Organization(s) *	
	Select an Organization	•
	Select an organization	

**Note:** The FTA Regional Office must complete its review of the request and log approval before the added role privileges can take effect for the user.

#### 3.4.5.5 Related Action: Update User Roles

User roles may be assigned at the time of user creation or may be updated any time after by selecting the 'Update User Role' related action.

To add or remove the assigned roles for a user:

1) Click 'Update User Roles'.

- 2) The '[Username] | Update Recipient User Account' form will be displayed with current roles to add and remove.
- 3) From the 'Select Roles to Remove' grid, select the check boxes for roles you wish to remove from the selected user. From the 'Select Roles to Add' grid, select the check boxes for roles you wish to add to the selected user.
- 4) The 'Comments for LSM Reviewer' box will be displayed when the roles of Attorney, Official, Read-Only, or Submitter, have been selected.

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	Comments					2		
						*		
					Submit Roles	Cancel		
lici	the 'S	ubmit Roles' button to	proceed with role cha	anges				
			proceed with fore end					
ton	imaisr	ney@yanoo.com	Update Grantee U	ser Acco	unt			
User	Profile In	formation						
	Username	tommdisney@yahoo.com	Address					
	Title	Submitter	City					
	Last Name	Disney	State 7in Code					
	Email	tommdisney@yahoo.com	Work Phone	6523653214				
Curre	ent Roles							
cum	Sint Noices							
Role	Names							
Subm	hitter, Disneyla	tter, Disneyland Transit Organization						
Selec	t Roles Te	o Remove						
	Role Names	3						
	Submitter D	)isnevland Transit Organization						
	oubliniter, D	Noncytana manok organization						
Selec	t Roles To	o Add						
	Role Names	8						
	Developer, D	Disneyland Transit Organization						
	Submitter, D	Disneyland Transit Organization						
	Attorney, Dis	sneyland Transit Organization						
	Official, Disr	neyland Transit Organization						
	MPR Report	ter, Disneyland Transit Organization						
	FFR Reporte	er, Disnevland Transit Organization						
	Civil Rights	Disneyland Transit Organization						
	Read Only F							
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6) The 'Update Grantee User Account – User Role Justification Documents' form is displayed when the roles of Attorney, Submitter, or Official have been selected. You will need to upload documentation to support the justification of the role.

## tommdisney@yahoo.com | Update Grantee User Account - User Role Justification Documents

Upload documents showing justification for the following user roles.

Roles		
Role Names		
Attorney, Disneyland Transit Organization		
pload User Role Justification Documents *		
Back	Submit Ca	

- 7) The '[Username] | Update Recipient User Account Confirmation Screen' form will be displayed with a summary of the role changes.
  - a) Click the 'Back' button if you wish to return to the previous form to make additional changes.
  - b) Click the 'Confirm' button to proceed with the role change request.
  - c) Click 'Cancel' to disregard the requested changes and return to the 'Related Actions' menu.



## tommdisney@yahoo.com | Update Grantee User Account Confirmation Screen

Username	tommdisney@yahoo.com	Address		
Title	Submitter	City		
First Name	Tomm	State		
Last Name	Disney	Zip Code		
Email	tommdisney@yahoo.com	Work Phone	6523653214	
Current Roles				
Role Names				
Submitter, Disneyla	and Transit Organization			
Roles To Be Re	emoved			
	There are no available roles			
Roles To Be Ad	dded			
Role Names				
Attorney, Disneylan	d Transit Organization			
Comments For	LSM Reviewer			
Comments	Attorney			

8) A task will be generated for FTA to review the request when the roles of Attorney, Official, Submitter or Read-Only have been selected and you will be returned to the 'Related Actions' menu.



## 4 Recipient Organization Management

The Recipient Organization module is where you can search, view, update, and perform reviews on recipient organization details in TrAMS. User must be part of an organization or FTA in order to view or update information for a recipient organization. New organization may be created by the FTA regional Supervisors providing that they have an active record in the System for Award Management (SAM).

## 4.1 Search Recipient Organization Records

Users may find their recipient information by either searching from the 'Actions' tab 'Search Recipient Organization' or by selecting the 'Recipient Organization' record from the 'Records' tab. Additionally, you are able to navigate to your organization record from any application or awards 'Summary' page by simply clicking the Recipient ID hyperlink located on that page (Refer to 'Working with Applications').

## 4.1.1 Searching Recipient Organization from Records Tab

Users may search for recipient organizations using the 'Actions' tab.

1) Click 'Search Recipient Organizations'.



- 2) The 'View Recipient Profile | Search Recipients in TrAMS' form will be displayed with search criteria fields. Note that none of these fields are required. You will be able to complete the following:
  - a) Enter the recipient organization's ID into the 'Recipient ID' field.
- **Note:** Recipients that are associated with only one organization will not be able to choose a 'Recipient ID' your ID will be automatically selected for you.
  - b) Enter the recipient organization's name in the 'Recipient Name' field.
  - c) Select the recipient organization's status in TrAMS from the drop-down menu provided under the 'TrAMS Status' field.



- d) Select the recipient organization's status in SAM.gov from the drop-down menu provided under the 'SAM Status' field.
- e) Select a cost center from the drop-down menu provided under the 'Cost Center' field.
- 3) Once all desired search criteria have been entered, click the 'Continue' button.

## View Recipient Profile | Search Recipients in TrAMS

Enter Search Criteria	
Recipient ID 9900	
Recipient Name	
Input all or part of a recipient erganization's name (e.g. "Machinaton")	
input an or part of a recipient organization's name (e.g., washington)	
TrAMS Status	
Active	•
SAM Status	
Any	•
Cost Center	
Any	•
Cancel	Continue

4) The 'View Recipient Profile | Search Results' form will be displayed. To access the recipient record, click on the 'Recipient ID' hyperlink of the desired recipient organization.

Recipient 1	Recipient Name	Recipient	Recipient	Recipient Cost	SAM	TrAMS
ID		Acronym	DUNS	Center	Status	Status
9900	Disneyland Transit Organization	DISNEY	999999999	78400	ACTIVE	Activ

## 4.1.2 Searching Recipient Organizations from Records Tab

Recipient organization profile(s) may be accessed from the 'Records' tab in TrAMS.

1) Click on the 'Recipient Organization' record type to view the record for your recipient organization.



News Tasks (3) Re	cords Reports	Actions
News Tasks (3) Re	Records Records Applica View He List of A Project	tion Help Records Plp Material for Specific Applications tions / Awards II Applications / Awards for Your Organization s
	Recipie View Pr	nt Organization ofile Information for Your Organization

- 2) The recipient organizations that you belong to will be displayed.
- 3) If multiple organizations are displayed you may filter using the search box and typing the organization name in full or in part, or simply scroll down the page to find the organization you want to view.
- 4) Click on your recipient organization's name, which is a hyperlink which will take you directly to your recipient organization record's 'Summary' page.



- 5) To view additional details for the recipient organization select an item from the left hand navigation or select the 'Related Actions' tab if you need to make modifications.
- 6) To return to the list of organization records click the 'Recipient Organization' hyperlink at the top of the 'Summary' page.



News Tasks (3) Rec	ords Reports Actions	Hyperlink
U.S. Department of Transportation Federal Transit Administration	Disneyland Transit Org TrAMS Profile Information	anization   DISNEY
Related Actions Applications/Awards TrAMS Users Locations	Recipient ID 7312 Recipient Acronym DISNEY	TrAMS Status Active Geographic Location Code
Designated Recipient Suballocations	Recipient Alias Disneyworld Transit	NTD Code
	Recipient Cost Center 78400	Is MPO? No
	Is State DOT?	Recipient ID of MPO

## 4.2 Viewing Recipient Organization Records and Related Actions

## 4.2.1 Summary

The 'Summary' page is the landing page after selecting an organization to view. It contains high level information concerning the organization including:

- TrAMS Profile Information
- SAM Profile Information
- Payment Information
- Locations

The 'Summary' page is in read-only format for all users. To make updates to the TrAMS profile, payment, or location information contact your FTA regional representative or grant manager.

SAM profile information changes must be made directly in SAM and is synced nightly with SAM.



## Records / Recipient Organization Disneyland Transit Organization | DISNEY Follow

#### **TrAMS Profile Information** TrAMS Status Recipient ID 7312 Active Recipient Acronym Geographic Location Code DISNEY Recipient Alias NTD Code Disneyworld Transit Recipient Cost Center Is MPO? 78400 No Is State DOT? Recipient ID of MPO No Recipient OST Type Is DBE? Transit Authority No Is Designated Recipient? Assistance? No No SAM Profile Information Legal Business Name SAM Status Disneyland Transit Organization ACTIVE SAM Expiration Date DBA Name 12/01/2016 SAM Website DUNS 123456789 Click here to update the organization's Profile in SAM FY End Date Website 12/31 No Website in profile Payment Information ECHO Number WCF? 9999999999 No REQU? TSC? No No OPAC? No Locations Name Address Line 1 Address Line 2 City State Zip Headquarters 1234 Main St Orlando FL 12345 Physical Address 1234 Main St Orlando FL 12345 1234 Main St FL Mailing Address Orlando 12345

## 4.2.2 News

This feature has not yet been implemented. In the future users will use this feature to see news feeds that are related to their organization.

## 4.2.3 Applications/Awards

You may see a list of all applications and awards that are associated with your organization both current and past. Along with the application / award FAIN it will display the name, last updated by, last update date, and the current status of the application /award. Each amendment associated with an award will be



displayed separately. A FAIN will be displayed as a hyperlink to provide easy access to the details of each application / award.

To view the 'Applications/Awards' for a recipient organization:

1) Click on the 'Applications/Awards' from the left navigation menu.

U.S. Department of Transportation Federal Transit Administration	Records / Recipient Organization	anization   DISNEY
Summary ► News	TrAMS Profile Information	,
Related Actions Applications/Awards TrAMS Users Locations	Recipient ID 9900	TrAMS Status Active
	Recipient Acronym DISNEY	Geographic Location Code
Designated Recipient Suballocations	Recipient Alias Disneyland Transit	NTD Code
	Recipient Cost Center 78400	Is MPO? No
	Is State DOT? No	Recipient ID of MPO
	Recipient OST Type Transit Authority	Is DBE? No
	Is Designated Recipient? No	Assistance? No

- 2) The applications/awards associated to the recipient are listed and displayed in grid format under the 'Applications' section. If there are no applications associated, the grid will be empty.
- 3) Click on the 'FAIN' of the desired application/award to move the application record.



Records / Recipient Organization

Disne	yland	Transit	Organization	DISNEY	Follow
-------	-------	---------	--------------	--------	--------

Recipient Information	
Recipient ID 9900	Recipient Name Disneyland Transit Organization
Recipient DUNS 9999999999	Acronym DISNEY
Applications	

FAIN	Application Name	Last Updated By	Last Updated Date 🔱	Status
9900-2016-2	Demo Application	tommdisney@yahoo.com	Feb 04, 2016	In-Progress
FL-2016-001-00	RC - Application for MPR and FFR for user guide purposes only	julliennedisney@yahoo.com	Feb 03, 2016	Active (Executed)

4) When more than 25 application / awards exist, use the arrows on the bottom of the page to display the additional applications.

FL-85-X001-00 Key West		Sep 10, 2015	Active Award / Inactive Amendment
FL-16-X008-01	Elderly and Persons with Disabiliti	Sep 08, 2015	Active (Executed)
4 1-25 of 3	373 🕨 🖷		

## 4.2.4 TrAMS Users

You may view all users that are associated with your organization from the 'TrAMS Users' page. For each user it will display their name, contact information (email and phone), and the user roles that have been assigned to them. Refer to User Manager Responsibilities section to add or modify users to your organization.

To view TrAMS users associated with the organization:

1) Click on 'TrAMS Users' from the left navigation menu.


U.S. Department of Transportation Federal Transit Administration	Becords / Recipient Organization	anization   DISNEY
Summary ► News	TrAMS Profile Information	
Related Actions Applications/Awards	Recipient ID 9900	TrAMS Status Active
TrAMS Users Locations	Recipient Acronym DISNEY	Geographic Location Code
Designated Recipient Suballocations	Recipient Alias Disneyland Transit	NTD Code
	Recipient Cost Center 78400	Is MPO? No
	Is State DOT? No	Recipient ID of MPO
	Recipient OST Type Transit Authority	Is DBE? No
	Is Designated Recipient? No	Assistance? No

2) The TrAMS users associated to the recipient are listed and displayed in grid format under the 'Users' section. If there are no TrAMS users associated, the grid will be empty.

# Records / Recipient Organization Disneyland Transit Organization | DISNEY Follow

#### **Recipient Information Recipient Name** Recipient ID Disneyland Transit Organization 9900 **Recipient DUNS** Acronym 999999999 DISNEY Users First Name Last Name Email Phone **User Roles** Ursula Disney disney.usermanager@gmail.com 202-555-1234 User Manager, 9900 6523653214 Submitter, 9900 Tomm tommdisney@yahoo.com Disney Official, 9900 Civil Rights, 9900 MPR Reporter, 9900 FFR Reporter, 9900 888-999-0000 Jullie Anne Disney julliennedisney@yahoo.com

## 4.2.5 Locations

Each organization may be associated with multiple urbanized areas and/or multiple congressional districts. The Locations page displays all the UZA's that the recipient is associated with and congressional district that they belong to. Congressional districts may be added from the 'Related Actions' menu, associated UZA's are managed by FTA.



To view the 'Locations' for a recipient organization:

1) Click on the 'Location' from the left navigation menu.

U.S. Department of Transportation Federal Transit Administration Summary - News Related Actions Applications/Awards	Disneyland Transit Organization   DISNEY		
	Recipient ID 9900	TrAMS Status Active	
Trams Users Locations	Recipient Acronym DISNEY	Geographic Location Code	
Designated Recipient Suballocations	Recipient Alias Disneyland Transit	NTD Code	
	Recipient Cost Center 78400	Is MPO? No	
	Is State DOT? No	Recipient ID of MPO	
	Recipient OST Type Transit Authority	Is DBE? No	
	Is Designated Recipient? No	Assistance? No	

- 2) The 'Urbanized Areas (UZA) and States' section displays the UZAs and states associated with the recipient organization. If there are no UZAs and states associated, the grid will be empty.
- 3) The 'Congressional Districts' section displays all Congressional Districts associated with the recipient organization. If there are no Congressional Districts associated, the grid will be empty.

<b>Disneyland Transit O</b>	rganization   DISI	NEY Follow	
Recipient Details			
Recipient ID 9900	Reci Disn	pient Name eyland Transit Organization	
Urbanized Areas (UZA) and State	IS .		
States and UZAs			
Area Name			UZA Code
Orlando, FL			120690
Florida			120000
Congressional Districts			
Congressional District	State	Representative Name	
1	Florida	Mark Kelly	

Records / Recipient Organization

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### 4.2.6 Designated Recipient

The Designated Recipient has the principal authority and responsibility for administrating the funding apportioned to states and urbanized areas (UZAs) for specified formula funding programs. This includes allocating the state or UZA's annual apportionment amounts among direct recipients within the area.

In TrAMS, recipient organizations can be tagged as designated recipients for the following formula funding programs:

- Section 5307 Urbanized Area Formula Program (5307-2A)
- Section 5310 Formula Grants for Enhanced Mobility of Seniors & Individuals with Disabilities (5310-1A)
- Section 5337 State of Good Repair Formula Grants (5337)

If your organization is a designated recipient, you will see the funding programs and UZA's that you are associated with on the 'Designated Recipient' page.

Designated recipient details information may be updated by the FTA after verifying that organizations have the appropriate documentation for the requested changes

All recipient users have view access only to the 'Designated Recipient' information. To view the Designated Recipient details for your recipient organization:

1) Click on the 'Designated Recipient' from the left navigation menu.

Federal Transit Administration	Disneyland Transit Orga	anization   DISNEY
Summary • News	TrAMS Profile Information	
Related Actions Applications/Awards	Recipient ID 9900	TrAMS Status Active
TrAMS Users Locations	Recipient Acronym DISNEY	Geographic Location Code
Designated Recipient Suballocations	Recipient Alias Disneyland Transit	NTD Code
	Recipient Cost Center 78400	Is MPO? No
	Is State DOT? No	Recipient ID of MPO
	Recipient OST Type Transit Authority	Is DBE? No
	Is Designated Recipient? No	Assistance? No

2) The formula programs associated with the Designated Recipient(s) are listed and displayed in grid format under the 'Designated Recipient Details' section. If your recipient organization is not a designated recipient, the grid will be empty.



# Records / Recipient Organization Disneyland Transit Organization | DISNEY Follow

Recipient Information

Recipient ID	Recipient Name
9900	Disneyland Transit Organization
Recipient DUNS	Acronym
999999999	DISNEY

#### **Designated Recipient Details**

Funding Program	UZA Code	Area Name
5307-2A	120000	Florida
5310-1A	120000	Florida
5337	120690	Orlando, FL
5307-2A	120690	Orlando, FL

#### **View Suballocations**

Select Fiscal Year	
2016	-

- 3) Suballocations will be populated after the Submitter has finalized the apportionment allocations.
- 4) You may click on the 'Split Letter' Document hyperlink to view the split letter.

elect	Fiscal Year					
2016				•		
uhall	locations for L					
elect	a suballocation t	o see further details				
elect	a suballocation t	Funding Program	Initial Allocation	Current Suballocation	Remaining Suballocation	Split Letter

## 4.2.7 Suballocations

If your organization is a 'Direct Recipient' organization you may view the amount of funds that has been suballocated to your organization by selecting 'Suballocations'. All recipient users have view access only to the 'Suballocations' information.

To view the 'Suballocations' for a recipient organization:

1) Click on the 'Suballocations' from the left navigation menu.



U.S. Department of Transportation Federal Transit Administration Summary • News	Records / Recipient Organization Disneyland Transit Organization   DISNEY		
Related Actions Applications/Awards	Recipient ID 9900	TrAMS Status Active	
TrAMS Users Locations	Recipient Acronym DISNEY	Geographic Location Code	
Designated Recipient Suballocations	Recipient Alias Disneyland Transit	NTD Code	
	Recipient Cost Center 78400	Is MPO? No	
	Is State DOT? No	Recipient ID of MPO	
	Recipient OST Type Transit Authority	Is DBE? No	
	Is Designated Recipient? No	Assistance? No	

- 2) The suballocations amount associated with your recipient organization is listed and displayed in grid format under the 'Suballocations' section. If there are no suballocations associated, the grid will be empty. By default all fiscal year information is displayed, you may elect to use the Fiscal Year drop down box to select a single year to display.
- 3) You may click on the 'Split Letter Document' hyperlink to view the split letter

Records / Recipie	ent Organization	t Organization		
Fiscal Year		e gamzation		
All			•	
Suballocations				
Fiscal Year	UZA Code	Funding Program	Suballocation Amount	Split Letter Document
2016	120690	5307-2A	\$50,000,000	Split letter

## 4.3 Managing Recipient Organization Details

### 4.3.1 Recipient Organization Record Related Actions

Updates to recipient organization information may be made from the 'Related Actions' available from the left hand navigation. The following actions are available to all recipient users.



- Recipient Documents
- Civil Rights Information
- Certifications & Assurances
- Fleet Status
- Congressional Districts
- Direct Recipients
- POC and Union Information
- Sync Recipient Organization With SAM
- Formula Suballocations
- **Note:** All recipients may view and also may update recipient information, with the exception of 'Civil Rights Information' which must be submitted by users with the 'Civil Rights' user role, POC information is managed by users with the 'User Manager' role. 'Certifications & Assurances' must be pinned by user with the 'Official' and those with the 'Attorney' role.





## 4.3.2 Related Action: Recipient Documents

All recipient users have the ability to manage documentation for their organization. Users may add or view documentation from the 'Recipient Documents' related Action. Documents may not be deleted by recipients once saved.

- 1) Click 'Recipient Documents'.
- 2) The 'Recipient Organization | Document Summary' page will display.
- 3) Click 'Add Document' button to upload a document for your organization.



# **Recipient Organization | Document Summary**

#### **Recipient Profile Information**

Recipient ID 9900	Recipient Name Disneyland Transit Organization
Existing Documents	

	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
0	Legal	Legal Authority Document	Chrysanthemum	User Role Justification for Jullie Anne Disney	Feb 01, 2016	region4.lsm1
	Legal	Legal Authority Document	Jellyfish	User Role Justification for Tomm Disney	Feb 01, 2016	disney.usermanager@gmail.com
0.	Civil Rights	EEO Program	Sample Document uploaded by recipient civil rights officer for user guide purposes only		Feb 01, 2016	julliennedisney@yahoo.com
	Civil Rights	DBE Program	Sample document uploaded by recipient civil rights user for user guide purposes only		Feb 01, 2016	julliennedisney@yahoo.com
0	Civil Rights	DBE Goal	Sample document uploaded by FTA Regional Ciovil Rights officer for user guide purposes only		Feb 01, 2016	region4.civilrights1
	Civil Rights	Title VI	Sample document uploaded by FTA Regional Civil Rights officer for user guide purposes only		Feb 01, 2016	region4.civilrights1
	Civil Rights	DBE Goal	Chrysanthemum	FY2016 DBE Report Due June 1	Feb 03, 2016	julliennedisney@yahoo.com

- 5) The 'Recipient Organization | Add Documents' page will display.
  - a) Select the 'Document Context' from the drop down list of values.
  - b) After selecting the 'Document Context' the 'Document Type field will populate. Select a 'Document Type' value from the drop down.
  - c) Provide a description of the Document in the 'Document Description' field.
  - d) Use the 'Browse' button to select a document to upload from your local drive or server.
  - e) Use the 'Save button to complete the document upload process

Close



6) To delete a document that you just uploaded prior to the save, click the 'Remove' link associated with the newly uploaded document or select the 'Cancel' button to return to the 'Recipient Organization | Document Summary' page.

## **Recipient Organization | Add Documents**

Recipient Infor	mation
Recipient ID	9900 Recipient Name Disneyland Transit Organization
Upload New Do	ocument
*Document Context	- Select Document Context -
*Document Type	Select Document Type
*Document Description	
* Select Document	Browse
Cancel	Save

7) To view a previous uploaded document on the 'Recipient Organization | Document Summary' page, click on the 'Document File Name' hyperlink.



# Recipient Organization | Document Summary

#### **Recipient Profile Information**

Ĩ	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
	Legal	Legal Authority Document	Chrysanthemum	User Role Justification for Jullie Anne Disney	Feb 01, 2016	region4.lsm1
	Legal	Legal Authority Document	Jellyfish	User Role Justification for Tomm Disney	Feb 01, 2016	disney.usermanager@gmail.cor
	Civil Rights	EEO Program	Sample Document uploaded by recipient civil rights officer for user guide purposes only		Feb 01, 2016	julliennedisney@yahoo.com
	Civil Rights	DBE Program	Sample document uploaded by recipient civil rights user for user guide purposes only		Feb 01, 2016	julliennedisney@yahoo.com
	Civil Rights	DBE Goal	Sample document uploaded by FTA Regional Ciovil Rights officer for user guide purposes only		Feb 01, 2016	region4.civilrights1
	Civil Rights	Title VI	Sample document uploaded by FTA Regional Civil Rights officer for user guide purposes only		Feb 01, 2016	region4.civilrights1
	Civil Rights	DBE Goal	Chrysanthemum	FY2016 DBE Report Due June 1	Feb 03, 2016	julliennedisney@yahoo.com

## 4.3.3 Related Action: Civil Rights Information

To be eligible for FTA program funds all recipients agree to comply with all civil rights statutes and regulations. Compliance is subject to FTA review prior to awarding of awards.

All recipient users are able to view their civil rights program status information. Users with the 'Civil Rights' role assigned to them will be responsible for updating their civil rights compliance information. Compliance information submitted to the FTA will undergo a review process prior to being accepted. Refer to the Civil Rights Management section for additional information.

To view civil rights compliance information for your recipient organization:

- 1) Click 'Civil Rights Information'.
- 2) The '[Recipient Name] | Civil Rights Compliance' form will be displayed for your recipient organization. The form will contain a grid that contains:
  - a) The 4 programs that recipients must adhere to

Close



- b) The current status each of the programs
- c) Submission of compliance information for each of the programs
- d) The date the FTA completed their review and concurred
- e) Due date for the next compliance submission
- f) Expiration date of the compliances.
- 3) To view additional information about each of the programs check the checkbox associated with the Program and the 'Continue button.

# Disneyland Transit Organization | Civil Rights Compliance

Recipient ID 1900				Recipient Name Disneyland Transit Organization			
Stat	us History						
	Program Name	Program Status	Submitted Date	Concur Date	Due Date	Expiration Date	
	EEO Program	Concur	2/1/2016	2/1/2016	1/1/2017	12/31/2020	
	DBE Program	Concur	2/1/2016	2/1/2016			
	DBE Goal	Concur	2/1/2016	2/1/2016	1/1/2017	12/31/2020	
П	Title VI Program	Concur	2/1/2016	2/1/2016	1/1/2017	12/31/2019	

Cancel

Continue

- 4) The 'Civil Rights Compliance | [Program Name]' form will be displayed showing the
  - a) Current status of the Program
  - b) History of the program Status
  - c) Uploaded Documents
  - d) Comments provided for the program.
- 5) Document contents may be viewed by clicking the 'Document Name' hyperlink.
- 6) Click the 'Cancel' button to return to the '[Recipient Name] | Civil Rights Compliance' page and select another program to view.



# Civil Rights Compliance | Title VI Program

Recipient D	Details						
Recipient ID 9900	tecipient ID 1900		Recipient Name Disneyland Transit Organization				
Program St	tatus						
Status Date Feb 1, 2016		19	Due Date Jan 1, 2017				
Program Status Concur	\$		Expiration Date Dec 31, 2019				
Status Hist	tory						
Status		Date		Ļ	User		
Concur 2/1/2016 6:13		2/1/2016 6:13 PM GM	MT+00:00 region4.civilrigh		hts1		
In Review - Submitted to FTA		2/1/2016 4:19 PM GM	2/1/2016 4:19 PM GMT+00:00		Jullie Anne Disney		
Incomplete		2/1/2016 2:55 PM GM	2/1/2016 2:55 PM GMT+00:00		region5.supervisor1		
Existing Do	ocument Details						
Document Type	Document Name		Program Begin and End Dates	Date	Uploaded	Uploaded By	
Title VI	Sample document uploaded officer for user guide purpose	oy FTA Regional Civil Rights s only	>	2/1/2 GMT	2016 6:04 PM 7+00:00	region4.civilrights1	
Comments							
Existing Comm	nents						
Remark by: Juli Recipient civil r	lie Anne Disney at 2/1/2016 4:19 P ights officer comments are optional	M GMT+00:00				^	
						4	
Please scroll with	in the box to see all existing comment	S.					
						Cancel	

7) When the 'DBE Goals' program is selected an additional section listing the DBE Goals will be shown on the 'Civil Rights Compliance | [Program Name]' page.



Program Status	
Status Date Aug 1, 2015	Due Date Aug 1, 2015
Program Status In Review - Under FTA Review	Expiration Date Sep 30, 2015
	Cycle Group Group 1
DBE Goals	
DBE Race Conscious Goal 0%	DBE Race Neutral Goal 0%
	Overall Goal 0%
Status History	

### 4.3.4 Related Action: Certifications & Assurances

Recipients must annually certify that they are in compliance with Federal transit law as well as Federal cross cutting requirements. When the annual Certification & Assurances are made available by FTA, the system will send an email to the recipient's Grants Point of Contact (POC), as well as users with the 'Official' and 'Attorney' roles in the organization. Recipients have 90 days to review and sign to approve the Certification & Assurances. Reminder emails will be sent at 30, 10, and 5 days prior to the Certification & Assurances due date.

To select and approve the set of Certifications & Assurances applicable to your recipient organization for the current fiscal year:

**Note:** Both the recipients official and the recipients attorney will need to perform this action in order for the Certifications & Assurances to be marked as approved. All other users may view.

- 1) Click 'Certifications & Assurances'.
- 2) The '[Recipient name] | Certifications and Assurances' form will be displayed for your recipient organization.
  - a) Use the provided drop-down menu under 'Select Fiscal Year' to select the current fiscal year to approve or if viewing to select the appropriate year to view.
  - b) Click the 'Continue' button.

# **Disneyland Transit Organization | Certifications and Assurances**





3) If the Certifications & Assurances have not yet been published for the year, you will receive a Warning message.

## Certifications and Assurances | C&As Not Published

Affirmations' form for the selected fiscal year.

Wa	arning	
	Warning	
	The Certifications and Assurances have not been published by FTA for FY 2016. Click the Close button to return to the previous screen and select another fiscal year.	
	Close	
4)	Otherwise you will be taken to the 'Certifications & Assurances   FY [current FY] C&A	

a) As the Official and the Attorney you will be able to select any check boxes for required certifications and assurances. To select all checkboxes at once check the checkbox next to 'Category'.

U.S. Department of Transportation Federal Transit Administration	Certifications & Recipient Profile Inform	Assurances   FY 2016 C&A Affirmations
Vews	Recipient ID 9900	Recipient Name Disneyland Transit Organization
Applications/Awards	Certification and Assura	ance Information
rAMS Users .ocations	Fiscal Year 2016	Assigned Date Feb 8, 2016
Designated Recipient		Due Date May 8, 2016
aballocations		Certified Date
	Published Certifications	s and Assurances Document
	Published Certifications Certifications and Assu Category	s and Assurances Document rances Title
	Published Certifications Certifications and Assu Category Category 4455	s and Assurances Document Title C&A for Disney
	Published Certifications Certifications and Assur Category 4455 4456	s and Assurances Document rrances Title C&A for Disney Required for Each Applicant



b) As the Official you will be able to insert your 4 digit PIN number to approve the Certificates and Assurances.

Affirmation of	Applicant				
Affirmation of Applicant	Done				
Official's Name	NOT SIGNED				
Certification Date	N/A				
Certify Affirmation	ation				
	Please note that this verification is being recorded under the name of:				
Official's Name	Jullie Anne Disney	Certification Date	2/8/2016		
Title	None	PIN			
c) Click t	he 'Certify' button to officially sign the	e Certificates o	& Assurances.	~	
Affirmation of Applicant	Done				
Official's Name	NOT SIGNED				
Certification Date	N/A				
Certify Affirma	tion				
oorary / anno	Diene este thet this weißentien is being second doubles				
	the name of:	Certification Date	2/8/2016		
Official's Name	Jullie Anne Disney	PIN	0000		
Title	None				
Affirmation of	Attorney				
Affirmation of Applicant's Attorney	Done				
Attorney's Name	NOT SIGNED				
Certification Date	N/A				
				Certify	Cancel
~					



d) A confirmation message will display after the official has pinned the Certificates & Assurances indicating that the process is not complete until the Attorney has also logged his approval.

## Certifications & Assurances | FY 2016 C&As Not Final

Confirmation I	Message
	Notification
	You have successfully logged the Affirmation of Applicant.
	However, the Affirmation of Attorney has not been logged for FY 2016 C&As. The Attorney must also log approval for the C&As before they are final.
	Close

5) The attorney must repeat the above steps or if the attorney preceded the official then the official will need to repeat the above steps in order for the C&A's to be considered approved.

Affirmation of	Attorney				
Affirmation of Applicant's Attorney	Done				
Attorney's Name					
	NOT SIGNED				
Certification Date	N/A				
Certify Affirma	ation				
	Please note that this verification is being recorded under the name of:				
Attorney's Name	Tomm Disney	Certification Date	2/8/2016		
Title	None	PIN	0000		
				Certify	Cancel

6) A success Message will be received when both the Attorney and the Official have successfully pinned the Certifications and Assurances.



## Recipient Organization | Certs & Assurances Executed

SL SL	ccess			
	11010	8		

### 4.3.5 Related Action: Fleet Status

Fleet information associated with your organization may be managed from the 'Fleet Status' related action. Fleet Status may also be adjusted during the application transmission process when 'Rolling Stock' budget activity line items are included in the application. The fleet information associated with an organization at the time of award execution will be the fleet information associated with that award.

To view and manage fleet details applicable to your recipient organization:

- 1) Click 'Fleet Status'.
- 2) The 'Fleet Status | Recipient Fleet Summary' form will be displayed.
- 3) Click the 'Add' button if you wish to add a new 'Fleet Type'.

Recipient ID 9900			Recipient Name Disneyland Transit Organization						
xisting Fleet									
	Fleet Type	Peak Requirement	Spares	Spare Ratio	Contingency	Pending Disposal	Total		
	Light Rail	5	2	40%	1	1	9		
7	Heavy Rail	1	0	0%	0	0	1		

- 4) The 'Fleet Status | Recipient Fleet Summary' form will be displayed. Complete the following under the 'Update Fleet Details' section:
  - a) Use the drop-down menu provided under the 'Fleet Type' field to select the appropriate fleet type. You will not be able to save more than one fleet type.
  - b) Enter a brief description of your fleet in the 'Fleet Details' field.
  - c) Enter a positive number in the 'Peak Requirement' field.



- d) Enter a positive number in the 'Spares field'.
- e) Enter a positive number in the 'Contingency field'
- f) Enter a positive number in the 'Pending Disposal' field'
- 5) Once all data has been entered.
  - a) Click the 'Save' button to return to the 'Recipient Fleet Summary' form. The new information should now display in the grid.
  - b) Or click 'Cancel' to return to the summary form without saving

Recipient ID	9900	Recipient Name Disneyland Transit Organizatio	n
Jpdate Fleet D	etails		
Fleet Type	Waterbourne		
	Select the Fleet Type to be added		
Fleet Details	Ferries		
	Please provide a brief description of your fleet		
Active Fleet			
Peak Requirement	8		
	Please enter the number of Peak Requirements		
Spares	2		
	Please enter the number of Spares		
Inactive Fleet			
Contingency	1		
	Please enter the number of Inactive Contingency Fleet		
Pending Disposal	1		

6) To make updates to fleet information displayed, select the checkbox next to the 'Fleet Type' and click the 'Update' button.

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xist	ing Fleet						
	Fleet Type	Peak Requirement	Spares	Spare Ratio	Contingency	Pending Disposal	Total
	Light Rail	5	2	40%	1	1	9
	Heavy Rail	1	0	0%	0	0	1
<b>V</b>	Waterbourne	8	2	25%	1	1	12

## Fleet Status | Recipient Fleet Summary

- 7) An editable 'Fleet Status | Fleet Details' form will be displayed. The form will display the existing fleet information for reference.
  - a) Click the 'Save' button after you have finished making all changes or
  - b) Click 'Cancel' to return to the Fleet Summary screen without making any changes.



Recipient ID	9990	Recipient Name	Disneyland Transit Organization
Existing Fleet	Summary		
	I. Existing Active Fleet		II. Existing Inactive Fleet
A. Peak Requirement	8	A. Contingency	1
B. Spares	2	B. Pending Disposal	1
C. Total Active Fleet (A + B)	10	C. Total Inactive Fleet (A + B)	2
D. Spare Ratio (B / A)	25%		
otal Fleet (I.C and II.C)	12		
Jpdate Fleet D	etails		
Fleet Type	Waterbourne		
Fleet Details	Ferries		
	Please provide a brief description of your fleet		
Active Fleet	-		
Peak Requirement	/ Please enter the number of Peak Requirements		
Spares	2		
	Please enter the number of Spares		
Inactive Fleet			
Contingency	1		
	Please enter the number of Inactive Contingency Fleet		
Pending Disposal	1 Please enter Inactive Fleet that are pending disposal		
			Save Cancel
	/		



8) If you wish to delete an existing fleet type, select the check box for the fleet type from the 'Existing Fleet' grid and then click the 'Delete' button.

xisti	Recipient ID 990	00		Recipi	ent Name Disneyland	Transit Organization	
	Fleet Type	Peak Requirement	Spares	Spare Ratio	Contingency	Pending Disposal	Total
	Light Rail	5	2	40%	1	1	9
	Heavy Rail	1	0	0%	0	0	1
✓	Waterbourne	8	2	25%	1	1	12

9) Click on the 'Close' button to return to the 'Related Actions' menu.

#### 4.3.6 Related Action: Congressional Districts

The Congressional District information associated with your recipient organization may be managed by users in the recipient organization. Users may add and delete congressional districts. To update existing district information, you will need to delete and add the district again.

To view and manage congressional districts applicable to your recipient organization:

- 1) Click 'Congressional Districts'.
- 2) The '[Recipient Name] | Manage Congressional Districts' form will be displayed. To add a new Congressional District:
  - a) Use the provided drop-down menu under the 'Congressional District' field to select a congressional district number.
  - b) Use the provided drop-down menu under the 'State' field to select the state that the congressional district is located in.
  - c) Enter the appropriate representative name for the new congressional district into the 'Representative Name' field.
  - d) Click the 'Add' button. The system will show the newly added district in the 'Current Congressional Districts' grid.
- **Note:** You may click on the 'U.S. House of Representatives Search' link to find the appropriate representative for a given congressional district. The system will direct you to the search function on the U.S. House of Representatives website.



- 3) If you wish to delete a congressional district from the grid, select the check box for the congressional district you wish to remove and then click the 'Delete' button. The system will remove the congressional district from the grid.
- 4) Click on the 'Close' button to return to the 'Related Actions' menu.

	Congression	nal District	State	Representative Name	
	1		Florida	Mark Kelly	
sit	the follow	ving site to find Congress	ional Districts by zip	code:	
		(a) U.S. House of Representativ	ves Search		
		U.S. House of Representative http://www.house.gov/represent	ves Search atives/find/		
dd	New Cond	U.S. House of Representation	ves Search atives/find/		
dd	New Cong	U.S. House of Representation     Interference of Representation	ves Search atives/find/		
dd * Co	New Cong ongressional District	U.S. House of Representation     http://www.house.gov/represent gressional District Select District #	ves Search atives/find/		
dd * Co	New Cong ongressional District * State	U.S. House of Representation http://www.house.gov/represent gressional District Select District #	ves Search atives/find/		
<b>dd</b> * Co	New Cong ongressional District * State	U.S. House of Representation http://www.house.gov/represent gressional District Select District #	ves Search atives/find/		
dd * Co * Re	New Cong ongressional District * State epresentative Name	U.S. House of Representation     http://www.house.gov/represent gressional District Select District # Select State	ves Search atives/find/		

### 4.3.7 Related Action: Direct Recipients

For organizations that are Designated Recipients, recipient users can view and manage the Direct Recipients that are associated to the organization and available for apportionment suballocations.

To view and manage direct recipients applicable to your recipient organization:

- 1) Click 'Direct Recipients'.
- 2) You will be taken to the '[Recipient Name] | Manage Direct Recipients' form for the selected recipient organization. The direct recipients associated with the recipient organization are listed and displayed in grid format.



## **Disneyland Transit Organization | Manage Direct Recipients**

The following Direct Recipients are currently associated with this organization:

		Direct Recipient Name		DUNS	
		Disneyland Transit Organization		999999999	
				Add	Delete Cancel
3)	If the	re are no direct recipients a	ssociated, the grid will be empty.		7
4)	Click	the 'Add' button if you wi	sh to add a direct recipient.		
	Di	sneyland Transit Org	ganization   Manage Direc	t Recipients	
	The	following Direct Recipients are	e currently associated with this organiz	ation:	
		Direct Recipient Name		DUNS	
			No items available		
					10.000
				Add Delete	Cancel

- 5) The '[Recipient Name] | Search for Direct Recipients' form will be displayed.
  - a) Enter an organization's 4 digit recipient ID into the 'Recipient ID' field and then
  - b) Click the 'Search' button.
  - c) Clicking the 'Cancel' button on this form returns you to the '[Recipient Name]| Manage Direct Recipients' page.



- 6) The '[Recipient Name] | Add New Direct Recipient' form will be displayed.
  - a) Click the 'Add' button to add the recipient as a direct recipient.
  - b) Click the 'Cancel' button to return to the '[Recipient Name]| Manage Direct Recipients' page.



Name	Disneyland Transit Organization				
Grantee ID	9900				
DUNS	999999999				
Organization Type	Transit Authority				
)irect Recipier	t Locations				
Direct Recipier	t Locations Address	Address Line 2	City	State	ZIP
<b>)irect Recipier</b> Location Type Headquarters	t Locations Address 1234 Main St	Address Line 2	City Orlando	State FL	<b>ZIP</b> 12345
Direct Recipier Location Type Headquarters Physical Address	t Locations Address 1234 Main St 1234 Main St	Address Line 2	City Orlando Orlando	State FL FL	<b>ZIP</b> 12345 12345

- 7) After adding the system will return you to the '[Recipient Name] | Manage Direct Recipients' form. The newly added direct recipient will be added to the direct recipients grid.
- 8) To remove an existing direct recipient from the grid, select the check box for the direct recipient you want to remove and then click the' Delete' button. The recipient will be removed from the grid.

## **Disneyland Transit Organization | Manage Direct Recipients**

The following Direct Recipients are currently associated with this organization:

	Direct Recipient Name	DUNS
✓	Disneyland Transit Organization	999999999
		Add Delete Cancel

9) Click the 'Cancel' button to return to the 'Related Actions' menu.

#### 4.3.8 Related Action: POC and Union Information

The Point of Contact and Union information for your organization will be used to populate award POC and Union information. The system also uses POC information to send email notifications about certain system activities (e.g. email reminders for C&A's or notifications of award execution tasks). All users of a recipient organization will have access to view POC and Union information.

Adding, updating, and the deletion of POC and Union information are limited to recipient users that have the 'User Manager' role.

To view and manage POC and union information applicable to your recipient organization:

1) Click 'POC and Union Information'.



- 2) The '[Recipient Name] | Recipient Point of Contact/Union Information Search' form will be displayed for your recipient organization.
- 3) Click the 'Add' button to add a new point of contact.

# Disneyland Transit Organization | Grantee Point of Contact/Union Information Search

	Grantee II	0 9900	Grantee Name Disneyland Transit Organization
	Search Criter	ia	
		To view POC/Union Information, sele	t a Contact Type from the list below and click on the 'Search' button.
	Contact Type	e All	5
			Search Add Cancel
Not	e: You must as show	be logged on as your recipion of the following steps.	All other users will see a read-only view of the screens. If you
	are not	a User Manager you will	only see the 'Search' and 'Cancel' buttons.
4)	The system v	vill check to see if you are	adding Union or POC not associated with a Union.
4) 5)	The system v Select a radio	vill check to see if you are b button option:	adding Union or POC not associated with a Union.
4) 5)	The system v Select a radio a) Select 'Y	vill check to see if you are b button option: Yes, I want to create a new	adding Union or POC not associated with a Union. Union Point of Contact' for Union Contacts
4) 5)	The system v Select a radio a) Select 'Y b) Select 'N of Conta	vill check to see if you are bo button option: Yes, I want to create a new Io, I want to create a new cts.	adding Union or POC not associated with a Union. Union Point of Contact' for Union Contacts Point of Contact not associated with a Union', for all other type
4) 5)	The system v Select a radio a) Select 'Y b) Select 'N of Conta Will the n	vill check to see if you are bo button option: Yes, I want to create a new to, I want to create a new cts. <b>ew Grantee Point of C</b>	adding Union or POC not associated with a Union. Union Point of Contact' for Union Contacts Point of Contact not associated with a Union', for all other type
4) 5)	The system v Select a radio a) Select 'Y b) Select 'N of Conta Will the n	vill check to see if you are bo button option: Yes, I want to create a new No, I want to create a new cts. <b>ew Grantee Point of C</b> Yes, I want to create a new Union F No, I want to create a new Union F	adding Union or POC not associated with a Union. Union Point of Contact' for Union Contacts Point of Contact not associated with a Union', for all other type <b>ontact be entered for a Union?</b>

6) If 'Yes, I want to create a new Union Point of Contact' was selected the system will direct you to the 'Recipient Points of Contact | Add New Union Details' form. Complete all required fields as indicated by the \* and then click the 'Add' button.



# Grantee Points of Contact | Add New Union Details

Grantee ID	9900	Grantee Name	Disneyland Transit Organization
int of Conta	ct (POC) Information		
	Please Note: An asterisk (*) denotes a required field.	*Phone	
*Union Name		FAX Number	
*Title		*Email Address	
*First Name		Alternate Phone Number	
"Last Name		Website Address	
Street Address			
*City			
*State	Select State		
*ZIP			
ZIP (4-digit extension)			
Statewide Application?	<ul> <li>Yes, Statewide Application</li> <li>No, not a Statewide Application</li> </ul>		

- 7) If 'No, I want to create a new Point of Contact not associated with a Union' is selected, the system will direct you to the 'Recipient Points of Contact | Add New Contact Details' form.
- 8) Complete all required fields as indicated by the asterisks (\*). For non-union information select all 'Contact Types' that apply and then click the 'Add' button.



## Grantee Points of Contact | Add New Contact Details

#### Grantee Information

	Please Note: An asterisk (*) denotes a required field.	*Phone	
*Title		FAX Number	
*First Name		*Email Address	
*Last Name		Alternate Dhone	
traat Addrass		Number	
deel Address		Website Address	
	·		
*City			
*State	Select State		
*ZIP			
ZIP (4-digit extension)			
ntact Type	(Please select at least one applicable che	ckbox below):	
	Chief Executive Officer (CEO)		Section 504
	Metropolitan Planning Organization (MPO)		ECHO
	Equal Employment Opportunity (EEO)		Grants
	Disadvantaged Business Enterprises (DBE)		General FTA Issues

- 9) The system will save all details and return you to the 'Recipient Name | Recipient Point of Contact/Union Information Search' form.
- 10) To search for an existing recipient POC, select the appropriate contact type from the drop-down menu provided under the 'Contact Type' field and then click the 'Search' button.



# Disneyland Transit Organization | Grantee Point of Contact/Union Information Search

Grantee ID	9900	Grantee Name Disneyland Transit Organization
arch Criteri	a	
	To view POC/Union Information, sele	ct a Contact Type from the list below and click on the 'Search' button.
Contact Type	Union	

- 11) Depending on the 'Contact Type' selected, either the 'Grantee Points of Contact | Recipient Contact information' or the 'Grantee Points of Contact | Grantee Union Information' form will be displayed.
- 12) Select the checkbox for a POC in the list and then click the 'Modify' button if you wish to modify its details. Users without the 'User Management' role will see a 'View' button instead.

# Grantee Points of Contact | Grantee Contact Information

	Grantee ID 9900		Grante	ee Name Disneyland Tra	ansit Organization
Jnic	n Information				
	Union Name	Title	Contact Name	Phone	Email
	Florida Teamsters for FTA	Union Leader	Martin Kafka	888-888-9900	MKafka@teasmsters.org

13) The 'Grantee Points of Contact | Contact Details' or the 'Grantee Points of Contact | Union Details' form will be displayed. Modify all applicable fields as needed and then click the 'Save' button. Users without the 'User Manager' role will see a read-only form and will need to click 'Cancel'.



## Grantee Points of Contact | Contact Details

Our stars	Information.
Grantee	Information

Grantee ID	9900	Grantee Name	Disneyland Transit Organization
oint of Conta	ct (POC) Information		
	Please Note: An asterisk (*) denotes a required field.	*Phone	888-888-9900
"Union Name	Florida Teamsters for FTA	FAX Number	
*Title	Union Leader	*Email Address	MKafka@teasmsters.org
"First Name	Martin	Alternate Phone	
"Last Name	Kafka	Number	
*Street Address	; 1200 Teamsters Avenue	Website Address	
*City	Orlando		
"State	Florida		
*ZIP	99999		
ZIP (4-digit extension)			
ontact Type (	At least one checked Contact Type below	w is required):	
	Chief Executive Officer (CEO)		Section 504
	Metropolitan Planning Organization (MPO)		□ ECHO
	Equal Employment Opportunity (EEO)		Grant
	Disadvantaged Business Enterprises (DBE)		General FTA Issues
	Title VI		

14) The system will save the information entered and return you to '[Recipient Name] | Recipient Point of Contact/Union Information Search' form.

15) Click the 'Cancel' button to return to the 'Related Actions' menu.

### 4.3.9 Related Action: Sync Recipient Organization with SAM

Some recipient organization details, such as addresses and DUNS information, are brought into TrAMS via a nightly sync with SAM. If the recipient has updated organizational information in SAM, recipient users have the option to sync with SAM immediately or wait for the nightly sync to occur.

To sync your recipient organization's system record with information in the SAM.gov website immediately:

Cancel



- 1) Click 'Sync Recipient Organization with SAM'.
- 2) The system will update its information from SAM and show you a success message.
- 3) Click on the 'Close' button to return to the 'Related Actions' menu.

#### SAM Sync | Disneyland Transit Organization

Success!		
Your organization has successfully been synced with SAM		
	Cose	1
4.3.10 Related Action: Formula Suballocations	Y	

Suballocations allow designated recipient organizations to distribute formula funds among their direct recipients. After the formula apportionments are published by the FTA, designated recipient organizations will need to allocate the funds for a given state or UZA to direct recipients. Users with the 'Submitter' role for the designated recipient organizations will receive a task to perform the initial suballocation. The 'Formula Suballocation' related action may be used to view and make changes after the initial suballocation has been finalized.

- 1) Click 'Formula Suballocations'.
  - a) If no finalized suballocations exist for your recipient organization, the 'No Finalized Suballocations' form will be displayed with the following message: 'Your organization has not finalized any suballocations yet.'

No Finalized Suballocations	
Your organization has not finalized any suballocations yet.	
	Close

b) If the 'Submitter' has finalized the suballocations, the 'Modify Suballocated Funds' form will be displayed.



## Suballocations | Modify Suballocated Funds

Suba	llocation	Details			
	UZA Code	120690		Fiscal Year	2016
	Area Name	ame Orlando, FL		Original	\$108,000,000
Fundi	ng Program	5307-2A		Apportionment	\$50,000,000
Designated		Disneyland Transit Organization		Suballocation	
	prone franco			Remaining Suballocation	\$58,000,000
Suba	llocate Fu	inds to Direct	Recipients		
\s the rganiz	Designated Re ations.	ecipient, FTA requires	s you to indicate any subapportionment	s of UZA/State funds fo	or this formula program that will be made to other
Note: T Direct	hese organiza Recipient Sul	tions will now becom ballocations	e Direct Recipients for FTA funds and v	will be able to apply dire	ectly for these funds in TrAMS.
	Recipient ID	)	Recipient Name		Suballocation Amount
	9900		Disneyland Transit Organization		\$50,000,000
Delet	New Suba	llocation		Suballocation Amo	unt
Select			•	\$0	unt
Add S Split	uballocation				
Jpload	Split Letter	(New Version)		Existing Split Letter	r
Brow	se No file :	selected.		Split letter	
Docum	ent Name				
					Finalize Cancel

2) To add a new suballocation:

- a) Use the drop-down menu provided under the 'Direct Recipient Name' field to select the recipient of the new suballocation.
- b) Enter the suballocation amount into the 'Suballocation Amount' field.
- c) Click the 'Add Suballocation' button. The new suballocation will be added to the grid.



Add New Suballocation	
Direct Recipient Name Transportation, Florida Department Of Add Suballocation	Suballocation Amount \$43,000,000
Split Letter Upload Split Letter (New Version) Browse No file selected. Document Name	Existing Split Letter Split letter

- 3) Click the 'Browse...' button under the 'Upload Split Letter' field to select a local file to upload as the split letter. The split letter uploaded will replace the previous uploaded split letter.
- 4) If you wish to delete an existing suballocation from the grid, select the check box for the suballocation to remove and then click the 'Delete Selected' button.

Suba	Suballocate Funds to Direct Recipients					
As the organiz	As the Designated Recipient, FTA requires you to indicate any subapportionments of UZA/State funds for this formula program that will be made to other organizations.					
Note: T Direct	hese organizations will now becom Recipient Suballocations	e Direct Recipients for FTA funds and will be able to apply directly	y for these funds in TrAMS.			
Image: Recipient ID         Recipient Name         Suballocation And		Suballocation Amount				
<b>V</b>	9900         Disneyland Transit Organization         \$50,000,000					
Delete Selected						

- 5) To modify the Suballocation amount for a direct recipient.
  - a) Select the 'Direct Recipient' in the grid
  - b) Delete the 'Direct Recipient' by clicking the 'Delete Selected' button.
  - c) The 'Direct Recipient 'is removed from the grid and is now available from the 'Direct Recipient Name' drop down box. Select the recipient
  - d) Allocate the new amount to the recipient and click 'Add Suballocation'.
- 6) Click on the 'Finalize' button to accept the changes.
- 7) A success message is shown click the 'Close' button to return to the related actions menu.



Recipient Organization   Sul	ballocation re-Finalized
Successi.	
Suballocations re-finalized for 5307-2A for Alaska for 2016	
	Close
4.3.11 Task: Allocate Apportionmer	its
the fiscal year, users with the role of 'Subr funding program designated. This task wil suballocation for the given funding progra	nitter' will receive a Task to 'Allocate Apportionment' for each l allow the designated recipient to finalize the initial m.
	20690, Section: 90)
To finalize a suballocation as a Submitter: 1) Accept the Task.	
You must accept this task before completing it	Accept Go Back
Suballocations   Suballocate Suballocation Details	e Funds to Direct Recipients
UZA Code 120690	Fiscal Year 2016
Area Name Orlando, FL	Original \$108,000,000 Apportionment
2) The 'Suballocate Funds to Direct Reci	pients' form will be displayed.

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## Suballocations | Suballocate Funds to Direct Recipients

#### Suballocation Details

UZA Code	120690	Fiscal Year	2016
Area Name	Orlando, FL	Original	\$108,000,000
Funding Program	5307-2A	Apportionment	\$50.000.000
Designated	Disneyland Transit Organization	Suballocation	\$50,000,000
Necipient Name		Remaining Suballocation	\$58,000,000

#### Suballocate Funds to Direct Recipients

As the Designated Recipient, FTA requires you to indicate any subapportionments of UZA/State funds for this formula program that will be made to other organizations.

Note: These organizations will now become Direct Recipients for FTA funds and will be able to apply directly for these funds in TrAMS. Direct Recipient Suballocations

You may complete the 'Task' in part and return it to the 'Task' queue with your changes saved using the 'Save and Continue Later' button.

- 3) To add a new suballocation:
  - a) Use the drop-down menu provided under the 'Direct Recipient Name' field to select the recipient of the new suballocation.
  - b) Enter the suballocation amount into the 'Suballocation Amount' field.

#### Add New Suballocation

Suballocation Amount			
▼ \$43,000,000	\$43,000,000		
Existing Split Letter			
Split letter			
	Suballocation Amount       \$43,000,000       Existing Split Letter       Split letter		

c) Click the 'Add Suballocation' button. The new suballocation will be added to the grid.



## Suballocations | Suballocate Funds to Direct Recipients

Suballocation Details					
UZA Code	120690	Fiscal Year	2016		
Area Name	Orlando, FL	Original	\$108,000,000		
Funding Program	5307-2A Apportion C Disneyland Transit Organization Suballo	Apportionment	\$93.000.000		
Designated Recipient Name		Suballocation	455,000,000		
noopion namo		Remaining Suballocation	\$15,000,000		

#### Suballocate Funds to Direct Recipients

As the Designated Recipient, FTA requires you to indicate any subapportionments of UZA/State funds for this formula program that will be made to other organizations.

Note: These organizations will now become Direct Recipients for FTA funds and will be able to apply directly for these funds in TrAMS Direct Recipient Suballocations

Recipient ID	Recipient Name	Suballocation Amount
9900	Disneyland Transit Organization	\$50,000,000
1001	Transportation, Florida Department Of	\$43,000,000

Delete Selected

- 4) Click the 'Browse...' button under the 'Upload Split Letter' field to select a local file to upload as the split letter. The split letter uploaded will replace the previous uploaded split letter.
- 5) If you wish to delete an existing suballocation from the grid, select the check box for the suballocation to remove and then click the 'Delete Selected' button.

Suballocate Funds to Direct Recipients								
As the Designated Recipient, FTA requires you to indicate any subapportionments of UZA/State funds for this formula program that will be made to other organizations.								
Note: These organizations will now become Direct Recipients for FTA funds and will be able to apply directly for these funds in TrAMS. Direct Recipient Suballocations								
	Recipient ID	Recipient Name	Suballocation Amount					
	9900	Disneyland Transit Organization	\$50,000,000					
<b>V</b>	1001	Transportation, Florida Department Of	\$43,000,000					

Delete Selected

- 6) To modify the Suballocation amount for a direct recipient:
  - a) Select the 'Direct Recipient' in the grid
  - b) Delete the 'Direct Recipient' by clicking the 'Delete Selected' button.

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- c) The 'Direct Recipient 'is removed from the grid and is now available from the 'Direct Recipient Name' drop down box. Select the recipient
- d) Allocate the new amount to the recipient and click 'Add Suballocation'.
- 7) Click on the 'Finalize' button to accept the changes and finish the suballocations task

Split Letter			
Upload Split Letter (New Version) Browse No file selected. Document Name	Existing Split Letter Split letter		
		Finalize	Save and Continue Later

8) A success message is shown. Click the 'Close' button to finish and return to the Tasks tab.

## **Recipient Organization | Suballocation Finalized**

0	Success!		
Suballo	ocations finalized for 5307-2A for Orlando,	FL for 2016	


# 5 Civil Rights Management

# 5.1 Civil Rights Compliance Requirements

A recipient must maintain its compliance with FTA civil rights programs in order to remain in a fundable status. FTA will be responsible for ensuring that the required documentation and submissions concerning Civil Rights are completed by the recipient. If the FTA Regional Civil Rights Officer identifies a civil rights compliance issue, the recipient will be in non-fundable status, in which case FTA will work toward fixing the non-compliance through coordination with internal parties. FTA's determination that a recipient is in non-fundable status on the basis of non-compliance with civil rights requirements, including non-compliance in addressing any outstanding compliance deficiency findings or resolving any outstanding concerns, is made at the recipient level, not on the basis of a particular application. There is the chance that a particular application could raise new compliance issues, in which case FTA will work with the recipient to resolve them.

# 5.2 Overview of Programs

To ensure continued fundable status of recipients, the FTA Regional Civil Rights Officer will be responsible for ensuring that the required documentation and submissions concerning the four main Civil Rights programs are completed by recipients and recorded in TrAMS.

- Equal Employment Opportunity (EEO)
- Disadvantaged Business Enterprise (DBE) Program
- DBE Goal
- Title VI of the Civil Rights Act of 1964

Civil Rights information is viewable and updatable from the Recipient Records.

To update or view your civil rights information

- 1) Find your recipients Record and then click the 'Related Actions'.
- 2) Click 'Civil Rights Information'.



3) The 'Civil Rights Compliance' form will be displayed. The four civil rights programs with their current statuses for the selected recipient are listed and displayed in grid format under the 'Status History' section.

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- 4) To view additional details or make updates select the program to view and click 'Continue'
- 5) To leave the form and return to the 'Related Actions' menu, click the 'Cancel' button.

# **Disneyland Transit Organization | Civil Rights Compliance**

900 Stat	us History		<b>Re</b> Dis	cipient Name neyland Transit Organiza	tion	
	Program Name	Program Status	Submitted Date	Concur Date	Due Date	Expiration Date
	EEO Program	Concur	2/1/2016	2/1/2016	1/1/2017	12/31/2020
	DBE Program	Concur	2/1/2016	2/1/2016		
	DBE Goal	Concur	2/1/2016	2/1/2016	1/1/2017	12/31/2020
	Title VI Program	Concur	2/1/2016	2/1/2016	1/1/2017	12/31/2019

**Note**: Only recipient users with the Civil Rights role will be able to modify and submit civil rights information for their organization other user will have view only rights.

### 5.2.1 EEO Program

The Equal Employment Opportunity (EEO) provides that "no person in the United States shall on the grounds of race, color, religion, national origin, sex, or age be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any project, program or activity funded in whole or in part through financial assistance under this Act." This applies to employment and business opportunities and is considered to be in addition to the provisions of Title VI of the Civil Rights Act of 1964.

Recipients must demonstrate that they have developed, implemented, and maintained an effective Equal Employment Opportunity Program to ensure that they do not discriminate against any employees or applicants for employment because of race, color, religion, sex, disability, age or national origin.

To update your organization's Equal Employment Opportunity (EEO) program information:

- 1) From the 'Civil Rights Compliance' page select the check box for 'EEO Program' and then click the 'Continue' button.
- 2) The 'Equal Employment Opportunity (EEO) Program' form will be displayed.
  - a) To discard any changes made,
  - b) Click the 'Cancel' button to return to the 'Civil Rights Compliance' form.
  - c) Click the 'Save Changes' button at any time to save all information entered on the form.



region4.civilrights1

Jullie Anne Disney

region5.supervisor1

# Civil Rights Compliance | Equal Employment Opportunity (EEO) Program

#### Recipient Details

Recipient Details				
Recipient ID 9900		Recipient Name Disneyland Transit Organization		
Program Status				
Status Date Feb 12, 2016		Due Date Jan 1, 2017		
Program Status In Review - Returned to Grantee	•	Expiration Date Dec 31, 2020		
Status History				
Status	Date		↓ User	
In Review - Submitted to FTA	2/12/2016 7:13	3 PM GMT+00:00	Ursula Disney	

2/1/2016 4:47 PM GMT+00:00

2/1/2016 4:06 PM GMT+00:00

2/1/2016 2:55 PM GMT+00:00

#### Existing Document Details

In Review - Submitted to FTA

Concur

Incomplete

Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
EEO Program	Sample Document uploaded by recipient civil rights officer for user guide purposes only		2/1/2016 4:05 PM GMT+00:00	Jullie Anne Disney
				Manage Document
Comments				
Civil Rights Prog	ram Comments			
Existing Commer	nts			
Existing Commer Remark by: Ursul sending to FTA fo	<b>nts</b> a Disney at 2/12/2016 7:13 PM GMT+00:00 r review			
Existing Commer Remark by: Ursul sending to FTA fo	n <b>ts</b> a Disney at 2/12/2016 7:13 PM GMT+00:00 or review			

3) Click the 'Manage Documents' button to add or delete any related documents.

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- 4) To delete any existing documents,
  - a) Select the check box for the document from the 'Existing Document Details' grid and then click the 'Delete' button

	Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
	EEO Program	Sample Document for USer Guide Purposes Only		1/29/2016 4:06 PM GMT+00:00	Jullie Anne Disney
7	EEO Program	Sample Document uploaded by FTA Civil Rights user for User Guide purposes only		1/29/2016 6:14 PM GMT+00:00	John Smith

- 5) To add a document,
  - a) Use the drop-down menu provided under the 'Document Type' field to select a document type.
  - b) Enter the name for the document into the 'Document Name' field.
  - c) Enter the date range for the program's duration into the 'Program Begin and End Dates' field.
  - d) Click the 'Browse...' button under the 'Civil Rights Document' field to select a local file to upload.
  - e) Click the 'Remove' link which appears after upload if you wish to remove your uploaded file.
- 6) Once finished, click the 'Save' button to add the document. The document will be added to the grid under 'Existing Document Details'.
- 7) Click the 'Close' button to return to the 'EEO Program' form.
- **Note:** At a minimum, the 'Document Type' field must be completed and a document must be uploaded in order to save a new document to the program.



	Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
	EEO Program	Sample Document for USer Guide Purposes Only		1/29/2016 4:06 PM GMT+00:00	Jullie Anne Disney
					Delete
Uplo	ad Documen	t			
Docur	nent Type				
Pleas	e Select a Documer	nt Type			
Docur	ment Name				
Progr	am Begin and End	Dates			
Civil F	Rights Document				
Brow	No file select	ted.			
					Save Close

8) Enter any comments into the optional 'Civil Rights Program Comments' field and then click the 'Submit' button to submit the program for FTA review.

Civil Rights Program Comments	
	^
	~
Existing Comments	
Remark by: Ursula Disney at 2/12/2016 7:13 PM GMT+00:00 sending to FTA for review	^
Passark bur Julia Assa Diracu at 2/4/2048 4-08 DM CMT±00-0	~
lease scroll within the box to see all existing comments.	

9) You will be returned to the 'Civil Rights Compliance' form and the submitted program will now show in the grid the updated status of 'In Review - Submitted to FTA' and an updated 'Submitted Date'.

### 5.2.2 DBE Program

Disadvantaged Business Enterprise (DBE) Program\_is an affirmative action program designed to combat discrimination and its continuing effects by providing contracting opportunities on Federally-funded



highway, transit, and airport projects for small businesses owned and controlled by socially and economically disadvantaged individuals. If required, the recipient must have an approved DBE program.

To update your organization's DBE Program information:

- 1) From the Civil Rights Compliance' page, select the check box for the 'DBE Program' and then click the 'Continue' button.
- 2) The 'Disadvantaged Business Enterprise (DBE) Program' form will be displayed.
  - a) To discard any changes made, click the 'Cancel' button and return to the 'Civil Rights Compliance' form.
  - b) Click the 'Save Changes' button at any time to save all information entered on the form.
- 3) Click the 'Manage Documents' button to add or delete any related documents.



# Civil Rights Compliance | Disadvantaged Business Enterprise (DBE) Program

#### **Recipient Details**

Recipient ID 9900	Recipient Name Disneyland Transit Organization	
Program Status		
Status Date Feb 1, 2016	Due Date	
Program Status In Review - Returned to Grantee	Expiration Date	
Otatus Illistani		

#### Status History

Status	Date ↓	User
Concur	2/1/2016 4:48 PM GMT+00:00	region4.civilrights1
In Review - Submitted to FTA	2/1/2016 4:08 PM GMT+00:00	Jullie Anne Disney
Incomplete	2/1/2016 2:55 PM GMT+00:00	region5.supervisor1

#### **Existing Document Details**

Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
DBE Program	Sample document uploaded by recipient civil rights user for user guide purposes only		2/1/2016 4:08 PM GMT+00:00	Jullie Anne Disney

Manage Documents

Save Changes

#### Comments

Civil Rights Program Comments	
Existing Comments	
Remark by: Jullie Anne Disney at 2/1/2016 4:08 PM GMT+00:00	
Recipient civil rights comments are optional	_
	=
	-
Please scroll within the box to see all existing comments.	

Y

Cancel



4) The 'Manage Civil Rights Documents: DBE Program' form will be displayed.

Grante 9900	e ID	Gra Disr	ntee Name leyland Transit Organization		
xis	ting Documer	t Details			
	Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
	DBE Program	Sample document uploaded by recipient civil rights user for user guide purposes only		2/1/2016 4:08 PM GMT+00:00	Jullie Anne Disney
					Delet
Inlo	ad Document				
Jplo )ocun	ad Document				
<b>Jplo</b> )ocun Pleas	ad Document nent Type e Select a Documer	it Type			
Jplo )ocun Pleas )ocun	ad Document nent Type e Select a Documer nent Name	it Type			
Jplo )ocum Pleas )ocum 'rogra	ad Document nent Type e Select a Documer nent Name am Begin and End	it Type Dates			
Jplo Docum Pleas Docum Progra	ad Document nent Type e Select a Documer nent Name am Begin and End	it Type Dates			
Uplo Docum Pleas Docum Progra Civil F Brow	ad Document nent Type e Select a Documer nent Name am Begin and End tights Document rse No file select	it Type Dates			
Uplo Docum Pleas Docum Progra Civil F Brow	ad Document nent Type e Select a Documer nent Name am Begin and End tights Document rse No file select	It Type Dates			

- 5) To delete any existing documents,
  - a) Select the check box for the document from the 'Existing Document Details' grid and then click the 'Delete' button
  - b) To discard any changes made, click the 'Close' button to return to the 'Disadvantaged Business Enterprise (DBE) Program' form.

	Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
	DBE Program	Sample document uploaded by recipient civil rights user for user guide purposes only		2/1/2016 4:08 PM GMT+00:00	Jullie Anne Disney
<b>v</b>	DBE Program	Sample document for User Guide Purposes Only		2/12/2016 8:14 PM GMT+00:00	Ursula Disney

6) To add a document,

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- a) Use the drop-down menu provided under the 'Document Type' field to select a document type.
- b) Enter the name for the document into the 'Document Name' field.
- c) Enter the date range for the program's duration into the 'Program Begin and End Dates' field.
- d) Click the 'Browse...' button under 'Civil Rights Document' field to select a local file to upload.
- e) Click the 'Remove' link which appears after upload if you wish to remove your uploaded file.
- 7) Once finished, click the 'Save' button to add the document. The document will be added to the grid under 'Existing Document Details'.
- 8) Click the 'Close' button to return to the 'Disadvantaged Business Enterprise (DBE)' form.
- **Note:** At a minimum, the 'Document Type' field must be completed and a document must be uploaded in order to save a new document to the program.

		in one Same balloner cuit		
	DBE Program	Sample document for User Guide Purposes Only	2/12/2016 8:14 PM GMT+00:00	Ursula Disney
				Delete
Unio	ad Document			
Docun	nent Type			
Pleas	e Select a Document	Туре		$\checkmark$
Docun	nent Name			
Progra	am Begin and End [	Dates		
Civil R	ights Document			
		Browse		
			Save	Close
			Gave	CIUSE

9) Enter any comments into the optional 'Civil Rights Program Comments' field and then click the 'Submit' button to submit the program for FTA review.



Civil Rights Program Comments	
	,
Existing Comments	
Remark by: Jullie Anne Disney at 2/1/2016 4:08 PM GMT+00:00 Recipient civil rights comments are optional	,
Please scroll within the box to see all existing comments.	
	Submit Save Channes Cancel

10) You will be returned to the 'Civil Rights Compliance' form and the submitted program will now show in the grid with an updated status of 'In Review - Submitted to FTA' and an updated 'Submitted Date'.

### 5.2.3 DBE Goal

When recipients have a DBE program, recipients must set an overall goal for DBE participation in their DOT-assisted contracts. Goals must be based on demonstrable evidence of the availability of ready, willing and able DBEs relative to all businesses ready, willing and able to participate on the recipient's DOT-assisted contracts. The goal must reflect the recipient's determination of the level of DBE participation the organization would expect absent the effects of discrimination.

If your organization has a DBE program, you must ensure that annual goals have been submitted to FTA for review as required.

To update a recipient's DBE Goal information:

- 1) From the 'Civil Rights Compliance' page, select the check box for 'DBE Goal' and then click the 'Continue' button.
- 2) The 'Disadvantaged Business Enterprise (DBE) Goal' form will be displayed.
  - a) To discard any changes made, click the 'Cancel' button to return to the 'Civil Rights Compliance' form.
  - b) Click the 'Save Changes' button at any time to save all information entered on the form.
- 3) Enter a Percentage value for your DBE Goals
  - a) DBE Race Conscious Goal
  - b) DBE Race Neutral Goal



- 4) The Overall Goal will be automatically calculated by combining the DBE Race Conscious Goal and the Race Neutral Goals.
- 5) Click the 'Manage Documents' button to add or delete any related documents.

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ecipient ID 900 Program Status tatus Date eb 1, 2016 rogram Status Review - Returned to Grantee DBE Goals BE Race Conscious Goal 2.91% Status History Status History Status Option 2/1/2016 5:43 PM In Review - Submitted to FTA 2/1/2016 4:18 PM	Recipient Name Disneyland Transit Or Due Date Jan 1, 2017 Expiration Date Dec 31, 2020 Cycle Group Group A DBE Race Neutral G 15.09% Overall Goal 24%	Goal		
Program Status Status Date Fred Table Status Status History Status History Status In Review - Submitted to FTA In Review - Submitted to FTA Status Status Fred Table Status Fr	Due Date Jan 1, 2017 Expiration Date Dec 31, 2020 Cycle Group Group A DBE Race Neutral G 15.09% Overall Goal 24%	Goal		
Status Date         Feb 1, 2016         Program Status         n Review - Returned to Grantee         DBE Goals         DBE Race Conscious Goal         8.91%         Status History         Status       Date         Concur       2/1/2016 5:43 PM         In Review - Submitted to FTA       2/1/2016 4:18 PM	Due Date Jan 1, 2017 Expiration Date Dec 31, 2020 Cycle Group Group A DBE Race Neutral G 15.09% Overall Goal 24%	Goal		
Paragram Status n Review - Returned to Grantee  DBE Goals  DBE Race Conscious Goal 8.91%  Status History  Status History  Status 2/1/2016 5:43 PM In Review - Submitted to FTA 2/1/2016 4:18 PM	Jan 1, 2017 Expiration Date Dec 31, 2020 Cycle Group Group A DBE Race Neutral G 15.09% Overall Goal 24%	Goal		
n Review - Returned to Grantee DBE Goals DBE Race Conscious Goal 8.91% Status History Status History Status 0 Date Concur 2/1/2016 5:43 PM In Review - Submitted to FTA 2/1/2016 4:18 PM	Dec 31, 2020 Cycle Group Group A DBE Race Neutral G 15.09% Overall Goal 24%	Goal		
DBE Goals IBE Race Conscious Goal 8.91% Status History Status History Status Date Concur 2/1/2016 5:43 PM In Review - Submitted to FTA 2/1/2016 4:18 PM	Cycle Group Group A DBE Race Neutral G 15.09% Overall Goal 24%	Goal		
BE Goals BE Race Conscious Goal 3.91% Status History Status Concur Concur In Review - Submitted to FTA Status Concur Concur Status Concur Co	DBE Race Neutral G 15.09% Overall Goal 24%	Goal		
BE Race Conscious Goal 3.91% Status History Status Concur Date Concur 2/1/2016 5:43 PM In Review - Submitted to FTA 2/1/2016 4:18 PM	DBE Race Neutral G 15.09% Overall Goal 24%	Goal		
.91% tatus History Status Date Concur 2/1/2016 5:43 PM n Review - Submitted to FTA 2/1/2016 4:18 PM	15.09% Overall Goal 24%			
Status History     Date       Status     Date       Concur     2/1/2016 5:43 PM       In Review - Submitted to FTA     2/1/2016 4:18 PM	Overall Goal 24%			
Status History       Status     Date       Concur     2/1/2016 5:43 PM       In Review - Submitted to FTA     2/1/2016 4:18 PM	24%			
Status History Status Date Concur 2/1/2016 5:43 PM In Review - Submitted to FTA 2/1/2016 4:18 PM				
Status         Date           Concur         2/1/2016 5:43 PM           In Review - Submitted to FTA         2/1/2016 4:18 PM				
Concur         2/1/2016 5:43 PM           In Review - Submitted to FTA         2/1/2016 4:18 PM			User	
In Review - Submitted to FTA 2/1/2016 4:18 PM	:43 PM GMT+00:00		region4.civilrights1	
	M GMT+00:00 Jullie Anne Disney		ney	
Incomplete 2/1/2016 2:55 PM	GMT+00:00		region5 supervi	sor1
Document Document Name	Program Begin a End Dates	and Dat	e Uploaded	Uploaded By
DBE Goal Sample document uploaded by FTA Regional Ciovil Right officer for user guide purposes only	s	2/1/ GM	2016 5:33 PM T+00:00	region4.civilrights
DBE Goal Sample document for User Guide Purposes Only		2/12 GM	2/2016 9:50 PM T+00:00	Ursula Disney
				Manage Documents
comments				

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6) The 'Manage Civil Rights Documents: DBE Goal' page will be displayed

anto 00	ee ID		Grantee Name Disneyland Transit Organizatio	n	
xis	ting Docum	ent Details			
	Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
	DBE Goal	Sample document uploaded by FTA Regional Ciovil Rights officer for user guide purposes only		2/1/2016 5:33 PM GMT+00:00	region4.civilrights
	DBE Goal	Sample document for User Guide Purposes Only		2/12/2016 9:50 PM GMT+00:00	Ursula Disney
					Delete
ipio ocur	ad Docume	nt			Delete
ocur Pleas	ad Docume nent Type e Select a Docur nent Name	nt nent Type			Delete
plo ocur Pleas ocur	ad Docume nent Type e Select a Docur nent Name am Begin and E	nt nent Type nd Dates			Delete
plo pcur Pleas pcur rogra vil F Brov	and Docume nent Type e Select a Docur nent Name am Begin and E Rights Document rse No file sel	nt nent Type nd Dates			

# Manage Civil Rights Documents: DBE Goal

- 7) To delete any existing documents,
  - a) Select the check box for the document from the 'Existing Document Details' grid and then click the 'Delete' button
  - b) To discard any changes made, click the 'Close' button to return to the 'Disadvantaged Business Enterprise (DBE) Program' form.



# Manage Civil Rights Documents: DBE Goal

Grantee ID 9900			Grantee Name Disneyland Transit Organization			
Exis	ting Docum	ent Details				
	Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By	
	DBE Goal	Sample document uploaded by FTA Regional Ciovil Rights officer for user guide purposes only		2/1/2016 5:33 PM GMT+00:00	region4.civilrights1	
V	DBE Goal	Sample document for User Guide Purposes Only		2/12/2016 9:50 PM GMT+00:00	Ursula Disney	

- 8) To add a document,
  - a) Use the drop-down menu provided under the 'Document Type' field to select a document type.
  - b) Enter the name for the document into the 'Document Name' field.
  - c) Enter the date range for the program's duration into the 'Program Begin and End Dates' field.
  - d) Click the 'Browse...' button under 'Civil Rights Document' field to select a local file to upload.
  - e) Click the 'Remove' link which appears after upload if you wish to remove your uploaded file.
- 9) Once finished, click the 'Save' button to add the document. The document will be added to the grid under 'Existing Document Details'.
- 10) Click the 'Close' button to return to the 'Disadvantaged Business Enterprise (DBE) Goal' form.
- **Note**: At a minimum, the 'Document Type' field must be completed and a document must be uploaded in order to save a new document to the program.

ocument Type	
lease Select a Document Type	
ocument Name	
ogram Begin and End Dates	
vil Rights Document	
Browse	
	Save

-----



Civil Rights Program Comments	
Existing Comments	
Remark by: Jullie Anne Disney at 2/1/2016 4:08 PM GMT+00:00 Recipient civil rights comments are optional	
Please scroll within the box to see all existing comments.	

12) You will be returned to the 'Civil Rights Compliance' form and the submitted program will now show in the grid with an updated status of 'In Review - Submitted to FTA' and an updated 'Submitted Date'.

### 5.2.4 Title VI

Title VI of the Civil Rights Act of 1964: Title VI is a Federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The recipient must maintain the status of its Title VI program.

To update your organization's Title VI program information:

- 1) From the 'Civil Rights Compliance' page, select the check box for 'Title VI Program' and then click the 'Continue' button.
- 2) The 'Title VI Program' form will be displayed.
  - a) To discard any changes made, click the 'Cancel' button to return to the 'Civil Rights Compliance' form.
  - b) Click the 'Save Changes' button at any time to save all information entered on the form.
- 3) Click the 'Manage Documents' button to add or delete any related documents.



9900		R	ecipient Name Disneyland Transit Organizatio	on			
Program Sta	atus						
Status Date		۵	Due Date				
Program Status In Review - Return	ned to Grantee	E	Expiration Date Dec 31, 2019				
Status Histo	bry						
Status		Date		Ļ	User		
Concur		2/1/2016 6:13 PM GMT	+00:00		region4.civilright	s1	
In Review - Sub	mitted to FTA	2/1/2016 4:19 PM GMT	-+00:00		Jullie Anne Disn	ey	
Incomplete		2/1/2016 2:55 PM GMT	+00:00	region5.supervisor1		or1	
Title VI	Sample document uploaded by officer for user guide purposes of	FTA Regional Civil Rights only		2/1/2 GMT	016 6:04 PM +00:00	region4.civilrights1	
0						Manage Documents	
Comments	grom Commonte						
Existing Comme	ents						
Existing Comme Remark by: Julli Recipient civil rig	ents e Anne Disney at 2/1/2016 4:19 PM hts officer comments are optional	GMT+00:00				E	

4) The 'Manage Civil Rights Documents: Title VI Program' form will be displayed.



# Manage Civil Rights Documents: Title VI Program

#### Grantee Details

orun						
Grante 9900	e ID	Grai Disn	rantee Name isneyland Transit Organization			
Exist	ting Docume	ent Details				
	Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By	
	Title VI	Sample document uploaded by FTA Regional Civil Rights officer for user guide purposes only		2/1/2016 6:04 PM GMT+00:00	region4.civilrights1	
	Title VI	Sample document for User Guide Purposes Only		2/12/2016 8:30 PM GMT+00:00	Ursula Disney	
					Delete	
Uplo	ad Documer	nt				
Docum	ient Type					

boounent type	
Please Select a Document Type	$\checkmark$
Document Name	
Program Begin and End Dates	
Civil Rights Document	
Browse	
	Save Close

- 5) To delete any existing documents,
  - a) Select the check box for the document from the 'Existing Document Details' grid and then click the 'Delete' button
  - b) To discard any changes made, click the 'Close' button to return to the 'Disadvantaged Business Enterprise (DBE) Program' form.

#### **Existing Document Details** Program Begin and End Dates Document Document Name Date Uploaded Uploaded By Туре 2/1/2016 6:04 PM GMT+00:00 Sample document uploaded by FTA Regional Civil Rights Title VI region4.civilrights1 officer for user guide purposes only 2/12/2016 8:30 PM GMT+00:00 Sample document for User Guide Purposes Only 1 Title VI Ursula Disney Delete



- 6) To add a document,
  - a) Use the drop-down menu provided under the 'Document Type' field to select a document type.
  - b) Enter the name for the document into the 'Document Name' field.
  - c) Enter the date range for the program's duration into the 'Program Begin and End Dates' field.
  - d) Click the 'Browse...' button under the 'Civil Rights Document' field to select a local file to upload.
  - e) Click the 'Remove' link which appears after upload if you wish to remove your uploaded file.
- 7) Once finished, click the 'Save' button to add the document. The document will be added to the grid under 'Existing Document Details'.
- 8) Click the 'Close' button to return to the 'Title VI Program' form.
- **Note:** At a minimum, the 'Document Type' field must be completed and a document must be uploaded in order to save a new document to the program.

Jocument Type	
Please Select a Document Type	
)ocument Name	
Program Begin and End Dates	
Browse	

9) Enter any comments into the optional 'Civil Rights Program Comments' field and then click the 'Submit' button to submit the program for FTA review.



Civil Rights Program Comments	
	· · · · · · · · · · · · · · · · · · ·
Existing Comments	
Remark by: Jullie Anne Disney at 2/1/2016 4:08 PM GMT+00:00 Recipient civil rights comments are optional	/
Please scroll within the box to see all existing comments.	
	Submit Save Changes Cancel

10) You will be returned to the 'Civil Rights Compliance' form and the submitted program will now show in the grid with an updated status of 'In Review - Submitted to FTA' and an updated 'Submitted Date'.

# 5.3 Submitting to the FTA

Once you have submitted each of the programs to the FTA for review the submitted the Civil Rights program will have the status of 'In Review – Submitted to FTA' and may not be modified until the review is complete. The FTA Regional Civil Rights Officer will review and update civil rights information for recipient within their region. Each of the statuses that the Civil Rights Officer will be able to set for a recipient's civil rights program represents a stage of the review process that the program is currently in.

### 5.3.1 Overview of Statuses

### 5.3.1.1 In Review - Under FTA Review

The FTA Regional Civil Rights Officer can set the 'Program Status' of a civil rights program to the 'In Review - Under FTA Review' status to indicate that the FTA Regional Civil Rights Officer is currently reviewing the recipient's submission of a civil rights program. While the civil rights program is under this status, the recipient's Civil Rights user will be unable to modify any details for the program.

### 5.3.1.2 In Review - Returned to Grantee

The FTA Regional Civil Rights Officer can set the 'Program Status' of a civil rights program to the 'In Review – Returned to Grantee' status to return the civil rights program to the recipient for updates. During this status, the recipient Civil Rights user can make edits to the returned program.



### 5.3.1.3 Concur

The FTA Regional Civil Rights Officer can set the 'Program Status' of a civil rights program to the 'Concur' status to signify that the program has been reviewed and approved by FTA.

When setting the 'Concur' status for the very first time for the DBE Goal, Title VI and EEO programs, FTA will enter a 'New Due Date' and 'New Expiration Date'.

If the Due Date and Expiration Date had been set previously, the dates will automatically move forward three years from the previous dates that were saved to the civil rights program. The FTA Regional Civil Rights Officer can change the due date and expiration date if needed.

#### 5.3.1.4 Expired

The FTA Regional Civil Rights Officer can set the program status of a civil rights program to the 'Expired' status to signify that the validity of a civil rights program has expired and that the recipient's Civil Rights user needs to resubmit the corresponding program to FTA.

#### 5.3.1.5 N/A

This status is a default status set for a new recipient. The FTA Regional Civil Rights Officer can set this status after review of any civil rights program if the program does not apply to a recipient organization.



# 6 Application / Award Overview and Application Development

Application detail records include both applications that are in progress and applications that have been awarded. Available application record details will be displayed in the left navigation menu after selecting an application record. The Related Actions menu will display actions relevant to the selected application. Actions displayed will vary based on the user's role and the current status of the application.

Refer to the Working with Applications/Awards section for more detailed information on common application / award details and actions. Refer Application Development section for information on how to create applications and projects. Additional actions may be found in the Post award section (Refer to Managing Existing Awards - Post-Award Management).

# 6.1 Application / Award Status

The status of an application / award reflects the different phases within the grant lifecycle. Recipients may view an application at any time however the actions that they may perform on an application will vary depending on the application award status. Both FTA and the recipient may view the application at any time but modification of the application will be restricted depending on the status. Only users with the Submitter or Developer role will be able to edit the application, other user roles will see a read-only version of the forms.

TrAMS Pre-Award Status	Description
In-Progress	Initial application creation by the recipient or returned to recipient prior to FAIN assignment. Developers, Submitters, and FTA (pre-award manager) may edit.
In-Progress / Returned to Grantee	Application has been returned to the recipient from FTA after FAIN assignment. Developers, Submitters, and FTA may edit. Funding source for existing line items cannot be updated.
Transmitted / Ready for FTA Review	Application has been transmitted to the FTA, reviews have not yet begun. Only FTA may edit the application.
Initial Review / Concurrence	FTA initial review in progress. Only FTA may edit the application. FTA inputs congressional details if needed.
Review Complete / Ready for FAIN	FTA has completed their review. Only FTA may edit the application.
FAIN Assigned / Ready for Submission	The FAIN number has been assigned and the application has been returned to the recipient. Submitter will have a Task to submit the application but will not be allowed to edit may

The following table lists available statuses of applications prior to award:



	return to FTA for editing.
Application Submitted	Application has been submitted to the FTA by the recipient. FTA may edit the application, except for ALI.
Final Concurrence / Reservation	The application undergoing final concurrence reviews. FTA completes reservation and adds discretionary allocations. FTA sends application to DOL if required for certification or review. FTA may edit the application, except for ALI.
Ready for RA Concurrence / Award	Final concurrences are complete and application is awaiting concurrence by the RA and the awarding of the application. Application sent for Congressional release if required. Editing not available.
Obligated / Ready for Execution	Application has been sent back to the recipient and is waiting for execution by the Recipient Official. Editing not available.

The following statuses are applicable post award.

TrAMS Post-Award Status	Description
Active (Executed)	Active award or Active Amendment. Budget revisions, Amendments, Closeouts may be initiated by Developers and Submitters. FTA may initiate Administrative Amendments or Closeouts.
Active / Budget Revision In-Progress	A budget request has been initiated however it has not yet been sent to FTA for review. May edit project narratives and line items.
Active / Budget Revision Under Review	FTA is reviewing the budget revision and reserves funds if necessary.
In-Progress / Admin Amendment	FTA has initiated an amendment on this award.
Active Award / Inactive Amendment	The award is active however there is a newer active amendment for this award. All information is read-only.
Active Award / Ready for Closeout	Closeout in amendment in progress.
Active Award / Closeout Requested	Closeout request has been forwarded to the FTA for approval.

Version 1.0



Closed	Award is complete and has been closed, all information is read-only no additional actions can be taken on the award.
--------	---

# 6.2 Searching for Applications/Awards

Users may find specific applications or awards to either view or work with by either searching for them from the 'Records' Tab or by searching for them from application search action available from the 'Actions' Tab. Projects associated with applications, may be searched on independently from the application using the 'Records' tab.

### 6.2.1 Action: Search Application/Awards

You can navigate to an Application or an Award by using the search option that is available under the Actions tab.

1) Navigate to the 'Actions' tab and choose the 'Search Applications / Awards' option.



- 2) Click 'Search Applications/Awards'.
- 3) The 'Application | Search Applications' form will be displayed with search criteria fields. You may choose to complete any combination of the following fields:
  - a) Select a fiscal year from the drop-down menu provided under the 'Fiscal Year' field.
  - b) Enter an application number into the 'Federal Award ID Number (FAIN)' field. Entering only the first part of an application number will yield search results for all applications that begin with the partial number that is entered.
  - c) A two digit section code for the application funding source of the application / award.
  - d) The name or partial name of the application.
  - e) The state abbreviation for the application.



- f) Select an application status from the drop-down menu provided under the 'Application Status' field.
- 4) Once all search criteria have been entered, click the 'Search' button.

Fiscal Year	Any	✓ Application Name		
	Select obligation fiscal year for application		Enter all or part of an application name	
ederal Award ID		Application State		
Number (FAIN)	Enter federal award ID number		Enter state abbreviation for application	
Section Code		Application Status	Any	~
	Enter two-digit section code for application funding so	Durce	Select application status	

**Note**: None of the search criteria fields on this form are required. Search results will be limited to applications and awards for the recipient organization.

- 5) A grid containing the awards and applications that meet the selected search criteria will be provided in the 'Application Search Results' screen.
- 6) Click on the FAIN of the application, which is a hyperlink that will take you directly to the application record 'Summary', where you can then view or manage the record.

# **Disneyland Transit Organization | Application Search Results**

Applications

FAIN	Application Name	Last Updated By	Last Updated Date	Status
FL-2016- 002-00	Sample TrAMS Application for User Guide Purposes Only	tommdisney@yahoo.com	1/22/2016 9:41 PM GMT+00:00	Application Submitted
7312-2016-4	Sample TrAMS Application for User Guide Purposes only	tommdisney@yahoo.com	1/26/2016 12:45 AM GMT+00:00	In-Progress
FL-2016- 004-00	Sample TrAMS Application - Closeout for User Guide Purposes Only	julliennedisney@yahoo.com	1/27/2016 12:31 AM GMT+00:00	Active (Executed)
FL-2016- 004-01	Sample TrAMS Application - Closeout for User Guide Purposes Only	region4.postawardmanager1	1/27/2016 4:21 PM GMT+00:00	Active Award / Ready for Closeout

Searc	h Again	Close



### 6.2.2 Records: Searching for Applications/Awards

Application records are available from the 'Records' tab.

1) Click on the 'Applications/Awards' record type to view a listing of application records in the system. A list of applications and awards (including closed awards) that are associated with your organization will be displayed.

News	Tasks	Records	Reports	Actions
QUS. D Fede	epartment of Tra ral Transit Admi	nsportation inistration	Records	of All Applications / Awards for Your Organization ects of All Projects for Your Organization

- 2) You may use either the search box or filters from the left navigation menu to narrow down the list and find the application you want to select.
  - a) Use the 'Left Hand Navigation' to narrow the presented list to a smaller subset. Application /Awards may be filtered by the application or awards status. By selecting one or more Pre-Award statuses or Post-Award statuses the list will be shortened to only include those awards or applications that currently have that status.
  - b) The search box on the left hand side may be used to directly type in an award or application number in order to find a specific award or application. Searches may be performed on partial award or application numbers including temporary application numbers and also by typing in the Application /Award name in whole or in part.
- 3) Click on the name of the application, which is a hyperlink that will take you directly to the application record's 'Summary' dashboard. The hyperlink includes either the temporary or final FAIN and application name.



U.S. Department of Transportation Federal Transit Administration	Applications / Awards	
Search Applications / Awar	FL-2016-001-01   1064 Capital and Planning Hyperlink	
All -	Current Status: Active (Executed) Last Updated Date: Jan 27, 2016	
Pre-Award Status		
In-Progress	and the second	
In-Progress / Returned to Grantee	FL-2016-004-01   Sample TrAMS Application - Closeout for User Guide Purposes Only	
Transmitted / Ready for FTA Review	Grantee Name: Disneyland Transit Organization Current Status: Active Award / Ready for Closeout	
lore	Last Updated Date: Jan 27, 2016	
ost-Award Status		
Active (Executed)		
Deobligation Required	FL-2016-004-00   Sample TrAMS Application - Closeout for User Guide Purposes Only	
Active / Budget Revision In-	Grantee Name: Disneyland Transit Organization	
Progress	Current Status: Active (Executed)	

- 4) The Applications/Awards Summary page will be displayed.
- 5) To navigate back to the previous application/award list click the 'Application /Award' hyperlink on the top of the page.

Records / Applicatio FL-2016-0 Purposes	ns / Awards — [ 02-00   Sa Only Follow	Bypediak mple TrAMS	S Applicat	tion for Us	er Guide	
In-Progress	Initial Review / Concurrence	Final Concurrence	Obligation	Executed	Active	Closed
Recipient Detai	ils					
Recipient ID			Recipien	t Name		
7312			Disneylan	d Transit Organization		

# 6.2.3 Records: Searching for Projects

You may find Project records directly from the 'Records' tab.

1) Click on the 'Projects' record type to view a listing of projects.



Rec	ords	Reports	Actions	
lation ation	Re	cords		
		Applicat View Hel	on Help Records p Material for Specific Applications	
		Applicat List of All	ons / Awards Applications / Awards for Your Organization	
		Projects List of All	Projects for Your Organization	

- 2) To filter the list of displayed projects, use the search box in the left hand navigation to type in either a project number or project name in full or in part.
- 3) Click on the name of the desired project record from the list to view the 'Summary' page for the project.



6) To navigate back to the project list click the 'Projects' hyperlink on the top of the page.



U.S. Department of Transportation Federal Transit Administration Summary - News Related Actions Project Control Totals	FL-2016-004-01-01 - Sam Guide Purposes Only	ple TrAMS Application - Closeout for User	
	Recipient ID 7312	Recipient Name Disneyland Transit Organization	
	Award Details		
	FAIN FL-2016-004-01	Award Name Sample TrAMS Application - Closeout for User Guide Purposes Only	
	Temp App Number 7312-2016-5	Award Status Active Award / Closeout Requested	
	Project Information		
	Project Number FL-2016-004-01-01		
	Proiect Tifle		

# 6.3 Working with Applications/Awards

Once an Application/Award has been selected from one of the search options, the 'Summary' page will be displayed. The left hand navigation will contain more options to select and view additional application/award information. Available options will vary depending on your user role and the current status of the application/award.

The following left hand navigation options are available to all user roles and for all application/award statuses.

- Summary
- News
- Related Actions
- Points of Contact
- Application Control Totals
- Application Projects

### 6.3.1 Summary

The Summary page of an application will be the landing page after selecting a specific application /award to view or work with. It contains high level information about the application/award including,

- A timeline showing the current status of the application/award,
- Basic recipient information with a hyperlink to the recipient record,
- Application/Award status information,
- The executive summary of the application/award,
- Application details.



The 'Summary' page is in read-only format for all users at all times, the 'Executive Summary' and the 'Application Details' information can be edited from the 'Related Action' Application Details.

- 1) Click the 'Recipient ID' hyperlink to move to the recipient record to see or edit detailed recipient information.
- 2) Click on the 'Application/Award' hyperlink to navigate back to list of application records.

	Initial Review / Concurrence	Final Concurrence	Obligation	Executed	Active	Closed
Recipient Detai	ils					
Recipient ID 7312	Navigate to R	ecipient Record	Recipien Disneylan	t Name d Transit Organization		
Application Sta	atus Information	1				
Application Number						
Application Name Sample TrAMS Applica	ation for User Guide Pu	irposes Only				
Status Application Submitted						
Last Modified On Jan 22, 2016						
Last Modified By Tomm Disney						
Executive Sum	mary					
This Sample TrAMS A	pplication for User Guid	le Purposes Only				
This Sample TrAMS A						
Application Det	talls					
Application Del Type of Financial Ass Grant	sistance		Subject to Yes, this a	p Pre-Award Authority pplication is subject to P	Pre-Award Authority.	
Application Del Type of Financial Ass Grant Requires E.O 12372 No	talls sistance Review?		Subject to Yes, this a Will this C No	o Pre-Award Authority pplication is subject to F Grant be using Lapsin	Pre-Award Authority. g funds?	
Application Def Type of Financial As: Grant Requires E.O 12372 No State Application ID N/A	tallS sistance Review?		Subject t Yes, this a Will this ( No Frequenc Quarterly	o Pre-Award Authority pplication is subject to F Grant be using Lapsin by of Milestone Progre	Pre-Award Authority. g funds? ess Report	
Application Des Type of Financial Ass Grant Requires E.O 12372 No State Application ID N/A Date Submitted for S	tallS sistance Review? State Review		Subject t Yes, this a Will this ( No Frequend Quarterly Frequend Quarterly	o Pre-Award Authority pplication is subject to F Grant be using Lapsin by of Milestone Progre by of Financial Federa	Pre-Award Authority. g funds? ess Report I Reports	
Application De Type of Financial As: Grant Requires E.O 12372 No State Application ID N/A Date Submitted for S N/A Delinquent Federal	tails sistance Review? State Review Debt yes not have delinguent	t federal debt	Subject t Yes, this a Will this ( No Frequenc Quarterly Guarterly	o Pre-Award Authority pplication is subject to F Grant be using Lapsin by of Milestone Progre by of Financial Federa	Pre-Award Authority. g funds? ess Report I Reports	



## 6.3.2 News

This feature has not yet been implemented. In the future users will use this feature to see news feeds that are related to the Application.

## 6.3.3 Related Actions

By selecting the 'Related Actions' from Application records the user will be shown a menu of options that are associated to the Application record. These will include additional details about the application/award that may be viewed and actions that may be taken on the record. The menu items shown depend on the logged in users' role and the status of the application/award.

The following detailed 'Related Actions' are visible regardless of the user role or status of the application.

- Application Documents
- Application Details
- View-Print Application
- View-Print Budget Change History
- Application Review Comments

These actions are described in the following sections. Additional related actions that are available are described under Application Development and the Post-Award Management section.



### 6.3.3.1 Related Action: Application Documents

The 'Application Documents' action allows users to add, delete, or view documents associated with the application.

To add, delete, or view documents for an application record:

1) Click 'Application Documents'. You will be taken to the "[Application ID] | Manage Application Documents" form for the selected application. You will be able to upload a new document or delete existing ones displayed in the grid.

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2) Click the 'Add Document' button to upload a new document for the application.

# FL-2016-002-00 | Manage Application Documents

Appli	cation Detail	S				
Ap	plication ID FL-	2016-002-00		Application Name Sample 7	FrAMS Application f	or User Guide Purposes Onl
Existi	ing Documer	nts				
	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
	Environmental Finding	Class II(c) - Categorical Exclusions (C-List)	Chrysanthemum		Jan 21, 2016	tommdisney@yahoo.com
	Project Budget	In-Kind Funding	Chrysanthemum		Jan 21, 2016	
	Project Budget	Activity Line Item Details	Chrysanthemum		Jan 21, 2016	
	Program Plan	General	Chrysanthemum.jpg	Sample Document for User Guide Purposes Only	Jan 22, 2016	tommdisney@yahoo.com

- 3) You will be taken to the "Application | Add New Documents" form.
  - a) Use the provided drop-down menu under the 'Document Context' field to select from one of the predefined context types.
  - b) Use the provided drop-down menu under the 'Document Type' field to select from one of the predefined document types.
  - c) Enter a description for the document into the 'Document Description' field.
  - d) Click the 'Browse...' button under the "Select File" field to select a local file for upload. You may upload only one file at a time. Click the 'Remove' link which appears after upload if you wish to remove your uploaded file.
  - e) Click the 'Save' button once all details are complete and a file has been uploaded.



# Application | Add New Documents

Recipient ID	7312	Recipient Name	Disneyland Transit Organization
Application De	tails		
Application Number	Sample TrAMS Application for User Guide Purposes Only	Application Name	Sample TrAMS Application for User Guide Purposes Only
Upload New D	ocument		
* Document Context	Select Document Context		
*Document Type	Select Document Type		le contra c
*Document Description			
*Select	Browse No file selected.		

4) To delete any existing documents, select the check box for one or more documents in the grid and then click the 'Remove Document' button.

	Recipient ID 731	2		Recipient Name Disneyla	nd Transit Organiza	ation
A A A	pplication Detail	s 2016-002-00 nts		Application Name Sample 1	FrAMS Application f	or User Guide Purposes On
	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
	Environmental Finding	Class II(c) - Categorical Exclusions (C-List)	Chrysanthemum		Jan 21, 2016	tommdisney@yahoo.com
	Project Budget	In-Kind Funding	Chrysanthemum		Jan 21, 2016	
	Project Budget	Activity Line Item Details	Chrysanthemum		Jan 21, 2016	
V	Program Plan	General	Chrysanthemum.jpg	Sample Document for User Guide Purposes Only	Jan 22, 2016	tommdisney@yahoo.com
						_

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5) To view documents simply click on the 'Document File Name' for the document that you want to view.

			Name	Document Description	Uploaded	Uploaded By
FI	leet	Light Rail Fleet Details	Lighthouse.jpg	New Light Rail Fleet Brochure	Dec 03, 2015	anchorage.developer
Fe Re	ederal Financial Report	General	Tulips.jpg	Additional documents	Dec 03, 2015	anchorage.developer

### 6.3.3.2 Related Action: Application Details

The 'Application Details' will allow users with the roles of 'Submitters' or 'Developers' to edit high level application information during initial application creation and during post-award modifications. This information will be read-only for all other recipient users and during other phases of a grants life cycle.

To edit an application record:

- 1) Click 'Application Details'.
- 2) You will be taken to the 'Application Name | Application Details' form for the selected application. You will be able to edit text saved in fields and change the values saved for drop-down menus. Refer to Action: Create Application for information that will be expected for each field.
- 3) Once you have completed your changes, click the 'Save' button. All changes will be saved and you will be returned to the 'Related Actions' menu. You can verify changes by clicking the 'Summary' dashboard to view application details.



# **Disneyland Transit Organization | Application Details**

-			
Reci	nient	Inform	ation
ILC GI	picific	mouni	auvii

Recipient ID	7312	Recipient Name Disneyland Transit Organization
Application De	etails	
Application Name	Sample TrAMS Application for	User Guide Purposes Only
	Create a name for this application seen by the public. For example,	n. Note that this name will be used to reference the grant elsewhere, so create a name as you would like this grant to b New York Wilson Bridge Construction Grant.
Application Type	Grant	
	Select the type of FTA financial a	issistance you are applying for
Application Executive Summary	The Application Executive Sur	nmary is Mandatory and should be provided here
	Describe the general purpose of t	the award.
Application Point	Ursula Disney	
of Contact	Select your organization's priman	v contact for this application
Application Ex	ecutive Order (E.O.) I	nformation
Approacion ax		
Click link for details about E.O. 12372 review:	http://www.whitehouse.gov	e.gov/omb/grants_spoc /omb/grants_spoc
Does your State require E.O. 12372 review?	<ul> <li>Yes, our state requires E.O</li> <li>No, our state does not required</li> </ul>	. 12372 review Jire E.O. 12372 review
If Yes, Provide State Application		
If Yes, Provide Date Submitted for State Review	M/d/yyyy	
Application Fir	nancial Information	
Does your organization have delinquent Federal debt?	<ul> <li>Yes, my organization has de</li> <li>No, my organization does n</li> </ul>	elinquent Federal debt iot have delinquent Federal debt
lf yes, provide details		
ls your application using pre-award authority?	<ul> <li>Yes, my application is using</li> <li>No, my application is not us</li> </ul>	) pre-award authority sing pre-award authority
		Save



Close

#### 6.3.3.3 Related Action: View-Print Application

To view or print the application as a document use the 'View-Print Application' related action. This will generate a document in html format that may be viewed, saved, and/or printed.

- 1) Click 'View-Print' Application.
- 2) The 'View/Print Application' form will be displayed. Click on the provided 'View Print Application [Application number] link to open or save application details in html format.
- 3) Click the 'Close' button to return to the 'Related Actions' menu.

# **View/Print Application**

Printable Application View Print Application - FL-2016-002-00

#### 6.3.3.4 Related Action: View-Print Budget Change History

To view or print budget changes that were made to the application during a budget revision select the 'View-Print Budget Change History' related action. This will generate a document in RTF format that shows changes for a selected revision number that may be viewed, saved, and/or printed.

- 1) Click 'View-Print Budget Change History'
- 2) The 'View/Print Budget Change History for [FAIN #]' form will be displayed.
- 3) Select the checkbox for a revision to view, and then click the 'View/Print' button.

U.S. Department of Transportation Federal Transit Administration	Application	h   View/P	rint Budget	Change His	story for FL-	2016-001-00
Summary	S	elect a revision record	from the grid and click the '	View/Print ' button to View	ew/Print the Change History	for that revision.
News	Note: These revisions app	ly to this amendment o	nly. To see revisions to previo	us amendments, search l	for those amendments on the	Records tab.
Related Actions > Points of Contact	Revision Number	Revision Status	Revision Description	Revision Reason	Date Created	Date Approved
Application Control Totals	0	Approved	New Application	New Application	2/1/2016 7:39 PM GMT+00:00	2/1/2016 8:46 PM GMT+00:00

Note: Revision number 0 indicates that it is the budget for the initial award for this amendment and revision numbers are incremented by 1 for each subsequent budget revision in the amendment.

4) The 'View/Print Budget Revision' form will be displayed. Click on the provided link to view or save budget revision details.



View/Print Budget Revision

Printable Budget Revision

- 5) Click the 'Close' button to return to the 'View/Print Budget Change History for [FAIN #]' form.
- 6) Click the 'Close' button on the form to return to the 'Related Actions' menu.

View Print Budget Revision - AK-95-X007-02

#### 6.3.3.5 Related Action: Application Review Comments

The 'Application Review Comments' related action allows recipients to view FTA comments logged for the application and to add comments to the application as it is going through development and reviews. FTA personnel will be able to add review comments to an application or any of its post-award modifications as they progress toward execution, while recipient users may only add review comments when the application has statuses of 'In-Progress', 'In-Progress / Returned to Grantee' or 'FAIN Assigned / Ready for Submission'. All recipient roles may view the comments added. The roles of 'Submitter' and 'Developer' have the option to add comments.

- 1) To add or view a history of all review comments made on an application:Click 'Application Review Comments'.
- 2) The "[Application ID] | [Application Name]" form will be displayed. Comments logged are show in a grid format and include
  - Comment Type
  - The name of the user who made the comment
  - The date the comment was made


## FL-2016-002-00 | Sample TrAMS Application for User Guide Purposes Only

rcipient ID 12	Recipient Name Disneyland Transit	t Organization		
pplication Details				
pplication Number L-2016-002-00	Application Name Sample TrAMS App	e plication for User Guide Purposes Only		
amp App Number 312-2016-2				
opplication Review Com	ments			
elect a comment to view the details				
Comment Type	1 Comment By	Comment Date		
Application Details	region4.preawardmanager1	Jan 25, 2016		
Environmental Findings	region4.environmentalreviewer1	Jan 25, 2016		
			Can	



3) Click on the 'Comment Type' link of a comment to expand and see the details.

Review Comments Details	
Comment Type Application Details	
Comment By region4.preawardmanager1	
Comment Text This application related comment is Optional and is entered here for User guide Purposes only.	

4) Click the 'Cancel' button to return to the 'Related Action' menu.

If you are a 'Submitter' and/or 'Developer', you have the option to add comments for FTA to review during the application development and post-award modification phases. The 'Add New Comment' button will appear above the 'Application Review Comments' grid.

5) Click 'Add New Comment' button and a new section of the form will be displayed to allow comments.

# 7312-2016-4 | Sample TrAMS Application for User Guide Purposes only

kecipient ID 7312		Recipient Name Disneyland Transit Organization
Application Details		
Application Number 7312-2016-4		Application Name Sample TrAMS Application for User Guide Purposes only
Femp App Number 7312-2016-4		
Application Review Comment	S	Add New Commen
Select a comment to view the details		
Comment Type	↑ Comment By	Comment Date
	No ite	ems available
		Cancel



- 6) Select a 'Comment Type' from the drop down menu and provide your comments in the 'Comment Text' box.
- 7) Click the 'Save' button to save your comments or the 'Cancel' button next to the 'Save' button to close the comment box without saving.
- 8) Use the 'Cancel' button on the bottom of the form to return to the 'Related Actions' menu without saving.

Add New Review Comment	
	Save Cancel
Comment Type	
Please select one	1
Comment Text	
Comment By	
Comment Date	
Jan 26, 2016	
	Cancel

#### 6.3.4 Points of Contact

The 'Points of Contact' dashboard displays FTA points of contacts and the recipient point of contact for the application/award. The recipient point of contact is set during the initial application development and may be updated on the 'Application Details' screen. The FTA points of contacts will be established after initial transmission of an application (Transmitted / Ready for FTA Review phase). The point of contacts name, user role, email, and phone number will be displayed. Updates to names, roles, and phone numbers must be done from the users profile page.

To view the "Points of Contact" for an application/award:

1) Click on the 'Points of Contact' from the left-side navigation to view points of contact associated with the application/award. The points of contact associated to the application are listed and displayed in grid format. If there are no points of contact associated, the grid will be empty.



2) To move away from the 'Points of Contact' dashboard simply click on another item from the left hand navigation or select a new tab.

#### Records / Applications / Awards FL-2016-001-00 | RC - Application for MPR and FFR for user guide purposes only Follow

Recipient Details	
Recipient ID 9900	Recipient Name Disneyland Transit Organization
Award Status Information	

FAIN	Award Name
FL-2016-001-00	RC - Application for MPR and FFR for user guide purposes only
Temp App Number	Award Status
9900-2016-1	Active (Executed)

#### **Point Of Contacts**

Name	Role	Email	Phone
Ursula Disney	Grantee	disney.usermanager@gmail.com	202-555-1234
Lisa Smith	Post-Award Manager	fake@dot.gov	
Meg Smith	Pre-Award Manager	fake@dot.gov	

#### 6.3.5 Application Control Totals

The 'Application Control Totals' displays the total funding associated with an application/award.

To view the 'Application Control Totals' for an application/award:

- 1) Click on the 'Application Control Totals' from the left-side navigation to view the dollar totals associated with the application/award. The application/award totals are listed in a grid and itemized by their funding source name. If no funding sources have been defined for an application the grid will not be displayed.
- 2) To move away from the 'Application Control Totals' simply click on another item from the left hand navigation or select a new tab.



Recipient Details	
Recipient ID 7312	Recipient Name Disneyland Transit Organization
Application Status Information	
FAIN FL-2016-002-00	Application Name Sample TrAMS Application for User Guide Purposes Only
Temp App Number 7312-2016-2	Application Status Application Submitted
Application Control Totals Summary	
Funding Source Name	Amo
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	\$135.
Local	\$30,
Local/In-Kind	\$10,
State	\$7.
State/In-Kind	
Other Federal	
Transportation Development Credit	\$10.
Adjustment Amount	
TALEP 11 A	\$100

#### 6.3.6 Application Projects

The 'Application Projects' dashboard displays the list of projects associated with an application/award. Projects contain the details associated with each grant including

- Scope of work to be performed
- Location where work will be performed
- Funding sources and associated amounts
- Project milestones



- Environmental findings
- Specific project documentation

Projects allow the overall application/award to be divided into multiple pieces. Each application/award must have at least one project associated with it. Awards migrated from TEAM will only have one.

To view Projects associated with an application/award:

- 1) Click on select 'Application Projects' from the left hand navigation. The list of projects associated with the application/award will be displayed in a grid.
- 2) Click on the 'Project Number' for the project information that you want to view.

Recipient Deta	ils			
Recipient ID 7312		Recipient Name Disneyland Transit Organization		
Application Sta	tus Information			
FAIN FL-2016-002-00		Application Name Sample TrAMS Application for User Guide Purposes Only		
FL-2016-002-00 S Temp App Number A 7312-2016-2 A		Application Status		
Temp App Number 7312-2016-2		Application Submitted		
Temp App Number 7312-2016-2 Projects for Ap	plication	Application Submitted		
Temp App Number 7312-2016-2 Projects for Ap Project Number	plication Project Name	Application Submitted Project Budget	Last Updated Date	Last Updated By

- 3) The project 'Summary' page will be displayed.
- 4) To return to the application 'Summary' page click on the application 'FAIN' hyperlink.



#### Records / Projects FL-2016-002-01-00 - Sample TrAMS Project - For USer Guide Purposes Only

#### **Recipient Details Recipient ID Recipient Name** 7312 **Disneyland Transit Organization Application Details** FAIN To navigate back to the **Application Name** FL-2016-002-00 Sample TrAMS Application for User Guide Purposes Only Application Summary page Temp App Number **Application Status** 7312-2016-2 Application Submitted **Project Information Project Number** FL-2016-002-01-00 **Project Title** Sample TrAMS Project - For USer Guide Purposes Only Project Created Date Jan 21, 2016 Last Modified Date Jan 21, 2016 Last Modified By tommdisney@yahoo.com **Project Details/Narrative** Will 1% or more of the 5307 funds in this application be expended for Project Start Date security purposes? Feb 29, 2016 $\rm No$ -- our organization will NOT expend at least 1% of the 5307 funds in this application for security-related projects **Project End Date** Jul 31, 2016 Select one or more of the following reasons and provide a detailed explanation below **Project Description** Other. Detailed explanation is provided in comments below. This is a sample TrAMS project description for user guide purposes only Explanation **Project Benefits** The explanation for the selected reason must be provided The project benefits should be highlighted here Additional Information **Project Locations** The project location is mandatory **Capital Investment Project Information** Major Capital Investment Project? No, this is not a major capital investment project. **Program Plan Information** STIP/TIP Program Date Long-Range Plan Program Date N/A N/A STIP/TIP Description Long-Range Plan Description **UPWP Program Date** N/A **UPWP** Description



5) To see additional information about the project select the 'Related Actions' from the left hand navigation.

#### Records / Projects FL-2016-002-01-00 - Sample TrAMS Project - For USer Guide Purposes Only



For additional information on 'Related Actions' for projects, refer to the Projects section under 'Application Development'.

# 6.4 Application Development

The processes outlined under this section include the steps leading up to the submission of a formal application and the subsequent awarding of an award. These processes are designed to ensure that once an application is transmitted it can be processed by the FTA Regional Office in a timely manner for a formal submission by the recipient.

To Create an Application a user within the Submitter or Developer group will need to:

- Complete Application Details
- Add one of more projects to the application by:
  - Adding project details and narratives, project locations, and project plan information.
  - Adding budget line items and milestones
  - Adding environmental findings
  - Validating the project
- Validate and Transmit Application

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Once the application has been transmitted to the FTA, the FTA's Pre-award Manager will review the application for completeness. The Pre-award Manager will have the option to return the application to the recipient or assign reviewers (civil rights, environmental, and technical reviewers). If no changes are necessary the Pre-Award manager will assign the FAIN and the application will be returned to the recipient for formal submission of the application. After submission the FTA will conduct any additional reviews and then reserve and award the grant. The Recipient will receive a Task and will have 90 days to execute the award.



This section will cover the additional 'Related Actions' available during the application development phases in order to complete the above steps.

The following related actions will only be seen by users with the Developer or Submitter roles.

- Add Project to Application
- Validate and Transmit Application
- Delete Project

Additionally this section includes the project records and related actions associated with projects.

#### 6.5 Action: Create Application

#### Note: Only your recipient organization's Submitter or Developer roles will be able to access this action.

To create a new application:

1) Click the 'Actions' tab to display a list of available user actions.

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#### 2) Click 'Create Application'

Records	Reports Actions	Tomm Disney -
ion	Create Application	
7	Create New Application Record	
4	Search Applications / Awards	
1	Search and View Existing Application / Awards	
4	Search DBE Report	
1	Search Existing DBE Reports	

- 3) Once selected, an editable 'Application Details' form will be displayed. You will need to complete the following fields under the 'Application Details' section:
  - a) Enter a name to associate with the application and future award in the 'Application Name' field.
  - b) Select the type for the new application from the drop-down menu provided under the 'Application Type' field. Choose one of the following:
    - i) Grant
    - ii) Cooperative Agreement
  - c) Enter an executive summary for the new application in the 'Application Executive Summary' field.
  - d) Select a point of contact from the drop-down menu provided under the 'Application Point of Contact' field.



Recipient Info	rmation	
Accipient into	maton	
Recipient ID	7312	Recipient Name Disneyland Transit Organization
Application De	etails	
Application Name		
	Create a name for this application. Not seen by the public. For example, New	te that this name will be used to reference the grant elsewhere, so create a name as you would like this grant to be York Wilson Bridge Construction Grant.
Application Type	Please Select an Application Ty	pe 🗸
	Select the type of FTA financial assist	ance you are applying for
Application Executive Summary		
	Describe the general purpose of the av	ward.
Application Point	Ursula Disney	
Application Point	orodia biorioy	

- 4) You will need to complete the following fields under the 'Application Executive Order (E.O.) Information' section:
  - a) Select either the Yes or No option as applicable to respond to the question, 'Does your State require E.O.12372 review?' If you select the Yes option, complete the next two fields:
  - b) Enter the state application ID in the 'If Yes, Provide State Application ID' field, when the answer was 'Yes' to 'Does your State require E.O 12372 review?'
  - c) Click on the 'If Yes, Provide Date Submitted for State Review' field to either type in a date or to select a date from the calendar presented.

Application Executive Order (E.O.) Information

Click link for details about E.O. 12372 review:	http://www.whitehouse.gov/omb/grants_spoc           http://www.whitehouse.gov/omb/grants_spoc	
Does your State	Yes, our state requires E.O. 12372 review	
require E.O. 12372 review?	No, our state does not require E.O. 12372 review	
If Yes, Provide		
State Application		
If Yes, Provide	M/d/yyyy	
Date Submitted for State Review		

Version 1.0



- 5) You will need to complete the following fields under the 'Application Financial Information' section:
  - a) Select either the Yes or No option to respond to the question, 'Does your organization have delinquent Federal debt?' If you selected the 'Yes' option, provide an explanation into the 'If yes, provide details' field.
  - b) Select either the Yes or No option to respond to the question, 'Is your application subject to preaward authority?' Selecting 'Yes, my application is subject to pre-award authority' will generate a task for an initial Federal Financial Report (FFR) to be completed by your recipient organization's FFR Reporter.

#### Application Financial Information

organization have delinquent Federal debt?	<ul> <li>No, my organization does not have delinquent Federal debt</li> <li>No, my organization does not have delinquent Federal debt</li> </ul>		
lf yes, provide details			
Is your application using pre-award authority?	<ul> <li>Yes, my application is using pre-award authority</li> <li>No, my application is not using pre-award authority</li> </ul>		
		Save	Cancel

- 6) Once all details have been entered for the new application, click the 'Save' button. Click the 'Cancel' button to discard the application.
- 7) The new application record will be created and saved. A confirmation message will be displayed: 'Click on the link below to view the new Application record.' You may either click on this hyperlink to automatically be redirected to the new application record and continue developing your application, or
- 8) Return to the record later by clicking the 'Close' button to return to the 'Actions' tab.



# Application | Created Success! Application Number 7312-2016-2 Click the link below to open the new Application record. 7312-2016-2 | Sample TrAMS Application for User Guide Purposes Only

### 6.6 Related Action - Add Project to Application

Each application/award will be comprised of one or more projects (all previous TEAM applications are limited to one project). The related action 'Add Project to Application' will be visible to developers and submitters when an application or award is in the status of 'In-Progress'.

Once the initial application has been created using the action 'Create Application' the user will need to add projects to provide the details.



To add a new project to an application, find the application and select the 'Related Actions'.

1) Click 'Add Project to Application'.



The system will direct you to an editable form titled 'Create Project | Step 1 of 3 - Add Project Details and Narratives.'

- This is the first step of a three-step wizard and will prompt you for the project's description, benefits, any additional notes, and capital investment project details.
- Step 2 will prompt for project location (State/UZA and Congressional Districts).
- Step 3 will allow you to upload any project documents (STIP/TIP, UPWP, and Long-Range Plan). For initial transmission of the project's application, you will be required to complete fields in the wizard's Steps 1 and 2.
- 2) For Step 1 you will need to complete the following fields under the 'Project Overview' section:
  - a) Enter the project's name into the 'Project Name' field. This is a required field.
  - b) Enter a project description into the 'Project Description' field. This is a required field.
  - c) Enter the project's benefits into the 'Project Benefits' field. This is a required field.
  - d) Enter any additional notes into the 'Additional Information' field (optional).



# Create Project | Step 1 of 3 - Add Project Details and Narratives

Deel		A	
Proj	ect	Ove	rview

to : (1)		_
"Project Name		
	Please create a project name. For example, Wilson Bridge Construction. You may rename this project at a later time.	
*Project Description		^
		~
	Please describe the scope of this project and how it impacts the associated grant application.	
*Project Benefits		^
		$\lor$
	Please describe the expected results of your project. Include who will benefit from this project and how they will benefit (i.e. what is expected to be	_
	achieved as a result of this project)	
Additional Information		^
		~
	If needed, please provide additional information about this project that base't been included above	

- 3) You will need to complete the following fields under the 'Capital Investment Project Details' section:
  - a) Select either the Yes or No option to respond to the question, 'Is this a New Starts, Small Starts, or Core Capacity project funded through the FTA Capital Investment Grant Program?' The 'No, this is not a Capital Investment Grant project' response will be initially selected by default.
  - b) If you select the Yes option, select an option to identify the program and respond to the question, 'If yes, what type of major capital investment project?' Your options will consist of the following:
    - New Starts
    - Small Starts
    - Core Capacity



#### Capital Investment Project Details

Is this a New Starts, Small Starts or Core Capacity project funded through the FTA Capital Investment Grant Program?

The Capital Investment Grant Program funds locally planned, implemented and operated transit capital projects, including rapid rail, light rail, streetcars, bus rapid transit, commuter rail, and ferries. Please see the following link for more information about this program:

Capital Investment Program

http://www.fta.dot.gov/12304.html

 Yes, this is a Capital Investment Grant project. If you select "yes", the project(s) included in your application will use the 13 or 14 scope series and cost categories of FTA's Activity Line Item tree.
 No, this is not a Capital investment Grant project.

If yes, what type of major capital investment project?

- New Starts
- Small Starts
- Core Capacity

Next Step	Cancel

- 4) Once all required project details have been entered, click the 'Next Step' button.
- 5) The system will take you to an editable form titled 'Create Project | Step 2 of 3 Add Project Location'.
  - a) Select one or more checkboxes from the grid for the Area Name.
  - b) Select one or more Congressional District that will be applicable to the project.
- **Note:** Although the selection of Area Name and a Congressional District are not enforced on this form, they are required for the project to be successfully validated.
  - c) Enter a location narrative into the 'Location Narrative' field, which is a required field, and then click the 'Next Step' button.



As,	States and Territories associated with your o	rganization's grantee profile:			
	Area Name	Ť	UZA Cod	ie	
	Florida		120000		
	Orlando, FL		120690		
the d	t the Congressional District(s) from your orga esired congressional district is not listed, go to your or	nization's grantee profile tha ganization's grantee profile to modif	t apply to y the list c	o this project: If congressional districts for your	organization
	Congressional District	State	Ť	Representative Name	
House	1 Visit the following site to View Con e.gov Search	Florida gressional Districts by ZIP code:		Ted Brown	
House	1 Visit the following site to View Cor e.gov Search www.house.gov/representatives/find/ ative	Florida gressional Districts by ZIP code:		Ted Brown	
House	1 Visit the following site to View Cor e.gov Search www.house.gov/representatives/find/ ative *Location Narrative	Florida gressional Districts by ZIP code:		Ted Brown	

**Note:** Clicking the 'Back' button returns you to the previous steps of the project wizard. Any input entered or selections made by the user before clicking this button will be saved to the form.

6) The system will take you to an editable form titled 'Create Project | Step 3 of 3' to complete related program plan information. Depending on the funding program(s) associated with the project, you can include your approved STIP/TIP, Unified Work Program, or Long-Range Plan information.

In each section, you may perform the following:

- a) You may add documents by clicking on the 'Browse' button under the respective program and then selecting a document to upload from your computer. Once you have selected a document, click the 'Open' button to upload.
- b) Click on the date field to either type in a date or display a date picker to select dates from.
- 7) Once all details have been entered for the new project, click the 'Finish' button.
  - a) Enter a description into the document description field.



Document	Browse No file selected.
STIP/TIP Date	M/d/yyyy
STIP/TIP Document Description	
	Provide details about the uploaded STIP document (e.g., page number where the project is mentioned in the document)
PWP Docume	ents
Upload UPWP Document	Browse No file selected.
UPWP Date	M/d/yyyy
UPWP Document Description	
CHICKSON .	
	Provide details about the uploaded UPWP document (e.g., page number where the project is mentioned in the document)
.ong-Range P	Provide details about the uploaded UPWP document (e.g., page number where the project is mentioned in the document)
<b>.ong-Range P</b> Upload Long-Range Plan Document	Provide details about the uploaded UPWP document (e.g., page number where the project is mentioned in the document) an Documents Browse No file selected.
Ong-Range P. Upload Long-Range Plan Document Long-Range Plan Date	Provide details about the uploaded UPWP document (e.g., page number where the project is mentioned in the document)  Ian Documents Browse No file selected.  M/d/yyyy
Ong-Range P. Upload Long-Range Plan Document Long-Range Plan Date Long-Range Plan Document Description	Provide details about the uploaded UPWP document (e.g., page number where the project is mentioned in the document)  Ian Documents Browse No file selected.  M/d/yyyy
Long-Range P Upload Long-Range Plan Document Long-Range Plan Date Long-Range Plan Document Description	Provide details about the uploaded UPWP document (e.g., page number where the project is mentioned in the document)  Ian Documents  Browse No file selected.  M/d/yyyy  Provide details about the uploaded Long-Range Plan document (e.g., page number where the project is mentioned in the document)

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- 8) The new project record will be created and saved. A confirmation message will be displayed: with a hyperlink to the project record. You may either click on this hyperlink to automatically be redirected to the new project record and continue developing your project, or
- 9) Return to the record later by clicking the 'Close' button to return to the 'Related Actions' tab.

# Project | Created



Close



### 6.7 **Projects**

The following related actions are available from the project dashboard related actions and editable for Developers and Submitters while an application has a status of 'In Progress'. With the exception of 'Validate Project' these actions are also available to other user roles in a read-only format and available during other project statuses in the read-only format.

- Project Details and Narratives
- Project Location
- Project Plan Information
- Budget Activity Line Items and Milestone
- Environmental Determinations
- Validate Project
- View-Print Application
- Project Documents

Refer to Records: Searching for Projects and 'Application Projects' to find previously created Projects.



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#### 6.7.1 **Project Details and Narratives**

The 'Project Details and Narratives' form allows the user to update the information initially entered during step 1 of the 'Add Project to Application' wizard.

# Disneyland Transit Organization | Project Details and Narratives

	Project litle	Date Greated
7312-2016-2-P1	Sample TrAMS Project - For USer Guide Purposes Only	1/21/2016 3:43 PM GMT+00:00
Project Overvi	ew	
*Project Name	Sample TrAMS Project - For USer Guide Purposes Only	
	Please create a project name. For example, Wilson Bridge Construction. You ma	ay rename this project at a later time.
*Project Description	This is a sample TrAMS project description for user guide purposes only	
	Please describe the scope of this project and how it impacts the associated gran	t application.
*Project Benefits	The project benefits should be highlighted here	
	Please describe the expected results of your project. Include who will benefit from achieved as a result of this project).	n this project and how they will benefit (i.e. what is expected to be
Information		
	If needed, please provide additional information about this project that hasn't been	n included above.
apital Investr	If needed, please provide additional information about this project that hasn't been nent Project Details	n included above.
Capital Investr	If needed, please provide additional information about this project that hasn't been ment Project Details Is this a New Starts, Small Starts or Core Capacity project funded through	n included above. the FTA Capital Investment Grant Program?
Capital Investr	If needed, please provide additional information about this project that hasn't beer nent Project Details Is this a New Starts, Small Starts or Core Capacity project funded through The Capital Investment Grant Program funds locally planned, implemented rail, streetcars, bus rapid transit, commuter rail, and ferries. Please see the	n included above. the FTA Capital Investment Grant Program? d and operated transit capital projects, including rapid rail, light e following link for more information about this program:
apital Investr	If needed, please provide additional information about this project that hasn't beer <b>nent Project Details</b> Is this a New Starts, Small Starts or Core Capacity project funded through The Capital Investment Grant Program funds locally planned, implemented rail, streetcars, bus rapid transit, commuter rail, and ferries. Please see the Capital Investment Program	n included above. the FTA Capital Investment Grant Program? d and operated transit capital projects, including rapid rail, light e following link for more information about this program:
Capital Investr	If needed, please provide additional information about this project that hasn't beer ment Project Details Is this a New Starts, Small Starts or Core Capacity project funded through The Capital Investment Grant Program funds locally planned, implemented rail, streetcars, bus rapid transit, commuter rail, and ferries. Please see the Capital Investment Program http://www.fta.dot.gov/12304 html	n included above. the FTA Capital Investment Grant Program? d and operated transit capital projects, including rapid rail, light e following link for more information about this program:
Capital Investr	If needed, please provide additional information about this project that hasn't beer ment Project Details Is this a New Starts, Small Starts or Core Capacity project funded through The Capital Investment Grant Program funds locally planned, implemented rail, streetcars, bus rapid transit, commuter rail, and ferries. Please see the Capital Investment Program http://www.fta.dot.gov/12304.html © Yes, this is a Capital Investment Grant project. If you select "yes", the p series and cost categories of FTA's Activity Line Item tree.	n included above. the FTA Capital Investment Grant Program? d and operated transit capital projects, including rapid rail, light e following link for more information about this program: project(s) included in your application will use the 13 or 14 scope
Capital Investr	If needed, please provide additional information about this project that hasn't beer ment Project Details Is this a New Starts, Small Starts or Core Capacity project funded through The Capital Investment Grant Program funds locally planned, implemented rail streetcars, bus rapid transit, commuter rail, and ferries. Please see the Capital Investment Program http://www.fta.dot.gov/12304.html	n included above. the FTA Capital Investment Grant Program? d and operated transit capital projects, including rapid rail, light e following link for more information about this program: project(s) included in your application will use the 13 or 14 scope
Capital Investr	If needed, please provide additional information about this project that hasn't beer ment Project Details Is this a New Starts, Small Starts or Core Capacity project funded through The Capital Investment Grant Program funds locally planned, implemented rail, streetcars, bus rapid transit, commuter rail, and ferries. Please see the Capital Investment Program http://www.fta.dot.gov/12304.html © Yes, this is a Capital Investment Grant project. If you select "yes", the p series and cost categories of FTA's Activity Line Item tree. @ No, this is not a Capital investment Grant project. If yes, what type of major capital investment project?	n included above. the FTA Capital Investment Grant Program? d and operated transit capital projects, including rapid rail, light e following link for more information about this program: project(s) included in your application will use the 13 or 14 scope
Capital Investr	If needed, please provide additional information about this project that hasn't beer ment Project Details Is this a New Starts, Small Starts or Core Capacity project funded through The Capital Investment Grant Program funds locally planned, implemented rail, streetcars, bus rapid transit, commuter rail, and ferries. Please see the Capital Investment Program http://www.fta.dot.gov/12304.html Starts a Capital Investment Grant project. If you select "yes", the p series and cost categories of FTA's Activity Line Item tree. No, this is not a Capital Investment Grant project. If yes, what type of major capital investment project? New Starts	n included above. the FTA Capital Investment Grant Program? d and operated transit capital projects, including rapid rail, light e following link for more information about this program: project(s) included in your application will use the 13 or 14 scope
Capital Investr	If needed, please provide additional information about this project that hasn't beer <b>ment Project Details</b> Is this a New Starts, Small Starts or Core Capacity project funded through The Capital Investment Grant Program funds locally planned, implemented rail, streetcars, bus rapid transit, commuter rail, and ferries. Please see the Capital Investment Program http://www.fta.dot.gov/12304 html © Yes, this is a Capital Investment Grant project. If you select "yes", the p series and cost categories of FTA's Activity Line Item tree. © No, this is not a Capital investment Grant project. If yes, what type of major capital investment project? New Starts Small Starts One Computer Starts Small Starts	n included above. the FTA Capital Investment Grant Program? d and operated transit capital projects, including rapid rail, light e following link for more information about this program: project(s) included in your application will use the 13 or 14 scope
Capital Investr	If needed, please provide additional information about this project that hasn't beer ment Project Details Is this a New Starts, Small Starts or Core Capacity project funded through The Capital Investment Grant Program funds locally planned, implemented rail streetcars, bus rapid transit, commuter rail, and ferries. Please see the Capital Investment Program http://www.fta.dot.gov/12304.html	n included above. the FTA Capital Investment Grant Program? d and operated transit capital projects, including rapid rail, light e following link for more information about this program: project(s) included in your application will use the 13 or 14 scope
Capital Investr	If needed, please provide additional information about this project that hasn't beer <b>ment Project Details</b> Is this a New Starts, Small Starts or Core Capacity project funded through The Capital Investment Grant Program funds locally planned, implemented rail, streetcars, bus rapid transit, commuter rail, and ferries. Please see the Capital Investment Program http://www.fta.dot.gov/12304 html See this is a Capital Investment Grant project. If you select "yes", the plase series and cost categories of FTA's Activity Line Item tree. No, this is not a Capital investment Grant project. If yes, what type of major capital investment project? New Starts Small Starts Core Capacity	n included above. the FTA Capital Investment Grant Program? d and operated transit capital projects, including rapid rail, light e following link for more information about this program: project(s) included in your application will use the 13 or 14 scope

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### 6.7.2 **Project Location**

The 'Project Location' form allows the user to update the information initially entered during step 2 of the 'Add Project to Application' wizard.

lumber 6-2-P1 <b>f Performal</b> es and Territor ea Name	Project Title Sample TrAMS Project - Fo ICE	r USer Guide Purposes Only nization's grantee profile:		Date Created 1/21/2016 3:43 PM GMT+00:00
6-2-P1 <b>f Performal</b> es and Territor ea Name	Sample TrAMS Project - Fo	vr USer Guide Purposes Only nization's grantee profile:		1/21/2016 3:43 PM GMT+00:00
f Performal es and Territor ea Name	ICE ies associated with your orga	nization's grantee profile:		
es and Territor ea Name	ies associated with your orga	nization's grantee profile:		
ea Name				
orida		Ť	UZA Co	de
Jilua			120000	
lando, FL			120690	
Congressiona d congressional di	I District(s) from your organiza strict is not listed, go to your organiz	ation's grantee profile that zation's grantee profile to modify	apply t the list	to this project: of congressional districts for your organization
ongressional D	strict	State	Ť	Representative Name
		Florida		Ted Brown
Visit v Search nouse gov/repre	the following site to View Congres	isional Districts by ZIP code:		
ocation The arrative	project location is mandatory			
	congressional dia ngressional Di Visit f Search ouse gov/repres e ocation arrative	congressional district is not listed, go to your organia ngressional District Visit the following site to View Congres • Search ouse gov/representatives/find/ e ocation arrative	congressional district is not listed, go to your organization's grantee profile to modify ngressional District State Florida Visit the following site to View Congressional Districts by ZIP code: Search ouse gov/representatives/find/ e ocation arrative The project location is mandatory	congressional district is not listed, go to your organization's grantee profile to modify the list ngressional District State Florida Visit the following site to View Congressional Districts by ZIP code: Search ouse gov/representatives/find/ e ocation arrative The project location is mandatory



### 6.7.3 Project Plan Information

The 'Program Plan Information' form allows the user to update the STIP/TIP, UPWP or Long-Range Plan information initially entered during step 3 of the 'Add Project to Application' wizard.

roject Number	Project Title	Date Created
312-2016-2-P1	Sample TrAMS Project - For USer Guide Purposes Only	1/21/2016 3:43 PM GMT+00:00
TIP/TIP Docu	ments	
Upload STIP/TIP Document	Browse No file selected.	
STIP/TIP Date	M/d/yyyy	
STIP/TIP Document Description		
	Provide details about the uploaded STIP document (e.g., page number where the project	ct is mentioned in the document)
JPWP Docume	ents	
Upload UPWP Document	Browse No file selected.	
UPWP Date	M/d/yyyy	
UPWP Document Description		
	Provide details about the uploaded UPWP document (e.g., page number where the pro	ect is mentioned in the document)
ong-Range Pl	lan Documents	
Upload Long-Range Plan Document	Browse No file selected.	
Long-Range Plan Date	M/d/yyyy	
Long-Range Plan Document Description		

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#### 6.7.4 Budget Activity Line Items and Milestones

The Application and Project Budgets are formulated by adding scopes and budget activity line items (ALIs) to a project. To create and update ALIs for a project, complete the following:

- 1) Click on the link 'Budget Activity Line Items and Milestone' related action to update the budget activity line items.
- 2) The ALIs associated to the project are listed and displayed in grid format under the 'Existing Line Item' section. If there are no ALIs associated, the grid will be empty.
- 3) Click on the 'Add Line Items' button to add the ALIs to this project. Click on 'Close' to leave the form without saving any changes. If you selected this, you are navigated back to the related actions dashboard.

# Project | Manage Budget Activity Line Items and Milestones

Recipient Details	
Recipient ID 7312	Recipient Name
Project Details	Disheyidhe Hansik Organization
Project Number 7312-2016-2-P1	Project Name Sample TrAMS Project - For USer Guide Purposes Only
Application Details	
FAIN 7312-2016-2	Application Name Sample TrAMS Application for User Guide Purposes Only
Temp App Number 7312-2016-2	Application Status
Existing Line Items	
No Activity Line Items have been added to this project.	
	Add Line Item Close
Click on 'Add Item' for each ALI that	at will be required for the Project.



roje u can ado m.	ect   Add New Bud I up to ten (10) line items at a time. Click "S	Iget Activity Line	Items (ALIS) dd more. Click "Finish" to save	your current line	items and return	1 to previous
ew Bu	dget Activity Line Items (Al	_ls)				
Status	Scope Code / Scope Name	Activity Type	Line Item N	umber / Line	Item Name	
		No items available	e			
dd Item	)					
				Gave	Finish	Cance

- 5) After choosing 'Add Item', select values from the drop-down menu provided for each line item in the grid. For each ALI select:
  - a) Scope Code/Scope Name
  - b) Activity Type
  - c) Line Item Number / Line Item Name
- 6) Click 'Save' to add the desired ALI or 'Cancel' to exit without saving the changes and return to ALI summary page.
- 7) After saving, you may continue to add additional ALI's. Select 'Add Item' to add additional items.
- 8) Click 'Finish' to exit once all ALIs have been entered and return to the ALI summary page.

ope	-		
		 -	DEL
			Save Finish

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- 9) To add detail information for each line item, select the check box against the desired ALI from the grid. The form will expand below the existing line items grid to include the following sections for the selected line item.
  - Line Item Scope,
  - Line Item Details,
  - FTA Funding Information,
  - Non-FTA Funding Information,
  - Rolling Stock Information, when the scope code of 'Rolling Stock' has been selected,
  - Milestone Information.

# Project | Manage Budget Activity Line Items and Milestones

Recipient ID	Recipient Name
7312	Disneyland Transit Organization
Project Details	
Project Number	Project Name
7312-2016-2-P1	Sample TrAMS Project - For USer Guide Purposes Only
Application Details	
FAIN	Application Name
7312-2016-2	Sample TrAMS Application for User Guide Purposes Only
Temp App Number	Application Status
7312-2016-2	In-Progress
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

Status	Scope Name / Code	Line Item Number / Name	Activity Type	Quantity	FTA Amount	Total Eligible Cost
In-Progress	111-00 BUS - ROLLING STOCK	11.12.03 BUY REPLACEMENT 30-FT BUS	Buy Replacements - Capitol Bus	0	\$0	\$0
In-Progress	111-00 BUS - ROLLING STOCK	11.17.00 VEH OVERHAUL (UP TO 20% VEH MAINT)	Bus - Rolling Stock	0	\$0	\$0





- 10) You may provide a customized name for the line item in the 'Line Item Scope' details section by updating the 'Custom Line Items Name' field or you may choose to keep the standard line item name.
- 11) Update the line item details section
  - a) Provide the Quantity of items that this ALI will cover in the 'Quantity' field. This field must be a whole number.
  - b) Provide description of the ALI in the 'Extended Budget Description'.
  - c) Update the 3<sup>rd</sup> party contractor question with the correct answer. Click on the radio button next to the 'Yes, 3rd Party Contractors will be used for this line item.' or 'No, 3rd Party Contractors will not be used for this line item'.

Line Item Scope: 111-00 BUS - ROLLING STOCK

Line Item # 11 12 03 Standard Line Item Name Buy Replacement 30-ft Bus Custom Line Item Name Buy Replacements - Capitol Bus Line Item Details Line Item Details Custom Line Item Line Item Custom Line Item Custom Line Item Line Item Custom Line Item Custom Line Item Custom Line Item Line Item Line Item Custom Custom Line Item Custom Custom Line Item Custom Custom Line Item Custom Custom Custom Line Item Custom Cu	Ene item ocope. In-to boo - Roteino o roo	A.
11 12.03 Standard Line Item Name Buy Replacement 30-ft Bus Custom Line Item Name Euy Replacement 30-ft Bus Line Item Details Line Item Details Line Item Details UNII 3rd Party contractors be used to fulfill this activity line Item?  NIII 3rd Party Contractors will not be used for this line Item.  NII 3rd Party Contractors will not be used for this line Item.	Line Item #	
Standard Line Item Name Buy Replacement 30-ft Bus Sustom Line Item Name Buy Replacement 30-ft Bus Line Item Details	1.12.03	
Buy Replacement 30-ft Bus    Diverse of the second	Standard Line Item Name	
Custom Line Item Name Buy Replacement 30-It Bus Activity Type Buy Replacements - Capitol Bus Line Item Details  Line Item Details  Line Item Details  Auantity 0 Extended Budget Description  Nill 3rd Party contractors be used to fulfill this activity line item?  Yes, 3rd Party Contractors will not be used for this line item.  No, 3rd Party Contractors will not be used for this line item.	Buy Replacement 30-ft Bus	
Buy Replacement 30-ft Bus  Activity Type Buy Replacements - Capitol Bus  Line Item Details  Quantity 0 Extended Budget Description  Will 3rd Party contractors be used to fulfill this activity line item?  Yes, 3rd Party Contractors will be used for this line item.  No, 3rd Party Contractors will not be used for this line item.	Custom Line Item Name	
Activity Type Buy Replacements - Capitol Bus	Buy Replacement 30-ft Bus	
Line Item Details           Quantity         0           Extended Budget Description         0             Will 3rd Party contractors be used to fulfill this activity line item?           Yes, 3rd Party Contractors will be used for this line item.             No, 3rd Party Contractors will not be used for this line item.	Activity Type Buy Replacements - Capitol Bus	
Line Item Details  Quantity 0 Extended Budget Description   Vill 3rd Party contractors be used to fulfill this activity line item?  Yes, 3rd Party Contractors will be used for this line item.  No, 3rd Party Contractors will not be used for this line item.		
Quantity 0 Extended Budget Description	Line Item Details	
0 Extended Budget Description  Nill 3rd Party contractors be used to fulfill this activity line item?  Yes, 3rd Party Contractors will be used for this line item. No, 3rd Party Contractors will not be used for this line item.		
Extended Budget Description  Nill 3rd Party contractors be used to fulfill this activity line item?  Yes, 3rd Party Contractors will be used for this line item.  No, 3rd Party Contractors will not be used for this line item.	Quantity	
Xill 3rd Party contractors be used to fulfill this activity line item?         Yes, 3rd Party Contractors will be used for this line item.         No, 3rd Party Contractors will not be used for this line item.	0	
Will 3rd Party contractors be used to fulfill this activity line item?         Yes, 3rd Party Contractors will be used for this line item.         No, 3rd Party Contractors will not be used for this line item.	Extended Budget Description	
Nill 3rd Party contractors be used to fulfill this activity line item? Yes, 3rd Party Contractors will be used for this line item. No, 3rd Party Contractors will not be used for this line item.		
Will 3rd Party contractors be used to fulfill this activity line item? Yes, 3rd Party Contractors will be used for this line item. No, 3rd Party Contractors will not be used for this line item.		
<ul> <li>Yes, 3rd Party Contractors will be used for this line item.</li> <li>No, 3rd Party Contractors will not be used for this line item.</li> </ul>	Will 3rd Party contractors be used to fulfill this activity line iten	m?
No, 3rd Party Contractors will not be used for this line item.	Yes, 3rd Party Contractors will be used for this line item.	
	In No, 3rd Party Contractors will not be used for this line item.	



- 12) Update the FTA Funding Information Section with the requested amount to be provided by the grant or cooperative agreement.
  - a) Select a value from the drop-down menu provided under the 'FTA Funding Source' field.
  - b) Update the FTA Funding Amount field with the desired amount of funding.

FTA Funding Information	
FTA Funding Source	
- Select One -	×
FTA Funding Amount	
\$0	

- 13) Non-FTA Funding Information Section provide information concerning additional local, state or other federal funding that will be provided for this ALI.
  - a) If applicable update the 'Local Share Amount' field with the amount the local government will be contributing.
  - b) If applicable update the 'Local/In-Kind Share Amount' with the value of any local in-kind funding.
  - c) If applicable update the 'State Share Amount' field with the amount the state will be contributing.
  - d) If applicable update the 'State/In-Kind Share Amount' field with the desired amount.
  - e) If applicable update the 'Other Federal Share Amount' field with the desired amount.
  - f) If applicable update the 'Adjustment Amount field' with the desired amount.
  - g) If applicable update the 'Transportation Development Credit' field with the desired amount.

Note: All amount fields reflect whole dollars and must be entered as a whole number.



The 'Total Eligible Cost' will be updated after saving.

Non-FTA Funding Information
Local Share Amount
\$0
Local/In-Kind Share Amount
\$0
State Share Amount
\$0
State/In-Kind Share Amount
\$0
Other Federal Share Amount
\$0
Adjustment Amount
\$0
Transportation Development Credit
\$0
Total Eligible Cost \$0

Note: Transportation Development Credit and Adjustment Amount will not be additive in the Total Eligible Cost

14) When the scope code 'Rolling Stock' is selected the Rolling Stock Information Section will display.

- a) Select a value from the drop down 'Vehicle Condition' field indicating whether the vehicles are new or used.
- b) Select a value from the drop down 'Fuel' field indicating the type of fuel that the vehicles will use.
- c) Provide a short text describing of the size of the vehicle in the 'Vehicle Size' field.



Rolling Stock Information			
Vehicle Condition		Fuel	
N/A	$\checkmark$	N/A	$\checkmark$
Vehicle Size			

15) Update the Milestone section - A grid will be displayed with all applicable milestones.

Note: A 'Rolling Stock' line item will have five standard milestones as shown below.

	Name	Estimated Completion Date	T	Description
	RFP/IFB Issue Date			
	Contract Award Date			
	Initial Delivery Date			
	Final Delivery Date			
	Contract Completion Date			
Mile Miles	stone Details		Save Milestone	Delete Milestone Cance
Miles RFP/I	stone Details tone Name FB Issue Date		Save Milestone	Delete Milestone Cance
Miles RFP/I Estim	stone Details tone Name FB Issue Date ated Completion Date		Save Milestone	Delete Milestone Cance
Miles RFP/I Estim M/d/y	stone Details tone Name FB Issue Date ated Completion Date yyy		Save Milestone	Delete Milestone Cance
Miles RFP/I Estim M/d/y Miles	stone Details tone Name FB Issue Date ated Completion Date yyy tone Description		Save Milestone	Delete Milestone Cance
Miles RFP/I Estim M/d/y Miles	stone Details tone Name FB Issue Date ated Completion Date yyy tone Description		Save Milestone	Delete Milestone Cance
Miles RFP/I Estim M/d/y Miles	stone Details tone Name FB Issue Date ated Completion Date yyy tone Description		Save Milestone	Delete Milestone Cance
Miles RFP/I Estim M/d/y Miles	stone Details tone Name FB Issue Date ated Completion Date yyy tone Description		Save Milestone	Delete Milestone Cance
Miles RFP/I Estim M/d/y Miles	stone Details tone Name FB Issue Date ated Completion Date yyy tone Description		Save Milestone	Delete Milestone Canc



#### Note: A non 'Rolling Stock' line item will have twostandard milestones as shown below.

		Add New	Mileston
Name	Estimated Completion Date	↑ Description	
Start Date			
End Date			
		Save Line Item Delete Line Item	Cancel
		Save Line Item Delete Line Item	1

16) You may select to update the listed milestones, delete selected milestones, or add additional milestones. Details for each milestone in the grid must be provided for the ALI to be marked as complete. Milestones that are not applicable should be deleted.

#### Note: A minimum of 2 milestones are required for an ALI to be complete.

17) To add new milestones click the 'Add New Milestone' button and the form will expand to allow for the input of the milestone details.

18) To update or delete a milestone from the grid, select the checkbox associated with the desired milestone and the form will expand to display the milestone details.



- 19) Once the form has expanded you can choose to update the details associated with the milestone selected or choose to delete the milestone.
  - a) Update the 'Milestone Name' with a name of your own choosing or keep the provided name.
  - b) Click on the 'Estimated Completion Date' field to either type in a date or select a date from the date picker.
  - c) Optionally, provide additional information concerning the milestone in the 'Milestone Description' field.
  - d) Click on 'Save Milestone' to save all information for the selected milestone and collapse the form to hide the selected milestone details.
  - e) Click on the 'Delete Milestone' button to delete the milestone, and collapse the form, or
  - f) Click on 'Cancel' to exit out of the milestone details form without saving any changes made to the milestone and collapse the form to hide the milestone details.

villestone Details			
Vilestone Name	Save Milestone	Delete Milestone	Cancel
RFP/IFB Issue Date	Construction of the local division of the lo		
Estimated Completion Date			
M/d/yyyy			
Milestone Description			

- 20) Once all the sections related to the selected line item have been completed, you have the following option. The buttons can be found below the 'Existing Line Items' grid.
  - a) Click on 'Save Line Item' to save all information for the selected line item and collapse the form to hide the line item sections, or
  - b) Click on 'Delete Line Item' button to delete the selected line item from the project, or
  - c) Click on 'Cancel' to exit out of the form without saving changes for the selected line item and collapse the form to exclude the line item sections.



			Add New Milestone
	Name	Estimated Completion Date ↑	Description
	RFP/IFB Issue Date	3/31/2016	The detailed information about the sample milestone should be documented here
1	Contract Award Date	4/30/2016	The detailed information about the sample milestone should be documented here
	Initial Delivery Date	5/31/2016	The detailed information about the sample milestone should be documented here
	Final Delivery Date	6/30/2016	The detailed information about the sample milestone should be documented here
	Contract Completion Date	7/31/2016	The detailed information about the sample milestone should be documented here

21) Click on the 'Save Line Item' button to save changes to your ALI and milestones. The 'Click Close Button to Save' form will appear.

Line Item   Click Close Button to Save	
Success!	
Click Close button to save line item and return to budget activity line items form.	
	Close

- 22) Click the 'Close' button to finish saving the line item and return to the 'Budget Activity Line Items' form
- 23) The status for each line item will change from 'In-progress' to 'Complete' after all sections have been filled out and saved.



#### Note: All line items must have a 'Complete' status in order to successfully validate the project.

Exist	ting Line I	tems					
To edit :	a line item, clici	c on the checkbox for the	line item and a new section will appear be	low with line item and miles	tone details		
	Status	Scope Name / Code	Line Item Number / Name $\uparrow$	Activity Type	Quantity	FTA Amount	Total Eligible Cost
	Completed	111-00 BUS - ROLLING STOCK	11.12.03 BUY REPLACEMENT 30-FT BUS	Buy Replacements - Capitol Bus	1	\$100,000	\$135,000
	In-Progress	111-00 BUS - ROLLING STOCK	11.17.00 VEH OVERHAUL (UP TO 20% VEH MAINT)	Bus - Rolling Stock	0	\$0	\$0

24) To delete select the line item to be deleted and click on the 'Delete Line Item' button.

	Status	Scope Name / Code	Line Item Number / Name 👌	Activity Type	Quantity	FTA Amount	Total Eligible Cost
	Completed	111-00 BUS - ROLLING STOCK	11.12.03 BUY REPLACEMENT 30-FT BUS	Buy Replacements - Capitol Bus	1	\$100,000	\$135,000
V	In-Progress	111-00 BUS - ROLLING STOCK	11.17.00 VEH OVERHAUL (UP TO 20% VEH MAINT)	Bus - Rolling Stock	0	\$0	\$0

25) The system will display a message asking to confirm the deletion of the line item.

Are you s	ure you wai	nt to delete	the ALI?
	No	Yes	

26) Once a line item is deleted the existing line items grid will no longer display the deleted line item.



Exist	ting Line I	tems					
To edit	a line item, clic	k on the checkbox for the	line item and a new section will appear	below with line item and mile	estone details		
	Status	Scope Name / Code	Line Item Number / Name 📫	Activity Type	Quantity	FTA Amount	Total Eligible Cost
	Completed	111-00 BUS - ROLLING STOCK	11.12.03 BUY REPLACEMENT 30-FT BUS	Buy Replacements - Capitol Bus	1	\$100,000	\$135,000

27) Click the 'Close' button to return to the Projects Related Actions menu.

#### 6.7.5 Environmental Determination

Environmental findings must be provided for each Project. You may select to have one environmental finding apply to all ALI or select individual findings for each ALI.

To update Environmental Determination, complete the following:

1) Click on the link 'Environmental Determination' related action to update environmental findings details.

## Records / Projects FL-2016-002-01-00 - Sample TrAMS Project - For USer Guide Purposes Only Project Details and Narratives Manage Project Details and Narrative **Project Location** Manage Project Place of Performance Information (Congressional District and UZA Codes) **Project Plan Information** Manage Project's Program Plan Information (STIP/UPWP/LRP) **Budget Activity Line Items and Milestone** Manage Budget Activity Line Item and Milestone **Environmental Determinations** Manage Project Environmental Determinations **View-Print Application** Generate View/Print for Application **Project Documents** Manage Project Documents

- 2) Update 'Step 1' the project 'Independent Utility and Permissible Segmentation' section by identifying if your project involves one or more environmental findings by either selecting:
  - a) 'This Project and each ALI activity have a separate, individual NEPA finding' when there are multiple environmental findings, or



- b) 'This Project and ALL ALIs activities are covered by one NEPA finding', when there is only one environmental finding.
- 3) Click on the 'Next' button to move the next form or 'Close' to close the form without saving changes and return to the project 'Related Actions' menu.

# 7312-2016-2-P1 | Project Environmental Review Summary

Recipient ID	
7312	Recipient Name Disneyland Transit Organization
Application Details	
FAIN 7312-2016-2	Application Name Sample TrAMS Application for User Guide Purposes Only
<b>Temp App Number</b> 7312-2016-2	Application Status In-Progress
Project Details	
Project Number 7312-2016-2-P1	Project Name Sample TrAMS Project - For USer Guide Purposes Only
FTA Environmental Review	
Prior to approving a grant in TrAMS, FTA must find that th environmental laws and regulations including, but not limit	e action complies with the National Environmental Policy Act (NEPA) and any other applicable ed to, Section 106 of the National Historic Preservation Act, Section 4(f), and the Endangered Species
(EA), or environmental impact statement (EIS) and identified depending on how the application is structured. You are requested to upload documents related to environ	whether the project qualifies as a c-list or d-list categorical exclusion (CE), environmental assessment y a NEPA finding (CE, FONSI, or ROD) at either the Project Level or the Activity Line Item (ALI) level, mental reviews, as appropriate, and identify NEPA finding dates (post and upcoming) to help FTA
(EA), or environmental impact statement (EIS)) and identified depending on how the application is structured. You are requested to upload documents related to environ manage or conduct an environmental review. If you need Useful resources to identify the appropriate NEPA class of environmental regulations at 23 CFR 771, and FTA's Cate website.	whether the project qualifies as a c-list or d-list categorical exclusion (CE), environmental assessment y a NEPA finding (CE, FONSI, or ROD) at either the Project Level or the Activity Line Item (ALI) level, mmental reviews, as appropriate, and identify NEPA finding dates (post and upcoming) to help FTA assistance on how to enter environmental information into TrAMS, please contact your regional office. action and other environmental review requirements include: your FTA regional office, FHWA/FTA gorical Exclusion Guidance. Links to these documents and other relevant materials are on FTA's public
(EA), or environmental impact statement (EIS)) and identified depending on how the application is structured. You are requested to upload documents related to environ manage or conduct an environmental review. If you need a Useful resources to identify the appropriate NEPA class of environmental regulations at 23 CFR 771, and FTA's Cate website. http://www.fta.dot.gov/	whether the project qualifies as a c-list or d-list categorical exclusion (CE), environmental assessment y a NEPA finding (CE, FONSI, or ROD) at either the Project Level or the Activity Line Item (ALI) level, mental reviews, as appropriate, and identify NEPA finding dates (post and upcoming) to help FTA assistance on how to enter environmental information into TrAMS, please contact your regional office. action and other environmental review requirements include: your FTA regional office, FHWA/FTA gorical Exclusion Guidance. Links to these documents and other relevant materials are on FTA's public
(EA), or environmental impact statement (EIS)) and identi- depending on how the application is structured. You are requested to upload documents related to environ manage or conduct an environmental review. If you need Useful resources to identify the appropriate NEPA class of environmental regulations at 23 CFR 771, and FTA's Cate website. http://www.fta.dot.gov/ Step 1: Independent Utility and Permiss	whether the project qualifies as a c-list or d-list categorical exclusion (CE), environmental assessment y a NEPA finding (CE, FONSI, or ROD) at either the Project Level or the Activity Line Item (ALI) level, mmental reviews, as appropriate, and identify NEPA finding dates (post and upcoming) to help FTA assistance on how to enter environmental information into TrAMS, please contact your regional office. action and other environmental review requirements include: your FTA regional office, FHWA/FTA gorical Exclusion Guidance. Links to these documents and other relevant materials are on FTA's public sible Segmentation
Att. Transferquines you to effert NetA Classes of action ( (EA), or environmental impact statement (EIS)) and identif depending on how the application is structured. You are requested to upload documents related to enviro manage or conduct an environmental review. If you need Useful resources to identify the appropriate NEPA class of environmental regulations at 23 CFR 771, and FTA's Cate website. http://www.fta.dot.gov/ Step 1: Independent Utility and Permiss For most entries in TrAMS, there will be one NEPA linding findings, and in that instance, there would be one NEPA linding findings, and in that instance, there would be one NEPA finding findings, and in that instance, there would be one NEPA finding findings and in that instance, there would be one NEPA finding finding is made at the Project level 771.111(f) (independent utility, logical termini for linear pro- if your Project includes permissible early acquisition of real used for the acquisition. That can be done through either	whether the project qualifies as a c-list or d-list categorical exclusion (CE), environmental assessment y a NEPA finding (CE, FONSI, or ROD) at either the Project Level or the Activity Line Item (ALI) level, mmental reviews, as appropriate, and identify NEPA finding dates (post and upcoming) to help FTA assistance on how to enter environmental information into TrAMS, please contact your regional office. action and other environmental review requirements include: your FTA regional office, FHWA/FTA gorical Exclusion Guidance. Links to these documents and other relevant materials are on FTA's public <b>sible Segmentation</b> per "Project" in TrAMS. In some cases, it may be desirable for one "Project" to have multiple NEPA ding identified per ALI (e.g., large formula grants covering multiple independent activities or Projects where the early property acquisition has not been set up as its own "Project" to have multiple NEPA or for individual ALIs, every NEPA finding must comply with the scope requirements of 23 CFR jects, not restrict consideration of alternatives for reasonably foreseeable transportation projects). I property, that early acquisition of property must have its own NEPA finding if Federal funds may be including a separate "Project" to a schema the transportation projects).
(EA), or environmental impact statement (EIS)) and identified (EA), or environmental impact statement (EIS)) and identified pending on how the application is structured. You are requested to upload documents related to environmental review. If you need Useful resources to identify the appropriate NEPA class of environmental regulations at 23 CFR 771, and FTA's Cate website. http://www.fta.dot.gov/ Step 1: Independent Utility and Permiss For most entries in TRMS, there will be one NEPA finding findings, and in that instance, there would be one NEPA finding is made at the Project level 771.111(f) (independent utility, logical termini for linear pro- If your Project includes permissible early acquisition of real used for the acquisition. That can be done through either	whether the project qualifies as a c-list or d-list categorical exclusion (CE), environmental assessment y a NEPA finding (CE, FONSI, or ROD) at either the Project Level or the Activity Line Item (ALI) level, mmental reviews, as appropriate, and identify NEPA finding dates (post and upcoming) to help FTA assistance on how to enter environmental information into TrAMS, please contact your regional office. action and other environmental review requirements include: your FTA regional office, FHWA/FTA gorical Exclusion Guidance. Links to these documents and other relevant materials are on FTA's public sible Segmentation per "Project" in TrAMS. In some cases, it may be desirable for one "Project" to have multiple NEPA ding identified per ALI (e.g., large formula grants covering multiple independent activities or Projects where the early property acquisition has not been set up as its own "Project") rather than at the Project or for individual ALIs, every NEPA finding must comply with the scope requirements of 23 CFR bjects, not restrict consideration of alternatives for reasonably foreseeable transportation projects). It property, that early acquisition of property must have its own NEPA finding if Federal funds may be including a separate "Project" for early property acquisition or by entering NEPA findings at the ALI level.

Version 1.0

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- 4) Step 2 the 'Project Environmental Finding Summary' section:
  - a) Select a value from the drop-down menu provided under the 'NEPA Class of Actions' field.
  - b) Once you select a class of action from the drop-down the 'Category Exclusion' field will populate with appropriate values. Applicable for 'Class II(c) Categorical Exclusion (C-List)' and 'Class II(d) Categorical Exclusion (D-List)', otherwise the value of NA will populate.

If the value 'This Project and ALL ALIs activities are covered by one NEPA finding' was selected, only one NEPA Class of Action may be selected.

Recipient ID		Posiniont Namo		
7312		Disneyland Trans	it Organization	
Application Details				
FAIN		Application Nam	1e	
/312-2016-2		Sample TrAMS Ap	oplication for User Guide Purposes On	ly
Temp App Number 7312-2016-2		Application Stat	us	
		in regions		
Project Details				
Project Number		Project Name		
7312-2016-2-P1		Sample TrAMS Pr	roject - For USer Guide Purposes Only	
Step 2: Project Environmental F	inding Summary			
Select NEPA Class of Action				
Project Name	NEPA Class of Action		Category Exclusion	
Sample TrAMS Project - For USer Guide	Select One	•	NA.	
E HI DUSES VIIIV				

If 'This Project and each ALI activity have a separate, individual NEPA finding.' is selected then, a grid will display with each ALI associated to the project, a 'NEPA Class of Action' and its corresponding 'Category Exclusion' will need to be chosen for each ALI.



Recipient ID 7312		R	ecipient Name sneyland Transit Organization		
Application Deta	ails				
FAIN 7312-2016-2		Aj	oplication Name ample TrAMS Application for Us	ser Guide Purposes Only	
Temp App Number 7312-2016-2		Aj In	pplication Status Progress		
Project Details					
Project Number 7312-2016-2-P1 Step 2: Project E	Environmental Finding S	Pi Si Summarv	roject Name ample TrAMS Project - For USe	r Guide Purposes Only	
Select NEPA Class of	Action				
Scope Code	Scope Name	Line Item Number	NEPA Class of Action	Category Exclusion	
111-00	BUS - ROLLING STOCK	11.12.03	Select One	▼ NA	
	BUS - ROLLING STOCK	11.17.00	Select One	▼ NA	

5) To modify the answer selected as to the number of environmental findings associated with the project click on the 'Back' button. The following validation message will be displayed.

Previously saved data will be deleted, are you sure you want to continue?



- 6) Repeat steps 2 through 4.
- 7) Click on the 'Next' button to move to the next page to provide detail information on the Environmental Findings.
- 8) Click on 'Close' to close the form without saving and return to the project 'Related Actions' menu.
- 9) Step 3 update the 'Budget Activity Line Items Associated to NEPA Class of Action' section
- 10) When multiple findings have been selected you will be presented with a grid to select the ALI to be updated. Select an ALI by checking the box associated with the ALI and the form will expand to allow the entry of the details. If only one finding was selected for the project, selecting an ALI will not be required and the expanded form will automatically be displayed.



# 7312-2016-2-P1 | Project Environmental Review Summary

tecipi 312	ient ID				Recipient N Disneyland	lame Transit Organizat	ion	
Appl	ication I	Details						
AIN 312-2	016-2				Application Sample TrA	Name MS Application fo	r User Guide Purpo	oses Only
emp 312-2	App Numb 016-2	er			Application In-Progress	Status		
roje	ect Detai	ils						
	A Manus Land				Project Nar	ne		Sec. desire
rojec 312-2	016-2-P1				Sample TrAI	MS Project - For	USer Guide Purnos	ac Only
<b>rojec</b> 312-2	016-2-P1				Sample TrAI	MS Project - For	USer Guide Purpos	es Only
312-2	3: Budo	et Activity	Line Items	Associated to NEP	Sample TrAI	MS Project - For	USer Guide Purpos	es Only
rojec 312-2 Step	3: Budg Scope Code	get Activity Scope Name	Line Items . Line Item Number	Associated to NEP	Sample TrAI	MS Project - For Action Total Eligible Cost	USer Guide Purpos	categorical Exclusion
Step	3: Budg Scope Code	Scope Name BUS - ROLLING STOCK	Line Items	Associated to NEP Line Item Name BUY REPLACEMENT -30-FT BUS	Sample TrAI	MS Project - For Action Total Eligible Cost \$135,000.00	USer Guide Purpos NEPA Class Class II(c) - Categorical Exclusions (C-List)	categorical Exclusion Type 07: Acquisition, Maintenance of Vehicles / Equipment

11) For each NEPA Class of Action selected the user will be able to:

- a) Provide a description of the findings in the 'Description Details' field.
- b) Click on each finding date type 'Date' field to either type in a date or select a date from the date picker. Date fields listed will depend on the NEPA Class of Action selected.
- c) Click on the 'Browse' button to upload a document that is associated with the NEPA Class of Action.



	bout the associated NEP/	class of action is optional and can be entered here	
Invironmental Fin	ding Dates		
Finding Date Type	Date		
Class IIc CE Approved	1/21/2016		
Documentation for Document Name	r NEPA Class of A	Uploaded By	
Documentation for	r NEPA Class of A Date Uploaded No items available	Uploaded By	
Documentation for Document Name Chrysanthemum.jpg (858.7	T NEPA Class of A Date Uploaded No items available	Uploaded By	

12) Click on 'Save' to save all information for the selected NEPA Class of Action and collapse the form. Click on 'Back' to return to the previous form and modify the NEPA Class of Action or Categorical Exclusions selected. Click on 'Close' to close the form and return to the project 'Related Actions' menu without saving.

#### 6.7.6 Related Action: Validate Project

All projects must be validated before transmitting an application to FTA for review. To validate a project, complete the following:

1) Click on the 'Validate Project' related action to verify that the project is complete.



2) The system will run validation on your project to ensure all required elements for the project are present and will provide a summary of critical issues and warnings. If the validation results in critical issues, you will need to address them individually before the project will pass validation.

Project Numbe	er Project N	lame		Date Created	
7312-2016-2-P1	1 Sample Tr	rAMS Project - For US	er Guide Purposes Only	1/21/2016 3:43 PM	GMT+00:00
ritical Issu	les				
	X Validation	Error			
	This project cannot p	bass Project Validation	until these errors are corrected:		
	This project cannot p - The following line it continuing (Budget A	bass Project Validation ems in the project hav activity Line Items Rela	until these errors are corrected: re a status of 'In-Progress'. Please ensure eac ted Action):	h line item has a status o	of 'Completed' be
Scope Number	This project cannot p - The following line it continuing (Budget A Scope Name	bass Project Validation ems in the project hav activity Line Items Rela Line Item Number	a until these errors are corrected: re a status of 'In-Progress'. Please ensure eac ted Action): Line Item Name	h line item has a status o FTA Funding Amount	of 'Completed' be Line Item Status

3) Click on 'Close' button to return back to the available related actions for the project and update the project as necessary.

If the project passes initial validation, you will be taken through a series of questions/forms based on the ALIs in your project:

- Section 5307 Funding Security Question
- Transportation Development Credit or In-Kind Funding Document Upload
- Fleet Status Update for Rolling Stock ALIs

The forms will only appear if the criteria apply to your project.



- 4) Update the Section 5307 Funding Security Question. This question will only appear if you have selected 5307 funding for this application
  - a) Click on the desired radio button next to the 'Yes' and 'No' choices.
  - b) If you selected 'Yes, our organization will expend at least 1% of the 5307 funds in this application for security related projects,' then you be confirmation screen after you complete the step d below.
  - c) If you selected 'No, our organization will NOT expend at least 1% of the 5307 funds in this application for security related projects,' then you will need to explain why on the next form.
  - d) Click on 'Continue' to save the information.

# Project | Section 5307 Funding Security Question

#### **Project Details**

 Project Number
 7312-2016-2-P1

 Project Name
 Sample TrAMS Project - For USer Guide Purposes Only

This project includes Section 5307 funds. Answer the following question:

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

- 5) Update Security Question Details. This will only appear if you have selected 'No' to the 5307 funding security question in step 3.a.
  - a) Click on desired reason. This is a multi-select choices
  - b) Update the 'Explanation' field with the desired text. This is a long paragraph text field.
  - c) Click on 'Continue' to save the information.



Project Number	7312-2016-2-P1	Project Name Sample TrAMS Project - For USer Guide Purposes Onl
our organizat	ion will not expend at least 1	% of the Section 5307 funds for security purposes
	Select one or more of the following reason	ns and provide a detailed explanation below:
	<ul> <li>We have conducted a threat and vulne security projects at this time.</li> <li>All FTA/TSA Security Action Items* has security projects is required at this time.</li> <li>Other. Detailed explanation is provided</li> </ul>	rability assessment and found that there are no deficiencies that require additional investment in ave been met. We can answer each action item affirmatively, and no additional investment in f in comments below.
Explanation	The explanation for the selected reason r	must be provided
	Comments are required to explain your sele	ction.
A/FTA Secu	rity and Emergency Manager	nent Action Items for Transit Agencies
Guidance Link	http://transit-safety.volpe.dot.gov/ http://transit-safety.volpe.dot.gov/Secu	<pre>//Security/SecurityInitiatives/ActionItems/actionlist.asp rity/SecurityInitiatives/ActionItems/actionIist.asp</pre>

- 6) When one or more of the ALI has an In-Kind funding source, documentation will be required. The 'Upload In-Kind Funding Document' page will be displayed when a budget ALI contains In-Kind funding.
  - a) Click on the 'Browse' button and select a document to upload.



b) Click on the 'Save' button to continue.

# Project Validation | Upload In-Kind Funding Document

#### **Project Details**

Project Number	Project Title	Date Created	Status
7312-2016-2-P1	Sample TrAMS Project - For USer Guide Purposes Only	1/21/2016 3:43 PM GMT+00:00	In-Progress
Document Def	tails		
Upload Document	This project includes a budget activity line item that uses an In-Kind Fur Browse No file selected.	ding source. Upload documentation for this a	dditional funding.
opioau Document			

c) If In-Kind documentation has already been uploaded during previous validations of a project, you may skip uploading a document by clicking on the 'Skip' button.

# Project Validation | Upload In-Kind Funding Document

Project Details			
Project Number	Project Title	Date Created	Status
7312-2016-2-P1	Sample TrAMS Project - For USer Guide Purposes Only	1/21/2016 3:43 PM GMT+00:00	Ready for FTA Review
ocument Deta	ils		
Internet Descenario	This project includes a budget activity line item that uses an In-Kind	I Funding source. Upload documentation	for this additional funding.
opioad Document	Upload documentation.		
Current In-Kind Funding Document	Chrysanthemum 858.8 KB		
			Save Skip
	Y		
*			



- When one or more of the ALI's contain Transportation Development Credits as a Non-FTA funding source, you will be required to upload documentation. The 'Upload Transportation Credit Document' page will be displayed.
  - a) Click on the 'Browse' button and select a document to upload.
  - b) Click on the 'Save' button to continue.

# Project Validation | Upload Transportation Credit Document

7312-2016-2-P1 Sample TrAMS Project - For USer Guide Purposes Only 1/21/2016 3:43 PM GMT+00:00 In-Pro coument Details This project includes a budget activity line item that uses an Transportation Credit source. Upload documentation for this additional pload Document Browse No file selected.	7312-2016-2-P1 Sample TrAMS Project - For USer Guide Purposes Only 1/21/2016 3:43 PM GMT+00:00 In-Pr ocument Details This project includes a budget activity line item that uses an Transportation Credit source. Upload documentation for this addition Ipload Document Browse No file selected.	leccummen	Project little	Date Created	Status
Document Details This project includes a budget activity line item that uses an Transportation Credit source. Upload documentation for this additiona Upload Document Browse No file selected.	Document Details This project includes a budget activity line item that uses an Transportation Credit source. Upload documentation for this addition Upload Document Browse No file selected.	2-2016-2-P1	Sample TrAMS Project - For USer Guide Purposes Only	1/21/2016 3:43 PM GMT+00:00	In-Progress
This project includes a budget activity line item that uses an Transportation Credit source. Upload documentation for this additiona	This project includes a budget activity line item that uses an Transportation Credit source. Upload documentation for this addition Upload Document Browse No file selected.	ument Deta	ils		
Upload Document Browse No file selected.	Upload Document Browse No file selected.		This project includes a budget activity line item that uses an Transportat	tion Credit source. Upload documentation for t	his additional fund
	I Inland documentation		Proven No file colocted		

c) If Transportation Credit Documentation has already been uploaded during previous validations of a project, you may skip uploading a document by clicking on the 'Skip' button.

# Project Validation | Upload Transportation Credit Document

Project Number	Project Title	Date Created	Status
7312-2016-2-P1	Sample TrAMS Project - For USer Guide Purposes Only	1/21/2016 3:43 PM GMT+00:00	Ready for FTA Review
ocument Det	ails		
	This sector is the device budget and the first have the sector of Terror		
	This project includes a budget activity line item that uses an Transp	ortation Credit source. Upload documenta	ation for this additional fundir
Upload Document	Browse No file selected.	ortation Credit source. Opload documenta	ation for this additional fundir
Upload Document	Browse No file selected. Upload documentation.	ortation Credit source. Upload documenta	ation for this additional fundir
Upload Document	Browse No file selected. Upload documentation.	ortation Credit source. Upload documenta	ation for this additional fundir



8) When one or more of the ALI's contain rolling stock, the current fleet status associated to the recipient organization is shown. You may add new fleet types, update the current fleet items, delete fleet items, or bypass making any changes to the rolling stock by clicking the 'Close' button.

Refer to Related Action: Fleet Status for additional information regarding updates to fleet status.

	Notification		
	Project Number 7312-2016-2-P1 inclu-	les a Rolling Stock line item. Please update yo	ur organization's fleet status before continuing wi
	project validation.		
pient Profi	ile Information		
<b>pient Prof</b>	ile Information	Recipient Name Dis	sneyland Transit Organization

**Note:** The fleet status associated with the application will be the fleet status in effect for the recipient organization at the time of application award.

- 9) Once all validations have passed, the confirmation screen 'Project Validated' will be displayed with the following message: 'Project Number [project #] has been successfully validated'
  - a) Click the Close button to return to the 'Related Actions' menu.

Project   Validated	
Success!	
Project Number 7312-2016-2-P1 has been successfully validated.	
	Close
6.7.7 View-Print Application	

Users may access the View-Print Application functionality from either the application record or the

project record. Refer to View-Print Application for information regarding this action.



#### 6.7.8 **Project Documents**

To add, view, or delete documents associated with the project.

1) Click on the 'Project Documents' from the project related actions to display the 'Manage Documents' page.



2) Documents previously uploaded and associated with the project will be displayed in a grid. To view a document click on the hyperlink in the 'Document File Name' field.



# Disneyland Transit Organization | Manage Documents

ojec 12-2	t Number 016-2-P1		Pro Sar	Project Name Sample TrAMS Project - For USer Guide Purposes Only		
urr	ent Document	s				
	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
	Environmental Finding	Class II(c) - Categorical Exclusions (C-List)	Chrysanthemum		Jan 21, 2016	tommdisney@yahoo.com
	Project Budget	In-Kind Funding	Chrysanthemum		Jan 21, 2016	
	Project Budget	Activity Line Item Details	Chrysanthemum		Jan 21, 2016	
				A	dd Document Rem	ove Dacument Close

- 3) Select the 'Add Document' button to upload additional documentation for the project. The 'Add New Document' form will display. To add a new document you will need to:
  - a) Select the 'Document Context' from the drop down list.
  - b) After the document context has been selected the 'Document Type' will be available and will be populated based on the document context selected.
  - c) Provide a description of the document that will be uploaded in the 'Document Description' field.
  - d) Click the 'Browse' button to select a document to be uploaded.
  - e) Click the 'Save' button to complete the process.
  - f) To discard the uploaded document, click the 'Cancel' button.



# Disneyland Transit Organization | Add New Document

Project Number 7312-2016-2-P1		Project Name Sample TrAMS Project - For USer Guide Purposes Only	
Upload New Do	cument		
* Document Context	Select Document Context		•
*Document Type	- Select Document Type		*
* Document Description * Select Document	Browse No file selected.		
Cancel			Save

2) To remove a document, click on the checkbox associated with the document on the 'Manage Documents' page. Click on the 'Remove Document' button.

rojec 312-2 Curr	ent Documen	ts		Project Name Sample TrAMS Project - For US	Ser Guide Purpose	s Only
	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
	Environmental Finding	Class II(c) - Categorical Exclusions (C-List)	Chrysanthemum		Jan 21, 2016	tommdisney@yahoo.com
	Project Budget	In-Kind Funding	Chrysanthemum		Jan 21, 2016	
	Project Budget	Activity Line Item Details	Chrysanthemum		Jan 21, 2016	
V	Program Plan	General	Chrysanthemum.jpg	Sample Document for User Guide Purposes Only	Jan 22, 2016	tommdisney@yahoo.com

### 6.8 Related Action: Validate and Transmit Application

Once all projects for an application have been completed and have been successfully validated you will be ready to send the application to the FTA for their initial review to take place. You will need to return to the 'Related Actions' associated with the application.



- 1) If on the Project select the 'Summary' from the left hand navigation and click on the FAIN hyperlink to return to the Application 'Summary'.
- 2) Click 'Related Actions' on the left-hand side of the screen.
- 3) Click 'Validate and Transmit Application to FTA'. The system directs you to the 'Application Validation Results' screen.

```
Records / Applications / Awards
7312-2016-2 | Sample TrAMS Application for User Guide Purposes
Only Follow
        Application Documents
        Manage Application Document
        Add Project to Application
        Create Project and Associate to Application
        Application Details
        Manage Application Details
        View-Print Application
        Generate View/Print for Application
        Validate and Transmit Application
        Validate and Transmit Application to FTA for Review
                                                                               - :--
        View-Print Budget Change History
        Generate View-Print for Budget Revision
        Application Review Comments
        View and Manage Application / Award Review Comments
        Delete Project
        Delete Associated Application Project
```

4) The system will display a form with project validation results. You must resolve any critical issues that are displayed before attempting to proceed.



# **Application | Application Validation Results**

Application Number	7312-2016-2	Application Name	Sample TrAMS Application for User Guide Purposes Only
Temporary Application Number	7312-2016-2		
Critical Issues			
	😮 Validation Error		
	This application cannot pass Application	Validation and be transmitted to FTA	for review until these errors are corrected:
	- The following projects in this application	have not passed Project Validation:	
	7312-2016-2-P1		
	Please validate all projects in the applica	tion before continuing (Project Reco	d Validate Project Related Action)

5) If the system displays a warning for the application, you may disregard the message and continue validating the application by clicking the 'Continue with Warnings' button.

# Application | Application Validation Results

Application Number	7312-2016-2	Application Name	Sample TrAMS Application for User Guide Purposes Only
Temporary Application Number	7312-2016-2		
Varning Issue	S		
	Warning		
	This application can pass Application	Validation with the following issues, but	they must be corrected prior to Award:
	- Your organization has expired or inco Organization Record, Civil Rights Info	omplete civil rights program compliance rmation Related Action)	s. Please update your civil rights programs (Recipient
	- Your organization has not approved Related Action).	C&A's for Fiscal Year 2016 (Recipient Or	ganization Record, Certifications & Assurances
			Continue with Worninge Close
			Continue with Warnings Close

- 6) The 'Application | Validated' screen will be displayed.
- 7) Click the 'Continue with Transmission' button. The 'application | Transmitted' screen will be displayed.
- 8) Click the 'Close' button to return to the 'Related Actions' menu without transmitting.

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pplication   Validated	
Success!	
plication Number 7312-2016-2 has been successfully validated.	

9) The 'Application | Transmitted' success screen will be displayed. Click the 'Close' button to return to the 'Related Actions' menu.

Application   Transmitted	
Success!	
Application Number 7312-2016-2 transmission completed.	
	Close

10) Click 'Summary' on the left-hand side of the screen if you wish to confirm that the application's status has been updated. The application's status will have changed from 'In-Progress' to 'Transmitted/Ready for FTA Review'.



In-Progress	Initial Review / Concurrence	Final Concurrence	Obligation	Executed	Active	Closed
Recipient Details	5					
Recipient ID         Recipient Name           7312         Disneyland Transit Organization						
Application State	us Information					
Application Number 7312-2016-2						
Application Name		Contraction Contraction				
Sample TrAMS Applicat	tion for User Guide F	Purposes Only				

## 6.8.1 Validate and Retransmit Application to FTA

If deficiencies are identified in the application through any of the reviews conducted during initial review, initial concurrence, or final concurrence, an email will be sent to users in the recipients indicating that the application has been returned. The status of the application will return to the 'In-Progress' status or to 'In-Progress / Returned to the Grantee' when returned following FAIN assignment.

When the application has been returned to the recipient, you may:

- View FTA comments from the Application Related Actions menu 'Application Review Comments'. Refer to Related Action: Application Review Comments.
- Respond to FTA comments.
- Submitters and Developers will be able to edit the application. All actions available and editable during drafting of the application will be available. Scope changes to existing ALI will not be permitted once the FAIN has been generated (In-Progress/Returned to Grantee).
- Changes made to projects will require project validation prior to resubmission.
- After correcting the application deficiencies you will need to retransmit the application using the 'Validate and Transmit Application to FTA' related action.

#### 6.8.2 Related Action: Delete Project

To delete one or more projects from an application, select the 'Delete Project' from the applications 'Related Action' menu:

1) Click 'Delete Project'.



2) The 'Application | Select Project to Delete' form will be displayed. Select the check box for a project you wish to delete from the application and then click the 'Delete' button which appears.

Ap	plication	Select Project to Delete			
Reci	pient Details				
Recipi 7312	ient ID	Rec Dist	Recipient Name Disneyland Transit Organization		
Appl	lication Details				
FAIN 7312-	FAIN 7312-2016-2		lication Name nple TrAMS Applicatio	on for User Guide Purpos	es Only
Temp 7312-	Temp App Number 7312-2016-2		lication Status rogress		
Proj	ects for Applica	ation			
	Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
	7312-2016-2-P2	Sample TrAMS Project # 2 For User Guide Purposes Only	\$0	Jan 21, 2016	Tomm Disney
	7312-2016-2-P1	Sample TrAMS Project - For USer Guide Purposes O	nly \$0	Jan 21, 2016	Tomm Disney

#### Note: You may only select one project at a time.

 The '[Application ID] | Confirm Delete Project' form will be displayed. Click the 'Delete' button to confirm project deletion or click 'Cancel' to return to the application 'Related Actions' menu without deleting the project.

oject Number	Project Title	Date Created
12-2016-2-P2	Sample TrAMS Project # 2 For User Guide Purposes Only	1/21/2016 5:38 PM GMT+00:00

4) Click the 'Yes' button on the additional prompt message, 'Are you sure you want to delete this project?' to confirm the deletion.

Cancel



25.055	and a second		
Are you s	ure you want	to delete this	project
	No	Ves	
	140	100	

Note: Deleted projects are not recoverable.

5) The 'Project | Deleted' success message will be displayed with the following confirmation message: '[Project ID] has been successfully deleted'. Click the 'Close' button to return to the 'Related Actions' menu.

Project   Deleted	
Success!	
Project 7312-2016-2-P2 has been succesfully deleted	
	Close



#### 6.8.3 Submit Application to FTA

After the FTA has completed their initial review of the application and they have assigned a FAIN number, FTA will return the application for formal submission. A 'Task' will be assigned to users with the Submitter role. The Submitter will receive an email notice indicating that a task has been assigned.

- 1) Click the 'Tasks' tab to view a list of tasks for the logged on user.
- 2) Select the 'Review and Submit Application' task. The system provides you with an 'Accept Task' window that inquires 'Do you want to accept the task?'

News Tasks (2) Rec	ords Reports Actions	Tomm Disney - Appian
U.S. Department of Transportation Federal Transit Administration Assigned to Me > Sent by Me Starred Grantee Tasks by Category	Click here to send a task	t₄ Newest+

3) Click the 'Yes' button. The system directs you to the 'Application | Submit Application to FTA' screen. Clicking the 'No' button will return the task to the group.

	Accep	t Task
Do yo	ou want to a	accept the task

- 4) After accepting the submission task the you will be able to:
  - Submit the application to FTA
  - Review the application prior to submission
  - Provide comments to FTA without submitting the task
  - Return the task for later action.

Note: Only the Submitter role is able to submit application to FTA



5) To review the Application prior to submission, click the 'View/Print' button. The 'View/Print' Application' form will be displayed. Click on the 'View Print Application – [Application Number]' to view the application.

Recipient ID	7312 https://ftatraining.appiancloud.com/suite/tempo/rec	Recipient Name	Disneyland Transit Organization
pplication De	tails		
Application Number (FAIN)	EL-2016-002-00	Application Name	Sample TrAMS Application for User Guide Purposes Only
Temp Application Number	7312-2016-2	Application Status	FAIN Assigned / Ready for Submission 1/22/2016 3:55 PM EST
Last Modified By	region4.preawardmanager1		

6) The application will be displayed when the 'View Print Application' link is clicked.

Printable Application	
	Close



7) To provide the FTA with a comment click 'Return with Comment to FTA'.

# Application | Submit Application to FTA

Recipient ID	7312 https://ftatraining.appiancloud.com/suite/tempo/rec	Recipient Name	Disneyland Transit Organization
Application De	tails		
Application Number (FAIN)	FL-2016-002-00 https://flatraining.appiancloud.com/suite/tempo/rec	Application Name	Sample TrAMS Application for User Guide Purposes Only
Temp Application Number	7312-2016-2	Application Status Last Modified Date	FAIN Assigned / Ready for Submission 1/22/2016 3:55 PM EST
Last Modified By	region4.preawardmanager1		
		Submit to FTA	View/Print Return with Comment to FTA Cancel

a) The 'Return Application to FTA Pre-Award Manager | Recipient Comment Entry' form will be displayed. Enter your comment in the 'Comment' field and click 'Return to FTA for Comment Review'.

### Return Application to FTA Pre-Award Manager | Recipient Comment Entry

Recipient ID	7312 https://ftatraining.appiancloud.com/suite/tempo/rec	Recipient Name	Disneyland Transit Organization
Application De	etails		
Application Number (FAIN)	FL-2016-002-00 https://fatraining.appiancloud.com/suite/tempo/rec	Application Name	Sample TrAMS Application for User Guide Purposes Only
Temp Application	7312-2016-2	Application Status	FAIN Assigned / Ready for Submission
Number		Last Modified Date	1/22/2016 3:55 PM EST
Last Modified By	region4.preawardmanager1		
Comment	1		
	Please enter your comments for review by the FTA Pre-Awar	rd Manager.	
			Return to FTA for Comment Review Cancel
			Comparison of the second se Second second s Second second seco

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8) Click the 'Close' button to return to the application to the 'Tasks' tab, and submit the application at a later time. The system will display a confirmation message that the task has been returned. If the task does not immediately reappear in the 'Task' tab, click the tab again to refresh the list.

Applicati Confirmation	ion   Cancel Submission of Application FL-2016-002-00
	The submission of Application FL-2016-002-00 to the FTA Pre-Award Manager has been cancelled.
	Return to the Task list to submit Application FL-2016-002-00 to the FTA Pre-Award Manager at a later time.
	Close
	Luse

- 9) To submit the application, click the 'Submit to FTA' button. The 'Application Validation | Submit Application for FTA Review' Screen will be shown.
  - a) You will need to provide your 4 digit User PIN number in the 'User PIN' field. Refer to Related Actions: TrAMS Manage User PIN, if you do not know your PIN number.
  - b) Click 'Confirm' to continue to submit, or 'Cancel' to return the submission task to the 'Task' tab.

## Application Validation | Submit Application for FTA Review

Please review the content below to confirm submission

To the best of my knowledge and belief, all data entered are true and correct. Submission of this application is duly authorized by the appropriate governing officials of the applicant and the applicant will comply with the certifications and assurances if the federal assistance is awarded. If you agree, click on the Confirm button to complete submission of this application to the Federal Transit Administration (FTA).

Please note that this	verification is being recorded under the name o	f:			
Name	Tomm Disney	Date	Jan 22, 2016		
Title	Submitter	User PIN			
				Confirm	Cancal

10) Click the 'Confirm' button. The following message will be displayed: 'Federal Award Number has been successfully submitted to the FTA for Final Concurrence review'.



# Application Review | Submitted Success! Federal Award ID Number FL-2016-002-00 has been successfully submitted to FTA for Final Concurrence review.

11) Click the 'Close' button. The system returns you to the 'Tasks' tab and the review link will now be removed from the task list.

Version 1.0



# 7 Managing Existing Awards - Post-Award Management

#### 7.1 Existing Awards

Once an award is executed recipient users will have access to additional 'Related Actions' available from the awards record, this includes:

- 1) Viewing execution details and the Award Letter
- 2) Viewing of Funds status on both the award level and the on a project level
- 3) Viewing of Fleet status of the award

Additionally, recipients with the appropriate user roles may initiate 'Budget Revisions', 'Amendments' and 'Closeouts' from the 'Related Actions' menu.

#### Records / Applications / Awards FL-2016-001-00 | RC - Application for MPR and FFR for user guide purposes only





#### 7.1.1 Related Action: Execution & Award Summary

Recipient Users may view Execution Details and the Award Summary Letter by selecting the 'Related Action' 'Execution & Award Summary'. This information is only available after an application has been awarded.

- 1) From the awards Record, select the 'Related Action' menu.
- 2) Select 'Execution & Award Summary'
- 3) The 'Award | View Execution Summary' page will be displayed with
  - a) Recipient section
  - b) Award Details section
  - c) Pre-Award Funding Information section
  - d) Reporting Information section
  - e) Contract Award and Execution Details
- 4) Click the 'Close' button at any time to return to the 'Related Actions' menu.



Recipient ID	9900	Recipient Name	Disneyland Transit Organization
ward Details			
Federal Award ID Number (FAIN)	FL-2016-001-00	Application Name	RC - Application for MPR and FFR for user guide purposes only
reaward Fun	ding Information		
Was Preaward uthority Utilized?	<ul> <li>Yes, Preaward Authority utilized</li> <li>No, Preaward Authority not utilized</li> </ul>	d	
eporting Info	rmation		
Federal Financial Report (FFR) Reporting Frequency	Quarterly	Milestone Progress Report (MPR) Reporting Frequency	Quarterly
ontract Awar	d and Execution Details		
Contract Award Status	Awarded	Award Execution Status	Executed
Contract Awarded by	region4.administrator1 User Name	Award Execution By	julliennedisney@yahoo.com User Name
	Administrator User Title		Dismney - Official User Title
Contract Awarded Date	2/1/2016 Date	Award Execution Date	2/1/2016 Date
			View Award Agreement Close
Click the 'V	view Award Agreement'	button	
The 'Award	I View Award Letter for	[FAIN]' page will b	be displayed.
Click on the	e 'AwardLetter_[FAIN]'	hyperlink to view th	ne Award Letter.
Award   V Award Letter	MardLetter_FL-2016-001-00	or FL-2016-001-	00

#### 7.1.2 Related Action: Award Fund Status

The Related Action 'Award Fund Status' allows recipients to view the status of their awards including Obligations, Deobligations, Refunds, and Disbursements that have been made. All recipients' user roles



may view this action and during all post-award statuses. The 'Award Fund Status' page is read-only for all users.

To view 'Award Fund Status' information:

- 1) Click the 'Award Funds Status' from the 'Related Actions' menu.
- 2) The '[FAIN] [Application Name]' page will display and includes
  - a) Recipient Details information
  - b) Award Details information
  - c) Award Funding Summary grid
  - d) Award Funding Account Class Code grid
  - e) Application Transaction History grid

**Note:** Each grid will only display a small number of rows at a time, use the arrow keys on the bottom of the grid to view additional records. Arrows only appear when there are additional rows.

# FL-2016-001-00 | RC - Application for MPR and FFR for user guide purposes only

Recipient Details	
Recipient ID	Recipient Name
9900	Disneyland Transit Organization
Award Details	
FAIN	Award Name
FL-2016-001-00	RC - Application for MPR and FFR for user guide purposes only
Temp App Number	Award Status
9900-2016-1	Active (Executed)

#### Award Funding Summary

PO Number	Funding Source	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance
FL-90-0077	49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	\$210,679.00	\$0.00	\$0.00	\$0.00	\$210,679.00



Award	Funding	Financial	Purpose	Code	(FPC)
<b>A ITAL A</b>	r ununng	i inanoiai	i uipose	ooue	

PO Number	FPC	FPC Description	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
FL-90-0077	00	CAPITAL	\$210,679.00	\$0.00	\$0.00	\$0.00	\$210,679.00

#### Award Funding - Account Class Code

PO Number	Project Number 1	Cost Center	Scope Code / Name / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	R
FL-90- 0077	FL-2016- 001-01	65000	115-00 ELECTRIFICATION/POWER DIST (BUS) A2	2014.25.90.91.2	00	\$85,679.00	\$0.00	\$0.00	
FL-90- 0077	FL-2016- 001-01	65000	111-00 BUS - ROLLING STOCK A1	2015.25.90.91.2	00	\$125,000.00	\$0.00	\$0.00	
<									>

- 3) Application Transaction History may be filtered, to filter select one of the four Filters
  - a) FPC
  - b) Project
  - c) Scope
  - d) Transaction Type
- 4) Start typing in the appropriate value and select from the list of values that becomes available.

ilter by:									
Account Cla	ss Code								N .
hoose Filt	er Data								
ward Fund	ling - Transac	tion View							
PO Number	Project Number	Scope Number / Name / Suffix	UZA Code	Cost Center	Account Classification Code	FPC	Transaction Date ↑	Transaction Type	Amount
FL-90- 0077	FL-2016- 001-01-00	111-00 BUS - ROLLING STOCK	120000	65000	2015.25.90.91.2	00	2/1/2016	Obligation	\$125,00
FL-90- 0077	FL-2016- 001-01-00	115-00 ELECTRIFICATION/POWER DIST (BUS)	120000	65000	2014.25.90.91.2	00	2/1/2016	Obligation	\$85,679.
FL-90- 0077	FL-2016- 001-01-00	111-00 BUS - ROLLING STOCK	120000	65000	2015.25.90.91.2	00	2/1/2016	Authorized Disbursement	\$125,000
FL-90- 0077	FL-2016- 001-01-00	115-00 ELECTRIFICATION/POWER DIST (BUS)	120000	65000	2014.25.90.91.2	00	2/1/2016	Authorized Disbursement	\$85,679



#### 7.1.2.1 Project Related Action: Project Funds Status

Recipients may view their funds status on a Project level. To view fund status on a project level you will need to navigate to the project record. Users may go directly to a project record by searching for the project under the 'Record' tab or select a project from their awards record.

- 1) Select 'Application Projects' from the left hand navigation
- 2) Click on the 'Project Number' Hyperlink

	ails			
Recipient ID 9900	Re Di	ecipient Name sneyland Transit Organizat	ion	
Award Status	Information			
FAIN EL-2018-001-00	Av	vard Name	FFR for user quide purp	oses only
Temp App Number	Av	vard Status	and and are and	uses only
Projects for A	pplication			
Project Number	Project Name	Project Budget	Last Updated Date	Last Updated E
FL-2016-001-01-00	RC - Application for MPR and FFR for user guide purposes of	nly \$250,000	Feb 01, 2016	Tomm Disney
Select the Select 'Pr	'Related Actions' for the Project oject Funds Status' w-Print Application			
F Vie Ge				
F Vie Ge F Pro Ma	oject Documents nage Project Documents			
<ul> <li>Vie</li> <li>Ge</li> <li>Pro</li> <li>Ma</li> <li>Vie</li> </ul>	oject Documents nage Project Documents oject Funds Status w Project Funds Status			
<ul> <li>Vie</li> <li>Ge</li> <li>Pro</li> <li>Ma</li> <li>Pro</li> <li>Vie</li> <li>The Proje</li> </ul>	oject Documents nage Project Documents oject Funds Status w Project Funds Status ct Funds page contains			
<ul> <li>Vie</li> <li>Ge</li> <li>Pro</li> <li>Ma</li> <li>Pro</li> <li>Vie</li> <li>The Proje</li> <li>a) Recip</li> </ul>	bject Documents nage Project Documents bject Funds Status w Project Funds Status ct Funds page contains ient Details section			
<ul> <li>Vie</li> <li>Ge</li> <li>Pro</li> <li>Ma</li> <li>Pro</li> <li>Ma</li> <li>Pro</li> <li>Ma</li> <li>Pro</li> <li>Ma</li> <li>Pro</li> <li>Ma</li> <li>Pro</li> <li>Ma</li> <li>Ma</li></ul>	oject Documents nage Project Documents oject Funds Status w Project Funds Status ct Funds page contains ient Details section d Details section			



- d) Project Funding Account Class Code grid
- e) Financial Purpose Code information
- f) Transaction History grid

# FL-2016-001-01-00 - RC - Application for MPR and FFR for user guide purposes only

	Details						
Recipient ID 9900		R	Recipient Name Disneyland Transit Organization				
Award Det	tails						
FAIN FL-2016-001-0	D	A R	ward Name C - Application for N	/PR and FFR for use	r auide purpo	ses only	
Temp App Nur 9900-2016-1	mber	<b>A</b> A	ward Status ctive (Executed)			·	
Project De	tails						
Project Number FL-2016-001-0	er 1-00	Pi	roject Name C - Application for N	/PR and FFR for use	r guide purpo	ses only	
Project Fu PO Number	nding Summary	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance	
FL-90-0077	49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	\$210,679.00	\$0.00	\$0.00	\$0.00	\$210,679.00	
		-					



PO Number	Cost Center	Scope Code / Name / Suffix	Account Class Code	FPC	Obligation	Deobligation	n	Disbursement	Refund	
FL-90- 0077	65000	115-00 ELECTRIFICATION/POWER DIST (BUS) A2	R 2014.25.90.91.	2 00	\$85,679.00	\$0.0	0	\$0.00	\$0.00	
FL-90- 0077	65000	111-00 BUS - ROLLING STOCK A1	2015.25.90.91.	2 00	\$125,000.00	\$0.0	0	\$0.00	\$0.00	
<										)
Project I	Funding -	Financial Purpose C	ode (FPC)							
FPC	FPC Descri	ption Obligat	ion Deob	igation	Disburser	nents Re	efund	Unliqu	idated Bala	and
00	CAPITAL	\$210,679	.00	\$0.00		\$0.00	\$0.00		\$210,67	9.
Project I	Funding -	Transaction History								
Project I ilter by:	Funding -	Transaction History								
Project I Filter by: Account Cla Choose Filt	Funding - ass Code ter Data	Transaction History								
Project I ilter by: Account Cla ihoose Filt	Funding - ass Code ter Data nding - Trans	Transaction History								
Project I ilter by: Account Cla hoose Filt roject Fun PO Number	Funding - ess Code ter Data nding - Trans Cost Center	action View Scope Number / Name / Suffix	UZA Code	Account Classifica Code	tion FPC	Transactio Date	on ↑	Transaction Type	Amoun	t
Project I ilter by: Account Cla hoose Filt roject Fun PO Number FL-90- 0077	Funding - ass Code ter Data doing - Trans Cost Center 65000	action View Scope Number / Name / Suffix 111-00 BUS - ROLLING S	UZA Соde ТОСК 120000	Account Classifica Code 2015.25.90	tion FPC 0.91.2 00	Transactio Date 2/1/2016	n T	Transaction Type Obligation	Amoun \$125,00	t
Project I ilter by: Account Cla Account Cla hoose Filt roject Fun PO Number FL-90- 0077	Funding - ass Code ter Data ding - Trans Cost Center 65000 65000	action View Scope Number / Name / Suffix 111-00 BUS - ROLLING S' 115-00 ELECTRIFICATION/POWE DIST (BUS)	UZA Code TOCK 120000	Account Classifica Code 2015.25.90 2014.25.90	tion FPC 0.91.2 00 0.91.2 00	Transaction           Date           2/1/2016           2/1/2018	<sup>yn</sup> ↑	Transaction Type Obligation Obligation	Amoun \$125,00 \$85,679	t
Project I ilter by: Account Cla hoose Filt roject Fun PO Number FL-90- 0077 FL-90- 0077	Funding - ass Code ter Data dirg - Trans Cost Center 85000 85000 85000	action View Scope Number / Name / Suffix 111-00 BUS - ROLLING S 115-00 ELECTRIFICATION/POWE DIST (BUS) 111-00 BUS - ROLLING S	UZA Code ТОСК 120000 ER 120000	Account Classifica 2015.25.90 2014.25.90 2015.25.90	tion FPC 0.91.2 00 0.91.2 00 0.91.2 00	Transaction Date 2/1/2016 2/1/2016 2/1/2016	n †	Transaction Type Obligation Obligation Obligation	Amoun \$125,00 \$85,679 \$125,00	t 0.0

### 7.1.3 Related Action: Application Fleet Status

When Rolling Stock is selected the Fleet Status that is associated with the award is determined by the fleet status at the time of award execution. All recipient users may view the Fleet status associated with the award. This form is read-only for all users.

- 1) Recipients may view the status of fleet by choosing the 'Related Action' 'Application Fleet Status'.
- 2) Select the 'Close' button to return to the 'Related Actions' menu.



# **Application Fleet Status**

View the application's fleet status at the point of award execution.

#### Fleets

Fleet Type	Peak Requirement	Spares	Spare Ratio	Active Total	Contingency	Pending Disposal	Inactive Total	Overall Total
Light Rail	5	2	40%	7	1	1	2	9
Heavy Rail	1	0	0%	1	0	0	0	1

Close



## 7.2 Budget Revisions

A budget revision is any change to an award that has an impact on the budget allocation of the original award. A budget revision may be a transfer of funds within or across existing project scopes and budget activity line items (ALIs) within an approved award. It could also include the addition or deletion of an ALI within an existing project scope.

Budget revisions are initiated by the recipients. Once they have initiated a budget revision, the award is moved to the 'Active / Budget Revision In-Progress' status. No other types of revisions (Amendments or Closeout Amendments) may be initiated until the award is back in an 'Active (Executed)' status. Recipients may either adjust their ALI's or add additional ones. Projects that have had their ALI's adjusted must be validated. Following project validation, the recipient validates and submits the award for FTA review and approval. Budget revisions are reviewed and approved by Regional Post-Award Managers. Post-Award managers may reject the budget revision and return it to the recipient for additional modifications. Following approval of the budget revision, FTA staff may need to take additional financial actions to align obligated funds to the new budget. Upon completion of the FTA financial actions, the award will return to the 'Active (Executed)' status.



### 7.2.1 Related Action: Create Budget Revision

To create a 'Budget Revision' you must be logged on with the 'Submitter' or 'Developer' user roles and the award must be in the 'Active (Executed)' status.

- 1) Locate your award and select the associated 'Related Actions' menu
- 2) Click 'Create Budget Revision'
- 3) Select one or more of the following budget revisions reasons (required).
  - a) Modify FTA Funding Across Existing Scopes
  - b) Modify FTA Funding Within Existing Scopes



- c) Modify Non-FTA Funding for Existing Scopes
- d) Modify Quantities for Existing ALI

Grantee ID	9900	Grantee Name	Disneyland Transit Organization
ward Summa	ry		
Award Number	FL-2016-001-00	Award Name	RC - Application for MPR and FFR for user guide purposes only
udget Revisio	on Guidance		
	What is a Budget Revision?		
	Per FTA Circular 5010.1D: A budget revision budget revision may be a transfer of funds w could also include the addition or deletion of	n is any change within the scope that h ithin a project scope or between exist an ALI.	has impact on budget allocation of the original grant. A ing activity line items (ALIs) within an approved grant. It
	Additional guidance can be found at the follo	wing webpages:	
FTA Circular 5010.1D	http://www.fta.dot.gov/legislation_law/123     http://www.fta.dot.gov/legislation_law/123	aw/12349_8640.html 49_8640.html	
Budget Revision Examples	http://www.fta.dot.gov/documents/Budget     http://www.fta.dot.gov/documents/Budget	Budget_Revision_Examples.docx _Revision_Examples.docx	
udget Revisi	on Information		
Budget Revision Reasons	Modify FTA Funding Across Existing Sco Modify FTA Funding Within Existing Sco Modify Non-FTA Funding for Existing Sc Modify Quantities for Existing ALI Select one or more	pes pe	
Revision Description			
	The budget revision will be recorded under t	he name of:	
Revised By	Tomm Disney		

- 4) Provide an explanation for the change.
- 5) Click 'Create Budget Revision' to initiate the Budget Revision Process
- 6) Click 'Cancel' to return to the 'Related Actions' page without creating a Budget Revision.
- 7) A success message will be displayed following the successful initiation of a Budget Revision.



Budget Revision   Created	
Success!	
Federal Award ID Number AK-2016-002-00 budget revision has been created.	
	Close
2.2.2 Related Action: Budget Revision Activ	vity Line Items

When modifying Budget Activity Line Items (ALIs) in TrAMS, the display fields and options available vary slightly for applications that were originally created in TEAM or TrAMS. Since each application type has different business rules that apply, they will each have a separate section in this User Guide.

#### 7.2.3 Budget Revision Activity Line Items (TrAMS Application)

To modify the budget ALIs for an application:

1) Click 'Budget Revision Activity Line Items'.
FL-2016-001-01-00 112-00 BUS TRANSITWAYS/LINES



# Application | Manage Budget Revision Activity Line Items and Milestones

Reci	pient Details							
<b>Recipi</b> 7312	ient ID			Recipient Disneylar	Name nd Transit Organ	ization		
Awa	rd Summary							
Recipi Disne	ient Name vland Transit Organiz:	ation		Award Na 1064 Car	ime ital and Plannin	a		
Recipi 7312	ient ID			Federal A FL-2016-	ward ID Numbe 001-00	r (FAIN)		
Fund	ting Summary							
Fund	ing Source		1	FTA Amo	ount - Award	Difference	FTA Amount - B	udget Revision
49 U	SC 5307 - (MAP 21) L	Irbanized Area Formula (FY	2013 and forward)		\$50,000.00	\$0.00		\$50,000.00
Exis	ting Line Items							
To edit	a line item, click on the c	heckbox for the line item and a	new section will appea	r below with I	ine item and milest	one details		
	Project Number	Scope Name / Code	Line Item Number / † Name	Activity Type	Award FTA Amount	Revised FTA Amount	Award Total Eligible Cost	Revised Total Eligible Cost

			Add Line Item	Close

\$50,000

\$50,000

\$65,000

\$65,000

CQUIRE

TRANSIT MALL

- 2) The 'Manage Budget Revision Activity Line Items and Milestones' form will be displayed. The ALIs associated to the application are listed and displayed in grid format under the 'Existing Line Items' section.
- 3) At any point, you may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.
- 4) Click on the 'Add Line Item' button to add ALIs to this project.



•

## FL-2016-001-00 | Project Selection for Add Line Item

To Which Project FL-2016-001-01-00 - Project One Should the Line Item Be Added?

- 5) The 'Project Selection for Add Line Item' form will be displayed. Use the provided drop-down menu to select a project to add ALIs to and then click the 'Continue' button.
- 6) The 'Add New Budget Activity Line Items (ALIs)' form will be displayed.
- 7) Click the '+Add Item' link to begin adding a new line item.

**Note:** That your selection of scopes and funding sources for any new ALIs added to the budget revision's project will be limited to selections made in the original award.

#### Project | Add New Budget Activity Line Items (ALIs)

Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name		
Completed	112-00 BUS TRANSITWAYS/LINES	ACQUIRE BUS TRANSITWAYS/LINES	11.22.02 ACQUIRE - TRANSIT MALL		
ew Budg	et Activity Line Items (ALIs)				
Status S	cope Code / Scope Name	Activity Type L	ine Item Number / Line Item Name		
		No items available			
Add Item					

8) Clicking the 'Cancel' button here will return you to the 'Manage Budget Revision Activity Line Items and Milestones' form without saving any changes. The system will provide a warning prompt for confirmation before doing so.



9) The 'New Budget Activity Line Items (ALIs)' section will create a new grid row and display selectable fields each time the '+Add Item' link is clicked. Click the 'DEL' link if you wish to delete an ALI that you added to the grid.

Existing	Budget Activity Line Items (AL	.ls)		6	
Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name		
Completed 112-00 BUS TRANSITWAYS/LINES		ACQUIRE BUS TRANSITWAYS/LINES	11.22.02 ACQUIRE - TRANSIT MALL		
Status	Select Scope	Activity type		DEL	
fou must se	lect a scope, activity type and item name	for each line item in the grid before saving		DEC	
A stat the sea					

10) Select a scope from the drop-down menu provided under the 'Scope Code / Name' field.

- Select an activity type for the selected scope from the drop-down menu provided under the 'Activity Type' field.
- Select a line item name or number from the drop-down menu provided under the 'Line Item Number/Line Item Name' field
- Click the 'Finish' button to add all new ALIs that have been completed to the project and return to the 'Manage Budget Revision Activity Line Items and Milestones' form.

To update new or existing budget ALIs for a project:

- 11) To update new or existing budget ALIs for a project: Select the check box for an ALI you wish to modify from the grid under 'Existing Line Items'. The form will expand below the grid to include the following sections for the selected line item:
  - a) 'Line Item Scope'
  - b) 'Line Item Details'
  - c) 'Funding Information'
  - d) 'Rolling Stock Information'
  - e) 'Milestones'
  - f) Update the line items as needed



**Note:** The 'Zero Out Line Item' button can be used at any time to wipe out all previously entered ALI values and milestones information from the selected ALI. This button replaces the 'Delete Line Item' button when an original ALI on the award has been selected.

12) Update the 'Line Item Scope' section as needed:

a) Update the line item's name in the 'Custom Line Item Name' field with the desired text.

#### Line Item Scope: 112-00 BUS TRANSITWAYS/LINES

Line Item # 11.22.02		
Standard Line Item Name Acquire - Transit Mall		
Custom Line Item Name		
Acquire - Transit Mall		
Activity Type Acquire Bus Transitways/lines		

13) Update the 'Line Item Details' section as needed:

- a) Update the quantity in the 'Revised Quantity' field with the desired number. This is an integer field and must be a whole number.
- b) Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text.
- c) Select either the Yes or No option to respond to the question, "Will 3rd Party contractors be used to fulfill this activity line item?"

Will 3rd Party contractors be used to fulfill this activity line item? Yes, 3rd Party Contractors will be used for this line item. No, 3rd Party Contractors will not be used for this line item.

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14) Update the 'FTA Funding Information' section as needed:

a) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Total Eligible Cost' field will update accordingly.

FTA Funding Source
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)
Revised FTA Funding Amount
\$50,000

15) Update the 'Non-FTA Funding Information' section as needed:

a) Update any existing values in fields with the desired amounts. These are all integer fields and must be whole numbers. The 'Revised Total Eligible Cost' field will update accordingly.

Non-FTA	Funding	Information
---------	---------	-------------

Award Local Share Amount	Revised Local Share Amount	
\$0	\$0	
Award Local/In-Kind Share Amount \$0	Revised Local/In-Kind Share Amount	
Award State Share Amount	\$0	
\$0	Revised State Share Amount	
Award State/In-Kind Share Amount \$15,000	\$0	
Award Other Federal Share Amount	Revised State/In-Kind Share Amount	
\$0	\$15,000	
Award Adjustment Amount	Revised Other Federal Share Amount	
Award Transportation Development Credit	\$0	
\$0	Revised Adjustment Amount	
Award Total Eligible Cost	\$0	
\$65,000	Revised Transportation Development Credit	
	\$0	
	Revised Total Eligible Cost \$65,000	



# **Note:** The 'Rolling Stock Information' section is only shown when a rolling stock line item exists in the project and has been selected.

16) Update the 'Rolling Stock Information' section as needed:

- a) Select a vehicle condition from the drop-down menu provided for 'Vehicle Condition'.
- b) Enter a vehicle size into the 'Vehicle Size' field.
- c) Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.

Vehicle Condition	Fuel	
NA	IVA N/A	
Vehicle Size		

- 17) The 'Milestones' section will be read-only if an existing line item is selected. Update the 'Milestones' section if you have selected a new ALI that was added to the budget revision. Refer to *Related Action: Budget Activity Line Items and Milestones* if further instructions on milestones are needed.
- 18) Once you have completed all the sections related to the selected ALI from the grid, you will have the following options:
  - a) Click on the 'Save Line Item' button to save all information for the selected ALI and return to the 'Manage Budget Revision Activity Line Items and Milestones' form, or
  - b) Click on the 'Delete Line Item' button to delete the selected ALI from the project. This button is replaced by the 'Zero Out Line Item' button if the selected ALI is from the original award.
  - c) Click on the 'Cancel' button to exit out of the form without saving changes for the selected ALI. You will be returned to the 'Related Actions' menu.
- 19) Repeat previous steps to update the remaining ALIs in the grid as needed. The status for each ALI will change from 'In-Progress' to 'Complete.' The status of 'Complete' is required for all ALIs on the project in order to validate and mark the project as ready for FTA review.



#### 7.2.4 Budget Revision Activity Line Items (TEAM Application)

To modify the budget ALIs for an application:

1) Click 'Budget Revision Activity Line Items'.

# Application | Manage Budget Revision Activity Line Items and Milestones

ecipi 312	ient ID			Recipient M Disneyland	ame Transit Organ	ization		
Awa	rd Summary							
Recipi Disne	ient Name vland Transit Organizat	ion		Award Nan 1064 Capit	ne al and Plannin	a		
Recipi 7312	ent ID			Federal Aw FL-2016-00	ard ID Numbe 1-00	r (FAIN)		
Fund	ding Summary							
Fund	ing Source		1	FTA Amou	nt - Award	Difference	FTA Amount - E	Budget Revision
49 U	SC 5307 - (MAP 21) Ur	banized Area Formula (FY)	2013 and forward)	3	50,000.00	\$0.00		\$50,000.00
Exis To edit	ting Line Items	eckbox for the line item and a	new section will appe	ar below with line	tem and milesto	one details		
Exis To edit	ting Line Items a line item, click on the chi Project Number	eckbox for the line item and a Scope Name / Code	Line Item Number / 1 Name	Activity Type	Award Award FTA Amount	Revised FTA Amount	Award Total Eligible Cost	Revised Tota Eligible Cost

2) The 'Manage Budget Revision Activity Line Items and Milestones' form will be displayed. The ALIs associated to the project are listed and displayed in grid format under the 'Existing Line Items' section.

At any point, you may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.

3) Click on the 'Add Line Item' button to add ALIs to this project.



•

## FL-2016-001-00 | Project Selection for Add Line Item

To Which Project FL-2016-001-01-00 - Project One Should the Line Item Be Added?

- 4) The 'Project Selection for Add Line Item' form will be displayed. Use the provided drop-down menu to select a project to add ALIs to and then click the 'Continue' button.
- 5) The 'Add New Budget Activity Line Items (ALIs)' form will be displayed. Click the '+Add Item' link to begin adding a new line item. Note that your selection of scopes and funding sources for any new ALIs added to the budget revision's project will be limited to selections made in the original award.

Existing B	udget Activity Line Items (AL	ls)		F
		,		
Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name	1
Completed	112-00 BUS TRANSITWAYS/LINES	ACQUIRE BUS TRANSITWAYS/LINES	11.22.02 ACQUIRE - TRANSIT MALL	
Status S	cope Code / Scope Name	Activity Type	Line Item Number / Line Item Name	
+Add Item				

6) Clicking the 'Cancel' button here will return you to the 'Manage Budget Revision Activity Line Items and Milestones' form without saving any changes. The system will provide a warning prompt for confirmation before doing so.



7) The 'New Budget Activity Line Items (ALIs)' section will create a new grid row and display selectable fields each time the '+Add Item' link is clicked. Click the 'DEL' link if you wish to delete an ALI that you added to the grid.

Existing	Budget Activity Line Items (Al	.ls)		ŧ
Status	Scope Code / Scope Name	Activity Type	Line Item Number / Line Item Name	1
Completed	112-00 BUS TRANSITWAYS/LINES	ACQUIRE BUS TRANSITWAYS/LINES	11.22.02 ACQUIRE - TRANSIT MALL	
Status	Scope Code / Scope Name			-
	Select Scope	-	-	DEL
fou must se	lect a scope, activity type and item name	for each line item in the grid before saving		

- 8) Select a scope from the drop-down menu provided under the 'Scope Code / Name' field.
- 9) Select an activity type for the selected scope from the drop-down menu provided under the 'Activity Type' field.
- 10) Select a line item name or number from the drop-down menu provided under the 'Line Item Number/Line Item Name' field
- 11) Click the 'Finish' button to add all new ALIs that have been completed to the project and return to the 'Manage Budget Revision Activity Line Items and Milestones' form.

To update new or existing budget ALIs for a project:

- 12) Select the check box for an ALI you wish to modify from the grid under 'Existing Line Items'. The form will expand below the grid to include the following sections for the selected line item:
  - a) 'Line Item Scope'
  - b) 'Line Item Details'
  - c) 'Funding Information'
  - d) 'Rolling Stock Information'
  - e) 'Milestones'
- **Note:** The 'Zero Out Line Item' button can be used at any time to wipe out all previously entered ALI values and milestones information from the selected ALI. This button replaces the 'Delete Line Item' button when an original ALI on the award has been selected.

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13) Update the 'Line Item Scope' section as needed:

a) Update the line item's name in the 'Custom Line Item Name' field with the desired text.

#### Line Item Scope: 112-00 BUS TRANSITWAYS/LINES

Line Item # 11.22.02			
Standard Line Item Name Acquire - Transit Mall			
Custom Line Item Name			
Acquire - Transit Mall			
Activity Type Acquire Bus Transitways/lines			

14) Update the 'Line Item Details' section as needed:

- a) Update the quantity in the 'Revised Quantity' field with the desired number. This is an integer field and must be a whole number.
- b) Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text.
- c) Select either the Yes or No option to respond to the question, "Will 3rd Party contractors be used to fulfill this activity line item?"

Line Item Details	
Original Quantity 12	
Revised Quantity	
12	
Original Extended Budget Description 50 buses	
Updated Extended Budget Description	
50 buses	
	(4 + 2)
Will 3rd Party contractors be used to fulfill this activity line item?	
<ul> <li>Yes, 3rd Party Contractors will be used for this line item.</li> <li>No, 3rd Party Contractors will not be used for this line item.</li> </ul>	



15) Update the 'Funding Information' section as needed:

TEAM-created applications will only display fields for FTA Funding Amount, Non-FTA Amount, and Total Eligible Cost. The FTA and Total Eligible Cost fields are editable.

- a) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.
- b) Update the original award's total eligible cost in the 'Revised Total Eligible Cost' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.

FTA Funding Source	FTA Funding Source
49 USC 5312 - Research, Development, Demonstration, Deployment	49 USC 5312 - Research, Development, Demonstration, Deployment
Award FTA Funding Amount \$6,611,111.00	Revised FTA Funding Amount
Award Non-FTA Amount	\$6,751,111.00
61,166,667.00	Revised Non-FTA Amount
Award Total Eligible Cost	\$1,166,667.00
\$7,777,778.00	Revised Total Eligible Cost
	\$7,917,778.00

16) Update the 'Rolling Stock Information' section as needed:

- a) Select a vehicle condition from the drop-down menu provided under the 'Vehicle Condition' field.
- b) Enter a vehicle size into the 'Vehicle Size' field.
- c) Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.

Vehicle Condition	Fuel	
NA	Y NA	
Vehicle Size		

**Note:** The 'Rolling Stock Information' section is only shown when a rolling stock line item exists in the project and has been selected.

- 17) The 'Milestones' section will be read-only if an existing line item is selected. Update the 'Milestones' section if you have selected a new ALI that was added to the budget revision. Refer to *Error! Reference source not found.* if further instructions on milestones are needed.
- 18) Once you have completed all the sections related to the selected ALI from the grid, you will have the following options:



- a) Click on the 'Save Line Item' button to save all information for the selected ALI and return to the 'Manage Budget Revision Activity Line Items and Milestones' form, or
- b) Click on the 'Delete Line Item' button to delete the selected ALI from the project. This button is replaced by the 'Zero Out Line Item' button if the selected ALI is from the original award.
- c) Click on the 'Cancel' button to exit out of the form without saving changes for the selected ALI. You will be returned to the 'Related Actions' menu.
- 19) Repeat previous steps to update the remaining ALIs in the grid as needed. The status for each ALI will change from 'In-Progress' to 'Complete.' The status of 'Complete' is required for all ALIs on the project in order to validate and mark the project as ready for FTA review.

#### 7.2.5 Related Action: Current Budget Change Log

To view the most current Budget Change Log for a budget revision:

- 1) Click 'Current Budget Change Log'.
- 2) The 'Budget Revision | Budget Change Log' form will be displayed. The change logs for the selected budget revision's individual ALIs as well as the cumulative amounts associated to its projects are listed and displayed in grid format.
- 3) Click the 'Close' button to return to the 'Related Actions' menu.

## Budget Revision | Budget Change Log

Award Sur	mmar	У									
Recipie	ent ID	7312			Re	cipient Name	Disneyla	nd Tra	nsit Organizat	ion	
Award Nu	mber i	FL-2016-001-00				Award Name	1064 Ca	pital ar	nd Planning		
Budget Re	evisio	n - Award Fu	ndin	g Summary							
Funding Sou	irce				FTA Am	ount - Award	Differ	ence	FTA Amou	nt - Current Re	vision
49 USC 530	7 - (MAP	21) Urbanized Are	ea For	mula (FY2013 and forwar	d) \$50,000	0.00	\$0.00		\$50,000.0	0	
Budget Re	evisio	n - Applicatio	n So	cope Funding Cum	ulative C	hange Log	J				
Scope Code	Scope	Name	Fun	ding Source	FTA Am - Award	ount Diff	ference	FTA Curr Revi	Amount - rent sion	Cumulative Percent Ch	ange
112-00	BUS TRANS	SITWAYS/LINES	49 U Urb (FY:	JSC 5307 - (MAP 21) anized Area Formula 2013 and forward)	\$50,000	0.00 \$0.	00	\$50,	000.00	0%	
Budget Re	evisio	n - Line Item	Cha	nge Log							
Project Numb	er	Scope		Line Item	Previous Quantity	Difference	Curre Revis Quan	nt ion tity	Previous FTA Amount	Difference	Curren Revisio FTA Amour
FL-2016-001-	01-00	112-00 BUS TRANSITWAYS/LI	NES	11.22.02 ACQUIRE - TRANSIT MALL	12	0	12		\$50,000	(\$15,000)	\$35,00
FL-2016-001-	01-00	112-00 BUS TRANSITWAYS/LI	INES	11.21.03 ENG/DESIGN - LINE EQUIP/STRUCTURES	0	12	12		50	\$15,000	\$15,00
*					tti						+

Version 1.0

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#### 7.2.6 Related Action: View-Print Budget Change History

Refer to 'Error! Reference source not found.' under 'Application Overview and Development' for instructions on how to generate the view/print budget change history.

#### 7.2.7 Related Action: Modify Budget Revision Details

At any point after having initiated a Budget Revision and while the Award status is 'Active/Budget Revision In-Progress' you may modify the initially entered Budget Revision Details information.

To modify an existing budget revision's details:

- 1) Click 'Modify Budget Revision Details'.
- 2) The 'Modify Budget Revision' form will be displayed.

Version 1.0



Recipient ID	7312	Recipient Name	Disneyland Transit Organization
Award Summa	ry		
Award Number	FL-2016-001-00	Award Name	1064 Capital and Planning
Budget Revisio	on Guidance		
	What is a Budget Revision?		
	Per FTA Circular 5010.1D: A budget r A budget revision may be a transfer o grant. It could also include the additio	evision is any change within the scope th of funds within a project scope or between on or deletion of an ALI.	at has impact on budget allocation of the original grant. n existing activity line items (ALIs) within an approved
	Additional guidance can be found at	the following webpages:	
FTA Circular 5010.1D	http://www.fta.dot.gov/legislati	ion_law/12349_8640.html law/12349_8640.html	
Budget Revision Examples	http://www.fta.dot.gov/docume	ents/Budget_Revision_Examples.docx /Budget_Revision_Examples.docx	
Budget Revisio	on Information		
Budget Revision Reasons	Modify FTA Funding Across Existir     Modify FTA Funding Within Existin     Modify Non-FTA Funding for Existi     Modify Quantities for Existing ALI     Select one or more	ng Scopes g Scope ng Scopes	
Revision Description	Revision One		
	The budget revision will be recorded	under the name of:	- di
Revised By	Lisa Smith		
Revised Date	1/26/2016 8:17 PM GMT+00:00		
Review History	1		
the second s			

- 3) Edit any previously entered details for the budget revision.
- 4) Click the 'Continue' button to save changes. You will be returned to the 'Related Actions' menu after doing so.
- 5) At any point, you may click the 'Cancel' button to return to the 'Related Actions' menu without saving any changes.

#### 7.2.8 Related Action: Validate and Submit Budget Revision

After all ALI's have been updated and the associated projects have been successful validated the recipient with the 'Submitter' role may submit the budget revision to FTA for review and approval.



- 1) From the 'Related Actions' menu click 'Validate and Submit Budget Revision'
- 2) The 'Budget Revision | Update Project Info? (Step 1 of 3)' form will be displayed given the user a chance to return to the projects to make any additional updates.
- 3) Click 'Continue with Submission' to continue with the submission to FTA.

ou would like to update low to be re-directed to t	project-specific information hat project's Summary pag	before proceeding such as N e.	larratives, Environmental Findings,	, or Documents, click on the project name
erwise, click the 'Contir	nue with Submission' buttor	to move forward.		
rojects for Appli	cation			
Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By

4) On the 'Budget Revision | Change Size or Physical Characteristics? (Step 2 of 3)' page, you will need to answer the Yes/No question 'Will this budget revision change the size or physical characteristics of the items in the activity line items?'

Budget R 3)	evision   Change Size or Physical Characteristics	s? (Ster	o 2 of
Will this budget revision change the size or physical characteristics of the items in the activity line items?	<ul> <li>Yes, this budget revision will change the size or physical characteristics of the activity line items</li> <li>No, this budget revision will not change the size or characteristics of the activity line items</li> </ul>		
	Continue with Submission	Back	Cancel

- 5) After selecting 'Continue with Submission' the 'Budget Revision | Submit Budget Revision (Step 3 of 3)' form will be displayed with a summary of the changes.
- 6) You may add 'Submission Remarks' for FTA review and choose one of the following buttons.
  - a) Click 'Continue' to submit the revision to FTA.
  - b) Click 'Back' to return to the previous screen.
  - c) Click 'Cancel' to return to the 'Related Actions' menu without submitting to the FTA.



## Budget Revision | Submit Budget Revision (Step 3 of 3)

recopient nume	Anchorage, Municipality Of (inc)	Award Name	new app	
Recipient ID	1707	Award Number	AK-2016-002-00	
udget Revisi	on Summary			
Revision Status	Pending	Created Date	2/15/2016 10:16 AI	M EST
levision Number	1	Created By	anchorage.submitte	er1
evision Reasons	Modify FTA Funding Across Existing Scopes     Modify FTA Funding Within Existing Scope     Modify Non-FTA Funding for Existing Scopes     Modify Quantities for Existing ALI			
Revision Description		<u>`</u>		
udget Revisi	on Funding Summary	FTA Amount - Original		FTA Amount - Budget
unding Source		Award	Difference	Revision
9 USC 5307 - (MA onward)	P 21) Urbanized Area Formula (FY2013 and	\$110.00	\$0.00	\$110.00
ecipient Rem	arks			
	When this report is submitted to FTA, the submitte complete, and accurate to the best of their knowle	er and the individuals providing the dge. they are aware that any false	e information to FT/ e, fictitious, or fradu	A, if any, certify that it is true, lent information may subject then
	criminal, civil, or administrative penalties. (US Cod	le, Title 18, Section 1001).		
Submission Remarks	criminal, civil, or administrative penalties. (US Cod	le, Title 18, Section 1001).		
Submission Remarks Submitted By	criminal, civil, or administrative penalties. (US Cod	le, Title 18, Section 1001).		
Submission Remarks Submitted By Submitted Date	criminal, civil, or administrative penalties. (US Cod Submitter1 ANCHORAGE 2/15/2016 1:11 PM EST	le, Title 18, Section 1001).		
Submission Remarks Submitted By Submitted Date	criminal, civil, or administrative penalties. (US Cod Submitter1 ANCHORAGE 2/15/2016 1:11 PM EST	le, Title 18, Section 1001).		
Submission Remarks Submitted By Submitted Date Eview Histor Comments	oriminal, civil, or administrative penalties. (US Cod Submitter1 ANCHORAGE 2/15/2016 1:11 PM EST (No comments available]	le, Title 18, Section 1001).		

7) A success screen indicating that the budget revision has been successfully submitted to FTA will be displayed after choosing 'Continue'.



#### Budget Revision | Submitted

Success!

#### Federal Award ID Number AK-2016-002-00 budget revision has been submitted to FTA for review.

#### 7.2.9 FTA Review of Submitted Budget Revisions

The FTA Regional Office staff responsible for post-award monitoring will review budget revisions and either approves or disapproves them. Budget revision requests must include a reason for the revision and the source of the funding. Each ALI being adjusted, either by quantity or dollar amount, must include a brief explanation. Incomplete revisions are returned to the recipient for additional information or corrections. These revisions will revert to 'Active / Budget Revision In-Progress' status in the system. The Regional Office staff will complete a scope or FPC transfer for the budget revision, if appropriate.

Once the FTA office has approved the Budget Revision the award will revert back to the 'Active (Executed)' status.

Version 1.0



#### 7.3 Amendments

An amendment is the modification of an award that includes a change in scope and/or change in Federal funds. An amendment may be initiated in TrAMS on an award application with 'Active (Executed)' status by the recipient organization's Submitter or Developer.

Once created, the amendment must go through the same FTA review cycle as a base TrAMS application in its draft phase in order to reach award status.



Refer to 'Application Overview and Development' for further details on application development.

Only recipients may initiate amendments, FTA staff however may initiate Administrative Amendments. Refer to 'Administrative Amendments' for additional information.



#### 7.3.1 Related Action: Create Amendment

Recipient ID	9900	Recipient Name	Disneyland Transit Organization
ward Summa	ary		
Federal Award ID Number (FAIN)	FL-2016-001-00	Award Name	RC - Application for MPR and FFR for user guide purposes only
mendment G	uidance		
	What is an Amendment?		
	Per FTA Circular 5010.1D: An Amendment	is the modification of an award that inc	ludes a change in scope and/or change in Federal fund
Additional guidance can be found at the following webpage:	http://www.fta.dot.gov/legislation_ http://www.fta.dot.gov/legislation_law/12	law/12349_8640.html 349_8640.html	
	formation		
menament ir	normation		
Amendment Ir Reason	Change Award Scope Increase Award Funding Change Performance Period		
Amendment IT Amendment Reason	Change Award Scope Increase Award Funding Decrease Award Funding Change Perfomance Period Other		
Amendment Reason Amendment Details	Change Award Scope Increase Award Funding Decrease Award Funding Change Perfomance Period Other		
Amendment Reason Amendment Details	Change Award Scope Increase Award Funding Decrease Award Funding Change Perfomance Period Other		
Amendment Ir Reason Amendment Details	Change Award Scope Increase Award Funding Change Perfomance Period Other Provide detailed explanation for this amendme	nt.	
Amendment Reason Amendment Details	Change Award Scope Increase Award Funding Change Perfomance Period Other Provide detailed explanation for this amendment this amendment will be recorded under the	nt. e name of:	

#### 7.3.2 Projects

The following project related actions are available and editable for FTA users with 'Pre-Award Manager' or 'Post-Award Manager' roles while an amendment has a status of 'In Progress'.

- Project Details and Narratives •
- **Project Location** •
- Project Plan Information •
- Amendment Budget Activity Line Items and Milestone •

Cancel



- Environmental Determinations
- Validate Project
- View-Print Application
- Project Documents

With the exception of 'Validate Project' these actions are also available to other user roles in a read-only format and available during other project statuses in the read-only format.

Refer to the Application Development section for further details on how to edit a project.

#### 7.3.3 Related Action: Amendment Budget Activity Line Items and Milestones

The Application and Project Budgets are formulated by adding scopes and budget activity line items (ALIs) to a project. In an amendment, recipients are able to add new scopes and ALIs that were not previously part of the award.

To add or update the budget ALIs for a project on an amendment:

- 1) From the project-level 'Related Actions' menu, click 'Amendment Budget Activity Line Items and Milestones'.
- 2) The 'Manage Budget Activity Line Items and Milestones' form will be displayed. The ALIs associated to the project are listed and displayed in grid format under the 'Existing Line Items' section.
- 3) At any point, you may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.



271	ient ID		Re	ea Ra	nt Name pid Transit			
roje	ect Details	5						
rojec 201	t Number 6-001-01-01		Pr Pr	oject	Name 1			
Appl	ication De	etails						
AIN -201	6-001-01		Ap	oplica	tion Name			
emp 271-2	App Number 016-1		Ap	Progr	tion Status ess			
xist	ting Line	Items						
		and the second	a design of the stand of the st		And a shirt of a second			
o edt	a koe tern, did Status	s on the checkbox for the line item and Scope Name / Code	Line Item Number / Name	t t	Activity Type	Quantity	FTA Amount	Total Eligible Cost
	a kne tern, cic Status Completed	k on the checkbox for the line item and Scope Name / Code 132-00 TRANSITWAY LINES - NEW START	Line Item Number / Name 13.22.01 PURCHASE - BUSWAY	t t	Activity Type Acquisition	Guantity	FTA Amount \$100,000	Total Eligible Cost \$100,000
	a kee tern, die Status Completed	a on the checkbox for the line item and Scope Name / Code 132-00 TRANSITWAY LINES - NEW START	Line Item Number / Name 13.22.01 PURCHASE - BUSWAY	ow wit	h the item and mi Activity Type Acquisition	Quantity 1	FTA Amount \$100,000	Total Eligible Cost \$100,000

#### Project | Manage Budget Activity Line Items and Milestones

To add a new ALI to the project:

- 1) Click on the 'Add Line Item' button to add ALIs to this project. Note that your selection of scopes and funding sources for any new ALIs added to the amendment's project will be limited to selections made in the original award.
- 2) The 'Add New Budget Activity Line Items (ALIs)' form will be displayed. Click the '+Add Item' link to begin adding a new line item.
- 3) Clicking the 'Cancel' button here will return you to the 'Manage Budget Revision Activity Line Items and Milestones' form without saving any changes. The system will provide a warning prompt for confirmation before doing so.



## Project | Add New Budget Activity Line Items (ALIs)

You can add up to ten (10) line items at a time. Click "Save" to save your current line items and add more. Click "Finish" to save your current line items and return to previous form

Status	Scope Code / Scope Name		Activity Type	Line Item Number / Line Item Name	
Completed 132-00 TRANSITWAY LINES - NEW S		EW START	ACQUISITION	13.22.01 PURCHASE - BUSWAY	
Status	Scope Code / Scope Name	Activity Type		Line Item Number / Line Item Name	
		No ite	ems available		
Add Item					

4) The 'New Budget Activity Line Items (ALIs)' section will create a new grid row and display selectable fields. Click the 'DEL' link if you wish to delete an ALI that you added to the grid.

New Budget Activity Line Items (ALIs)

• Select Scope •	-	DEL
You must select a scope, activity type and item name for each line item in the grid before saving		
+Add Item		

- 5) Select a scope from the drop-down menu provided under the 'Scope Code / Name' field.
- 6) Select an activity type for the selected scope from the drop-down menu provided under the 'Activity Type' field.
- 7) Select a line item name or number from the drop-down menu provided under the 'Line Item Number/Line Item Name' field.
- 8) Click the 'Finish' button to add all new ALIs that have been completed to the project and return to the 'Manage Budget Activity Line Items and Milestones' form.

To edit the ALI details and milestones for a project under the amendment:

1) Select the check box for an ALI you wish to modify from the grid under 'Existing Items'. The form will expand below the grid to include the following sections for the selected line item:

Finish

Cancel



- a) 'Line Item Scope'
- b) 'Line Item Details'
- c) 'Funding Information'
- d) 'Rolling Stock Information'
- e) 'Milestones'
- **Note:** The 'Zero Out Line Item' button can be used at any time to wipe out all previously entered ALI values and milestones information from the selected ALI. This button replaces the 'Delete Line Item' button when an original ALI on the award has been selected. If any obligation amounts exist on the line item being zeroed out, they will also be wiped out and flagged by the system as deobligation amounts.
- 2) Update the 'Line Item Scope' section as needed:
  - a) Update the line item's name in the 'Custom Line Item Name' field with the desired text. Line Item Scope: 132-00 TRANSITWAY LINES - NEW START

Line Item #		
13.22.01		
Standard Line Item Name		
Purchase - Busway		
Custom Line Item Name		
Purchase - Busway		
Activity Type		
Acquisition		

- 3) Update the 'Line Item Details' section as needed:
  - a) Update the quantity in the 'Revised Quantity' field with the desired number. This is an integer field and must be a whole number.
  - b) Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text. This is a long paragraph field.
  - c) Select either the Yes or No option to respond to the question, 'Will 3rd Party contractors be used to fulfill this activity line item?'



Original Quantity	
1	
Revised Quantity	
1	
Original Extended Budget Description test	
Updated Extended Budget Description	
test	
Will 3rd Party contractors be used to fulfill this activity line item?	
Ver 2nd Dette Contractors will be used for this line item.	

- 4) If this amendment is for a TEAM application, update the 'Funding Information' section as needed:
  - a) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.
  - b) Update the original award's total eligible cost in the 'Revised Total Eligible Cost' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.

FTA Funding Source	FTA Funding Source
49 USC 5312 - Research, Development, Demonstration, Deployment	49 USC 5312 - Research, Development, Demonstration, Deployment
Award FTA Funding Amount \$6,611,111.00	Revised FTA Funding Amount
Award Non-FTA Amount	\$6,751,111.00
\$1,166,667.00	Revised Non-FTA Amount
Award Total Eligible Cost	\$1,166,667.00
\$7,777,778.00	Revised Total Eligible Cost
	\$7.917.778.00

- 5) Update the 'FTA Funding Information' section as needed:
  - a) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Total Eligible Cost' field will update accordingly.



#### **FTA Funding Information**

FTA Funding Source	FTA Funding Source		
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)		
Award FTA Funding Amount 5100.000	Revised FTA Funding Amount		
	\$50,000		

- 6) Update the 'Non-FTA Funding Information' section if necessary:
  - a) Update any existing values in fields with the desired amounts. These are all integer fields and must be whole numbers. The 'Revised Total Eligible Cost' field will update accordingly.

**Non-FTA Funding Information** 

Award Local Share Amount	Revised Local Share Amount
\$0	\$0
Award Local/In-Kind Share Amount \$0	Revised Local/In-Kind Share Amount
Award State Share Amount	\$0
\$0	Revised State Share Amount
Award State/In-Kind Share Amount \$0	\$0
Award Other Federal Share Amount	Revised State/In-Kind Share Amount
\$0	\$0
Award Adjustment Amount \$0	Revised Other Federal Share Amount
Award Transportation Development Credit	\$0
\$0	Revised Adjustment Amount
Award Total Eligible Cost	\$0
\$100,000	Revised Transportation Development Credit
	\$0
	Revised Total Eligible Cost \$50.000

- 7) Update the 'Rolling Stock Information' section as needed:
  - a) Select a vehicle condition from the drop-down menu provided under the 'Vehicle Condition' field.
  - b) Enter a vehicle size into the 'Vehicle Size' field.
  - c) Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.



# Rolling Stock Information Vehicle Condition Fuel N/A Vehicle Size

## **Note:** The 'Rolling Stock Information' section is only shown when a rolling stock line item in the project has been selected.

- 8) The 'Milestones' section will be read-only if an existing line item is selected. Update the 'Milestones' section if you have selected a new ALI that was added to the budget revision. Refer to *Error! Reference source not found.* if further instructions on milestones are needed.
- 9) Once you have completed all the sections related to the selected ALI from the grid, you will have the following options:
  - a) Click on the 'Save Line Item' button to save all information for the selected ALI and return to the 'Project | Manage Budget Activity Line Items and Milestones' form, or
  - b) Click on the 'Delete Line Item' button to delete the selected ALI from the project. This button is replaced by the 'Zero Out Line Item' button if the selected ALI is from the original award. Or,
  - c) Click on the 'Cancel' button to exit out of the form without saving changes for the selected ALI. You will be returned to the 'Related Actions' menu.
- 10) Repeat previous steps to update the remaining ALIs in the grid. The status for each ALI will change from 'In-Progress' to 'Complete.' The status of 'Complete' is required for all ALIs on the project in order to validate and mark the project as ready for FTA review.

#### 7.3.4 Transmit and Submit Amendment

The amendment transmission and submission processes for an amendment are the same as for an original award. Refer to <u>Application Overview and Development</u> section for instructions on how to transmit an amendment to FTA for initial review and how to accept the submission task to formally submit an amendment for final review.

#### 7.3.5 Amendment Execution

Once FTA has completed all reviews and awarded the amendment, the recipient's Official user will have to execute the award agreement for the amendment. Refer to <u>*Task: Execute Award*</u> section for details on this process.



#### 7.4 Administrative Amendments

While FTA staff cannot create an amendment, the FTA Regional Post-Award Manager may however initiate an 'Administrative amendments' on awards. When an administrative Amendment has been initiated by FTA, recipients will receive a task when it is time to execute the amendment.



#### 7.5 Closeout Amendment

Award closeout is the term used to signify the process which completes an award after all activities for an award have been completed or all federal funds necessary to complete the project have been expended. Either the recipient or FTA may initiate closeout of an award. All closeout documentation must be submitted within 90 days of the completion of all activities in the award.

#### 7.5.1 Related Action: Create Closeout Amendment

**Note:** Only the Recipient Submitter or Developer role will be able to access this related action. Ensure that the record has an application status of 'Active (Executed)'.

1) Click 'Create Closeout Amendment'.





2) The 'Unliquidated Balance Warning' form will be displayed if there are any unliquidated balances on the application's existing account class codes (ACCs).

tooipioni	Details							
lecipient ID 312				Recipi Disney	ent Name and Transit Organiz	ation		
ward Inf	ormation							
ward Numb L-2016-004-0	er 0			Award Sample	Name TrAMS Application	- Closeout for User	Guide Purpos	es Only
ward Status	; ted)			Execut Jan 27,	ed Date 2016			
ward Fu	nds Status							
Inliquidated his Applicatio Inliquidated fi	Balance on/Award has unliquida unds shall be deobligat	ated funds of \$ ted in the full a	57,500. This amount d mount specified above	oes not include p	ending disbursemer	nts requested within	the past two b	usiness days.
PO Number	Project Number	Scope Code / Suffix	Account Class Code / FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
PO Number FL-90-0078	Project Number FL-2016-004-01-00	Scope Code / Suffix 115-00 / A1	Account Class Code / FPC 2015.25.90.91.2 / 00	Obligation \$20,000	Deobligation \$0	Disbursement \$0	Refund \$0	Unliquidated Balance \$20,000
PO Number FL-90-0078 FL-90-0078	Project Number FL-2016-004-01-00 FL-2016-004-01-00	Scope Code / Suffix 115-00 / A1 116-00 / A2	Account Class Code / FPC 2015.25.90.91.2 / 00 2015.25.90.91.2 / 00	Obligation \$20,000 \$37,500	Deobligation \$0 \$0	Disbursement \$0 \$0	Refund \$0 \$0	Unliquidated Balance \$20,000 \$37,500

- 3) You may click the 'Continue with Closeout Request' button to proceed with the closeout and the deobligation of the unliquidated balances on the award or the 'Cancel Closeout Request' button to return to the 'Related Actions' menu without closing the award.
- 4) The 'Closeout Amendment' form will be displayed. Complete the following under the 'Closeout Amendment Information' section:
  - a) Select the appropriate check box(es) under the 'Closeout Reasons' section. At least one closeout reason must be provided.
  - b) An error message will be presented if no 'Closeout Reasons' are selected

# Award | Close Out Amendment



c) Enter a comment into the 'Closeout Remarks' field.



d) Click the 'Create Closeout Amendment' button.

#### Award | Close Out Amendment

#### **Recipient Summary**

Recipient ID 7312

#### Award Summary

Award Number FL-2016-004-00

Award Status Active (Executed)

#### **Close Out Guidance**

What is a Close Out Amendment?

Per FTA Circular 5010.1D: 5. GRANT CLOSE-OUT.

Grant close-out is the term used to signify the process by which FTA determines that all activities in a grant are complete and Federal funds have been expended. Grant closeout does not preclude FTA's ability to seek repayment or other remedies for a grantee's breach of grant terms and conditions.

Recipient Name Disneyland Transit Organization

Purposes Only

Award Name Sample TrAMS Application - Closeout for User Guide

Grantee's Role and Responsibilities. The grantee must initiate close-out of a grant when all approved activities are completed and/or applicable Federal funds expended. All close-out documentation must be submitted within 90 days of the completion of all activities in the grant. This requires notifying FTA by letter or e-mail that the grant is ready for close-out.

The grantee should electronically submit the following in TEAM as part of the grant close-out process:

a final budget reflecting actual project costs by scope and activity; a final FSR;

(1) (2) (3) a final narrative MPR indicating the actual completion date of each ALI; a discussion of each ALI contained in the final budget and list of project property purchased under the grant; (4) a request to deobligate any unexpended

(4) a request to deobligate any unexpended balance of Federal funds; and (5) any other reports required as part of the terms and conditions of the grant.

Additional guidance can be found at the following webpages:

FTA Circular 5010.1D

http://www.fta.dot.gov/legislation law/12349 8640.html 3 http://www.fta.dot.gov/legislation\_law/12349\_8640.html

#### Close Out Amendment Information

Close Out Reasons	All approved activities are completed and/or applicable Federal funds expended     All applicable Federal funds expended     Funds are no longer needed to accomplish the grant purpose     Determined that the project has been essentially completed and/or approved funds have been substantially drawn down     Select One or More Options	
Close Out Remarks		^
		$\sim$
	Provide detailed explanation for this close-out	
	This Grant Close out will be recorded under the name of:	
Close Out By	Submitter1 ANCHORAGE	
Close Out Date	Feb 15, 2016	

Create Close Out Amendment Cancel



The 'Closeout Created' form will be displayed with the following confirmation message: "A new closeout amendment for Federal Award ID Number [FAIN #] has been created." It will provide an active new amendment record link to the closeout amendment.

Amendment   Closeout Created	
Success!	
ew obsour amendment of regerat Award for Number 1250 05004-01 may been created. ck the link below to view the new closeout amendment. -2016-004-01   Sample TrAMS Application - Closeout for User Guide Purposes Only	
	Close

# Before submitting a Closeout Amendment for approval, you must submit a Final Milestone Progress Report (MPR) to FTA. The Final MPR is assigned as a task to users with the 'MPR Reporter' role as soon as the closeout amendment is created.

- 1) After the 'MPR Reporter' successfully logs on, the number of pending tasks will be indicated next to the 'Tasks' tab.
- 2) Select the 'Complete Final Milestone Progress Report' task for the application.

Click here to send a task	⊉ Newest <del>-</del>
Complete Final Milestone Progress Report for Federal Award ID No. FL-2016-004-01	

3) The 'Summary' form will be displayed.



### Milestone Progress Report (MPR) | Summary

	ient ID			Recipien Disneylar	t Name d Transit Organization		
wa	rd Summary						
eder L-20	al Award ID Number 16-004-01	(FAIN)		Award N Sample T	ame rAMS Application - Closeout f	ior User Guide Pu	rposes Only
IPR I luarte	Reporting Frequency orly	Required		Award S Active Aw	tatus /ard / Ready for Closeout		
reav Ye: No	vard Authority Utilize s, Preaward Authority n , Preaward Authority n	ed? utilized ot utilized		Obligatio 1/27/2016	on Date		
lile	stone Progress	Report S	ummary				
epoi	t Type erly			MPR Rep Work in F	port Status Progress		
epoi luarte	t Period er 2 (Jan - Mar), FY 20	16		Report D 1/27/2016	ue Date		
epoi /1/20	t Period Begin Date 16			Last Upd N/A	ate By		
epoi /27/2	t Period End Date 016			Last Upd	ate Date		
inal Ye: No	Report? s, Final Report , Not Final Report						
	rd Overview						
wa	Ourselaus Bassadus						
IPR	Overview Remarks						
IPR (	Overview Remarks e details about overall p of Line Items	rogress of this	award including all projects within th	ne award			
rovid ist	Dverview Remarks	rogress of this Scope Number	award including all projects within the Scope Name	Line Item	Line Item Name	Number of Milestones	Number of Milestones Pending
rovid	Dverview Remarks	rogress of this Scope Number 115-00	award including all projects within the Scope Name	Line Item Number 11.51.03	Line Item Name ENG/DESIGN - POWER DISTRIB SUBSTATION	Number of Milestones 2	Number of Milestones Pending 1
rovid	Dverview Remarks	rogress of this Scope Number 115-00 116-00	award including all projects within the Scope Name ELECTRIFICATION/POWER DIST (BUS) SIGNAL & COMM EQUIPMENT (BUS)	Line Item Number 11.51.03 11.61.01	Line Item Name ENG/DESIGN - POWER DISTRIB SUBSTATION ENG/DESIGN CONTROL/SIGNALS	Number of Milestones 2 2	Number of Milestones Pending 1 1
rovid ist	Dverview Remarks	rogress of this Scope Number 115-00 116-00	award including all projects within the Scope Name ELECTRIFICATION/POWER DIST (BUS) SIGNAL & COMM EQUIPMENT (BUS)	Line Item Number 11.51.03 11.61.01	Line Item Name ENG/DESIGN - POWER DISTRIB SUBSTATION ENG/DESIGN CONTROL/SIGNALS	Number of Milestones 2 2	Number of Milestones Pending 1 1

4) At any point, you may click the 'Close Task' button to return to the 'Tasks' tab without saving any changes and retain the task.



5) Enter comments into the 'MPR Overview Remarks' field to provide details about overall progress of the award to include all projects. Note that this is a required field.

Award Overview	
MPR Overview Remarks	
The MPR Overview Remarks are mandatory and must be entered here	

6) Verify all line items displayed under the 'List of Line Items' grid. Any value greater than zero under the 'Number of Milestones Pending' column indicates pending milestone(s) that must be provided with an appropriate 'Actual Completion Date' or 'Revised Estimated Completion Date' in their appropriate field.

1			Number	Scope Name	Number	Number 4	1
	OWER 2	ENG/DESIGN - POWE DISTRIB SUBSTATION	11.51.03	ELECTRIFICATION/POWER DIST (BUS)	115-00	FL-2016-004-01-01	
1	LS 2	ENG/DESIGN CONTROL/SIGNALS	11.61.01	SIGNAL & COMM EQUIPMENT (BUS)	116-00	FL-2016-004-01-01	
1	LS <sup>2</sup>	ENG/DESIGN CONTROL/SIGNALS	11.61.01	SIGNAL & COMM EQUIPMENT (BUS)	116-00	FL-2016-004-01-01	

- 7) A milestone with an 'Original Estimated Completion Date' that has expired requires an 'Actual Completion Date' which indicates that the milestone was successfully achieved before or on the date shown in the 'Report Period End Date' field, or a 'Revised Estimated Completion Date' which is projected past the 'Report Period End Date' indicating that it will be reached in the future.
- 8) Select the check box for a line item with a pending milestone. The form will expand to display the 'Line Item Details,' 'FTA Funding Information,' and 'Milestones' sections.



ine l 1.51.	tem Number 03		Line Item Name ENG/DESIGN - POWER DIS	TRIB SUBS	TATION	
lloca	ation Type		Activity Type ENGINEERING & DESIGN			
luant	ity					
TA	Funding Info	ormation				
TAF	unding Source	Urbanized Area Earmula (EV2012 and facure	ard)			
000	C 3301 - (IVIAF 21)	orbanized Area i ornidia (i 12015 and forwa	lidy			
TA F	unding Amount	o i banized Alea Formula (F12013 and ioi wa				
TA F 20,00	unding Amount 0 stones	orbanized Alea Formula (F12013 and forwa	a vj			
TA F 20,00	unding Amount 0 stones	orbanized Alea Formula (F12013 and forwa	a vj		Add New Milestone	Zaro Du
TA F 20,00 Mile:	stones Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Date	Add New Milestone Completion	Zere Du
Vile:	Milestone Name Start Date	Original Estimated Completion Date 1/26/2016	Revised Estimated Completion Date	Actual Date	Add New Milestone	Zero Du Description

- 9) If you wish to add a new milestone to the project, click the 'Add New Milestone' button. The form will expand further to display the 'Add New Milestone' section:
  - a) Enter a name for the milestone into the 'Name' field.
  - b) Click in either the 'Revised Estimated Completion Date' or 'Actual Completion Date' field to enter a date or display the date picker to select a date from. You may select only one type of date.
  - c) Enter a comment about the milestone into the 'Milestone Progress Comments' field. This is a required field.
  - d) Click the 'Save All Changes' button after you have completed entering information in all fields. You will be returned to the 'Milestones' grid.



ame	
stimated Completion Date	
l/d/yyyy	
ctual Completion Date	
W/d/уууу	
etailed Description	

- 10) Select the check box for a pending milestone. The form will expand again to display the 'Original Milestone Details' and 'Milestone Progress Information' sections.
  - a) Click in either the 'Revised Estimated Completion Date' or 'Actual Completion Date' field to enter a date or display the date picker to select a date from. You may select only one type of date.
  - b) Enter comments into the 'Milestone Progress Comments' field to provide details about milestone progress. This is a required field
  - c) Click the 'Save All Changes' button after you have completed entering all dates. The form will collapse the 'Milestone Details' section and the value under the 'Number of Milestones Pending' column will update accordingly.



Milestone Name Start Date	Original Estimated Completion Date 1/26/2016
Milestone Detailed Description	
Milestone Progress Information	
Revised Estimated Completion Date	Revision #
M/d/yyyy	1
Actual Completion Date	
M/d/yyyy	
Milestone Progress Comments	
Enter details about milestone progress (e.g. date changes, etc.)	
Existing Comments No Comment for this Milestone	

11) If you wish to remove all details previously entered for a milestone, select the check box for the milestone and then click the 'Zero Out' button.

				Add New Milesk	ome Zero Out
	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
	Start Date	1/26/2016		1/26/2016	
	End Date	3/31/2016			
V	New Milestone for User guide Purposes Only	2/29/2016	2/29/2016		New Milestone

12) The system will prompt you with the following message: "Are you sure that you want to zero out this milestone?"


Are you sure that you want to zero out this milestone?

13) Click the 'Yes' button if you wish to proceed with zeroing out all dates and information for the selected milestone. A new message will be displayed under the milestone's 'Description' column: "Milestone Zeroed out on [date zero out performed]."

Milestone Name     Original Estimated Completion Date     Revised Estimated Completion Date     Actual Completion Date     Description       Start Date     1/26/2016     1/26/2016     1/26/2016	Zero Ou	New Milestone	Add						
Start Date 1/26/2016 1/26/2016	1	Description	Actual Completion Date	Revised Estimated Completion Date	Original Estimated Completion Date	Milestone Name	3		
			1/26/2016		1/26/2016	Start Date			
End Date 3/31/2016					3/31/2016	End Date			

- 14) Repeat the previous step until all line items display a '0' under the 'Number of Milestones Pending' column. The system will not allow you to proceed to MPR submission should any pending milestones remain.
- 15) Once you have finished entering dates for pending milestones, click the 'Finalize for Closeout' button.
- 16) The 'Submit MPR' form will be displayed.
  - a) Use the 'Back' button if you wish to return to the previous form.
  - b) The 'Save' button can be used to save the comments entered into the 'Submission Remarks' field.
  - c) Enter any comments for FTA into the 'Submission Remarks' field and then click the 'Submit to FTA' button to proceed.



## Milestone Progress Report (MPR) | Submit MPR

	imary		
Recipient ID Recipient Name	7312 https://ftatraining.appiancloud.com/suite/tempo/rec Disneyland Transit Organization	Recipient DUNS EIN Number	123456789 123456789
ward Summa	ary		
Federal Award ID Number (FAIN)	FL-2016-004-01     https://ftatraining.appiancloud.com/suite/tempo/rec	Award Name	Sample TrAMS Application - Closeout for User Guide Purposes Only
MPR Reporting Frequency	Quarterly	Award Status	Active Award / Ready for Closeout
lilestone Pro	gress Report Summary		
Report Type	Quarterly	MPR Status	Work in Progress
Report Period	Quarter 2 (Jan - Mar), FY 2016	Last Updated By	Lisa Smith
Report Due Date	1/27/2016	Last Update Date	1/27/2016
lecipient Sub	mission Remarks		
	1		
Submission Remarks			

- 17) The 'Submitted' form will be displayed with the following confirmation message: "Federal Award ID Number [FAIN #] MPR for [FY] [Report Frequency] has been submitted to FTA for review."
- 18) Click the 'Close' button. The system returns you to the 'Tasks' tab and the task link will now be removed from the task list.

Success	
SALCEST .	
deral Award ID Number FL-2016-004-01 MPR for 2016 Quarter 2 has been submitted to FTA for review.	

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### 7.5.3 Complete and Submit Final FFR

Before submitting a Closeout Amendment for approval, you must submit a Final Federal Financial Report (FFR) to FTA. The Final FFR is assigned as a task to users with the 'FFR Reporter' role as soon as the closeout amendment is created.

- 1) After the 'FFR Reporter' successfully logs on, the number of pending tasks will be indicated next to the 'Tasks' tab.
- 2) Select the 'Complete Final Federal Financial Report' task for the application.

* Me		
Complete Final Federal Financia	al Report for Federal Award ID No. FL-2016-004-01	
2 minutes ago 🏠		

- 3) The 'Input FFR Values' form will be displayed.
- 4) At any point, you may click the 'Close Task' button on this form to return to the 'Tasks' tab without saving any changes and retain the task.

Recipient ID	7312		Recipient DUNS	123456789			
<b>Recipient Name</b>	Disneyland Transit Organizat	ion	EIN Number	123456789			
Award Summa	ry						
Federal Award ID Number (FAIN)	FL-2016-004-01		Award Name	Sample TrAMS Application - Closeout for User Guide Purposes Only			
FFR Reporting Quarterly Frequency Required		Award Status	Active Award / Ready for Closeout				
		Obligated Date	1/27/2016				
Preaward Authority	<ul> <li>Yes, Preaward Authority u</li> <li>No, Preaward Authority no</li> </ul>	eaward Authority utilized award Authority not utilized					
ederal Financ	ial Report Summary						
Report Type Quarterly			Report Period	1/27/2016			
Report Period	eport Period Quarter 2 (Jan - Mar), FY 2016 ort Due Date 1/27/2016	6	Begin Date	B			
Report Due Date		Report Period End Date	1/27/2016				
Final Report?   Yes, Final Report  No, Not Final Report		Final Report?	Final Report?    Yes, Final  No, Not Fi	Final Report? <ul> <li>Yes, Final Report</li> <li>No, Not Final Report</li> </ul>	Final Report ot Final Report		
Status Log							
Status		Updated Date		Updated By			
				head the part of the second			

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- 5) Complete any fields as needed under the 'Indirect Expense' section.
  - a) Select an indirect expense type using the drop-down menu provided under the 'Type' field.
  - b) Enter a rate into the 'Rate' field. Note that this is a percent value.
  - c) Enter a dollar value into the 'Base' field.
  - d) Click in the 'Period From' and 'Period To' fields to enter dates or display the date picker to select dates from.
  - e) Enter a dollar value into the 'Amount Charged' field.
  - f) Enter a dollar value into the 'Federal Share' field.

	[]		
Туре	N/A.	Period From	M/d/yyyy
Rate	0%	Period To	M/d/yyyy
Base	\$0	Amount Charged	\$0
		Federal Share	\$0

- 6) You will be able to enter dollar values into the 'This Period' fields for the following sections on the form:
  - a) 'A. Federal Cash on hand at Beginning of Period'
  - b) 'B. Federal Cash Receipts'
  - c) 'C. Federal Cash Disbursements'
  - d) 'F. Federal Share of Expenditures'
  - e) 'G. Recipient Share of Expenditures'



A. Federal Cas	h on Hand at Beginning of Period		
Previous	\$0	Cumulative	\$0
This Period	\$0		Calculated by System
B. Federal Cas	h Receipts		
Previous	\$0	Cumulative	\$0
This Period	\$0		Calculated by System
C. Federal Cas	h Disbursements		
Previous	\$0	Cumulative	\$0
This Period	\$0		Calculated by System
D. Federal Cas	h on Hand at End of Period (A + B - C)		
Previous	\$0	Cumulative	\$0
This Desired	Calculated by System		Calculated by System
This Period	SU Calculated by System		
E. Total Federa	al Funds Authorized		
		Cumulative	\$57,500
F. Federal Sha	re of Expenditures		
Previous	\$0	Cumulative	\$0
This Period	\$0		Calculated by System
G. Recipient S	hare of Expenditures		
Previous	\$0	Cumulative	\$0

- 7) You will also be able to enter dollar values into the 'Amount' fields for the following sections on the form:
  - a) 'I. Federal Share of Unliquidated Obligations'
  - b) 'J. Recipient Share of Unliquidated Obligations'

I. Federal Share of Unliquidated Obligations		
	Amount	\$0
J. Recipient Share of Unliquidated Obligations		
	Amount	\$0

- c) 'P. Federal Program Income on Hand at Beginning of Period'
- d) 'Q. Total Federal Program Income Earned'
- e) 'R. Federal Program income expended in accordance with the deduction alternative'
- f) 'T. Federal Program income expended on allowable transit Capital and Operating expense'

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	Amount	\$0		
Q. Total Federal Program Income Earned				
	Amount	\$0		
R. Federal Program Income Expended in accordance with	h the deductio	on alternative		
	Amount	\$0		
S. Federal Program Income Expended in accordance with	h the addition	alternative		
	Amount	\$0		
T. Federal Program Income Expended on allowable Trans	it Capital and	Operating expe	ense	
	Amount	\$0		
U. Federal Unexpended Program Income [(P + Q - R) or (I	P + Q - S) or (F	P + Q - T)]		
	Amount	<b>\$0</b> Calculated by System		

8) All other remaining fields will be calculated automatically by the system.

**Note:** To avoid system validation errors while entering dollar values into the 'This Period' and 'Amount' fields, you must keep the following rules in mind for the FFR:

- The sum of the value displayed under the 'Cumulative' field in 'G. Recipient Share of Expenditures' and the value provided for 'J. Recipient Share of Unliquidated Obligations' must be less than or equal to the value displayed for 'N. Total Recipient Share Required.'
- You cannot input values in both 'R. Federal Program income expended in accordance with the deduction alternative' and 'T. Federal Program income expended on allowable transit Capital and Operating expense.' You will be allowed to enter a value for only one of these fields.
- Each of the separate values entered for 'A. Federal Cash on hand at Beginning of Period,' 'B. Federal Cash Receipts,' 'C. Federal Cash Disbursements,' 'F. Federal Share of Expenditures,' and 'I. Federal Share of Unliquidated Obligations' cannot be greater than 'E. Total Federal Funds Authorized.'
- The calculated value of 'D. Federal Cash on hand at End of Period (A + B C)' cannot be negative.
- The calculated value of 'O. Remaining Recipient Share to be provided [N (G + J)]' cannot be negative.
- 9) Once you have completed entering all details, click the 'Calculate Totals' button.



10) The system will display the 'Confirm FFR Data' form. If you wish to return to the previous 'Input FFR Values' form to make changes, click on the 'Modify FFR Values' button.

ecipient oun	initially			
Recipient ID	7312 https://fatraining.appiageloud.com/suite/tempo/re	Recipient DUNS	123456789	
Destates Name		EIN Number	123456789	
Recipient Name	Disneyland transic Organization			
Award Summa	iry			
Federal Award ID Number (FAIN)	FL-2016-004-01 https://flatraining.appiancloud.com/suite/tempo/re	Award Name	Sample TrAMS Application - Closeout for User Guide Purposes Only	
FFR Reporting Frequency	Quarterly	Award Status	Active Award / Ready for Closeout	
Preaward Authority	<ul> <li>Yes, Preaward Authority utilized</li> <li>No, Preaward Authority not utilized</li> </ul>	obligation bate		
ederal Financ	cial Report Summary			
Report Type	Quarterly	Report Period	1/27/2016	
Report Period	Quarter 2 (Jan - Mar), FY 2016	Begin Date	1/27/2016	
Report Due Date	1/27/2016	Date		
Final Report?	<ul> <li>Yes, Final Report</li> <li>No, Not Final Report</li> </ul>			
Status Log				
Status	Updated Date		Updated By	
Work in Progress	1/27/2016		appian.administrator	
ndirect Expen	se			
Туре	N/A.	Period From		
Rate	0%	Period To		
Base	\$0	Amount Charged	\$0	
		Federal Share	\$0	
	7			



11) Sections 'A' to 'U' will also be displayed with the data entered in the previous step.

Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	\$0	\$0	\$0
3. Federal Cash Receipts	\$0	\$0	\$0
C. Federal Cash Disbursements	\$0	\$0	\$0
D. Federal Cash on Hand at End of Period (A + B - C)	\$0	\$0	\$0
E. Total Federal Funds Authorized			\$57,500
E Federal Share of Expenditures	\$0	\$0	\$0
3. Recipient Share of Expenditures	\$0	\$0	\$0
H. Total Expenditures (F + G)	\$0	\$0	\$0
Federal Share of Unliquidated Obligations			\$0
I. Recipient Share of Unliquidated Obligations			\$0
C. Total Unliquidated Obligations (I + J)			\$0
Total Federal Share (F + I)			\$0
M. Unobligated Balance of Federal Funds (E - L)			\$57,500
N. Total Recipient Share Required			\$17,500
O. Remaining Recipient Share to be Provided [N - (G + J)]			\$17,500
P. Federal Program Income on Hand at Beginning of Period			\$0
Q. Total Federal Program Income Earned			\$0
R. Federal Program Income Expended in accordance with the deduction alternative			\$0
S. Federal Program Income Expended in accordance with the addition alternative			\$0
T. Federal Program Income Expended on allowable Transit Capital and Operating expenses			\$0
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			\$0

Finalize for Closeout

Modify FFR Values Close Task

12) Once you have finished entering information for the FFR, click the 'Finalize for Closeout' button.



13) The 'Submit FFR' form will be displayed.

- a) Use the 'Back' button if you wish to return to the previous form.
- b) The 'Save' button can be used to save the comments entered into the 'Submission Remarks' field. This is a required field.
- c) Enter any comments for FTA into the 'Submission Remarks' field and then click the 'Submit to FTA' button to proceed.

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## Federal Financial Report (FFR) | Submit FFR

#### **Recipient Summary**

Recipient ID	7312	Recipient DUNS	123456789	
<b>Recipient Name</b>	Disneyland Transit Organization	EIN Number	123456789	
Award Summa	ry			
Federal Award ID Number (FAIN)	FL-2016-004-01	Award Name	Sample TrAMS Application - Closeout for User Guide Purposes Only	
FFR Reporting	Quarterly	Award Status	Active Award / Ready for Closeout	
Required		Obligated Date	1/27/2016	
Preaward Authority	<ul> <li>Yes, Preaward Authority utilized</li> <li>No, Preaward Authority not utilized</li> </ul>	d		
Federal Financ	ial Report Summary			
Report Type	Quarterly	Report Period	1/27/2016	
Report Period	Quarter 2 (Jan - Mar), FY 2016	Begin Date		
Report Due Date	1/27/2016	Report Period End Date	1/27/2016	
Final Report?	Yes, Final Report No, Not Final Report			
Status Log				
Status	Upda	ted Date	Updated By	
Work in Progress	1/27/2	2016	appian.administrator	
Recipient Rem	arks			
Submission Remark	(5			
voluent this report is si accurate to the best of penalties. (U.S. Code	Jomitted to F1A, the submitter and the of their knowledge. They are aware the , Title 18, Section 1001).	a individuals providing the information submitted at any false, fictitious, or fraudulent information	ed to FTA, if any, certify that it is true, complete, and in may subject them to criminal, civil, or administrative	
Submitted By	Lisa Smith			
Submitted Date	1/27/2016			
		Su	ubmit to FTA Back Save Close Tas	k

- 14) The 'Submitted' form will be displayed with the following confirmation message: "Federal Award ID Number [FAIN #] FFR for [FY] [Report Frequency] has been submitted to FTA."
- 15) Click the 'Close' button. The system returns you to the 'Tasks' tab and the task link will now be removed from the task list.

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- 2) The 'Summary' form will be displayed. Complete the following under the 'Closeout Details' section:
  - a) Select the appropriate check box(es) under the 'Closeout Reasons' section.
  - b) Enter a comment into the 'Closeout Remarks' field.
- 3) At any point, you may click the 'Cancel' button to return to the 'Related Actions' menu without saving any changes.
- 4) Click the 'Save and Close' button to save all changes and return to the 'Related Actions' menu.

211.0000000000	200		
Recipient ID	7312	Recipient Name	Disneyland Transit Organization
Award Status	Information		
Award Number	FL-2016-004-01	Award Date	Jan 27, 2016
Award Name	Sample TrAMS Application - Closeout for User Guide Purposes Only	Executed Date	Jan 27, 2016
Award Status	Active Award / Ready for Closeout	Last Disbursement Date	N/A
Close Out Deta	ails		
Close Out Created Date	Jan 27, 2016		
Close Out Created By	Lisa Smith		
Last Updated Date	Jan 27, 2016		
Last Updated By	Lisa Smith		
Close Out Reason	<ul> <li>All approved activities are completed and/or applicab</li> <li>All applicable Federal funds expended</li> <li>Funds are no longer needed to accomplish the grant</li> <li>Determined that the project has been essentially con</li> <li>Failure by the grantee to make reasonable progress</li> <li>Continuation of the project would not produce results</li> <li>Grantee failed to comply with the terms or conditions</li> </ul>	le Federal funds expe purpose npleted and/or approve to complete approved commensurate with of the Grant Agreeme	ended ved funds have been substantially drawn down d grant activities further expenditure of funds ent or other Federal requirements
Close Out Remarks	This comment is for User Guide Purposes Only		
			Save and Blose Cance
	/		



### 7.5.5 Related Action: Closeout Budget Reconciliation

Before submitting a closeout amendment for approval, the recipient should reconcile the final award budget and modify budget activity line item (ALI) amounts accordingly. This is done via the 'Closeout Budget Reconciliation' Related Action on the Application Record.

1) Click 'Closeout Budget Reconciliation'.



- 2) The 'Closeout Budget Reconciliation' form will be displayed. The ALIs associated to the project are listed and displayed in grid format under the 'Existing Line Items' section.
- 3) At any point, you may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.

Application   Closeout Budget Rec Recipient Details	concilia	ation		
Recipient ID 7312	Recipient Disneyland	Name Transit Organization		
Award Summary				
Recipient Name Disneyland Transit Organization	Award Nar Sample TrA	ne AMS Application - Closeout	for User Guide Purpo	oses Only
Recipient ID 7312	Federal Av FL-2016-00	ward ID Number (FAIN) 04-01		
Funding Summary				
Funding Source	ţ	Original Amount	Difference	Final Amount
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)		\$57,500.00	\$0.00	\$57,500.00



Project Number	Scope Name / Code	Line Item Number 🕴	Activity Type	Award FTA Amount	Revised FTA Amount	Award Total Eligible Cost	Revised Total Eligible Cost
FL-2016-004-01-01	115-00 ELECTRIFICATION/POWER DIST (BUS)	11.51.03 ENG/DESIGN - POWER DISTRIB SUBSTATION		\$20,000	\$20,000	\$25,000	\$25,000
FL-2016-004-01-01	116-00 SIGNAL & COMM EQUIPMENT (BUS)	11.61.01 ENG/DESIGN CONTROL/SIGNALS		\$37,500	\$37,500	\$50,000	\$50,000

- 4) Select the check box for the ALI you wish to modify from the grid. The form will expand below the existing line items grid to include the following sections for that selected line item:
  - a) 'Line Item Scope'
  - b) 'Line Item Details'
  - c) 'Funding Information'
  - d) 'Rolling Stock Information'
  - e) 'Milestones'
- 5) Clicking the 'Cancel' button will return you to the 'Closeout Budget Reconciliation' form without saving any changes. The system will provide a warning prompt for confirmation before doing so.
- 6) Update the 'Line Item Scope' section as needed:
  - a) Update the line item's name in the 'Custom Line Item Name' field with the desired text.

Line Item Scope: 115-00 ELECTRIFICATION/POWER DIST (BUS)

```
Line Item #
11.51.03
Standard Line Item Name
Eng/design - Power Distrib Substation
Custom Line Item Name
Eng/design - Power Distrib Substation
```

Activity Type Engineering & Design

- b) Update the 'Line Item Details' section as needed:
- c) Update the quantity in the 'Quantity' field with the desired number. This is an integer field and must be a whole number.



Line Item Details		
Original Quantity 1		
Quantity		
1		

- a. Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text.
- b. Select either the Yes or No option to respond to the question, 'Will 3rd Party contractors be used to fulfill this activity line item?'

Original Extended Budget Description Engineering and Design	
Updated Extended Budget Description	
Engineering and Design	
Will 3rd Party contractors be used to fulfill this activity line item?	
Yes, 3rd Party Contractors will be used for this line item.	

No, 3rd Party Contractors will not be used for this line item.

7) If this closeout is for a TEAM award, update the 'Funding Information' section as needed:

- a) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.
- b) Update the original award's total eligible cost in the 'Revised Total Eligible Cost' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.

#### **Funding Information** FTA Funding Source **FTA Funding Source** 49 USC 5312 - Research, Development, Demonstration, Deployment 49 USC 5312 - Research, Development, Demonstration, Deployment Award FTA Funding Amount **Revised FTA Funding Amount** \$6.611.111.00 \$6.751.111.00 Award Non-FTA Amount \$1,166,667.00 **Revised Non-FTA Amount** Award Total Eligible Cost \$1,166,667.00 \$7,777,778.00 **Revised Total Eligible Cost** \$7,917,778.00

8) If this closeout is for a TrAMS award, update the 'FTA Funding Information' section as needed:



- a) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number.
- b) The 'Revised Total Eligible Cost' field will update accordingly.

FTA Funding Source	FTA Funding Source
9 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)
ward FTA Funding Amount 20.000	Revised FTA Funding Amount
	\$19,000

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For a TrAMS closeout amendment, update the 'Non-FTA Funding Information' section as needed:

- c) Update any existing values in fields with the desired amounts. These are all integer fields and must be whole numbers.
- d) The 'Revised Total Eligible Cost' field will update accordingly.

Award Local Share Amount	Revised Local Share Amount
\$5,000	\$5,000
Award Local/In-Kind Share Amount \$0	Revised Local/In-Kind Share Amount
Award State Share Amount	\$0
\$0	Revised State Share Amount
Award State/In-Kind Share Amount \$0	\$0
Award Other Federal Share Amount	Revised State/In-Kind Share Amount
\$0	\$0
Award Adjustment Amount	Revised Other Federal Share Amount
	\$0
\$0	Revised Adjustment Amount
Award Total Eligible Cost	\$0
\$25,000	Revised Transportation Development Credit
	\$0
	Revised Total Eligible Cost \$24,000

- 9) Update the 'Rolling Stock Information' section as needed:
  - a) Select a vehicle condition from the drop-down menu provided under the 'Vehicle Condition' field.
  - b) Enter a vehicle size into the 'Vehicle Size' field.
  - c) Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.

### **Rolling Stock Information**

Vehicle Condition		Fuel	
New	•	Hybrid Electric	*
Vehicle Size			
30 FEET			

- **Note:** The 'Rolling Stock Information' section is only shown when a rolling stock line item in the project has been selected.
- 10) Once you have completed all the sections related to the selected ALI from the grid, you will have the following options:



- a) Click on the 'Save Line Item' button to save all information for the selected ALI and return to the 'Closeout Budget Reconciliation' form, or
- b) Click on the 'Cancel' button to exit out grid without saving changes for the selected ALI. The form will collapse.
- 11) Repeat previous steps to update the remaining ALIs in the grid as needed. Click the 'Close' button to return to the 'Related Actions' menu.

### 7.5.6 Related Action: Validate and Submit Closeout

Once you have completed the Final FFR, Final MPR and Budget Reconciliation steps, the Closeout Amendment is ready for submission.

To validate and submit a completed closeout request:

1) Click 'Validate and Submit Closeout'.



2) The 'Final Budget' form will be displayed. Select either the Yes or No option to respond to the question, "Is this budget final?" and then click the 'Continue' button to proceed.



 If you selected 'No, this budget is not final', then the 'Award Closeout Reviewer/Validations' form will be displayed with the following validation message: "Budget for this Award has not been finalized.

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4) Finalize your budget before submitting the closeout request to FTA." You will need to review the budget and then select the 'Yes, this budget is final' response in order to clear this message and proceed with the closeout.

Recipient ID	7312	Recipient Name	Disneyland Transit Organization
Award Summa	гу		
Award Number	FL-2016-004-01	Award Name	Sample TrAMS Application - Closeout for User Guide
Award Date	1/27/2016 12:25 AM GMT+00:00	Award Status	Active Award / Ready for Closeout
Critical Issues			
	These items have not passed Award Closeout val	idations	
	- FTA Budget for this Award has not been finalized Finalize your budget before submitting the C	d. loseout request to FTA.	

- 5) If you selected 'Yes, this budget is final', you may continue to the next step. However, if the final MPR and/or final FFR have not been completed at this point, then the 'Award Closeout Reviewer/Validations' form will be displayed with the following validation message(s):
  - "Final Federal Financial Report (FFR) for this Award has not been submitted. Complete a Final FFR before submitting the closeout request to FTA."
  - "Final Milestone Progress Report (MPR) for this Award has not been submitted. Complete a Final MPR before submitting the closeout request to FTA."



# Application | Award Close Out Validation Results

Recipient ID	7312	Recipient Name	Disneyland Transit Organization
Award Summa	ry		
Award Number	FL-2016-005-01	Award Name	Sample TrAMS Application for User Guide Purposes Only
Award Date	1/28/2016 5:27 PM GMT+00:00	Award Status	Active Award / Ready for Closeout
Critical Issues			
	These items have not passed Award Closeout v	alidations	
	- Final Federal Financial Report (FFR) for this A Complete a Final FFR before submitting th	ward has not been submitted e Closeout request to FTA.	
	- Final Milestone Progress Report (MPR) for this Complete a Final MPR before submitting th	s Award has not been submitted. ne Closeout request to FTA.	

Refer to Complete and Submit Final MPR' Complete and Submit Final MPR' and 'Complete and Submit Final FFR' for the appropriate instructions on completing these reports.

- 6) The 'Submit Closeout Request' form will be displayed. This form will display any unliquidated funds that remain on the award so that the Post-Award Manager can confirm that these funds will deobligated once the Closeout is approved.
  - a) Click on the 'Cancel' button on this form to return to the 'Related Actions' menu.
  - b) Click the 'Submit to FTA' button to proceed.



a set aparter and	ID 7312				Recipie	nt Name	Disneyla	nd Transit Orga	nization	
ward Sumr	nary									
Award Numb	er FL-2016-004-0	1			Awa	rd Name	Sample	TrAMS Applicati	on - Closeout for Use	er Guide
Award State	us Active Award /	Ready for C	loseout				Purpose	s Only		
loseout De	tails									
Created Da	te 1/27/2016 4:21	PM GMT+0	00:00							
Created I	By tommdisney@y	/ahoo.com								
oseout Remarl ward Fund Unliquidate Balance	Grantee fail S This comment S Status This Applicatio two business d	ed to compl is for User G n/Award has ays. The fur	y with the ter Guide Purpos s unliquidated nds shall be d	ms or conditions of t es Only I funds of \$57,500 T deobligated in the ful	he Grant Ag his amount o	reement o does not ir	or other Fe	deral requirem	ents nents requested within e' column below.	n the past
PO Pi lumber Pi	roject Number	Cost Center	Scope Code / Suffix	Account Class Code	FPC	Obligat	ion C	eobligation	Disbursement	Refund
	L-2016-004-01-00	65000	115-00 / A1	2015.25.90.91.2 / 00	00	\$20,0	000	\$0	\$0	\$0
L-90-0078 FI	L-2016-004-01-00	65000	116-00 / A2	2015.25.90.91.2 / 00	00	\$37,	500	\$0	\$0	\$0
L-90-0078 FI				111						
L-90-0078 Fl				<u>III</u>						
L-90-0078 FI	Information To the best of 1 appropriate go is awarded. If y (FTA). By Lisa Smith	ny knowledg verning offic rou agree, cl	ge and belief, ials of the ap lick on the Su	all data entered are ppicant and the appl bmit to FTA button t	true and co icant will con o complete s	prrect. Sub nply with ti submissior	omission o he certific: n of this ap	this application tions and assu oplication to the	i is duly authorized b rances if the federal Federal Transit Adm	y the assistance inistration

- 7) The 'Confirmation' form will be displayed with the following confirmation message: "The closeout amendment for Award Number [FAIN #] has been submitted to FTA for review."
- 8) Click the 'Close' button to return to the 'Related Actions' menu.



# Close Out Amendment | Confirmation!

### Confirmation

The close out amendment for Award Number FL-2016-004-01 has been submitted to FTA for review.

## 7.5.7 Review Submitted Closeout Request

FTA Regional Post-Award Managers will review the closeout amendment request to determine if the award is ready to be closed.

Each closeout request will be reviewed by FTA for the following:

- A final budget reflecting actual project costs by scope and activity
- A final FFR
- A final narrative MPR indicating the actual completion date of each ALI, a discussion of each ALI contained in the final budget, and list of project property purchased under the grant
- A request to deobligate any unexpended balance of federal funds
- Any other reports required as part of the terms and conditions of the grant

Once FTA completes their review, FTA staff will either return the amendment to the recipient for additional modifications or approve the closeout request. Once FTA approves the closeout, the award will be closed and all amendments on the award will have a status of 'Closed'.



## 8 Post-Award Reporting

Recipients of FTA funding must submit Milestone Progress Reports (MPR) and Federal Financial Reports (FFR) on a periodic basis to show the status and progress of activities and funding expenditures on their awards. The MPRs and FFRs must be completed and submitted by the recipient within 30 days of the end of the reporting period. The reporting period for MPRs and FFRs can be Annual, Quarterly, or Monthly, depending on the requirements for the award and/or funding program.

Submission of both MPRs and FFRs in TrAMS is task-based, which means that recipient users in the 'MPR Reporter' and 'FFR Reporter' role groups will receive a task to complete and submit their MPR or FFR 30 days before a report is due. Once recipients submit their reports for FTA review, FTA Regional Office staff with the 'Post-Award Manager' role will need to complete their reviews of the reports before the next reporting period is over. Once a new reporting period has finished, FTA staff will no longer be able to review reports from prior periods – those reports will now be read only.

In addition to submitting MPRs and FFRs for their awards, recipients are also required to submit semiannual reports to show their compliance with DOT's Disadvantaged Business Enterprise (DBE) program. The DBE Program is an affirmative action program designed to combat discrimination and its continuing effects by providing contracting opportunities on Federally-funded highway, transit, and airport projects for small businesses owned and controlled by socially and economically disadvantaged individuals. DBE Reports must be completed and submitted by the recipient twice a year: June 1 and December 1.

Submission of DBE Reports in TrAMS is also task-based, so recipients will receive a task to complete and submit their DBE report 60 days before each report's due date. Once recipients have submitted their reports for review, the FTA Office of Civil Rights is responsible for monitoring FTA recipients' DBE programs and ensuring their compliance with DOT's DBE regulations. Regional FTA staff with the 'Civil Rights Officer' role in the regions will conduct the first review of DBE reports, then submit the reports to Headquarters staff, where users with the 'DBE Approver' role in the 'Office of Civil Rights' will conduct the final review and approve the reports.

## 8.1 Search for MPR or FFR Reports

MPR and FFR reports can be located from the Actions tab.

To view read-only versions of FFRs and MPRs:

- 1) Click 'Search FFR and MPR for Review'.
- 2) The 'MPR and FFR Review | Search Criteria' form will be displayed with search criteria fields. You will be able to complete the following fields to locate your reports:
  - a) Select a fiscal year from the drop-down menu provided under the 'Application/Award Fiscal Year' field.
  - b) Select an application status from the drop-down menu provided under the 'Application/Award Status' field.
  - c) Select an award type from the drop-down menu provided under the 'Active / Closed Award(s)' field.



- d) Enter an application number into the 'Application Number' field.
- e) Select a report type from the drop-down menu provided under the 'Report Type' field. This is a required field.
- f) Select a report status from the drop-down menu provided under the 'Report Status' field.
- g) Select one or more check boxes for the 'Report Period Type' field.
- h) The corresponding list of report period selections on the right side of the screen will become active as the check boxes are selected. You will be required to select one or more report periods from the 'Report Period Annual,' 'Report Period Quarterly,' and/or 'Report Period Monthly' fields. Hold down the 'CTRL' key if you wish to select multiple report periods. All activated report period fields will be require a selection.

### Note: Selecting 'Initial does not activate any Report Period lists

- i) Select a radio button option for the 'Report Final' field.
- j) Click in the 'Period From' field to enter in a date or display a calendar picker to select a date from for the first date of a range.
- k) Click in the 'Period To' field to enter or display a calendar picker to select a date from for the last date of a range.
- **Note:** The 'Clear Filter' button on this form can be used at any time to wipe out all entered search criteria.
- 3) Once all search criteria have been entered, click the 'Search' button.



earch Criteria	for Award(s)				
Application/Award Fiscal Year	Please Select a Year	~	Report Period Annual	Any 2016 2015	^
Application/Award Status	Please Select a Status	~		2015 2014 2013	~
Active / Closed Award(s)	Please Select a Value	~	Report Period Quarterly	Any 2016 Quarter 1	~
Application/Award Number				2016 Quarter 2 2016 Quarter 3 2016 Quarter 4	~
*Report Type	Please Select a Report Type	$\checkmark$	Report Period	Any 2016 January	
Report Status	Please Select a Status	$\checkmark$	Monthly	2016 Feburary 2016 March	0
*Report Period Type	Quarterly Monthly Annual Initial			2016 April	¥
Report Final	<ul> <li>○ Yes, Final Report</li> <li>○ No, Not Final Report</li> </ul>				
Period From	M/d/yyyy				
Period To	M/d/yyyy				

4) The 'MPR and FFR Review | Search Results' form will be displayed with results in grid format.

riter Awan Activ Regio Recip	ia selected for Aw d Fiscal Year: N/A e/Closed: N/A on: 78400 FTA Region bient Name: N/A bient ID: 9000/	vard(s) nal Office 4			Criteria Report Report Report Report	a selected for I Type: FFR ing Period: Any; Status: Period From: 1	FFR ; fo:	
Awan Awan	d Number: N/A d Status: N/A		Salastad C	riforia	Criteria Report Report Report Report	a selected for I Type: MPR ing Period: Any; Status: Period From: 1	MPR : fo:	
075	CII RESUILS DAS	eu on me	Selected C	ntena				
ear	e first 3 search results re	eturned. Please	narrow your searc	h criteria if the d	esired result does	not appear.		
ear	e first 3 search results re Recipient Name	eturned. Please Award Number	Report Period Type	h criteria if the d Report Type	esired result does Report Period	not appear. Report Status	Report Last Updated By	Report Last Updated Date
	e first 3 search results re Recipient Name Disneyland Transit Organization	Award Number FL-2018- 001-00	Report Period Type Quarterly	Report Type FFR	Report Period 2016 Quarter 2	not appear. Report Status FTA Review Complete	Report Last Updated By region4.postawardmanager1	Report Last Updated Date 2/2/2018 8:15 PM GMT+00:00
	e first 3 search results re Recipient Name Disneyland Transit Organization Disneyland Transit Organization	Award Number FL-2016- 001-00 FL-2016- 001-00	Report Period Type Quarterly Quarterly	h criteria if the d Report Type FFR FFR	Report Period 2016 Quarter 2 2016 Quarter 3	Report Status FTA Review Complete Submitted	Report Last Updated By region4.postawardmanager1 julliennedisney@yahoo.com	Report Last Updated Date 2/2/2016 8:15 PM GMT+00:00 2/3/2018 3:54 PM GMT+00:00

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- 5) Select the check box for a report from the list and then click the 'View Selected Report' button to access a read-only version of the report.
  - a) Click the 'Back to Search' button if you wish to return to the previous search criteria form.
  - b) Clicking the 'Cancel' button returns you to the 'Actions' tab.
- 6) Depending on the type of report selected, the 'MPR and FFR Review | Federal Financial Report (FFR)' or 'MPR and FFR Review | Milestone Progress Report (MPR)' form will be displayed.
- 7) Click on the link displayed with the report name to generate an html view/print document that you can save or open. Clicking on the 'Close' button on this form returns you to the previous search results

Current FFR, FY 2018 Q3 Federal Financial Report for Application FL-2018-001-00	
Recipient Remarks	
Recipient Comments	
Remark by: Jullie Anne Disney at 2/3/2016 Submit	
	Man MBD Class

8) Click the 'View FFR' or 'View MPR' button to view the related report. If a matching report does not exist, you will be presented with the 'There is no matching report' message.

MPR and FFR Review	
There is no matching MPR Report	
	Back

## 8.2 Milestone Progress Report (MPR)

The completion of the Milestone Progress report is assigned as a task to the users with the 'MPR Reporter' user role. Tasks are will be assigned 30 days prior to their due date. Users will receive an email notification that they have a task.

### 8.2.1 Task: Complete and Submit MPR

The number of Tasks assigned to a user will be visible next to the 'Task' tab.

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1) After the MPR Reporter successfully logs on, click the 'Task' tab.

News	Tasks (12)	Records	Reports	Actions	
O.S.C	Department of Transportation eral Transit Administration	Click	nere to post		

2) Select the 'Complete [FY] [Report Frequency] Milestone Progress Report' task for the application and then accept the task.

Click her	re to send a task
✓	TrAMS G9900 MPR Reporter     Complete 2016 Quarter 2 Milestone Progress Report for Federal Award ID No. FL-2016- 001-00 10 hours ago ☆

- 3) The 'Milestone Progress Report (MPR) | Summary' form will be displayed.
- 4) At any point, you may click the 'Close Task' button to return to the 'Tasks' tab without saving any changes and retain the task.



## Milestone Progress Report (MPR) | Summary

#### **Recipient Details**

Recipient ID 7312

#### Award Summary

Federal Award ID Number (FAIN) FL-2016-004-01 MPR Reporting Frequency Required Quarterly

Preaward Authority Utilized?

Yes, Preaward Authority utilized

No, Preaward Authority not utilized

#### Milestone Progress Report Summary

Report Type Quarterly Report Period Quarter 2 (Jan - Mar), FY 2016 Report Period Begin Date 1/1/2016 Report Period End Date 1/27/2016 Final Report? © Yes, Final Report

No, Not Final Report

Recipient Name Disneyland Transit Organization

MPR Report Status

Work in Progress

**Report Due Date** 

Last Update By

Last Update Date

1/27/2016

N/A

Award Name Sample TrAMS Application - Closeout for User Guide Purposes Only Award Status Active Award / Ready for Closeout Obligation Date 1/27/2016

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#### Award Overview MPR Overview Remarks $\wedge$ Provide details about overall progress of this award including all projects within the award Prior Remarks Quarter 2 (Jan - Mar), FY 2016 ~ julliennedisney@yahoo.com on 2/2/2016: MPR Overview Remarks are Mandatory List of Line Items Number of Project Number Scope Line Item Number of Scope Name Line Item Name Milestones Number Number Milestones Pending FL-2016-001-01-00 BUS - ROLLING STOCK LIGHT RAIL CARS 111-00 2 11.15.20 6 REHAB/RENOV TRACTION POWER EQUIP FL-2016-001-01-00 ELECTRIFICATION/POWER DIST (BUS) 0 115-00 11.54.01 2 Save All Changes Continue to Submission Close Task

5) Enter comments into the 'MPR Overview Remarks' field to provide details about overall progress of the award to include all projects. This is a required field.

Award Overview	
MPR Overview Remarks	
The MPR Overview Remarks are mandatory and must be entered here	

6) Verify all line items displayed under the 'List of Line Items' grid. Any value greater than zero under the 'Number of Milestones Pending' column indicates pending milestone(s) that must be provided with an appropriate 'Actual Completion Date' or 'Revised Estimated Completion Date'.

A milestone with an 'Original Estimated Completion Date' that has expired requires an 'Actual Completion Date' which indicates that the milestone was successfully achieved before or on the date shown in the 'Report Period End Date' field, or a 'Revised Estimated Completion Date' which is projected past the 'Report Period End Date' indicating that it will be reached in the future.

7) Select the check box for a line item with a pending milestone.



### List of Line Items

Project ↓ Number	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
FL-2016- 001-01-00	111-00	BUS - ROLLING STOCK	11.15.20	LIGHT RAIL CARS	6	2
FL-2016- 001-01-00	115-00	ELECTRIFICATION/POWER DIST (BUS)	11.54.01	REHAB/RENOV TRACTION POWER EQUIP	2	0

8) The form will expand to display the 'Line Item Details,' 'FTA Funding Information,' and 'Milestones' sections.

em Number 10 11on Type		Line Item Name LIGHT RAIL CARS				
tion Type						
		Activity Type MID LIFE REBUILD	(RAIL)			
ty						
Funding Information						
Inding Source						
unding Amount	Formula (F12013 and forwa	ira)				
tones						
				Add New Miles	tone	2600
Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Comple Date	tion Descri	ption	
RFP/IFB Issue Date	2/1/2016					
Contract Award Date	2/29/2016					
Initial Delivery Date	5/30/2016					
Final Delivery Date	10/31/2016					
Contract Completion Date	11/15/2016					
Sample Milestone - User guide purposes only	4/15/2016	4/15/2016		Milesto Manda	ne descr tory	iption is
1-6 of 6 + +						
	Funding Information Inding Source 5 5307 - (MAP 21) Urbanized Area Inding Amount 20 Atones Milestone Name RFP/IFB Issue Date Contract Award Date Initial Delivery Date Final Delivery Date Contract Completion Date Sample Milestone - User guide purposes only 1-6 of 0 + M	Funding Information         anding Source         5307 + (MAP 21) Urbanized Area Formula (FY2013 and forward indig Amount 2000)         Attract Amount 2000         Contract Amount 2000         Initial Delivery Date         Final Delivery Date         Attract Completion Date         Initial Delivery Date         Sample Milestone - User guide         Attract Amount 2000         I-8 of 8	Funding Information         anding Source         S307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)         inding Amount         JO         Attriation Amount         Attriation Amount         Contract Award Date       2/1/2016         Final Delivery Date       10/31/2016         Contract Completion Date       1/15/2016         Sample Milestone - User guide       4/15/2016         1-8 of 0       M	Funding Information         Inding Source 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward) Inding Amount 30:         Milestone Name       Original Estimated Completion Date       Revised Estimated Completion Date       Actual Complet Date         RFP/IFB Issue Date       2/1/2016       Image: Completion Date       Actual Complet Date         Contract Award Date       2/29/2016       Image: Completion Date       Image: Completion Date         Final Delivery Date       10/31/2016       Image: Completion Date       Image: Completion Date         Sample Milestone - User guide       4/15/2016       Image: Completion Date       Image: Completion Date         1-6 of 8       F       Milestone - User guide       4/15/2016       Image: Completion Date	Milestone Name       Original Estimated       Revised Estimated       Actual Completion       Descrit         Milestone Name       Original Estimated       Revised Estimated       Actual Completion       Descrit         RFF/IFB Issue Date       2/1/2016       Image: Completion Date       Actual Completion       Descrit         Initial Delivery Date       5/30/2016       Image: Completion Date       Image: Completion Date	Pruncing Information         Inding Source         S307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)         Inding Amount         300         Add New Milestone         Add New Milestone         Milestone Name       Original Estimated Completion Date       Actual Completion Date       Description         RFP/IFB Issue Date       2/1/2016       Image: Completion Date       Description         Initial Delivery Date       5/30/2016       Image: Completion Date       Image: Completion Date         Final Delivery Date       10/31/2016       Image: Completion Date       Image: Completion Date       Image: Completion Date       Image: Completion Date       Milestone description         Final Delivery Date       10/31/2016       Image: Completion Date       Image: Completion Date       Milestone description         Sample Milestone - User guide       4/16/2016       4/16/2016       Milestone description         1-6 of 0 f Milestone - User guide       1/16/2016       Milestone description       Milestone description



- 9) If you wish to add a new milestone to the project, click the 'Add New Milestone' button. The form will expand further to display the 'Add New Milestone' section:
  - a) Enter a name for the milestone into the 'Name' field.
  - b) Click in either the 'Estimated Completion Date' or 'Actual Completion Date' field to enter a date or display the date picker to select a date from. You may select only one type of date.
  - c) Enter a comment about the milestone into the 'Detailed Description' field. This is a required field.
  - d) Click the 'Save All Changes' button after you have completed entering information in all fields. You will be returned to the 'Milestones' grid.

ed Completion Date y Completion Date y I Description	Save All Changes Finalize for Discoul Close T
ad Completion Date y Completion Date y I Description	Save All Changes Finalize for Classour Class
y Completion Date y I Description	Save All Changes Finalization Elesson Close T
Completion Date y  1 Description	Save All Changes Finalize for Discoul Close T
y I Description	Save All Changes Finalize for Closebul Close T
1 Description	Save All Changes Finalize for Disseout
	Save All Changes Finalize for Eleseaut Glose T
	Save All Changes Finalize for Disseaut Close T
	Save All Changes Finalize for Dieseoul Close T
	Save All Changes Finalize for Claseoul Close T
	Save All Changes Finalize for Classour Close T
	Save All Changes Finalize for Classour Close T
	Save All Changes Finalize for Glosebul Glose T
	Save All Changes Finalize for Classour Close T
	Save All Changes Finalize for Disseout Cices T
	Save All Changes Finalize for Discoul Close T



10) If you wish to remove all details previously entered for a milestone, select the check box for the milestone and then click the 'Zero Out' button.

/iles	stones				$\sim$
				Add	New Milestone Zero Out
	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
	RFP/IFB Issue Date	2/1/2016			
	Contract Award Date	2/29/2016			
	Initial Delivery Date	5/30/2016			
	Final Delivery Date	10/31/2016			
	Contract Completion Date	11/15/2016			
	Sample Milestone - User guide purposes only	4/15/2016	4/15/2016		Milestone description is Mandatory
<b>~</b>	New Milestone for User Guide	5/27/2016	5/27/2016		New Milestone
6	0 1-7 of 7 🕟 🛞				
					Cancel

11) The system will prompt you with the following message: 'Are you sure that you want to zero out this milestone?'

Are you sure that you miles	i want to zero out th tone?
No	Yes

12) Click the 'Yes' button if you wish to proceed with zeroing out all dates and information for the selected milestone. A new message will be displayed under the milestone's 'Description' column: 'Milestone Zeroed out on [date zero out performed].'



#### Milestones

			Add	New Milestone Zero Out
Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
RFP/IFB Issue Date	2/1/2016			
Contract Award Date	2/29/2016			
Initial Delivery Date	5/30/2016			
Final Delivery Date	10/31/2016			
Contract Completion Date	11/15/2016			
Sample Milestone - User guide purposes only	4/15/2018	4/15/2016		Milestone description is Mandatory
New Milestone for User Guide			(	Milestone Zeroed out on 2/17/2016.

- 13) Repeat previous steps until all line items display a '0' under the 'Number of Milestones Pending' column. The system will not allow you to proceed to MPR submission should any pending milestones remain.
- 14) Once you have finished entering dates for all pending milestones, click the 'Continue to Submission' button.
- 15) The 'Submit MPR' form will be displayed. Use the 'Back' button if you wish to return to the previous form. The 'Save' button can be used to save the comments entered into the 'Submission Remarks' field. Enter any comments for FTA into the optional 'Submission Remarks' field and then click the 'Submit to FTA' button to proceed.



Recipient ID	9900	Recipient DUNS	999999999
Recipient Name	Disneyland Transit Organization	EIN Number	999999999
ward Summa	irv		
Federal Award ID Number (FAIN)	FL-2016-001-00     https://facestraining.fta.dot.gov/suite/tempo/records	Award Name	RC - Application for MPR and FFR for user guide purposes only
MPR Reporting Frequency	Quarterly	Award Status	Active (Executed)
lilestone Prog	gress Report Summary		
Report Type	Quarterly	MPR Status	Work in Progress
Report Period	Quarter 2 (Jan - Mar), FY 2016	Last Updated By	Jullie Anne Disney
Report Due Date	4/30/2016	Last Update Date	2/17/2016
ecipient Sub	mission Remarks		
Prior Recipient Submission	Remark by: Jullie Anne Disney Remark Date: 2/2/2018 Remark Text: Recipient submission comments are optional		
Submission Remarks			
	Provide any additional comments about the report that would be When this report is submitted to the FTA, the submitter and it is true, complete, and accurate to the best of their knowles subject them to primical civil or administrative panellise (I	useful for FTA during th the individuals providi dge. They are aware ti S. Corde Title 18. Sec	e review. ing the information submitted to the FTA, if any, certify the hat any false, ficticious, or fraudulent information may tion 1001)
	Provide any additional comments about the report that would be When this report is submitted to the FTA, the submitter and it is true, complete, and accurate to the best of their knowled subject them to criminal, civil, or administrative penalties (U	useful for FTA during th the individuals providi dge. They are aware ti S. Code, Title 18, Sec	e review. ing the information submitted to the FTA, if any, certify the hat any false, ficticious, or fraudulent information may tion 1001). Submit to FTA Back Save
	Provide any additional comments about the report that would be When this report is submitted to the FTA, the submitter and it is true, complete, and accurate to the best of their knowle subject them to criminal, civil, or administrative penalties (U	useful for FTA during th the individuals providi ge. They are aware t S. Code, Title 18, Sec	e review. ing the information submitted to the FTA, if any, certify that hat any false, ficticious, or fraudulent information may stion 1001). Submit to FTA Back Save
	Provide any additional comments about the report that would be When this report is submitted to the FTA, the submitter and it is true, complete, and accurate to the best of their knowle subject them to criminal, civil, or administrative penalties (U	useful for FTA during th the individuals providi ge. They are sware ti S. Code, Title 18, Sec	ie review. ing the information submitted to the FTA, if any, certify the hat any false, ficticious, or fraudulent information may tion 1001). Submit to FTA Back Save
	Provide any additional comments about the report that would be When this report is submitted to the FTA, the submitter and it is true, complete, and accurate to the best of their knowles subject them to criminal, civil, or administrative penalties (U	useful for FTA during th the individuals providi dge. They are aware th S. Code, Title 18, Sec	ie review. ing the information submitted to the FTA, if any, certify the hat any false, ficticious, or fraudulent information may tion 1001). Submit to FTA Back Save
	Provide any additional comments about the report that would be When this report is submitted to the FTA, the submitter and it is true, complete, and accurate to the best of their knowle subject them to criminal, civil, or administrative penalties (U	useful for FTA during th the individuals providi ge. They are sware ti S. Code, Title 18, Sec	ie review. ing the information submitted to the FTA, if any, certify the hat any false, ficticious, or fraudulent information may tion 1001). Submit to FTA Back Save

1



16) The 'Submitted' form will be displayed with the following confirmation message: 'Federal Award ID Number [FAIN #] MPR for [FY] [Report Frequency] has been submitted to FTA for review.'

Success	
eral Award ID Number FL-2016-004-01 MPR for 2016 Quarter 2 has been submitted to FTA for review.	

17) Click the 'Close' button. The system returns you to the 'Tasks' tab and the task link will now be removed from the task list.

## 8.3 Federal Financial Report (FFR)

The completion of the Federal Financial Report is assigned as a task to the users with the 'FFR Reporter' user role. Tasks are will be assigned 30 days prior to their due date. Users will receive an email notification that they have a task.

### 8.3.1 Task: Complete and Submit FFR

The number of Tasks assigned to a user will be visible next to the 'Task' tab.

- 1) After the FFR Reporter successfully logs on, click the 'Task' tab.
- 2) Select the 'Complete [FY] [Report Frequency] Federal Financial Report' task for the application and then accept the task.

40 minutes ago ☆	Report for Federal Award ID N	No. TX-90-	1 Newest
*			



- 3) The 'Input FFR Values' form will be displayed.
- 4) At any point, you may click the 'Close Task' button on this form to return to the 'Tasks' tab without saving any changes and retain the task.

# Federal Financial Report (FFR) | Input FFR Values

Recipient Sum	mary				
Recipient ID	Recipient ID 9900 Recipient Name Disneyland Transit Organization		Recipient DUNS	999999999	
Recipient Name			EIN Number	999999999	
Award Summa	ry				Θ
Federal Award ID Number (FAIN)	) FL-2016-001-00		Award Name	RC - Application for MPR and FFR for user guide purposes only	
FFR Reporting	Quarterly		Award Status	Active (Executed)	
Frequency Required			Obligated Date	2/1/2016	
Preaward Authority	<ul> <li>Yes, Preaward Authority u</li> <li>No, Preaward Authority no</li> </ul>	tilized t utilized			
Federal Financ	ial Report Summary				Θ
Report Type	Quarterly Quarter 2 (Jan - Mar), FY 2016 4/30/2016 Yes, Final Report No, Not Final Report		Report Period Begin Date Report Period End Date	I 1/1/2016 3/31/2016	
Report Period					
Report Due Date					
Final Report?					
Status Log					
Status		Updated Date		Updated By	
Work in Progress		2/17/2016		appian.administrator	

- 5) Complete any fields as needed under the 'Indirect Expense' section.
  - a) Select an indirect expense type using the drop-down menu provided under the 'Type' field.
  - b) Enter a rate into the 'Rate' field. Note that this is a percent value.
  - c) Enter a dollar value into the 'Base' field.
  - d) Click in the 'Period From' and 'Period To' fields to enter dates or display the date picker to select dates from.
  - e) Enter a dollar value into the 'Amount Charged' field.
  - f) Enter a dollar value into the 'Federal Share' field.


Indirect Expension	se			
Туре	N/A	Period From	M/d/yyyy	
Rate	0%	Period To	M/d/yyyy	
Base	\$0	Amount Charged	\$0	
		Federal Share	\$0	

- 6) You will be able to enter dollar values into the 'This Period' fields for the following sections on the form:
  - a) 'A. Federal Cash on hand at Beginning of Period'
  - b) 'B. Federal Cash Receipts'
  - c) 'C. Federal Cash Disbursements'
  - d) 'F. Federal Share of Expenditures'
  - e) 'G. Recipient Share of Expenditures'



Previous	\$0	Cumulative	\$0	
This Period	\$0		Calculated by System	
Federal Cas	h Receipts			
Previous	\$0	Cumulative	\$0	
This Period	\$0		Calculated by System	
Federal Cas	h Disbursements			
Previous	\$0	Cumulative	\$0	
This Period	\$0		Calculated by System	
Federal Cas	h 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			
Total Federa	al Funds Authorized			
		Cumulative	\$57,500	
Federal Sha	re of Expenditures			
Previous	\$0	Cumulative	\$0	
This Period	\$0		Calculated by System	
Recipient S	hare of Expenditures			
Previous	\$0	Cumulative	\$0	
	90		Calculated by System	

b) 'J. Recipient Share of Unliquidated Obligations'

I. Federal Share of Unliquidated Obligations

	Amount	\$0
J. Recipient Share of Unliquidated Obligations		
	Amount	\$0

- c) 'P. Federal Program Income on Hand at Beginning of Period'
- d) 'Q. Total Federal Program Income Earned'



- e) 'R. Federal Program income expended in accordance with the deduction alternative'
- f) 'T. Federal Program income expended on allowable transit Capital and Operating expense'

P. Federal Program Income on Hand at Beginning of Perio	d			
	Amount	\$0		
Q. Total Federal Program Income Earned				
	Amount	\$0		
R. Federal Program Income Expended in accordance with	the deduction	on alternative		
	Amount	\$0		
S. Federal Program Income Expended in accordance with	the addition	alternative		
	Amount	\$0		
T. Federal Program Income Expended on allowable Transi	t Capital and	Operating exp	ense	
	Amount	\$0		
U. Federal Unexpended Program Income [(P + Q - R) or (P	+ Q - S) or (F	° + Q − T)]		
	Amount	<b>\$0</b> Calculated by System		
			Calculate Totals	Close Task

- 8) All other remaining fields will be calculated automatically by the system.
- 9) Once you have completed entering all details, click the 'Calculate Totals' button.
- **Note:** To avoid system validation errors while entering dollar values into the 'This Period' and 'Amount' fields, you must keep the following rules in mind for the FFR:
- The sum of the value displayed under the 'Cumulative' field in 'G. Recipient Share of Expenditures' and the value provided for 'J. Recipient Share of Unliquidated Obligations' must be less than or equal to the value displayed for 'N. Total Recipient Share Required.'
- You cannot input values in both 'R. Federal Program income expended in accordance with the deduction alternative' and 'T. Federal Program income expended on allowable transit Capital and Operating expense.' You will be allowed to enter a value for only one of these fields.
- Each of the separate values entered for 'A. Federal Cash on hand at Beginning of Period,' 'B. Federal Cash Receipts,' 'C. Federal Cash Disbursements,' 'F. Federal Share of Expenditures,' and 'I. Federal Share of Unliquidated Obligations' cannot be greater than 'E. Total Federal Funds Authorized.'
- The calculated value of 'D. Federal Cash on hand at End of Period (A + B C)' cannot be negative.
- The calculated value of 'O. Remaining Recipient Share to be provided [N (G + J)]' cannot be negative.



10) The system will display the 'Confirm FFR Data' form. If you wish to return to the previous 'Input FFR Values' form to make changes, click on the 'Modify FFR Values' button.

Recipient ID	9900		Recipient DUNS	999999999
	https://facestraining.fta.do	t.gov/suite/tempo/records	FIN Number	999999999
Recipient Name	Disneyland Transit Organization	on		
ward Summa	ıry			
Federal Award ID Number (FAIN)	FL-2016-001-00     https://facestraining.fta.do	t.gov/suite/tempo/records	Award Name	RC - Application for MPR and FFR for user guide purposes only
FFR Reporting	Quarterly		Award Status	Active (Executed)
Prequency	Neg. Breathard Authority of	Flined	Obligation Date	2/1/2016
Authority	<ul> <li>Yes, Preaward Authority ut</li> <li>No, Preaward Authority no</li> </ul>	t utilized		
ederal Financ	ial Report Summary			
Report Type	Quarterly		Report Period	1/1/2016
Report Period	Quarter 2 (Jan - Mar), FY 201	6	Begin Date	2/24/2048
Report Due Date	4/30/2016		Report Period End Date	3/31/2016
Final Report?	<ul> <li>Yes, Final Report</li> <li>No, Not Final Report</li> </ul>			
Status Log				
Status		Updated Date		Updated By
Work in Progress		2/17/2016		appian.administrator
ndirect Exper	ise			
Туре	N/A	$\checkmark$	Period From	
Rate	0%		Period To	
	\$0		Amount Charged	\$0
Base			Federal Share	\$0
Base				



- 11) Sections 'A' to 'U' will also be displayed with the data entered in the previous step.
- 12) Once you have finished entering information for the FFR, click the 'Continue to Submission' button.

Financial Status			
Transactions	Previous	Current	Cumulative
A. Federal Cash on Hand at Beginning of Period	\$0	\$0	\$0
B. Federal Cash Receipts	\$4,815,843	\$0	\$4,815,843
C. Federal Cash Disbursements	\$4,815,843	\$0	\$4,815,843
D. Federal Cash on Hand at End of Period (A + B - C)	\$0	\$0	\$0
E. Total Federal Funds Authorized			\$27,679,292
F. Federal Share of Expenditures	\$4,815,843	\$0	\$4,815,843
G. Recipient Share of Expenditures	\$1,203,961	\$0	\$1,203,961
H. Total Expenditures (F + G)	\$6,019,804	\$0	\$6,019,804
I. Federal Share of Unliquidated Obligations			\$0
J. Recipient Share of Unliquidated Obligations			\$0
K. Total Unliquidated Obligations (I + J)			\$0
L. Total Federal Share (F + I)			\$4,815,843
M. Unobligated Balance of Federal Funds (E - L)			\$22,863,449
N. Total Recipient Share Required			\$6,919,825
O. Remaining Recipient Share to be Provided [N - (G + J)]			\$5,715,864
P. Federal Program Income on Hand at Beginning of Period			\$0
Q. Total Federal Program Income Earned			\$0
R. Federal Program Income Expended in accordance with the deduction alternative			\$0
S. Federal Program Income Expended in accordance with the addition alternative			\$0
T. Federal Program Income Expended on allowable Transit Capital and Operating expenses			\$0
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			\$0
(I) I-21 of 21 (F) (F)			

Continue to Submis

Modify FFR Values Close Task

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13) The 'Submit FFR' form will be displayed. Use the 'Back' button if you wish to return to the previous form. The 'Save' button can be used to save the comments entered into the 'Submission Remarks' field. This is a required field. Enter any comments for FTA into the 'Submission Remarks' field and then click the 'Submit to FTA' button to proceed.

	imary						
Recipient ID	9900		Recipient DUNS	9999999999			
Recipient Name	Disneyland Transit Organizati	ion	EIN Number	9999999999			
ward Summa	ary						
Federal Award ID Number (FAIN)	FL-2016-001-00		Award Name	RC - Applica purposes onl	tion for MPR a ly	nd FFR for use	r guide
FFR Reporting	Quarterly		Award Status	Active (Exec	uted)		
Required			Obligated Date	2/1/2016			
Preaward Authority	<ul> <li>Yes, Preaward Authority u</li> <li>No, Preaward Authority no</li> </ul>	tilized ot utilized					
ederal Finan	cial Report Summary						
Report Type	Quarterly		Report Period	1/1/2016			
Report Period	Quarter 2 (Jan - Mar), FY 201	6	Begin Date				
Report Due Date	4/30/2016		Report Period End Date	3/31/2016			
Final Report?	Yes, Final Report						
tatus Log		Updated Date		Updated By			
Work in Progress		2/17/2016		appian.admini	istrator		
ecipient Ren	narks						
ubmission Remar	(5						
						it is true, especial	oto and
/hen this report is s courste to the best of enalties. (U.S. Code	ubmitted to FTA, the submitter a of their knowledge. They are aw a, Title 18, Section 1001).	and the individuals providing t vare that any false, fictitious, o	he information submitte or fraudulent information	ed to FTA, if ar n may subject	them to crimin	al, civil, or adm	inistrative
/hen this report is s courste to the best enalties. (U.S. Code Submitted By	ubmitted to FTA, the submitter ( of their knowledge. They are aw e, Title 18, Section 1001). Jullie Anne Disney	and the individuals providing t vare that any false, fictitious, c	he information submitt or fraudulent information	ed to FTA, if ar n may subject	them to crimin	al, civil, or adm	inistrative

14) The 'Submitted' form will be displayed with the following confirmation message: 'Federal Award ID Number [FAIN #] FFR for [FY] [Report Frequency] has been submitted to FTA.'



15) Click the 'Close' button. The system returns you to the 'Tasks' tab and the task link will now be removed from the task list.

# Federal Financial Report | Submitted

Federal Award ID Number FL-2016-004-01FFR for 2016 Quarter 2 has been submitted to FTA.

### 8.4 Disadvantaged Business Enterprise (DBE) Report

A Semiannual DBE report must be completed and submitted by recipient organizations with DBE. Recipients with the user role of Civil Rights will receive a task to submit the reports 60 days prior to their due dates. Submission due dates are June 1 and December 1 of each fiscal year. FTA regional and HQ staff will review the reports and provide approval.

#### 8.4.1 Search for DBE Reports

You may view previously submitted DBE Reports for your recipient organization from the Actions Tab.

- 1) Click 'Search DBE Report'.
- 2) The 'Disadvantaged Business Enterprise (DBE) Uniform Report | Search Criteria' form will be displayed with search criteria fields. You will be able to complete the following fields:
- 3) Select a DBE report fiscal year from the drop-down menu provided under the 'Fiscal Year' field.
  - a) Select a DBE report status from the drop-down menu provided under the 'Status' field.
  - b) Select a DBE reporting period from the drop-down menu provided under the 'Reporting Period' field.
  - c) Click in the 'Last Updated Date From' field to enter in a date or display a calendar picker to select a date from for the first date of a range.
  - d) Click in the 'Last Updated Date To' field to enter or display a calendar picker to select a date from for the last date of a range.
- 4) Once all search criteria have been entered, click the 'Search' button.



#### Disadvantage Business Enterprise (DBE) Uniform Report | Search Criteria

Fiscal Year	Any	$\checkmark$
Status	Any	
Reporting Period	Any	
ast Updated Date From	M/d/yyyy	
ast Updated Date To	M/d/yyyy	

- 5) The 'Disadvantaged Business Enterprise (DBE) Uniform Report | Search Results' form will be displayed with results in grid format.
- 6) Select the check box for a report from the list and then click the 'View Selected Report' button to access a read-only version of the report.
- 7) Click the 'Back to Search' button if you wish to return to the previous search criteria form.
- 8) Clicking the 'Cancel' button returns you to the 'Actions' tab.

#### Disadvantage Business Enterprise (DBE) Uniform Report | Search Results

Recipient ID	Recipient Name	Fiscal Year	Туре	Quarter	Status	Last Updated By
9900	Disneyland Transit Organization	2016	Semiannual		Approved	tcr.dbeapprover1
				View Selected R	eport Back	to Search Cancel

#### 8.4.2 Task: Submit Disadvantaged Business (DBE) Report

The number of Tasks assigned to a user will be visible next to the 'Task' tab.

- 1) After the Civil Rights Officer successfully logs on, click the 'Task' tab.
- 2) Select the 'Complete FY [Fiscal Year] Semiannual DBE Report for [Recipient Name]' task and then accept the task.





- 3) The 'Complete [FY] Semiannual DBE Report for [Recipient Acronym]' form will be displayed.
  - a) The form will include a list of currently active awards
  - b) Click on the FAIN # link of an application record from the grid if you wish to view an application listed for your recipient organization.

Complete 2016	Semiannual DI	BE Report for DISNEY	
Grantee ID 9900		Grantee Name Disneyland Trans	sit Organization
Current Active Awards			E
Application Number	Award Name		Fiscal Year
FL-2016-001-00	RC - Application for MPR an	d FFR for user guide purposes only	2016
DBE Uniform Report Sur	mmary		E
Report Fiscal Year 2016		Report Status New/Draft	
Report Period Semiannual: I	Report Due December 1	Last Updated By	
Report Due Date December 1		Last Updated Date	
Triennial DBE Goals			
Triennial DBE		Goa	ıl (%)
Race Conscious		8.91 %	
Race Neutral		15.09 %	
Overall Goal (%)		24 %	

- 4) You will need to report on
  - a) Prime contracts and subcontracts awarded
  - b) DBE Awards/ Commitments for this period broken down by ethnicity and gender
  - c) Payments made on ongoing contracts
  - d) Payments on Contracts completed this period.
- 5) Column totals and percentages will be performed automatically by the system
- 6) Validation errors will be displayed for any amounts that have been incorrectly entered for the report. All validation errors must be corrected before you will be able to proceed with report submission.
- 7) Click the 'Save' button at any time to save any changes entered on the form.



#### Prime Contracts and Subcontracts Awarded

wards/Comm	itments Made D	uring This Rep	orting Period:						
	A. Total Dollars (All Types)	B. Total Number (All Types)	C. Total to DBEs (\$)	D. Total to DBEs (#)	E. Total Dollars to DBEs/Race Conscious	F. Total Number to DBEs/Race Conscious	G. Total Dollars to DBEs/Race Neutral	H. Total Number to DBEs/ Race Neutral	I. % of Total to DBEs
8. Prime Contracts Awarded / Committed This Period	\$200,000.00	0	\$0	0			\$0.00	0	0.0 %
9. Sub Contracts Awarded / Committed This Period	\$0.00	0	\$0	0	\$0.00	0	\$0.00	0	0.0 %
10. Total			\$0	0	\$0	0	\$0	0	0.0 %

#### DBE Awards/Commitments This Period - Breakdown by Ethnicity & Gender

wards/Commitmen	ts Breakdown By Eth	nicity & Gender:				
	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	\$0.00	\$0.00	\$0	0	0	0
12. Hispanic American	\$0.00	\$0.00	\$0	0	0	0
13. Nati∨e American	\$0.00	\$0.00	\$0	0	0	0
14. Asian-Pacific American	\$0.00	\$0.00	\$0	0	0	0
15. Subcontinent Asian American	\$0.00	\$0.00	\$0	0	0	0
16. Non-Minority	\$0.00	\$0.00	\$0	0	0	0
17. TOTAL	\$0	\$0	\$0	0	0	0

#### Payments on Ongoing Contracts (Report Activity of Ongoing Contracts)

	A. Total Number of Contracts	B. Total Dollars	C. Total Number of Contracts with DBEs	D. Total Payments to DBE Firms	E. Total Number of DBE Firms Paid	F. Percent to DBEs
18. Prime and sub contracts currently in progress	0	\$0.00	0	\$0.00	0	0.0%

#### Actual Payments on Contracts Completed This Period

	A. Number of Prime Contracts Completed	B. Total Dollar Value of Completed Prime Contracts	C. DBE Participation Dollars Needed to Complete Goal	D. Total DBE Participation Dollars	E. Percentage of Total DBE Participation Dollars
19. Race Conscious	0	\$0.00	\$0.00	\$0.00	0.0 %
20. Race Neutral	0	\$0.00		\$0.00	0.0 %
21. Total	0	\$0		\$0	0.0 %

Version 1.0

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- 9) Once you have finished entering all dollar figures as needed, enter remarks into the 'Grantee Remarks' field. This is a required field.
- 10) Click the 'Browse...' button under the 'Upload Supporting Document' field if you wish to select a local file to upload as a supporting document. Click the 'Remove' link which appears after upload if you wish to remove your uploaded file.
- 11) Click the 'View/Print' button if you wish to generate a view/print document of the DBE report. The 'View/Print DBE Report' form will be displayed, which provides a link to open or save a local copy of the DBE report. Click the 'Close' button to return to the previous form.
- 12) Once finished, click on the 'Submit to FTA Region' button to proceed and submit the DBE report to FTA Regional Office staff for their review.

Previous Status	New Status	Change Date	Changed By
		No items available	
DBE Report Remarks			
Grantee Remarks*			
			·
	the submitter and the individuals providin	g the information submitted to FTA, if any,	certify that it is true, complete, and accurate to the bes
When this report is submitted to FTA, of their knowledge. They are aware th 1001)	hat any false, fictitious, or fraudulent inform	nation may subject them to criminal, civil, or	administrative penalties. (U.S. Code, 1tile 18, Sectio
When this report is submitted to FTA, of their knowledge. They are aware th 1001) Upload Document(s)	hat any false, fictitious, or fraudulent inform	nation may subject them to criminal, civil, or	aoministrative penanties. (U.S. Code, 1 tite 18, Section
When this report is submitted to FTA, of their knowledge. They are aware th 1001) Upload Document(s) Upload Supporting Document Brows	nat any false, fictitious, or fraudulent inform	nation may subject them to criminal, civil, or	aoministrative penalties. (U.S. Code, Litte 18, Sectio

13) The 'Confirmation' form will be displayed with the following confirmation message: 'The [FY] Semiannual DBE Report for [Recipient Name] is submitted to regional FTA. Please click the Close button to complete your action.'



## DBE Report| Confirmation

#### Confirmation

The 2016 Semiannual DBE Report for Dallas Area Rapid Transit is Submitted to regional FTA

Please click the Close button to complete your action.

14) Click the 'Close' button. You will be returned to the 'Tasks' tab and the task link will now be removed from the task list.



## 9 Reports

#### 9.1 Report Tab

The 'Reports' tab is currently not in use for TrAMS.

- Previously generated reports (Static Reports) are accessible from the Records tab,
- Ad hoc reports are generated from the Actions tab
- Previously created MPR and FFR reports may be searched for and viewed from the Actions tab.

#### 9.2 Excel Reports

Users may choose from a variety of Excel reports that are available from the 'Actions' tab. To filter the list of available 'Actions' to a list of the available Excel Reports, users may use the left hand navigation or they may simply scroll down the page until they find the report they need.

To filter and only see the available Excel reports.

1) From the Actions tab, click on 'Application TrAMS Excel Reports' in the left hand navigation.





#### 2) Available Excel reports will be displayed

lews Tasks Records	Reports Actions
U.S. Department of Transportation Federal Transit Administration All ► Starred ☆ Applications TrAMS Excel Reports ×	<ul> <li>Application Budget by ALI Report </li> <li>Generate Application Budget by ALI Report</li> <li>Application Budget Report </li> <li>Generate Application Budget Report</li> <li>Application by Status Report </li> <li>Generate Application by Status Report </li> </ul>
	<ul> <li>Deobligation by Funding Source Report</li> <li>Generate Deobligation by Funding Source Report</li> <li>Discretionary Allocation Detail Report</li> <li>Occurring Discretion Detail Report</li> </ul>
	FFR Detail Report
	General Discretionary and Earmark Allocation Report Content Co
	Generate MPR Detail Report     Project Budget Report     Generate Project Budget Report
	Froject Scope Budget Report Generate Project Scope Budget Report
	Frecipient POC Detail Report

All users within recipient organizations will be able to view the following reports:

- Application Budget By ALI Report
- Application Budget Reports
- Application by Status Report
- Deobligation by Funding Source Report
- Discretionary Allocation Detail Report
- FFR Detail Report
- General Discretionary and Earmark Allocation Report



- MPR Detail Report
- Project Budget Report
- Project Scope Budget Report
- Recipient POC Detail Report

Excel reports on the Actions tab are created on an ad hoc basis. Recipient users will only see data for recipient organizations that they belong to. After selecting a report type they may filter the data to a subset. Once a report has been generated a link is displayed for the report. The user may then choose to open the report or save the report to their local environment.

Report generation time will vary depending on the report type and the amount of underlying data. While the system is creating the report the user will see the message 'Working' in the top navigation bar. Once the report has been generated the system will no longer display the 'Working' message and a link to the report will become available.



**Note:** The link for a report is not refreshed until the 'Working' message disappears. When generating successive reports, be sure the 'Working' message has disappeared prior to clicking the link, otherwise you will be accessing the previous report.

#### 9.2.1 Application Budget by ALI Report

The 'Application Budget by ALI Report' displays budget activity line item (ALI) level status data for original awards and amendments. The report allows grantee users to view and track ALI level budget details and key milestone dates for an original award and an amendment. Users will be able to drill-down on this data based on awards, projects, section codes, scope codes; award fiscal years, award types, award status, and FTA grant manager details.

Note: Pre and post award information is not available for applications initiated in TEAM

To create and 'Application Budget by ALI Report'

- 1) Click 'Application Budget by ALI Report'.
- 2) The editable 'Reports | Application by Activity Line items (ALIs) Report (Original and Amended)' form will be displayed.
- 3) Select the 'Application/Award Fiscal Year' and any additional applicable search criteria.
- 4) Click the 'Generate Report' button.



# Reports | Application By Activity Line Items (ALIs) Report (Original and Amended)

Federal Award ID	*Application/Awar d Fiscal Year	Please Select a Year	~
Project Number	Application/Award	Please Select a Type	~
Section Code	Application/Award	In-Progress	
Scope Code/Name	Status	In-Progress / Returned to Grantee Transmitted / Ready for FTA Review Initial Review / Concurrence	Û
Activity Line Item (ALI) Name/Code		Review Complete / Ready for FAIN Hold ctrl to select multiple.	
	FTA Pre-Award Manager		
	FTA Post-Award		

5) Click on the report link to view the report that was generated for the entered search criteria.

# Reports | Application By Activity Line Items (ALIs) Report (Ori and Amended)

Generated Excel Report

ALI Budget Report for Jullie Anne Disney Feb 09, 2016 01:52 PM

**Report Search Criteria** 

#### 9.2.2 Application Budget Report

The 'Application Budget Report' allows grantee users to view and track application-level budget details, disbursement amounts, and key application milestone dates for original awards and amendments at an award level. Recipient may filter their information by application/award, section codes, application/award fiscal year, award type, application/award status, and/or pre and post award managers.

Note: Pre and post award information is not available for applications initiated in TEAM

To create an 'Application Budget Report'

1) Click 'Application Budget Report'.



- 2) The editable 'Reports | Application by Application Level Budget Report' form will be displayed.
- 3) Enter the applicable search criteria
- 4) Click the 'Generate Report' button.

Report Search Cri	plication By Application-Level Bu	idget Report
Federal Award ID	Application/Award Fiscal Year	Please Select a Year
Section Code	Application/Award Type	Please Select a Type
	Application/Award Status	In-Progress In-Progress / Returned to Grantee Transmitted / Ready for FTA Review Initial Review / Concurrence Review Complete / Ready for FAIN
	FTA Pre-Award	Hold ctrl to select multiple.
	manager FTA Post-Award Manager	

1) Click on the report link to view the report that was generated for the entered search criteria.

enerated Excel Report		
plication By Original Award Report for Jullie Ann	e Disney Feb 09, 2016 01:54 PM	
eport Search Criteria		
ederal Award ID	Application/Award	2016



#### 9.2.3 Application by Status Report

The 'Application by Status Report' lists the status of grant and cooperative agreements for applications and awards. This report can be used to determine reviews that have taken place and reviews still required. Users may filter their reports application/award, fiscal year, award type, award status, and/or pre and post award managers.

Note: Pre and post award information is not available for applications initiated in TEAM

To create and 'Application by Status Report'

- 1) Click 'Application by Status Report'
- 2) The editable 'Reports | Application by Status Report' form will be displayed.
- 3) Select your search criteria.
- 4) Click the 'Generate Report' button.

Federal Award ID	Application/Award Fiscal Year	Please Select a Year
	Application/Award Type	Please Select a Type
	Application/Award Status	In-Progress In-Progress / Returned to Grantee Transmitted / Ready for FTA Review Initial Review / Concurrence Review Complete / Ready for FAIN
	FTA Pre-Award Manager	Hold ctrl to select multiple.
	FTA Post-Award Manager	

5) Click on the report link to view the report that was generated for the entered search criteria.



# **Reports | Application By Status Report**

#### **Generated Excel Report**

Application By Status Report for Jullie Anne D Report Search Criteria	isney Feb 09, 2016 01:55 PM
Federal Award ID	Application/Awar Fiscal Yea
	A 12 42 (A

#### 9.2.4 Deobligation by Funding Source Report

The 'Deobligation by Funding Source Report' lists FTA funds by the Deobligation fiscal year selected that have been deobligated from grants and cooperative agreements along with their accounting information. For grants and cooperative agreements created in TrAMS, this report also tracks partial deobligations on awards to the project and budget scope level. The report may be filtered by award Id, project, scope codes, cost centers, UZA's, application fiscal year, award type, award status, appropriation code, section code, limitation code, and/or Authorization Type.

To create a 'Deobligation By Funding Source Report'

- 1) Click 'Deobligation by Funding Source Report'
- 2) The editable 'Reports | Deobligation by Funding Excel Report' form will be displayed.
- 3) Enter the applicable search criteria. The Deobligation Fiscal Year is a required field.
- 4) Click the 'Generate Report' button.



ederal Award ID		*Deobligation Fiscal Year	Please Select a Year	$\checkmark$
Project Number		Application/Award	Please Select a Year	~
ope Code/Name		Fiscal Year		
Funding Cost	61000 - Office of Administrator	Application/Award Type	Please Select a Type	~
Center	62000 - Office of Administration 63000 - Office of the Chief Counsel 64000 - Office of Communication and Congressional / 65000 - Office of Program Management	Application/Award Status	In-Progress In-Progress / Returned to Grantee Transmitted / Ready for FTA Review Initial Review / Concurrence	<b>^</b>
	Hold ctrl to select multiple.		Review Complete / Ready for FAIN	·
nding UZA Code			Hold ctrl to select multiple.	
		ACC Appropriation Code		
		ACC Section Code		
		ACC Limitation Code		
		ACC Type Authority	Please Select an Authorization Type	~

5) Click on the report link to view the report that was generated for the entered search criteria.

# **Reports | Deobligation By Funding Excel Report**

Generated Excel Report

Deobligation By Funding Source Report for Jullie A	nne Disney Feb 09, 2016 01:57 PM	
Report Search Criteria		
Federal Award ID	*Deobligation Fiscal Year	2016
Project Number	Application/Award	Please Select a Year
Scope Code/Name	Fiscal Year	

#### 9.2.5 Discretionary Allocation Detail Report

The 'Discretionary Allocation Detail Report' provides application/award information for grants and cooperative agreements that contain discretionary and/or earmark allocations, including status and if the



funds have been awarded. Reports may be filtered by application/awards, project, discretionary ID, fiscal year, application/award type, status, and pre and post award mangers.

Note: Pre and post award information is not available for applications initiated in TEAM

To create a 'Discretionary Allocation Detail' report,

- 1) Click 'Discretionary Allocation Detail Report'.
- 2) The editable 'Reports | Application Discretionary Allocation Details' form will be displayed.
- 3) Select an Application/Award Fiscal Year and any additional search criteria.
- 4) Click the' Generate Report' button.

## **Reports | Application Discretionary Allocation Details**

Re	port	Search	Criteria	

Federal Award ID	*Application/Awar d Fiscal Year	Please Select a Year
Project Number	Application/Award	Please Select a Type
Discretionary ID	Application/Award Status	In-Progress In-Progress / Returned to Grantee Transmitted / Ready for FTA Review Initial Review / Concurrence Review Complete / Ready for FAIN
		Hold ctrl to select multiple.
	FTA Pre-Award Manager	
	FTA Post-Award Manager	
Clear Filter		Generate Report Close

5) Click on the report link to view the report that was generated for the entered search criteria.



# **Reports | Application Discretionary Allocation Details**

#### Generated Excel Report

Discretionary Allocation Detail Report for Jullie Anne Disney Feb 09, 2016 02:00 PM

#### **Report Search Criteria**

Federal Award ID	*Application/Awar d Fiscal Year	2016
Project Number	Application/Award	Please Select a Type

#### 9.2.6 FFR Detail Report

The 'FFR Detail Report' lists current FFRs according to the report period type and report period date ranges defined by the user. Users may determine whether a report has been submitted and whether FTA has reviewed them. The FFRs are displayed with their latest status, saved comments, recipient information, and award details relevant to the entered search criteria. Users must select a report period type and report period date ranges. Additional filter criteria include award number, award fiscal year, report status, final reports and initial reports, award types, and award status.

- 1) Click FFR Detail Report
- 2) The editable 'Reports | Federal Financial Report Details (FFR)' form will be displayed
- 3) Select a 'Report Period Type' and an associated report period and any additional desired search criteria.
- 4) Click 'Generate Report' button.
- **Note:** Depending on the Report Period Type selected either the 'Report Period Annual', the 'Report Period Quarterly', or the 'Report Period Monthly' field will become available. The applicable corresponding field is required for report generation.



Reports	Federal	Financial	Report	Details	(FFR)
Enter one or more of t	he following search ci	riteria			

Application/Award Number		Application/Award Type	Please Select a Type	~
Application/Award Fiscal Year	Please Select a Year	Application/Award Status	Please Select a Status	~
Report Status	Please Select a Status	Report Period Annual	Any 2016 2015	~
кероп Репод Туре	Quartery Guartery Gu		2013 Hold ctrl to select multiple.	~
Report Final	Yes, Final Report No, Not Final Report	Report Period Quarterly	Any 2016 Quarter 1 2016 Quarter 2	^
Period From	M/d/yyyy		2016 Quarter 3 2016 Quarter 4	~
Period To	M/d/yyyy		Hold ctrl to select multiple.	
		Report Period Monthly	Any 2016 January 2016 Feburary 2016 March 2016 April	Ŷ
			Hold ctrl to select multiple.	
Clear Filter			Generate Repo	rt Close

5) Click on the report link to view the report that was generated for the entered search criteria.

	Reports	Federal Financia	al Report D	Details (FF	R)
	Generate Exce	I Report			
<	FFR Details Report fo	r Jullie Anne Disney Feb 09, 2016 02:	15 PM		
	Report Search	Criteria			
	Application/Award Number			Application/Award Type	Please Select a

#### 9.2.7 General Discretionary and Earmark Allocation Report

The 'General Discretionary and Earmark Allocation Report' displays the status of discretionary program allocations and earmarks included in Congressional appropriations. Recipients may use this report to view allocations that have been reserved and awarded along with unobligated allocations. The report may

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be filtered by discretionary ID, allocation fiscal year (required), program name, state, and/or allocation status.

- 1) Click General Discretionary and Earmark Allocation Report'
- 2) The editable 'Reports | Discretionary and Earmark Allocations' form will be displayed.
- 3) Select the Allocation Fiscal Year and any other desired search criteria.
- 4) Click 'Generate Report' button.

Discretionary ID		State	Please Select a State	~
Allocation Fiscal Year	Please Select a Year	Status	Extended New Recipient Identified	^
Program Name	Please Select a Program		No Balance Remaining Active	~
			Hold ctrl to select multiple.	

5) Click on the report link to view the report that was generated for the entered search criteria.

# **Reports | Discretionary and Earmark Allocations**

 Generate Excel Report

 Discretionary and Earmark Allocation Report for Jullie Anne Disney Feb 09, 2016 02:16 PM

 Report Search Criteria

 Discretionary ID
 State

 \* Allocation Fiscal
 2016

#### 9.2.8 MPR Detail Report

Recipients may use this report to determine which MPR reports have been submitted and whether the FTA has reviewed the report. The MPR Detail Report will list the submission dates and review status information for Milestone Progress Reports along with basic grant and recipient information. Users must select a report period type and report period date ranges. Additional filter criteria include award number, award fiscal year, report status, final reports and initial reports, award types, and award status.

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- 1) Click 'MPR Detail Report'
- 2) The editable 'Reports | Milestone Progress Report Details (MPR)' form will be displayed.
- 3) Select a Report Period and corresponding time period and any other desired search criteria.
- 4) Click 'Generate Report' button.
- **Note:** Depending on the Report Period Type selected either the 'Report Period Annual', the 'Report Period Quarterly', or the 'Report Period Monthly' field will become available. The applicable corresponding field is required for report generation.

Report Search	Criteria				
Application/Award Number			Application/Award Type	Please Select a Type	1
Application/Award Fiscal Year	Please Select a Year	~	Application/Award Status	Please Select a Status	
Report Status *Report Period Type	Please Select a Status Quarterly Monthly	$\checkmark$	Report Period Annual	Any 2016 2015 2014 2013	
	☐ Annual ☐ Initial			Hold ctrl to select multiple.	
Report Final	Yes, Final Report     No, Not Final Report		Report Period Quarterly	Any 2016 Quarter 1 2016 Quarter 2 2016 Quarter 3	
Period To	M/d/yyyy			2016 Quarter 4 Hold ctrl to select multiple.	
			Report Period Monthly	Any 2016 January 2016 Feburary 2016 March 2016 April	
				Hold ctrl to select multiple.	

5) Click on the report link to view the report that was generated for the entered search criteria.



Reports   Milestone	Progress Report Details (MPR)
Generate Excel Report	
MPR Details Report for Jullie Anne Disney Fet Report Search Criteria	09, 2016 02:39 PM
Application/Award Number	Application/Award Type

#### 9.2.9 Project Budget Report

The 'Project Budget Report' allows recipient users to view and track budget details for applications, original awards, and amendments on a project level. Users will be able to filter on their data by awards, projects, section codes, award fiscal years, award types, award status, and FTA grant manager details.

- 1) Click 'Project Budget Report'
- 2) The editable 'Reports | Application By Project-Level Budget Report' form will be displayed.
- 3) Select the 'Application/Award Fiscal Year' and any additional search criteria.
- 4) Click 'Generate Report' button.

Federal Award ID	*Application/Awar d Fiscal Year	Please Select a Year	
Project Number	Application/Award Type	Please Select a Type	
	Application/Award Status	In-Progress In-Progress / Returned to Grantee Transmitted / Ready for FTA Review Initial Review / Concurrence Review Complete / Ready for FAIN	
		Hold ctrl to select multiple.	
	FTA Pre-Award Manager		
	FTA Post-Award Manager		

5) Click on the report link to view the report that was generated for the entered search criteria.



Reports   Appl	ication By Project-Level Budge	t Report
Generated Excel Repo	rt	
Project Budget Depart for Jullie A	Appa Dispoy Eab 09, 2016 09:52 AM	
FICIECE DUQUEE REDUCT TOF JUILE A		
Project Budget Report for Julie A	Arrie Disney Feb 05, 2010 05:52 Aw	
Report Search Criteria	Anne Disney Feb 05, 2010 05:52 Ann	
Report Search Criteria	*Application/Awar	2016

#### 9.2.10 Project Scope Budget Report

The 'Project Scope Budget Report' allows recipient users to view and track budget details for applications, original awards, and amendments on a scope level. Users will be able to filter on their data by awards, projects, section codes, scope codes, award fiscal years, award types, award status, and FTA grant manager details.

Note: This report only applications that originated in TrAMS.

- 1) Click 'Project Scope Budget Report'
- 2) The editable 'Reports | TrAMS Generated Applications By Project-Scope-Level Budget' form will be displayed.
- 3) Enter the applicable search criteria.
- 4) Click 'Generate Report' button.



#### Reports | TrAMS Generated Applications By Project-Scope-Level Budget

Note this report is only available for TrAMS generated applications.

Federal Award ID       Project Number       Section Code       Scope Code/Name	Fiscal Year	Please Select a Year	~
	Application/Award Type Application/Award	Please Select a Type	
		In-Progress	
	Status	In-Progress / Returned to Grantee Transmitted / Ready for FTA Review Initial Review / Concurrence Review Complete / Ready for FAIN	
		Hold ctrl to select multiple.	
	FTA Pre-Award Manager		
	FTA Post-Award Manager		
	FTA Post-Award Manager		

5) Click on the report link to view the report that was generated for the entered search criteria.

Reports   TrAMS Gene Budget	rated Applications By Project-Scope-Level
Generated Excel Report	
Project Scope Budget Report for Jullie Anne Disney Report Search Criteria	Feb 09, 2016 02:53 PM
Federal Award ID	Application/Award Fiscal Year
Project Number	Application/Award Please Select a Type
Section Code	Туре

#### 9.2.11 Recipient POC Detail Report

The 'Recipient POC Details Report' lists individuals who are listed as a recipient organizations' Points of Contacts (POC). The list may be filtered by 'Recipient POC Contact Types' and/or 'Recipient POC SAM Contact Types'. Details for each POC such as their title, address, contact information, and contact type are shown.

- 1) Click 'Recipient POC Detail Report'
- 2) The editable 'Reports | Generate Recipient POC Detail Report' form will be displayed.



- 3) Enter the applicable search criteria.
- 4) Click 'Generate Report' button



5) Click on the report link to view the report that was generated for the entered search criteria.



### 9.3 Static Reports

Static reports are daily copies of the reports that are available from the Actions tab. Static reports allow the user to select a specific snap shot in time. These reports are accessed from the 'Records' tab and categorized by fiscal year. The Static Reports have no filter criteria. Reports are generated on a nightly basis and are cumulative starting with the 1<sup>st</sup> day of the fiscal year. Reports are stored by fiscal year, report type, month, and day.

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To access a static report:

- 1) From the 'Records' tab, click on 'Static Reports'.
- 2) Select the fiscal year for the static report you wish to view.
- 3) All static report types will be displayed.
- 4) Click on a report type to show a list of months for the fiscal year.
- 5) Click on a month to find the daily generated reports.
- 6) Click on the link of a report to open or save a copy of it in Excel format.

Application Budget by ALI Report	>	all. October	>	6/26/2015 ALI Budget Report.xlsx
Application Budget Report	>	all 02. November	>	6/26/2015 ALI Budget Report.xlsx
Application by Status Report	>	all 03. December	>	6/27/2015 ALI Budget Report.xlsx
Deobligation by Funding Report	>	anuary 04. January	>	6/28/2015 ALI Budget Report.xlsx
Discretionary Allocation Detail Re	>	a 05. February	>	6/29/2015 ALI Budget Report.xlsx
Discretionary and Earmark Alloca	>	<b>06.</b> March	>	6/30/2015 ALI Budget Report.xlsx
FFR Detail Report	>	D7. April	>	
FYFAP Report	>	🚞 08. May	>	
FYOBL2 Report	>	💳 09. June	>	
MPR Detail Report	>	a 10. July	>	
OPERBUD Report	>	all. August	>	
Project Budget Report	>	al2. September	>	
Project Scope Budget Report	>			
Recipient Detail Report	>			
Recipient Funding Summary Report	>			
Recipient POC Detail Report	>			
TrAMS User Detail Report	>			

Refer to previous sections in 'Excel Reports' for more details on each report and the types of information generated for them.



# Appendix A – Abbreviations, Acronyms, and Terms

Acronym	Definition
ACC	Account Classification Code
ALI	Activity Line Item
ARRA	American Recovery & Reinvestment Act
C&As	Certifications & Assurances
СЕ	Categorical Exclusion
DBE	Disadvantaged Business Enterprise
DOL	Department of Labor
DOT	Department of Transportation
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
E.O.	Executive Order
FAIN	Federal Award Identification Number
FFR	Federal Financial Report
FONSI	Finding of No Significant Impact
FTA	Federal Transit Administration
MPR	Milestone Progress Report
NEPA	National Environmental Policy Act
RA	Regional Administrator
ROD	Record of Decision
SAM	System for Award Management



Acronym	Definition
SCC	Standard Cost Categories
STIP	Statewide Transportation Improvement Program
TIP	Transportation Improvement Plan
TrAMS	Transit Award Management System
UPWP	Unified Planning Work Program
UZA	Urbanized Area

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## Appendix B - TEAM vs. TrAMS

#### **User Management:**

The Transit Electronic Award and Management (TEAM) system is the legacy system that the FTA has been using to award and manage Federal financial assistance for public transportation. TrAMS will be deployed as the successor to TEAM, bringing the latest IT capabilities to FTA's grant-making process.

The main differences between the two systems are highlighted in the tables below, concentrated in the systems' user management and application modules.

TEAM User Management	TrAMS User Management
FTA local security manager (LSM) manages users	The recipient identifies a User Manager(s) who manages all its users
Paper form and signatures required	Electronic management/requests for review
FTA LSM enters in the information and updates as needed	The recipient's User Manager completes data entry and maintains accounts
FTA LSMs review all requests	FTA LSM(s) review and provide concurrence only for some user roles
Some users must provide supporting documentation (e.g., Official)	Documentation still required for certain roles that will have PIN access (Official, Attorney, Submitter)
FTA LSM manages coordination with recipients on annual reauthorization	The recipient's User Manager will be responsible for annual reauthorization
The recipient coordinates with the FTA LSM to modify or deactivate accounts	The recipient's User Manager may modify user access and deactivate users

Table 1 below compares TEAM's user management functions to TrAMS's:

Table 1: TEAM vs. TrAMS User Management

#### **Roles:**

Table 2 maps the responsible TrAMS user groups to their recipient functions as seen on the TEAM request form:

TEAM Recipient "Functions" Seen on	Equivalent TrAMS Recipient User
TEAM Request Form	Group/Role
N/A	User Manager



TEAM Recipient "Functions" Seen on TEAM Request Form	Equivalent TrAMS Recipient User Group/Role
N/A	Developer
Submit	Submitter
Civil Rights/DBE Reporting	Civil Rights
Execute	Official
Certify as Official	Official
Certify as Lawyer	Attorney
Certify as Both	Assign Both Attorney and Official
N/A	FFR Reporter
N/A	MPR Reporter
Supplemental Agreement	Not Applicable

## Table 2: TEAM Recipient Functions Mapped to TrAMS User Roles

#### **Application Statuses:**

TEAM Pre-Award Status	TrAMS Pre-Award Status
Application in Development	In-Progress
Returned to Recipient	In-Progress / Returned to Grantee
Project Number Requested	Transmitted / Ready for FTA Review
N/A (No match in TEAM)	Initial Review / Concurrence
N/A (No match in TEAM)	Review Complete / Ready for FAIN
Project Number Assigned	FAIN Assigned / Ready for Submission
Ready for FTA Review	Application Submitted
Fund Reservation Required	Final Concurrence / Reservation
Ready for Award	Ready for RA Concurrence / Award
<ul><li>Suppl Agmt Execution Required</li><li>Execution Required</li></ul>	Obligated / Ready for Execution



TEAM Post-Award Status	TrAMS Post-Award Status
<ul><li>Active (Executed)</li><li>Funding Adjustment Requested</li></ul>	Active (Executed)
Deobligation Required	Deobligation Required
Budget Revision Pending	Active / Budget Revision In-Progress
N/A (No match in TEAM)	Active / Budget Revision Under Review
N/A (No match in TEAM)	In-Progress / Admin Amendment
Inactive Amendment	Active Award / Inactive Amendment
Ready for Close-Out	Active Award / Ready for Closeout
Close-Out Requested	Active Award / Closeout Requested
Closed	Closed
Archived	Archived

**Note:** Applications in TrAMS with the 'Archived' status do not appear on the front end.

#### **Application Development:**

Table 3 below presents high-level differences between TEAM and TrAMS in how they handle their application development process:

TEAM Applications	TrAMS Applications
Application is assigned a Project Number	Application is assigned a Federal Award Identification Number (FAIN)
Application is referred to as a single project and contains one or more scopes and activities	Application contains a single project or a group of projects
FTA may provide a Temporary Project Number that is expected to be the final Project Number at time of formal assignment	System automatically assigns the Temporary Identification Number during application development and then the final FAIN once an application is ready for submission to FTA
Scopes and activities lack relationship to a project; it is difficult to identify projects within	Scopes and activities are grouped for more direct relationship to a project—this can be a single



TEAM Applications	TrAMS Applications
an application that includes many different projects and activities	project that is specific or a generic project that includes related activities not necessarily related to a specific project
Obligation of funds happens at the application level	Obligation of funds happens at the project scope level (direct relation to the project)
Obligate one funding source	Obligate one or <u>more</u> funding sources ("Super Grants")
NEPA has been inconsistent, in some cases creating duplicate entries	NEPA can be handled at either the project or ALI level to provide direct relation to project(s) and reduces duplication

## Table 3: TEAM vs. TrAMS Applications

Frequently Asked Questions (FAQs):

The following FAQs comprise the more common questions about TrAMS that FTA receives from recipient organizations and other related agencies. These FAQs primarily pertain to the system functions and types of information that will be imported from TEAM over to the new TrAMS environment, and are specifically targeted to a recipient organization moving from TEAM to TrAMS.

# Q: Will current TEAM users need to fill out a user access form and/or redo my delegation of authority forms?

A: No. If you currently have an account in TEAM, your account information will be migrated into TrAMS. TrAMS will set up your account and assign the roles that you currently have under TEAM, including delegations. Your account must be in "active" status when migration occurs.

#### Q: Will I need to obtain a new username and password?

A: Yes. TrAMS will assign you a new user name; this will be your (work) email address that is currently listed in TEAM. The first time you log in to the new system, it will prompt you to set your own password.

#### Q: Will I have the same permissions in TrAMS that I do in TEAM?

A: Yes. FTA intends to cross-walk users' TEAM roles with the comparable role in TrAMS.

# Q: Where can I find instructions and frequently asked questions about how to establish a TrAMS User Manager?

A: You can find all of the associated documents on the TrAMS Guidance page (http://www.fta.dot.gov/16260\_15774.html).

# Q: Will my organizational information and grants and associated attachments be migrated from TEAM to TrAMS?

A: Yes. All active organizational information, and all active grants and cooperative agreements will be migrated from TEAM to TrAMS along with attachments related to organizations and their grants.

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### Q: Will my closed grants also be migrated from TEAM to TrAMS?

A: Yes. Closed grants will also be migrated and can be re-opened in TrAMS if necessary.

# Q: Will my grant identification number (Project Numbers) change to a new number to be consistent with the new TrAMS Federal Award Identification Number (FAIN)?

A: No. All TEAM grant awards that are migrated over to TrAMS will retain the original grant identification number. You can search, run reports, and draw down funds using the TEAM identification number.

# Q: Will I be able to implement budget revisions to my grants that have been migrated from TEAM to TrAMS?

A: Yes, you will still be able to make budget revisions, consistent with rules of Circular 5010, to any active TEAM grant migrated into TrAMS.

# Q: Will I be able to implement grant amendments to my grants that have been migrated from TEAM to TrAMS?

A: Yes, you will still be able to implement grant amendments. Amendments can be created in TrAMS on applications/awards from both TrAMS and TEAM. If further guidance is needed, the latest amendment policies published as part of the 5010 Circular should be referenced

# Q: Will I be able to implement grant closeouts to my grants that have been migrated from TEAM to TrAMS or do we have to close out all grants before TrAMS goes live?

A: Yes. It is expected that the majority of active grants currently in TEAM will be migrated over to TrAMS. Therefore you do not need to close out all active grants prior to TrAMS; we expect active TEAM grants will be closed out in the future in the new TrAMS system.

### Q: Will ECHO draws be suspended during the transition from TEAM to TrAMS?

A: No. In general, there will be no disruption of recipient's ability to request reimbursements via ECHO during the transition, however FTA will need to close ECHO for a very short period of time to complete financial reconciliation just like we do at the end of every fiscal year to do year end close out. We will notify users well in advance of when this will occur.

### Q: Will the FPC codes used in TEAM translate in TrAMS?

A: Yes. TrAMS will recognize the FPC codes that are associated TEAM awards migrated over to TrAMS. Additionally FPC codes will continue to exist for new TrAMS created awards. You will still be able to make FPC fund transfers to TEAM grants migrated to TrAMS.

# Q: Will TrAMS include the Catalog of Federal Domestic Assistance (CFDA) numbers in the grant award?

A: Yes. You can see it when you populate the view print of your awards.

### Q: Will TrAMS replace Grants.gov?

A: No. If your organization interested in applying for any one of FTA's discretionary grants opportunities published in one of FTA's Notices of Funding Availability, you will need to continue to submit your application via www.grants.gov.



#### Q: Will the system contain up-to-date grantee profile information?

A: Information about FTA grantees will be automatically imported from the System for Award Management (SAM) the website that contains information on all recipients of Federal financial assistance. If information about your organization is incorrect in SAM you will need to correct it in SAM. Visit the SAM website at: https://www.sam.gov/portal/SAM/#1.

#### Q: Does FTA plan to update its circulars to accommodate TrAMS?

A: Yes. FTA will update its Circular 5010.1D, "Grant Management Requirements" and may update other circulars to change references from TEAM to TrAMS and to ensure that information in our circulars is consistent with new grant making procedures put in place in TrAMS.

#### Q: Will FTA provide a TrAMS help desk?

A: Yes. Similar to TEAM, there will be a TrAMS help desk, email, and phone number (1-877-561-7466) to provide technical assistance.

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### Appendix C – TrAMS Validation Messages

The following tables provide the system validation messages shown by TrAMS while validating applications, amendments, and projects.

Application/Amendment Validation		
Message Text	Recommended Fix	
<u>Critical Issues</u> - This application cannot pass Application Validation and be transmitted to FTA for review until these errors are corrected.		
"This application has no associated projects. Please add at least one project before continuing (Add Project to Application Related Action)."	There are no projects associated to application/amendment. Refer to Section 2.3.7 "Related Action: Add Project to Application."	
"The following projects in this application have not passed Project Validation: <i><list incomplete="" numbers="" of="" project=""></list></i> Please validate all projects in the application before continuing (Project Record, Validate Project Related Action)."	The projects associated to the application/amendment have not been validated. Refer to Section 4.4 "Related Action: Validate Project."	
"This application is missing application details (Name, Executive Summary, or Type). Please fill out all application details before continuing (Application Details Related Action)."	The application/amendment is missing an Application Name, Executive Summary, or Application Type. Refer to Section 3.2.3.2 "Related Action: Application Details."	
<u>Warning Issues</u> - This application can pass Application Validation with the following issues, but they must be corrected prior to Award.		
"Your organization's SAM registration status is Expired (Expiration Date: <i><sam expiration<="" i=""> <i>date&gt;</i>). Please visit the SAM website to update your organization's registration status."</sam></i>	Your recipient organization's SAM status has expired. Update your organization's details in the SAM website and then refer to Section 5.3.8 "Related Action: Sync Recipient Organization with SAM."	
"Your organization has expired or incomplete civil rights program compliances. Please update your civil rights programs (Recipient Organization Record, Civil Rights Information Related Action)."	Your recipient organization has at least one Civil Rights program whose status is not equal to "Concur" or "N/A." Refer to Section 5.3.2 "Related Action: Civil Rights Information."	
"Your organization has not approved C&A's for Fiscal Year < <i>current Fiscal Year</i> > (Recipient	Your recipient organization does not have approved C&A's for the current fiscal year. Refer to Section	

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Organization Record, Certifications & Assurances Related Action)."	5.3.3 "Related Action: Certifications & Assurances."
"Submitting this application will result in a deobligation of <i><deobligation amendment="" amount="" for=""></deobligation></i> ."	This message will be displayed for an amendment that will result in a deobligation amount. Refer to Section 3.3.2.3 "Deobligate Funds."



Project Validation		
Message Text	Recommended Fix	
<u>Critical Issues</u> - This project cannot pass Project Validation until these errors are corrected.		
"The following line items in the project have a status of 'In-Progress'. Please ensure each line item has a status of 'Completed' before continuing (Budget Activity Line Items Related Action): <grid in-progress="" items="" line="" of="">"</grid>	One or more line items within a project are not in the required "Completed" status (only applies for TrAMS applications). Refer to Section 4.3.4 "Related Action: Budget Activity Line Items and Milestones."	
<ul> <li>The following project details are incomplete.</li> <li>"Please fill out the following details before continuing:</li> <li>Project Title/Name (Project Details and Narratives Related Action)"</li> </ul>	The project is missing the required project title. Refer to Section 4.3.1 "Related Action: Project Details and Narratives."	
<ul> <li>"The following project details are incomplete. Please fill out the following details before continuing:</li> <li>Location Narrative (Project Location Related Action)"</li> </ul>	The project is missing the required location narrative. Refer to Section 4.3.2 "Related Action: Project Location."	
<ul> <li>"The following project details are incomplete. Please fill out the following details before continuing:</li> <li>Project Description (Project Details and Narratives Related Action)"</li> </ul>	The project is missing the required project description. Refer to Section 4.3.1 "Related Action: Project Details and Narratives."	
<ul> <li>"The following project details are incomplete. Please fill out the following details before continuing:</li> <li>Project Benefits (Project Details and Narratives Related Action)"</li> </ul>	The project is missing required project benefits. Refer to Section 4.3.1 "Related Action: Project Details and Narratives."	
"The project must have at least one line item. Please add line items to the project before continuing (Budget Activity Line Items Related Action)."	The project is missing line items. Refer to Section 4.3.4 "Related Action: Budget Activity Line Items and Milestones."	
"The project must have at least one congressional district selected (Project Location Related Action)."	The project does not have at least one congressional district associated to it. Refer to Section 4.3.2 "Related Action: Project Location."	



Project Validation		
Message Text	Recommended Fix	
"The project must have at least one UZA code / state selected (Project Location Related Action)."	The project does not have at least one state/UZA associated to it. Refer to Section 4.3.2 "Related Action: Project Location."	
"Each line item must have a NEPA Class of Action/Environmental Determination selected (Environmental Determinations Related Action)."	The project has been set up for one environmental finding per ALI and at least one ALI is missing an environmental finding association. Refer to Section 4.3.5 "Related Action: Environmental Determinations."	
"The project must have a NEPA Class of Action/Environmental Determination selected (Environmental Determinations Related Action)."	The project has been set up for all activities to be covered under one environmental finding, but no environmental finding has been selected. Refer to Section 4.3.5 "Related Action: Environmental Determinations."	

Budget Revision Validation		
Message Text	Recommended Fix	
<u>Critical Issues</u> - The budget revision cannot be submitted to FTA for review until these errors are corrected.		
"The budget revision does not have a difference amount of \$0 for the following FTA funding sources. The FTA funding amounts included in the award must remain the same in a budget revision. <grid application="" fta="" funding="" of="" on="" sources="">"</grid>	The FTA funding source amounts for the budget revision do not equal the approved award amounts (difference is not equal to \$0). Refer to Section 3.3.1.4 "Related Action: Budget Revision Activity Line Items."	
"The following projects in this application have not passed Project Validation: <i><list incomplete="" numbers="" of="" project=""></list></i> Please validate all projects in the application before continuing (Project Record, Validate Project Related Action)."	The projects associated to the budget revision application have not been validated. Refer to Section 4.4 "Related Action: Validate Project."	



<u>Closeout Amendment Validation</u>		
Message Text	Recommended Fix	
<u>Critical Issues</u>		
"FTA Budget for this Award has not been	The user has not indicated that the budget is final	
finalized.	for the closeout amendment. Refer to Section	
Finalize your budget before submitting the	3.3.3.4 "Related Action: Validate and Submit	
Closeout request to FTA."	Closeout."	
"FTA Budget is larger than the approved budget for	The FTA funding source amounts for the closeout	
one or more funding sources.	amendment are greater than the approved award	
Decrease your budget before submitting the	amounts. Refer to Section 3.3.3.3 "Related Action:	
Closeout request to FTA."	Closeout Budget Reconciliation."	
"Final Federal Financial Report (FFR) for this	The Final FFR has not been completed and	
Award has not been submitted.	submitted to FTA for review. Refer to Section	
Complete a Final FFR before submitting the	3.4.2.1 "Recipient FFR Reporter Task: Complete	
Closeout request to FTA."	and Submit FFR."	
"Final Milestone Progress Report (MPR) for this	The Final MPR has not been completed and	
Award has not been submitted.	submitted to FTA for review. Refer to Section	
Complete a Final MPR before submitting the	3.4.1.1 "Recipient MPR Reporter Task: Complete	
Closeout request to FTA."	and Submit MPR."	



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