

FTA

FEDERAL TRANSIT ADMINISTRATION

**TEAM Closeouts in TrAMS
Final FFR & MPR
February 24 and 26 2016
March 3 2016
(Draft)**



U.S. Department of Transportation
Federal Transit Administration

FTA's TrAMS Page

Please bookmark the page, this will be FTA's location for posting information available to our stakeholders regarding TrAMS.



The screenshot shows the FTA website's TrAMS page. At the top left is the FTA logo and the text "U.S. Department of Transportation Federal Transit Administration". To the right is a "CONNECT WITH FTA" section with icons for "Sign Up for Updates", Twitter, YouTube, and Facebook. Below this is a navigation menu with links for "News", "Grant Programs", "Funding & Finance", "Regional Offices", "Contact Us", "About FTA", and "Top Requests", along with a search bar. The main content area features a breadcrumb trail: "Home Page >> Grant Programs >> Applying for FTA Funding >> TrAMS". The main heading is "The Transit Award Management System (TrAMS): FTA's Next Generation of TEAM". Below the heading is a "Sign up for email updates on this topic." button. A paragraph of text reads: "Welcome to the Transit Award Management System (TrAMS), FTA's platform to award and manage federal grants. TrAMS was created to provide greater efficiency and improved transparency and accountability and replaces the TEAM platform." On the right side, there is a vertical menu with links: "TrAMS Home", "TrAMS HELP and Guidance", "TEAM to TrAMS Transition Information", "TrAMS Training", "Frequently Asked Questions", and "TrAMS Notices Archives". At the bottom right of the page, there are "A A A" accessibility icons, a "SHARE" button, and social media icons for Facebook and Twitter.

Please be advised information is subject to change and enhancements may be incorporated post deployment. Please refer to the FTA TrAMS website for guidance, updates and corrections related to TrAMS.

Thank you for your understanding and cooperation.
www.fta.dot/TrAMS

How long will TEAM remain available?

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

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

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

Session Overview

- 1) User Roles
- 2) Workflow Basics
- 3) Complete a Closeout Amendment
(Slides/Demo)
- 4) Considerations for TEAM Awards

Grantee User Roles for Closeouts

1. Developer and Submitter User Roles can create, develop, and validate and transmit a Closeout Request to FTA.
2. Only the FFR Reporter Role can submit the Final FFR.
3. Only the MPR Reporter Role can submit the Final MPR.

Close Out Amendments

- Recipients must initiate close out within 90 days of activities being complete and funds expended.
- The Recipient may initiate a close out action.
- FTA may also administratively close out an award.

Close Out Amendments

- Once the Close Out Amendment is initiated the Final FFR and Final MPR Report Tasks are generated.
- Note that the Close Out Amendment cannot be validated and submitted until both reports are submitted to FTA.
- If different users are working on the closeout it is advised to coordinate.

Close Out Amendments

Q: Can you do a close out in the middle of a reporting period?

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

Closeout Task Example

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

If Recipient determines the award can be closed and initiates the closeout amendment on April 20th, the system will generate the Final Report Task. You now have 2 tasks available to complete.

The recipient could either 1) complete the Quarter 2 task to cover the prior reporting period, and then complete the final reporting task to cover April 1 to 20th OR 2) simply ignore Quarter 2 and cover the prior reporting period and the time leading up to close out. Additional guidance will be needed.

Suggest go with option 1 for now!

STEPS TO COMPLETE A CLOSE OUT AMENDMENT

Steps to Create a Closeout Amendment

Steps to complete a Closeout Request includes:

1. Create Amendment
2. Complete Budget Reconciliation
3. Complete FFR (Task)
4. Complete MPR(Task)
5. Validate and Submit Closeout Request
6. FTA Review and Approval

Modifications allowed during a Closeout:

- Budget Reconciliation: modify Budget Amounts, modify Quantity, and update ALI Extended Descriptions narratives.
- The Application Executive Summary (just not application name or type of award) can be modified.
- The Project Level Narrative can be modified
- Environmental Narrative can be modified.

1. To initiate a Closeout Request, locate the Award
2. Select Related Action and Click on the Create Closeout Amendment

The screenshot displays the FTA system interface. At the top, there is a navigation bar with tabs for 'News', 'Tasks (2)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is selected. Below the navigation bar, the left sidebar shows the FTA logo and a menu with 'Summary', 'News', 'Related Actions >', 'Points of Contact', 'Application Control Totals', and 'Application Projects'. The 'Related Actions >' menu item is highlighted with a red box. The main content area shows the breadcrumb 'Records / Applications / Awards' and the award identifier 'MA-90-X610-01 | Plan'. Below this, there are three categories of actions, each with a yellow lightning bolt icon: 'Application Documents' (Manage Application Document), 'Application Details' (Manage Application Details), and 'Application Review Comments' (View and Manage Application / Award Review Comments). To the right of these categories, a list of specific actions is displayed, each with a yellow lightning bolt icon. The 'Create Closeout Amendment' action, which is 'Initiate Close for Active Executed Award', is highlighted with a red box. Other actions include 'View-Print Budget Change History', 'Create Amendment', and 'Award Funds Status'.

News Tasks (2) Records Reports Actions

U.S. Department of Transportation
Federal Transit Administration

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

Records / Applications / Awards
MA-90-X610-01 | Plan

- Application Documents**
Manage Application Document
- Application Details**
Manage Application Details
- Application Review Comments**
View and Manage Application / Award Review Comments

- View-Print Budget Change History**
Generate View-Print for Budget Revision
- Create Amendment**
Initiate Amendment for Active Executed Award
- Create Closeout Amendment**
Initiate Close for Active Executed Award
- Award Funds Status**
View Award Funds Status - Obligations, Deobligations, Refur

If you have an unliquidated balance, the first message you will see is a warning and the amount expected to be deobligated.

Closeout Amendment | Unliquidated Balance Warning

Recipient Details

Recipient ID
1374

Recipient Name
MERRIMACK VALLEY REGIONAL TRANSIT AUTHORITY

Award Information

Award Number
MA-90-X610-01

Award Name
Planning, PM, ADA

Award Status
Active (Executed)

Executed Date
Aug 14, 2012

Award Funds Status

Unliquidated Balance

This Application/Award has unliquidated funds of \$2,698. This amount does not include pending disbursements requested within the past two business days. Unliquidated funds shall be deobligated in the full amount specified above.

PO Number	Project Number	Account Class Code / FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
MA-90-X610	MA-90-X610-00	2010.25.90.91.2 / 02	\$160,000	\$0	\$160,000	\$0	\$0
MA-90-X610	MA-90-X610-01	2010.25.90.91.2 / 00	\$2,054,125	\$0	\$2,054,125	\$0	\$0

Next: Select at least one Closeout Reason (Required) and Enter Closeout Remarks (Optional but Recommended).

5010.1D  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

Provide detailed explanation for this close-out

This Grant Close out will be recorded under the name of:

Close Out By Anne Guy

Close Out Date Dec 26, 2015

Next: Closeout Created message will populate. Select the blue hyperlink to the closeout record to continue working. Or select the Close button and return to the record later.

Amendment | Closeout Created

 Success!

A new closeout amendment for Federal Award ID Number MA-90-X610-02 has been created.

Click the link below to view the new closeout amendment.

[MA-90-X610-02 | Planning, PM, ADA](#) 

Close

Next Steps in Workflow

Once the Closeout Amendment shell is created the MPR and FFR Tasks are issued.

If you are not FFR/MPR report, you may consider prior coordination to advise your reporters of the intent to initiate a closeout request.

If you select the hyperlink to the record you will be taken to the Closeout Amendment Summary Page...

Summary Page - Closeout Status

You can now see the status has changed to Ready for Closeout

On the Summary Page there is a status of actions to be completed (note that the Budget Reconciliation will remain “Incomplete” until you mark the budget final as part of the submission process. It will then show as complete.)

Applications / Awards



MA-90-X610-02 | Planning, PM, ADA

Grantee Name: MERRIMACK VALLEY REGIONAL TRANSIT AUTHORITY

Current Status: Active Award / Ready for Closeout

Last Updated Date: Dec 26, 2015

Close Out Status

Close Out Completion	Status
Budget Reconciliation	INCOMPLETE
Final FFR	INCOMPLETE
Final MPR	INCOMPLETE

Complete Required Closeout Actions

- There is no required order to complete the FFR, MPR and Budget Reconciliation
- All Actions must be complete to Validate and Submit to FTA
- Use Related Actions to complete the Budget Reconciliation
- Final FFR/MPR are Task Based



View-Print Budget Change History

Generate View-Print for Budget Revision



Application Review Comments

View and Manage Application / Award Review Comments



Closeout Details

Manage Details for Closeout Amendment



Closeout Budget Reconciliation

Manage Budget Reconciliation for Closeout Amendment



Validate and Submit Closeout

Validate and Submit Closeout for FTA Review



Budget Reconciliation – TEAM Awards

- To adjust a budget, select a box and continue to modify the budget (quantity, narrative etc...) for the selected Project Scope/ALI

Existing Line Items

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

<input type="checkbox"/>	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
<input type="checkbox"/>	MA-90-X610-02	117-00 OTHER CAPITAL ITEMS (BUS)	11.7A.00 PREVENTIVE MAINTENANCE		\$2,054,125.00	\$2,051,427.00	\$2,567,656.00	\$2,564,958.00
<input type="checkbox"/>	MA-90-X610-02	117-01	11.7A.00 PREVENTIVE MAINTENANCE		\$2,021,488.00	\$2,021,488.00	\$2,526,860.00	\$2,526,860.00
<input type="checkbox"/>	MA-90-X610-02	117-00 OTHER CAPITAL ITEMS (BUS)	11.7C.00 NON FIXED ROUTE ADA PARATRANSIT SERVICE		\$718,145.00	\$718,145.00	\$897,682.00	\$897,682.00
<input type="checkbox"/>	MA-90-X610-02	117-01	11.7C.00 NON FIXED ROUTE ADA PARATRANSIT SERVICE		\$921,970.00	\$921,970.00	\$1,152,463.00	\$1,152,463.00

Budget Reconciliation – TEAM Awards

- Adjust the FTA Funding Amount and Revised total Eligible Cost (Non-FTA Amount will auto calculate)
- The end user must take into account required match requirements

Funding Information

FTA Funding Source
49 USC 5307 - Urbanized Area Formula (FY2006 forward)

Award FTA Funding Amount
\$80,000.00

Award Non-FTA Amount
\$20,000.00

Award Total Eligible Cost
\$100,000.00

FTA Funding Source
49 USC 5307 - Urbanized Area Formula (FY2006 forward)

Revised FTA Funding Amount
\$80,000.00

Revised Non-FTA Amount
\$20,000.00

Revised Total Eligible Cost
\$100,000.00

Budget Reconciliation – TEAM Awards

Provide updated information in the “Updated” Extended Budget Description Field.

Original Quantity

0

Quantity

0

Original Extended Budget Description

PM for MVRTA Fiscal Year 2012 for the period 7/1/11-6/30/12. MVRTA's estimated operating budget, as defined by NTD Reporting System (NTD), for the period 7/1/11-6/30/12 is \$14,042,555. Estimated Preventative maintenance (PM) costs in the operating budget for equipment and facilities is \$2,567,655 less \$0 for warranty recovery leaving \$2,567,655 available for federal participation at the 80% rate. This grant will apply federal funds of \$2,054,155 for the period 7/1/11 through 6/30/12 to this allowable share.

Updated Extended Budget Description

PM for MVRTA Fiscal Year 2012 for the period 7/1/11-6/30/12. MVRTA's estimated operating budget, as defined by NTD Reporting System (NTD), for the period 7/1/11-6/30/12 is \$14,042,555. Estimated Preventative maintenance (PM) costs in the operating budget for equipment and facilities is \$2,567,655 less \$0 for warranty recovery leaving \$2,567,655 available for federal participation at the 80% rate. This grant will apply federal funds of \$2,054,155 for the period 7/1/11 through 6/30/12 to this allowable share.

Using Budget Reconciliation Related Action is the preferred method; you can also use the Amendment Budget Activity Line Items and Milestones Option.

News Tasks (4) **Records** Reports Actions

U.S. Department of Transportation
Federal Transit Administration

Summary
News
Related Actions >
Project Control Totals

Records / Projects
MA-90-X610-02 - Planning, PM, ADA [Follow](#)

- 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)
- Amendment Budget Activity Line Items and Milestones**
Manage Budget Activity Line Item and Milestone for Amendment
- Environmental Determinations**
Manage Project Environmental Determinations

FINAL FFR / MPR

Coordinate with the FFR/MPR Reporters

Only individuals with the FFR Reporter and MPR Reporter Roles will receive and can complete the final task.

Click here to send a task...



➔ TrAMS G1374 MPR Reporter

Complete Final Milestone Progress Report for Federal Award ID No. MA-90-X610-02

40 minutes ago ☆



➔ TrAMS G1374 FFR Reporter

Complete Final Federal Financial Report for Federal Award ID No. MA-90-X610-02

40 minutes ago ☆

Understanding the Final MPR and FFR Dates

- Final Report flag is system generated.
- A report is In Progress once the task is generated
- The Report Begin Date is associated with the start date of the current reporting period.
- The Report End Date and Report Due Date is associated with the date the closeout is created.

Milestone Progress Report Summary

Report Type

Quarterly

Report Period

Quarter 1 (Oct - Dec), FY 2016

Report Period Begin Date

10/1/2015

Report Period End Date

12/26/2015

Final Report?

Yes, Final Report

No, Not Final Report

MPR Report Status

Work in Progress

Report Due Date

12/26/2015

Last Update By

N/A

Last Update Date

Final MPR - Basic Steps

1. Completed by the MPR Reporter.
2. All pending milestones must be updated to complete the report without errors (MRP follows reporting cycle rules).
3. All milestones should be updated with an actual date.
4. Include final progress details and overview remarks.
5. Submit Final MPR to FTA.

Update all Open Milestones

Dates that fall within the report period begin date and the date of the Closeout will determine which milestones are pending... You may want to review the last MPR to determine if any milestones might fall outside the close out initiated date to determine if other updates are required... (*enhancements needed*).

List of Line Items

<input type="checkbox"/>	Project Number ↓	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
<input type="checkbox"/>	MA-90-X610-02	442-00	METROPOLITAN PLANNING	44.24.00	SHORT RANGE TRANSIT PLANNING	2	0
<input type="checkbox"/>	MA-90-X610-02	117-00	OTHER CAPITAL ITEMS (BUS)	11.7A.00	PREVENTIVE MAINTENANCE	2	0

Update Milestones (note: below the 12/31 date below is outside of the close out initiation date and will not show as pending)

- I. Select the box of the milestone to be updated.

List of Line Items

<input type="checkbox"/>	Project Number ↓	Scope Number	Scope Name	Line Item Number	Line Item Name	Number of Milestones	Number of Milestones Pending
<input type="checkbox"/>	MA-90-X610-02	442-00	METROPOLITAN PLANNING	44.24.00	SHORT RANGE TRANSIT PLANNING	2	0
<input type="checkbox"/>	MA-90-X610-02	117-00	OTHER CAPITAL ITEMS (BUS)	11.7A.00	PREVENTIVE MAINTENANCE	2	0

2. The related milestone information will populate below the grid to be updated. (see next slide)

Milestones

<input type="checkbox"/>	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
<input type="checkbox"/>	CONTRACT AWARD	10/1/2011		10/4/2011	
<input checked="" type="checkbox"/>	CONTRACT COMPLETE	9/30/2012	12/31/2015		

Update all open milestones with actual completion dates and provide final comments

All Milestones should have an Actual completion date.

Include a final status to complement actual completion date, confirming objective was met.

The screenshot shows a web form for milestone management. It is divided into two main columns. The left column contains 'Original Milestone Details' and 'Milestone Progress Information'. The right column contains 'Milestone Progress Information' and 'Milestone Progress Comments'. Red annotations highlight specific fields: a bracket on the left side groups the 'Revised Estimated Completion Date' and 'Actual Completion Date' fields in both columns; a red box highlights the 'Actual Completion Date' field in the right column, which contains the placeholder 'M/d/yyyy'.

Original Milestone Details	Milestone Progress Information
Milestone Name CONTRACT COMPLETE	Milestone Progress Information
Milestone Detailed Description	Revised Estimated Completion Date 12/31/2015
Milestone Progress Information	Actual Completion Date M/d/yyyy
Revised Estimated Completion Date 12/31/2015	Milestone Progress Comments
Actual Completion Date M/d/yyyy	Enter details about milestone progress (e.g. date changes, etc.)
Milestone Progress Comments	Existing Comments
	Revision Number 7 Remarkd by: on : 6/30/15: No financial drawdowns during the quarter. The Planning Commission continues to perform services under the UWP.
	2/11/15

MPRs any other period

Estimated Completion Date

- Must be a date beyond the end of the reporting period

Actual Completion Date

- Must be a date prior to the end of the reporting period

Example If Quarter I is Oct. 1 to Dec. 30

Estimated Completion Date is January 1st or later

Actual Completion Date is December 30 or earlier

What is “Zero Out”

The Zero Out Button may be used when the scope of work/activity was not completed and there is no progress to report. Only clears out that one ALL milestone (see next screenshot).

Milestones

<input type="checkbox"/>	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
<input type="checkbox"/>	CONTRACT AWARD	10/1/2011		10/4/2011	
<input checked="" type="checkbox"/>	CONTRACT COMPLETE	9/30/2012	12/31/2015		

Add New Milestone

Zero Out

Zero Out an ALI Milestone

The Original Date and prior Estimated Completion Dates will be blanked out; and a message will populate in the Description. (Note: any prior description will be replaced with the message.)

Milestones

Add New Milestone Zero Out

<input type="checkbox"/>	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
<input checked="" type="checkbox"/>	First Expenditure				Milestone Zeroed out on 12/28/2015.
<input type="checkbox"/>	Final Expenditure	6/30/2014		6/1/2014	

Cancel

MPR Overview Remarks

Overview Remarks on the MPR are required to move to the next step in the workflow

Award Overview

MPR Overview Remarks

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

Prior Remarks

Quarter 3 (Apr - Jun), FY 2015
on 7/22/2015:
Reporting period (4/1/15 - 6/30/15); 3rd Quarter FY15

Wedgemere Access :
Contract D36CN01 - Final project close-out is proceeding and is expected to be completed within the third quarter of 2015.

Final MPR Submitted

Once the Final MPR is submitted, the Application level Summary Page should show the Final MPR in “Complete” status.

Close Out Status	
Close Out Completion	Status
Budget Reconciliation	INCOMPLETE
Final FFR	INCOMPLETE
Final MPR	COMPLETE

Basic Steps - FFR

1. Completed by the FFR Reporter
2. Final financial expenditures should be consistent with the final reconciled budget.
3. Provide final Closeout remarks
4. Submit Final FFR to FTA

TrAMS FFRs

- The fields of the FFR are the same as TEAM
- The FFR is completed in a workflow, 1) enter financial information, 2) confirm information, 3) enter recipient submission remarks, and 4) submit
- Recipients may only enter information for the “current” or “this period”; the cumulative is now auto calculated.
- The “Calculate Totals” button is used to confirm there are no validation errors and move you to the next step in the workflow to confirm FFR input.

FFR: Summary Level Information

Federal Financial Report (FFR) | Input FFR Values

Recipient Summary

Recipient ID 1374 Recipient DUNS 090159711
Recipient Name Merrimack Valley Regional Transit Authority EIN Number 042580490

Award Summary

Federal Award ID Number (FAIN) MA-90-X610-02 Award Name Planning, PM, ADA
FFR Reporting Frequency Required Quarterly Award Status Active Award / Ready for Closeout
Preaward Authority Yes, Preaward Authority utilized Obligated Date 8/14/2012
 No, Preaward Authority not utilized

Federal Financial Report Summary

Report Type Quarterly Report Period Begin Date 10/1/2015
Report Period Quarter 1 (Oct - Dec), FY 2016 Report Period End Date 12/26/2015
Report Due Date 12/26/2015
Final Report? Yes, Final Report
 No, Not Final Report

Status Log

Status	Updated Date	Updated By
Work in Progress	12/26/2015	appian.administrator

FFR Form: Status Log and Indirect Expense

The Status Log will automatically populate to a “work in progress” status once the task is issued

Status Log

Status	Updated Date	Updated By
Work in Progress	12/15/2015	appian.administrator

Indirect Expense

Type	N/A	▼	Period From	7/1/2014
Rate	0.63%		Period To	6/30/2015
Base	\$600,000,000		Amount Charged	\$1,276,472
			Federal Share	\$1,021,177

FFR Form: Fields are same as TEAM

A. Federal Cash on Hand at Beginning of Period

Previous	\$0	Cumulative	\$0
This Period	<input type="text" value="\$0"/>		Calculated by System

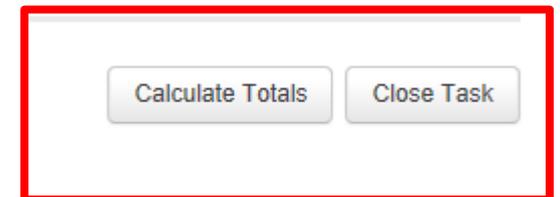
B. Federal Cash Receipts

Previous	\$13,888,010	Cumulative	\$13,888,010
This Period	<input type="text" value="\$0"/>		Calculated by System

C. Federal Cash Disbursements

Previous	\$13,888,010	Cumulative	\$13,888,010
This Period	<input type="text" value="\$0"/>		Calculated by System

Once all fields are complete, click on the “Calculate Totals” button to confirm no errors exist. If you have errors, they will populate at the top of the page. You cannot move to the next step in the workflow until all errors have been corrected.



FFR Form: Confirm Info, Add Remarks, Submit

In Step 2 you confirm the information and continue with submissions

Federal Financial Report (FFR) | Confirm FFR Data

Recipient Submission Remarks are Required

Recipient Remarks

Submission Remarks

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

Submitted By Jamie Julia

Submitted Date 12/27/2015

Validate and Submit Closeout

- Select Validate and Submit Closeout from the Related Actions Menu
- You will be in the final part of the workflow
- FFR and MPR must be complete to proceed



View-Print Budget Change History

Generate View-Print for Budget Revision



Application Review Comments

View and Manage Application / Award Review Comments



Closeout Details

Manage Details for Closeout Amendment



Closeout Budget Reconciliation

Manage Budget Reconciliation for Closeout Amendment



Validate and Submit Closeout

Validate and Submit Closeout for FTA Review

Validate and Submit

The system will ask you to confirm that the budget is final, Select Yes and Continue

If you select “No, Budget is not final”, the next form in validation will populate a message to complete and finalize the budget.

Application | Final Budget for Closeout

Award Information

Award Number MA-90-X610-02

Award Name Planning, PM, ADA

Is this budget final?
 Yes, this budget is final
 No, this budget is not final

Continue

Close

The User can review the Closeout details and is reminded if an unliquidated balance exists

Award Number MA-90-X610-02

Award Name Planning, PM, ADA

Award Status Active Award / Ready for Closeout

Closeout Details

Created Date 12/26/2015 8:15 AM EST

Created By

- Closeout Reason
- 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

Closeout Remarks

Award Funds Status

Unliquidated Balance This Application/Award has unliquidated funds of \$2,698 This amount does not include pending disbursements requested within the past two business days. The funds shall be deobligated in the full amounts specified in the 'Unliquidated Balance' column below.

PO Number	Project Number	Cost Center	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
MA-90-X610	MA-90-X610-00	65000	2010.25.90.91.2 / 02	02	\$160,000	\$0	\$160,000	\$0	\$0
MA-90-X610	MA-90-X610-01	65000	2010.25.90.91.2 / 00	00	\$2,054,125	\$0	\$2,054,125	\$0	\$0

Final Confirmation and Submission to FTA (No PIN Required)

Submission Information

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 Submit to FTA button to complete submission of this application to the Federal Transit Administration (FTA).

Submitted By Anne Guy

Submission Date 12/26/2015

Cancel

Submit to FTA

You will receive a Confirmation Notice

Close Out Amendment | Confirmation!

Confirmation

The close out amendment for Award Number MA-90-X610-02 has been submitted to FTA for review.

It is always recommended to use the close or cancel button

Close

FTA Review of Closeout

- FTA will review each Final Report and can either mark it complete or return the report for corrections.
- The overall close out cannot be concurred on until both the FFR and MPR have been reviewed and marked complete.
- If FTA returns the closeout, the recipient must validate and re-transmit the closeout again to FTA for consideration.

Reporting Errors/Issues to the Help Desk

Help Desk: (877) 561-7466

FTA.TrAMS.Help@DOT.GOV

1. Your Name
2. Your Email/Phone Number
3. Incident Number (if you called the Helpdesk and already have one)
4. Date/Time incident occurred
5. Environment (Production vs. Training)
6. Browser and Version (Chrome vs Internet Explorer vs Firefox vs Safari vs Tablet vs Other?)
7. Brief Description of Issue (steps of what you were trying to do)
8. Screenshots of forms/error messages
9. User Type (FTA vs. Recipient)
10. Cost Center/Region
11. User Roles
12. Recipient ID (if applicable)
13. Application Number (if applicable)