Disclaimer

*Information and screenshots are subject to change and/or clarifications*

*Thank you for your understanding and cooperation*
Session Overview

1. Why change the numbering
2. TrAMS Numbering
3. Purchase Order Numbering
4. The Suffix Numbering
5. Overview of Numbers needed for ECHO Reimbursement
TrAMS Numbering Overview

Why a change in the numbering?
• TrAMS obligates funds at the Scope Code level and tracks disbursements at both the Scope Code and Project Levels.

In comparison
• TEAM obligated and disbursed funds at the application level and by financial purpose code.

1. One of the primary reasons to change the numbering was to be able to obligate more than one fund source within a single award. Second, FTA wanted greater transparency regarding how funds were obligated and reimbursed.

2. To accomplish that goal, the new system allows for funds to be obligated and tracked at the scope code, project and overall award level. Keep in mind that applications also have a new format and require varying levels of information to define the application (narrative and financial information).

3. In comparison to TEAM, financial information was at the overall application/award level (and by FPC or financial purpose code). The FPC only relates to broad activities or categories, such as Planning, or Capital, but did not provide the more discrete level to identify what type of capital activity was undertaken.
TrAMS Federal Award Identification Number (FAIN) & Project Number
Once an application is created a "temporary application number" is auto-generated (it will display in both locations until the FAIN is formally assigned). In the example below it is 1396-2016-1.

Once a project is added to an application, a "temporary project number" is also auto-generated. In the example below the project number inherits the temporary number and adds the "PS": meaning it is the 5th project added to this draft application. The numbers are explained in the next slide.

The temporary application number will always be visible within the application modules. We will breakdown the numbers in the next slides.

Here you can see both the temporary application number and the temporary project number(s).
TrAMS Temporary Numbers

**Application Temp #: 1306-2016-15**
- Vendor ID (1306)
- FY Application Record is created (2016)
- Next Application in Sequence (15)

**Project Temp # 1306-2016-15-P1**
- Vendor ID (1306)
- FY Project is Created (2016)
- Next in sequence (15)
- Project # within Application (P1)

The Temporary number assigned is made up of your:
1. Vendor ID
2. The Fiscal Year that the application was created
3. The next application in sequence that was created

Similarly for the project number; it includes the above pieces of information and each temporary project is identified by a “P” and the next number in sequence.

- Project 1 = P1
- Project 2 = P2 etc...

Keep in mind that if you delete a Project that was originally created, and then add another new project it should continue with the next number in sequence. (It depends on if you are developing a new application or a post action to an award)

You can always see the temporary number in the system modules.
FTA staff assign the FAIN via the TrAMS system.

In the past, FTA may have provided you a (temporary) number that would become your final number for your award. By not using the TEAM system generated option, there were gaps in sequence and numbers were abandoned, or improperly assigned.

It is very important that the fund sources are correct at the time of FAIN assignment and PO number assignment.

Your application must be complete before you can obtain a FAIN. When the FAIN is assigned it means the application is ready to be submitted for final reviews and award. A complete application should have its, scope of work, budget, milestones, planning requirements and environmental complete before the FAIN is assigned.

The FAIN and Project Numbers and the Purchase Orders are assigned via the TrAMS system. The next slides further explains each set of numbers.
New TrAMS Awards

FAIN Example: CA-2016-021-00

CA  
State

2016  
Fiscal Year the FAIN is Assigned

021  
Next application in sequence (for the state, in the fiscal year the FAIN is assigned)

* Note that the extension for the initial award/amendment is not required for ECHO drawdowns

- In TEAM the State abbreviation was used. This information is carried forward to TrAMS. Here CA refers to California.
- Next is the Federal Fiscal Year the FAIN is assigned. Here the FAIN was assigned in FY 2016. This does not change even if the final award is made in the next fiscal year.
- Additionally, note that the year in the FAIN is not the year of funds requested or year funds are obligated, but the fiscal year FTA determines your application is complete and can be submitted for final reviews and award.
- The next set of numbers (021) represents the next application in sequence for the State in the fiscal year of FAIN assignment. (001 to 999)
- The first three sets of this number sequence is the FAIN (the State, Year FAIN assigned, and next in sequence).
- These numbers in the FAIN will be used when seeking drawdowns against new TrAMS awards in ECHO. (For I-Supplier users, the same level of information should be provided in your SF 270 form.)
- The last sequence of numbers refers to the initial award with 00; or the number of future modifications or amendments to the Award, indicated by the 01, 02, 03 etc... related to the FAIN.
- The first 9 digits of the FAIN never changes.
The Project Number is a new concept for FTA grants

- The Project Number inherits the FAIN
- The next two digits is the Project Number; here it is highlighted in red after the FAIN sequence indicated as 01 or Project 1. This was previously identified as P1 in the temporary number.
- This may get confusing as we know there will be instances where the Project Number may be 01 and the amendment may be 01 (or 02 and 02). Keep in mind that the last two digits will always be associated with the initial award or amendment to the original award.
- You can have as many projects as you need in an award; in many cases it may simply be one project. Work with your FTA point of contact to understand how they want you to develop your applications.
Here is a screen shot of the application summary page highlighting the final FAIN, the original Temporary Number, and the Project Number. In this example there is only one project. If additional projects were included, they would also be listed here in the grid.
The Purchase Order, or PO Number is linked with our financial management systems. The numbering of the PO will look very familiar to the original TEAM award number that was commonly referred to as a “Project Number”.

The PO number will be used when seeking reimbursement from ECHO for your TrAMS awards. There will be one PO number for each funding source requested in an application. In most cases it will have one PO Number for the one fund source.

If you create a multi-sourced application (sometimes referred to as a “supergrant”) you will have one PO Number for each fund source. They are differentiated by the Section Code associated to the fund source. You are likely familiar with this concept from TEAM.

The PO Numbers are related to the funds sources and not the number of Projects within your application. So for example: If you have two projects but only one fund source you will only have one PO. If you have three funds sources applied to one Project, you will have three POs. This information will be important when it comes time to complete your drawdown. We will explain this in a few more slides.
Example PO Number  FL340043

FL  Recipient's State
34  Fund Program Section Code
"0" Activity Code/Fund Purpose Code (FPC)
043 Next number in sequence for the State/Section Code/Activity Code Combo

This is the state of Florida's 43rd award of Section 34 funds (Section 5339) for capital activities. (Note: the Activity Code (or FPC) is defined by the type or types of activities in the application)

The PO Number is comprised of the following information:

FL - is the Recipient State (similar to what is used in the FAIN). This is information derived from your recipient profile.
34 - In an example of the Fund Program Section Code, most agencies might be familiar with Section 90 or 18 for example. This information is auto generated based on the fund sources selected in application development.
0 - is the Activity Code, more frequently referred to as the fund purpose code (or FPC) and is associated with the activities included in the scope of work such as capital (00) or planning (02) or operating (04).
043 - is the next in sequence and is auto generated by the system.

Note that new TrAMS grants do not rely on the FPC codes as we did in TEAM, for example, we no longer do FPC fund transfers for new TrAMS grants because the funds are obligated at the scope code level. So where do you see the related FPC? You will see it associated to one or more Account Classification Code once your funds are reserved. We will point this out in a later slide.
In this example the award agreement was obligated two different funding sources; this information can be found using the application control totals dashboard.
From this information I can see that:

Only one project was included. See the column Project Number only has an “01” listed.

The one project received two fund sources, therefore there are two distinct PO Numbers listed.

There is only one Scope Code Category included in this application 114-00, it is listed twice to demonstrate the amounts applied to this scope code from each fund source. Source 1 applied $176K and Source 2 applied $1.6 M.

The Activity Code or FPC is “00” ... reminder I do not need this information for drawdowns, it is for informational purposes only for TrAMS grants. The FPC is generally consistent with the Accounts associated to the Scope Code/Suffix combination.

So how does this related to your application development? If you require two fund sources to complete an activity, you will need to create two separate Scope Code ALI combinations, you will select the appropriate fund source and apply the amount of funds as applicable. It is best to work with your FTA point of contact BEFORE transmitting an application to ensure it is properly developed.
TrAMS Suffix
Understanding the “Suffix” It’s New!

• Each application Project must include at least one Scope Code and one Activity Line Item (ALI).
• At fund reservation, each distinct Budget Scope Code is associated with a unique identifier; we call a “Suffix” to delineate one scope versus other scope codes (i.e. 114-00, 117-00, etc.).
• The Suffix is auto-generated and is identified by a 2-digit sequence A1, A2, A3... A9; then B1... B9; C1... C9, etc.
• A separate Suffix is applied when multiple/different funding sources are applied to the same scope code within the same project. See example in next slide.
• Each Scope Code - Suffix combination is associated with an amount and fund source that will be used during a drawn down in ECHO.
• So you need the FAIN, PO Number, Scope Code and Suffix...

See Slide
Using the same Award with two funds sources with same Scope Code we can see the 2 different Suffix. Project 01 has two 114-00 Scope Codes. In application development one of 114-00 Scope/ALI has Section 90 funds identified; and at reservation/obligation it was assigned Suffix A2. The other 114-00 Scope Code/ALI has Section 95 funds identified (see slides 16 and 17); because it is a different fund source it must have a different Scope Code/Suffix combination and was assigned a Suffix of A1.

Possible Future Enhancement: separate column to separate out the suffix

Tips: If you ever see a grid/table, in most cases you can sort the information by clicking on any of the column headers. If you selected Scope Code Suffix header, it would sort accordingly, you may need to click twice to populate your preferred view of the information.
You may be looking at an award and wondering why don't I see a separate Suffix for each Scope / ALI that was entered in the system? First ask yourself, did you apply the same fund source; if yes then the way that TrAMS is currently configured it will roll up all similar Scope Codes for that fund source as shown here. If you had multiple sources applied, you would see the example we just walked through.

In this example, there are two 634-00 Scope/ALI combos included in the Project budget in the same project. Since there is only one funding source the total of the two 634 Scope/ALI combos roll up when looking at your financial status information. Suffix A3 was applied and will be needed when drawing down funds against this project and this scope code.

Note: One Accounting string is applied in this example. However, more than one could be applied. Keep in mind you can sort the grid to view this information in different formats.
This example has 1 fund source which equals 1 PO Number
This example has 5 projects; Projects 2, 3, 4 and 5 all have the same 127:00
Scope Code. Because each scope code is included in a separate project each
Scope Code has a separate suffix. This is to allow for drawdown to occur by
Project, PO Number, Scope Code, and Suffix combination.

This is a good example to explain more about how the Suffix is
applied.

Here you can see that the suffix has a sequence A1, A2, A3, ....
It does NOT start over again at A1 with the next project. The
sequence continues until you reach 9.

Alternate example: If Project 1 had 6 different unique suffix for
each scope codes. Project 1 would have A1 to A6 Suffix applied.
Then in Project 2 the first unique scope code would receive the A7
and so forth. If you amendment Project 1 to add a new scope
code number, that scope code would be assigned the next suffix in
sequence for the overall award. It would get A8.
Example: TEAM applications always have one (1) project and one (1) fund source and will have one Purchase Order (PO) Number

<table>
<thead>
<tr>
<th>Award Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAIN</td>
</tr>
<tr>
<td>PA-57-X015-00</td>
</tr>
<tr>
<td>Temp App Number</td>
</tr>
<tr>
<td>PA-57-X015-00</td>
</tr>
<tr>
<td>Award Name</td>
</tr>
<tr>
<td>New Freedom Program</td>
</tr>
<tr>
<td>Award Status</td>
</tr>
<tr>
<td>Active (Excl/rd)</td>
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</table>

<table>
<thead>
<tr>
<th>Award Funding Summary</th>
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</thead>
<tbody>
<tr>
<td>PO Number</td>
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<tr>
<td>PA-57-X015</td>
</tr>
</tbody>
</table>

Source: From Application; Use Related Actions and Select Award Fund Status. This is a partial display of information; see next slide for more details.

The next few slides explain what you see in the system and how to recognize the information needed to complete your drawdowns.

Here under the application Award Fund Status related action, you will find your application information including your POs; information sorted by FPC, Accounting Strings by PO and FPC, etc... and your authorizations, and disbursements. This is the best source to find your information until alternate reports can be produced via Trams.

Please be advised that we have an enhancement logged to provide this information in alternative formats that you can more easily manipulate such as an export. Your patience until we can implement this enhancement is appreciated.
You can find obligations, disbursements, refunds, and your unliquidated balance by PO Number and by Scope Code.

**Award Funding - Account Class Code**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Project Number</th>
<th>Cost Center</th>
<th>Scope Code / Source Code</th>
<th>Account Class Code</th>
<th>FPC</th>
<th>Obligation</th>
<th>Disbursement</th>
<th>Reimb</th>
<th>Unliquidated Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>44099 X12</td>
<td>4499036001</td>
<td>655001</td>
<td>117.02-01</td>
<td>(2)</td>
<td>$2,018,095.31</td>
<td>$0.00</td>
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</tr>
</tbody>
</table>

**Award Funding - Financial Purpose Code (FPC)**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>FPC</th>
<th>FPC Description</th>
<th>Obligation</th>
<th>Disbursement</th>
<th>Reimb</th>
<th>Unliquidated Balance</th>
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<td>44099 X12</td>
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</table>

By Individual ECHO Drawdown

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Project Number</th>
<th>Cost Center</th>
<th>Scope Code / Source Code</th>
<th>Account Class Code</th>
<th>FPC</th>
<th>Obligation</th>
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</table>
TrAMS - ECHO
Pulling the Numbers Together
Each Number is Required to complete an Echo Drawdown

<table>
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<th>Number Type</th>
<th>Number</th>
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<tbody>
<tr>
<td>FAIN</td>
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</tr>
<tr>
<td>Project Number</td>
<td>FL-2016-002-01</td>
</tr>
<tr>
<td>PO Number</td>
<td>FL340043</td>
</tr>
<tr>
<td>Scope Code</td>
<td>117</td>
</tr>
<tr>
<td>Suffix</td>
<td>A3</td>
</tr>
</tbody>
</table>

Notes:
- The award extension for initial or amendments are not required in ECHO and do not display.
- The dashes are not required for the FAIN, Project Number or PO Number.
- The extension on the Scope Code does not display.

This slide reflects the information that you will need to make your payment request for a TrAMS grant in ECHO. An example from the Obligation Details summary from TrAMS is listed on the next slide.
ECHO WEB 2.0
Assigning the TrAMS Numbers to ECHO Fields
When seeking reimbursement from a TrAMS Grant, select the appropriate radio button and then the "Submit Button" - this will prompt you to complete the request only for TrAMS awards.

Federal Transit Administration
ECHO Web - Grantee Payment Request System

The next few slides explain what you will see in the system when you login to ECHO to make a payment request. It is important that you choose the correct option for the request that you want.

For awards that were completed prior to FY2016. You will continue to make drawdown request in the TEAM module. For awards that were completed in FY2016, payment request will be made in the TrAMS module.
You will be prompted with the below screen. The next screens breakdown the screen into two parts.

Part 1 of Screen

Payment Request

- ESN: [Details]
- Date: [Details]
- Vendor Name: [Details]
- Project Number: [Details]
- Task: [Details]
- Total Request Amount: [Details]

PO Balance as of 8 am EST the previous business day.

Submit this payment request: [Options]

Part 2 of Screen

Submit this payment request: [Options]

See next slide.
When you login to ECHO and continue to the payment request screen, the following information will auto-populate in the first line of the box. You will have to select the TrAMS grant and Project Number from the dropdown menus base on the TrAMS grant you desire to make a drawdown from.

If you do not see the TrAMS grant you wish to make a draw down request from, please allow at least two business days before submitting a payment request on a new award to permit time for the award to get processed into ECHO.
Once the TrAMS grant and Project is selected, then select the PO Number, Scope and Suffix from the available dropdown menus.

Your PO Balance will automatically populate after selection is made from those fields. At that time, you can enter your payment request or return amount. Please note that your PO Balance is current as of 8am EST for the previous business day.

See page 29 of the ECHO Web User Manual for parameters for returning a payment.

If more lines are needed to request payments, click in the last Return Amount box and click tab, additional lines will appear up to 20 which is the max.

---

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Scope</th>
<th>Suffix</th>
<th>PO Balance</th>
<th>Request Amount</th>
<th>Return Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>ABC</td>
<td>DEF</td>
<td>$1000</td>
<td>$500</td>
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<td>GHI</td>
<td>JKL</td>
<td>$2000</td>
<td>$1000</td>
<td>$500</td>
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<td>11122</td>
<td>345</td>
<td>678</td>
<td>$3000</td>
<td>$1500</td>
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<td>QWERT</td>
<td>YUIO</td>
<td>$5000</td>
<td>$2500</td>
<td>$1250</td>
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</tbody>
</table>

Submit this payment request?
Go Back  Submit
If the request is processed successfully, you will receive a confirmation number. It is recommended that you retain a copy of the confirmation for your records or log the number according to your financial management processes.

Once you have successfully submitted your request, a screen confirming your request will appear.

Please keep your message number for reference. FTA uses this number to research any fund request inquiry you may have later. The message number indicates that your request has been recorded. Your request will enter FTA's internal financial management system for processing at 8:00 AM EST and 2:00 PM EST.

Note that a message number does NOT guarantee that your request will process successfully, as FTA's internal financial management system may detect errors when the request enters the system for processing.
ECHO Reminders

- Once FTA completes an Award recipients must execute the Award Agreement before funds can be drawn down.

- After execution, expect 2-3 days before the award is processed in FTA's financial systems before you attempt a drawdown.

- Payment Requests must be completed for one TrAMS award (FAIN) at a time. You should not attempt to select more than one TrAMS Grant (FAIN), PO/Scope/Suffix combination. A separate reimbursement request must be completed for each individual TrAMS award. However, you may draw down funds on multiple PO's under the same TrAMS Grant (FAIN). This is different than for TEAM grant drawdowns in ECHO.
ECHO Reminders

- When making a request you must enter whole dollars (no pennies).
- Balance information in ECHO is as of 8 AM the prior day.
- Information is processed twice a day through FTA’s financial system (8 AM and 2 PM).
- When submitting a request; it must complete processing through the financial systems. The submitted screen only means it was entered properly and it now will be processed.
- You can check your application award fund status in TrAMS after a few days to confirm the disbursement is accurately reflected, or use ECHO to check your balance.
FTA's TrAMS Page

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

TrAMS Help Desk:
(877) 561-7466
FTA.TrAMS.Help@DOT.GOV

ECHO Web Help Desk
(202) 366-1004
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