

2016

# **[UNDERSTANDING AND USING TRAMS DATA REPORTS: A HANDBOOK FOR FTA STAFF]**

This document is a resource for Federal Transit Administration (FTA) and FTA Recipient Staff to assist in understanding and using TrAMS Excel Reports. Version 1.0

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## **i. Introduction and Overview**

The Transit Award Management System (TrAMS) provides FTA staff in headquarters and regional offices with access to a suite of reports that help the agency query, analyze, and report information about approximately 2,000 grants and cooperative agreements and over \$11 billion awarded each year and the 7,000 active awards managed on an annual basis.

At the time of TrAMS deployment, FTA staff have access to the following 15 reports:

- Application Budget by ALI Report
- Application Budget Report
- Application by Status Report
- Cumulative Formula Apportionment Report
- Deobligation by Funding Source Report
- Discretionary Allocation Detail Report
- FFR Detail Report
- FYOBL2 Report
- General Discretionary and Earmark Allocation Report
- MPR Detail Report
- OPERBUD Report
- Project Budget Report
- Project Scope Budget Report
- Recipient POC Detail Report
- TrAMS User Detail Report

Users also have access to Static Reports for information created in TrAMS as well as information created in TEAM and migrated into TrAMS.

Individuals who use TrAMS on behalf of FTA's recipients have access to a more limited set of reports.

This handbook provides a guide to TrAMS data reports for TrAMS users who need to query and analyze information about FTA's grant making and grant management. It provides details on what information the reports contain, how the reports differ from one another, when an individual might want to use one report versus another. It provides a thumbnail sketch of each of the reports available in TrAMS including:

- Report description
- Why use this report
- Caveats/Notes

- Filter Criteria
- Key Data Elements
- Why certain fields may be blank
- Why some information may be repetitive

Individuals can use this handbook to gain a better understanding of the TrAMS reports, select the report(s) that provides the information that is most relevant to their needs, comprehend the data and information contained in the report and interpret the information correctly.

### **Locating TrAMS Reports**

Although the TrAMS home page contains a tab labeled reports, FTA is not housing data reports on this page at the time of TrAMS deployment. FTA may use this page in the future to post data dashboards, visuals, and other interactive information.

The fifteen TrAMS data reports can be found on the Actions tab and the Static Reports can be found on the Records tab.

### **Additional Ways to Query Information**

In addition to using the Data Reports and Static Reports, TrAMS users can query for information via the following tabs:

#### **Via the Actions Tab**

- Search for applications and awards
- Search for recipients
- Search for MPRs and FFRs to review and sign-off
- Search for State/UZA apportionments

#### **Via the Records Tab**

- Search for applications and awards
- Search for recipients
- Search for projects
- Search for users
- Search for State/UZA Apportionments

### **Application Funds Status for a specific award**

- Displays obligated amounts

- Displays cumulative Disbursements
- Displays unliquidated obligations
- Displays disbursement dates

Since querying for information using the above methods needs to be done one application, project, recipient, or user at a time, these methods are helpful for individuals who only need information about a small number of data elements in TrAMS. Recipients who need information on multiple data points should use the TrAMS reports.

TrAMS contains information in addition to what can be queried and downloaded via the Data Reports and Static Reports. As part of its ongoing improvement efforts, FTA will be refining existing queries and building additional reports in TrAMS. The TrAMS help desk may also be available to provide special, more customized queries of data and information not found in the TrAMS reports modules.

For more information on TrAMS reports, please contact the TrAMS help desk or FTA's Division of Grants Management (TPM-31)

## **ii. Change History**

<b>Version</b>	<b>Status</b>	<b>Date</b>	<b>Primary Author</b>
1.0	Draft	1/26/2016	David Schneider

## I. Reports Featuring Recipient Organizational Information

### IA. The Recipient Details Report

**Description:** This report provides basic information about organizations that have been established in TrAMS, including all organizations that existed in TEAM and organizations newly established in TrAMS.

**Why use this report?** To determine whether an organization has been set up in TrAMS to receive FTA funding, to learn whether or not an organization's System for Award Management (SAM) registration is current, and to learn where an FTA recipient is located.

**Caveats/Notes:** Information on the recipient name, DUNS number, and address is pulled from SAM into TrAMS, therefore any incorrect information in SAM will also be incorrect in TrAMS (the recipient can update their information in SAM and the correct information will be brought into TrAMS).

**Filter Criteria** Users can select a specific recipient to search (either by the four digit ID or by the recipient name) or can search for all organizations in an FTA HQ Office or Region. Users can also filter by TrAMS Status, and SAM status.

**Generate Recipient Details Report**

**Report Filter Criteria**

Recipient Name/ID

Recipient Region/Cost Center   
 61000 - Office of Administrator  
 62000 - Office of Administration  
 63000 - Office of the Chief Counsel  
 64000 - Office of Communication and Congressional A  
 65000 - Office of Program Management

Hold ctrl to select multiple.

TrAMS Status  Active  
 Inactive  
 New - Pending Review

SAM Status  ACTIVE  
 EXPIRED

Clear Filter Generate Report Close

**Some Key Data Elements:** Recipient ID, Recipient Name, Recipient Address, Organization Type, SAM Status, SAM Expiration Date

**Blank Fields:** If a recipient has not populated the **Address Line 2** in SAM this field will be blank.

**Repetitive Records:** There should be one row per organization in the spreadsheet and no duplicate information.

## **IB. The Recipient Points of Contact Details Report**

**Description:** This report provides information on individuals who are listed as points of contact for organizations who use TrAMS along with their Title, contact information, and and the subject matter that the individuals are responsible.

**Why use this report?** To determine which individuals working for a Recipient are the points of contact for various areas and to get in touch with these individuals.

**Caveats/Notes:** At the time of deployment, the information in this report was originally entered by a Recipient staff person and was migrated from TEAM to TrAMS. Information may be incorrect or outdated if the information was entered in TEAM and never updated. Likewise, any new information entered into TrAMS may be stale at the time the report is generated if not updated by the Recipient’s User Manager.

At the time of deployment, this report uses a “1” or a “0” to indicate whether or not a point of contact is the contact for a particular category. A “1” indicates that the individual is the POC for that area and a “0” indicates that the individual is not the POC for that area,

**Filter criteria:** Users can select a specific recipient to search (either by the four digit ID or by the recipient name) or can search for all organizations in an FTA HQ Office or Region. Users can also filter by POC Contact Type as well as by various Points of Contact that a Recipient has established in the System for Award Management (SAM).

### Generate Recipient POC Detail Report

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

#### Recipient Report Criteria

Recipient Name/ID	<input type="text"/>	*Recipient POC Contact Type	<ul style="list-style-type: none"><li>1 - Union</li><li>2 - Chief Executive Officer (CEO)</li><li>3 - Metropolitan Planning Organization (MPO)</li><li>4 - Equal Employment Opportunity (EEO)</li><li>5 - Disadvantaged Business Enterprises (DBE)</li></ul> <p>Hold ctrl to select multiple.</p>
*Recipient Office/Region	<ul style="list-style-type: none"><li>61000 - Office of Administrator</li><li>62000 - Office of Administration</li><li>63000 - Office of the Chief Counsel</li><li>64000 - Office of Communication and Congressional A</li><li>65000 - Office of Program Management</li></ul> <p>Hold ctrl to select multiple.</p>	*Recipient POC SAM Contact Type	<ul style="list-style-type: none"><li>1 - Accounts Payable POC</li><li>2 - Accounts Receivable POC</li><li>3 - EDI POC</li><li>4 - Electronic Business POC</li><li>5 - Electronic Business Alternate POC</li></ul> <p>Hold ctrl to select multiple.</p>

**Some key data elements:** Point of Contact Name, Title, Email Address, Telephone number, whether the recipient is the point of contact for grants, general FTA issues, or various civil rights requirements.

**Blank Fields:** If an individual did not fill in the POC form in TEAM or TrAMS (such as if they did not provide an alternate phone number, fax number or organizational website) these fields will be blank.

**Repetitive Records:** Because most organizations in TrAMS have multiple points of contact, it is common for the Recipient ID, Recipient Name, and Recipient Office/Region columns to include duplicate records.

### **IC. The TrAMS User Details Report**

**Description:** This report provides information on individuals who work for FTA and Recipients who have been given access to use TrAMS along with the TrAMS roles that the user has been assigned.

**Why use this report?** To determine whether or not an individual has been granted access to TrAMS, which FTA Office or Recipient he/she has associated with and the users' roles.

**Caveats/Notes:** Information on FTA Users' name, contact information, and title comes from the U.S. DOT active directory which is synced with TrAMS. For users who have been assigned multiple roles, all roles display in the same cell in the User Roles column (versus duplicate rows for users with multiple roles). Excel report users may need to use the "wrap text" feature to view all of a Users' TrAMS roles.

**Filter criteria:** Users can search for information associated with a specific individual or for all TrAMS users associated with a specific recipient, or whether an individual is an FTA User or Grantee User. Individuals using this report can also be filtered by FTA Office/Region, whether a User is active or inactive, or by specific User Role.



## Generate TrAMS User Details Report

Please select filters then click 'Generate Report'.

### Report Search Criteria

Recipient Name/ID <input style="width: 90%;" type="text"/> User Name <input style="width: 90%;" type="text"/> TrAMS User Type <input style="width: 90%;" type="text" value="Select a User Type"/>	Office/Region <input style="width: 90%;" type="text" value="Please Select a Cost Center"/> TrAMS User Status <input type="checkbox"/> Active <input type="checkbox"/> Inactive TrAMS User Role <input style="width: 90%;" type="text" value="Supervisor"/> <div style="font-size: x-small; margin-top: 5px;">Local Security Manager Intake Manager Pre-Award Manager Post-Award Manager</div>
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Hold ctrl to select multiple.

**Some key data elements:** First and last name, title, user roles, recipient ID (if applicable), date user account was created, date user account was certified, date user account was deactivated (if applicable).

**Blank Fields:** If a recipient's contact information was not entered in TEAM or in TrAMS the contact information fields may be blank. If a recipient has not yet been certified the Certified Date and Certified By fields will be blank (User Certification is conducted annually). For FTA Users, the Recipient ID field will be blank.

**Repetitive Records:** If a User is associated with multiple recipients and/or with multiple FTA cost centers there will be multiple roles featuring the user's name and contact information.

## II. Reports Featuring Information about Application Processing

### IIA. The Application by Status Report

**Description:** This report provides information on the status of grant and cooperative agreement applications in the FTA application review pipeline, beginning with transmission to FTA and through to execution. The report also tracks the status of closeout amendments transmitted to FTA.

**Why use this report?** To determine the status and application, who has last reviewed it, and what reviews still need to occur prior to award. To analyze the extent to which applications are in various stages of the review process.

**Caveats/Notes:** This query can be run for applications processed in FY 15 and prior, however the results will not return information about data elements that were not present in TEAM. For example, a search on applications processed in FY 15 will not return information on a the pre-award or post-award manager assigned to the application or the date that the application was transmitted to FTA or the date the Federal Award Identification Number (FAIN) wa assigned because this data was added for applications devloped in TrAMS only. (The same is true for applications processed in FY 16 up through Novemer 30, 2015 because these applications were processed in TEAM).

**Filter criteria:** Users can search for applications pertaining to a specific recipient or for all applications in an FTA region or HQ office. Users can also search for all applications assigned to a specific pre-award or post-award manager (for applications processed in TrAMS) as well as all applications that are in a particular status.

**Reports | Application By Status Report**

**Report Search Criteria**

Recipient Name/ID	<input type="text"/>	Application/Award Fiscal Year	Please Select a Year
*Recipient Region/Cost Center	Please Select a Cost Center	Application/Award Type	Please Select a Type
Federal Award ID	<input type="text"/>	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	<input type="text"/>
		FTA Post-Award Manager	<input type="text"/>

Hold ctrl to select multiple.

**Some key data elements:** Recipient name, recipient date, FAIN, pre-award and post-award manager, date transmitted, date FAIN assigned, date submitted, date sent to DOL, DOL certification date, dates that various internal concurrences were logged.

**Blank Fields:** If an action on application has not yet taken place (such as if an application has not been awarded or received various concurrences) or if an action is not required (such as an application being sent for Congressional release) the fields pertaining to these actions will blank.

**Repetitive Records:** There should be only one row per application in this report.

### III. Reports Featuring information about Discretionary Allocations and Earmarks

#### IIIA. The General Discretionary and Earmark Allocation Report

**Description:** This report provides information about the status of discretionary program allocations announced by FTA and earmarks included in Congressional appropriations.

**Why use this report?** To track the status of FTA’s discretionary allocations, including which allocations have been reserved and awarded and the amount of the allocation that has been unobligated and obligated, to date.

**Caveats/Notes:** The report reflects discretionary or earmarked programs as of the time of TrAMS deployment. Additional programs will be added pursuant to FAST implementation and if additional discretionary programs are authorized by Congress.

**Filter criteria:** Users can search for a specific allocation on the basis of its Discretionary ID or search for all allocations under a specific program or in a specific state. Users can also query based on allocation status categories.

The screenshot shows a web interface titled "Reports | Discretionary and Earmark Allocations". Under the heading "Report Search Criteria", there are several input fields and a dropdown menu. On the left, there is a text input for "Discretionary ID", a dropdown for "\*Allocation Fiscal Year" with the placeholder "Please Select a Year", and a dropdown for "Program Name" with the placeholder "Please Select a Program". On the right, there is a dropdown for "State" with the placeholder "Please Select a State", and a multi-select dropdown for "Status" with options: "Extended", "New", "Recipient Identified", "No Balance Remaining", and "Active". Below the status dropdown is the text "Hold ctrl to select multiple.". At the bottom left is a "Clear Filter" button, and at the bottom right are "Generate Report" (highlighted in green) and "Close" buttons.

**Some key data elements:** Discretionary ID, Discretionary Allocation Year, Unobligated Balance, Status

**Blank Fields:** If notes or regional comments are not populated in TEAM or TrAMS, this information will not appear in the report.

**Repetitive Records:** There should be only one row per Discretionary Allocation in this report.

#### IIIB. The Discretionary Allocation Detail Report

**Description:** This report provides information on the specific grants or cooperative agreements that contain discretionary allocations/earmarks along with the status of the application and whether the funds have been awarded. .

**Why use this report?** To track the status of FTA’s discretionary allocations, including which spciific grants or cooperative agreements the allocations are associated with and the status of these grants.

**Caveats/Notes:** The report reflects discretionary or earmarked programs as of the time of TrAMS deployment. Additional programs will be added pursuant to FAST implementation and if additional discretionary programs are authorized by Congress.

In the case of applications created in TrAMS, this report will track the specific project within an application/award the allocation is associated with. For applications created in TEAM, the report will associate the allocation with the award as a whole.

**Filter criteria:** Users can search for a specific allocation on the basis of it’s Discretionary ID or search for all allocations associated with a specific recipient, application/award, or project. Users can also query based on allocation status categories.

**Reports | Application Discretionary Allocation Details**

**Report Search Criteria**

Recipient Name/ID	<input type="text"/>	*Application/Award Fiscal Year	Please Select a Year <input type="button" value="v"/>
Recipient Region/Cost Center	Please Select a Cost Center <input type="button" value="v"/>	Application/Award Type	Please Select a Type <input type="button" value="v"/>
Federal Award ID	<input type="text"/>	Application/Award Status	In-Progress In-Progress / Returned to Grantee Transmitted / Ready for FTA Review Initial Review / Concurrence Review Complete / Ready for FAIN <small>Hold ctrl to select multiple.</small>
Project Number	<input type="text"/>	FTA Pre-Award Manager	<input type="text"/>
Discretionary ID	<input type="text"/>	FTA Post-Award Manager	<input type="text"/>

**Some key data elements:** Discretionary ID, Recipient Name, Federal Award ID, Discretionary ID, Discretionary ID amount applied, Obligation Date, Total Obligation Amount.

**Blank Fields:** If deobligations or closeouts have not occurred, this information will be blank in the report. For TEAM grants, the pre-award and post-award manager fields will be blank.

**Repetitive Records:** There will be repetitive records if a single application contains multiple discretionary allocation IDs.

## **IV. Reports Featuring Detailed Budget Information about Applications/Awards, Projects, and Budget Scopes**

### **IVA. The Project Budget Report**

**Description:** This report provides information on FTA funds awarded and disbursed for specific public transit projects funded by FTA grants and cooperative agreements, if the application was created in TrAMS.

**Why use this report?** To analyze FTA funding for specific public transportation projects (as defined by the recipient in their application for funding), which FTA grant programs are funding these projects, and the extent to which FTA funds for this projects have been disbursed to the recipient.

**Caveats/Notes:** This report is best used in searches for grants created and awarded in TrAMS because TrAMS gives applicants the ability to include multiple projects in a single application. Users can run this report for awards made in FY 15 and prior years, however the information about projects in the report will be the same as the information about the award as a whole because a grant or cooperative agreement was the equivalent of a project in TEAM.

**Filter criteria:** Users can filter for a specific award, a specific project within an award (based on the project number) or for all projects for a specific recipient or in applications/awards in a specific FTA office or region or in multiple regions, among other filter criteria.

## Reports | Application By Project-Level Budget Report

### Report Search Criteria

Recipient Name/ID	<input type="text"/>	*Application/Award Fiscal Year	<input type="text" value="Please Select a Year"/>
Recipient Region/Cost Center	<input type="text" value="Please Select a Cost Center"/>	Application/Award Type	<input type="text" value="Please Select a Type"/>
Federal Award ID	<input type="text"/>	Application/Award Status	<input type="text" value="In-Progress"/> <input type="text" value="In-Progress / Returned to Grantee"/> <input type="text" value="Transmitted / Ready for FTA Review"/> <input type="text" value="Initial Review / Concurrence"/> <input type="text" value="Review Complete / Ready for FAIN"/>
Project Number	<input type="text"/>		
Section Code	<input type="text"/>		
		FTA Pre-Award Manager	<input type="text"/>
		FTA Post-Award Manager	<input type="text"/>

Hold ctrl to select multiple.

**Some key data elements:** Recipient name, Federal Award ID, project number, project name, Section Codes, total project FTA amount, total project eligible cost, total disbursed amount.

**Blank Fields.** If certain actions on applications (such as reservation, obligation, disbursement, or deobligation) have not taken place, these fields will be blank.

**Repetitive Records:** Because applications developed in TrAMS can contain multiple projects, it may be common to see duplicate rows pertaining to the Recipient and FAIN number (one row per project). In addition, since “Super Grants” in TrAMS can contain multiple funding sources per project, it is possible to see duplicate rows per project name and project number for the same application (one row per FTA funding source).

### **IVB. The Project Scope Budget Report**

**Description:** This report provides information on FTA funds awarded and disbursed for specific public transit projects and for specific budget scopes (such as rolling stock, operating assistance, fixed guideway constructions, etc) funded by FTA grants and cooperative agreements, if the application was created in TrAMS.

**Why use this report?** To analyze FTA funding for specific public transportation projects (as defined by the recipient in their application for funding) and to understand and communicate whether FTA made payments for specific goods and services being funded by the grant, as defined by the budget scopes in the grant. If FTA funded two projects in an awarded grant and made a payment to the recipient from that grant, this report will allow FTA to understand and

communicate which project we paid for (or whether the payment went for both projects and the amount paid for each project).

Likewise, if FTA awarded a grant for rolling stock and for fixed guideway construction and made a payment to the grantee, this report will allow FTA to understand and communicate with the grantee whether the payment was for the rolling stock or for the fixed guideway construction (or for both, and the amounts for each)

**Caveats/Notes:** This report will generate results for applications in FY 16 and future fiscal years. It will not generate results for applications developed in FY 15 or prior fiscal years.

**Filter criteria:** Users can filter for a specific award, a specific project within an award (based on the project number) and by a specific Scope name and/or funding source. Users can also query for all projects for a specific recipient or in applications/awards in a specific FTA office or region or in multiple regions, among other filter criteria.

### Reports | TrAMS Generated Applications By Project-Scope-Level Budget

Note this report is only available for TrAMS generated applications.

#### Report Search Criteria

Recipient Name/ID	<input type="text"/>	Application/Award Fiscal Year	Please Select a Year <input type="button" value="v"/>
*Recipient Region/Cost Center	Please Select a Cost Center <input type="button" value="v"/>	Application/Award Type	Please Select a Type <input type="button" value="v"/>
Federal Award ID	<input type="text"/>	Application/Award Status	In-Progress In-Progress / Returned to Grantee Transmitted / Ready for FTA Review Initial Review / Concurrence Review Complete / Ready for FAIN <input type="button" value="v"/>
Project Number	<input type="text"/>		Hold ctrl to select multiple.
Section Code	<input type="text"/>	FTA Pre-Award Manager	<input type="text"/>
Scope Code/Name	<input type="text"/>	FTA Post-Award Manager	<input type="text"/>

**Some key data elements:** Recipient name, Federal Award ID, project number, project name, Section Codes, Scope Code, Scope Name, total project FTA amount, total project eligible cost, total disbursed amount.

**Blank Fields.** If certain actions on applications (such as reservation, obligation, disbursement, or deobligation) have not taken place, these fields will be blank.

**Repetitive Records:** Because a single application developed in TrAMS can contain multiple projects, multiple scopes, and multiple funding sources, it may be common to see repetitive rows pertaining to the recipient name, ID, the FAIN, project number, project name, scope name, and scope code.

**IVC. The Application Budget by ALI Report**

**Description:** This report provides information on FTA and non-FTA funds awarded for specific awards, projects, budget Scopes and budget Activity Line Items, which provide the most detailed level of data about application/award budgets.

**Why use this report?** To understand and communicate granular information about the goods and services that FTA is funding, such as the types of vehicles and categories of construction, as well as the number goods and services being funded (such as the number of vehicles)

**Caveats/Notes:** Unlike the Project Budget Report and the Project Scope Budget Report, this report does not include information about disbursements because disbursements do not occur at the Activity Line Item level in FTA’s financial systems.

**Filter criteria:** Users can filter for a specif award, a specific project within an award (based on the project number) and by a specific Scope name, Activity Line Item Name and/or funding source (indicated by the Section Code). Users can also query for all projects for a specific recipient or in applications/awards in a specific FTA office or region or in multiple regions, among other filter criteria.

### Reports | Application By Activity Line Items (ALIs) Report (Original and Amended)

**Report Search Criteria**

Recipient Name/ID	<input type="text"/>	*Application/Award Fiscal Year	<input type="text" value="Please Select a Year"/>
Recipient Region/Cost Center	<input type="text" value="Please Select a Cost Center"/>	Application/Award Type	<input type="text" value="Please Select a Type"/>
Federal Award ID	<input type="text"/>	Application/Award Status	<input type="text" value="In-Progress"/> <input type="text" value="In-Progress / Returned to Grantee"/> <input type="text" value="Transmitted / Ready for FTA Review"/> <input type="text" value="Initial Review / Concurrence"/> <input type="text" value="Review Complete / Ready for FAIN"/>
Project Number	<input type="text"/>	FTA Pre-Award Manager	<input type="text"/>
Section Code	<input type="text"/>	FTA Post-Award Manager	<input type="text"/>
Scope Code/Name	<input type="text"/>		
Activity Line Item (ALI) Name/Code	<input type="text"/>		

Hold ctrl to select multiple.



**Some key data elements:** Recipient name, Federal Award ID, project number, project name, Section Codes, Scode Code, Scope Name, Activity Line Item Name, Activity Line Item Code, Activity Line Item Quantity, Fuel Type (if applicable) total project FTA amount, total project eligible cost, total disbursed amount.

**Blank Fields.** If certain actions on applications (such as reservation, obligation, disbursement, or deobligation) have not taken place, these fields will be blank.

**Repetitive Records:** Because a single application developed in TrAMS can contain multiple projects, multiple scopes, multiple activity line items, and multiple funding sources, it will be common to see repetitive rows pertaining to the recipient name, ID, the FAIN, project number, project name, scope name, and scope code.

## **V. Reports Featuring Information used for Grant Management**

### **VA. The Application Budget Report**

**Description:** This report provides information on FTA grants and cooperative agreements pending award or awarded, the FTA program(s) funding the award, and information about disbursements that have taken place on the award.

**Why use this report?** To obtain information about obligation amounts and disbursements made to grants and cooperative agreements at the grant level (not at the project level or the project-scope level)

**Caveats/Notes:** The table currently has a column for the Section Code but not the corresponding name of the FTA funding program, therefore users not familiar with FTA Section Codes should consult the table of FTA Section Codes to understand which funding program(s) are contained in the grant. In addition, this report provides information on cumulative disbursements and the most recent disbursement date. More detailed information about specific disbursements are available in the Application Funds Status module for the award in question.

**Filter criteria:** Users can filter for awards for a specific recipient or for all awards under a funding program (using the Section Code), by the status of the application/award, or all awards assigned to an individual pre-award manager or post-award manager.

## Reports | Application By Application-Level Budget Report

### Report Search Criteria

Recipient Name/ID	<input type="text"/>	Application/Award Fiscal Year	<input type="text" value="Please Select a Year"/>
*Recipient Region/Cost Center	<input type="text" value="Please Select a Cost Center"/>	Application/Award Type	<input type="text" value="Please Select a Type"/>
Federal Award ID	<input type="text"/>	Application/Award Status	<input type="text" value="In-Progress"/> In-Progress / Returned to Grantee Transmitted / Ready for FTA Review Initial Review / Concurrence Review Complete / Ready for FAIN
Section Code	<input type="text"/>		Hold ctrl to select multiple.
		FTA Pre-Award Manager	<input type="text"/>
		FTA Post-Award Manager	<input type="text"/>

**Some key data elements:** Federal Award ID, Recipient ID, Recipient Name, total FTA award amount, total disbursement amount, total unliquidated amount, percent disbursed, last disbursement date.

**Blank Fields:** If an action on an award, such as a disbursement or a deobligation, has not taken place, the field will be blank.

**Repetitive Records:** Since grants created in TrAMS can contain funds from multiple FTA programs, there may be repetitive rows showing the FAIN, recipient ID, recipient name, and other information pertaining to the application or award.

### **VB. The FFR Detail Report**

**Description:** This report provides information on Federal Financial Reports submitted for awarded, including the submission or review status of the report and the financial information reported by the recipient.

**Why use this report?** To determine whether or not a recipient has submitted a report and whether FTA has reviewed the report as well as to analyze the extent to which the recipient is implementing the projects funded in the award, based on the information provided in the report.

**Caveats/Notes:** Users that need to review FFR narrative information as well as financial information and either mark the FFR as reviewed or return it to the recipient for updates should not use this report to accomplish these tasks. Instead, they should use the Search FFR/MPR for Review link on the Actions tab.

Users should remember that most of the financial information populated in the report is recipient-reported and not generated by TrAMS or FTA’s financial systems. The exceptions are disbursement, deobligated, and unliquidated obligation amounts, which are migrated in from FTA’s financial systems.

**Filter criteria:** Users can search for reports for a specific recipient or a specific award and can also search for all reports pertaining to recipients in a given FTA regional or HQ office. Recipients can also search by report type, reporting period, or for reports submitted in a particular date range. Due to the large volume of data contained in this query, users should use search parameters to narrow down their request to identify the information they are seeking.

### Reports | Federal Financial Report Details (FFR)

Enter one or more of the following search criteria

#### Report Search Criteria

<p>Recipient Name/ID <input style="width: 90%;" type="text"/></p> <p>Recipient Region/Cost Center <input style="width: 90%;" type="text" value="Please Select a Cost Center"/></p> <p>Application/Award Number <input style="width: 90%;" type="text"/></p> <p>Application/Award Fiscal Year <input style="width: 90%;" type="text" value="Please Select a Year"/></p> <p>Report Status <input style="width: 90%;" type="text" value="Please Select a Status"/></p> <p>*Report Period Type  <input type="checkbox"/> Quarterly  <input type="checkbox"/> Monthly  <input type="checkbox"/> Annual  <input type="checkbox"/> Initial</p> <p>Report Final  <input type="radio"/> Yes, Final Report  <input type="radio"/> No, Not Final Report</p> <p>Period From <input style="width: 80%;" type="text" value="M/d/yyyy"/></p> <p>Period To <input style="width: 80%;" type="text" value="M/d/yyyy"/></p>	<p>Application/Award Type <input style="width: 90%;" type="text" value="Please Select a Type"/></p> <p>Application/Award Status <input style="width: 90%;" type="text" value="Please Select a Status"/></p> <p>Report Period Annual  <input style="width: 90%;" type="text" value="Any"/>                  2016                  2015                  2014                  2013  <small>Hold ctrl to select multiple.</small></p> <p>Report Period Quarterly  <input style="width: 90%;" type="text" value="Any"/>                  2016 Quarter 1                  2016 Quarter 2                  2016 Quarter 3                  2016 Quarter 4  <small>Hold ctrl to select multiple.</small></p> <p>Report Period Monthly  <input style="width: 90%;" type="text" value="Any"/>                  2016 January                  2016 February                  2016 March                  2016 April  <small>Hold ctrl to select multiple.</small></p>
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**Some key data elements:** Recipient ID. Recipient Name, FAIN, latest FFR status, latest FFR submitted, financial information fields from the FFR form.

**Blank Fields:** If a recipient does not report certain information, the field will be blank.

**Repetitive Records** There should not be multiple records for each award in the report (technical glitches in earlier versions of this report showed multiple rows of FFR information for awards with amendments).

## **VC. The MPR Detail Report**

**Description:** This report provides information on Milestone Progress Reports submitted for awarded, including the submission or review status of the report and the financial information reported by the recipient.

**Why use this report?** To determine whether or not a recipient has submitted a report and whether FTA has reviewed the report as well as to analyze the extent to which the recipient is implementing the projects funded in the award, based on the information provided in the report.

**Caveats/Notes:** Users that need to review MPR narrative information and estimated and actual completion date information and either mark the MPR as reviewed or return it to the recipient for updates should not use this report to accomplish these tasks. Instead, they should use the Search FFR/MPR for Review link on the Actions tab.

**Filter criteria:** Users can search for reports for a specific recipient or a specific award and can also search for all reports pertaining to recipients in a given FTA regional or HQ office. Recipients can also search by report type, reporting period, or for reports submitted in a particular date range. Due to the large volume of data contained in this query, users should use search parameters to narrow down their request to identify the information they are seeking.

## Reports | Milestone Progress Report Details (MPR)

Enter one or more of the following search criteria

### Report Search Criteria

<p>Recipient Name/ID <input style="width: 90%;" type="text"/></p> <p>Recipient Region/Cost Center <input style="width: 90%;" type="text" value="Please Select a Cost Center"/></p> <p>Application/Award Number <input style="width: 90%;" type="text"/></p> <p>Application/Award Fiscal Year <input style="width: 90%;" type="text" value="Please Select a Year"/></p> <p>Report Status <input style="width: 90%;" type="text" value="Please Select a Status"/></p> <p>*Report Period Type  <input type="checkbox"/> Quarterly  <input type="checkbox"/> Monthly  <input type="checkbox"/> Annual  <input type="checkbox"/> Initial</p> <p>Report Final <input type="radio"/> Yes, Final Report  <input type="radio"/> No, Not Final Report</p> <p>Period From <input style="width: 80%;" type="text" value="M/d/yyyy"/></p> <p>Period To <input style="width: 80%;" type="text" value="M/d/yyyy"/></p>	<p>Application/Award Type <input style="width: 90%;" type="text" value="Please Select a Type"/></p> <p>Application/Award Status <input style="width: 90%;" type="text" value="Please Select a Status"/></p> <p>Report Period Annual  <input style="width: 90%;" type="text" value="Any"/>                  2016                  2015                  2014                  2013  <small>Hold ctrl to select multiple.</small></p> <p>Report Period Quarterly  <input style="width: 90%;" type="text" value="Any"/>                  2016 Quarter 1                  2016 Quarter 2                  2016 Quarter 3                  2016 Quarter 4  <small>Hold ctrl to select multiple.</small></p> <p>Report Period Monthly  <input style="width: 90%;" type="text" value="Any"/>                  2016 January                  2016 February                  2016 March                  2016 April  <small>Hold ctrl to select multiple.</small></p>
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**Some key data elements:** Recipient ID. Recipient Name, FAIN, latest MPR status, date of latest MPR submitted.

**Blank Fields:** If a recipient does not report certain information, the field will be blank.

**Repetitive Records** There should not be multiple records for each award in the report (technical glitches in earlier versions of this report showed multiple rows of MPR information for awards with amendments).

## VI. Reports Used for Accounting and Financial Management

### VIA. The Operating Budget Report

**Description:** This report provides information about the program allotments and sub-allotments for FTA programs for a given fiscal year (an example would be the \$154 million authorized by Congress for FY 15 under the Section 5310 Enhanced Mobility Program for urbanized areas over 200,000 and the

**Why use this report?** To identify the allotment amounts of a given FTA program in a given fiscal year as well as the amount that have been transferred in, transferred out, obligated and unobligated in these programs.

**Caveats/Notes:** This report provides financial information at a very general level and does not provide more detailed information such as the formula apportionments to individual states or urbanized areas. Understanding this table also requires detailed knowledge of FTA’s Account Classification Code and Code Structure (FTA’s account classification codes provide information the fiscal year that Congress appropriated funds, whether the funds are provided under the trust fund or general fund, and the specific FTA program and sub-program in question)

**Filter Criteria:** Users can search for operating budgets by FTA cost center, by fiscal year, or for operating budgets pertaining to a specific account classification code.

**Reports | Operating Budget Report**

**Report Search Criteria**

Operating Budget Cost Center	Please Select a Cost Center	▼	*Operating Budget Fiscal Year	Please Select a Year	▼
Funding Type	<input type="checkbox"/> Formula		Operating Budget Status	<input type="checkbox"/> Pending	
	<input type="checkbox"/> Discretionary			<input type="checkbox"/> Authorized	
ACC Funding Fiscal Year	Please Select a Year	▼	ACC Appropriation Code	<input type="text"/>	
			Section Code	<input type="text"/>	
			ACC Limitation Code	<input type="text"/>	

Clear Filter Generate Report Close

**Some key data elements:** Operating budget fiscal year, account classification code, authorized amount, obligated amount, available balance.

**Blank fields:** If an action on the operating budget has not taken place (such as a transfer in, transfer out, or obligation) the field may be blank.

**Repetitive rows:** There should be one row per operating budget and no repetitive rows.

**VIB. The Cumulative Formula Apportionment Report**

**Description:** This report provides information about the formula apportionments and discretionary allocations made available for specific states and urbanized areas

**Why use this report?** To identify the formula amounts apportioned to specific states and urbanized areas under various FTA programs along with the amounts that have been obligated and remain available and the lapse year of the funding.

**Caveats/Notes:** Understanding this table also requires detailed knowledge of FTA's Urbanized Area Codes, and account classification codes and code structure. (FTA's account classification codes provide information the fiscal year that Congress appropriated funds, whether the funds are provided under the trust fund or general fund, and the specific FTA program and sub-program in question)

**Filter Criteria:** Users can search for operating budgets by fiscal year, UZA code or UZA name, and account classification code information.

The screenshot shows a web interface titled "TrAMS Report | Apportionment Details". Below the title is a section labeled "Report Search Criteria". This section contains several input fields: "Funding Fiscal Year" (a dropdown menu with the text "Please Select a Year"), "UZA Code/Name" (a text input field), "Appropriation Code" (a text input field), "Section Code" (a text input field), "Limitation Code" (a text input field), and "Lapse Year" (a text input field). At the bottom of the form, there are three buttons: "Clear Filter" (a light grey button), "Generate Report" (a green button), and "Close" (a light grey button).

**Some key data elements:** Urbanized Area Code, Urbanized Area/State name, account classification code, apportionment initial amount, apportionment obligations, apportionment available.

**Blank fields:** If an action on the operating budget has not taken place (such as a transfer in, transfer out, or obligation) the field may be blank.

**Repetitive rows:** Depending on the query run (such as a query for apportionments under multiple programs) there may be repetitive information for Urbanized Area code, name, and population. UZA names may also be repetitive for UZAs that span multiple states.

**VIC. The Obligations by Fund Source (OBL2) Report**

**Description:** This report provides detailed information on FTA formula apportionments and discretionary allocations along with the specific grants in which these funds have been reserved and awarded. For grants created in TrAMS, this report also provides information about the specific budget scopes (i.e for bus rolling stock, operating assistance, bus facility construction, etc) where funds are contained

**Why use this report:** To obtain detailed information that tracks funding appropriated by Congress under various programs and for various fiscal years into specific awards, projects, and categories of goods and services.

**Notes/Caveats:** This report requires users to understand how applications are structured in TrAMS as well as information on FTA’s account classification codes and code structure. This table does not include information on FTA funds disbursed from grants. Information on the scope code and scope name will not populate for grants that were created in TEAM and amended in TrAMS.

**Filter Criteria:** Users can filter by a wide range of criteria (see screen shot below).

### Reports | Obligations By Funding Source Excel Report

**Report Search Criteria**

<p>Recipient Name/ID <input type="text"/></p> <p>Recipient Region/Cost Center <input type="text" value="Please Select a Cost Center"/></p> <p>Federal Award ID <input type="text"/></p> <p>Project Number <input type="text"/></p> <p>Scope Code/Name <input type="text"/></p> <p>Funding Cost Center <input type="text" value="61000 - Office of Administrator"/></p> <p style="font-size: small;">62000 - Office of Administration 63000 - Office of the Chief Counsel 64000 - Office of Communication and Congressional A 65000 - Office of Program Management</p> <p style="font-size: x-small;">Hold ctrl to select multiple.</p> <p>Funding UZA Code <input type="text"/></p>	<p>*Obligation Fiscal Year <input type="text" value="Please Select a Year"/></p> <p>Application/Award Fiscal Year <input type="text" value="Please Select a Year"/></p> <p>Application/Award Type <input type="text" value="Please Select a Type"/></p> <p>Application/Award Status <input type="text" value="In-Progress"/></p> <p style="font-size: x-small;">In-Progress / Returned to Grantee Transmitted / Ready for FTA Review Initial Review / Concurrence Review Complete / Ready for FAIN</p> <p style="font-size: x-small;">Hold ctrl to select multiple.</p> <p>ACC Funding Fiscal Year <input type="text" value="Please Select a Year"/></p> <p>ACC Appropriation Code <input type="text"/></p> <p>ACC Section Code <input type="text"/></p> <p>ACC Limitation Code <input type="text"/></p> <p>ACC Type Authority <input type="text" value="Please Select an Authorization Type"/></p>
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**Some key data elements:** Recipient ID, Recipient Name, FAIN, project number, Account Classification Code information, po number, scope name, scope code, funding UZA code, funds reserved, funds obligated.

**Blank fields:** If an action on the operating budget has not taken place (such as a transfer in, transfer out, or obligation) the field may be blank. PO number, scope code, and scope name fields will be blank for grants and cooperative agreements created in TEAM.

**Repetitive rows:** Since a single grant created in TrAMS can contain funds awarded in multiple funding fiscal years and also contain funds for multiple projects, multiple scopes, and, in some cases, multiple FTA funding sources, it will be common to have repetitive rows where the recipient name, recipient ID, FAIN and other information.

### **VIC. The Deobligation by Funding report**

**Description:** This report contains information about FTA funds deobligated from grants and cooperative agreements as well as accounting information pertaining to these grants.

**Why use this report?** To identify funds that have been deobligated from FTA awards as well as the FTA program, funding fiscal year, and other information about the funds that have been deobligated. For grants and cooperative agreements created in TrAMS, this report will also track partial deobligations on an award to the project(s) and budget scope(s) for which funds were deobligated.

**Caveats/Notes.** This report requires users to understand how applications are structured in TrAMS as well as information on FTA's account classification codes and code structure. This table does not include information on FTA funds disbursed from grants. Information on the scope code and scope name will not populate for grants that were created in TEAM and amended in TrAMS. Deobligation information about individual grants also appears in the Application Funds Status screen for the application in question.

**Filter Criteria:** Users can filter by a wide range of criteria (see screen shot below).

## Reports | Deobligation By Funding Excel Report

### Report Search Criteria

Recipient Name/ID	<input type="text"/>	*Deobligation Fiscal Year	<input type="text" value="Please Select a Year"/>
Recipient Region/Cost Center	<input type="text" value="Please Select a Cost Center"/>	Application/Award Fiscal Year	<input type="text" value="Please Select a Year"/>
Federal Award ID	<input type="text"/>	Application/Award Type	<input type="text" value="Please Select a Type"/>
Project Number	<input type="text"/>	Application/Award Status	<input type="text" value="In-Progress"/>
Scope Code/Name	<input type="text"/>		<input type="text" value="In-Progress / Returned to Grantee"/>
Funding Cost Center	<input type="text" value="61000 - Office of Administrator"/>		<input type="text" value="Transmitted / Ready for FTA Review"/>
	<input type="text" value="62000 - Office of Administration"/>		<input type="text" value="Initial Review / Concurrence"/>
	<input type="text" value="63000 - Office of the Chief Counsel"/>		<input type="text" value="Review Complete / Ready for FAIN"/>
	<input type="text" value="64000 - Office of Communication and Congressional A"/>		
	<input type="text" value="65000 - Office of Program Management"/>		
	<small>Hold ctrl to select multiple.</small>	ACC Appropriation Code	<input type="text"/>
Funding UZA Code	<input type="text"/>	ACC Section Code	<input type="text"/>
		ACC Limitation Code	<input type="text"/>
		ACC Type Authority	<input type="text" value="Please Select an Authorization Type"/>

**Some key data elements:** Recipient ID, Recipient Name, FAIN, project number, Account Classification Code information, po number, scope name, scope code, funding UZA code, deobligation date, deobligation amount.

**Blank fields:** If an action on the operating budget has not taken place the field may be blank. PO number, scope code, and scope name fields will be blank for grants and cooperative agreements created in TEAM.

**Repetitive rows:** Since a single grant created in TrAMS can contain deobligations from funds awarded in multiple funding fiscal years and also contain funds for multiple projects, multiple scopes, and, in some cases, multiple FTA funding sources, it will be common to have repetitive rows where the recipient name, recipient ID, FAIN and other information

## VII. Static Reports

### VIIA. The TrAMS Static Reports

**Description:** The TrAMS Static report series provides information a daily snapshot of information that is stored in the reports that are available in the Actions tab. Data is cumulative, beginning with the first day of the Federal fiscal year in question and ending on the

day prior to the date the static report was generated. (For example, a static report generated on April 30, 2018 will have data beginning with October 1 2017 through April 29, 2018).

**Why use this report?** To identify a snapshot in time of transactions and other information that occurred in the past. (For example if an individual logs onto TrAMS in September 30 2016 and needs to identify the status of applications on June 30, 2016, they should use the TrAMS static reports).

**Finding Static Reports:** The static reports are located under the **Records tab**. There is one link for each TrAMS report. The user identifies the report they are interested in using and the month and day associated with the information that they need.

The screenshot shows the TrAMS interface with the following elements:

- Navigation Bar:** Records (selected), Reports, Actions. User: David Schnei.
- Breadcrumbs:** Records / Static Reports
- Section Header:** FY 2016 (with a 'Follow' button)
- Report List:**

Report Name	Month	Date
Application Budget by ALI Report	01. October	11/1/2015 Discretionary Allocation...
Application Budget Report	02. November	11/10/2015 Discretionary Allocatio...
Application by Status Report	03. December	11/11/2015 Discretionary Allocatio...
Cumulative Formula Apportionme...	04. January	11/12/2015 Discretionary Allocatio...
Deobligation by Funding Report	05. February	11/13/2015 Discretionary Allocatio...
Discretionary Allocation Detail Re...	06. March	11/14/2015 Discretionary Allocatio...
Discretionary and Earmark Allocat...	07. April	11/15/2015 Discretionary Allocatio...
FFR Detail Report	08. May	11/16/2015 Discretionary Allocatio...
FYOBL2 Report	09. June	11/17/2015 Discretionary Allocatio...
MPR Detail Report	10. July	11/18/2015 Discretionary Allocatio...
OPERBUD Report	11. August	11/19/2015 Discretionary Allocatio...
Project Budget Report	12. September	11/2/2015 Discretionary Allocation...
Project Scope Budget Report		11/20/2015 Discretionary Allocatio...
Recipient Detail Report		11/21/2015 Discretionary Allocatio...
Recipient Funding Summary Report		11/22/2015 Discretionary Allocatio...
Recipient POC Detail Report		11/23/2015 Discretionary Allocatio...
TrAMS User Detail Report		11/24/2015 Discretionary Allocatio...

**VIIB. TEAM Static Reports**

**Description:** The TEAM Static report series provides information on FTA grants, cooperative agreements, and procurements managed in TEAM from FY 2006 through the first quarter of FY 2015. Additional historical static report information is available in the TEAM archives (Contact FTA’s Office of Information Technology for guidance on how to access this information).

**Why use this report?** To identify information on FTA and our recipients' management of grants, cooperative agreements, and procurements in TEAM.

**Finding Static Reports:** The static reports are located under the **Records tab**. There is one link for each TrAMS report. The user identifies the report they are interested in using and the month and day associated with the information that they need. Note that the TEAM static reports display using the names and format that was used in TEAM.

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Records / Static Reports

## FY 2015 Archive Follow

2011_Qtr_closeout	01oct	05-01-15cfyobl1.xls
active_grantees	02nov	05-02-15cfyobl1.xls
active_projects	03dec	05-03-15cfyobl1.xls
adaobl	04jan	05-04-15cfyobl1.xls
Audit Log Files	05feb	05-05-15cfyobl1.xls
cfydeobs	06mar	05-06-15cfyobl1.xls
cfyfap	07apr	05-07-15cfyobl1.xls
cfyfap2	08may	05-08-15cfyobl1.xls
cfyobl1	09jun	05-09-15cfyobl1.xls
cfyobl2	10jul	05-10-15cfyobl1.xls
cfyobl2_tpl	11aug	05-11-15cfyobl1.xls
closed_grants	12sep	05-12-15cfyobl1.xls
closeoutcandidates		05-13-15cfyobl1.xls
CMS		05-14-15cfyobl1.xls
Comprehensive		05-15-15cfyobl1.xls
cumfap		05-16-15cfyobl1.xls
cumfap2		05-17-15cfyobl1.xls

[o/records/type/W97CqA/item/i8BAforeDofzH8B\\_eI3OB...](o/records/type/W97CqA/item/i8BAforeDofzH8B_eI3OB...)