

# TRAMS TIP SHEET

## ACTIVITY LINE ITEM CUSTOM NAME DISPLAY CHANGES

**Effective Date: June 21, 2018**

FTA deployed an upgrade to TrAMS to correctly display the custom Activity Line Item (ALI) names throughout the TrAMS system. Previously, the custom ALI name was only visible in the budget details section of the system; it did not display in view prints. This upgrade should help applicants more easily identify its previously customized ALI names.

The following FAQ explain the custom ALI name, where it appears, and how it can be used.

### **Q1. What is the custom ALI name?**

**A:** The custom ALI name is a field in the TrAMS budget details module that allows applicants to provide more specific information about the purpose of an activity line item. The ALI Standard ALI Name is pre-populated in the Custom ALI Name field. See screen shot below:

**Line Item Scope: 123-00 RAIL - STATION/STOPS/TERMINALS**

**Line Item #**  
12.34.02

**Standard Line Item Name**  
Rehab/renov - Rail Station

**Custom Line Item Name**

**Activity Type**

Applicants may choose to edit the custom ALI name. See example below:

**Line Item Scope: 123-00 RAIL - STATION/STOPS/TERMINALS**

**Line Item #**  
12.34.02

**Standard Line Item Name**  
Rehab/renov - Rail Station

**Custom Line Item Name**

**Activity Type**  
Rehab/renovate

### **Q2. Why might applicants create a custom ALI name?**

**A:** Applicants might consider using custom names when a scope code includes multiple ALIs with the same ALI code. For example, an application project includes multiple bus purchase ALIs or multiple station renovation ALIs. In this instance, the applicant may customize the ALI name to help distinguish each activity. This might be by the location of the work being performed, the nature of the work, the subrecipient that will carry out the work, or other information that delineates the scope of work of the ALI. (Applicants can continue to use the extended budget description narrative to provide this and additional information).

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### **Q3. Are custom ALI names required?**

**A:** No. Recipients can continue to use the standard ALI name and provide additional details in the ALI's extended budget description narrative field, as necessary.

### **Q4. Does the custom name field have any character limits?**

**A:** There is a 500 character limit for the custom name, however we encourage applicants to create shorter custom names using a few words or a brief sentence.

### **Q5. Where does the custom ALI name display?**

**A:** The custom ALI name will now display in all of the places in TrAMS where the standard ALI name displays. This includes:

- The new application Activity Line Item details screen.
- The budget revision Activity Line Item details screen
- The amendment Activity Line Item details screen
- The closeout amendment budget Reconciliation Activity Line Item Details screen
- The Activity Line Item Summary Grid for new applications, budget revisions, and amendments.
- The Project Environmental Review summary screen
- The View-Print Application document
- The current budget change log
- The view/print budget change history
- The Milestone Progress Report (MPR) input form for cyclical and final MPRs
- The view/print of the MPR for cyclical and final MPRs
- The project validation error message for projects whose Activity Line Items are missing information.
- The Application Budget by ALI report.
- The MPR details report

### **Q6. I see ALI numbers but I don't see the custom ALI name. Why not?**

**A:** In some portions of TrAMS, the system displays the ALI code and financial information but does not display the standard or custom name of the ALI. If the standard ALI name was not displayed prior to the 6/21/18 deployment the custom ALI name is not displayed either.

### **Q7. If I had created a custom ALI name prior to the effective date (June 21, 2018), will my custom name appear in all of the places where the standard ALI name appears?**

**A:** Yes, the custom ALI name display update is retroactive and will cover ALI names customized before and after the deployment. If you start to see ALI names that are not familiar in your application or award it is likely because a custom name was provided when the application was created.

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### Q8. Does TrAMS display both the standard name and the custom name?

**A:** Yes, in some portions of the system, such as the budget details screen and the view print both the standard name and the custom name are displayed. In the view/print the ALI custom name is displayed in the header and the standard name is displayed next to the ALI number and ALI activity name and ALI quantity in the grid below.

Project Budget Activity Line Items				
Budget Activity Line Item: 12.34.02 - REHAB/RENOV - 14TH STREET SUBWAY STATION				
Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
RAIL - STATION/STOPS/TERMINALS (123-00)	12.34.02	REHAB/RENOV - RAIL STATION	REHAB/RENOVATE	1

### Q9. Can I create a custom ALI number or custom scope name?

**A:** No. TrAMS users cannot alter the six digit ALI code or the scope name (i.e. "rail—station/stops/terminals) both of which are pre-populated by the system

### Q10: Can I customize ALI names on active awards via a budget revision or an amendment?

**A:** Yes, recipients can customize ALI names as part of a budget revision or amendment. Recipients who are interested in creating a budget revision for the sole purpose of creating custom ALI names should reach out to their FTA regional or HQ office to discuss further before proceeding.

Please refrain from creating a custom ALI name as part of closeout budget reconciliation as the closeout details should refer to the ALI name in the grant over the life of the award.

### Q11: Can I customize an ALI name as part of submitting my Milestone Progress Report?

**A:** No. TrAMS does not allow recipients to change ALI names, quantities, or extended budget descriptions as part of MPR submission.

### Q12: Can I revert an ALI name back to the standard ALI name?

**A:** Yes, applicants can revert a name back to the standard name while an application is in progress or in-progress/returned to the recipient as well as in the course of developing a budget revision or amendment. It no longer auto populates, so it must be entered.

### Q13: Where can I find a list of all ALIs, their codes, and their standard names?

**A:** FTA has published an ALI tree on the TrAMS portion of its public website at [FTA TrAMS Page Current ALI Tree](#).