

Year End Close (YEC) Critical Dates & Information FY 2019

TRAMS WILL CLOSE: SEPTEMBER 24, 2019 at 8:00 pm (EST)

KEY REMINDERS

1. New Awards and Amendments must be obligated/awarded prior to TrAMS close
2. Budget Revisions must be approved and all financial transactions completed prior to TrAMS close (including scope transfers for TrAMS grants and FPC transfers for TEAM grants)
3. All new awards, amendments and budget revisions must be in an “Active” status to continue making drawdowns in ECHO**

ECHO DRAWDOWNS

ECHO Closes:	September 25, 2019 at 2:00 pm (EST) (no drawdowns)
ECHO reopens:	October 4, 2019 at 2:00 pm (EST)

AVAILABLE FUNCTIONS DURING YEC

- Recipients can complete initial FFRs and execute new awards after TrAMS closes during YEC. **
- Create Application
- Create Projects
- Submit Reports (FFR, MPR, DBE)
- Submit Civil Rights Reports
- Add Documents to Recipient Profile or Applications
- Update Recipient Profile Information
- Add/Update users to the system

FUNCTIONS NOT AVAILABLE DURING YEC

- Add Project Scope Codes and ALIs
- Initiate a Closeout
- Initiate a Budget Revision
- Initiate an Amendment
- Initiate Administrative Amendments
- Any financial transactions

REPORTING

1. FFR & MPRs 4th Quarter (July 1st thru September 30th for 2019)
2. Annual Reporting (October 1, 2018 – September 30, 2019).
3. Transportation Enhancements Reporting—Attach/Paperclip report in TrAMS
 - Add information to your 4th Quarter MPR
 - File as directed by your Regional Office

RECOMMENDED HOUSEKEEPING

1. Review your SAM status
2. Review your Users in TrAMS (deactivate and correct role assignments)
3. Review your Recipient Profile Information
 - a. Review your Point of Contact Information and Union Contact Information
 - b. Review your Congressional Districts
 - c. Review Civil Rights Information status dates
 - d. Review your portfolio of awards

**** Awards executed after shutdown; note that funds may not be available for drawdown through ECHO.**