FTA

FEDERAL TRANSIT ADMINISTRATION

Closeouts in TrAMS

External Session
August 7-8, 2019

U.S. Department of Transportation
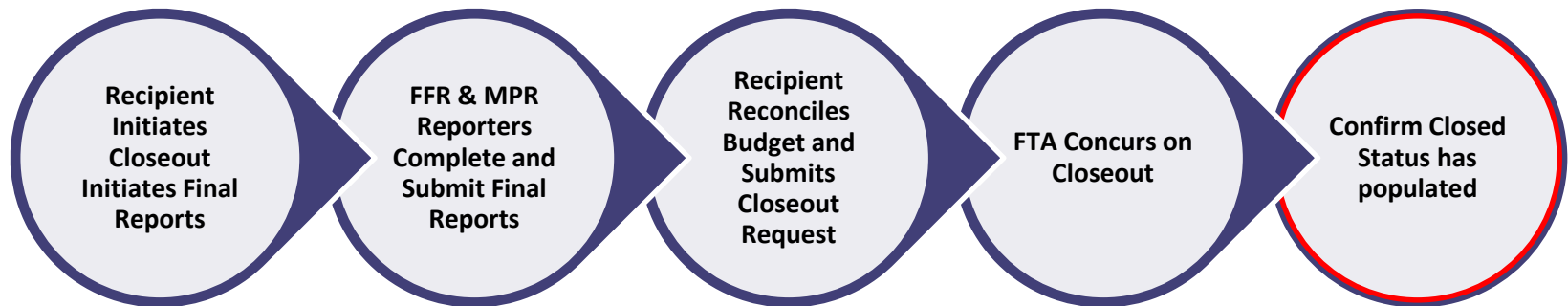**Federal Transit Administration**

Session Agenda

1. General Overview
   a) User Roles & Workflow
   b) Things to Remember
2. TrAMS Demo and Steps
   a) Create Closeout
   b) Complete Final Milestone Progress Report (MPR)
   c) Complete Final Federal Financial Report (FFR)

User Roles

- Developer or Submitter User Roles can create, develop, and validate and transmit a Closeout Request.

- Only the FFR Reporter Role can submit the Final FFR.

- Only the MPR Reporter Role can submit the Final MPR.

Closeout Workflow

Recipient Initiates Closeout Initiates Final Reports

→

FFR & MPR Reporters Complete and Submit Final Reports

→

Recipient Reconciles Budget and Submits Closeout Request

→

FTA Concurs on Closeout

→

Confirm Closed Status has populated

What can you do during a Closeout?

- Update the Application Executive Summary

- Update the Period of Performance End Date

- Update the Project Level Narratives

- Update Budget Amounts, Quantity, and ALI Extended Descriptions narratives

- Update Environmental Narrative

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Things to Remember

- ➢ Does your closeout require additional documentation?
- ➢ Are there special conditions to be addressed or closed?
- ➢ Have you updated the executive summary to explain any changes?
- ➢ If you have pending reports, complete all reports before initiating the closeout

- ➢ Have you updated the project narrative and ALIs if they were modified during the budget reconciliation?
- ➢ The pending milestones only identify those that passed during the period from the last report to the closeout create date.

Note: If there are unobligated funds left on the award at closeout and you want to draw them down, do that prior to initiating closeout amendment. Wait 3-5 days after a payment request before moving forward with the closeout amendment. This allows the payment time to clear.

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Review Award Fund Status

Review Balances:
Locate your application
Click on application Related Actions
Find menu option "Award Fund Status

PA-16-X037-00 | Section 5310 Elderly & Di

Summary   Points of Contact   Application Control Totals   Application Projects

⚡ **Application Documents**
Manage Application Documents

⚡ **Application Details**
Edit/View Application Details

⚡ **View-Print Application**
Generate View/Print for Application

⚡ **Execution & Award Summary**
View Execution Summary and Award Agreement

⚡ **Create Budget Revision**
Initiate Budget Revision for Award

⚡ **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

⚡ **Application Review Comments**
View and Manage Application / Award Review Comments
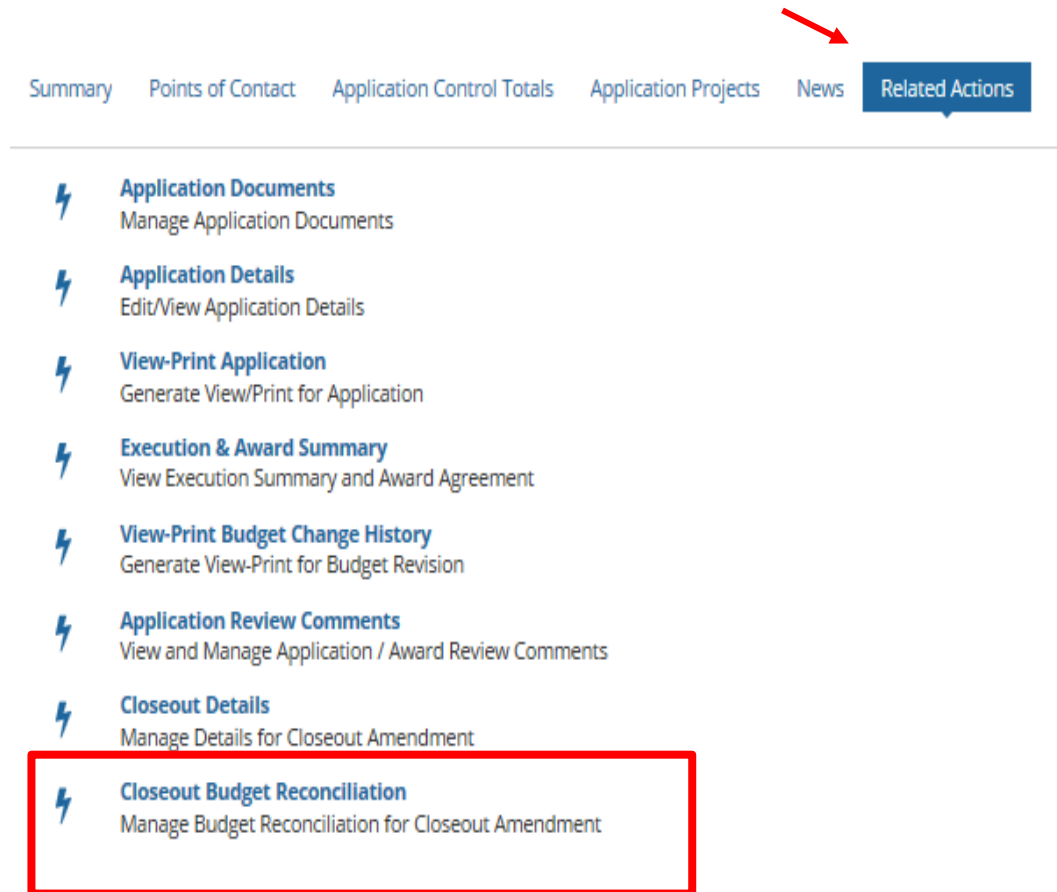
⚡ **Award Funds Status**
View Award Funds Status - Obligations, Deobligations, Refunds and Disbursem

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PA-16-X037-00 | Section 5310 Elderly & Disabled

Recipient Details

Recipient ID
1429

Recipient Name
Transportation, Pennsylvania Department Of

Award Details

FAIN
PA-16-X037-00

Temp App Number
PA-16-X037-00

Award Name
Section 5310 Elderly & Disabled

Award Status
Active (Executed)

Award Funding Summary

PO Number	Funding Source	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance
PA-16-X037	49 USC 5310 - Elderly and Individuals with Disabilities (FY2012 and Prior)	$6,035,838.00	$0.00	$5,783,090.00	$0.00	$252,748.00

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F E D E R A L   T R A N S I T   A D M I N I S T R A T I O N

Migrated TEAM grants, or TrAMS grants created before May 2017 will not have all the questions you see today on an Active award. Those questions will populate on the closeout amendment. Most will be greyed out on the application details page.

Application Financial Information

Is this application using pre-award authority?	◉ Yes, this application is using Pre-Award authority.
	○ No, this application is not using Pre-Award authority.
Does this application include suballocation funds?	○ Yes, my organization is a Designated Recipient.
	○ Yes, my organization is the Direct Recipient of suballocated funds (from a Designated Recipient).
	○ No, my organization is a Direct Recipient; funds were directly allocated to my organization.
Will indirect costs be applied to this application?	○ Yes, indirect costs WILL be applied t...
	○ Yes, the de minimus indirect cost ra...
	○ No, indirect costs WILL NOT be appli...
Does your organization have delinquent Federal debt?	○ Yes, my organization has delinquent...
	◉ No, my organization does not have d...
Does your State require E.O. 12372 review?	○ Yes, our state requires E.O. 12372 re...
	○ No, our state does not require E.O. 1...

Application Financial Information

Is this application using pre-award authority?	○ Yes, this application is using Pre-Award authority.
	◉ No, this application is not using Pre-Award authority.
Does your organization have delinquent Federal debt?	○ Yes, my organization has delinquent Federal debt.
	◉ No, my organization does not have delinquent Federal debt.
Does your State require E.O. 12372 review?	◉ Yes, our state requires E.O. 12372 review.
	○ No, our state does not require E.O. 12372 review.
Please Provide State Application ID	
Please Provide Date Submitted for State Review	mm/dd/yyyy

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Period of performance end date

- To update the end date while in the Closeout Amendment, use the Related Actions tab and select Application Details from the menu.

- Include notations in the Executive Summary, if the end date is updated (and anything else you might adjust as part of the amendment).

Validations: The end date must be earlier or equal to the date you created the closeout

Does this application include funds for research and/or development activities?
  ○ Yes, this application includes funds for research and/or development activities.
  ○ No, this application does not include funds for research and/or development activities.

Period of Performance Start Date 9/25/2009

* Period of Performance End Date 12/30/2012
Select the date for which all award activities will be completed

* Period of Performance End Date 12/30/2020

Select the date for which all award activities will be completed

The end date must be less than or equal to the close out creation date: 7/25/2019

Create Closeout Amendment
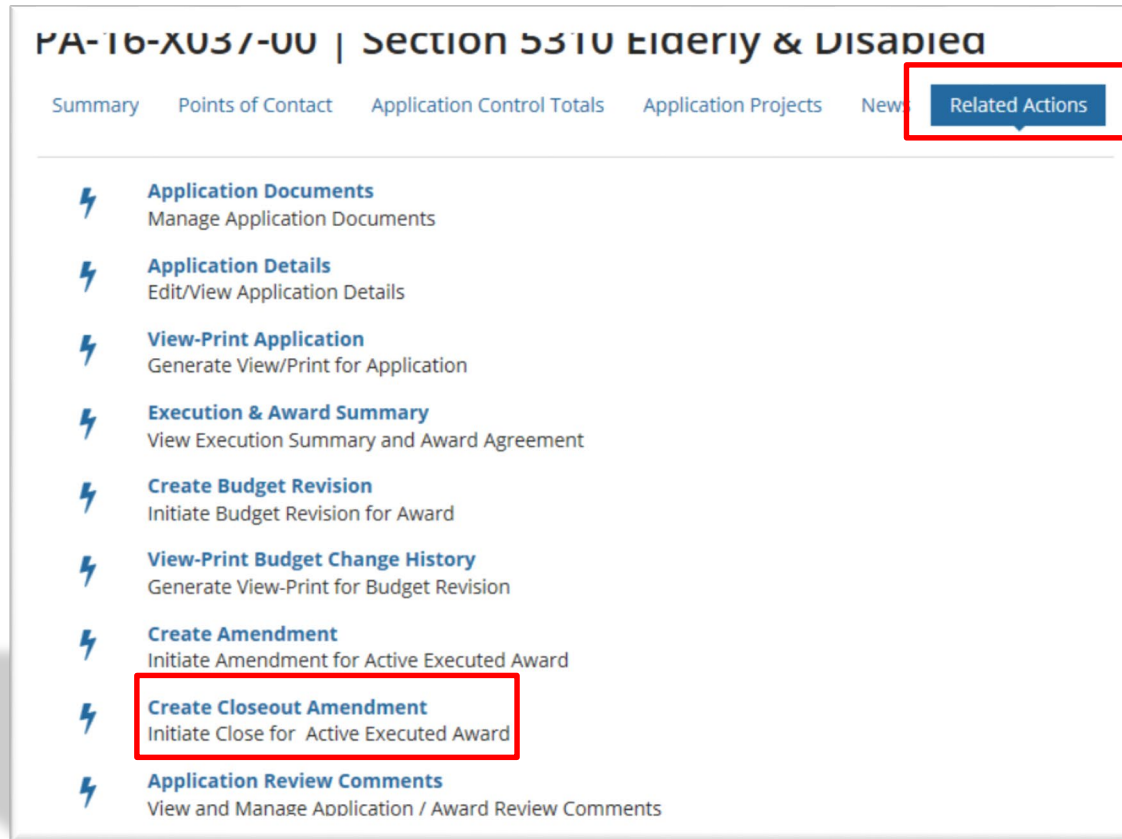
- Note: Only the Submitter or Developer role will be able to access this related action. Ensure that the record has an application status of 'Active (Executed)'.

Unliquidated Balance Warning

PA-16-X037-00 | Section 5310 Elderly & Disabled

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

Closeout Amendment | Unliquidated Balance Warning

Recipient Details

Recipient ID
1429

Recipient Name
PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

Award Information

Award Number
PA-16-X037-00

Award Name
Section 5310 Elderly & Disabled

Award Status
Active (Executed)

Executed Date
May 16, 2012

Award Funds Status

Unliquidated Balance

This Application/Award has unliquidated funds of $252,748. 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
PA-16-X037	PA-16-X037-00	2011.25.16.00.2 / 00	$6,035,838	$0	$5,783,090	$0	$252,748

CONTINUE WITH CLOSEOUT REQUEST   CANCEL CLOSEOUT REQUEST

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Create Closeout

The below message will populate, select the blue hyperlink and the summary page will display.

Amendment | Closeout Created

✅ Success!

A new closeout amendment for Federal Award ID Number PA-16-X037-01 has been created.

Click the link below to view the new closeout amendment.

PA-16-X037-01 | Section 5310 Elderly & Disabled

| In-Progress | Initial Review / Concurrence | Final Concurrence | Obligation | Executed | Active | Closed |

Recipient Details

Recipient ID
1429

Recipient Name
Transportation, Pennsylvania Department Of

Award Status Information

Award Number
PA-16-X037-01

Award Date
N/A

Award Name
Section 5310 Elderly & Disabled

Executed Date
May 16, 2012

Award Status
Active Award / Ready for Closeout

Last Disbursement Date
Jan 02, 2015

Period of Performance Start Date
3/22/2012

Period of Performance End Date
4/30/2015

Close Out Details

Close Out Created Date
Jul 31, 2019

Close Out Created By
Johnita Glover

Last Updated Date
Jul 31, 2019

Last Updated By
Johnita Glover

Close Out Status

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

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
☐ Failure by the grantee to make reasonable progress to complete approved grant activities
☐ Continuation of the project would not produce results commensurate with further expenditure of funds
☐ Grantee failed to comply with the terms or conditions of the Grant Agreement or other Federal requirements

CLOSE

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Complete Required Closeout Tasks

Assigned to Me ›
Sent by Me
Starred ⭐
Search My TrAMS Tasks

STATUS
  Open ✖

✓   ➔ TrAMS G1429 MPR Reporter
Complete Final MPR | PA-16-X037-01 | 1429
47 minutes ago ☆

✓   ➔ TrAMS G1429 FFR Reporter
Complete Final FFR | PA-16-X037-01 | 1429
47 minutes ago ☆

Demo in TrAMS
Create Closeout

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Final MPR - Basic Steps

You must accept this task before completing it   ⬇ ACCEPT   ⊙ GO BACK

Milestone Progress Report (MPR) | Summary

Recipient Details
Recipient ID
1369

Recipient Name
Massachusetts Bay Transportation Authority

∨ **Award Summary**
Federal Award ID Number (FAIN)

Award Name

1. Completed by the MPR Reporter.

2. Enter Overview Remarks.

3. All pending milestones must be updated to pass validation.

4. All milestones should be updated with an actual date.

5. Add new milestones as needed.

Milestones

ADD NEW MILESTONE

	Milestone Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date	Description
☐					

Update Milestones

1.   Select the box of the milestone to be updated.

	Project Number ↓	Scope Number	Scope Name	Line Item Number	Custom Line Item Name	Number of Milestones	Number of Milestones Pending
☐	PA-16-X037-01	610-00	STATE ADMINISTRATION	11.80.00	STATE OR PROGRAM ADMINISTRATION	2	0
☑	PA-16-X037-01	111-00	BUS - ROLLING STOCK	11.12.04	BUY REPLACEMENT <30 FT BUS	5	2
☐		00	BUS - ROLLING STOCK	11.12.15	BUY REPLACEMENT VAN	5	2

Line Item Details

2.   The related milestone information will populate below the grid to be updated.

☑	RFP/IFB OUT FOR BID	6/30/2012		3/29/2011	11/6/2012-PennDOTs subgrantee`s will procure vehicles using the PA Department of General Services (DGS) contract. The DGS contract was issued on March 29, 2011.
☐	CONTRACT AWARDED	8/30/2012		5/1/2011	11/6/2012-PennDOTs subgrantee`s will procure vehicles using the PA Department of General Services (DGS) contract. The DGS contract was awarded on May 1, 2011.
☐	FIRST VEHICLE DELIVERED	9/30/2012		8/31/2012	11/6/2012-The first vehicle was delivered ahead of schedule.
☐	ALL VEHICLES DELIVERED	4/30/2015	9/30/2016		
☐	CONTRACT COMPLETE	4/30/2015	9/30/2016		

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

All Milestones should have an Actual completion date.

Milestone Progress Information

Revised Estimated Completion Date

mm/dd/yyyy

Revision #

1

Actual Completion Date

03/29/2011

Include final milestone progress comments

Milestone Progress Comments

Enter details about milestone progress (e.g. date changes, etc.)

Existing Comments

Revision Number 0 Remarked by: on :
PennDOTs subgrantee`s will procure vehicles using the PA Department of General Services (DGS) contract. The DGS contract was issued on March 29, 2011.

SAVE ALL CHANGES | FINALIZE FOR CLOSEOUT | CL

MPR Overview & Submission Remarks

There are two places to enter remarks – the Overview Remarks (required field) and the Submission Remarks.

Final FFR Basic Steps

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

Update and Submit the Final FFR

ACCEPT   GO BACK

Federal Financial Report Summary

Report Type	Quarterly	**FFR Report Status**	Work in Progress
Report Period	Quarter 4 (Jul - Sep), FY 2019	**Report Due Date**	7/25/2019
Report Period Begin Date	7/1/2019	**Updated By**	N/A
Report Period End Date	7/25/2019	**Updated Date**	7/25/2019
Final Report?	● Yes, Final Report		
	○ No, Not Final Report		

The Report Period follows the same format as the MPR

Award Summary

Federal Award ID Number (FAIN)	MI-37-X040-01	**Award Name**	**FY 2007 5316 JARC
FFR Reporting Frequency Required	Quarterly	**Award Status**	Active Award / Ready for Closeout
Preaward Authority	● Yes, Preaward Authority utilized	**Obligated Date**	
	○ No, Preaward Authority not utilized		

Final financial expenditures should be consistent with the final reconciled budget.

Indirect Expense

Type	N/A	**Period From**	mm/dd/yyyy
Rate	0%	**Period To**	mm/dd/yyyy
Base	$0	**Amount Charged**	$0
		Federal Share	$0

A. Federal Cash on Hand at Beginning of Period

Previous	$0	Cumulative	$0
This Period	$0		Calculated by System

B. Federal Cash Receipts

Previous	$5,783,090	Cumulative	$5,783,090
This Period	$0		Calculated by System

C. Federal Cash Disbursements

Previous	$5,783,090	Cumulative	$5,783,090
This Period	$0		Calculated by System

D. Federal Cash on Hand at End of Period (A + B - C)

CALCULATE TOTALS   CLOSE TASK

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Final FFR- Basic Steps

Q. Total Federal Program Income Earned			$0
R. Federal Program Income Expended in accordance with the deduction alternative			$0
S. Federal Program Income Expended in accordance with the addition alternative			$0
T. Federal Program Income Expended on allowable Transit Capital and Operating expenses			$0
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			$0

1 – **21** of 21

FINALIZE FOR CLOSEOUT   **MODIFY FFR VALUES**   CLOSE TASK

⌄Federal Financial Report Summary

Report Type	Quarterly	**FFR Report Status**	Work in Progress
Report Period	Quarter 4 (Jul - Sep), FY 2019	**Report Due Date**	7/31/2019
Report Period Begin Date	7/31/2019	**Updated By**	Donna Knott Shultz
Report Period End Date	7/31/2019	**Updated Date**	7/31/2019
Final Report?	⦿ Yes, Final Report		
	◯ No, Not Final Report		

Status Log

Previous Status	New Status	Updated Date ↓	Updated By
Work in Progress	Work in Progress	7/31/2019	Donna Knott Shultz
Task Launched	Work in Progress	7/31/2019	N/A

Recipient Remarks

Submission Remarks

Closeout 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 Donna Knott Shultz

Submitted Date 7/31/2019

SUBMIT TO FTA   BACK   SAVE   CLOSE TASK

Demo in TrAMS

Final MPR & Final FFR

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Complete Budget Reconciliation

- Use Related Actions to complete the Budget Reconciliation

Budget Reconciliation

To adjust the budget activity line items: select a box and continue to modify the budget (quantity, narrative etc…)

Funding Summary

Funding Source ↑	Original Amount	Difference	Final Amount
49 USC 5310 - Elderly and Individuals with Disabilities (FY2012 and Prior)	$6,035,838.00	$0.00	$6,035,838.00

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

	Project Number	Scope Name	Custom Line Item Name	Activity Type	Award FTA Amount	Revised FTA Amount	Award Total Eligible Cost	Revised Total Eligible Cost
☐	PA-16-X037-01	111-00 BUS - ROLLING STOCK	BUY REPLACEMENT <30 FT BUS	Buy Replacement <30 Ft Bus	$5,254,135.00	$5,254,135.00	$6,638,536.00	$6,638,536.00
☐	PA-16-X037-01	111-00 BUS - ROLLING STOCK	BUY REPLACEMENT VAN	Buy Replacement Van	$781,703.00	$781,703.00	$980,539.00	$980,539.00
☐	PA-16-X037-01	610-00 STATE ADMINISTRATION	STATE OR PROGRAM ADMINISTRATION	State Or Program Administration	$0.00	$0.00	$0.00	$0.00

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Budget Reconciliation

Provide information in the "Updated" Extended Budget Description Field.

Budget Revision #1:
Twenty-one(21) additional vehicles will be added to this ALI, resulting in an increase of $312,178 of federal funding. This funding can be derived from the following changes:
Reduce 11.80.00 by $312,178.
These changes are being requested due to the need for replacement buses (gas) by service providers.

The Pennsylvania Department of Transportation (PennDOT) intends to use these funds for the purchase of ninety-six (96) replacement <30-FT gasoline fueled buses. The organizations for which buses are being purchased have shown that they need to replace vehicles due to useful service life criteria being met for age and/or mileage. The year of the vehicles to be purchased will be 2013 and all vehicles will be lift-equipped. Model will be determined at time of order.

See attached POP for details.

Updated Extended Budget Description

Budget Revision #3:
Moving $257,748 in federal funding from the Community Transit of Delaware County (CTDC) project to the Cambria County Transit Authority`s (CCTA) project. The number of the buses under the CTDC project will change from 10 to 4, and the CCTA project from 5 to 6. (See attached Revised POP)

Budget Reconciliation

TrAMS View

TEAM View

Budget Reconciliation

Milestones

Name	Original Estimated Completion Date	Revised Estimated Completion Date	Actual Completion Date ↓	Description
Start Date	7/4/2019		7/31/2019	test
End Date	7/10/2019		7/31/2019	test

SAVE LINE ITEM   CANCEL

CLOSE

Line Item | Click Close Button to Save

✅ Success!

Click Close button to save line item and return to budget activity line items form.

CLOSE

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Validate and Submit

- In the related actions tab, select validate and submit closeout.
- The FFR and MPR must be completed to proceed

Application Documents
Manage Application Documents

Application Review Comments
View and Manage Application / Award Review Comments

Validate and Submit Closeout
Validate and Submit Closeout for FTA Review

Closeout Details
Manage Details for Closeout Amendment

Closeout Budget Reconciliation
Manage Budget Reconciliation for Closeout Amendment

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FEDERAL TRANSIT ADMINISTRATION

Submit Closeout

Application | Final Budget for Closeout

Recipient Summary

Recipient ID 1429

Recipient Name PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

Award Summary

Award Number PA-16-X037-01

Award Name Section 5310 Elderly & Disabled

Award Status Active Award / Ready for Closeout

Closeout Question

* Is this budget final? ● Yes, this budget is final

○ No, this budget is not final

CLOSE   CONTINUE

Application | Award Close Out Validation Results

Recipient Summary

Recipient ID 1369

Recipient Name Massachusetts Bay Transportation Authority

Award Summary

Award Number MA-2019-024-01

Award Name Testing for RA Concurrence/ TOM 5221

Award Date

Award Status Active Award / Ready for Closeout

Critical Issues

❌ Validation Error

These items have not passed Award Closeout validations:

- The End Date must be less than or equal to the close out Creation Date: 7/31/2019

CLOSE

Closeout Details

Created Date 7/31/2019 6:27 PM GMT+00:00

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 Close out

Award Funds Status

Unliquidated This Application/Award has unliquidated funds of $252,748 This amount does not include pending disbursements requested within the past two business days. The funds shall be deobligated
Balance 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
PA-16-X037	PA-16-X037-00	65000	2011.25.16.00.2 / 00	00	$6,035,838	$0	$5,783,090	$0	$252,748

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 Johnita Glover

Submission Date 8/1/2019

CANCEL   SUBMIT TO FTA

Review closeout details and submit to FTA.

Navigate back to the Summary page to view closeout status. All tasks should say complete.

Close Out Details

Close Out Created Date
Jul 31, 2019

Close Out Created By
Johnita Glover

Last Updated Date
Aug 01, 2019

Last Updated By
Johnita Glover

Close Out Status

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

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Demo in TrAMS
Budget Reconciliation

Resources

TrAMS trainings and guidance on our public website
https://www.transit.dot.gov/funding/grantee-resources/teamtrams/trams-guidance-training

FTA.TrAMS.Help@dot.gov
(877) 561-7466 or (703) 677-9035
Business hours M-F 8:00 am - 8:00 pm (EST)
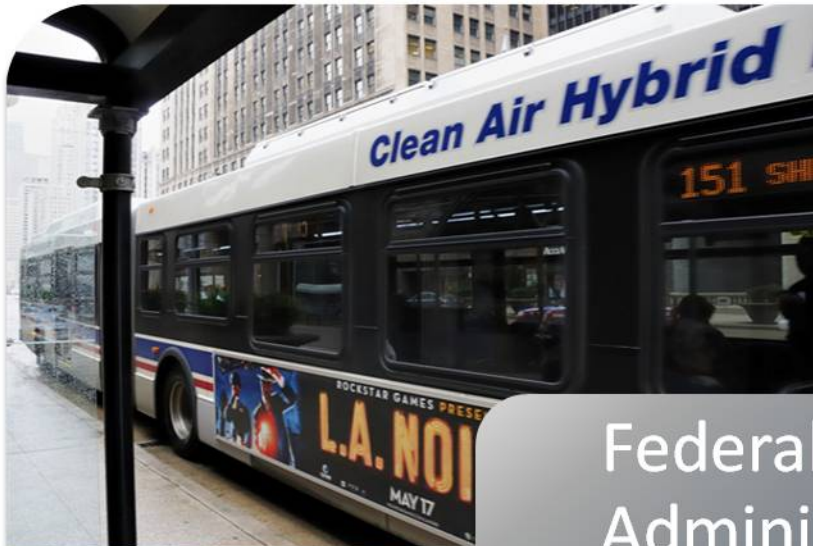
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Administration

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