Closeouts in TrAMS

External Session
August 7-8, 2019
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.
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
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.
Review Award Fund Status

Review Balances:
Locate your application
Click on application Related Actions
Find menu option “Award Fund Status”
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.
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:** 12/30/2020
  
  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

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.
Create Closeout

**Award | Close Out Amendment**

**Recipient Summary**

Recipient ID: 1429

**Award Summary**

Award Number: PA-16-X037-00

Award Date: 3/22/2012 8:35 PM GMT-00:00

**Close Out Guidance**

Guidance on Programmatic and Award Management Requirements can be found in FTA Circulars by visiting: https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/final-circulars

**Close Out Amendment Information**

- **Close Out Reasons**
  - [x] 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

Select one or more options.

Provide detailed explanation for this close out:

This Grant Close out will be recorded under the name of:

Close Out By: Johnnie Glover

Close Out Date: 7/31/2019

**Related Actions**

CREATE CLOSE OUT AMENDMENT  CANCEL
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**

**Recipient Details**
- **Recipient ID**: 1429

**Award Status Information**
- **Award Number**: PA-16-X037-01
- **Award Name**: Section 5310 Elderly & Disabled
- **Award Status**: Active Award / Ready for Closeout
- **Period of Performance Start Date**: 3/27/2012

**Close Out Details**
- **Close Out Created Date**: Jul 11, 2019
- **Close Out Created By**: Johnita Glover
- **Last Updated Date**: Jul 21, 2019
- **Last Updated By**: Johnita Glover

**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
- Completion of the project would not produce results commensurate with further expenditure of funds

**Close Out Status**
- **Close Out Completion**: INCOMPLETE
- **Budget Reconciliation**: INCOMPLETE
- **Final FFR**: INCOMPLETE
- **Final MPR**: INCOMPLETE

**Federal Transit Administration**
Complete Required Closeout Tasks

- 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
Final MPR - Basic Steps

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.
Update Milestones

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

2. The related milestone information will populate below the grid to be updated.
Update all open milestones with actual completion dates and provide final comments

All Milestones should have an Actual completion date.

Include final milestone progress comments
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

The Report Period follows the same format as the MPR

Federal Financial Report Summary
- Report Type: Quarterly
- Report Period: Quarter 4 (Jul - Sep), FY 2019
- Report Period Begin Date: 7/1/2019
- Report Period End Date: 7/25/2019
- Final Report: Yes, Final Report

FFR Report Status: Work in Progress
- Report Due Date: 7/25/2019
- Updated By: N/A
- Updated Date: 7/25/2019

Award Summary
- Federal Award ID Number (FAIN): MI-37-X040-01
- Reporting Frequency Required: Quarterly
- Preaward Authority: Yes, Preaward Authority utilized

Obligated Date
- Award Name: **FY 2007 5316 JARC
- Award Status: Active Award / Ready for Closeout

Indirect Expense
- Period From
- Period To
- Amount Charged: $0
- Federal Share: $0

A. Federal Cash on Hand at Beginning of Period
- Previous Period: $0
- This Period: $0

B. Federal Cash Receipts
- Previous Period: $5,783,000
- This Period: $0

C. Federal Cash Disbursements
- Previous Period: $5,783,000
- This Period: $0

D. Federal Cash on Hand at End of Period (A + B - C)
- Previous Period: $0
- This Period: $0

Final financial expenditures should be consistent with the final reconciled budget.
Final FFR - Basic Steps

**Federal Financial Report Summary**

- **Report Type**: Quarterly
- **Report Period**: Quarter 4 (Jul. - Sep.), FY 2019
- **Report Period Begin Date**: 7/31/2019
- **Report Period End Date**: 7/31/2019
- **Final Report**: Yes, Final Report

**Status Log**

<table>
<thead>
<tr>
<th>Previous Status</th>
<th>New Status</th>
<th>Updated Date</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work In Progress</td>
<td>Work In Progress</td>
<td>7/31/2019</td>
<td>Donna Knott Shultz</td>
</tr>
<tr>
<td>Task Launched</td>
<td>Work In Progress</td>
<td>7/31/2019</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Recipient Remarks**

Submission Remarks

Closeout remarks

When this report is submitted to FTA, the submitter and the individual(s) 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

**Buttons**

- **Submit FTA**
- **Back**
- **Save**
- **Close Task**
Demo in TrAMS

Final MPR & Final FFR
Complete Budget Reconciliation

- Use Related Actions to complete the Budget Reconciliation

- 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

- View-Print Budget Change History
  Generate View-Print for Budget Revision

- Application Review Comments
  View and Manage Application / Award Review Comments

- Closeout Details
  Manage Details for Closeout Amendment

- Closeout Budget Reconciliation
  Manage Budget Reconciliation for Closeout Amendment
# Budget Reconciliation

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

### Funding Summary

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Original Amount</th>
<th>Difference</th>
<th>Final Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>49 USC 5310 - Elderly and Individuals with Disabilities (FY2012 and Prior)</td>
<td>$6,035,838.00</td>
<td>$0.00</td>
<td>$6,035,838.00</td>
</tr>
</tbody>
</table>

### Existing Line Items

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Scope Name</th>
<th>Custom Line Item Name</th>
<th>Activity Type</th>
<th>Award FTA Amount</th>
<th>Revised FTA Amount</th>
<th>Award Total Eligible Cost</th>
<th>Revised Total Eligible Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA-16-X037-01</td>
<td>111:00 BUS - ROLLING STOCK</td>
<td>BUY REPLACEMENT &lt;30 FT BUS</td>
<td>Buy Replacement &lt;30 Ft Bus</td>
<td>$5,254,135.00</td>
<td>$5,254,135.00</td>
<td>$6,638,536.00</td>
<td>$6,638,536.00</td>
</tr>
<tr>
<td>PA-16-X037-01</td>
<td>111:00 BUS - ROLLING STOCK</td>
<td>BUY REPLACEMENT VAN</td>
<td>Buy Replacement Van</td>
<td>$781,703.00</td>
<td>$781,703.00</td>
<td>$980,539.00</td>
<td>$980,539.00</td>
</tr>
<tr>
<td>PA-16-X037-01</td>
<td>610:00 STATE ADMINISTRATION</td>
<td>STATE OR PROGRAM ADMINISTRATION</td>
<td>State Or Program Administration</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Budget Reconciliation

Provide information in the “Updated” Extended Budget Description Field.

Budget Revision #1:
Twenty-one (21) additional vehicles will be added to this All, resulting in an increase of $312,178 of federal funding. This funding can be derived from the following changes:
Reduce 11,800.00 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

**FTA Funding Information**

FTA Funding Source
- 5307 - Urbanized Area Formula Grant (FY 2013 and forward)

Award FTA Funding Amount
- $100

Non-FTA Funding Information

Award Local Share Amount
- $0
Award Local In-Kind Share Amount
- $0
Award State Share Amount
- $0
Award State In-Kind Share Amount
- $0
Award Other Federal Share Amount
- $0
Award Adjustment Amount
- $0
Award Transportation Development Credit
- $0
Award Total Eligible Cost
- $100

**Funding Information**

FTA Funding Source
- 49 USC 5307 - Urbanized Area Formula (FHWA, after FY 2017 fact)

Award FTA Funding Amount
- $770,000.00

Award Non-FTA Amount
- $0.00

Award Total Eligible Cost
- $770,000.00

**Milestones**

<table>
<thead>
<tr>
<th>Name</th>
<th>Original Estimated Completion Date</th>
<th>Revised Estimated Completion Date</th>
<th>Actual Completion Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Fix or Repair Design</td>
<td>8/29/2013</td>
<td>7/12/2013</td>
<td>7/12/2013</td>
<td>This milestone reflects the anticipated date when Fix or Repair Design will reach 100%</td>
</tr>
<tr>
<td>100% Signal Design</td>
<td>1/14/2013</td>
<td>6/20/2013</td>
<td>6/20/2013</td>
<td>This milestone reflects the anticipated date when signal design will reach 100%</td>
</tr>
<tr>
<td>100% Track Design</td>
<td>10/1/2012</td>
<td>3/6/2013</td>
<td>3/6/2013</td>
<td>This milestone reflects the date when track design reached 100%</td>
</tr>
<tr>
<td>100% Station &amp; Layout Design</td>
<td>8/23/2012</td>
<td>3/11/2012</td>
<td>3/11/2012</td>
<td>This milestone reflects the date when the station’s and layout facility’s design reached 100%</td>
</tr>
</tbody>
</table>
## Budget Reconciliation

### Milestones

<table>
<thead>
<tr>
<th>Name</th>
<th>Original Estimated Completion Date</th>
<th>Revised Estimated Completion Date</th>
<th>Actual Completion Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>7/6/2019</td>
<td></td>
<td>7/31/2019</td>
<td>test</td>
</tr>
<tr>
<td>End Date</td>
<td>7/10/2019</td>
<td></td>
<td>7/31/2019</td>
<td>test</td>
</tr>
</tbody>
</table>

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

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

Application | Final Budget for Closeout

Recipient Summary
Recipient ID: 1429

Award Summary
Award Number: PA-16-X037-01
Award Status: Active Award / Ready for Closeout

Closeout Question
* Is this budget final?
  - Yes, this budget is final
  - No, this budget is not final

Application | Award Close Out Validation Results

Recipient Summary
Recipient ID: 1869

Award Summary
Award Number: MA-2019-024-01
Award Date: [Date]

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
Review closeout details and submit to FTA.

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