FTA

FEDERAL TRANSIT ADMINISTRATION

Transit Award Management System (TrAMS): The Basics

Training for FTA Recipient Staff
July 12, 2017

FTA Office of Program Management
Division of Grants Management and Analysis

U.S. Department of Transportation
Federal Transit Administration

Training Objectives

- Provide an introduction to TrAMS and an orientation to how to use the system.
- Explain how to look up information and what the information means.
- Provide resources that may help you as you begin to use the system.
- Module-by-module information available on the TrAMS web page

Session at a Glance

1. Overview/Background Information
2. Accessing TrAMS, logging in, and navigating
3 . Querying and understanding Recipient Information.
4. Application/award and project information.
5. Querying information and running reports.
6. Financial Information and Codes

Breaks for Questions and Answers

Live Demonstration at the End

FTA's Public TrAMS Page

http://www.fta.dot.gov/TrAMS

Reporting Errors/Issues to the Help Desk
Help Desk: (877) 561-7466
FTA.TrAMS.Help@DOT.GOV

1. Your Name
2. Your Email/Phone Number
3. Incident Number (if you called the Helpdesk and already have one)
4. Date/Time incident occurred
5. Environment (Production vs. Training)
6. Browser and Version (Chrome vs Internet Explorer vs Firefox vs Safari vs Tablet vs Other?)

1. Brief Description of Issue (steps of what you were trying to do)
2. Screenshots of forms/error messages
3. User Type (FTA vs. Recipient)
4. Cost Center/Region
5. User Roles
6. Recipient ID (if applicable)
7. Application Number (if applicable)

Your FTA Local Security Manager

- https://www.transit.dot.gov/funding/grantee-resources/teamtrams/federal-transit-administration-local-security-managers-trams

Part I

GENERAL INFORMATION

FTA: A Grant Making Agency

FTA's FRAMEWORK FOR MISSON DELIVERY

Financial Assistance	Technical Assistance	Research, Demonstration & Innovation	Oversight
← - - - - - - - - - Policy Innovation - - - - - - - - - →			

• Metropolitan Planning
• Statewide & Non-Urban Planning
• Urbanized Area
• Rural Area
• Seniors & Individual with Disabilities
• Emergency Relief:
  • Hurricane Sandy Recovery & Resilience
• State of Good Repair
• Bus & Bus Facilities
• Low/No Emission Bus
• Capital Investment Grants
• Workforce Development
• Transit Oriented Development
• State Safety Oversight
• [FHWA - STBGP & CMAQ]
• [USDOT - TIGER]
• [USDOT – TIFIA, RRIF loans]
• [FRA – FY17 PTC grants]
	• Technical Assistance & Industry Standards
	• National Transit Institute
	• Transportation Safety Institute
	• Workforce Development & Training
	• Technical Assistance Centers
	  • Rural Technical Assistance Program
	  • National Aging & Disability Transit Center
	  • National Center for Mobility Management
	  • Transit Oriented Development Initiative
		• Research, Development, Demonstration & Deployment
		  • multiple projects underway
		• Transit Cooperative Research Program
		• Bus testing
		• Bus Component Testing
		• Small Business Innovation Research
			Safety Oversight
			  • Public Transportation Safety Program
			  • Training Certification
			  • Vehicle Standards
			  • State Safety Oversight
			  • Drug & Alcohol
			  • Transit Asset Management
			Program Oversight
			  • Planning Certification
			  • Civil Rights
			  • Triennial Reviews
			  • Procurement System Reviews
			  • Financial Management Reviews
			Project Oversight
			  • Capital Project Management Reviews
			  • Financial Capacity Review

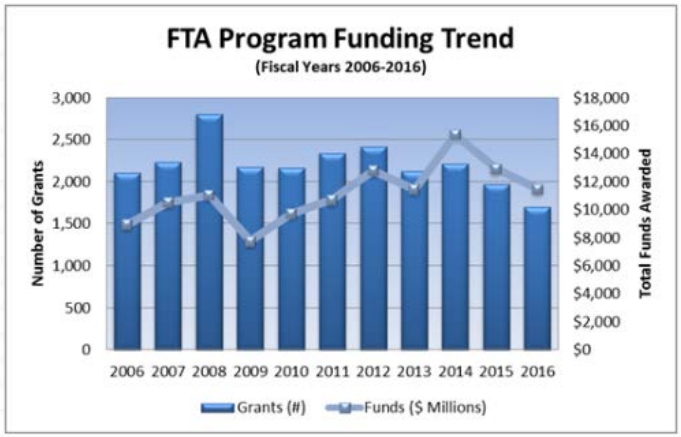
Foundation for Mission Delivery Strategic Planning ▪ Human Resources ▪ Management Planning ▪ Information Technology ▪ Acquisition ▪ Budget Formulation ▪ Accounting & Financial Management ▪ Financial Systems ▪ Communications & Congressional Affairs ▪ Legal Counsel			

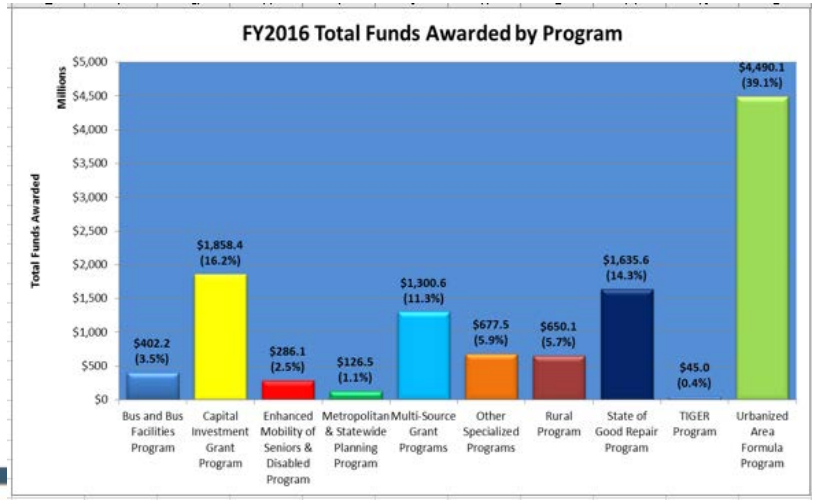
USDOT logo - Deliverables and measures in the USDOT Strategic Plan

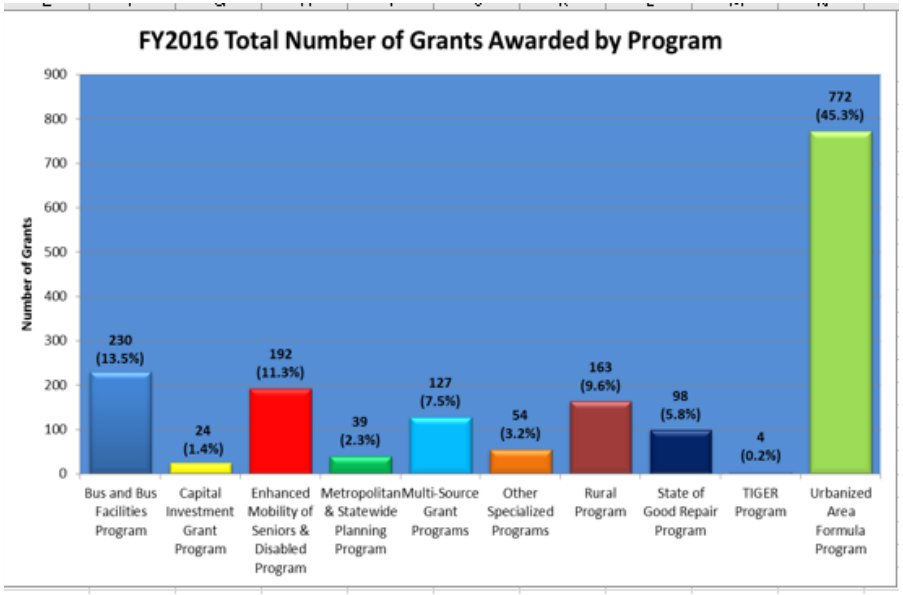
Congress and White House logos - Deliverables and measures that are statutory mandates

11

FTA A Grant Making Agency







A Brief History of Electronic Grant Making at FTA

- 1970s and 1980s. Paper grants.
- 1994—1998. Electronic Grant Making and Management (EGMM)
- 1998—2015. We go web-based with TEAM (The Transit Electronic Award Management System).
- 2016—TrAMS (The Transit Award Management System) built using a business process modeling (BPM) system

A Brief History of TrAMS

- 2010-2012: Requirements Gathering.
- 2012-2014: Design, demonstration, beta testing, redesign of FMS and ECHO
- 2015-2016: Testing
- November 30, 2015: TEAM closed
- February 16, 2016: TrAMS Deployment
- FY 2017: Operations and maintenance and system improvement.

TEAM and TrAMS

- Almost all information and attachments in TEAM as of November 30, 2015 was migrated into TrAMS.
- TrAMS uses different numbering and formats for applications and awards.
- Know when you are looking at a "TEAM" award vs. a "TrAMS" award.

TrAMS Objectives

- **Efficiency:** FTA and its grantees will be able to consolidate redundant activities and streamline grant making and grant management processes.
- **Transparency:** Stakeholders inside and outside FTA will be better able to understand how taxpayer dollars are awarded and disbursed for specific transit projects and services.
- **Integrity:** Improved internal controls will help ensure that grants are awarded and managed consistent with Federal requirements.
- **Consistency:** Data and information in TrAMS will match information found in related government IT systems.
- **Flexibility:** The new system can be modified more quickly, easily and cost-effectively to make improvements and respond to new directives.

Factors that contributed to TrAMS' design, organization, and functionality

TrAMS

Stakeholder input, testing, feedback

Appian Platform & Features

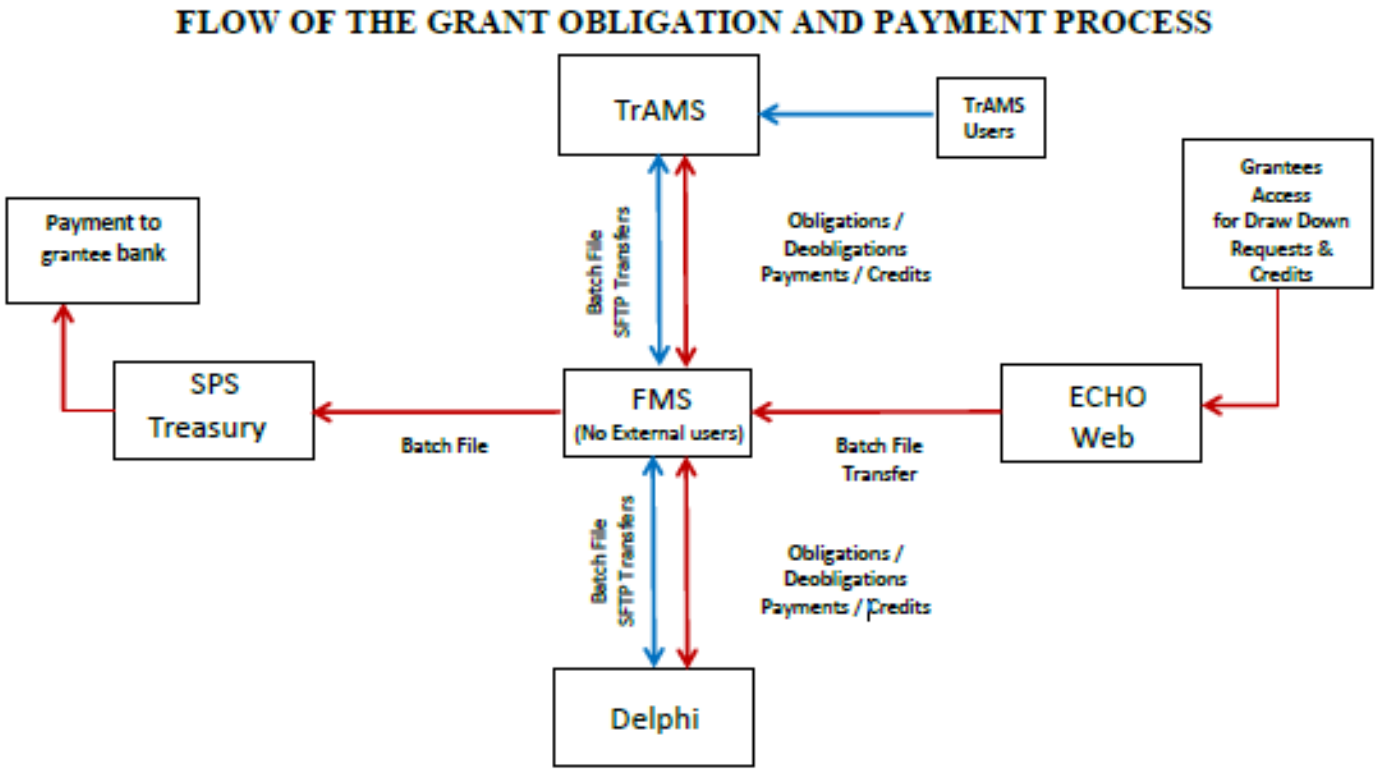
TEAM, FMS, Delphi System Requirements

Law, OMB Guidance, FTA Circulars and Grants A to Z

Contract scope of work and resources

Project Timeline

TrAMS and Financial Systems



TrAMS and Other IT Systems

- TrAMS syncs with the System for Award Management (SAM) to bring in organizational information from SAM.
- TrAMS feeds discretionary grant information to the Grants Notification System (GNS) so that Congress is notified prior to FTA awarding a discretionary grant or earmark.
- TrAMS feeds data on awards to www.usaspending.gov so the public has information on Federal awards.

TrAMS, Appian, and the Workflow

- TrAMS uses a platform developed by the Appian Corporation.

Appian

- The Appian platform is currently being used for FTA's National Transit Database (NTD) reporting requirements.
- Future efforts will also house Otrak and the Discretionary Grants System (DGS) on the Appian Platform
- The Appian platform is workflow based.
- What work you have to do depends on what system roles you have.

Recipient User Roles

TEAM Recipient/Grantee "Functions" seen on TEAM Request Form	Equivalent TrAMS Recipient User Group/Role	LSM Review PIN Required
NA	User Manager	NA
NA	Developer	NA
Submit	Submitter	Yes
Civil Rights/DBE Reporting	Civil Rights	NA
Execute	Official	Yes
Certify as Official	Official	Yes
Certify as Lawyer	Attorney	Yes
Certify as Both	Assign Both Attorney and Official	Yes
NA	FFR Reporter	NA
NA	MPR Reporter	NA

Workflow Example

1. Once an application is created and transmitted, the FTA staff with the intake manager role receives a task to begin review (and an email notification that there is work to do)
2. Once FTA completes the review, the recipient user with the submitted role receives a task to formally Submit the application.
3. Once an application has been submitted, the FTA staff person that the intake manager has assigned to serve as the pre-award manager receives a task to process the application through final review.
4. Once FTA makes the Award, the recipient user with the Official role receives a task to execute the award.

Workflow Notifications/Tasks

- **Notifications**: are emails to identify an action that must be completed and does not necessarily have an complimentary task.
- **Tasks** : are emails associated with a Task function, and will also be listed in the Task Tab.
- Tasks and notifications go to **User Groups**; if you have multiple people assigned to a group, you may need to coordinate outside of the system before claiming a task.

Notifications/Tasks Example

- Quarterly Reports are Task Based; you will receive an email task notification.
- Anyone who is assigned the FFR or MPR Reporter Role will receive the email. Anyone in the group can claim the task(s). Once claimed it is no longer in the queue.

Notifications/Tasks Example

We realize some individuals wear many hats and therefore may have many roles. Consider using rules to manage your incoming TrAMS emails (a quick reference guide to set rules in Outlook is posted on the TrAMS page).

Is there a training version of TrAMS?

- Yes, however access is currently limited to FTA staff.
  - We've limited access to FTA staff, for now, because there can be a time lag between when the training environment catches up with new features added to the production environment, and because we do not have the help desk resources to respond to questions/issues in the training as well as the production environment.
- FTA regional staff may use the training environment for trainings or one-on-one tutorials.

Improving TrAMS

- Just as TEAM changed and improved between 1998-2015, TrAMS is improving as well.
- We've been working to implement priority improvements expressed by FTA and recipients as part of a review of FY 16 grantmaking.
- Appian also deploys upgrades to their software.
- When we deploy significant changes, we also deploy tip sheets and may hold webinars.
- We're working on posting a running log of deployments in TrAMS an d updating our user guide.
- If you have a suggestion for a way TrAMS can be improved, please contact FTA.TrAMS.Help@dot.gov and our help desk will log the request.

Part 2

GAINING ACCESS TO TRAMS, LOGGING IN, AND NAVIGATING THE SYSTEM

How do I access TrAMS?

- If you do not have a TrAMS account, contact your organization's user manager who can create one for you.
- You will need a business email address (this will be your username).
- The TrAMS roles you need depend on what business you need to do with FTA in TrAMS (discuss with your user manager and your supervisor).
- Some roles require supporting documentation from your organization's CEO (or equivalent) that you've been delegated the authority to act on behalf of the organization.
- Not sure who your user manager is? Talk to your FTA local security manager (LSM).
- If your organization does not have a user manager, your FTA LSM can create an account for you.

What if I also Need Access to the NTD?

- If you need access to both TrAMS and the NTD, talk to your NTD user manager as well as your TrAMS user manager (in some organizations, the same person is the user manager for both systems, while other organizations have separate user managers).
- Your NTD user manager can give you the appropriate NTD user roles.
- When you log onto FTA's Appian platform, you will have access to both TrAMS and the NTD (separate log-ins are not required).

What if I've been locked out of TrAMS?

- If you have not logged in to TrAMS within the past 60 days, you are locked out.
- We implemented this feature in February 2017 to comply with government-wide IT standards for limiting access to systems for users that do not use them frequently.
- The lock prevents access to using the functions of the system versus preventing a user from logging on to either system
- Users should receive email warnings 15, 10, and 5 days prior to being locked out

What if I've been locked out of TrAMS?

There are two ways to unlock your account:

- Answer previously established security questions
- Submit an unlock request to your user manager.
  - If your organization does not have a user manager, the unlock request will be sent to your FTA LSM
- Both options can be reached by clicking on the "Actions" tab in TrAMS (although you are prevented from accessing most TrAMS functions while locked out, you are allowed access to "Actions" tab items in order to unlock)

Logging into TrAMS

The URL for TrAMS (and the NTD) is:

https://faces.fta.dot.gov/suite/

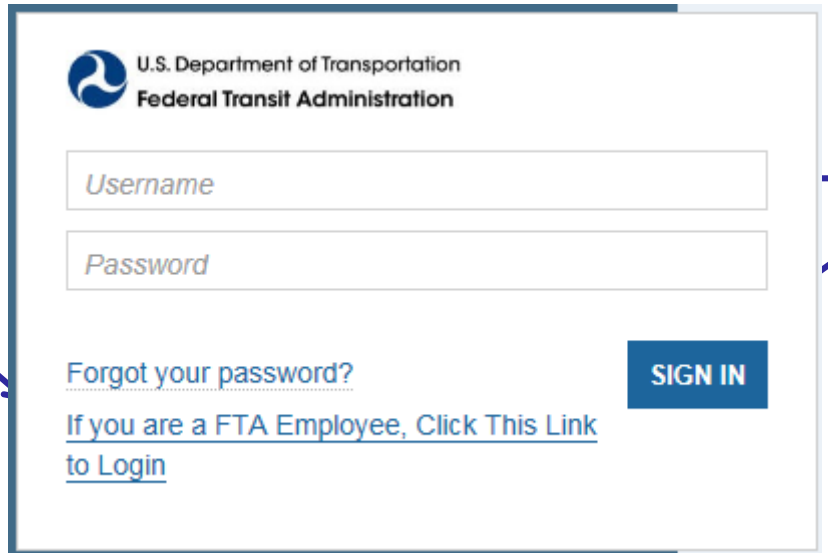
You will need to login using your username and password.

Your username is your business email address.

First time logging in: click the "forgot password" link and you will be prompted to create a password.

Set Up Password

- The URL in the email will take you to the entry of TrAMS; Click on "I Agree" Button to be taken to the Sign In page.
- DO NOT enter information in the Username field or Password field. Select the blue "Forgot Your Password" link in the bottom left corner; it is a hyperlink to the next step.

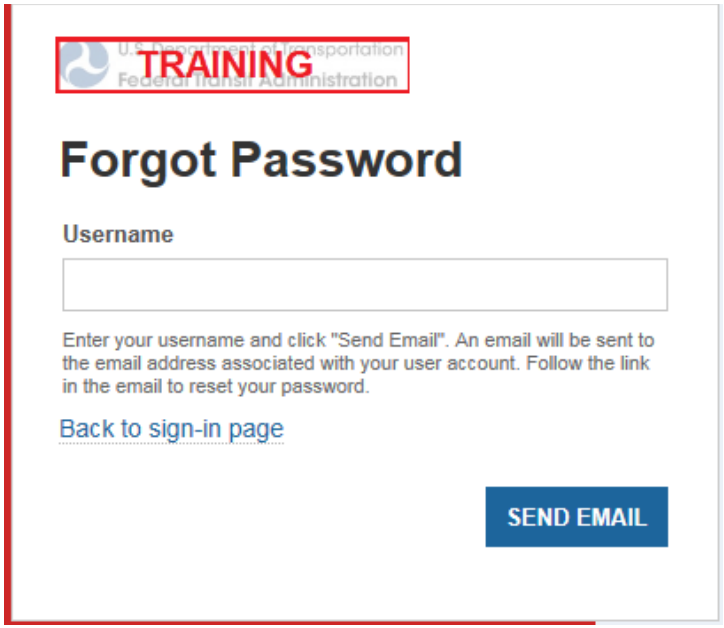


Select "Forgot Your Password" Link

Leave Blank

Set Up Password

- The "Forgot your password" link will send you to a screen where you will enter your email address..



- Your Username is case sensitive and must be lowercase.

Set up Password

- Once you click "send email" you will receive an email to create a password.
- Click the link and enter your new password.

admin@facestraining.fta.dot.gov 12:52 PM (1 minute ago)

to me

Dear Rodney RGRTA,

We recently received a request to reset your password. If you would still like to reset your password, please follow the link below:

https://facestraining.fta.dot.gov/suite/forgotpassword/?token=jA0EAwMCnGsFddTES0EB0nkB93cT5rAFrPRY4i_2sWXjstXWUuKuxYrbAES4YcK3Zpc9c9_VPl7wiDT9nKVvlkEbRUDpM2lpsn3SwVnWNmpnOLJMQl-P59nlvKbVX8K22g0rS3m0z8hCr-_hyrw9zn8hGpfT5cUaqLLBkBj-lhczpibJKdUYvTwM

This link expires in 15 minutes.

U.S. Department of Transportation
Federal Transit Administration
TRAINING

Change Password

Please complete the form to change your password.

Username

rodney.rgrta@gmail.com

New Password

Confirm New Password

CANCEL SUBMIT

Password Basics

- Your User Name is your business email (jane.doe123@Transit567.com)
- Your User Name is case sensitive– lowercase only!
- Your password requirements are as follows:
  - Min. Password Length: 12 Characters
  - 1 Alphabetic Character
  - 1 Numeric Character
  - 1 Symbol: ! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~

System Security Requirements

Password updates are required every 60 days. This is similar to TEAM.

This is a requirement that is imposed on FTA to ensure a secure system.

TRAMS NAVIGATION BASICS

The Basics: System and Browser

System works on multiple browsers; your experience will differ based on browser and version.

You can also use TrAMS on tablets (and on smart phones)

Appian has an application you can download, but is not required to access TrAMS.

Safari

Explorer

Chrome

Firefox

The Basics: Inside TrAMS

FTA has incorporated into the system:

- ✓ FTA Guidance Information
- ✓ Resource Links to Websites
- ✓ Status Information (progress bars and requirements tables)
- ✓ Error Messages to notify the user when something is missing or an invalid value was entered

The Basics: Inside TrAMS

- Breadcrumb Trails help you know where you are in the system and to navigate the system.
- Hyperlinks to System Records may also be used to navigate within the system.
- Multiple ways to get to or search for the same information.

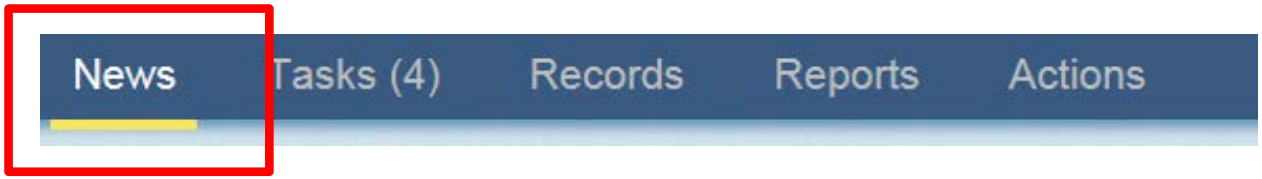
Basic Format &Terminology

Navigation Tabs & Sign Out & User Profile

Forms and

Main Menus

News Tabs



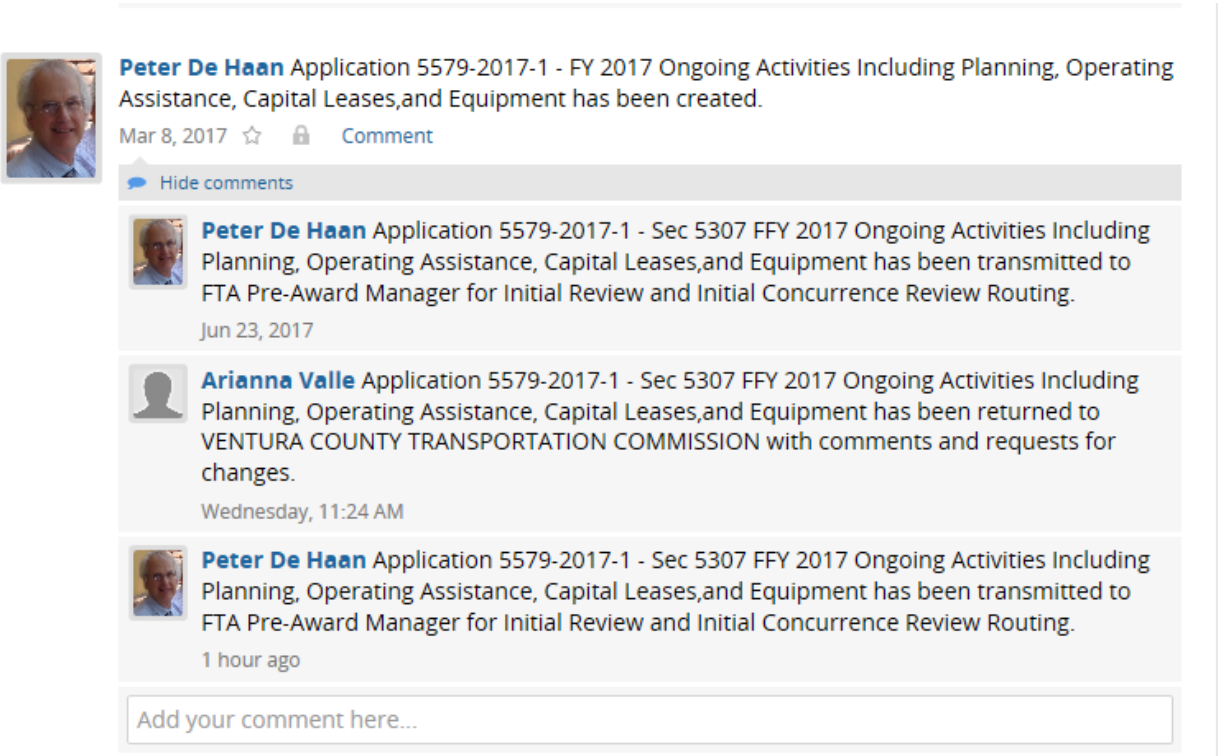
News: This is your Landing Page.

- Here you will receive application and system news (information), and you can collaborate with other TrAMS users through messaging (posts, tasks, kudos, etc). News feeds and messages may be targeted to specific users, groups, or to all users.

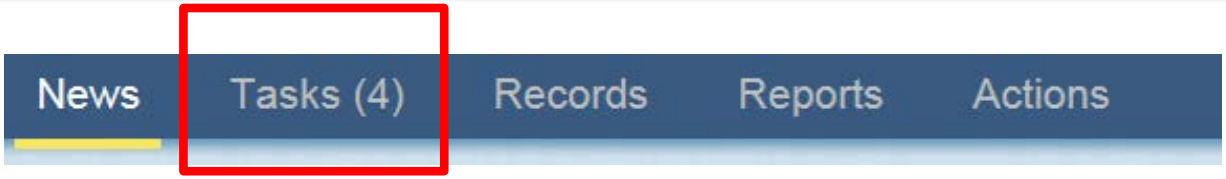
Keep in mind all information is FOIA-able. There are limitations on what/when information can be deleted.

The News Tab

The News tab provides information on the status of applications and certain FTA actions taken on an application.



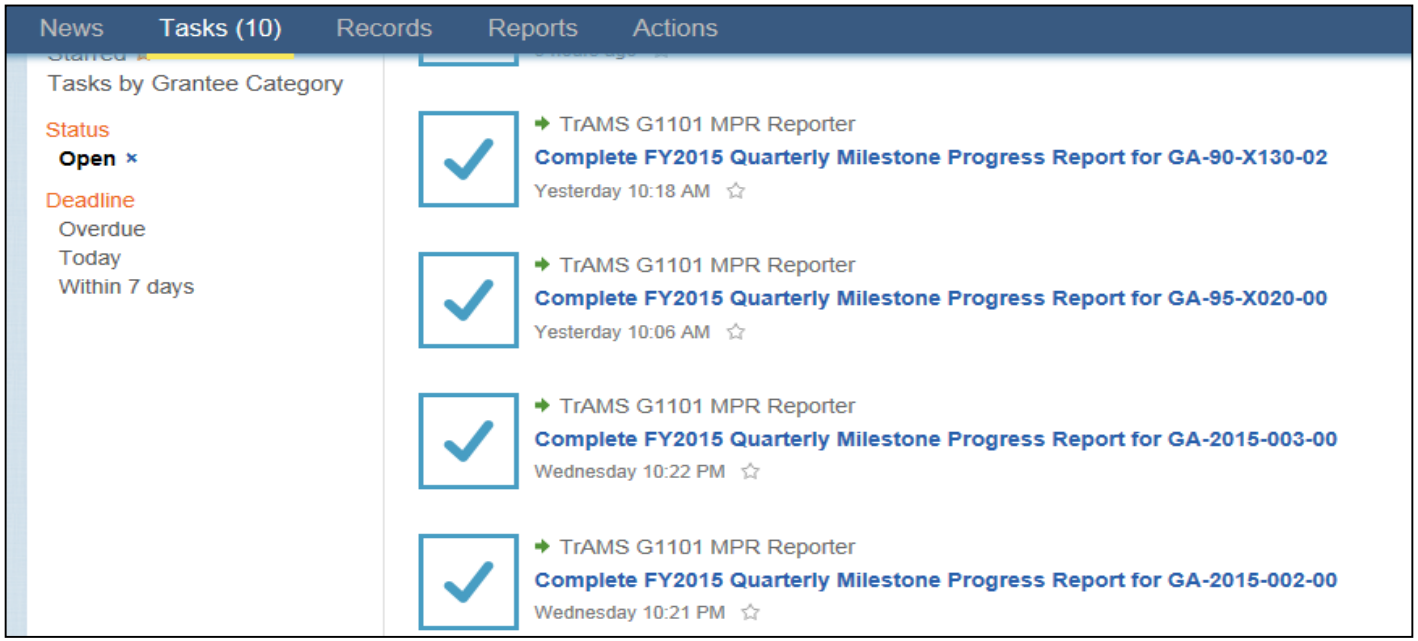
Task Tab



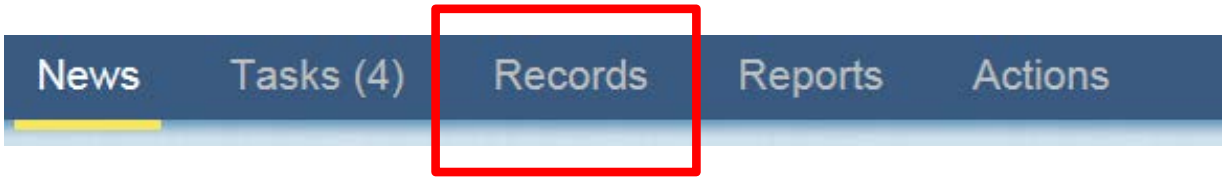
- Tasks list the specific work items that have been assigned to the you the user or the user group which you belong. It lists the most current action first, and there is a tool to filter your tasks.
- Here in this example there are four (4) tasks pending to complete.

Task Tab

If you have a user role that requires you to accept tasks, they will populate in a list, but there is also a handy option to filter by category. Completed tasks will fall off the list. You may also notice "stray tasks" that appear when you go to a record and then leave the record (the stray task allows you to pick up where you left off).



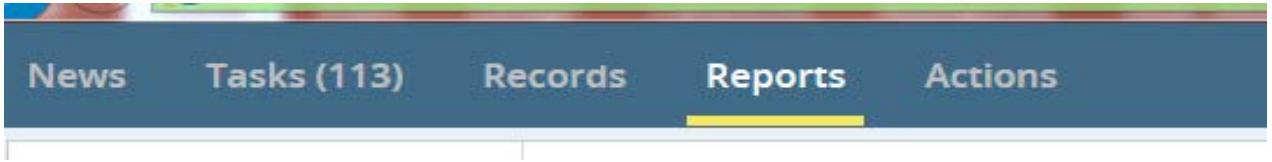
Records



The Records can be used to search for and work on records that exists in the system.

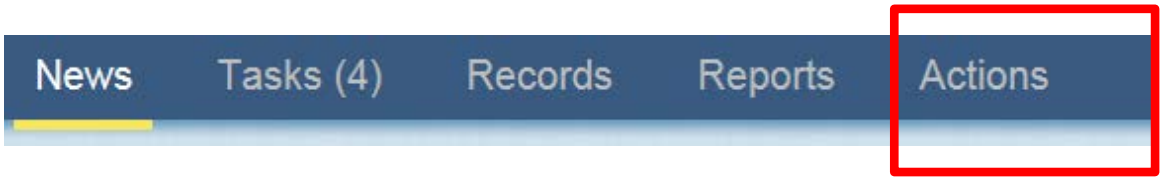
1. **Application/Awards** are associated with the recipients' organization
2. **Projects** make up applications and awards
3. **Recipient Organization** make up the recipients' organizational information
4. **Static Reports** are nightly generated reports and archived reports from TEAM
5. **Users** are users that have access to TrAMS within the recipients' organization.

Reports



- The reports tab contains some of the TrAMS reports you can run (eventually all reports will be here).
- You can find our disbursement-by-disbursement report (deployed in January) at this link.

Actions Tab



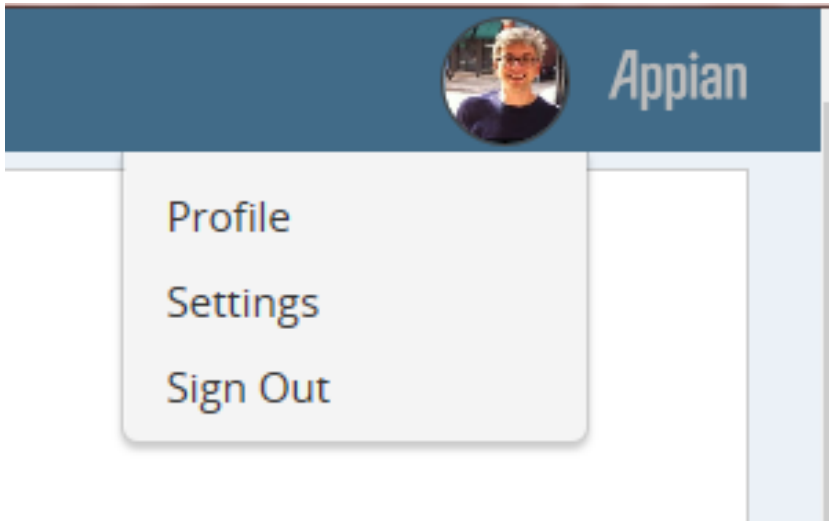
The Actions Tab Functions:

1. Allows the user to performs searches for specific records (search for applications or user information).
2. Allows the user to create applications (if you have the appropriate user role).
3. Allows the user to create and view Excel reports that compile your organization data in the system (e.g. Application by Status Report).

Your User Account & Sign Out

- In the Navigation Bar top right side of the screen you will find a Profile Icon.
- Click on your icon or the drop arrow, either works and the following Menu Options Populate:
- Profile, Setting, and Sign Out.

It is preferred that you sign out here; but you can also simply close your browser without an error message.



Your User Profile

You can update your profile to include a photo, background information, your title, and contact information (this is optional). Note that your photo will also appear on the News Feed if you send tasks or take some other actions in the system.

Your User Profile

Under User Details Dashboard you can view your user roles.

News Tasks Records Reports Actions Suzie SEPTA Appian

U.S. Department of Transportation
Federal Transit Administration

Summary
News
Related Actions
User Details

Records / Users

SEPTA, Suzie

User Information

Username (Email)	suzie.septa@yahoo.com	Address	Main Street
Honorific	Ms		Any Town, 00000
Full Name	Suzie SEPTA	Work Phone	202133-1234
Email	suzie.septa@yahoo.com	Status	Active
Created On	1/29/2016		
Last Certified On	1/29/2016		

Organizations

Organization
Southeastern Pennsylvania Transportation Authority - Septa
Madison, City Of

Roles

Role Names
Submitter, Southeastern Pennsylvania Transportation Authority - Septa
User Manager, Southeastern Pennsylvania Transportation Authority - Septa
Official, Southeastern Pennsylvania Transportation Authority - Septa
Attorney, Southeastern Pennsylvania Transportation Authority - Septa
Official, Madison, City Of
Submitter, Madison, City Of

1-6 of 6

Setting up your Security Questions

Records / Users

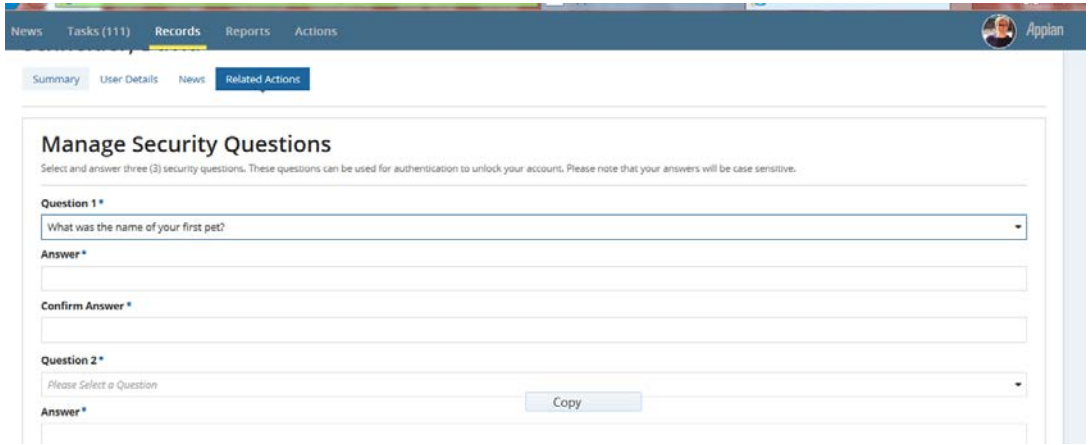
Schneider, David

Summary | User Details | News | Related Actions

Edit User Profile
Edit Profile Information for this User

TrAMS Manage User PIN
PIN Management flow for users

Manage Security Questions
Update account security questions.



NAVIGATING RECORDS

Summary Page & Dashboards

- When you select a Record, you will land on the summary page. It provides an overview of the record.
- The record will have a dashboard at the top to that provides more information.

Records / Applications / Awards

KY-2017-011-02 | Senior Mobility and Accessibility Assistance

Summary | Points of Contact | Application Control Totals | Application Projects | Review / Approvals | News | Related Actions

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

Recipient Details

Recipient ID
2613

Recipient Name
TRANSIT AUTHORITY OF NORTHERN KENTUCKY

Award Status Information

Award Number
KY-2017-011-02

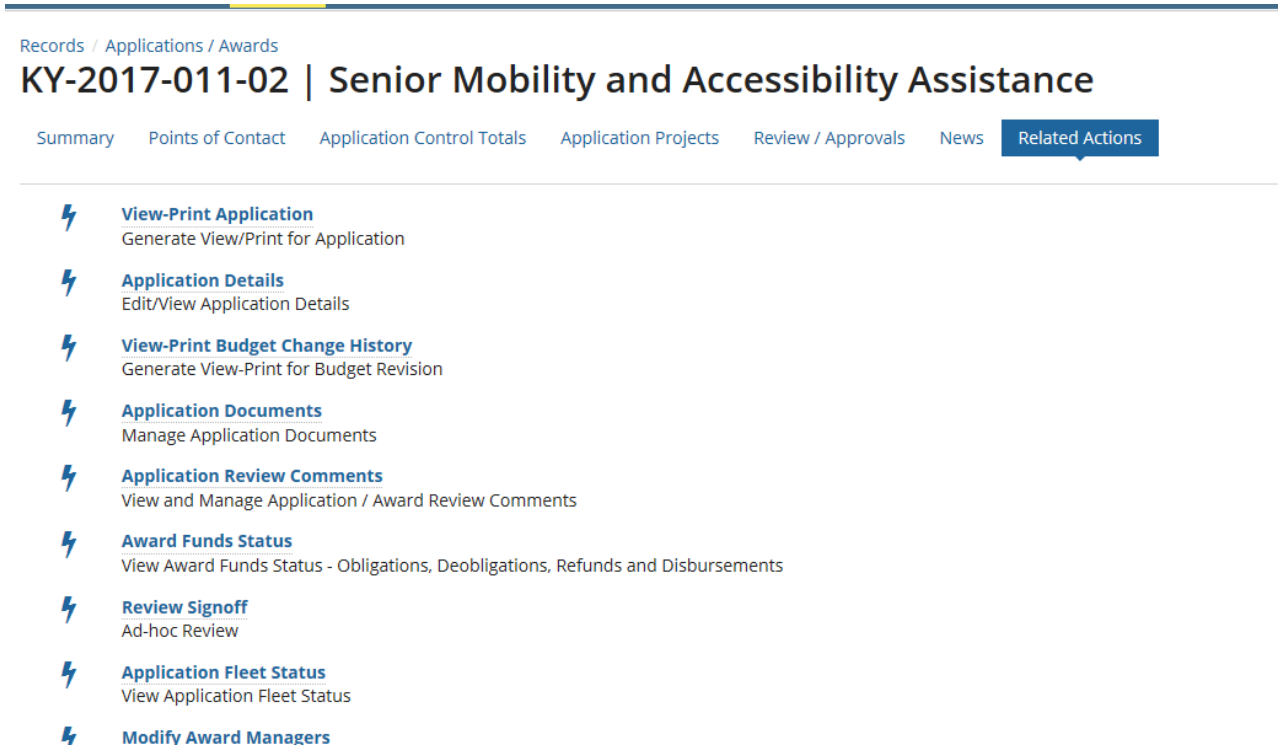
Award Date
May 27, 2017

Award Name
Senior Mobility and Accessibility Assistance

Executed Date
N/A

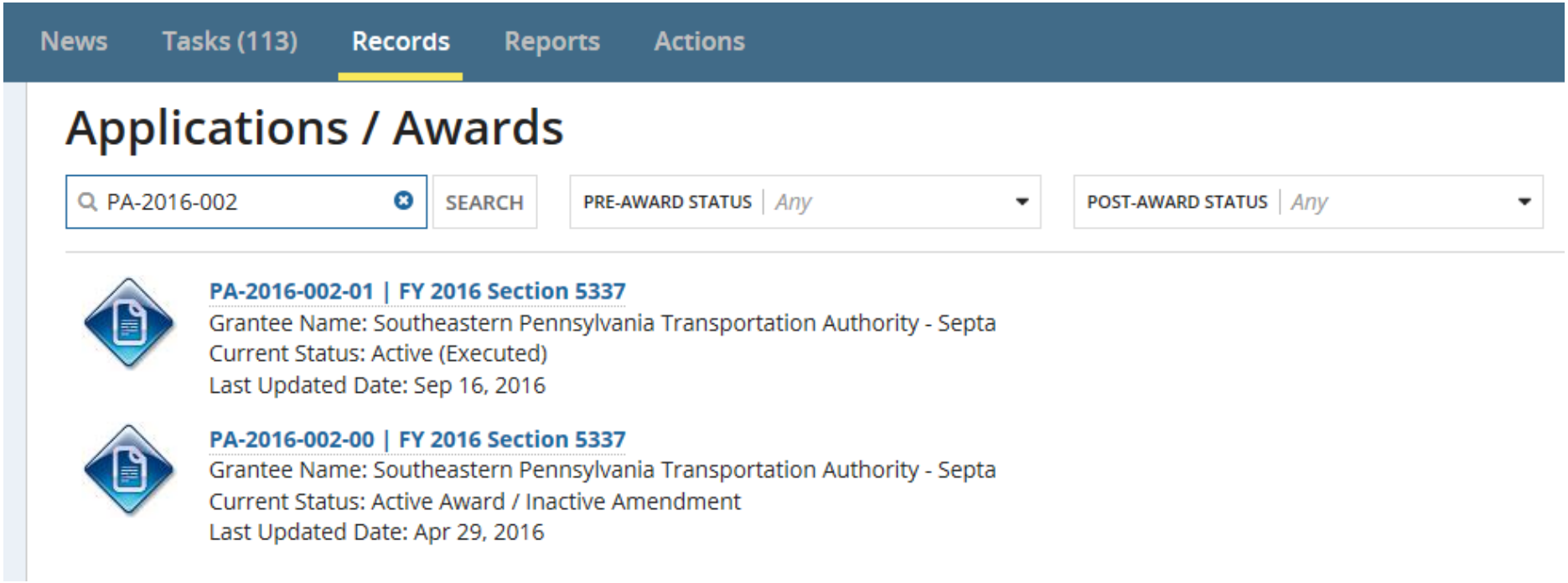
Related Actions

If you don't find the information you are looking for on the summary screen or the top dashboard, click on the "Related Actions" link. This gives you access to more information about the record and, if you have roles other than read-only it's one place where you go to take action on a record (like logging a comment on an application).



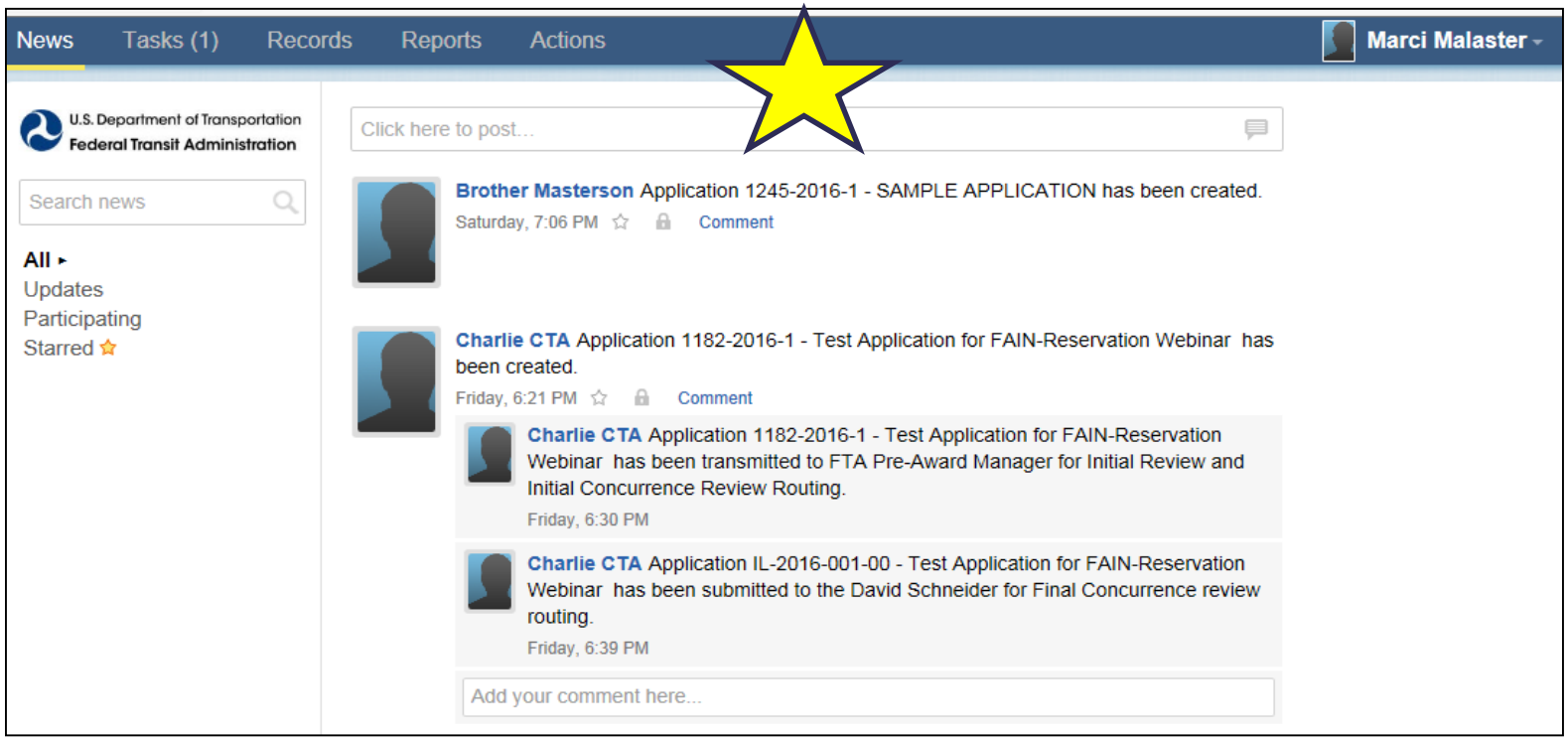
Tip: Use Dashes When Searching

In TrAMS in search fields you must include the dash. You can then hit "search or click Enter



I'm "Working"

Around the middle of the screen at the top you will see the words "Working" or Actions Successfully Completed. Working means it is completing the action you just took, therefore wait for the working to stop before you move onto another action.



Tables/Grids: You can sort on any column, look for the little arrow.

Recipient Information

Recipient ID
1910

Recipient Name
Madison, City Of

Recipient DUNS
076147909

Acronym
MADISON

Applications

FAIN	Application Name	Last Updated By	Last Updated Date ↓	Status
WI-95-X052-00	FY15 Surface Transportation Program		Sep 22, 2015	Active (Executed)
WI-04-0059-01	CLOSE OUT AMENDMENT		Aug 04, 2015	Closed
WI-39-0001-01	CLOSE OUT AMENDMENT		Jul 21, 2015	Closed
WI-16-X005-01	FY13 -14 Section 5310 Enhanced Mobility		Jun 05, 2015	Active (Executed)
WI-79-1001-00	Forward Madison UrbanFootprint		May 29, 2015	Active (Executed)
WI-04-0059-00	SGR for Vehicle Rep, Farebox & Shelters		Feb 20, 2015	Closed
WI-90-X765-00	FY2014 Sct 5307 PM, Bus, Misc. Cap., Plg		Jan 21, 2015	Active (Executed)

Selection Box

In many modules you will find check boxes, the are associated with data in the system. The selection either continues to another form to view or modify data, delete the data you selected or to populate a form to complete information associated with the selection.

Recipient Details

Recipient ID
1947

Recipient Name
Southeastern Pennsylvania Transportation Authority - Septa

Status History

	Program Name	Program Status	Submitted Date	Concur Date	Due Date	Expiration Date
☐	EEO Program	Concur	2/21/2014	2/28/2014	12/24/2016	2/24/2017
☐	DBE Program	Concur	5/24/2012	6/18/2012		
☐	Title VI Program	Concur	1/21/2015	11/6/2015	2/1/2018	3/31/2018
☐	DBE Goal	Concur	7/31/2014	9/29/2014	8/1/2017	9/30/2017

Cancel

Continue

TrAMS Navigational Buttons

- **There are not always "Save" buttons** Each module is intended to take you through a shorter sequence of steps and then save as you move to the next step of a workflow or to complete a workflow.
- **Continue button** is the generally the typical path to save and or move forward in a workflow.
- **Cancel button** generally means you do not want to complete an action.
- **Close button** generally means you are done, and you leave the page/screen.
- Some Buttons populate after you take an action to complete a workflow.

Security Timeouts

We've implemented the following procedures to comply with security requirements:

- TrAMS will time you out if you've logged in but have not taken action in the system after 30 minutes.
- If you have not logged in after 60 days, TrAMS will lock you out (see previous slides on how to regain access).

Part 3

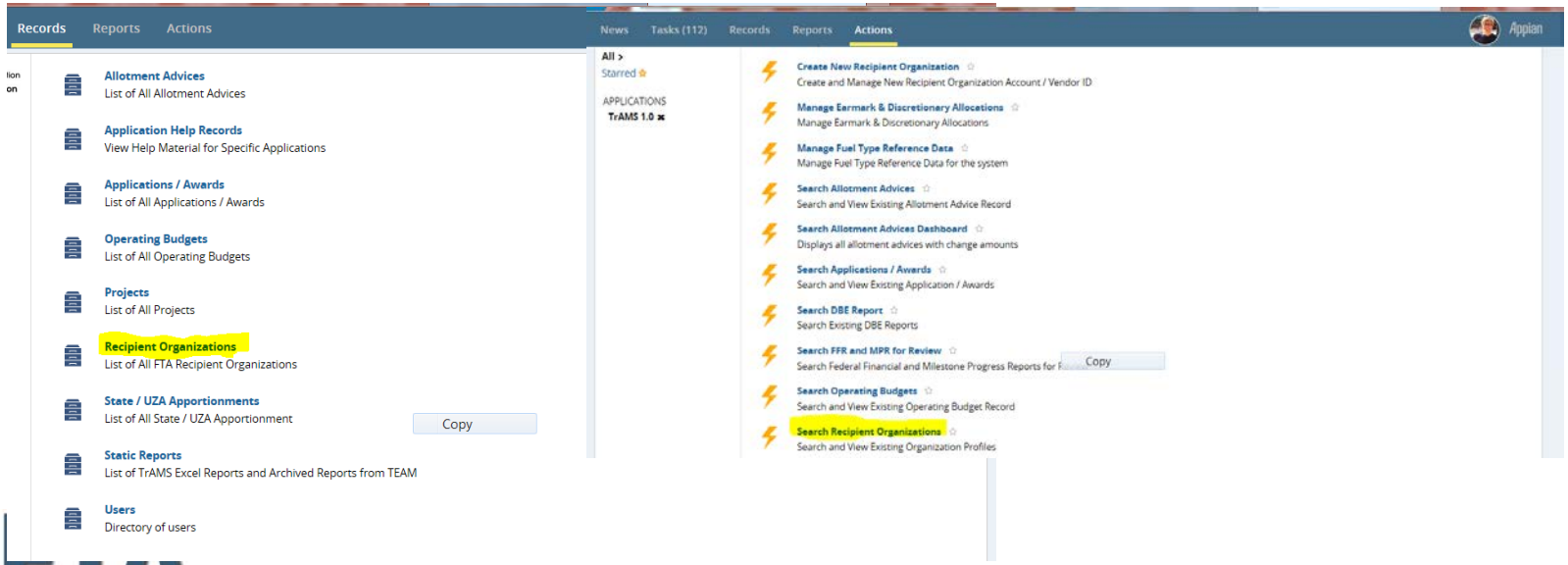
YOUR ORGANIZATION'S INFORMATION

Who can see my organization's information?

- Other users who work for your organization.
- FTA TrAMS users
- Department of Labor TrAMS users.
- In some cases, your State DOT or MPO.
- In some cases, FTA contractors conducting oversight reviews of your organization.
- Occasionally, staff from the DOT OIG or the GAO.

Looking up Recipients

- In most cases, you will have access to only one organization, the one you work for.
- For those users who have access to multiple organizations, you will be able to look up all of the organizations you have access to.
- Recipient information can be looked up via the Records tab or the Actions tab.



Recipient Information

- The recipient profile page has general information and links to more details.

Records / Recipient Organizations

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY | ATLANTA MARTA | 1101

Summary | Applications/Awards | TrAMS Users | Locations | Designated Recipient | Suballocations | News | Related Actions

TrAMS Profile Information

Recipient ID
1101

Recipient Acronym
ATLANTA MARTA

Recipient Alias
METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

Recipient Cost Center
78400

Is State DOT?
No

Recipient OST Type
Transit Authority

Is Designated Recipient?
Yes

TrAMS Status
Active

Geographic Location Code
130890280

NTD Code
4022

Is MPO?
No

Recipient ID of MPO
2119

Copy

Yes

Assistance?
Yes

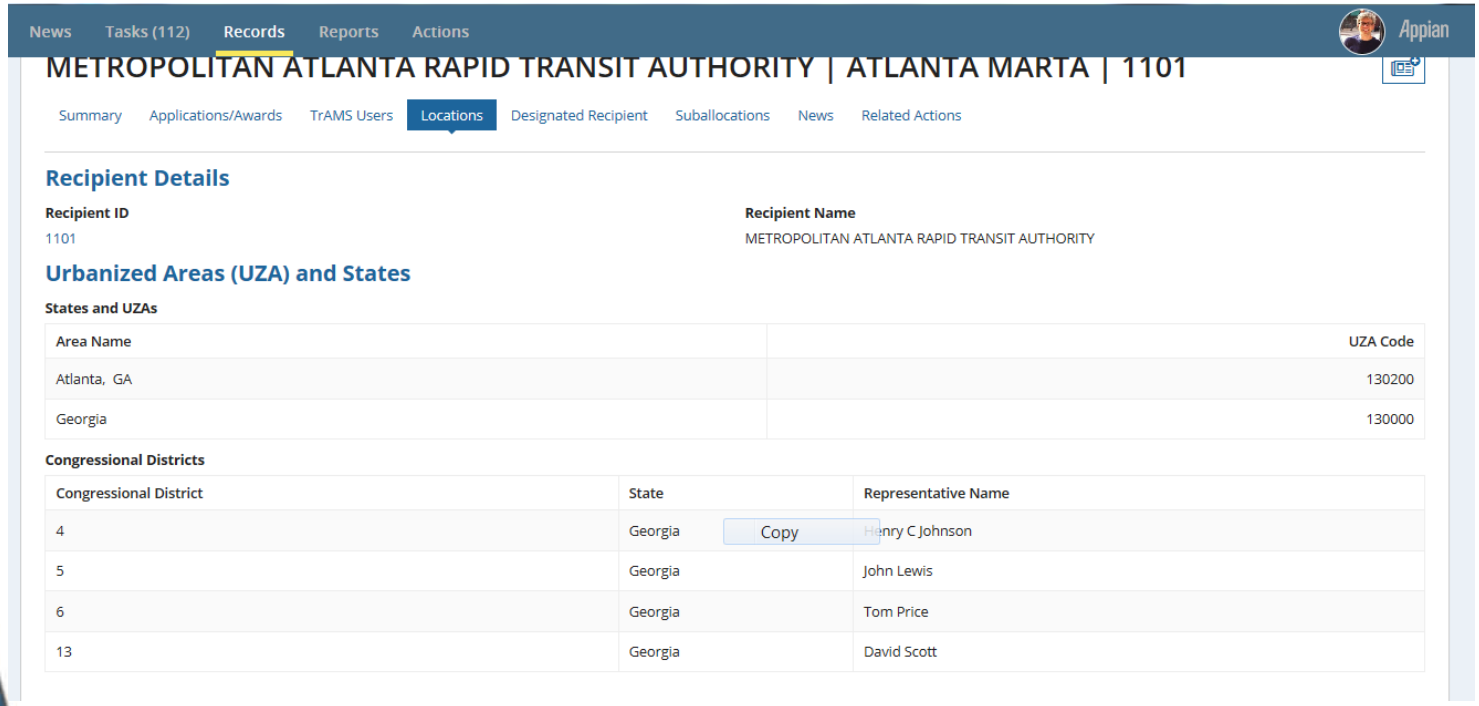
SAM Profile Information

Legal Business Name

SAM Status

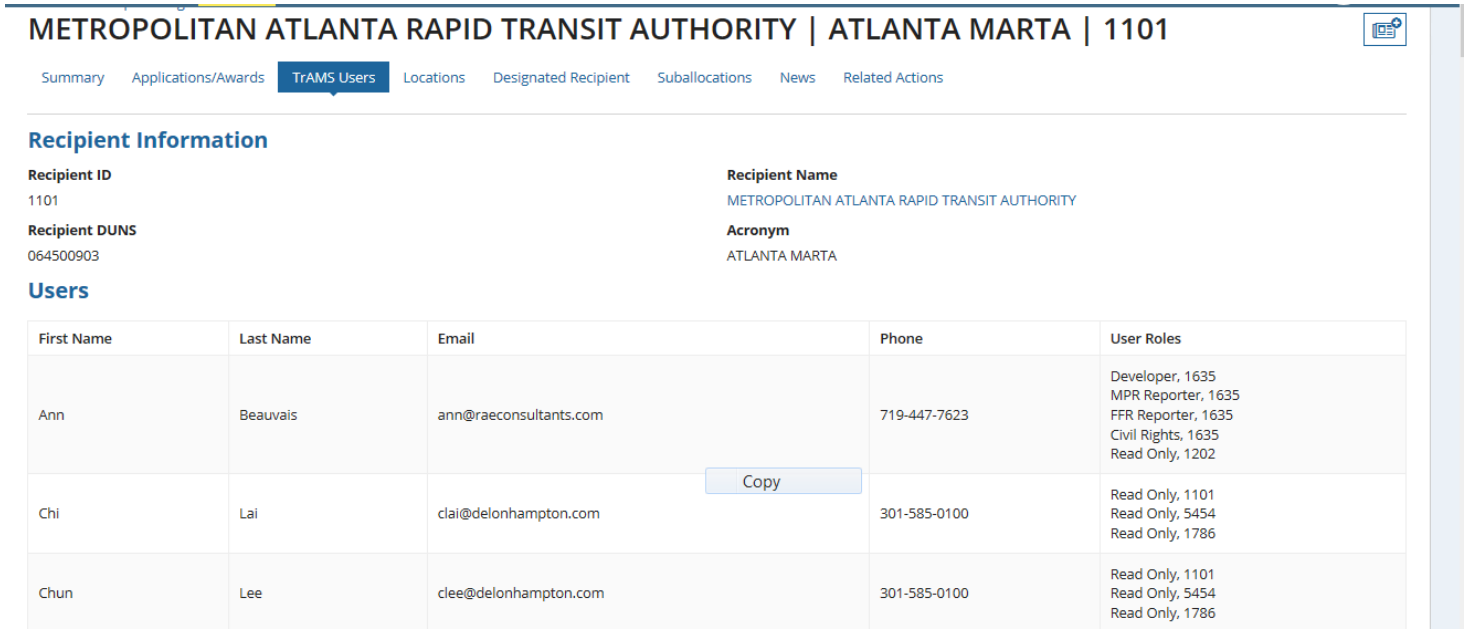
Recipient Information

- "Locations" identify the urbanized areas and Congressional Districts that recipients are associated with.



Recipient Information

- "TrAMS Users" identify the individuals who have access to the recipient, and the individual's TrAMS roles.



METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY | ATLANTA MARTA | 1101

Summary | Applications/Awards | TrAMS Users | Locations | Designated Recipient | Suballocations | News | Related Actions

Recipient Information

Recipient ID
1101

Recipient Name
METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

Recipient DUNS
064500903

Acronym
ATLANTA MARTA

Users

First Name	Last Name	Email	Phone	User Roles
Ann	Beauvais	ann@raeconsultants.com	719-447-7623	Developer, 1635 MPR Reporter, 1635 FFR Reporter, 1635 Civil Rights, 1635 Read Only, 1202
Chi	Lai	clai@delonhampton.com	301-585-0100	Read Only, 1101 Read Only, 5454 Read Only, 1786
Chun	Lee	clee@delonhampton.com	301-585-0100	Read Only, 1101 Read Only, 5454 Read Only, 1786

Copy

Recipient Information

"Applications/Awards" provides a link to the recipients' applications and awards.

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY | ATLANTA MARTA | 1101

Summary | Applications/Awards | TrAMS Users | Locations | Designated Recipient | Suballocations | News | Related Actions

Recipient Information

Recipient ID
1101

Recipient Name
METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

Recipient DUNS
064500903

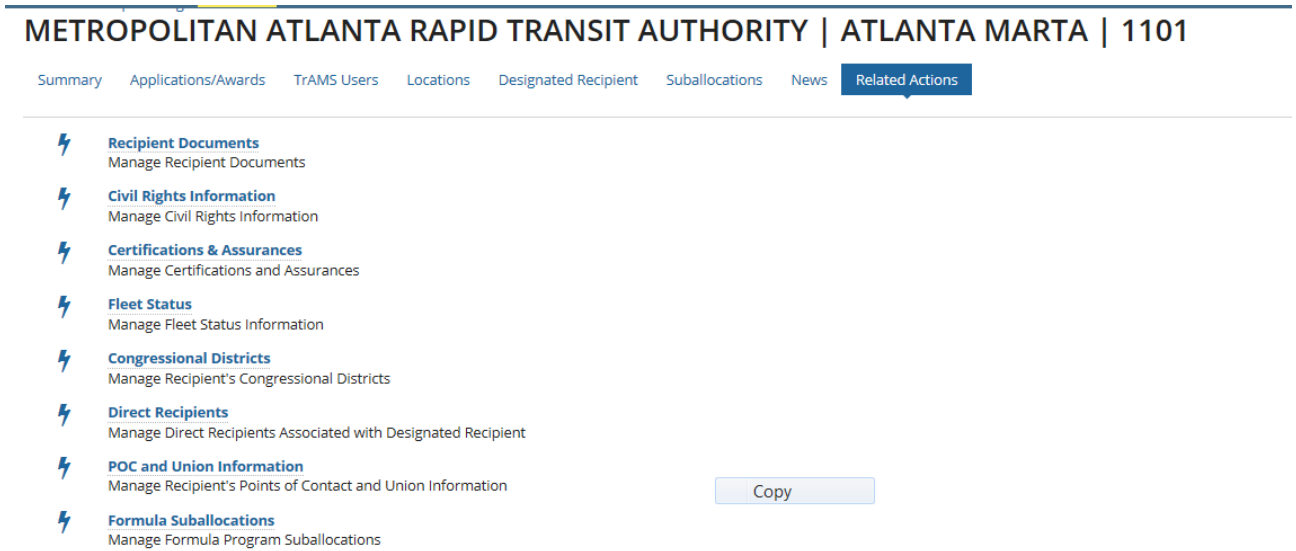
Acronym
ATLANTA MARTA

Applications

FAIN	Application Name	Last Updated By	Last Updated Date	Status
1101-2016-6	MARTA FY16 & FY17 Flex Capital Projects	tgrissom@itsmarta.com	May 26, 2017	In-Progress
1101-2017-1	MARTA FY16 & FY17 Section 5307	tgrissom@itsmarta.com	May 26, 2017	In-Progress
1101-2017-2	FY17 MARTA CMAQ FLEX	tgrissom@itsmarta.com	May 26, 2017	In-Progress
1101-2016-4	FY15 MARTA CMAQ FLEX	tgrissom@itsmarta.com	May 26, 2017	In-Progress
1101-2016-5	FY16 Sec 5339 Bus	mbradley1@itsmarta.com	May 25, 2017	In-Progress
GA-34-0003-02	Atlanta Regl Sec 5339 Bus_Bus Facility	richelle.gosman@dot.gov	May 25, 2017	In-Progress / Returned to Grantee
1101-2017-3	MARTA FY17 Section 5337	richelle.gosman@dot.gov	May 13, 2017	Initial Review / Concurrence

Recipient Information

- Additional information is available via the "related actions" link.



Recipient Documents

Records / Recipient Organizations

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY | ATLANTA MARTA | 1101

Summary | Applications/Awards | TrAMS Users | Locations | Designated Recipient | Suballocations | News | Related Actions

Recipient Organization | Document Summary

Recipient Profile Information

Recipient ID 1101

Recipient Name METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

Existing Documents

Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
General	General	MARTACAPFinalReport 040213.pdf	MARTA CAP - Final Report	May 24, 2017	mbradley1@itsmarta.com
General	General	MARTA CAP Final Report Closed Letter.pdf	MARTA CAP Final Report Closed Letter - FTA Approved	May 24, 2017	mbradley1@itsmarta.com
General	General	MARTA Charter Service Log for FTA Report January 17 - March 17.xls	MARTA Charter Service Log for FTA Report January 17 - March 17	Apr 29, 2017	tgrissom@itsmarta.com
General	General	MARTA Charter Service Log for FTA Report October 16 -December 16.xls	Charter Bus Report 4Q 2016	Jan 31, 2017	oakujuo@itsmarta.com

Copy

Civil Rights Program Information

Records / Recipient Organizations

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY | ATLANTA MARTA | 1101

Summary | Applications/Awards | TrAMS Users | Locations | Designated Recipient | Suballocations | News | Related Actions

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY | Civil Rights Compliance

Recipient Details

Recipient ID
1101

Recipient Name
METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

Status History

Program Name	Program Status	Submitted Date	Concur Date	Due Date	Expiration Date
EEO Program	Concur	3/26/2014	4/8/2014	3/31/2018	5/31/2018
DBE Program	Concur	2/28/2012	/14/2013	2/28/2012	
Title VI Program	In Review - Submitted to FTA	8/16/2016	5/31/2016	4/1/2019	5/31/2019
DBE Goal	Concur	8/1/2014	11/19/2014	8/1/2017	9/30/2017

Copy

CANCEL

CONTINUE

Certifications and Assurances

Records / Recipient Organizations

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY | ATLANTA MARTA | 1101

Summary | Applications/Awards | TrAMS Users | Locations | Designated Recipient | Suballocations | News | Related Actions

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY | Certifications and Assurances

Select Fiscal Year: 2017

Continue | Cancel

Certification and Assurance Information

Fiscal Year: 2017

Assigned Date: 12/20/2016
Due Date: 3/20/2017
Certified Date: 3/3/2017

Published Certifications and Assurances Document

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES
463.4 KB

Certifications and Assurances

Category	Title
01	Required Certifications and Assurances for Each Applicant

Affirmation of Applicant

Affirmation of Applicant

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2017, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2017.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Copy

☑ I Accept the above

Official's Name: Onyinye Akujuo

Certification Date: Mar 04, 2017

Affirmation of Attorney

Affirmation of Applicant's Attorney

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

Points of Contact

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY | Grantee Point of Contact/Union Information Search

Grantee Information

Grantee ID 1101 Grantee Name METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

Search Criteria

To view POC/Union Information, select a Contact Type from the list below and click on the 'Search' button.

Contact Type -- All --

Grantee Points of Contact | Grantee Union Information

Grantee Information

Grantee ID 1101 Grantee Name METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

Contact Information

	Title	Contact Name	Phone	Email
☐	PRIMARY GRANT CONTACT	Onyinye Akujuo	4048484331	oakujuo@itsmarta.com
☑	GENERAL MANAGER/CEO	Keith T. Parker	4048485065	ktparker@itsmarta.com

Copy

View Cancel

Part 4

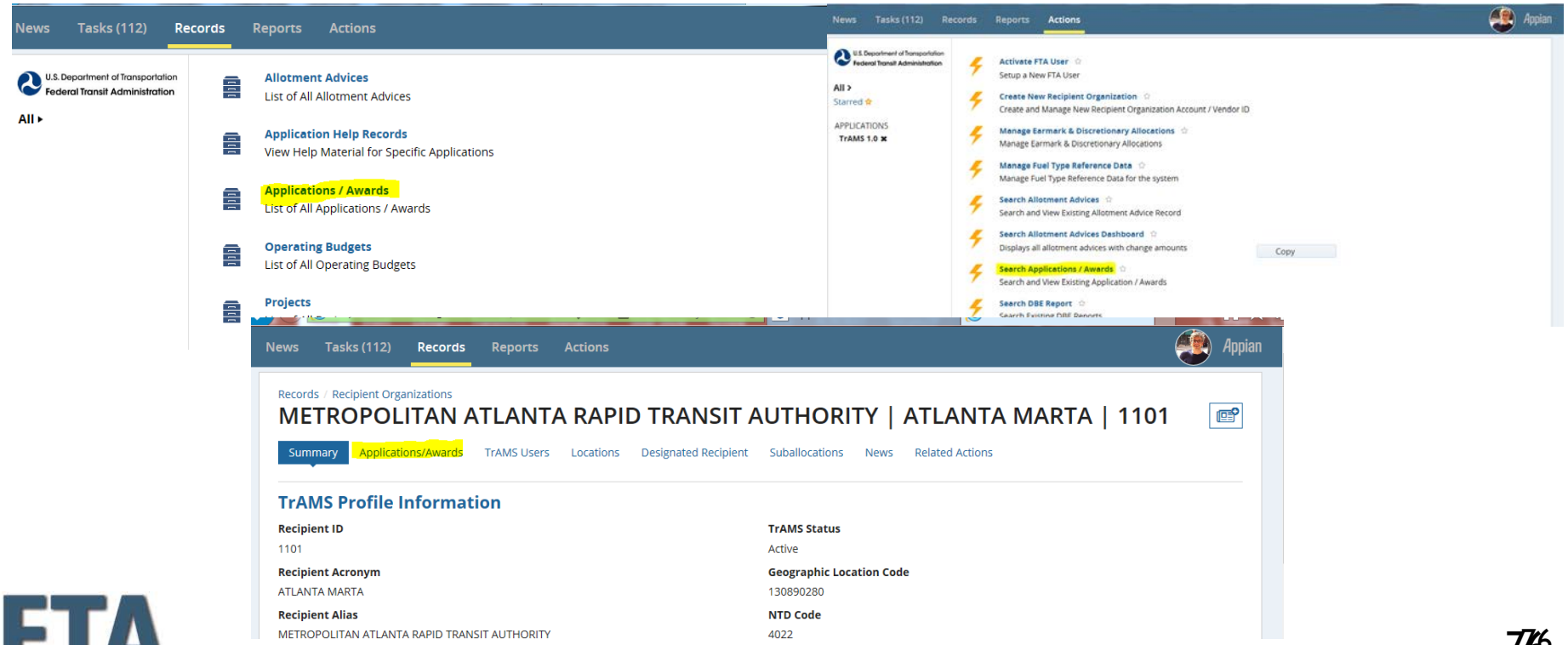
APPLICATION/AWARD INFORMATION

Querying Applications/Awards

- If you have access to just your own organization, you will be able to query applications/awards for your organization only.
- If you have access to multiple applications, you'll be able to query the applications/awards for those applications.
- You can look up open and closed awards as well as awards migrated from TEAM.

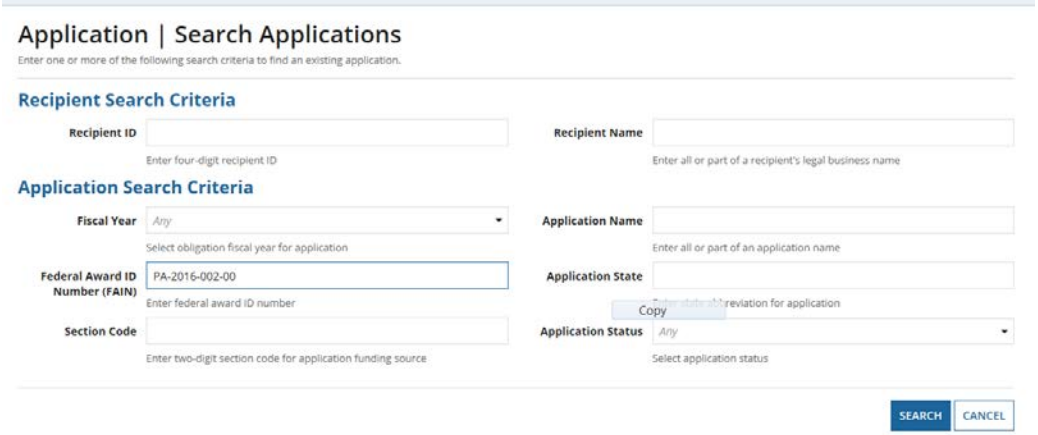
Querying Applications

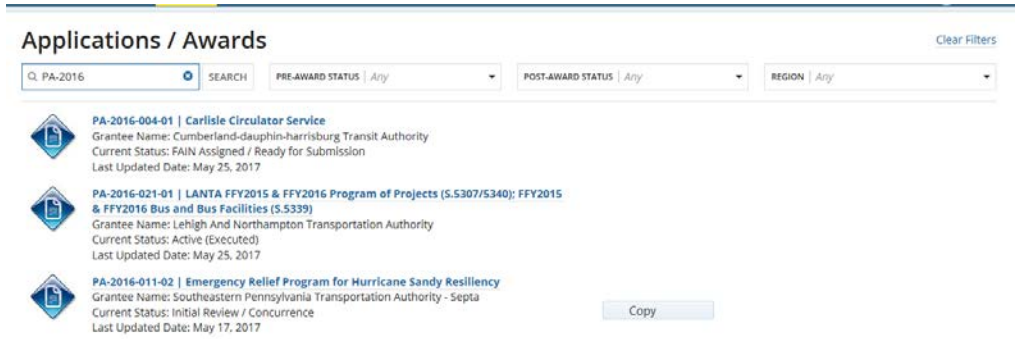
- You can query applications via the records tab, the actions tab, or within a recipient's profile.



Querying Applications

- You can query applications using the complete Federal Award ID (FAIN) or a portion of the FAIN.





Pre-Award Statuses

- In progress
- In progress/Returned to Grantee.
- Transmitted/Ready for FTA review
- Initial Review/Concurrence
- Review Complete/Ready for of FAIN Assignment
- FAIN Assigned/Ready for submission
- Application Submitted
- Final Concurrence/Reservation
- Ready for RA concurrence/Award
- Obligated/Ready for Execution

Post-Award Statuses

- Active (Executed)
- Active/Budget Revision In Progress
- Active/Budget Revision Under Review
- In progress/Administrative Amendment
- Active Award/Inactive Amendment
- Active/Ready for Closeout
- Active/Closeout Requested
- Closed

Application Summary Information

Application Status Information

Application Number

1797-2017-1

Application Name

2017 RTS Campus, RTS Access Campus, Transit Center Improvements, RTS Buses, RTS Access Buses, RTS Tow Truck, Associated Transit, Software Systems and Preventive Maintenance

Status

In-Progress

Last Modified On

May 27, 2017

Last Modified By

Cheryl Nieskes

Application Tasks for Completion	Status
Annual C&As	COMPLETED
Executive Summary	COMPLETED
Project(s) Validated	MISSING

Copy

Period of Performance Start Date

The start date will be set to the date of the award

Period of Performance End Date

10/30/2019

Executive Summary

RGRTA intends to fund portions of the RTS Campus Improvement Project in the amount of $2,060,000, RTS Access Campus Improvements in the amount of $200,000 and the RTS Transit Center Improvements for $397,675. The grant will also include the purchase of eighteen RTS Transit Buses in the amount of $8,660,935, RTS Access Paratransit Buses for $876,954 and a Tow Truck for $400,000. This grant will cover the Preventive Maintenance in the amount of $10,889,611 for both RTS' urban transit and paratransit bus fleets. There will be funds for Associated Transportation Improvements that will fund bus shelters in the amount of $143,072. The last two projects for this grant are On-Board Voice & Data Systems Replacement for $4,200,000 and Office Productivity Software Update for $96,325.

Application Summary Information

Application Details

Type of Financial Assistance
Grant

Frequency of Milestone Progress Report
No Selection Made

Frequency of Financial Federal Reports
No Selection Made

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

Requires E.O 12372 Review?
No

State Application ID
N/A

Date Submitted for State Review
N/A

Pre-Award Authority
Yes, this application is using Pre-Award Authority.

Does this application include suballocation funds?
No, my organization is a Direct Recipient of funds directly apportioned to my organization.

Will this Grant be using Lapsing funds?
No Selection Made

Will indirect costs be applied to this application?
No, indirect costs WILL NOT be applied to this application.

Indirect Cost De
Copy
N/A

Delinquent Federal Debt
No, my organization does not have delinquent federal debt.

Delinquent Federal Debt Description
N/A

Additional Application/Award Information

News | Tasks (113) | Records | Reports | Actions | Appian

Records / Applications / Awards

GA-2016-016-00 | MARTA FY16 Section 5307

Summary | Points of Contact | Application Control Totals | Application Projects | Review / Approvals | News | Related Actions

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

Recipient Details

Recipient ID
1101

Recipient Name
METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

Award Status Information

Award Number
GA-2016-016-00

Award Date
Sep 16, 2016

Copy

Award Name
MARTA FY16 Section 5307

Executed Date
Sep 17, 2016

Award Status
Active (Executed)

Last Disbursement Date
Sep 26, 2016

Application Points of Contact

Recipient Details

Recipient ID
1101

Recipient Name
Metropolitan Atlanta Rapid Transit Authority

Award Status Information

FAIN
GA-2016-016-00

Award Name
MARTA FY16 Section 5307

Temp App Number
1101-2016-1

Award Status
Active (Executed)

Point Of Contacts

Copy

Name	Role	Email	Phone
Cathy Gesick	Grantee	cgesick@itsmarta.com	404-848-5123
Jerimiah Easley	Post-Award Manager	jerimiah.easley@dot.gov	404-865-5608
Richelle Gosman	Pre-Award Manager	richelle.gosman@dot.gov	404-865-5478

Application Control Totals

Award Status Information

FAIN
GA-2016-016-00

Temp App Number
1101-2016-1

Award Name
MARTA FY16 Section 5307

Award Status
Active (Executed)

Application Control Totals Summary

Funding Source Name	Amount
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	$49,800,000
Local	$13,800,000
Local/In-Kind	$0
State	$0
State/In-Kind	$0
Other Federal	$0
Transportation Development Credit	$0
Adjustment Amount	$0
Total Eligible Amount	$63,600,000

Copy

Application Related Actions

GA-2016-016-00 | MARTA FY16 Section 5307

Summary | Points of Contact | Application Control Totals | Application Projects | Review / Approvals | News | Related Actions

View-Print Application
Generate View/Print for Application

Application Details
Edit/View Application Details

Execution & Award Summary
View Execution Summary and Award Agreement

Obligation Details
View Obligation Summary and Award Agreement

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

Copy

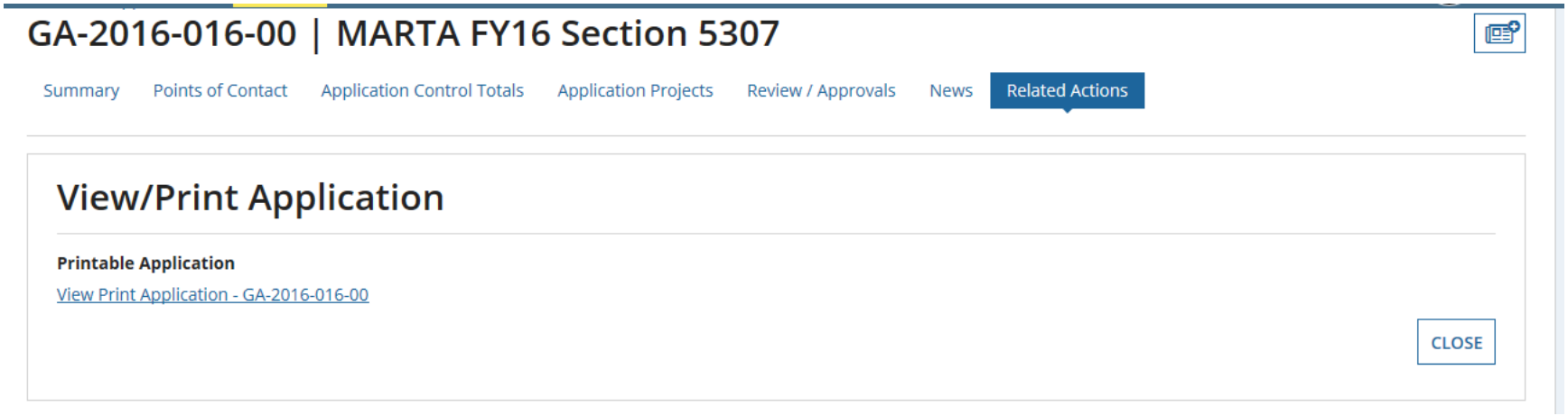
DOL Certification Details
View Details for DOL Certification

Application Documents
Manage Application Documents

Application Review Comments
View and Manage Application / Award Review Comments

Award Funds Status
View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements

View/Print Application



Award Summary

Award and Execution Details

Award Status Active (Executed)

Awarded By yvette.taylor@dot.gov

Regional Administrator

User Title

Awarded Date 9/15/2016

Award Execution Status Active (Executed)

Award Execution By oakujuo@itsmarta.com

Copy

Director of Grant Programs

User Title

Award Execution Date 9/16/2016

VIEW AWARD AGREEMENT | CLOSE

Records / Applications / Awards

GA-2016-016-00 | MARTA FY16 Section 5307

Summary | Points of Contact | Application Control Totals | Application Projects | Review / Approvals | News | Related Actions

Award | View Award Letter for GA-2016-016-00

Award Letter rtf AwardLetter_GA-2016-016-00 16.5 KB

Close

Copy

Application Documents

Existing Documents

	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
	Application Information	General	MARTA C_A FY16 Signature.pdf	MARTA FY16 C&A Signature	May 18, 2016	cgesick@itsmarta.com
	Application Information	General	MARTA FY16 MPO_ARC POP JARC.pdf	MARTA FY16 MPO_ARC POP	May 18, 2016	cgesick@itsmarta.com
	Application Information	General	FY16 UPWP MARTA Plng.pdf	MARTA FY16 UPWP	May 18, 2016	cgesick@itsmarta.com
	Application Information	General	MARTA Bus Disposal Schedule FY16 Sec 5307.pdf	MARTA Bus Disposal Schedule FY16 Sec 5307	Jul 19, 2016	cgesick@itsmarta.com
	Comments	DOL	DOL Certification Letter - 1101 - ATLANTA MARTA - 9/13/2016 10:25 AM EDT	Copy	Sep 14, 2016	timmons.lavern@dol.gov
	Application Information	General	View Print Application - GA-2016-016-00	Execute Award (9/16/2016) - Application View-Print	Sep 17, 2016	oakujuo@itsmarta.com
	Project Information	General	ARC TIP FY16 Sec 5307 MARTA.pdf	ARC_TIP Sec 5307 FY16 MARTA	Apr 23, 2016	cgesick@itsmarta.com

7 items

Award Funds Status

GA-2016-016-00 | MARTA FY16 Section 5307

Recipient Details

Recipient ID
1101

Recipient Name
METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

Award Details

FAIN
GA-2016-016-00

Award Name
MARTA FY16 Section 5307

Temp App Number
1101-2016-1

Award Status
Active (Executed) Copy

Award Funding Summary

PO Number	Funding Source	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance
GA-90-X357	49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	$49,800,000.00	$0.00	$40,000,000.00	$0.00	$9,800,000.00

Part 3 (Continued)

PROJECT INFORMATION

TrAMS "Awards" vs. "Project"

Each Award has its own purpose or scope of work, defined by its Project(s) and its activities.

- All awards must have at least one project, and awards can have multiple projects.
- For example, a TrAMS Project may be used to define a specific project (e.g. The Main Street BRT, or the Red Line Station Expansion Project); a
- Project can also be used to group related but independent activities (e.g. Capital Improvements: Bus Preventative Maintenance, Shelter purchase Bus Replacements, Security Improvements)

TEAM & TrAMS – Terminology

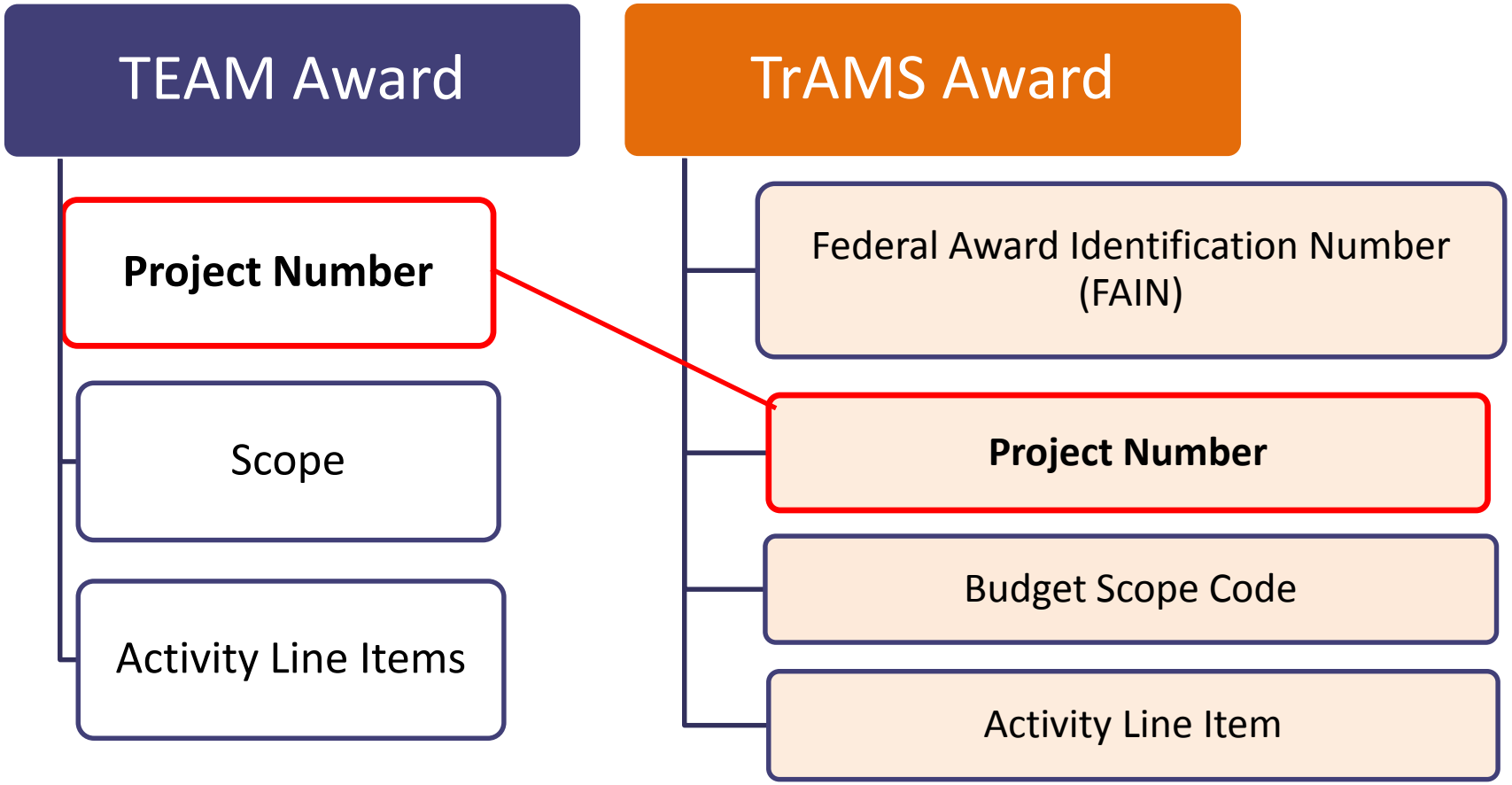


Illustration Only

Application Projects

Records / Applications / Awards

GA-2016-016-00 | MARTA FY16 Section 5307

Summary | Points of Contact | Application Control Totals | Application Projects | Review / Approvals | News | Related Actions

Recipient Details

Recipient ID
1101

Recipient Name
Metropolitan Atlanta Rapid Transit Authority

Award Status Information

FAIN
GA-2016-016-00

Award Name
MARTA FY16 Section 5307

Temp App Number
1101-2016-1

Award Status
Active (Executed)

Copy

Projects for Application

Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
GA-2016-016-02-00	MARTA FY16 Sec 5307 ADA	$4,375,000	May 31, 2016	Cathy Gesick
GA-2016-016-01-00	MARTA FY16 Sec 5307	$59,225,000	May 31, 2016	Cathy Gesick

Project Summary Information

Project Details/Narrative

Project Start Date

Jul 01, 2015

Project End Date

Dec 31, 2018

Project Description

The projects within this grant application request FY 2016 Section 5307 Urbanized Area Formula Program funds apportioned to the Atlanta Urbanized Area suballocated to MARTA in accordance with the regional policy. The total amount requested for these projects within the grant application is $58,625,000 (federal share $46,300,000- FY15 Carryforward $ 10,357,720 and FY16 $35,942,280).
The request includes funding for the following Capital Assistance projects:
A) Preventive Maintenance for Bus and Rail Operations
B) Associated Transit Improvement Projects
C) Security Projects
D) Transit Planning
E) Low Income – Job Access/Reverse Commute Project
F) Bus and Bus Facility Projects

These projects are included in the adopted FY 2016-2021 Atlanta Regional Transportation Improvement Program (TIP) and incorporated by reference in the approved Georgia State Transportation Improvement Program (STIP). The ARC TIP # is AR-5307-M.
The FY 2016 Federal Share requested for this project is $46,300,000.
The 20% non-federal matching share for these projects will be provided from the 1% dedicated MARTA reta sales and use tax collected in Clayton, DeKalb and Fulton counties and the City of Atlanta.
These projects are covered by the FTA pre-award authority extended in the February 16, 2016 Federal Register notice.

Project Benefits

This grant application supports critical operations of the Authority with maintaining equipment and revenue vehicles in a state of good repair in order to deliver safe, reliable, efficient transit service. Additionally, the grant application provides support for replacement of buses that have met or exceeded the useful life whicl enables MARTA to maintain a bus revenue fleet in optimal condition.

Project Locations

The MARTA service area includes Clayton, Fulton, and DeKalb County's and the City of Atlanta.

Project Control Totals

GA-2016-016-01-00

Project Title

MARTA FY16 Sec 5307

Project Created Date

Apr 05, 2016

Last Modified Date

May 31, 2016

Last Modified By

cgesick@itsmarta.com

Project Control Totals Summary

Funding Source Name	Amount
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	$46,300,000
Local	$12,925,000
Local/In-Kind	$0
State	$0
State/In-Kind	$0
Other Federal	$0
Transportation Development Credit	$0
Adjustment Amount	$0
Total Eligible Amount	$59,225,000

Copy

Project Related Actions

Records / Projects

GA-2016-016-01-00 - MARTA FY16 Sec 5307

Summary | Project Control Totals | News | Related Actions

Project Details and Narratives
Manage Project Details and Narrative

Project Location
Manage Project Place of Performance Information (Congressional District and UZA Codes)

Project Plan Information
Manage Project's Program Plan Information (STIP/UPWP/LRP)

Budget Activity Line Items and Milestone
Manage Budget Activity Line Item and Milestone

Environmental Determinations
Manage Project Environmental Determinations

View-Print Application
Generate View/Print for Application

Project Documents
Manage Project Documents

Project Funds Status
View Project Funds Status

Copy

Program Plan Information

Project | Program Plan Information

Project Details

Project Number	Project Title	Date Created
GA-2016-016-02-00	MARTA FY16 Sec 5307 ADA	5/31/2016 4:26 AM GMT+12:00

STIP/TIP Documents

No STIP/TIP Program Plan document has been uploaded for this project.

UPWP Documents

No UPWP Program Plan document has been uploaded for this project.

Long-Range Plan Document

Copy

No Long-Range Plan Program Plan document has been uploaded for this project.

Cancel

Project Budget Activity Line Items and Milestones

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

Status	Scope Name / Code	Line Item Number / Name	Activity Type	Quantity	FTA Amount	Total Eligible Cost
Completed	111-00 BUS - ROLLING STOCK	11.12.01 BUY REPLACEMENT 40-FT BUS	Buy Replacements - Capitol Bus	13	$6,000,000	$7,500,000
Completed	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.09 ACQUIRE - MOBILE SURV/SECURITY EQUIP	Acquisition Of Bus Support Equip/facilities	0	$104,800	$131,000
Completed	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.11 ACQUIRE - SUPPORT VEHICLES	Acquisition Of Bus Support Equip/facilities	2	$55,000	$68,750
Completed	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT	Acquisition Of Bus Support Equip/facilities	0	$145,000	$181,250
Completed	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.44.02 REHAB/RENOVATE - MAINTENANCE FACILITY	Rehab/renovate Bus Support Facil/equip	0	$266,200	$332,750
Completed	117-00 OTHER CAPITAL ITEMS (BUS)	11.79.00 PROJECT ADMINISTRATION	Other Capital Items (bus)	0	$30,000	$37,500
Completed	117-00 OTHER CAPITAL ITEMS (BUS)	11.7A.00 PREVENTIVE MAINTENANCE	Other Capital Items (bus)	0	$22,000,000	$27,500,000
Completed	119-00 Bus Associated Transit Improvements	11.92.02 PURCHASE BUS SHELTERS	Acquisition	8	$150,000	$187,500
Completed	119-00 Bus Associated Transit Improvements	11.94.08 REHAB/RENOV SIGNAGE	Rehab/renovation	0	$300,000	$375,000
Completed	124-00 SUPPORT EQUIP/FACILITIES (RAIL)	12.42.09 PURCHASE - MOBILE SURV/SECURITY EQUIP	Acquisition	0	$75,000	$93,750

Copy

1 - 10 of 16

Project Budget Activity Line Items and Milestones

Line Item Details

Quantity

13

Extended Budget Description

This activity line item provides funding support for approximately thirteen (13) clean fuel (CNG) replacement buses that are included in MARTA`s current bus procurement. MARTA is acquiring CNG low floor 40` buses, which will meet or exceed EPA emission standards, to replace aging buses in accordance with FTA requirements.
The procurement of clean fuel, accessible Low Floor urban transit buses will be for use in MARTA fixed route service. The buses included in this request will replace 2004 and 2005 model buses as necessary to maintain the bus fleet in optimal condition as outlined in the bus replacement program. The buses to be replaced have met or exceeded the useful life requirements of 12 years or 500,000 miles. Procurement of replacement buses is critical to sustaining the bus fleet in a state of good repair and to provide riders with safe, convenient and reliable transit service.
MARTA will purchase approximately thirteen (13) clean fuel (CNG) low floor 40` buses that have an expected useful life of twelve (12) years or 500,000 miles.

MARTA is currently holding an additional two (2) spare buses due to expansion of service to Clayton County within the past year and the potential need for additional vehicles to meet service demands. It is anticipated that as the initial year of expanded service is completed, the spare ratio will be adjusted to the standard 20% level.

Milestones

Name	Estimated Completion Date	Description
RFP/IFB Issue Date	10/16/2015	
Contract Award Date	6/30/2016	
Initial Delivery Date	12/31/2017	
Final Delivery Date	6/30/2018	
Contract Completion Date	8/31/2018	

Copy

5 items

Project Environmental Determinations

Budget Activity Line Items Associated to NEPA Class of Action

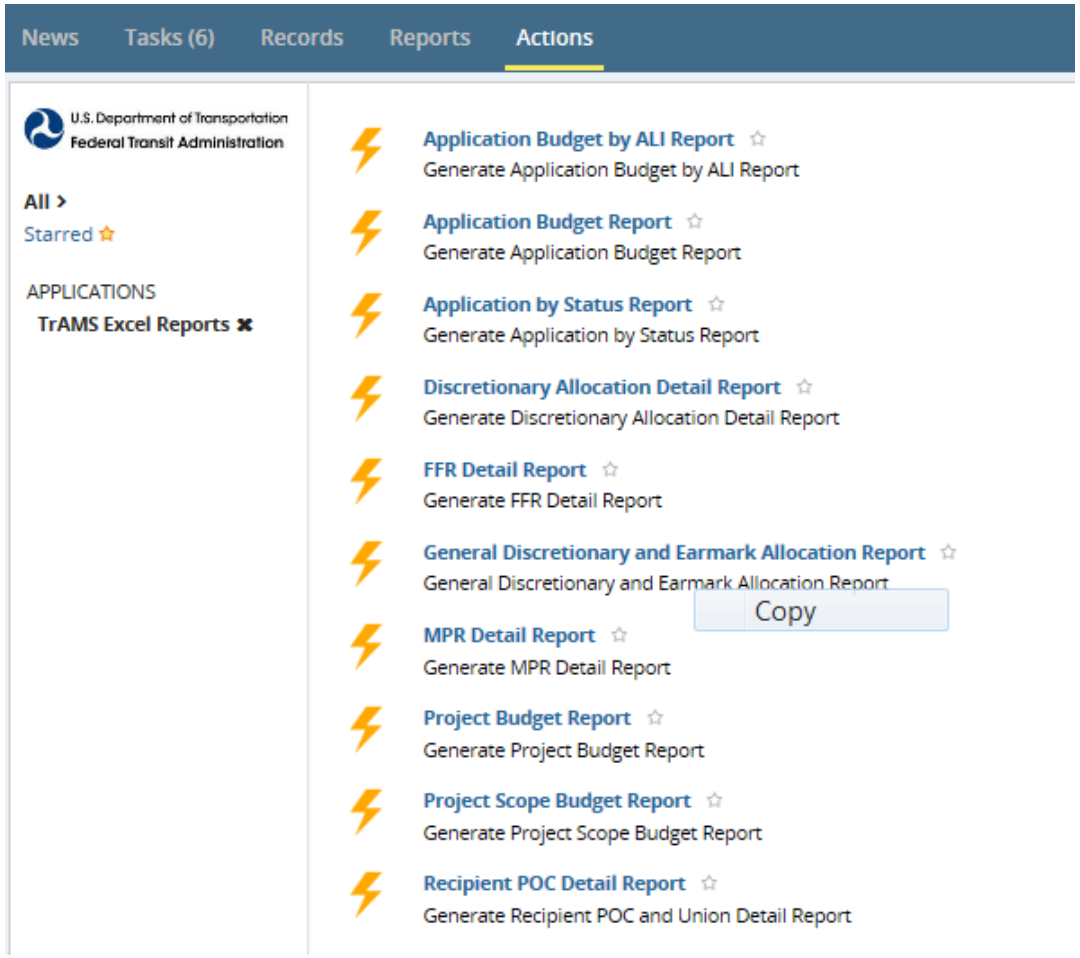
Scope Code	Scope Name	Line Item Number	Line Item Name	FTA Amount	Total Eligible Cost	NEPA Class	Categorical Exclusion
117-00	OTHER CAPITAL ITEMS (BUS)	11.7A.00	PREVENTIVE MAINTENANCE	$22,000,000.00	$27,500,000.00	Class II(c) - Categorical Exclusions (C-List)	Type 07: Acquisition, Maintenance of Vehicles / Equipment
117-00	OTHER CAPITAL ITEMS (BUS)	11.79.00	PROJECT ADMINISTRATION	$30,000.00	$37,500.00	Class II(c) - Categorical Exclusions (C-List)	Type 04: Planning and Administrative Activity
114-00	BUS: SUPPORT EQUIP AND FACILITIES	11.42.20	ACQUIRE - MISC SUPPORT EQUIPMENT	$145,000.00	$181,250.00	Class II(c) - Categorical Exclusions (C-List)	Type 07: Acquisition, Maintenance of Vehicles / Equipment
114-00	BUS: SUPPORT EQUIP AND FACILITIES	11.44.02	REHAB/RENOVATE - MAINTENANCE FACILITY	$266,200.00	$332,750.00	Class II(c) - Categorical Exclusions (C-List)	Type 05: Action Promoting Safety, Security, Accessibility
114-00	BUS: SUPPORT EQUIP AND FACILITIES	11.42.09	ACQUIRE - MOBILE SURV/SECURITY EQUIP	$104,800.00	$131,000.00	Class II(c) - Categorical Exclusions (C-List)	Type 05: Action Promoting Safety, Security, Accessibility
119-00	Bus Associated Transit Improvements	11.92.02	PURCHASE BUS SHELTERS	$150,000.00	$187,500.00	Class II(c) - Categorical Exclusions (C-List)	Type 07: Acquisition, Maintenance of Vehicles / Equipment
119-00	Bus Associated Transit Improvements	11.94.08	REHAB/RENOV SIGNAGE	$300,000.00	$375,000.00	Class II(c) - Categorical Exclusions (C-List)	Type 07: Acquisition, Maintenance of Vehicles / Equipment
124-00	SUPPORT EQUIP/FACILITIES (RAIL)	12.42.09	PURCHASE - MOBILE SURV/SECURITY EQUIP	$75,000.00	$93,750.00	Class II(c) - Categorical Exclusions (C-List)	Type 05: Action Promoting Safety, Security, Accessibility
124-00	SUPPORT EQUIP/FACILITIES (RAIL)	12.44.09	REHAB/RENOV - MOBILE SURV/SECURITY EQUIP	$200,000.00	$250,000.00	Class II(c) - Categorical Exclusions (C-List)	Type 07: Acquisition, Maintenance of Vehicles / Equipment

Copy

Part 4

QUERYING DATA AND RUNNING REPORTS

Most Reports are Located on the “Actions” Tab



Reports have Query Filters

News | Tasks (113) | Records | Reports | Actions | Appian

Reports | Application By Status Report

Report Search Criteria

Recipient Name/ID

* Recipient Region/Cost Center

Hold ctrl to select multiple.

Federal Award ID

Application/Award Fiscal Year

Hold ctrl to select multiple.

Application/Award Type

Please Select a Type

Application/Award Status

Hold ctrl to select multiple.

FTA Pre-Award Manager

FTA Post-Award Manager

CLEAR FILTER

GENERATE REPORT | CLOSE

Reports Appear via a Hyperlink

Reports | Application Discretionary Allocation Details

Generated Excel Report

Discretionary Allocation Detail Report for David Schneider Jun 04, 2017 08:03 AM

Report Search Criteria

Recipient Name/ID		* Application/Award Fiscal Year	2016
Recipient Region/Cost Center	78100 - FTA Regional 1 Office	Application/Award Type	Grant
Federal Award ID		Application/Award Status	Hold ctrl to select multiple.
Project Number		FTA Pre-Award Manager	
Discretionary ID		FTA Post-Award Manager	

CLEAR FILTER

GENERATE REPORT CLOSE

Some Reports are on the “Reports” Tab

News | Tasks (113) | Records | Reports | Actions

Disbursement Report

Report Search Criteria

Recipient Name/ID

Federal Award ID

Project Number

Account Class Code

Financial Purpose Code: Select a Value

Section Code

Hold ctrl to select multiple.

Recipient Region/Cost Center

Hold ctrl to select multiple.

Award Status: Select a Value

Budget Scope Code/Name

Scope Suffix: Select a Value

Transaction Type: Select a Value

Transaction Date: before after between

mm/dd/yyyy

RESET

EXPORT TO EXCEL

Static Reports on the "Records" Tab

Records Reports Actions

Allotment Advices
List of All Allotment Advices

Application Help Records
View Help Material for Specific Applications

Applications / Awards
List of All Applications / Awards

Operating Budgets
List of All Operating Budgets

Projects
List of All Projects

Recipient Organizations
List of All FTA Recipient Organizations

State / UZA Apportionments
List of All State / UZA Apportionment

Static Reports
List of TrAMS Excel Reports and Archived Reports from TEAM

Static Report Format

Records / Static Reports

FY 2017

Summary | News | Related Actions

Application Budget by ALI Rep...	01. October	5/1/2017 Application B
Application Budget Report	02. November	5/10/2017 Application I
Application by Status Report	03. December	5/11/2017 Application I
Cumulative Formula Apportio...	04. January	5/12/2017 Application I
Deobligation by Funding Report	05. February	5/13/2017 Application I
Discretionary Allocation Detail...	06. March	5/14/2017 Application I
Discretionary and Earmark All...	07. April	5/15/2017 Application I
FFR Detail Report	08. May	5/16/2017 Application I
FYOBL2 Report	09. June	5/17/2017 Application I
MPR Detail Report	10. July	5/18/2017 Application I
OPERBUD Report	11. August	5/19/2017 Application I
Project Budget Report	12. September	5/2/2017 Application B

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.

Who may want to use this report? Recipient staff charged with managing applications through the development process from creation to award as well as tracking the post-award status of applications.

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, including % disbursed and days since disbursement

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)

Who may want to use this report? Recipient staff charged with tracking the disbursed and undisbursed balances of awarded grants.

The Disbursement Report

- **Description:** This report allows users to query individual disbursements and/or refunds on a grant-by-grant basis. Unlike other reports in TrAMS which show a single, cumulative disbursement amount per grant or project, this report allows users to obtain a report of each disbursement or refund processed. The information in this report can also be found in the "Award Funding—Transaction View" screen of the Award Funds Status Module for an individual award.
- **Why use this report?** This report may be useful for individuals who need a transaction-by-transaction history of disbursements or refunds to an award, including the individual amounts and dates of the transaction.

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.

Who may want to use this report? Recipient staff who want to track the status of projects funded in applications along with disbursements at the project-by-project level.

Part 5

FINANCIAL INFORMATION AND CODES

Key Terminology

- Federal Award ID (FAIN)
- Project Number
- PO Number
- Budget Scope Code and Suffix
- Budget Activity Line Item
- Financial Purpose Codes
- Account Classification Codes
- Urbanized Area Codes
- Discretionary (or earmark) identification codes

Why So Many Codes?

- Draw down and track disbursements at the budget scope level.
- Track disbursements for individual projects within grants.
- Allow recipients to apply for multiple funding sources within the same application while tracking disbursements to these funding sources separately.
- Track funds in grants back to the Congressional appropriations and apportionments or to FTA discretionary allocations.
- Organize financial information in a way that our financial systems (FMS, ECHO, Delphi) can process.

TrAMS Awards & the "FAIN"

- Each Award is assigned a "Federal Award Identification Number" (FAIN)
- This terminology is consistent with OMB's Uniform Guidance
- The FAIN is a unique number to identify Awards and replaces the current TEAM term "Project Number"
- You may simplify by saying "Grant/Award ID"

Temporary Application Numbers

Application Temp #: 1306-2016-15

- Vendor ID (1306)
- FY Application Record is created (2016)
- Next Application in Sequence (15)

Temporary number assigned by TrAMS when an application is created.

Formal FAIN assigned by regional or HQ staff when application has been reviewed and is complete and ready for formal submission.

TrAMS Award FAIN CA-2016-021-00

CA = State

2016 = Fiscal Year the FAIN is Assigned

021= Next application in sequence (for the state, in the fiscal year the FAIN is assigned).

00=Initial Award (00) or Amendment (01, 02, etc…)

Project Number

The project number "inherits" the FAIN.

Application Temp #: 1306-2016-15

Project Temp # 1306-2016-15-P1

Application: CA-2016-021-00

Project: CA-2016-021-01-00

If additional projects, they would be CA-2016-021-02-00, CA-2016-021-03-00, etc

Purchase Order (PO) Number

- TrAMS Generates PO Numbers to pass information through to our financial systems.
- PO Numbers are generated at FAIN assignment.
- The PO Number is similar to the TEAM award Project Number. Each PO Number relates to the Fund Program (Section Code of funds) to be obligated. A PO Number has:
  - ✓ the State
  - ✓ the Section Code of Funds
  - ✓ the Activity Code (FPC Code) for Award
  - ✓ the next Award in sequence

Example PO Number CA90X048

CA	Recipient's **State**
90	Fund Program **Section Code**
"X"	FPC activity code
048	Next number in sequence for the State/Section Code/Activity Code Combo

This example is the state of California's 48th Award of Section 90 funds (Section 5307).

Budget Scope Codes

- Used to track the categories of goods and services funded in grants and cooperative agreements.
- Grants created and awarded in TrAMS disburse at the scope code level.
- Common Examples:
- 111—Bus Rolling Stock
- 114—Bus Support Equipment and Facilities
- 123—Rail Station Stops and Terminals
- 117—Bus Other Capital Items
- 300—Operating Assistance

Budget Scope Code Suffixes

- TrAMS will automatically assign a suffix to each budget scope in the grant.
- Suffixes are A1, A2, A3.
- Suffixes are assigned so that recipients with multiple budget scopes of the same type (i.e. multiple bus rolling stock scopes, 111-00) can draw down funds on one scope vs the other.

Budget Activity Line Item Codes

- Provide more detailed, granular information on goods and services funded in the award.
- Not displayed in the award funds status module but visible in view/print of application or in project budget line items section.

	Status	Scope Name / Code	Line Item Number / Name	Activity Type
	In-Progress	111-00 BUS - ROLLING STOCK	11.13.01 BUY 40-FT BUS FOR EXPANSION	Buy Expansion - Capitol Bus
	In-Progress	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.10 ACQUIRE - MOBILE FARE COLL EQUIP	Acquisition Of Bus Support Equip/facilities
	In-Progress	117-00 OTHER CAPITAL ITEMS (BUS)	11.7A.00 PREVENTIVE MAINTENANCE	Other Capital Items (bus)

Financial Purpose Code

- A two digit code applied at funds reservation.
- FPC's were used in TEAM to track draw-downs for Capital expenses (00), Operating (04), Planning (02).
- FPCs are still visible for TrAMS awards but not used since we track drawdowns by budget scope code.

Account Classification Code

- Used to track funds we award in grants and cooperative agreements back to the Congressional appropriations.
- Example: 2016.25.90.91.2
- 2016 = the Funding Fiscal Year (the year Congress appropriated the funds).
- 25 = Trust Fund or General Fund
- 90 = The FTA Funding Source (i.e. Section 5307 Urbanized Area Formula Program)
- 91 = a limitation code or sub-allocation within an FTA program.
- 2 =

Urbanized Area Code

- Used to track funds in grants and cooperative agreements back to the urbanized area or state to which the funds were apportioned.
- Urbanized Areas (UZAs) have a six-digit code, i.e. 180960 (Fort Wayne, IN)
- State apportionments also have a six digit code i.e. 180000 (Indiana)

Discretionary ID

- Used to track funds in awards back to discretionary allocations (or earmarks)
- Discretionary IDs set up for each program and each allocation assigned an id when we publish the allocations.
- Example: D2015-TODP-0006
- D = Discretionary
- 2015 = the fiscal year we allocated the funds
- TODP = a program abbreviation (i.e. the Transit Oriented Development Pilot Program).
- 0006 = the sixth allocation made under this program in this FY.
- Discretionary IDs are associated with applications during FTA review.
- Awards can contain a single discretionary ID or multiple IDs.

Part 6

ADDITIONAL RESOURCES

Additional Resources

- The TrAMS web page http://www.fta.dot.gov/TrAMS has:
  - Tip Sheets on Recent System Updates
  - A Q and A section
  - Past training recordings and presentations
  - A list of your local security managers
  - The TrAMS user guide (currently being updated)
  - The Activity Line Item Tree
  - A list of FTA funding sources and Section Codes

Additional Resources

- Your FTA Regional or HQ office also has developed training and guidance materials.