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

Welcome to the Transit Award Management System (TrAMS), FTA’s platform to award and manage federal grants. TrAMS was created to provide greater efficiency and improved transparency and accountability and replaces the TEAM platform.
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

Part I

GENERAL INFORMATION
# FTA: A Grant Making Agency

## FTA’s FRAMEWORK FOR MISSION DELIVERY

<table>
<thead>
<tr>
<th>Financial Assistance</th>
<th>Technical Assistance</th>
<th>Research, Demonstration &amp; Innovation</th>
<th>Oversight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan Planning</td>
<td>Technical Assistance &amp; Industry Standards</td>
<td>Research, Development, Demonstration &amp; Deployment</td>
<td>Safety Oversight</td>
</tr>
<tr>
<td>Statewide &amp; Non-Urban Planning</td>
<td>National Transit Institute</td>
<td>multiple projects underway</td>
<td></td>
</tr>
<tr>
<td>Urbanized Area</td>
<td>Transportation Safety Institute</td>
<td>Transit Cooperative Research Program</td>
<td></td>
</tr>
<tr>
<td>Rural Area</td>
<td>Workforce Development &amp; Training</td>
<td>Bus testing</td>
<td></td>
</tr>
<tr>
<td>Seniors &amp; Individual with Disabilities</td>
<td>Technical Assistance Centers</td>
<td>Bus Component Testing</td>
<td></td>
</tr>
<tr>
<td>Emergency Relief:</td>
<td>• Rural Technical Assistance Program</td>
<td>Small Business Innovation</td>
<td></td>
</tr>
<tr>
<td>• Hurricane Sandy Recovery &amp; Resilience</td>
<td>• National Aging &amp; Disability Transit Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Good Repair</td>
<td>• National Center for Mobility Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus &amp; Bus Facilities</td>
<td>• Transit Oriented Development Initiative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low/No Emission Bus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Investment Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workforce Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transit Oriented Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Safety Oversight</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[FHWA - STBGP &amp; CMAQ]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[USDOT - TIGER]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[USDOT – TIFIA, RRIF loans]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[FRA – FY17 PTC grants]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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
FTA A Grant Making Agency

FTA Program Funding Trend
(Fiscal Years 2006-2016)

FY2016 Total Funds Awarded by Program

FY2016 Total Number of Grants Awarded by Program
A Brief History of Electronic Grant Making at FTA

• 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

- Stakeholder input, testing, feedback
- Law, OMB Guidance, FTA Circulars and Grants A to Z
- Appian Platform & Features
- Contract scope of work and resources
- TEAM, FMS, Delphi System Requirements
- 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.

• 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

<table>
<thead>
<tr>
<th>TEAM Recipient/Grantee &quot;Functions&quot; seen on TEAM Request Form</th>
<th>Equivalent TrAMS Recipient User Group/Role</th>
<th>LSM Review PIN Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>User Manager</td>
<td>NA</td>
</tr>
<tr>
<td>NA</td>
<td>Developer</td>
<td>NA</td>
</tr>
<tr>
<td>Submit</td>
<td>Submitter</td>
<td>Yes</td>
</tr>
<tr>
<td>Civil Rights/DBE Reporting</td>
<td>Civil Rights</td>
<td>NA</td>
</tr>
<tr>
<td>Execute</td>
<td>Official</td>
<td>Yes</td>
</tr>
<tr>
<td>Certify as Official</td>
<td>Official</td>
<td>Yes</td>
</tr>
<tr>
<td>Certify as Lawyer</td>
<td>Attorney</td>
<td>Yes</td>
</tr>
<tr>
<td>Certify as Both</td>
<td>Assign Both Attorney and Official</td>
<td>Yes</td>
</tr>
<tr>
<td>NA</td>
<td>FFR Reporter</td>
<td>NA</td>
</tr>
<tr>
<td>NA</td>
<td>MPR Reporter</td>
<td>NA</td>
</tr>
</tbody>
</table>
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 and 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.
GAINING ACCESS TO TRAMS, LOGGING IN, AND NAVIGATING THE SYSTEM

Part 2
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.
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.
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 smartphones)

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.

Peter De Haan Application 5579-2017-1 - FY 2017 Ongoing Activities Including Planning, Operating Assistance, Capital Leases, and Equipment has been created.
Mar 8, 2017

Peter De Haan Application 5579-2017-1 - Sec 5307 FFY 2017 Ongoing Activities Including Planning, Operating Assistance, Capital Leases, and Equipment has been transmitted to FTA Pre-Award Manager for Initial Review and Initial Concurrence Review Routing.
Jun 23, 2017

Arianna Valle Application 5579-2017-1 - Sec 5307 FFY 2017 Ongoing Activities Including Planning, Operating Assistance, Capital Leases, and Equipment has been returned to VENTURA COUNTY TRANSPORTATION COMMISSION with comments and requests for changes.
Wednesday, 11.24 AM

Peter De Haan Application 5579-2017-1 - Sec 5307 FFY 2017 Ongoing Activities Including Planning, Operating Assistance, Capital Leases, and Equipment has been transmitted to FTA Pre-Award Manager for Initial Review and Initial Concurrence Review Routing.
1 hour ago

Add your comment here...
Tasks list the specific work items that have been assigned to the user or the user group to 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).
The Records can be used to search for and work on records that exist 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.
The Actions Tab Functions:

1. Allows the user to perform 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.
Setting up your Security Questions

Records / Users

Schneider, David

- 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.

Manage Security Questions

Stress and answer three (3) security questions. These questions can be used for authentication to unlock your account. Please note that your answers will be case sensitive.

Question 1 *
What was the name of your first pet?
Answer *

Confirm Answer *

Question 2 *
Please describe a Question
Answer *

Copy
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 that provides more information.
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).

<table>
<thead>
<tr>
<th>Records / Applications / Awards</th>
<th>Senior Mobility and Accessibility Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>KY-2017-011-02</td>
</tr>
<tr>
<td>Points of Contact</td>
<td></td>
</tr>
<tr>
<td>Application Control Totals</td>
<td></td>
</tr>
<tr>
<td>Application Projects</td>
<td></td>
</tr>
<tr>
<td>Review / Approvals</td>
<td></td>
</tr>
<tr>
<td>News</td>
<td>Related Actions</td>
</tr>
</tbody>
</table>

- **View-Print Application**: Generate View/Print for Application
- **Application Details**: Edit/View Application Details
- **View-Print Budget Change History**: Generate View-Print for Budget Revision
- **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
- **Review Signoff**: Ad-hoc Review
- **Application Fleet Status**: View Application Fleet Status
- **Modify Award Managers**:
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.

<table>
<thead>
<tr>
<th>FAIN</th>
<th>Application Name</th>
<th>Last Updated By</th>
<th>Last Updated Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WI-95-X052-00</td>
<td>FY15 Surface Transportation Program</td>
<td></td>
<td>Sep 22, 2015</td>
<td>Active (Executed)</td>
</tr>
<tr>
<td>WI-04-0059-01</td>
<td>CLOSE OUT AMENDMENT</td>
<td></td>
<td>Aug 04, 2015</td>
<td>Closed</td>
</tr>
<tr>
<td>WI-39-0001-01</td>
<td>CLOSE OUT AMENDMENT</td>
<td></td>
<td>Jul 21, 2015</td>
<td>Closed</td>
</tr>
<tr>
<td>WI-16-X005-01</td>
<td>FY13 -14 Section 5310 Enhanced Mobility</td>
<td></td>
<td>Jun 05, 2015</td>
<td>Active (Executed)</td>
</tr>
<tr>
<td>WI-79-1001-00</td>
<td>Forward Madison UrbanFootprint</td>
<td></td>
<td>May 29, 2015</td>
<td>Active (Executed)</td>
</tr>
<tr>
<td>WI-04-0059-00</td>
<td>SGR for Vehicle Rep, Farebox &amp; Shelters</td>
<td></td>
<td>Feb 20, 2015</td>
<td>Closed</td>
</tr>
<tr>
<td>WI-90-X765-00</td>
<td>FY2014 Sct 5307 PM, Bus, Misc. Cap., Plg</td>
<td></td>
<td>Jan 21, 2015</td>
<td>Active (Executed)</td>
</tr>
</tbody>
</table>
In many modules you will find check boxes, they 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.
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.
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.

![Recipient Information Table](image-url)
Recipient Information

“Applications/Awards” provides a link to the recipients’ applications and awards.
Recipient Information

• Additional information is available via the “related actions” link.
## Recipient Documents

### Recipient Profile Information
- **Recipient ID**: 1101
- **Recipient Name**: METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

### Existing Documents

<table>
<thead>
<tr>
<th>Document Context</th>
<th>Document Type</th>
<th>Document File Name</th>
<th>Document Description</th>
<th>Date Uploaded</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>General</td>
<td>MARTACAPFinalReport 040213.pdf</td>
<td>MARTA CAP - Final Report</td>
<td>May 24, 2017</td>
<td><a href="mailto:mbradley1@itsmarta.com">mbradley1@itsmarta.com</a></td>
</tr>
<tr>
<td>General</td>
<td>General</td>
<td>MARTA CAP Final Report Closed Letter - FTA Approved</td>
<td>MARTA CAP Final Report Closed Letter - FTA Approved</td>
<td>May 24, 2017</td>
<td><a href="mailto:mbradley1@itsmarta.com">mbradley1@itsmarta.com</a></td>
</tr>
</tbody>
</table>
### Civil Rights Program Information

**METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY | ATLANTA MARTA | 1101**

#### Recipient Details

**Recipient ID**

1101

**Recipient Name**

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

#### Status History

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Status</th>
<th>Submitted Date</th>
<th>Concur Date</th>
<th>Due Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBE Program</td>
<td>Concur</td>
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<td>3/14/2013</td>
<td>2/28/2012</td>
<td></td>
</tr>
<tr>
<td>Title VI Program</td>
<td>In Review - Submitted to FTA</td>
<td>8/16/2016</td>
<td>5/31/2016</td>
<td>4/1/2019</td>
<td>5/31/2019</td>
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<td>DBE Goal</td>
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<td>11/19/2014</td>
<td>8/1/2017</td>
<td>9/30/2017</td>
</tr>
</tbody>
</table>

[CONTINUE]
Certifications and Assurances

Records | Recipient Organizations

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY | ATLANTA MARTA | 1101

Select Fiscal Year: 2017

Certification and Assurance Information

Published Certifications and Assurances Document

Fiscal Year: 2017
Assigned Date: 1/20/2016
Due Date: 3/30/2017
Certified Date: 3/3/2017

Certifications and Assurances

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SI</td>
<td>Required Certifications and Assurances for Each Applicant</td>
</tr>
</tbody>
</table>

Affirmation of Applicant

By signing below, on behalf of the Applicant, I declare that I have authorized the Applicant to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, if applicable, federal guidelines, and comply with the Certifications and Assurances as indicated in the preceding pages or in each application or in any written agreement made by the Applicant's Authorized Representative or the Applicant, except as otherwise provided by law.

I, Arthur Alujojo, hereby affirm that all the data contained in the attached report are true and correct. I agree to any action that may result from the incorrect data. This document contains the following assurances:

- The applicant has been in compliance with all federal laws, regulations, and requirements.
- The applicant has been in compliance with all applicable federal guidelines.
- The applicant has been in compliance with all applicable federal laws, regulations, and requirements.

Affirmation of Attorney

As the undersigned, I affirm that I have reviewed the data contained in the attached report and find the data to be true and correct. I agree to any action that may result from the incorrect data. This document contains the following assurances:

- The applicant has been in compliance with all federal laws, regulations, and requirements.
- The applicant has been in compliance with all applicable federal guidelines.
- The applicant has been in compliance with all applicable federal laws, regulations, and requirements.
Points of Contact

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

<table>
<thead>
<tr>
<th>Grantee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee ID</td>
</tr>
<tr>
<td>Grantee Name</td>
</tr>
</tbody>
</table>

**Search Criteria**

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

<table>
<thead>
<tr>
<th>Contact Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- All --</td>
</tr>
</tbody>
</table>

**Grantee Points of Contact | Grantee Union Information**

<table>
<thead>
<tr>
<th>Grantee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee ID</td>
</tr>
<tr>
<td>Grantee Name</td>
</tr>
</tbody>
</table>

**Contact Information**

<table>
<thead>
<tr>
<th>Title</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY GRANT CONTACT</td>
<td>Onyinye Akujio</td>
<td>4048484331</td>
<td><a href="mailto:oakujo@tsmarta.com">oakujo@tsmarta.com</a></td>
</tr>
<tr>
<td>GENERAL MANAGER/CEO</td>
<td>Keith T. Parker</td>
<td>4048485065</td>
<td><a href="mailto:kdparker@tsmarta.com">kdparker@tsmarta.com</a></td>
</tr>
</tbody>
</table>
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 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 Nileskes

**Period of Performance Start Date**
The start date will be set to the date of the award

**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 Description
N/A

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

Delinquent Federal Debt Description
N/A
Additional Application/Award Information

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

Recipient Details
Recipient ID
1101

Award Status Information
Award Number
GA-2016-016-00

Award Name
MARTA FY16 Section 5307

Award Status
Active (Executed)

Recipient Name
METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

Award Date
Sep 16, 2016

Executed Date
Sep 17, 2016

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
Temp App Number
1101-2016-1

Award Name
MARTA FY16 Section 5307
Award Status
Active (Executed)

Point Of Contacts

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<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Cathy Gesick</td>
<td>Grantee</td>
<td><a href="mailto:cgesick@itsmarta.com">cgesick@itsmarta.com</a></td>
<td>404-848-5123</td>
</tr>
<tr>
<td>Jerimiah Easley</td>
<td>Post-Award Manager</td>
<td><a href="mailto:jerimiah.easley@dot.gov">jerimiah.easley@dot.gov</a></td>
<td>404-865-5608</td>
</tr>
<tr>
<td>Richelle Gosman</td>
<td>Pre-Award Manager</td>
<td><a href="mailto:richelle.gosman@dot.gov">richelle.gosman@dot.gov</a></td>
<td>404-865-5478</td>
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<th>Award Name</th>
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<tbody>
<tr>
<td>GA-2016-016-00</td>
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<tr>
<td>Temp App Number</td>
<td>Award Status</td>
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<td>1101-2016-1</td>
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### Application Control Totals Summary

<table>
<thead>
<tr>
<th>Funding Source Name</th>
<th>Amount</th>
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<tbody>
<tr>
<td>49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)</td>
<td>$49,800,000</td>
</tr>
<tr>
<td>Local</td>
<td>$13,800,000</td>
</tr>
<tr>
<td>Local/In-Kind</td>
<td>$0</td>
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<tr>
<td>State</td>
<td>$0</td>
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<td>Total Eligible Amount</td>
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</table>
Application Related Actions

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

- **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

- **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

Printable Application
View Print Application - GA-2016-016-00
Award Summary

Award and Execution Details

**Award Status**: Active (Executed)

**Awarded By**: yvette.taylor@dot.gov
Regional Administrator

**Awarded Date**: 9/15/2016

**Award Execution Status**: Active (Executed)

**Award Execution By**: pcalkula@itsmart.com
Director of Grant Programs

**Award Execution Date**: 9/16/2016

---

**Records / Applications / Awards**

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

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

**Award Letter**: AwardLetter_GA-2016-016-00
16.2 KB

---

**Related Actions**

**VIEW AWARD AGREEMENT**

**CLOSE**

---

**COPY**
# Application Documents

## Existing Documents

<table>
<thead>
<tr>
<th>Document Context</th>
<th>Document Type</th>
<th>Document File Name</th>
<th>Document Description</th>
<th>Date Uploaded</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Information</td>
<td>General</td>
<td>MARTA C_A FY16 Signature.pdf</td>
<td>MARTA FY16 C&amp;A Signature</td>
<td>May 18, 2016</td>
<td><a href="mailto:cgesick@itsmarta.com">cgesick@itsmarta.com</a></td>
</tr>
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<td>Application Information</td>
<td>General</td>
<td>MARTA FY16 MPO_ARC POP JARC.pdf</td>
<td>MARTA FY16 MPO_ARC POP</td>
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<td><a href="mailto:cgesick@itsmarta.com">cgesick@itsmarta.com</a></td>
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<tr>
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<td>General</td>
<td>FY16 UPWP MARTA Ping.pdf</td>
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<td>May 18, 2016</td>
<td><a href="mailto:cgesick@itsmarta.com">cgesick@itsmarta.com</a></td>
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<tr>
<td>Application Information</td>
<td>General</td>
<td>MARTA Bus Disposal Schedule FY16 Sec 5307.pdf</td>
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<td>Jul 19, 2016</td>
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<td>Comments</td>
<td>DOL</td>
<td>DOL Certification Letter - 1101 - ATLANTA MARTA - 9/13/2016 10:25 AM EDT</td>
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<td>Sep 14, 2016</td>
<td><a href="mailto:timmons.lavern@dol.gov">timmons.lavern@dol.gov</a></td>
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<tr>
<td>Application Information</td>
<td>General</td>
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<td>Execute Award (9/16/2016) - Application View-Print</td>
<td>Sep 17, 2016</td>
<td><a href="mailto:oakuuo@itsmarta.com">oakuuo@itsmarta.com</a></td>
</tr>
<tr>
<td>Project Information</td>
<td>General</td>
<td>ARC TIP FY16 Sec 5307 MARTA.pdf</td>
<td>ARC_TIP Sec 5307 FY16 MARTA</td>
<td>Apr 23, 2016</td>
<td><a href="mailto:cgesick@itsmarta.com">cgesick@itsmarta.com</a></td>
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# 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
- **Temp App Number**: 1101-2016-1
- **Award Name**: MARTA FY16 Section 5307
- **Award Status**: Active (Executed)

### Award Funding Summary

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Funding Source</th>
<th>Obligation</th>
<th>Deobligation</th>
<th>Disbursements</th>
<th>Refund</th>
<th>Unliquidated Balance</th>
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<tbody>
<tr>
<td>GA-90-X357</td>
<td>49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)</td>
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<td>$0.00</td>
<td>$40,000,000.00</td>
<td>$0.00</td>
<td>$9,800,000.00</td>
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</tbody>
</table>

[FTA Federal Transit Administration](#)
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

**TEAM Award**
- **Project Number**
- **Scope**
- **Activity Line Items**

**TrAMS Award**
- Federal Award Identification Number (FAIN)
- **Project Number**
- Budget Scope Code
- Activity Line Item

Illustration Only
## Application Projects

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

### Recipient Details
- **Recipient ID**: 1101
- **Recipient Name**: Metropolitan Atlanta Rapid Transit Authority

### Award Status Information
- **FAIN**: GA-2016-016-00
- **Temp App Number**: 1101-2016-1
- **Award Name**: MARTA FY16 Section 5307
- **Award Status**: Active (Executed)

### Projects for Application
<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Name</th>
<th>Project Budget</th>
<th>Last Updated Date</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA-2016-016-02-00</td>
<td>MARTA FY16 Sec 5307 ADA</td>
<td>$4,375,000</td>
<td>May 31, 2016</td>
<td>Cathy Gesick</td>
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<td>GA-2016-016-01-00</td>
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<td>$592,250,000</td>
<td>May 31, 2016</td>
<td>Cathy Gesick</td>
</tr>
</tbody>
</table>
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 $3,9642,280).
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 1½ dedicated MARTA retail 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 which 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

## Project Control Totals Summary

<table>
<thead>
<tr>
<th>Funding Source Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>49 USC 5307 – (MAP 21) Urbanized Area Formula (FY2013 and forward)</td>
<td>$46,300,000</td>
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<tr>
<td>Local</td>
<td>$12,925,000</td>
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<td>Local/In-Kind</td>
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<td>State</td>
<td>$0</td>
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<td>State/In-Kind</td>
<td>$0</td>
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<tr>
<td>Other Federal</td>
<td>$0</td>
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<tr>
<td>Transportation Development Credit</td>
<td>$0</td>
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<td>Adjustment Amount</td>
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<tr>
<td>Total Eligible Amount</td>
<td>$59,225,000</td>
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</tbody>
</table>
Project Related Actions

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

- Project Details and Narratives
  Manage Project Details and Narrative
- Project Location
  Manage Project Place of Performance Information (Congressional District and LIZA Codes)
- Project Plan Information
  Manage Project 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
# Program Plan Information

## Project Details

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Title</th>
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<tbody>
<tr>
<td>GA-201-010-02-00</td>
<td>MARTA FY18 Sec 5307 ADA</td>
<td>5/31/2016 4:26 AM EDT +12:00</td>
</tr>
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</table>

## 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

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Scope Name / Code</th>
<th>Line Item Number / Name</th>
<th>Activity Type</th>
<th>Quantity</th>
<th>FTA Amount</th>
<th>Total Eligible Cost</th>
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</thead>
<tbody>
<tr>
<td>Completed</td>
<td>111-00 BUS - ROLLING STOCK</td>
<td>11.12.01 BUY REPLACEMENT 40-FT BUS</td>
<td>Buy Replacements - Capitol Bus</td>
<td>13</td>
<td>$6,000,000</td>
<td>$7,300,000</td>
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<tr>
<td>Completed</td>
<td>114-00 BUS: SUPPORT EQUIP AND FACILITIES</td>
<td>11.42.09 ACQUIRE - MOBILE SURV/SECURITY EQUIP</td>
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<td>11.42.11 ACQUIRE - SUPPORT VEHICLES</td>
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<td>11.70.00 PROJECT ADMINISTRATION</td>
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<td>11.74.00 PREVENTIVE MAINTENANCE</td>
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<td>11.52.02 PURCHASE BUS SHELTERS</td>
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<td>$375,000</td>
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<tr>
<td>Completed</td>
<td>124-00 SUPPORT EQUIP/FACILITIES (RAIL)</td>
<td>12.42.09 PURCHASE . MOBILE SURV/SECURITY EQUIP</td>
<td>Acquisition</td>
<td>0</td>
<td>$75,000</td>
<td>$93,750</td>
</tr>
</tbody>
</table>
## 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Estimated Completion Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP/IPB Issue Date</td>
<td>10/16/2015</td>
<td></td>
</tr>
<tr>
<td>Contract Award Date</td>
<td>6/30/2016</td>
<td></td>
</tr>
<tr>
<td>Initial Delivery Date</td>
<td>12/31/2017</td>
<td></td>
</tr>
<tr>
<td>Final Delivery Date</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>Contract Completion Date</td>
<td>8/31/2018</td>
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</table>
# Project Environmental Determinations

## Budget Activity Line Items Associated to NEPA Class of Action

<table>
<thead>
<tr>
<th>Scope Code</th>
<th>Scope Name</th>
<th>Line Item Number</th>
<th>Line Item Name</th>
<th>FTA Amount</th>
<th>Total Eligible Cost</th>
<th>NEPA Class</th>
<th>Categorical Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>117-00</td>
<td>OTHER CAPITAL ITEMS (BUS)</td>
<td>11.7A.00</td>
<td>PREVENTIVE MAINTENANCE</td>
<td>$22,000,000.00</td>
<td>$27,500,000.00</td>
<td>Class II(c) - Categorical Exclusions (C-List)</td>
<td>Type 07: Acquisition, Maintenance of Vehicles / Equipment</td>
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<tr>
<td>117-00</td>
<td>OTHER CAPITAL ITEMS (BUS)</td>
<td>11.79.00</td>
<td>PROJECT ADMINISTRATION</td>
<td>$30,000.00</td>
<td>$37,500.00</td>
<td>Class II(c) - Categorical Exclusions (C-List)</td>
<td>Type 04: Planning and Administrative Activity</td>
</tr>
<tr>
<td>114-00</td>
<td>BUS: SUPPORT EQUIP AND FACILITIES</td>
<td>11.42.20</td>
<td>ACQUIRE - MISC SUPPORT EQUIPMENT</td>
<td>$145,000.00</td>
<td>$181,250.00</td>
<td>Class II(c) - Categorical Exclusions (C-List)</td>
<td>Type 07: Acquisition, Maintenance of Vehicles / Equipment</td>
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<tr>
<td>114-00</td>
<td>BUS: SUPPORT EQUIP AND FACILITIES</td>
<td>11.44.02</td>
<td>REHAB/RENOVATE - MAINTENANCE FACILITY</td>
<td>$266,200.00</td>
<td>$332,750.00</td>
<td>Class II(c) - Categorical Exclusions (C-List)</td>
<td>Type 05: Action Promoting Safety, Security, Accessibility</td>
</tr>
<tr>
<td>114-00</td>
<td>BUS: SUPPORT EQUIP AND FACILITIES</td>
<td>11.42.09</td>
<td>ACQUIRE - MOBILE SURV/SECURITY EQUIP</td>
<td>$104,500.00</td>
<td>$131,000.00</td>
<td>Class II(c) - Categorical Exclusions (C-List)</td>
<td>Type 05: Action Promoting Safety, Security, Accessibility</td>
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<tr>
<td>119-00</td>
<td>Bus Associated Transit Improvements</td>
<td>11.92.02</td>
<td>PURCHASE BUS SHELTERS</td>
<td>$150,000.00</td>
<td>$167,500,00</td>
<td>Class II(c) - Categorical Exclusions (C-List)</td>
<td>Type 07: Acquisition, Maintenance of Vehicles / Equipment</td>
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<tr>
<td>119-00</td>
<td>Bus Associated Transit Improvements</td>
<td>11.94.08</td>
<td>REHAB/RENOV SIGNAGE</td>
<td>$900,000.00</td>
<td>$375,000.00</td>
<td>Class II(c) - Categorical Exclusions (C-List)</td>
<td>Type 07: Acquisition, Maintenance of Vehicles / Equipment</td>
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<tr>
<td>124-00</td>
<td>SUPPORT EQUIP/FACILITIES (RAIL)</td>
<td>12.42.09</td>
<td>PURCHASE - MOBILE SURV/SECURITY EQUIP</td>
<td>$75,000.00</td>
<td>$93,750.00</td>
<td>Class II(c) - Categorical Exclusions (C-List)</td>
<td>Type 05: Action Promoting Safety, Security, Accessibility</td>
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<td>124-00</td>
<td>SUPPORT EQUIP/FACILITIES (RAIL)</td>
<td>12.44.09</td>
<td>REHAB/RENOV - MOBILE SURV/SECURITY EQUIP</td>
<td>$200,000.00</td>
<td>$250,000.00</td>
<td>Class II(c) - Categorical Exclusions (C-List)</td>
<td>Type 07: Acquisition, Maintenance of Vehicles / Equipment</td>
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</table>
Most Reports are Located on the “Actions” Tab

<table>
<thead>
<tr>
<th>News</th>
<th>Tasks (6)</th>
<th>Records</th>
<th>Reports</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>U.S. Department of Transportation Federal Transit Administration</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All &gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Starred</td>
</tr>
<tr>
<td></td>
<td>APPLICATIONS</td>
<td></td>
<td></td>
<td>TrAMS Excel Reports</td>
</tr>
</tbody>
</table>

- **Application Budget by ALI Report**
  - Generate Application Budget by ALI Report

- **Application Budget Report**
  - Generate Application Budget Report

- **Application by Status Report**
  - Generate Application by Status Report

- **Discretionary Allocation Detail Report**
  - Generate Discretionary Allocation Detail Report

- **FFR Detail Report**
  - Generate FFR Detail Report

- **General Discretionary and Earmark Allocation Report**
  - General Discretionary and Earmark Allocation Report

- **MPR Detail Report**
  - Generate MPR Detail Report

- **Project Budget Report**
  - Generate Project Budget Report

- **Project Scope Budget Report**
  - Generate Project Scope Budget Report

- **Recipient POC Detail Report**
  - Generate Recipient POC and Union Detail Report
Reports have Query Filters
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**: 
- **Recipient Region/Cost Center**: 78100 - FTA Regional 1 Office
- **Federal Award ID**: 
- **Project Number**: 
- **Discretionary ID**: 

- **Application/Award Fiscal Year**: 2016
- **Application/Award Type**: Grant
- **Application/Award Status**: 
- **FTA Pre-Award Manager**: 
- **FTA Post-Award Manager**: 

**GENERATE REPORT**  **CLOSE**
Some Reports are on the “Reports” Tab
# Static Reports on the “Records” Tab

<table>
<thead>
<tr>
<th>Records</th>
<th>Reports</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allotment Advices</td>
<td>List of All Allotment Advices</td>
<td></td>
</tr>
<tr>
<td>Application Help Records</td>
<td>View Help Material for Specific Applications</td>
<td></td>
</tr>
<tr>
<td>Applications / Awards</td>
<td>List of All Applications / Awards</td>
<td></td>
</tr>
<tr>
<td>Operating Budgets</td>
<td>List of All Operating Budgets</td>
<td></td>
</tr>
<tr>
<td>Projects</td>
<td>List of All Projects</td>
<td></td>
</tr>
<tr>
<td>Recipient Organizations</td>
<td>List of All FTA Recipient Organizations</td>
<td></td>
</tr>
<tr>
<td>State / UZA Apportionments</td>
<td>List of All State / UZA Apportionment</td>
<td></td>
</tr>
<tr>
<td><strong>Static Reports</strong></td>
<td>List of TrAMS Excel Reports and Archived Reports from TEAM</td>
<td></td>
</tr>
</tbody>
</table>
## Static Report Format

### FY 2017

<table>
<thead>
<tr>
<th>Category</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Budget by ALI Report</td>
<td>01. October</td>
<td></td>
</tr>
<tr>
<td>Application Budget Report</td>
<td>02. November</td>
<td></td>
</tr>
<tr>
<td>Application by Status Report</td>
<td>03. December</td>
<td></td>
</tr>
<tr>
<td>Cumulative Formula Apportion Report</td>
<td>04. January</td>
<td></td>
</tr>
<tr>
<td>Deobligation by Funding Report</td>
<td>05. February</td>
<td></td>
</tr>
<tr>
<td>Discretionary Allocation Details</td>
<td>06. March</td>
<td></td>
</tr>
<tr>
<td>Discretionary and Earmark Allocation Details</td>
<td>07. April</td>
<td></td>
</tr>
<tr>
<td>FFR Detail Report</td>
<td>08. May</td>
<td></td>
</tr>
<tr>
<td>FYOBL2 Report</td>
<td>09. June</td>
<td></td>
</tr>
<tr>
<td>MPR Detail Report</td>
<td>10. July</td>
<td></td>
</tr>
<tr>
<td>OPERBUD Report</td>
<td>11. August</td>
<td></td>
</tr>
<tr>
<td>Project Budget Report</td>
<td>12. September</td>
<td></td>
</tr>
</tbody>
</table>

*Date formats vary, with some entries indicating 05/17/2017 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

<table>
<thead>
<tr>
<th>CA</th>
<th>Recipient’s State</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>Fund Program Section Code</td>
</tr>
<tr>
<td>“X”</td>
<td>FPC activity code</td>
</tr>
<tr>
<td>048</td>
<td>Next number in sequence for the State/Section Code/Activity Code Combo</td>
</tr>
</tbody>
</table>

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.

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

• A two digit code applied at funds reservation.
• FPC’s were used in TEAM to track drawdowns 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.