

Year End Close Critical Dates – FISCAL YEAR 2017

NEW APPLICATIONS AND POST AWARD

ACTIONS September 22, 2017 at 8:00 pm (EST)

- TrAMS Shut Down
- New Awards and Amendments must be obligated/awarded
- Budget Revisions must be approved

This means:

- All pending budget revisions must be approved by FTA prior to September 22, 2017 (including FPC transfers for TEAM grants)
- All pending amendments must be approved by FTA to complete any obligations (including FPC fund transfers for TEAM grants).
- Recipients will be able to execute new awards after TrAMS reopens; however they cannot begin to make drawdowns until execution is complete.

ECHO DRAWDOWNS

September 26, 2017 at 2:00 pm (EST) ECHO Closes (no drawdowns)

October 6, 2017 at 2:00 pm (EST) ECHO reopens

REPORTING

Reports must be filed by October 30th

1. FFR & MPRs 4th Quarter (July 1st thru September 30th for 2017)
2. Annual Reporting (October 1, 2016 – September 30, 2017).
3. Transportation Enhancements Reporting
 - Attach/Paperclip report in TrAMS
 - Add information to your 4th Quarter MPR
 - File as directed by your Regional Office

SUGGESTED UPDATES TO YOUR RECIPIENT ORGANIZATION PROFILE

- 1) Review your Users in TrAMS (deactivate and correct role assignments)
- 2) Review your Point of Contact Information and Union Contact Information
- 3) Check or update your SAM registration to be in active status
- 4) Establish a User Manager if you do not have one already
- 5) Review Civil Rights Information
- 6) Review your portfolio of awards (identify any applications that will not proceed and can be deleted (put in a help desk request to delete)