



FEDERAL TRANSIT ADMINISTRATION

Year End Close and Transit Award Management System Transactions

Fiscal Year 2017



U.S. Department of Transportation
Federal Transit Administration

Session Overview

- TrAMS Critical Dates
- ECHO Critical Dates
- Reporting Requirements
- Year End Close Activities
- Suggested updates to your recipient organization profile.

Critical Dates

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

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

September 26, 2017 at 2:00 pm (EST)

- ECHO Closes (no drawdowns)

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

- ECHO reopens



Existing Awards & TrAMS Shut Down

- 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.

Reporting Requirements

1. FFR & MPRs 4th Quarter (July 1st thru September 30th) and Annual Reporting tasks will be launched on October 1st with an October 30th due date.
2. Transportation Enhancements Reporting
 - Reports must be filed by October 30th
 - Attach/Paperclip report in TrAMS
 - Add information to your 4th Quarter MPR
 - File as directed by your Regional Office

FTA Actions After TrAMS Shutdown

- FTA conducts Year End Business
- Financial data is reconciled FMS/TrAMS
- FY 18 operating budgets, allotment advices, and apportionment records are created
- C&As and New Agreements are created and uploaded to TrAMS (if available at year open)

Suggested Updates

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

Where to get information

The FTA TrAMS page has useful tips and your Regional Office may also have more specific guidance to ensure you process your applications correctly. Don't forget to sign up for gov.delivery alerts!

FTA Website: <https://www.transit.dot.gov/>

WHAT ARE YOU LOOKING FOR?

GRANT PROGRAMS

GUIDANCE

TRANSIT AWARD
MANAGEMENT SYSTEM
(TRAMS)

FIND YOUR REGIONAL
OFFICE

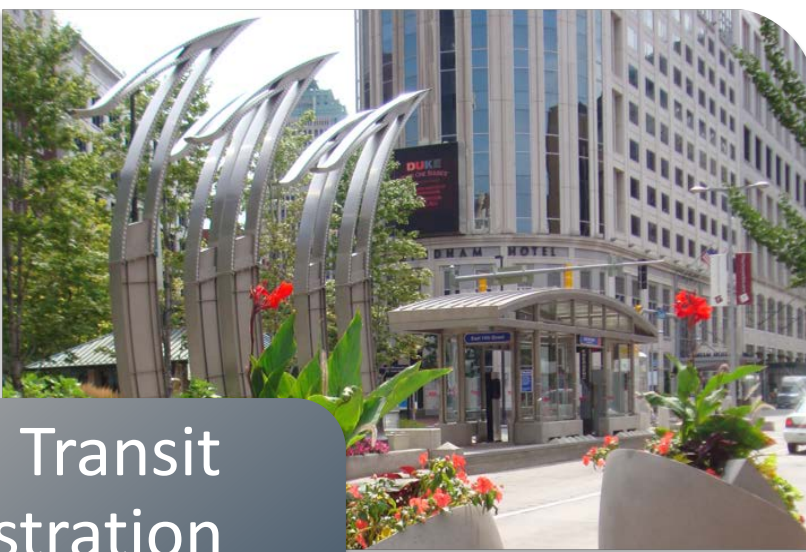
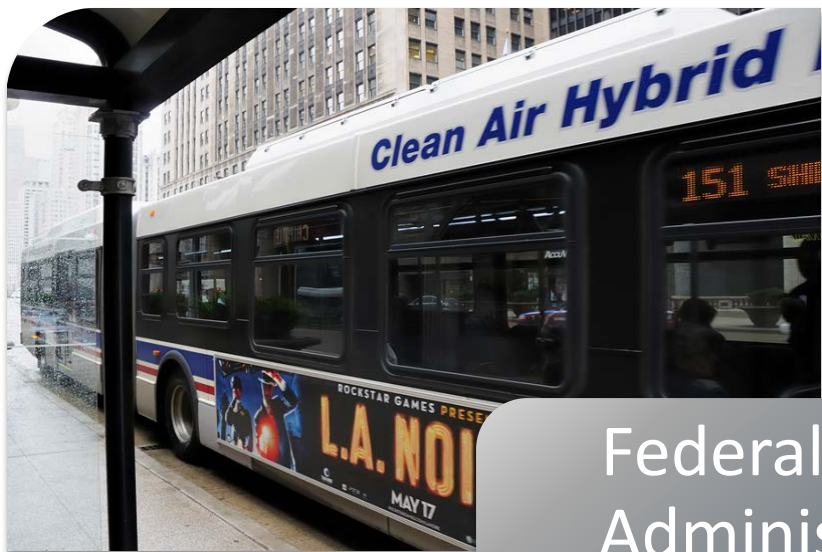
The Transit Award Management System (TrAMS)

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.

Related Links

- [Sign Up for Updates](#)

Contact Us



Federal Transit
Administration
www.fta.dot.gov



FTA

FEDERAL TRANSIT ADMINISTRATION