

Year End Close Critical Dates – FISCAL YEAR 2018

Recipient Reminders

TRAMS CLOSES: SEPTEMBER 21, 2018 at 8:00 pm (EST)

KEY REMINDERS

1. New Awards and Amendments must be obligated/awarded
2. Budget Revisions must be approved

This means:

- All pending budget revisions must be approved by FTA prior to September 21, 2018 (including FPC transfers for TEAM grants) to have active budgets
- All new awards and 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. Note that recipients cannot begin to make drawdowns until execution is complete.

ECHO DRAWDOWNS

ECHO Closes:	September 25, 2018 at 2:00 pm (EST) (no drawdowns)
ECHO reopens:	October 5, 2018 at 2:00 pm (EST)

REPORTING

Reports must be filed by October 30th

1. FFR & MPRs 4th Quarter (July 1st thru September 30th for 2018)
2. Annual Reporting (October 1, 2017 – September 30, 2018).
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. Review Civil Rights Information
5. Review your portfolio of awards and identify any applications that will not proceed and can be deleted; Recipient users can delete applications that are in the “In-Progress” status after TrAMS reopens in FY 19