FTA

FEDERAL TRANSIT ADMINISTRATION

FTA Transit Award Management System (TrAMS) User Guide

Recipient

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Document Revision History

Revision History	Date	Summary of Changes	Author
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2.35	9/29/2025	• 5.3.2.1.1 Task: Complete Initial Federal Financial Report for Federal Award – consolidated all FFR guidance under section 5.4.3 • 5.4.2 Search FFR and MPR for Review – updated language and screenshots for the Indirect Expense Type and Cash on Hands filters • 5.4.3 Federal Financial Report (FFR) – updated language and screenshots for the FFR enhancement. Added new validations table. • 5.5.3.5 Task: Complete Final Federal Financial Report for Federal Award – consolidated all FFR guidance under section 5.4.3	TrAMS Development Team
2.36	12/19/2025	• 5.1.5 Working with Applications: Updated the screenshots and texts for Application Summary & Application Projects Dashboard for changes • 5.5.1.3.1 Related Action: Create Budget Revision: Updated text and screenshot for pending budget revisions	TrAMS Development Team

1 About this User Guide

The Transit Award Management System (TrAMS) User Guide is a technically-focused manual intended to help users understand the system and perform work within it. Readers of this guide will learn basic navigation, system terminology, management of different system records, workflow progression, and other skills necessary to master the system.

This guide does not provide business guidance. Readers will encounter many references to business terminology, explanations of the Application to Award lifecycle, and familiar forms and reports, but only as it is necessary to help learn how to accomplish their work in TrAMS. The guide lays out many system rules, such as when a certain field is available, or which user roles may access certain actions. However, the guide does not define business rules or best practices, such as when it might be appropriate to take one action over another.

For best practices and other guidance, readers of this guide should refer to FTA circulars, Standard Guidance for Grants, or Grants A to Z.

2 TrAMS Overview

The Federal Transit Administration (FTA) as part of the U.S. Department of Transportation (DOT) provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems. Financial assistance to states and local transit providers (from here on referred to as recipients) is provided through federal grants and cooperative agreements. Recipients of these federal funds are responsible for managing their programs in accordance with federal requirements, and the FTA is responsible for ensuring that the recipients of these funds follow federal mandates along with statutory and administrative requirements. The Transit Award Management System (TrAMS) is a web-based tool that was developed to allow recipients to apply for federal funds, manage their programs in accordance with federal requirements, and provide the FTA with a method to review, approve, control, and oversee the distribution of funds.

The TrAMS Application is based on the Appian platform. The platform provides workflow control though role-based access and by assigning 'Tasks' to the appropriate 'User Roles' when a particular step in a grant's life cycle should be performed. Recipients initiate the grants process within the TrAMS Application and are notified by email of any assigned tasks. Access to specific TrAMS grant functions are restricted to only be available during certain times within the grant's life cycle and to users who are allowed to perform those tasks.

2.1 Recipients in TrAMS

The TrAMS system maintains information on each recipient organization, the organizations compliance with eligibility requirements for Awards, and the users within their organization.

Recipient Organization profile information is automatically imported from the System for Award Management (SAM). Any changes to organizations information such as name, address, phone, emails, contact information, etc. must be made in SAM. Additional organizational information including, Congressional Districts, Fleet, Point of Contact and Union, Direct Recipient and Sub-allocation information is updated using TrAMS functionality. When applying for a grant, all required organizational information is taken from the Recipients organizations record.

To apply for FTA grants, recipients must ensure that they are in compliance with required civil rights programs. Using TrAMS, recipients must annually submit their Certification and Assurance that they adhere to the program standards. Through TrAMS they document, manage, and verify compliance to Equal Employment Opportunity (EEO), Title VI, and Disadvantage Business Enterprise (DBE) programs.

Each user within a recipient organization is provided with a unique 'User Name' for accessing TrAMS. Their user name is linked to one of more 'User Roles' that controls the information that they are allowed to view and update in TrAMS. Each organization has one or more users that have been granted the role of 'User Manager'. The 'User Manager' is able to manage the access to TrAMS for their organization, including adding new users, inactivating users, and assigning user roles. Each user role is linked to a specific subset of allowed activities and linked to assigned tasks as a grant moves through its life cycle.

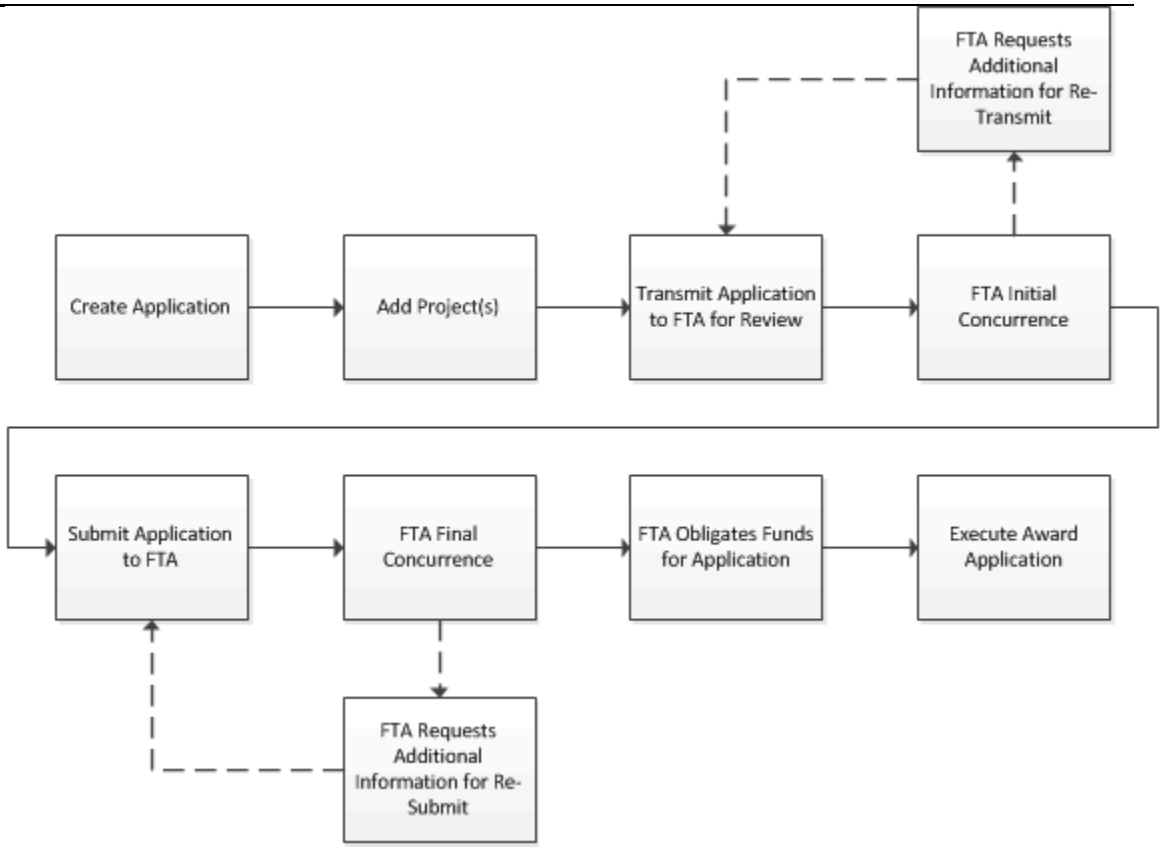
2.2 Grant Life Cycle in TrAMS

Using TrAMS a designated user representing the recipient organization will draft an Application to begin the TrAMS Grant Life Cycle. Recipients will need to provide a high-level overview of the general purpose of the grant and answer some general questions regarding the purpose of the request. The recipient will

then be required to add more specific information regarding the specifics of a grant by adding one or more Projects. Projects within TrAMS allow for adding the details associated with an Application including such items as location of Project, type of work to be performed, environmental findings, funding source, funds requested, and expected Project milestones. Additionally, TrAMS allows recipients to upload supporting documentation both on a Project level and at the Application level. Once a Project is complete the system will perform a validation on the Project to verify its completeness. After all Projects for an Application have been completed and validated, the system will perform a final validation on the Application prior to the recipient being able to submit it for an initial FTA review.

Each recipient organization belongs to one of 10 regional FTA offices. Applications submitted to the FTA in TrAMS are transmitted to the recipients' local regional office. A pre-Award manager from the regional office will be assigned to review the Application for completeness and accuracy. The pre-Award manager will use TrAMS to assign any additional required reviews (environmental, civil rights, and technical). These additional reviewers will receive a TrAMS task to log their concurrences or objections and provide any additional feedback. After all requested reviews have been completed TrAMS will notify the pre-Award manager and assign him a new task to complete. The pre-Award manager may at this point assign a task to the recipient to make changes or comments to their Application or have TrAMS assign the Application its Federal Award Identification Number (FAIN). Once the FAIN has been assigned the recipient will receive an email indicating that they have received initial approval of their Application and that they have been assigned a task to submit the final Application.

After submission has occurred the pre-Award manger will receive a task to determine and assign any additional reviews that need to take place and request that funds are reserved. Again, tasks will be assigned to additional regional reviewers to log their concurrences or objections along with a task to the regional reservationist to reserve the funds. Once more TrAMS will allow the pre-Award manager to route the Application back to the recipient for additional changes if necessary. Following the completion of the approval process the regional Administrator will receive a task to approve and obligate the funds for the Award. A user designated as the recipient 'Official' will receive a task to accept the Award. At this point the Award will be executed and will move into a post Award phase of grant.

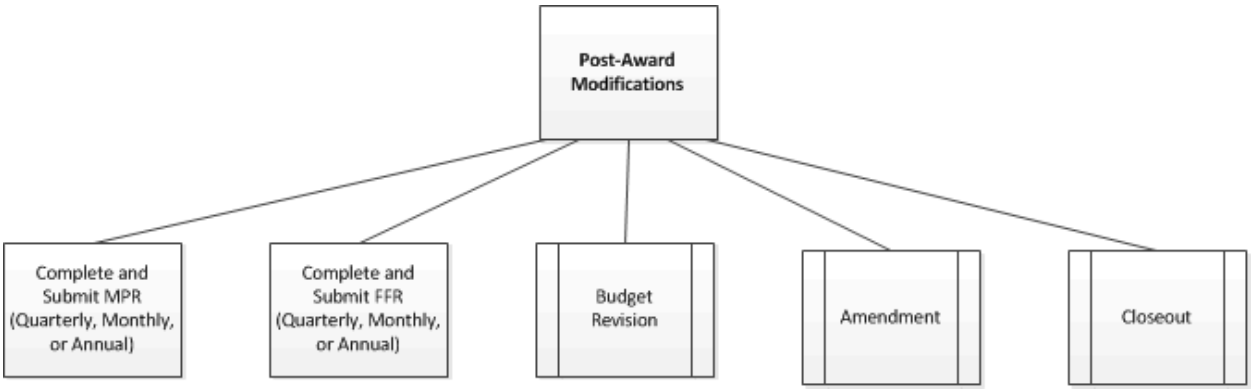


During the post-Award phase, the recipient organization will be required to fulfill the terms of the Award. Each Award requires the recipient to provide a Federal Financial Report (FFR) and a Milestone Progress Reports (MPR). Frequency of these reports depends on the size of the recipient organization, the type of funding, and the amount of the funding. The TrAMS Application will maintain the required frequency of these reports for each grant and will assign a task to the recipient prior to their due dates. Both the FFR and the MPR report will be created within the TrAMS Application. Upon their completion they will be forwarded to FTA for review and will be maintained within the system throughout the life of the grant.

Required modifications to any grant are also maintained, reviewed, and approved using TrAMS. Three different types of changes to grants are available using TrAMS, Budget Revisions, Grant Amendments, and Administrative Amendments. Budget Revisions may be initiated by the recipient for changes that do not involve changes to scopes and funding of the grant. For changes to the scope or funds the recipient may initiate a Grant Amendment. When an amendment has been initiated, TrAMS will send the request through a full cycle of FTA reviews and approvals similar to the initial grant approval process. An Administrative Amendment is initiated by the FTA and will be used to modify grant name changes, clarify or modify terms and conditions of the grant or make funding adjustments to the grant.

Once all activities of a grant have been completed or all Federal funds expended the recipient must request a 'Closeout' of the grant using the TrAMS Application. The recipient will be required to submit within TrAMS a final version of their FFR and MPR reports. Any unexpended balance of Federal funds

will automatically deobligated by TrAMS upon closing of the grant. The grant closeout process may also be initiated by FTA in the event that the FTA determines that there is a failure to comply with the terms and conditions, failure of the recipient to make progress, or if they determine the funds are no longer needed for various reasons.



Following the completion of the closeout process of a grant, all financial records, supporting documents, and any submitted reports associated with the grant shall remain available in TrAMS for review by both the FTA and the recipient organization.

2.3 Information Exchanges

TrAMS interacts with other FTA and government systems in maintaining recipient organization information and Awarding and executing grants and cooperative agreements. TrAMS interacts directly or indirectly with the following systems:

- **System of Award Management (SAM):** TrAMS obtains recipient organization information from SAM via a nightly update that includes such information as: legal business name, addresses, phone numbers, emails, UEI (Unique Entity Identifier), TIN, Cage Numbers and SAM organization contact information. Some recipient information from SAM displays in TrAMS. Any updates to the recipient's SAM information must be made in SAM; and must be completed by the recipient organization.
- **Financial Management System (FMS)**: FMS is the interface for financial transactions between TrAMS and Delphi, where Award information is transmitted nightly.
    - **Delphi Invoicing System (DELPHI):** FMS sends the Award/obligation information to be processed by DELPHI. Delphi's ESC/E Invoicing (sub-system) is used for requests for drawdowns against cooperative agreements. Note: TrAMS does not directly interface with DELPHI.
    - **Electronic Clearing House Operation (ECHO):** Requests to draw downs against grants are processed through ECHO Web 2.0 Application. ECHO Web 2.0 interacts with FMS to ensure that only obligated funds are distributed. Note: TrAMS does not directly interface with ECHO.
- **Oversight Tracking System (OTRAK):** TrAMS transmits a monthly report of Recipients and Total Obligations to OTRAK. OTRAK maintains oversight review information on recipient organizations.

- **USA Spending:** As mandated through the Federal Funding Accountability and Transparency Act, federal assistance Award information shall be available for public access on the usa.spending.gov website. TrAMS transmits a file on semi-monthly basis to provide Award information to the site.

3 Getting Started

3.1 User Management and Access

3.1.1 Getting Access

In order to access TrAMS, users will first need an account set up for them using the FTA Access Control and Entry System (FACES). FACES is the user creation and management system for each user on the FTA platform where TrAMS resides. FACES is used to manage security requirements. This includes authenticating users when they try to log in to the FTA platform, locking accounts, recertifying user accounts, etc. FACES is used to assign and manage the user roles that will dictate what users see and do in TrAMS.

The *FACES User Guide* offers more detailed step-by-step instructions for establishing and managing user roles as mentioned above. The following sections of this user guide provide more detailed information about users and user roles within TrAMS.

3.1.2 Initial Login to TrAMS

Once user roles have been established in FACES, users can log into TrAMS through a browser via https://faces.fta.dot.gov/suite/.

New FTA users should contact their FTA office/region's Local Security Manager (LSM) or Global Security Manager (GSM) in order to obtain access to TrAMS. After the LSM or GSM has activated the user's account in TrAMS, the user will receive an email from TrAMS indicating that the account is ready for use.

New Recipient users should contact their organization's 'User Manager' in order to obtain access to TrAMS. After the User Manager has added the users contact information into TrAMS the user will receive an email from TrAMS indicating that the account has been created.

For login instructions, see the *FACES User Guide*.

3.1.3 Browser Support

The TrAMS web system may be accessed through a web browser.

The following web browsers are supported by TrAMS:

- Microsoft Edge
- Microsoft Internet Explorer
- Apple Safari
- Mozilla Firefox
- Google Chrome

3.1.4 User Roles

3.1.4.1 Introduction

There are three account types in TrAMS:

- FTA User Roles
    - These consist of FTA employees and Federal Contractors.

- Recipient User Roles
  - These consist of individuals who are employed by or support a recipient organization.
  - Note that Recipient Users are also referred to as Organization Users in the FACES User Guide.
- DOL User Roles
  - These consist of Department of Labor employees.
  - Note that DOL Users are also referred to as External Users in the FACES User Guide
- Contractors
  - These are external users with read-only access.

3.1.4.2 FTA User Roles

Each FTA office and region will have one or more users that have been assigned the 'Local Security Manager (LSM)' role. As the LSM, a user can create new TrAMS users, activate/deactivate/ reactivate users, edit user profiles, assign user roles, and review role change requests from recipient User Managers for approval. Access to perform these functions is limited to the users within the office/region who have the 'LSM' role assigned to them.

The following table lists the available user roles that may be assigned to FTA users. The table also identifies the system actions that these roles provide access to.

Table 1: TrAMS FTA User Roles

TrAMS FTA User Roles		
User Role & Description	Available Actions	Tasks Assigned
Read Only - Anyone who needs a search and view only function (this includes data report queries) *Note: This role should NOT be combined with other FTA user roles.*	• Search Applications/Awards • Search Recipient Organizations • Search FFR and MPR for Review • Search DBE Report • Application Budget by ALI Report • Application by Status Report • Application Budget Report • Cumulative Formula Apportionment Report (FYFAP Report) • Deobligation by Funding Source Report • Discretionary Allocation Detail Report • General Discretionary & Earmark Allocation Report • FFR Detail Report • FYOBL2 Report • Manage Earmark & Discretionary Allocations (VIEW ONLY) • MPR Detail Report	N/A

TrAMS FTA User Roles		
User Role & Description	Available Actions	Tasks Assigned
	• OPERBUD Report • Project Scope Budget Report • Project Budget Report • Recipient Detail Report • Recipient Funding Summary Report • Recipient POC Detail Report • TrAMS User Detail Report FTA users with read only roles can search and view actions, records, and reports for application/award and recipient data.	
Supervisor - manages reference data sets according to affiliated FTA office; there may be one or more Supervisor in an office; individual must have supervisory responsibilities	ALL Read-Only + the following: • Create New Recipient Organization • Manage Environmental Findings Reference Data (only for Supervisors belonging to FTA Office of Planning & Environment (TPE)) • Manage Fuel Type Reference Data (only for Supervisors belonging to FTA Office of Program Management (TPM))	N/A
Local Security Manager – Create and Manages user accounts, reviews recipient User Manager requests, and approves requests; there should be at least one LSM in each office, a backup is recommended	ALL Read-Only role actions+ • FACES actions to create and manage users. See *FACES User Guide*	N/A
Global Security Manager – Create and Manages user accounts; reviews recipient User Manager requests, and approves requests	ALL Read-Only role actions+ • Send Ad-hoc Emails • FACES actions to create and manage users. See *FACES User Guide*	N/A
Intake Manager - Receives all draft Applications transmitted to an FTA Regional Office for review; identifies and assigns the individual(s) responsible for Pre- and Post-Award management of the Application/Award	ALL Read-Only role actions	Select FTA Pre- and Post-Award Managers
Pre-Award Manager - Identified by the Intake Manager; handles all related pre-Award activities, and is	ALL Read-Only role actions	• Set Up Initial Review/

TrAMS FTA User Roles		
User Role & Description	Available Actions	Tasks Assigned
responsible for oversight and coordination with the applicant; identifies requirements for technical or civil rights reviews, may transmit comments to the recipient; oversees the processing of an Application from development through to Award		Concurrences and Routing • Finalize Application and Assign FAIN • Set Up Final Concurrence/ DOL/ Reservation Routing
Initial Reviewer - Receives tasks from the Pre-Award Manager to complete review, comment, and initial concurrence on the draft Application; receives tasks from the Pre-Award Manager to provide final concurrences on submitted Applications for Award	ALL Read-Only role actions	N/A
Environmental Reviewer - Receives tasks from the Pre-Award Manager to complete review and provide initial concurrence on the draft Application; may receive a task from the Pre-Award Manager to provide final concurrences on submitted Applications for Award	ALL Read-Only role actions	Environmental Concurrence
Technical Reviewer - Receives the task from the Pre-Award Manager if a technical review is required; technical reviews include Engineering Reviews, Safety Oversight Reviews, or as requested; if requested, the Technical Review Concurrence must be complete before the Application can proceed to final Award	ALL Read-Only role actions	Technical Concurrence
Civil Rights Officer - Receives the task from the Pre-Award Manager if a Civil Rights review is required; if requested, the Civil Rights Officer completes the review, comments, and provides concurrence before the Application can proceed to final	ALL Read-Only role actions	• Civil Rights Concurrence • Review Submitted DBE Report (FTA Regional)

TrAMS FTA User Roles		
User Role & Description	**Available Actions**	**Tasks Assigned**
concurrence and Award; manages Civil Rights Compliance Reviews; conducts the initial Regional reviews of Disadvantaged Business Enterprise (DBE) reports		
DBE Approver - Assigned to HQ TCR Staff; conducts final reviews of DBE reports for approval	ALL Read-Only role actions	Review Submitted DBE Report (FTA HQ)
Post-Award Manager - Identified by the Intake Manager; is responsible for oversight and coordination with the applicant on post-Award activities; may receive tasks to review and concur on Budget Revision and Amendment Requests; reviews and concurs on final FFRs and MPRs for closeouts; may transmit comments to the recipient on post-Award activities; oversees the grant/cooperative agreement Award through closeout	ALL Read-Only role actions	• Review Submitted Budget Revision • Complete Scope Transfer • Complete FPC Transfer • Complete Final MPR • Complete Final FFR • Review Submitted Closeout Request
Director - Receives task to Review and Concur on Applications prior to Award; concurrence on each Application is required	ALL Read-Only role actions	Planning Director Concurrence
Director of Operations - May complete an initial review of transmitted Applications; concurrence on submitted Applications is optional	ALL Read-Only role actions	Operations Director Concurrence
Reservationist - Manages reservations of Applications prior to Award; manages financial actions post Award	ALL Read-Only role actions	• Complete Reservation • Add Discretionary Allocation • Deobligate Funds
Legal Counsel - Adds special conditions to Applications; concurrence on each Application is required	ALL Read-Only role actions	Legal Concurrence
Administrator - Role includes Regional Administrator and	ALL Read-Only role actions	• RA Concurrence • Obligate Funds

TrAMS FTA User Roles		
User Role & Description	**Available Actions**	**Tasks Assigned**
Headquarters Associate Administrators (or their designee); receives task to Award Applications following each affirmative concurrence		
Discretionary Administrator - Manages discretionary program allocations in the system; prepares, uploads and manages discretionary and earmark allocations in the system (This role group only exists in the Office of Program Management)	ALL Read-Only role actions + • Manage Earmark & Discretionary Allocations (Can EDIT) • Upload Earmark & Discretionary Allocations	N/A
Discretionary Manager – Manages discretionary grant Applications. (This role group only exists in the Office of Program Management.)	ALL Read-Only role actions + • Manage Earmark & Discretionary Allocations (Can EDIT)	N/A
Recorder – Manages communications of discretionary grant details for release to Congressional Offices. (This role group only exists within the Office of Congressional Affairs.)	ALL Read-Only role actions	N/A
Apportionment Manager - Completes initial review of State/UZA Apportionment runs. (This role group only exists in the Office of Program Management.)	ALL Read-Only role actions	N/A
Dataset Administrator – Manages FTA Certs and Assurances data (This role group only exists in the Office of Chief Counsel.)	ALL Read-Only role actions + Manage FTA Certs and Assurances	N/A
TrAMS Financial User Roles **Note: These roles only exist in the Office of Budget and Policy**		
User Role & Description	**Available Actions**	**Tasks Assigned**
Read Only - View only *Note: This role should NOT be combined with other recipient user roles.*	FTA Read Only + • Allotment Advice Report • Allotment Advice Summary Report • DBE Report • Disbursement Report	N/A

TrAMS FTA User Roles		
User Role & Description	Available Actions	Tasks Assigned
Budget Director – Reviews and approves budget, modify pending allotment advices	Financial Read Only + • Create State/UZA Apportionment	Recover Deobligated Funds
Budget Analyst Reviews budget, modify pending allotment advices	Financial Read Only + • Create New Allotment Advice • Create New Operating Budget • Create State/UZA Apportionment	Recover Deobligated Funds
Vendor Setup - Creates grantee/vendor organizations' accounts.	ALL Read-Only role actions	Review New Vendor/Recipient Account Request

3.1.4.3 Recipient User Roles

Each recipient organization will have a User Manager assigned to them and it will be the User Manager's responsibility to assign roles to each user within their organization. Recipient users will be assigned one or multiple roles. The roles assigned to a user control the 'Actions' that a user will have access to and the 'Tasks' that the system assigns to the user. Recipient users are limited to viewing the data for the recipient organizations that the user belongs to.

The following table lists the available user roles that may be assigned to recipient users and the system actions that these roles provide access to.

Table 2: TrAMS Recipient User Roles

TrAMS Recipient User Roles		
User Role & Description	Available Actions	Tasks Assigned
Read Only - View only *Note: This role should NOT be combined with other recipient user roles.*	• Search Applications/Awards • Search Recipient Organizations • Search FFR and MPR for Review • Search DBE Reports • Application Budget by ALI Report • Application by Status Report • Application Budget Report • Application Discretionary Allocation Detail Report • TrAMS User Detail Report • FFR Detail Report • Recipient POC Detail Report • MPR Detail Report • Project Scope Budget Report • Project Budget Report	N/A

TrAMS Recipient User Roles		
User Role & Description	**Available Actions**	**Tasks Assigned**
	Recipient users with read only roles can search and view actions, records, and reports for application/award and recipient information assigned to their appropriate recipient.	
User Manager - Adds, edits, or removes roles and privileges for organization's users; edits agency point of contact (POC) and profile information; deactivates and reactivates users	ALL Read-Only role actions+ • FACES actions to create and manage users. See *FACES User Guide*	N/A
Submitter - Creates and edits Applications and their details; creates, edits, and deletes Applications' Projects and their details; validates and transmits initial draft Applications for FTA review; formally submits Applications to FTA for Award consideration; implements post-Award activities (amendments, budget revisions, and closeouts); adds, edits, and deletes direct recipients and formula program sub-allocations (if designated recipient)	ALL Read-Only role actions+ • Create Application	• Submit and Transmit Application • Re-Submit Application • Complete Sub-Allocations
Developer - Creates and edits Applications and their details; creates, edits, and deletes Applications' Projects and their details; validates draft Applications (but CANNOT transmit or submit); creates and edits post-Award activities (amendments, budget revisions, and closeouts)	ALL Read-Only role actions+ • Create Application	
Official - Executes grant/cooperative agreements; certifies (PINs) the annual Certifications & Assurances; adds, edits, and deletes direct recipients and formula program sub-allocations (if designated recipient)	ALL Read-Only role actions	• Execute Application
Attorney - Prepares and submits/uploads recipient legal documents; certifies (PINs) the annual Certifications & Assurances	ALL Read-Only role actions	N/A

TrAMS Recipient User Roles		
User Role & Description	Available Actions	Tasks Assigned
Civil Rights - Updates civil rights program compliance and documents; completes and submits DBE reports	ALL Read-Only role actions	• Submit DBE Report • Update DBE Report
FFR Reporter - Prepares and submits Federal Financial Reports	ALL Read-Only role actions	• Complete FFR • Update FFR
MPR Reporter - Prepares and submits Milestone Progress Reports	ALL Read-Only role actions	• Complete MPR • Update MPR

3.1.4.4 DOL User Roles

The 'DOL Reviewer' role is specifically designed to grant DOL users the necessary TrAMS privileges to review Applications where DOL certification has been requested by FTA. TrAMS will determine if an application must be submitted to DOL and whether that review is needed for certification or information based on the funding source that was selected on the application. The requested reviews are generated as tasks in TrAMS that can be claimed by anyone in the 'DOL Reviewer' role group. User will need to belong in this role group in order to view and submit these tasks.

The following table lists the DOL user role that may be assigned to a DOL Reviewer. The table also identifies the system actions that these roles provide access to.

Table 3: TrAMS DOL User Roles

TrAMS DOL User Roles		
User Role & Description	Available Actions	Tasks Assigned
DOL Reviewer - Grant DOL users to review Application, Review Applications	ALL Read-Only role actions to include the following: • Create Application • Search Applications/Awards • Search recipient Organizations	• Complete DOL for Certification • Complete DOL for Information
DOL User Manager	ALL Read-Only role actions to include the following: • FACES actions to create and manage users. See *FACES User Guide*	• N/A

3.1.4.5 Contractor User Roles

The Contractor user role is designed to provide read-only access to external users for certain organizations. Individuals with this role will have search and view only functions within TrAMS for those organizations.

The following table lists the functions of the Contractor user role and identifies the system actions that these roles have access to.

Table 4: Contractor User Roles

TrAMS DOL User Roles		
User Role & Description	Available Actions	Tasks Assigned
Contractor – Read-only function	• Search Applications/Awards • Search FFR and MPR for Review • Search Recipient Organizations • Search DBE Report • Application Budget by ALI Report • Application by Status Report • Application Budget Report • Discretionary Allocation Detail Report • FFR Detail Report • MPR Detail Report • Project Scope Budget Report • Project Budget Report • Recipient POC Detail Report • Transactions by FAIN Report • Users can search and view actions, records, and reports for application/award and recipient data	• N/A

3.1.5 User Profiles

A User record includes all information that is directly related to a user's profile such as their name, address, title, and user roles. FTA users within an FTA office/region may see other users from within their office/region along with their 'Summary' page and 'User Details' information. Recipient users within an organization may see other users from within their organization along with their 'Summary' page and 'User Details' information.

Each user may manage their profile information. All information other than email address/username, current user roles, and the FTA office/region that they are a part of may be edited by the user. User roles may be edited by User Managers (refer to *User Manager Responsibilities* of the TrAMS Recipient User Guide for more information), LSMs, and GSMs. FTA users should contact their office/region's LSM or GSM if they need to make additions or deletions. Recipient users should contact their organization's User Manager(s), LSM(s), or GSM(s). Changes to email addresses are not possible – if users need to change their email address, they must have an LSM activate a new FTA account with the new email address.

3.1.6 User PIN

TrAMS employs a PIN-based system to add security to some of its functions. A four-digit numeric Personal Identification Number (PIN) code, as set by the users themselves, will be required to complete specialized actions only available to specific user roles. The Recipient Roles are Submitter, Attorney, and Official. The FTA Roles are Administrator and Budget Director.

For recipient organization users, a PIN is used to formally submit an Application to FTA for review as the Submitter, execute an Application as the Official, and sign off on Certifications and Assurances as either the Official or Attorney.

For FTA users, a PIN is used to finalize the obligation of funds to a grant as an FTA Regional Administrator. A PIN is also used to authorize an Allotment Advice and authorize an Operating Budget as a TBP Budget Director.

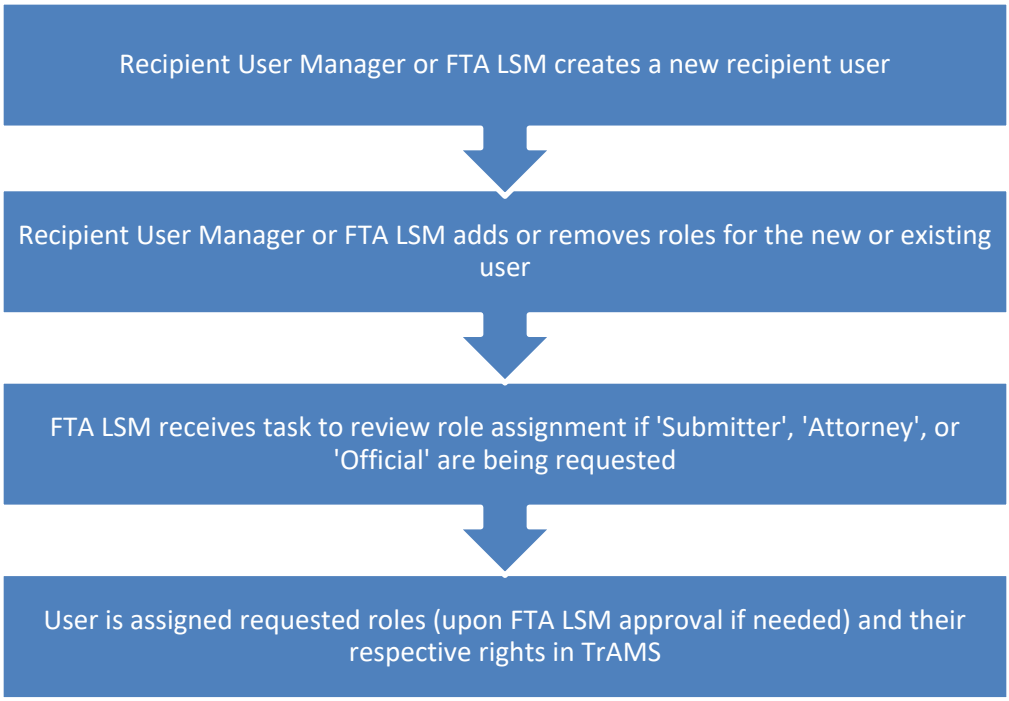
3.1.7 User Setup

3.1.7.1 Local Security Manager (LSM) Responsibilities

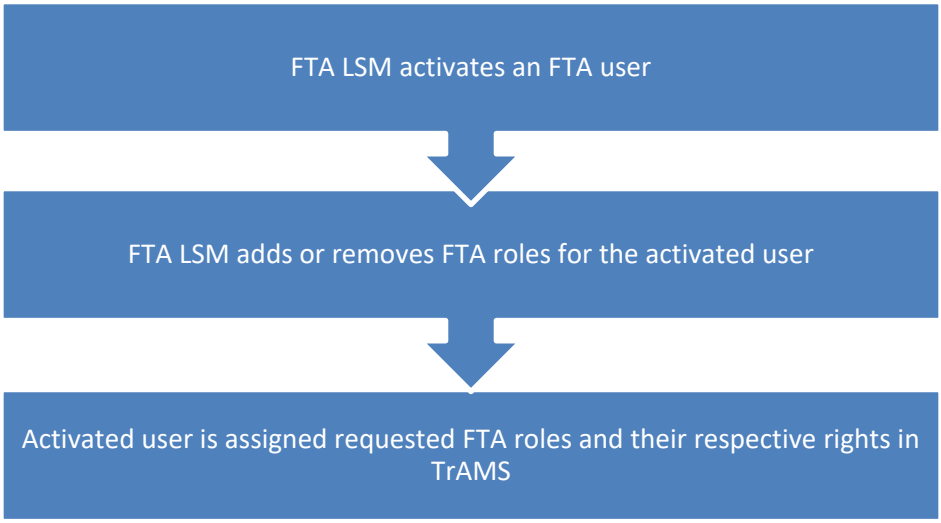
All LSMs may only manage the user records associated with their own FTA office/region. LSMs may modify account information/role assignments for recipient users within their region. All other user records' information will be displayed as read-only for the LSM.

3.1.7.1.1 Workflow

The following presents an overview of the process required for creating a new recipient user record in the system and then assigning its roles:



FTA users will follow a different process since they are not created by other users in the system, but are synchronized from LDAP and then activated into TrAMS by the FTA LSM or GSM, as shown below:



3.1.7.2 User Manager Responsibilities

Each organization will have one or more users that have been assigned the 'User Manager' role. As a User Manager for an organization a user is able to:

- Create new users
  - Assign user roles
- Create multiple users
- Review user role request
- Manage role documentation
- Review unlock requests
- Update existing user records
  - Edit user profile information
  - Deactivate users
  - Reactivate users
  - Manage user roles
  - Unlock users
- Recertify user roles

Some roles added by User Managers require elevated approvals (Submitter, Official, and Attorney). When these roles are added, a role request is generated and a request to review the role is sent to the user's LSM. For further information on these roles, see *FACES User Guide*

User accounts are automatically locked after 60 days of user inactivity. Users who are locked out will still be able to log into TrAMS but their access will be severely restricted. User Managers may review unlock requests for users in their organization.

Once a user has been created, users with the User Manager role are able to manage details for existing users in their organization including: managing the users' profiles, updating their user roles/privileges, and assigning User Manager privileges. Users may be deactivated from the Users Record, and deactivated users may be reactivated as well.

3.2 Understanding Workflow

The underlying FTA Platform software, Appian, is workflow based – it is designed for situations where the work consists of steps in a pre-defined process such as applying for a grant or cooperative agreement. In Appian, workflow is carried out by a set of users. Users can access portions of TrAMS and take actions in TrAMS based on their user roles. Some user actions in TrAMS will kick off a workflow such as submitting a grant to FTA for review.

TrAMS automates the workflow associated with creating, Awarding, and administrating FTA Awards. Each workflow step is associated with a specific user role responsible for completing the step. As part of the workflow, Appian assigns 'Tasks' to users with the appropriate user roles to prompt completion of the next "step" or "action" in the process. These 'Tasks' may be found on the 'My Work' tab. To learn more about 'Tasks' and the 'My Work' Tab, see the 'My Work' Tab section of Navigating TrAMS. Steps in a workflow must be completed in the order defined.

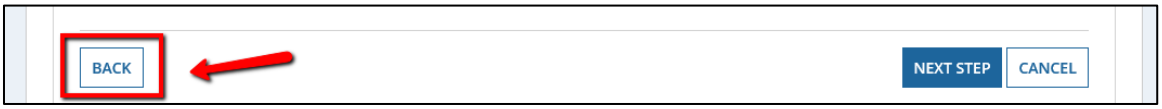
3.3 Working with Appian Forms

This section describes different aspects of the TrAMS/Appian interface, functionality and the types of field, filters, buttons and terminology user will see while working in TrAMS.

3.3.1 Buttons

Use form buttons to perform actions such as saving data, deleting data, or leaving the form. When no buttons exist on a form, user can click an item outside the form to close the form. They will see a variety of other button labels used. The button labels will indicate what actions will happen when the buttons are clicked. Many buttons use standardized labels and form layout to indicate expected functionality.

- **Back:** The 'Back' button appears on forms that are part of a sequence. It is used to move to a previous form in the sequence. The 'Back' button will usually appear on the lower left side of the form. Always use the form 'Back' button instead of the browser back button to avoid losing the place in the sequence.

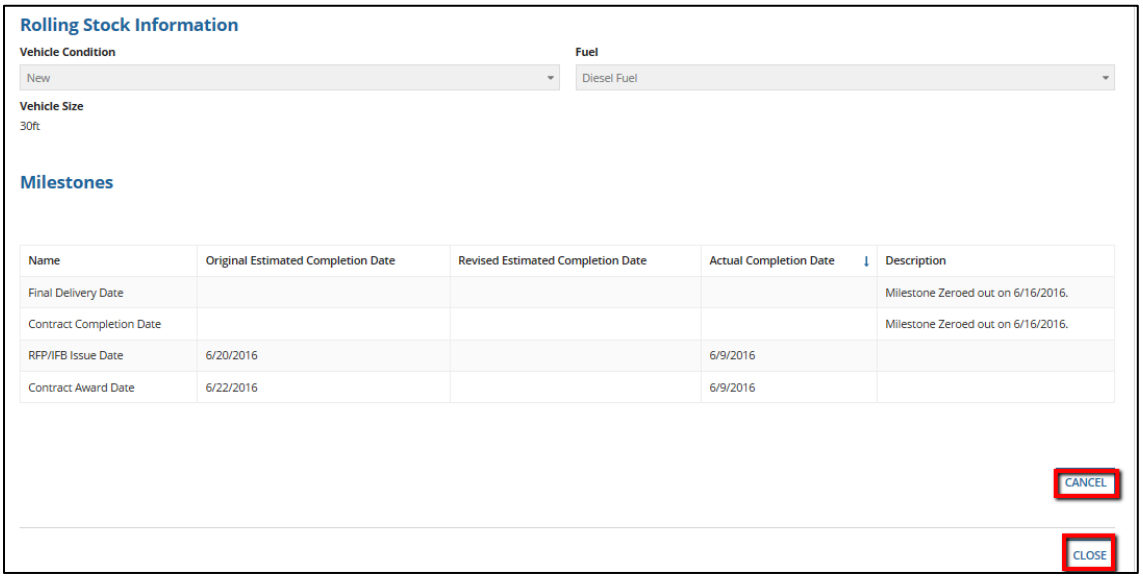


- **Cancel:** The 'Cancel' button closes a form without saving any changes made on the form since the last save. The 'Cancel' button only applies to the current form.

- **Close:** The 'Close' button completes an action or workflow and returns the user to the menu on which they selected the action. The button is commonly on read-only forms where no action is to be taken (e.g. a success screen).

Tip: Click the 'Close' button on success screens to complete a process and prevent "extra" tasks appearing in the task list.

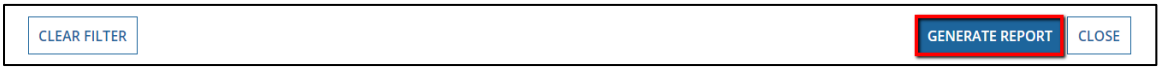
- **Forms with Close and Cancel Buttons**: Some forms contain a 'Cancel' button tied to an expanded portion of the form as well as a 'Close' button at the bottom of the form. In these instances, the 'Cancel' button will close the expanded portion of the form without saving the information and the 'Close' button will close the entire form without saving.



- **Save:** The 'Save' button saves the changes that have been made to the form. 'Save' buttons allow users to save data intermittently on a form. If a form has both a 'Save' button and a 'Cancel' button, only the changes made after the last 'Save' button click are not saved

- **Next**: The 'Next' or 'Next Step' button is shown when the workflow steps through a series of forms. It will save the data on the current form and move to the next form in the workflow.

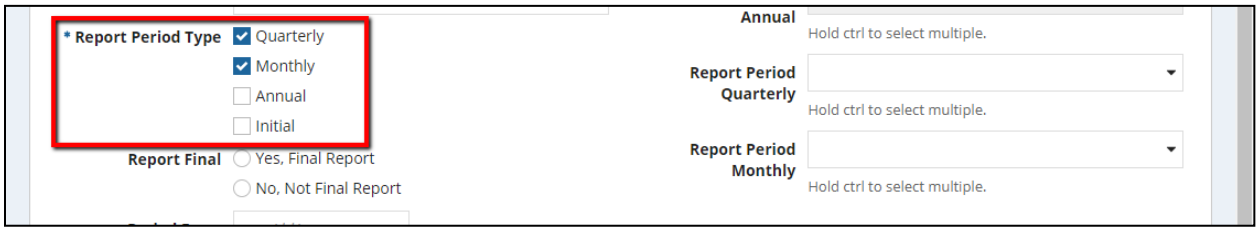
- **Generate Report:** The 'Generate Report' button appears on report forms. It initiates the creation of the report based on the selected search criteria. Most reports generate on the same form, others will generate a task. For the latter, users must open the task to retrieve the report.



- **Submit:** The 'Submit' button saves the data and closes the current form.

3.3.2 Checkboxes

Checkboxes are used when one or more items can be selected from a small list (usually <5 items). Each item has its own checkbox that can be selected or deselected (by selecting the box a second time) independent of the other items in the list.



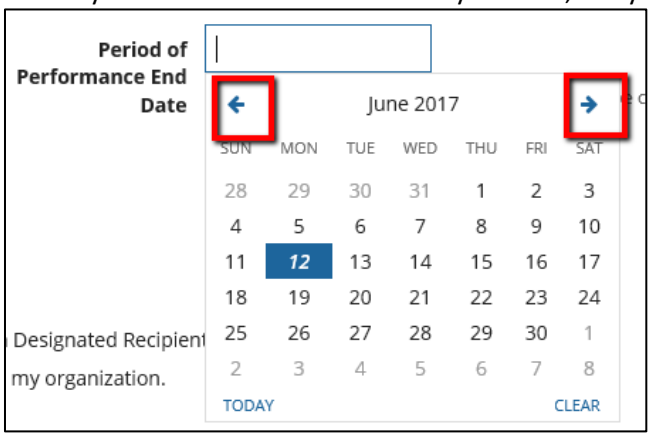
3.3.3 Date Fields (Calendars)

User can enter dates into Appian date fields in one of two ways: 1) type the date directly into the field; or 2) use the calendar function to pick a date. Dates follow a 'mm/dd/yyyy' format.

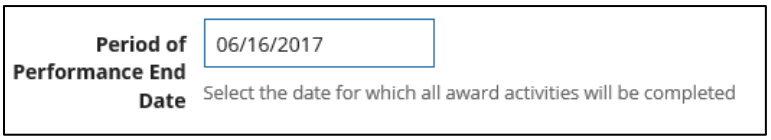
To select a date using the picker:

1. Click in the date field box.

2. A calendar for the current month will display. Use the arrows (< and >) to navigate to the correct month and year. Users can only move forward or backward by months, not years.



3. Click on the date to select it. The date will populate in the date field.



3.3.4 Document Uploads

Document uploads are indicated by the 'Upload' button. To upload a file, either click the 'Upload' button and select a file using the folder navigator. Alternately, users can drag and drop a file into the upload field box. Appian generally will not restrict the type of document that can be uploaded.

Documents are most easily readable by other users as .doc, .rtf and .pdf uploads.

Give the document a meaningful description. Appian document uploads can be up to 2GB in size.

Figure 1: Upload Button

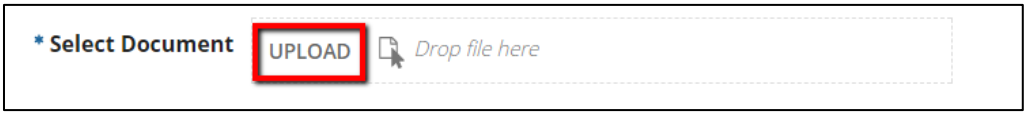
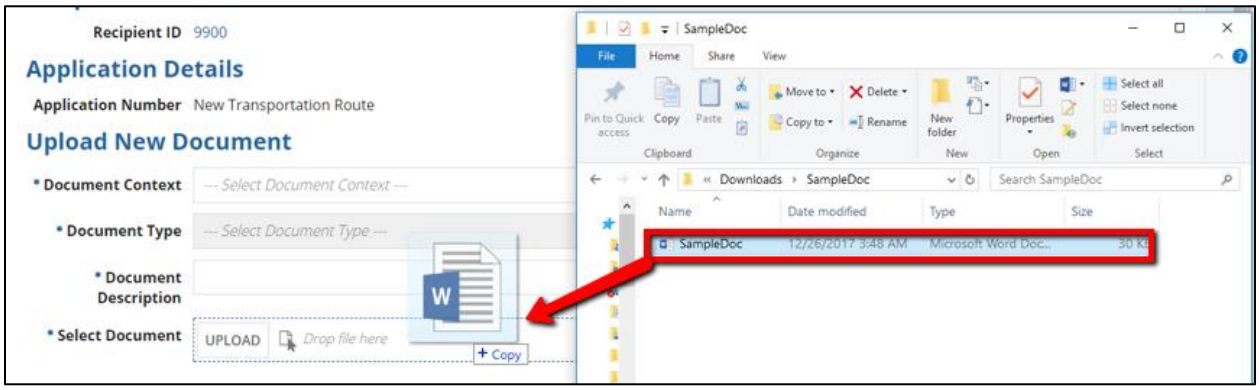
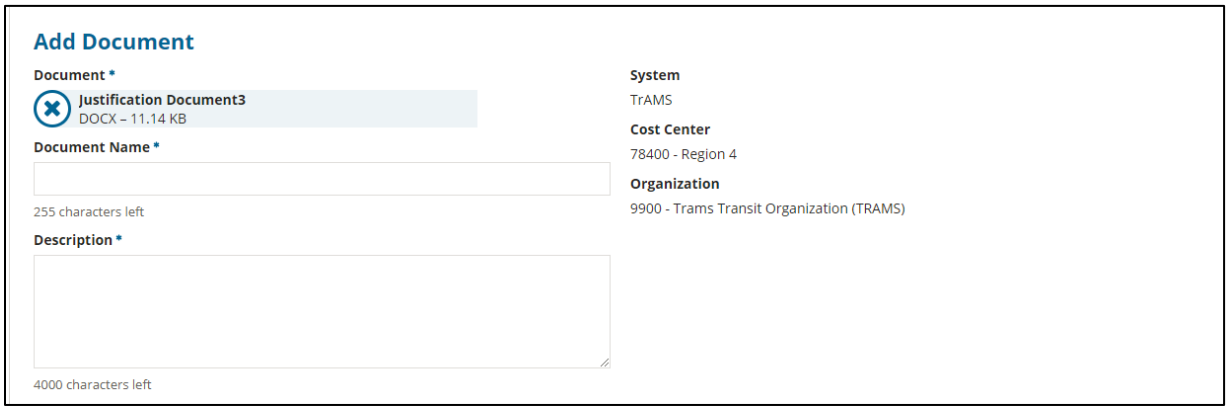


Figure 2: Drag and Drop Upload



Deleting documents: documents can be deleted prior to saving. Hold cursor over the document, an 'X', is visible select to delete.



Depending on the location of the upload, most documents may be deleted after saving, others may not be deleted. Refer to the applicable system section to determine if Applications can be deleted and under what conditions. TrAMS does not keep records of documents deleted.

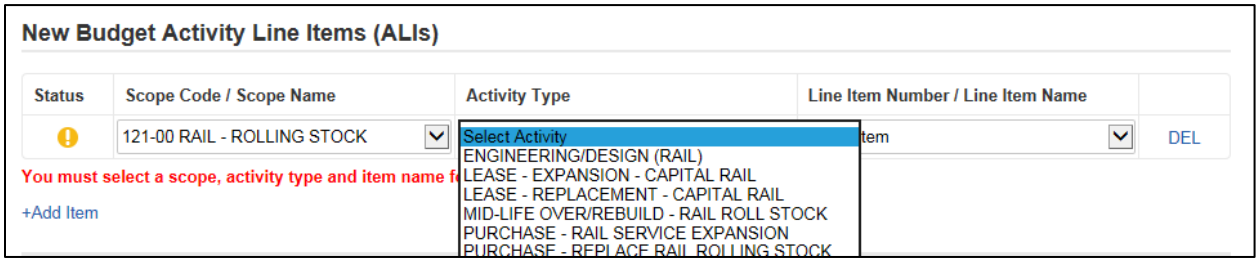
Documents saved can be populated by selected the related hyperlink associated with the file name.

☐	Civil Rights	General	DBE Goal Findings 12-29-11_0.pdf	DBE Report of Findings for SMARTs Goal Attainment	Dec 28, 2011	TEAM Doc
☐	General	General	Michigan Governors JARC and New Freedom DR Letter.pdf	5316 and 5317 DR Letter	Jan 02, 2012	TEAM Doc

Note: All migrated TEAM documents under the recipient profile will be identified as a "TEAM" Doc under 'Uploaded by', all future documents will generally identify who uploaded the document.

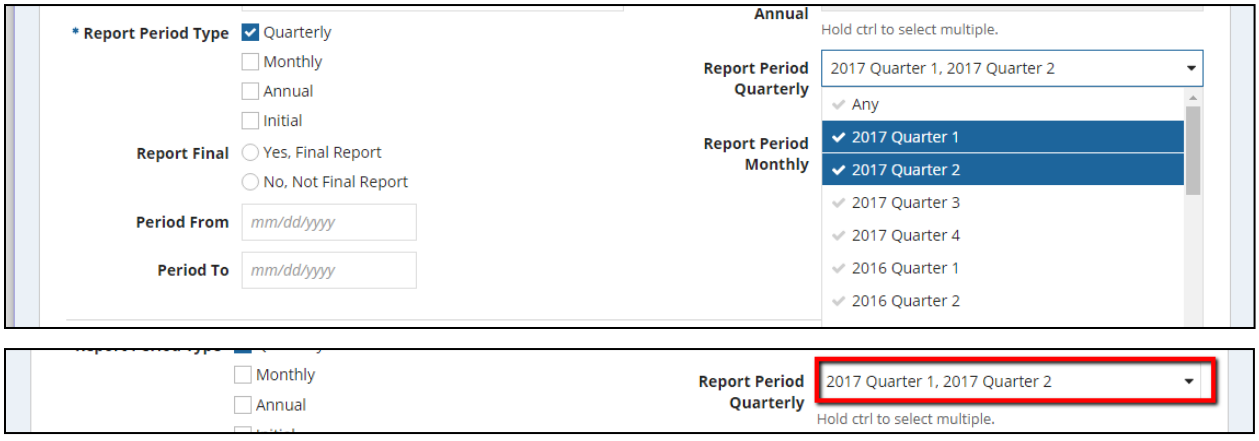
3.3.5 Drop-Down Fields (Single-Select)

Drop-downs fields are used to select from a set list of allowable values. The drop-down field ensures that only valid values are selected. Sometimes, the values allowed in a field may depend on the values selected in other fields. In these cases, the list of values will refresh as the independent fields values change. This will be the case when user is developing their Application budget activity line items, see example below.



3.3.6 Drop-Down (Multi-Select)

A multi-select drop down field also appears as a list of allowable items that expands when the user clicks in the field. In this case, multiple items can be selected from the list (click an item to select it). Selected items will appear to be highlighted within the drop down and will be listed in the field box. To unselect click on the item again.



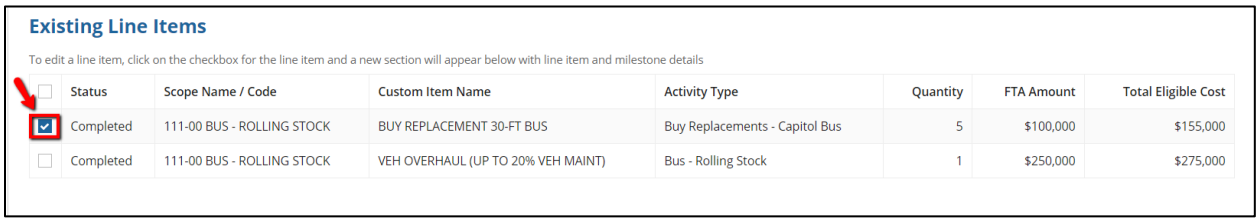
3.3.7 Grids (Tables)

Appian uses grids (tables) to display data. Individual or multiple records (rows) in these grids may be selectable and fields (columns) sortable depending on the specific grid.

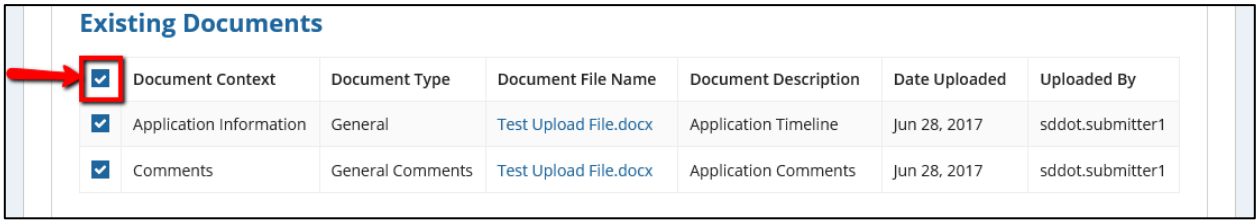
3.3.7.1 Selecting Grid Records (Rows)

Grids contain checkboxes when a user can select a specific record to view or modify.

1. To select a grid record, click the checkbox next to the row.



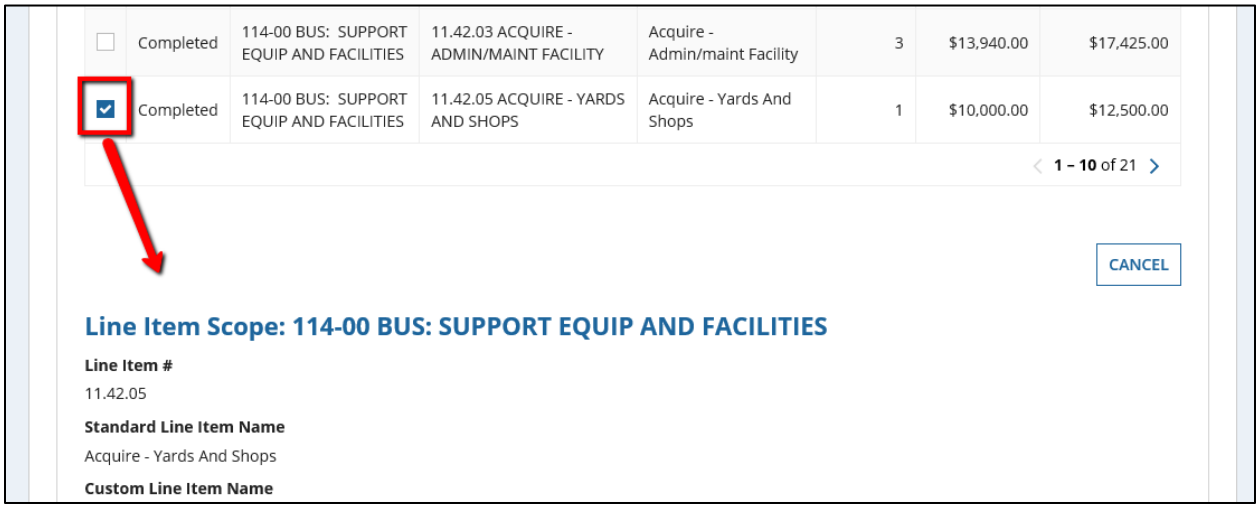
2. To select all items in a grid, click on the top checkbox and all other checkboxes will automatically be selected, then click the appropriate button to perform the action on all items in the table.



3.3.7.2 Expanding and Collapsing Data

Grids are also used to select items for which user wants to display additional details. For grids which are used to expand data details, only one row may be picked at a time.

1) Click the checkbox next to the item to expand. The page will expand below the current grid to show the additional information.



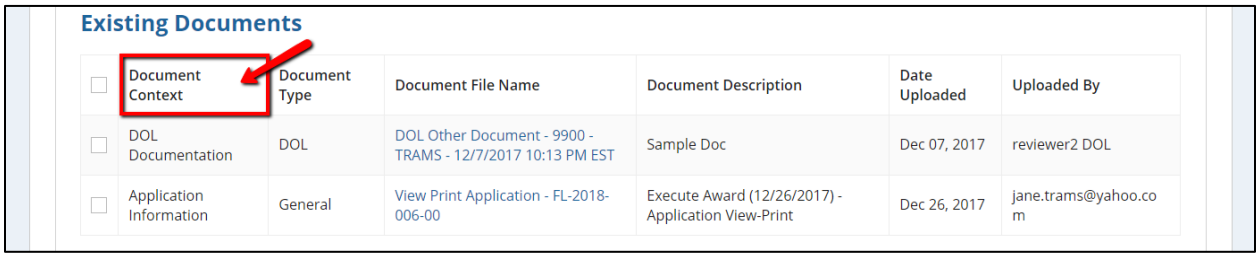
2) To collapse the item, simply uncheck the box, or click the appropriate action buttons that are present on the form.

3.3.7.3 Sorting Grids by Field (Column)

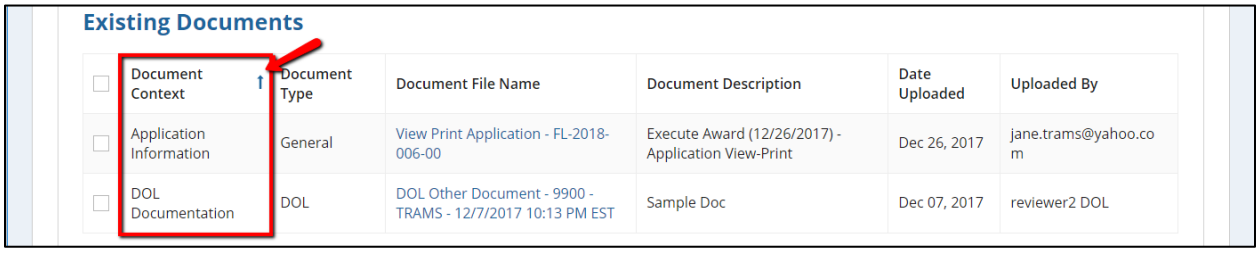
Some grids are sortable and can be sorted alphabetically (or in reverse) on a single column. A blue arrow within a grid header field indicates that the grid has been sorted by either ascending or descending. One column will default the display. All column headers can be selected to sort on other criteria.

To sort a grid:

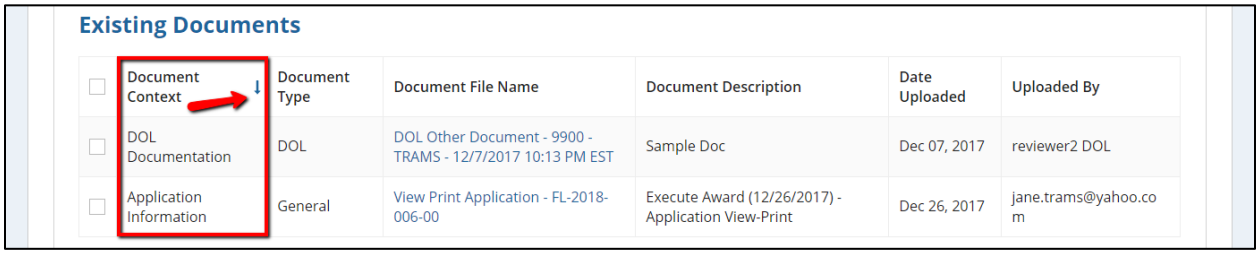
1. Click in the field label in the header row to sort the table on that column.



2. A blue arrow will appear next to the field name and the table will sort in ascending order on that field (A-Z, or 0-9).



3. Click in the field label again to sort information in the opposite direction.



3.3.7.4 Paging Grids (Row Limits)

Most grids in TrAMS are paging grids. Paging grids have a maximum number of records that they can display at a time. When the number of records exceeds the number of rows that can display, additional "pages" become available. Users may "page through" the grid using the navigation arrows beneath the gird to see additional records.

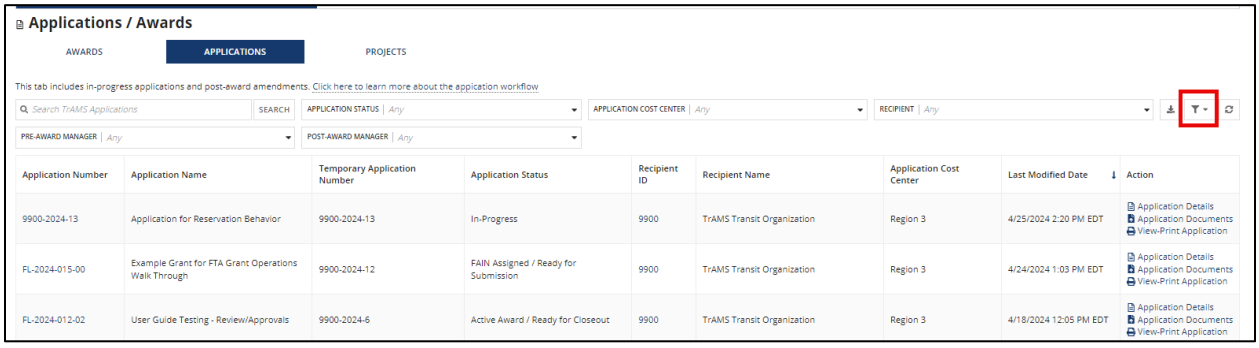
Navigation arrows:

1. Click the single forward arrow '>' to show the next set of records.
2. Click the double forward arrow '>>' to move to the last record.
3. Click the single backward arrow '<' to move to the previous set of records.
4. Click the double backward arrow '<<' to move to the first record.

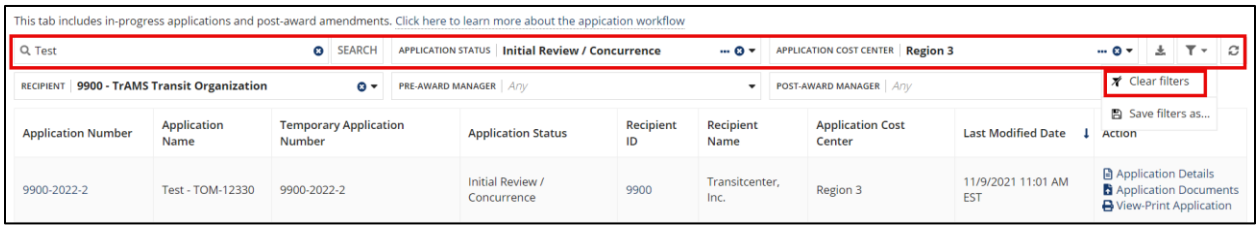
3.3.7.5 Managing Filters

Some grids have a filter icon on the top right corner that allows the user to save current filter settings as a custom filter. For example, the Application/Award record type as shown below. Users can also delete saved filter combinations as well as select a custom filter as a default.

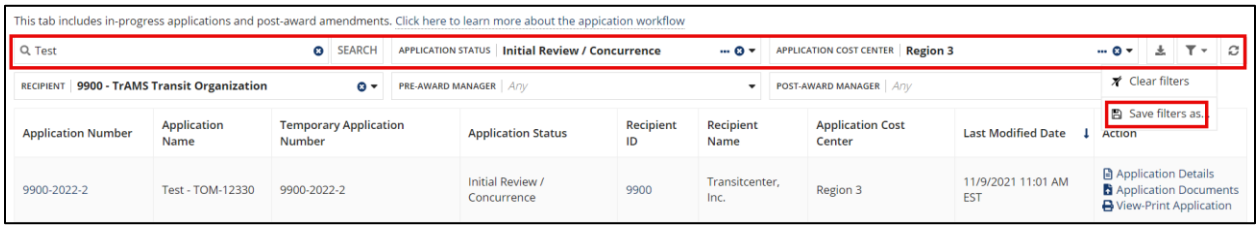
1. Click the filter icon to begin.



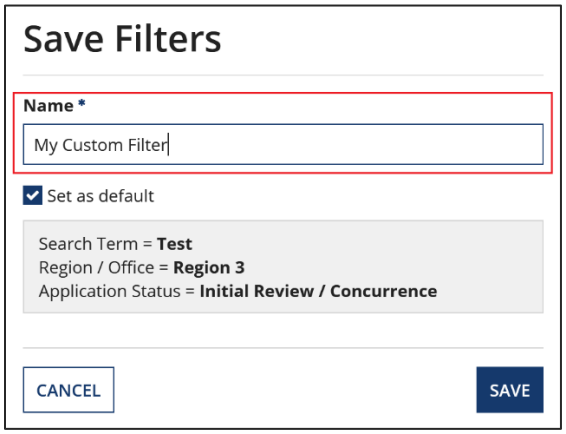
2. Click the 'Clear filters' button that appears to clear any filters currently set.



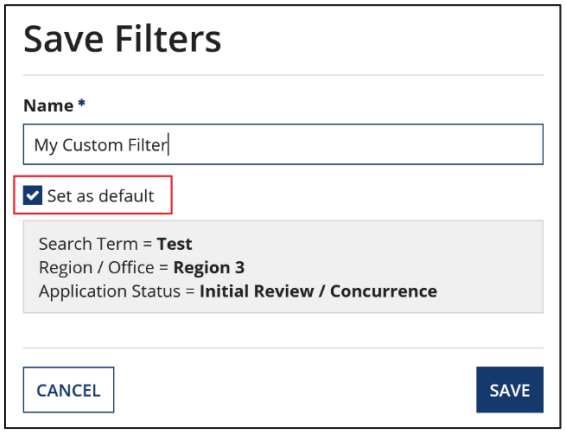
3. Click the 'Save filters as…' button to save any filters currently set.



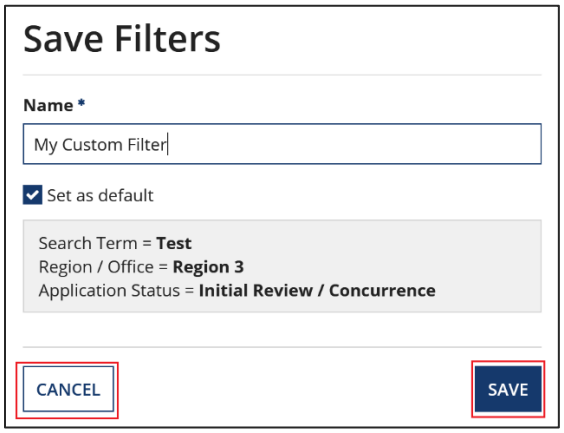
4. Once the 'Save Filters' pop-up window appears, enter text into the 'Name' box.



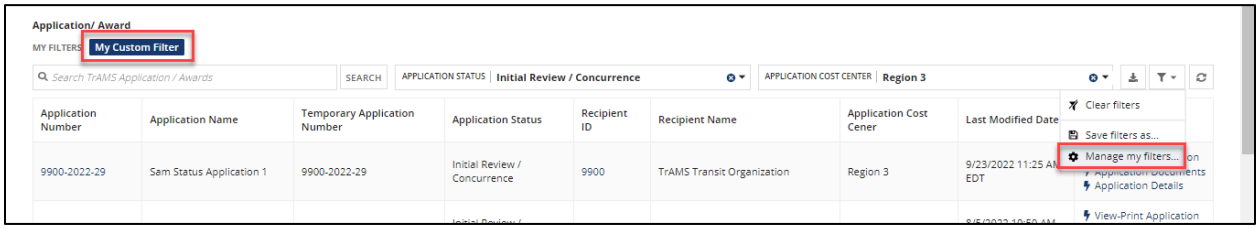
5. Click the 'Set as default' checkbox to make this new custom filter your default when returning to the grid.



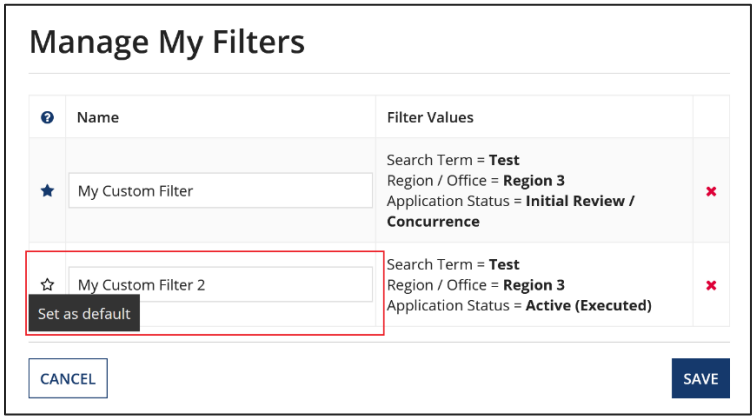
6. Click the 'Save' button to save the new custom filter and return to the grid, or click the 'Cancel' button to return to the grid without saving.



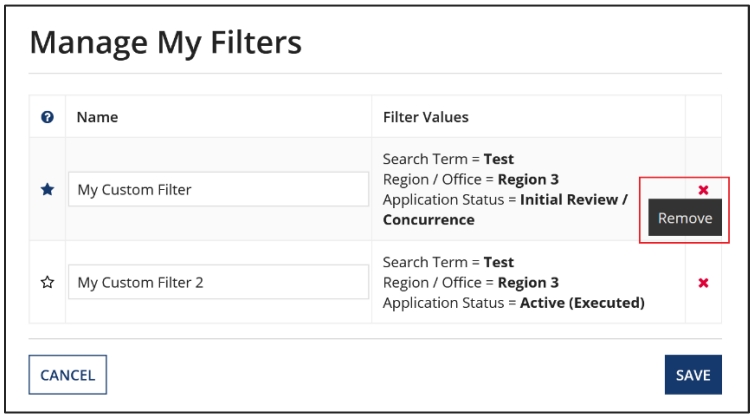
7. If the user has saved at least one custom filter, a 'Manage my filters…' button becomes available after clicking the filter icon. Click it to modify saved custom filters, remove them, or set a new default filter.



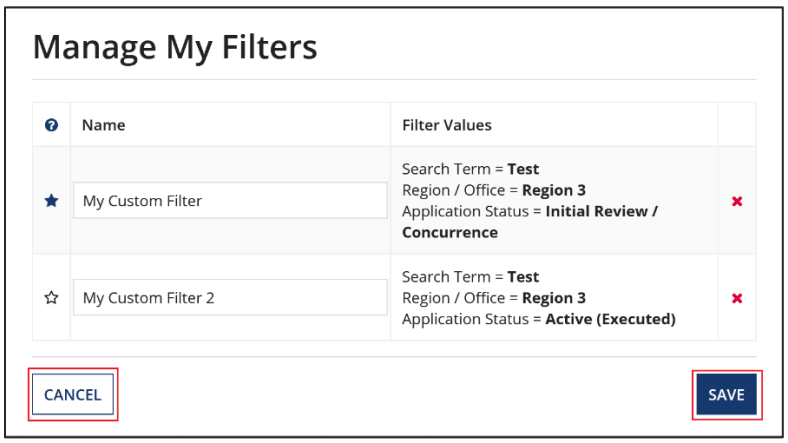
8. Click the star beside any custom filter to make it the default filter that will be set any time your return to the grid.



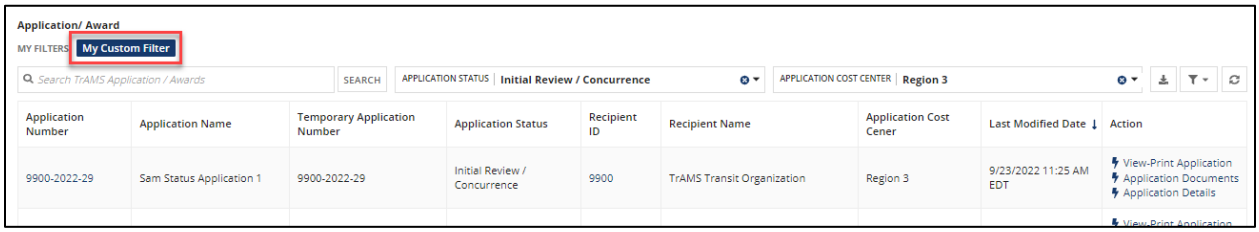
9. Click the 'x' beside any custom filter to remove it.



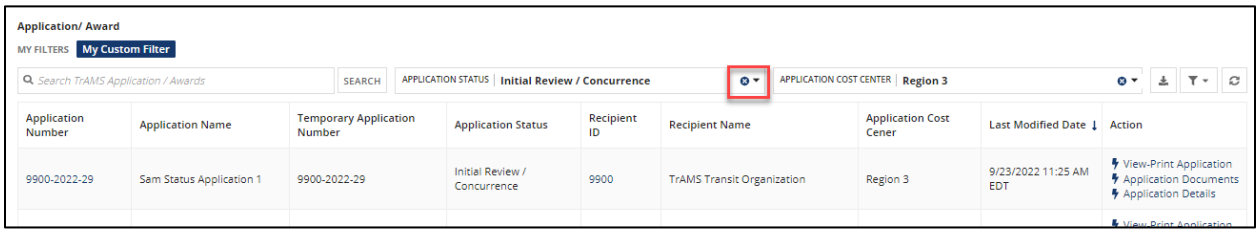
10. Click the 'Save' button to save any changes made to custom filters and return to the grid, or click the 'Cancel' button to return to the grid without saving.



11. Any saved custom filters will appear as buttons above the grid in the 'My Filters' section. The dark blue button is the filter is currently selected. Click any other custom filter's button to switch to it.

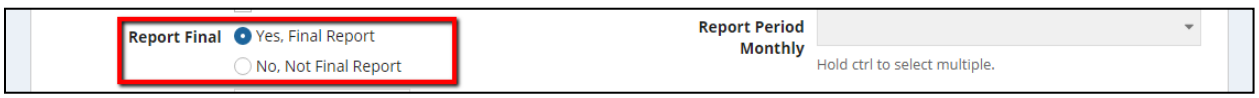


12. Click the red 'x' of any filter to clear it. All custom filter names in the 'My Filters' section will be un-selected and the user can then use the filters freely again.



3.3.8 Radio Buttons

Radio button groups are used when a user can select only one (1) item from a short list (usually <5 items). The selected radio button will appear highlighted.



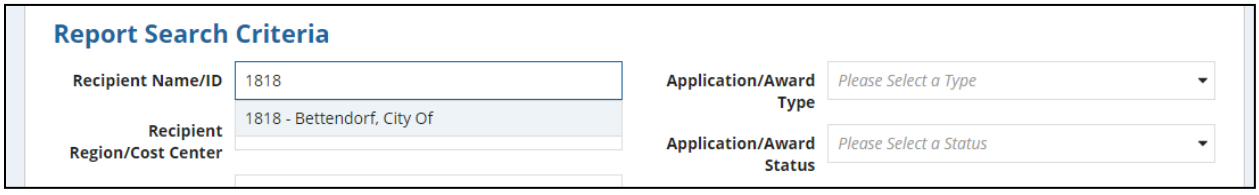
3.3.9 Text Fields

A text field search filter allows the user to enter free text.

3.3.10 Type Ahead Fields

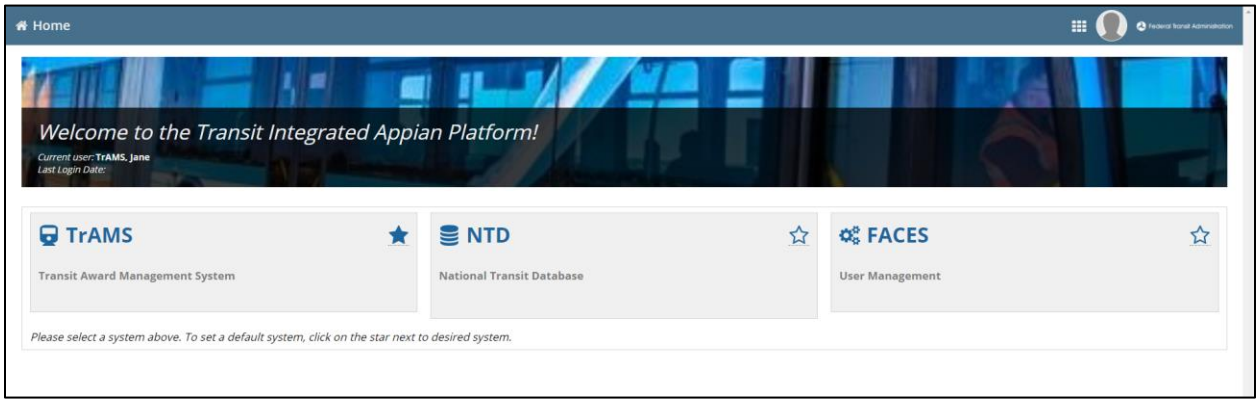
Type-ahead fields are like text fields but search for matching inputs. The user can type valid data for the field and the system will populate available data inputs. The user will then be prompted to select from search results that match what was typed. A matching item that was selected can be unselected by clicking the "x".

Note: Type ahead fields will be more common for FTA user views of the report forms where a recipient ID may need to be selected from the full list of recipients. In most cases, such as the recipient ID, the information will auto populate for recipient users. If users belong to multiple organizations, they may be presented with the available search fields.

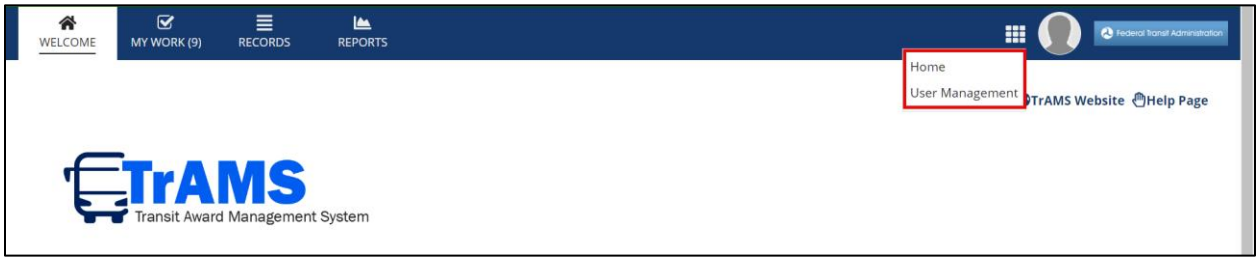


3.4 Navigating TrAMS

This section provides a brief synopsis of the FTA Platform layout followed by TrAMS-specific information on how to navigate, find, and work with data in TrAMS. Some users will have access to multiple systems (e.g. TrAMS and NTD) on the FTA Platform.



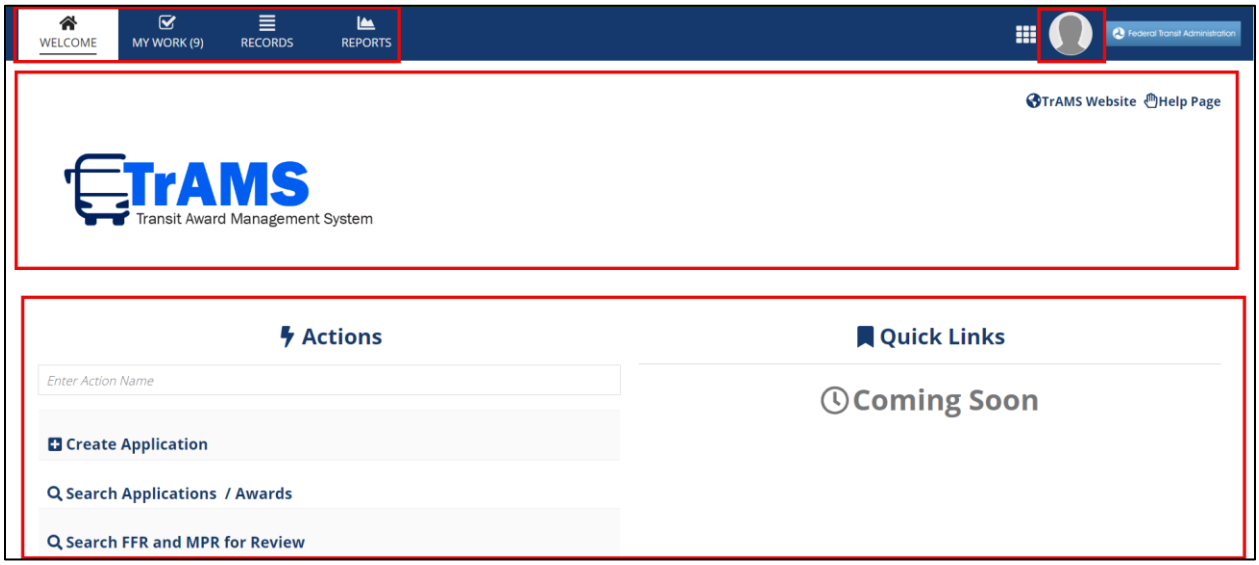
These users can switch back and forth using the Navigation Menu on the upper right corner, or select a system upon logging into TrAMS.



3.4.1 Navigation and Views

After logging in via https://faces.fta.dot.gov/suite/, the user will see the TrAMS Welcome homepage. The homepage contains four distinct areas as shown below in Figure 1: Navigation:

Figure 3: Navigation



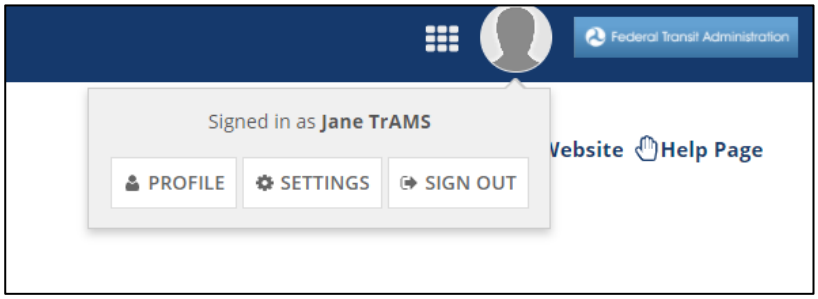
1. **Navigation Tabs**: There are four tabs on the upper left corner of the screen. The Welcome tab will be selected by default. These tabs are used to navigate through the system. All TrAMS users, regardless of the User Roles assigned to them, will see these four tabs:
    1. Welcome
    2. My Work
    3. Records
    4. Reports

2. **User Account Information**: Located at the top right corner of the screen, the silhouette icon provides quick access to the user account. This includes three options:

   Profile: Provides a means for the user to view and update their individual profile information and to set up their Personal Identification Number (PIN). See the *FACES User Guide* for PIN Set up

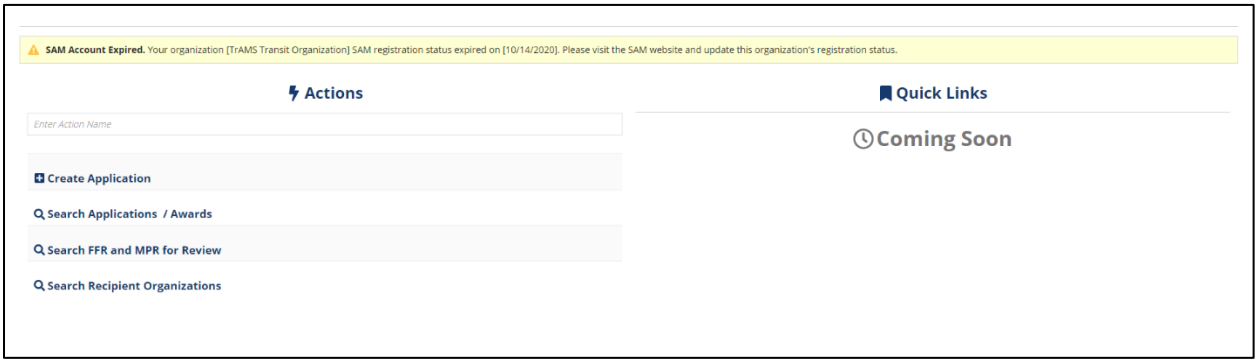
   Settings: The user settings Page is where the user can set language and time zones and adjust other settings.

   Sign – out: The user can select Sign-out from the dropdown to close the Application.

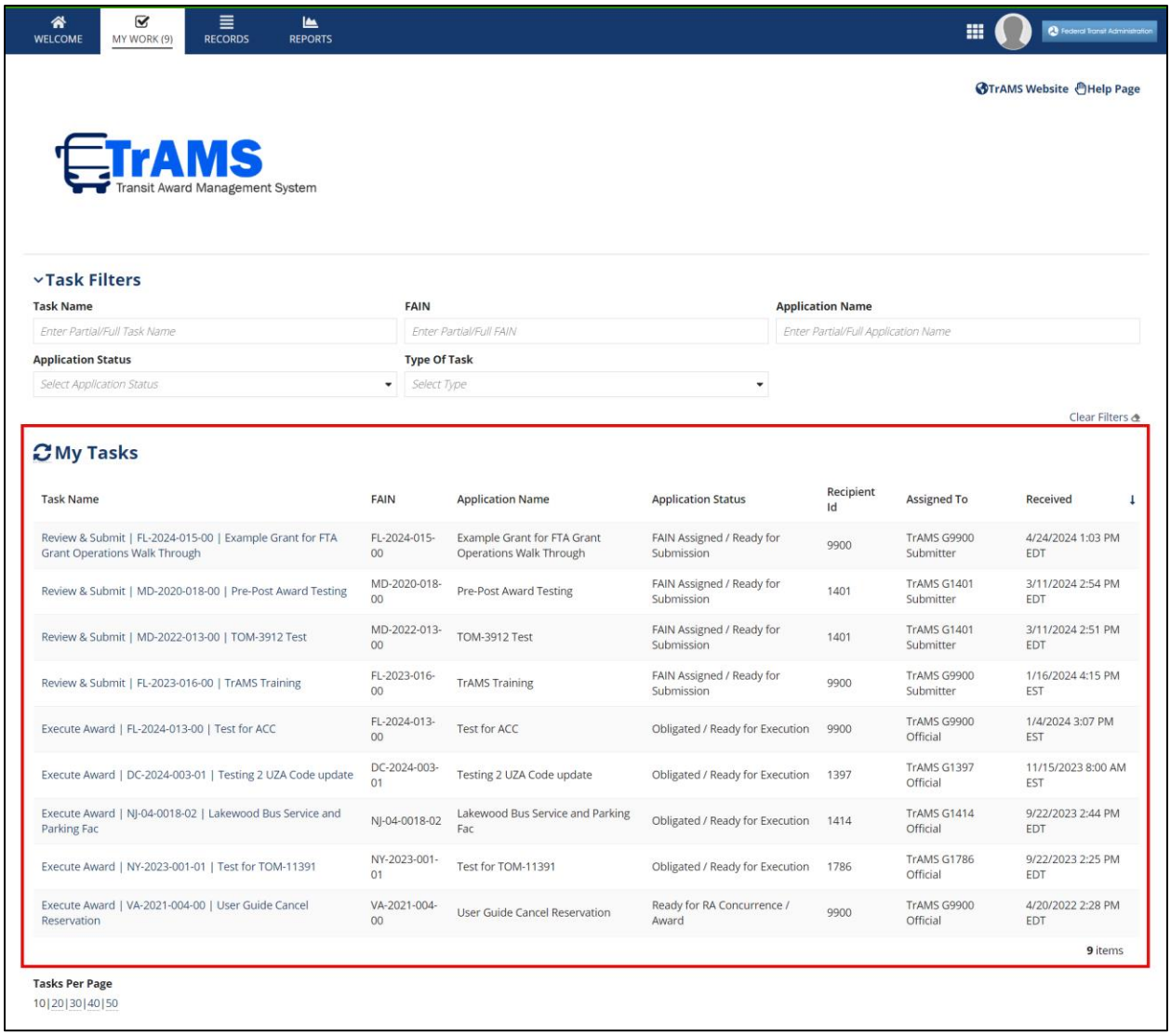


3. **Banner:** The TrAMS banner will appear below the Navigation Tabs. The "TrAMS Website" link will take the user to the FTA TrAMS public website. The "Help Page" link will take the user to the TrAMS System record. This page includes the System Details, Help Contacts, and Release information.

4. **Warning Messages:** Warnings are displayed on every tab for certain recipient (Submitter & Developer) users if their organization's SAM account is expired.



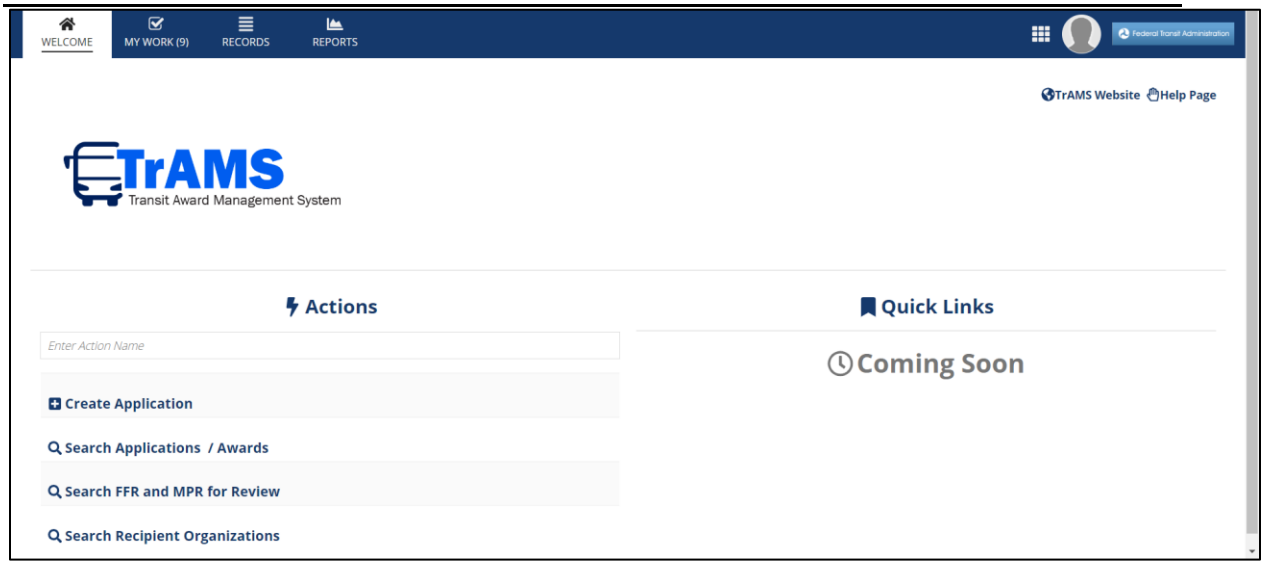
5. **Main Content**: This area displays the information relevant to the selected tab. For example, only tasks will be displayed when the 'My Work' tab is selected.



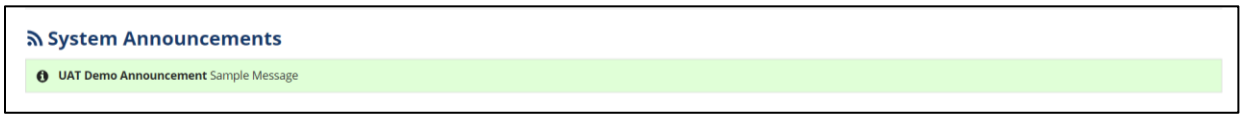
3.4.2 Navigation Tabs

3.4.2.1 Welcome Tab

The 'Welcome' tab is the default tab displayed when a user initially logs into the platform. The 'Welcome' tab displays System Announcements, Actions, and Quick Links.



System Announcements are messages that are visible to users upon login. Messages are displayed on the screen based on a user's role.



3.4.2.1.1 Actions

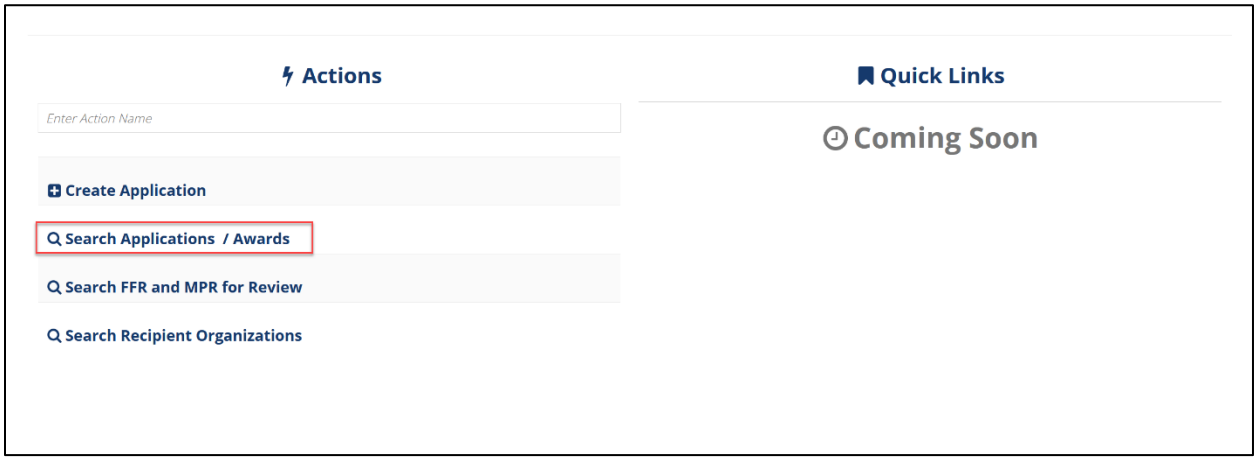
Actions allow users to interact with information in TrAMS at a high-level. The actions available are based on each user's role. The 'Actions' tab provides a way to create new records and perform searches for specific records

3.4.2.1.1.1 Using Actions to Search

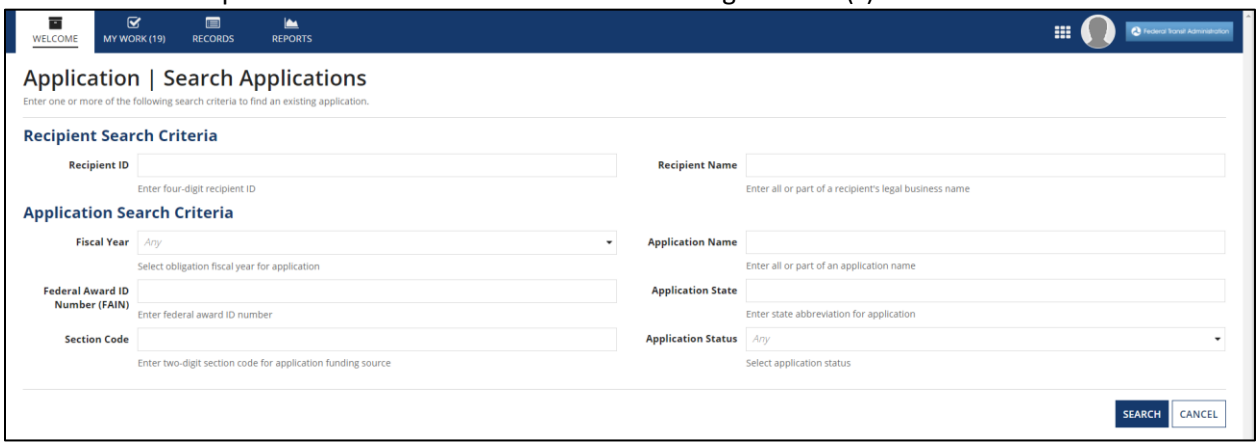
Users may use 'Search Applications / Awards' action to search for a specific Application.

To access the search options:

1) On the Welcome page, select “Search Applications / Awards” under the ‘Actions’ column.

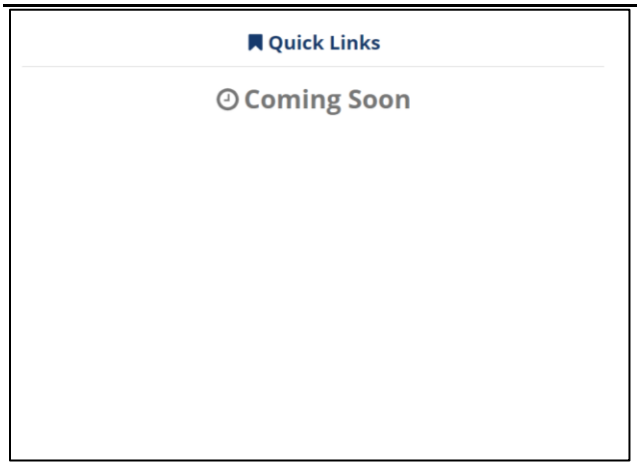


2) Once the “Search Applications / Awards” Action has been clicked, the user will be taken to the “Application | Search Applications” form. Filters are available to refine the search. The data each user can access depends on their user role and associated organization(s).



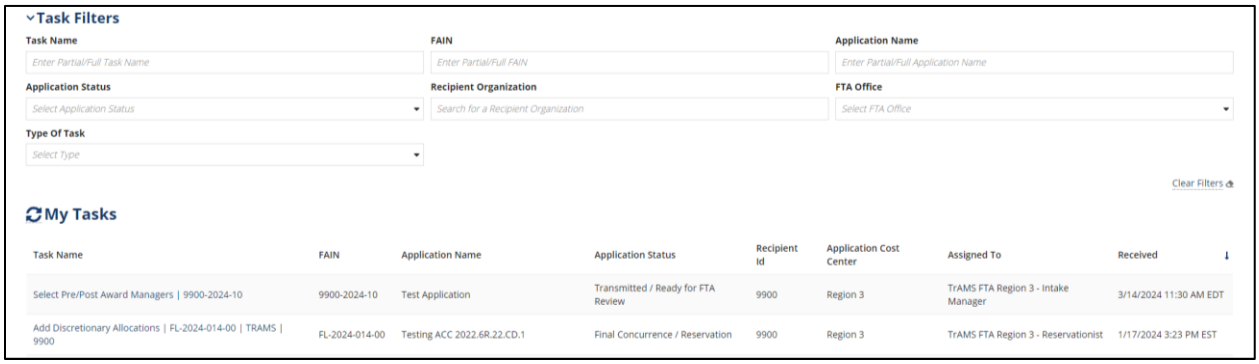
3.4.2.1.2 Quick Links

Quick Links allow users to navigate directly to frequent actions. This feature is currently in development and will be available in the future.



3.4.2.2 My Work Tab

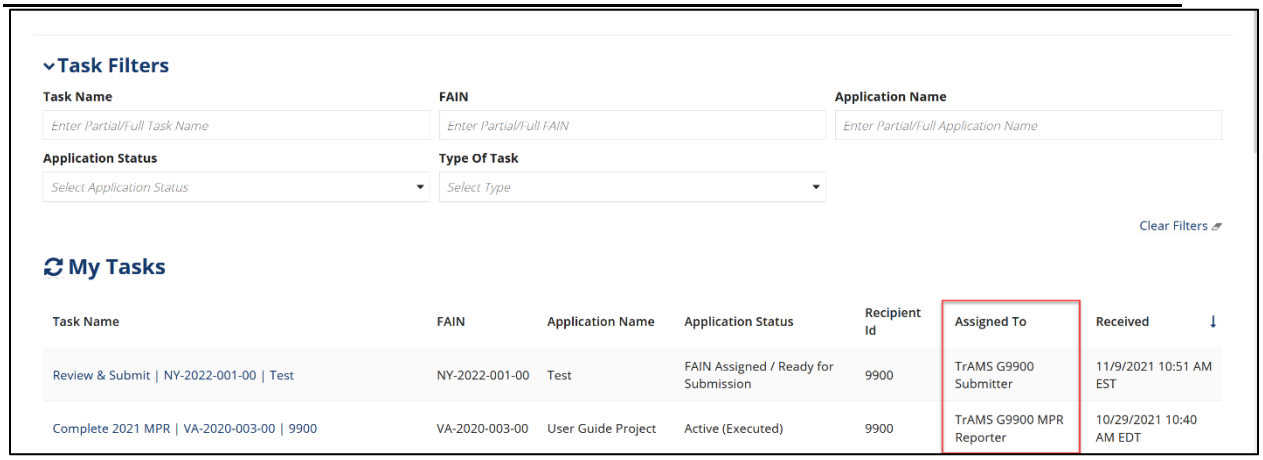
The 'My Work' tab shows specific work items that have been assigned either to a user or group of users, this will include Ad-Hoc tasks received and sent by the users. TrAMS generates and assigns tasks at certain steps in the Award life cycle. TrAMS is workflow-based, and tasks are used to progress Applications. Clicking a link in the 'Title' column or the 'Task Name' column will open the associated task.



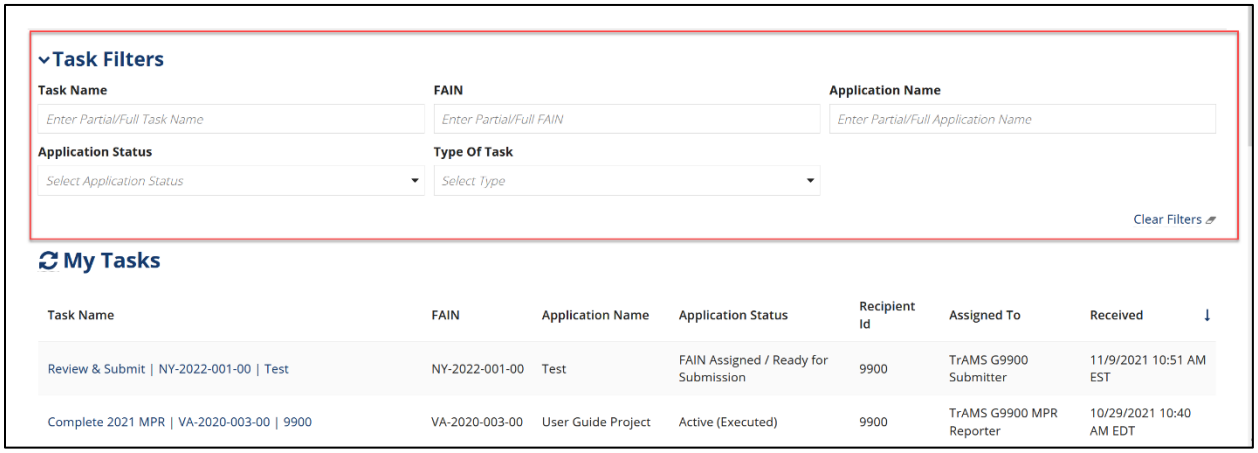
As an example, users that have been assigned the 'Official' user role will receive a task when an Award is ready for execution. By accepting the task, the 'Official' will be able to review the Award information and sign their acceptance.

Tasks are assigned when a user needs to perform a specific action as a part of a workflow. Users are notified by email when tasks are assigned to them. The workflow waits for the task(s) to be completed prior to moving on to the next step (or task) in the workflow.

Tasks may be assigned to an individual user or to a group of users who share the same role. The user can see which type of task has been assigned by looking at the 'Assigned To' column. Tasks assigned directly to users will show their name under the 'Assigned To' column. Tasks assigned to a group will show the group name.



Users may use the Task Filters located at the top of a screen to narrow down tasks. Users can manage the number of tasks they see on the page by changing the value at the bottom of the screen titled 'Tasks Per Page'.



When tasks are assigned to a group of users, any user within the group may claim and complete the task. Once a task has been claimed, the task becomes unavailable to the other users in the group. If users select a task and then decide not to complete the task, they can return the task to the group for someone else to pick up.

3.4.2.2.1 Task Notification

Automatic system-generated task notifications are sent via email at the time the tasks are created. Task notification emails have the following characteristics:

- From: Appian for Federal Transit Administration (PROD) <ftafacesadmin@dot.gov>
- To: User's Saved Contact Email (as viewed on User Profile – if the user's email has changed, speak with the User Manager)

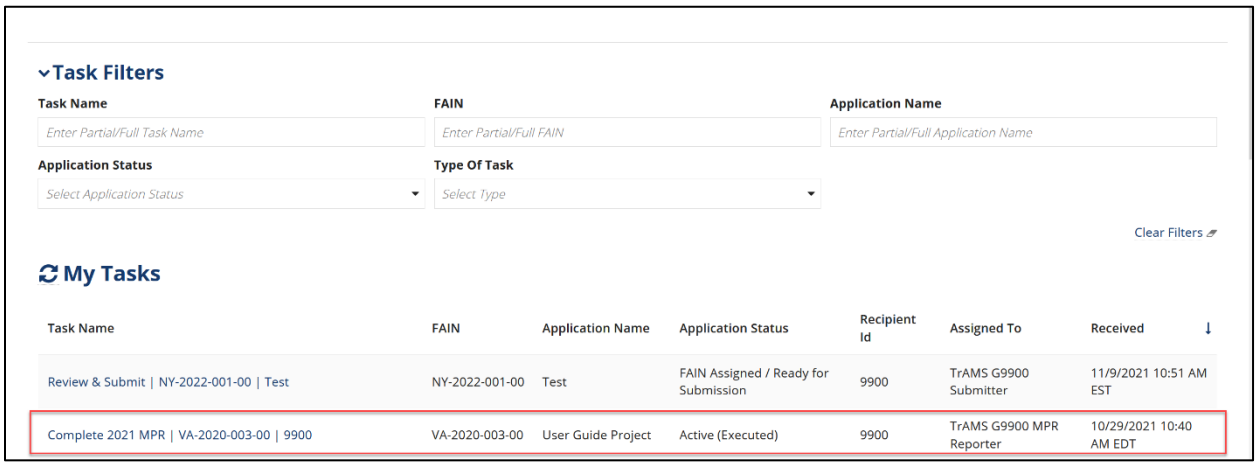
- Subject: New Task: [Type of Task that has been assigned]
- Body: Link to the task

Note: Check the Junk folder for an expected task notification that cannot be found in the user's email.

3.4.2.2.2 Accepting Tasks

When users receive a task notification email, users may click on the provided link. The link will redirect users to the FTA Platform log on screen. After logging into the system, users will be either redirected to the task form or they may need to check their task queue by going to the 'Tasks' tab. In the latter situation,

1. Click on the 'My Work' tab.
2. Find the corresponding task link (use filters as needed).
3. Click on the link provided to accept the Task.



4. For group tasks, TrAMS will display 'Accept' and 'Go Back' button options. Click the 'Accept' button to claim the task and begin working on the task. The user can leave the task form and return later.

5. Complete the task. The Task will be removed from the user's 'My Work' Tab once the task has been completed.

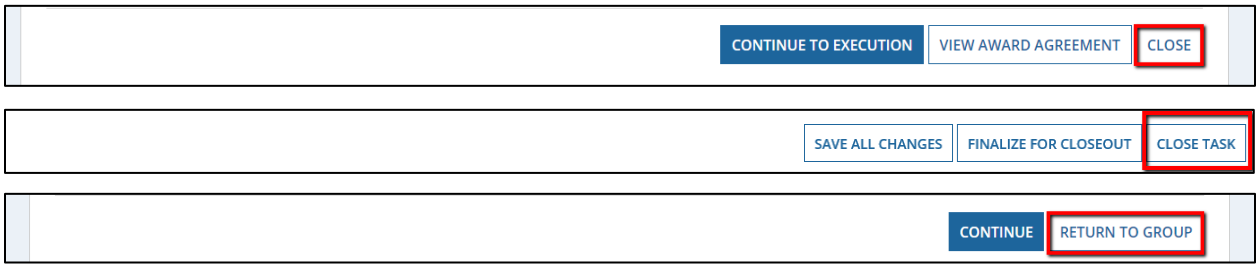
Note: If the Task form appears to be in read-only mode, scroll to the top of the form to verify that the user has accepted the task.

3.4.2.2.3 Returning Tasks

If a user has selected the wrong task or would prefer to work on the task at another time, the user can return the task to the original assigned user(s) list. This can be done even after formally accepting the task.

1) To return a task that is opened, but not yet accepted, click the "Go Back" button at the top of the screen.

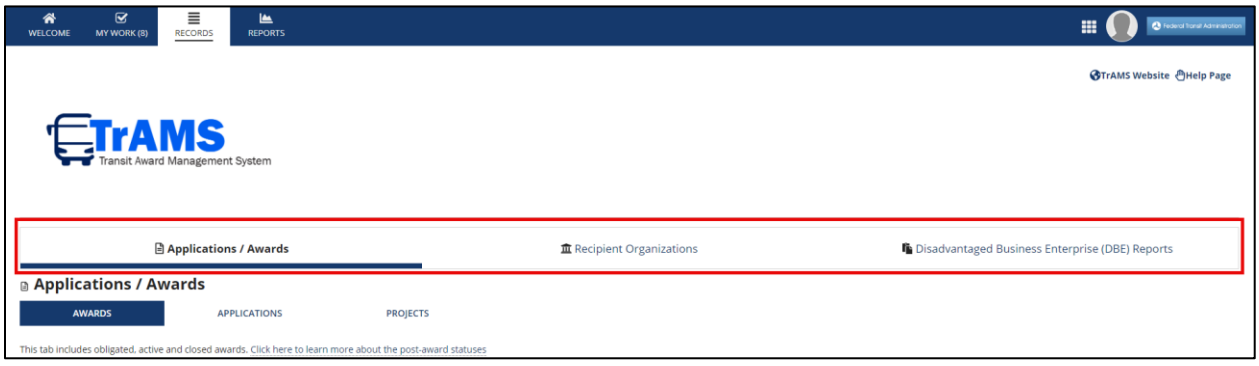
2) To return a task that a user has already accepted, scroll to the bottom of the page and select the "Close", "Close Task", or "Return to Group" button. The button terminology will depend on the specific task.



Note: If the user has returned the task but do not immediately see the task back in the task queue, refresh the task queue by clicking on the 'My Work' tab again or click the icon next to the 'My Tasks' section. When returning a task to the group, the user may also see a new email notification.

3.4.2.3 Records Tab

The 'Records' tab provides a way to access and work on records that already exist in the system. Records consist of all information for a specific type of data, such as all the information about a recipient organization or an Application. A user can click the 'Records' tab to see a list the record types they have permissions to view.



All TrAMS users can view 4 record types defined in Table 1: TrAMS Records

Table 1: TrAMS Records

Record Type	Description	Record Category
Awards	Contains Awards associated with recipient organization(s) or regional cost center FTA Staff members	Application/Awards
Applications	Contains Applications associated with recipient organization(s) or regional cost center FTA Staff members	Application/Awards
Projects	Provides direct access to the individual Projects that make up Applications and Awards.	Application/Awards
Recipient Organizations	Contains recipient organization information. If the user is a recipient organization member, they can only see the recipient organizations to which they belong.	Recipient Organizations
Disadvantaged Business Enterprise (DBE) Reports	Contains Disadvantaged Business Enterprise report information per recipient organization	Disadvantaged Business Enterprise (DBE) Reports

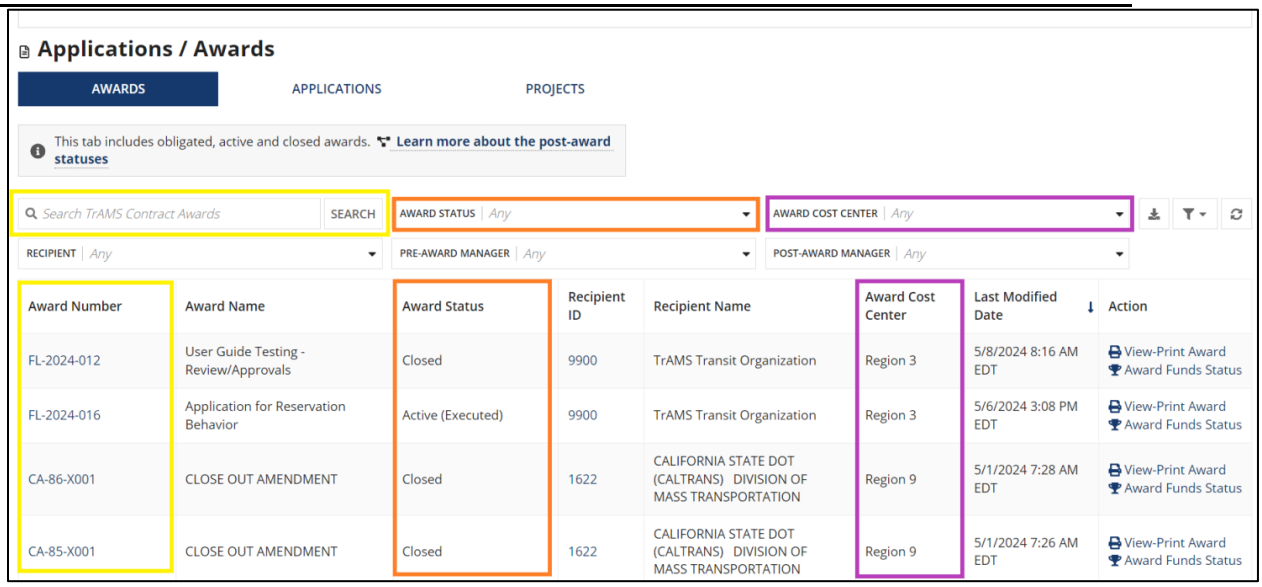
3.4.2.3.1 Searching from the Records Tab

To search for records using the 'Records' tab:

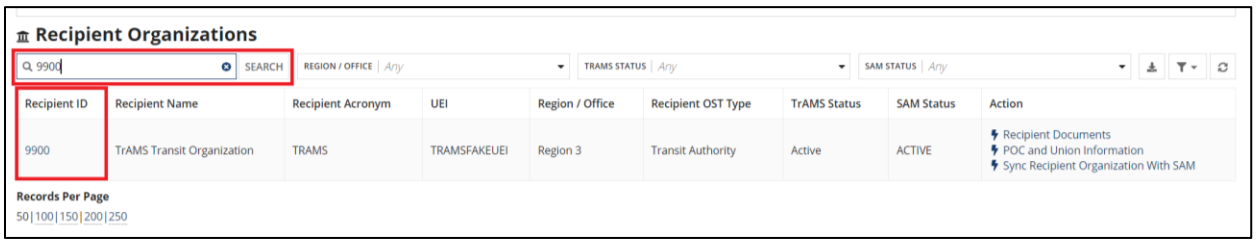
1. Click on the 'Records' tab on the navigation bar.

Users can use the Record tab to search for different kinds of records such as, Applications, Awards, Projects, Recipient Organizations and DBE Reports.

2. Use filters on each record types to narrow the data. For example, to search for an Award, select the "Application / Awards" record, select the "Award" record, and fill in the filter.

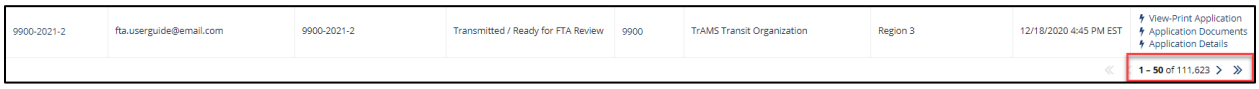


For example, to search for a Recipient Organization, select the “Recipient Organization” record. Use the filters as necessary.

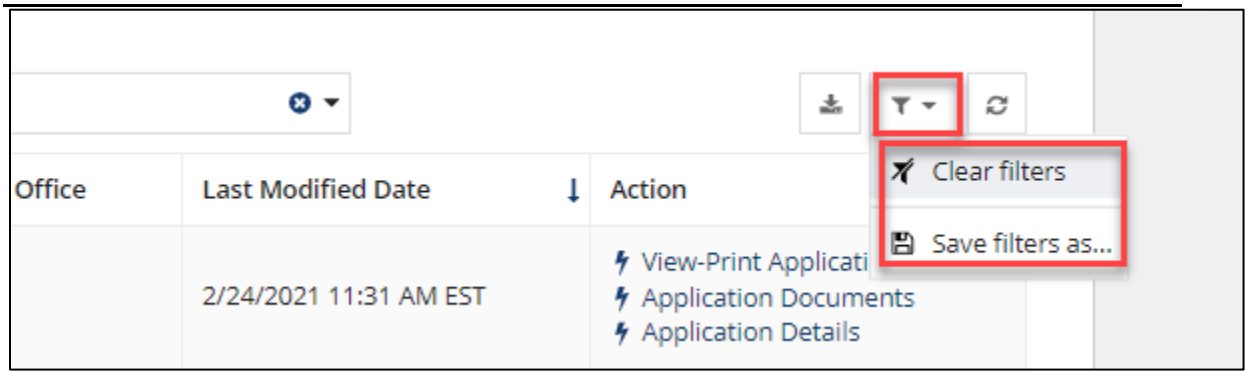


3. Users may manipulate the number of records displayed on each Record grid. The grid will contain 50 records as a default. However, users can change the number of records displayed in the grid by changing the “Records Per Page” option at the bottom of the page.

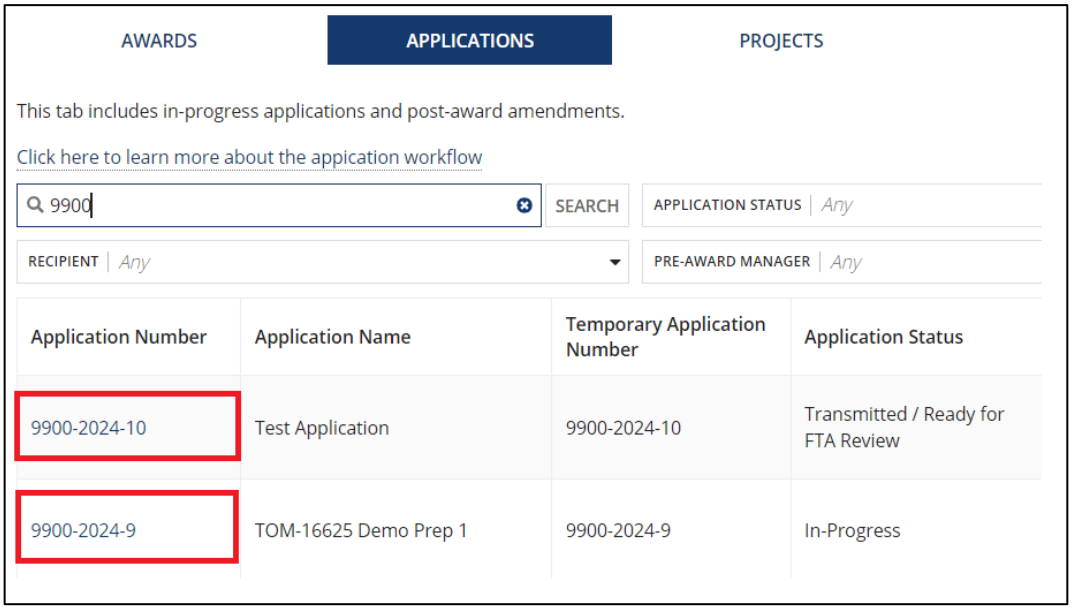
4. The users can navigate through different pages of the grid by clicking the right or left arrow.



5. If the search does not provide the desired records, click ‘Clear Filters’ icon on the top right corner. Also, by clicking “Save filter as…”, user can set selected filter as a default so next time they navigate to the specific records, the saved filter is displayed as a default.

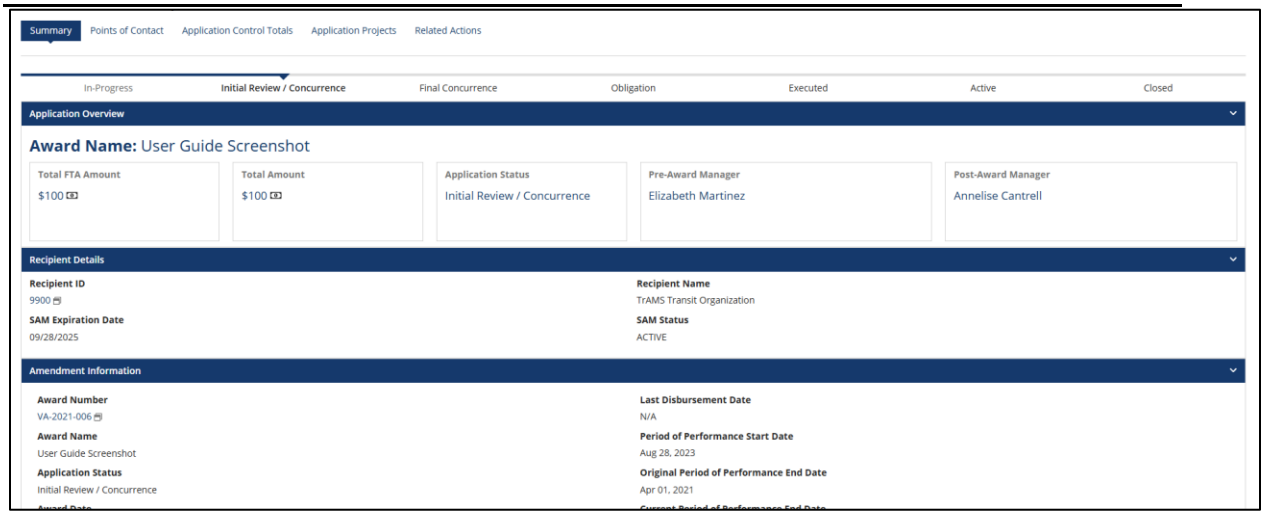


6. To open a record, click the blue record hyperlink.

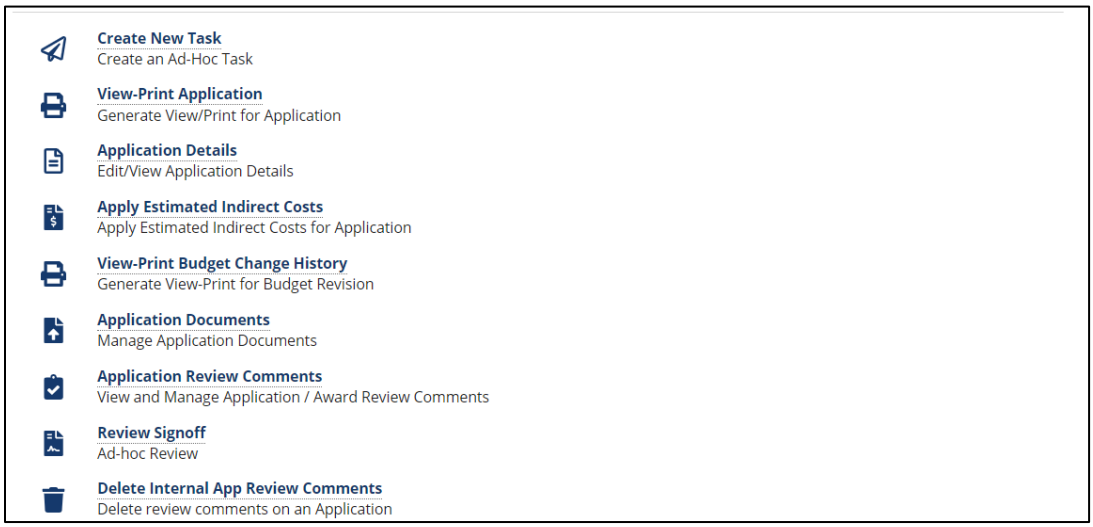


3.4.2.3.2 Record Contents

Upon opening a specific record, a high-level summary of the data populates in the main content area of the screen. This is the “Summary” dashboard and the navigation bar for an Application Record.

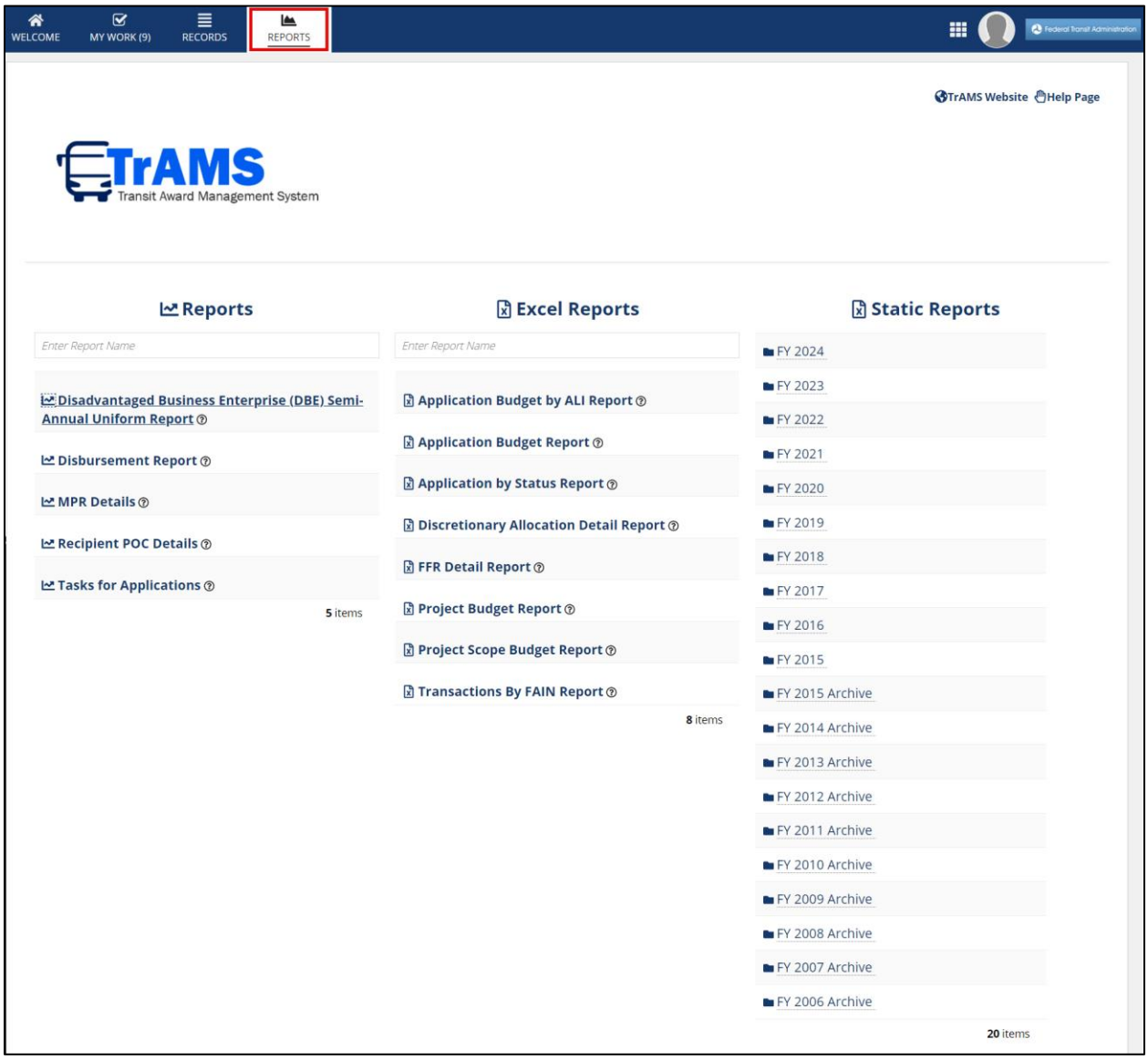


Related Actions: The top navigation menu contains links specific to the type of record. This will often include a 'Related Actions' option (sometimes referred to as a 'tab'. The 'Related Actions' opens to a page of options to view and modify detailed record information. A user's ability to update record information depends on their assigned roles as well as the current state of the data (ex. recipient users with read only can view, however they cannot edit Applications).



3.4.2.4 Reports Tab

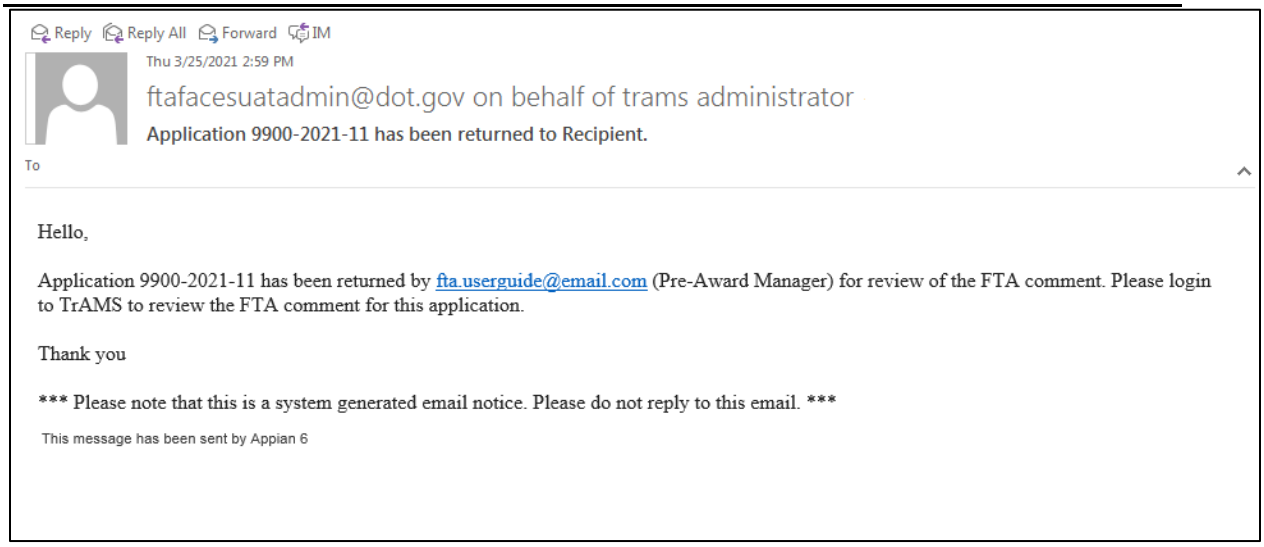
The 'Reports' tab provides access to a suite of reports. There are 3 columns in the Reports tab including Reports, Excel Reports, and Static Reports. By clicking on any report link, the user can review reports of data in TrAMS as permitted by their user roles. To learn about these reports in detail, refer to *Section 8: Reports.*



3.5 Emails

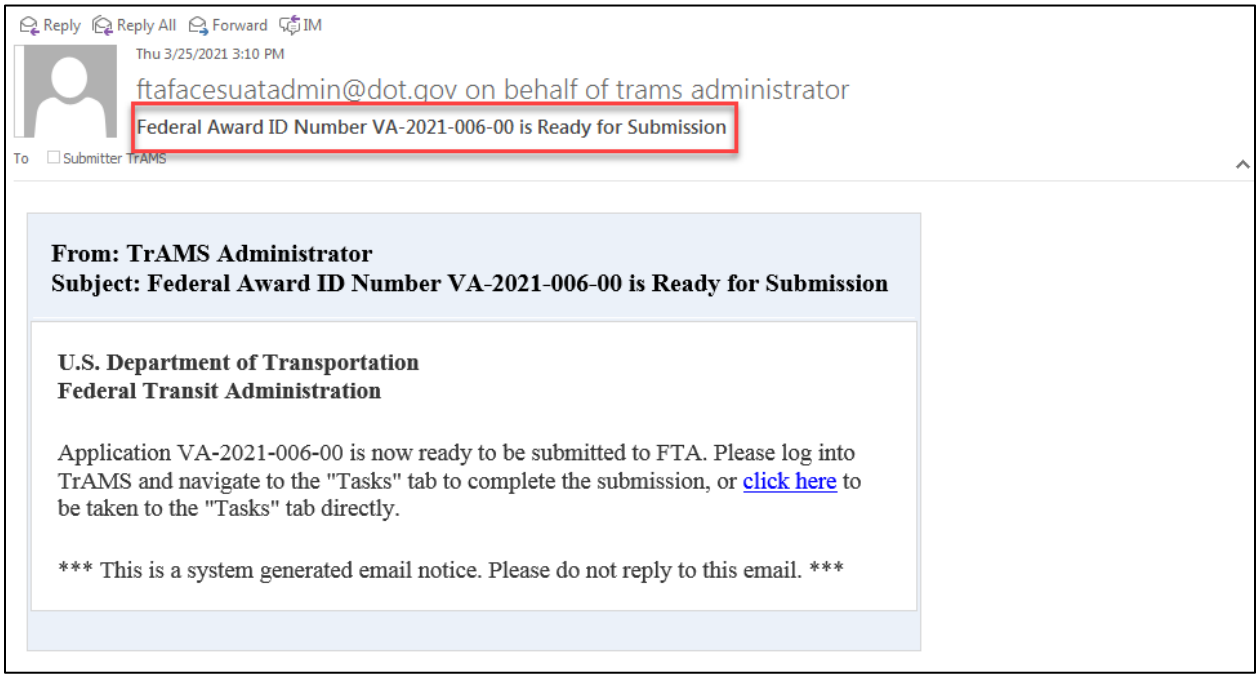
In addition to tasks, users may receive emails from the system indicating that they need to perform an action as part of a workflow. After receiving an email and logging on, the user will not find any corresponding tasks to perform. Instead, they will need to navigate to the appropriate record and must initiate the required action. In some instances, the action initiated will start a workflow that includes tasks for other user roles (e.g. Closeout Amendment). Similarly, the action may initiate other email notifications to different users (e.g. the Certification and Assurance process).

As an example, a user may receive an email indicating that an Application has been returned by the Pre-Award Manager and that they should review the comment.

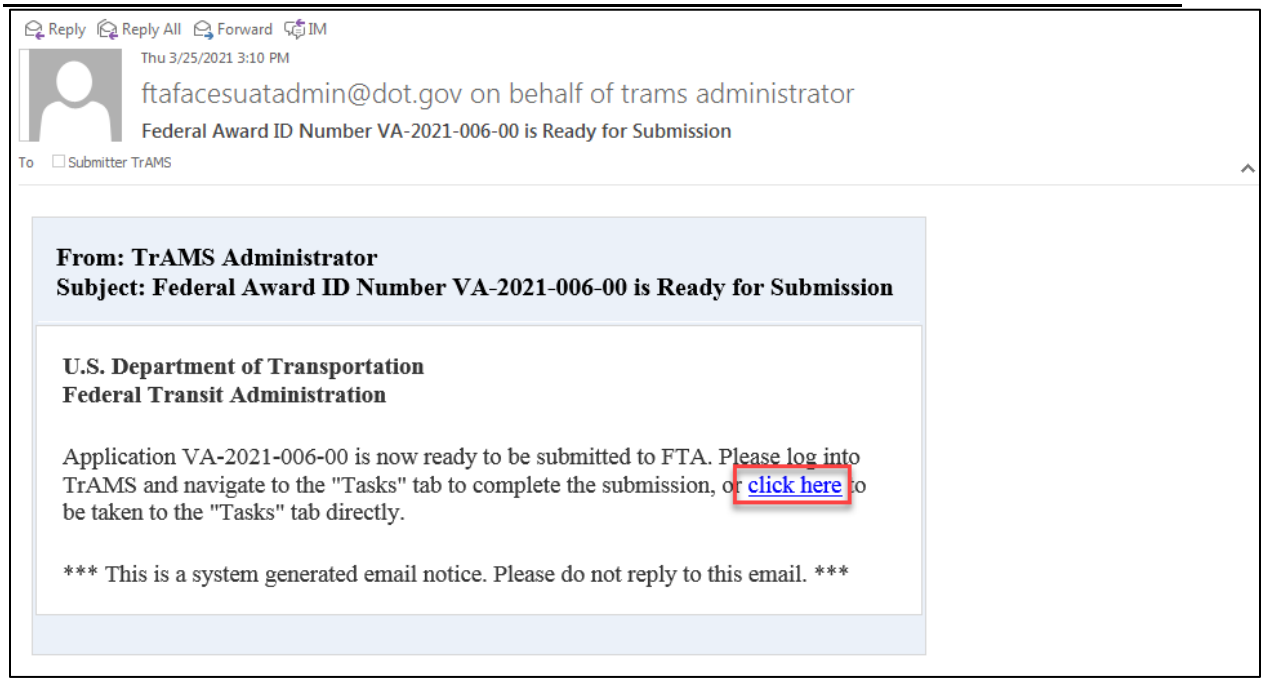


The user will be able to distinguish between emails sent by the system and system emails associated with tasks:

- The description of the task will be in the subject line for emails associated with tasks



- Emails not associated with a Task 'From' line will be listed as 'TrAMS Administrator'.
- The link in the email takes the user to the TrAMS website or takes the user to the task at hand if they are already logged into TrAMS

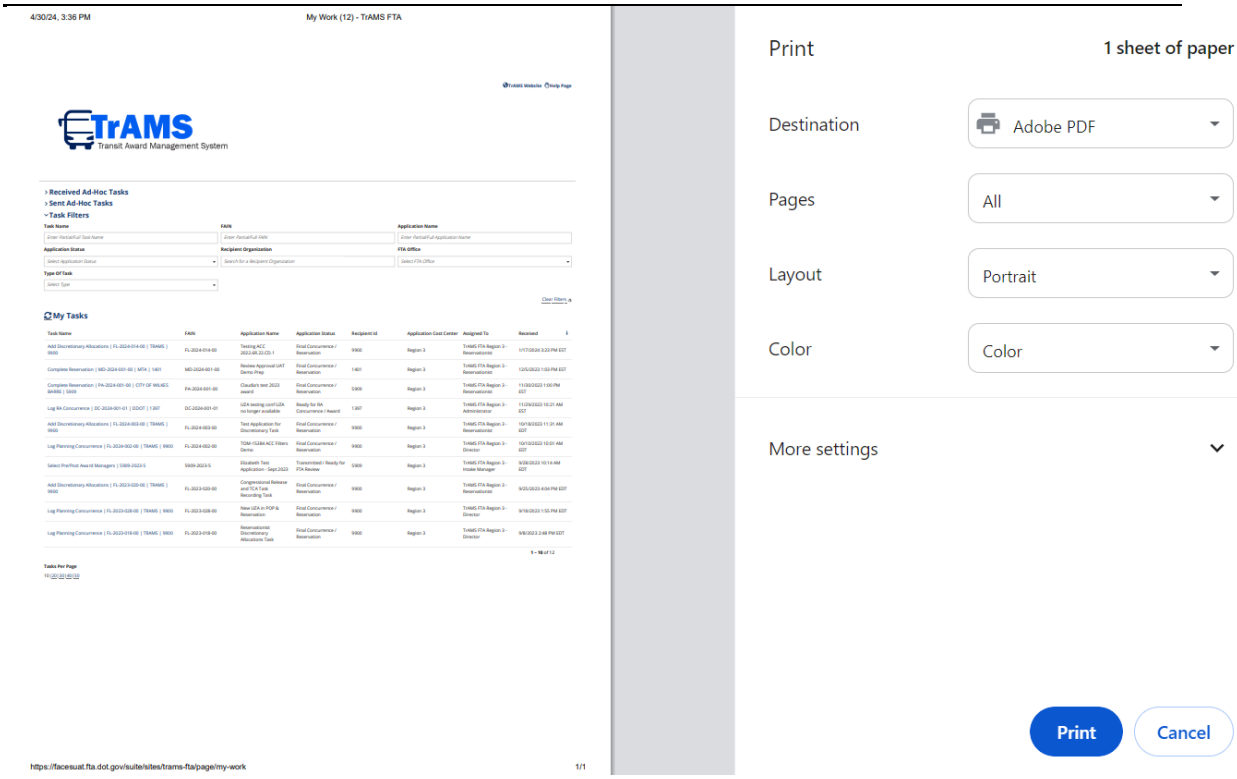


In both cases, the workflow will not continue until the required action(s) are complete.

3.6 Exporting Information from TrAMS

3.6.1.1 Printing from the Browser

When printing within a web browser, only the banner and the Main Content area will be included.

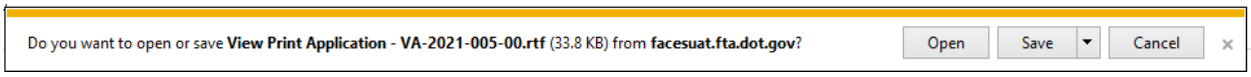


3.6.1.2 Exporting Files (View/Prints) Information

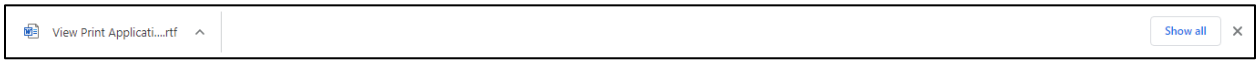
TrAMS records and documents that may be viewed and printed have been formatted as 'Rich Text Format' (.rtf). These files will need to be opened using a program that is compatible with this type of file (e.g. Microsoft Word).

When the 'View/Print' Application related action is selected, the user will be prompted to open or save the file. Variations will exist depending on the browser that the user is working with and the default program the user has defined to be the default program to open rtf files.

Example: Internet Explorer 11 and Microsoft Word



Example: Chrome



The view-print format may require the user to adjust the font size or layout of the page to suit the user's preferences or view information displayed.

4 Recipient Organization Management

4.1 Overview

A recipient organization is any entity that is eligible to seek and apply for federal assistance from FTA. FTA will assess a recipient organization's eligibility; and assign an identification number (Recipient ID) to conduct business with FTA. The Recipient ID is a four-digit number (e.g. 2345); and is used in TrAMS, and other FTA systems to identify the recipient organization record.

The Recipient Organization record is where a user can search, view, and update, recipient organization record details in TrAMS.

Each recipient organization is associated to either a Regional FTA Office or an FTA Headquarters Office. These offices are known as "cost centers." Each cost center has an acronym and number that are used throughout TrAMS. The FTA cost centers are listed in Table 1: FTA Cost Centers for reference:

Table 2: FTA Cost Centers

Cost Center Name	Acronym	Number
FTA Regional 1 Office	TRO-1	78100
FTA Regional 2 Office	TRO-2	78200
FTA Regional 3 Office	TRO-3	78300
FTA Regional 4 Office	TRO-4	78400
FTA Regional 5 Office	TRO-5	78500
FTA Regional 6 Office	TRO-6	78600
FTA Regional 7 Office	TRO-7	78700
FTA Regional 8 Office	TRO-8	78800
FTA Regional 9 Office	TRO-9	78900
FTA Regional 10 Office	TRO-10	79000
Office of Administrator	TOA	61000
Office of Administration	TAD	62000
Office of the Chief Counsel	TCC	63000
Office of Communication and Congressional Affairs	TCA	64000
Office of Program Management	TPM	65000
Office of Budget and Policy	TBP	66000

Cost Center Name	Acronym	Number
Office of Research, Demonstration and Innovation	TRI	67000
Office of Civil Rights	TCR	68000
Office of Planning and Environment	TPE	71000
Office of Transit Safety and Oversight	TSO	74000

User Role Requirements

A TrAMS user must have at a minimum, the Read-Only user role to access the recipient organization to view or update portions of the record information. In some instances, a user must have specified user roles to complete updates.

4.2 Search Recipient Organization Records

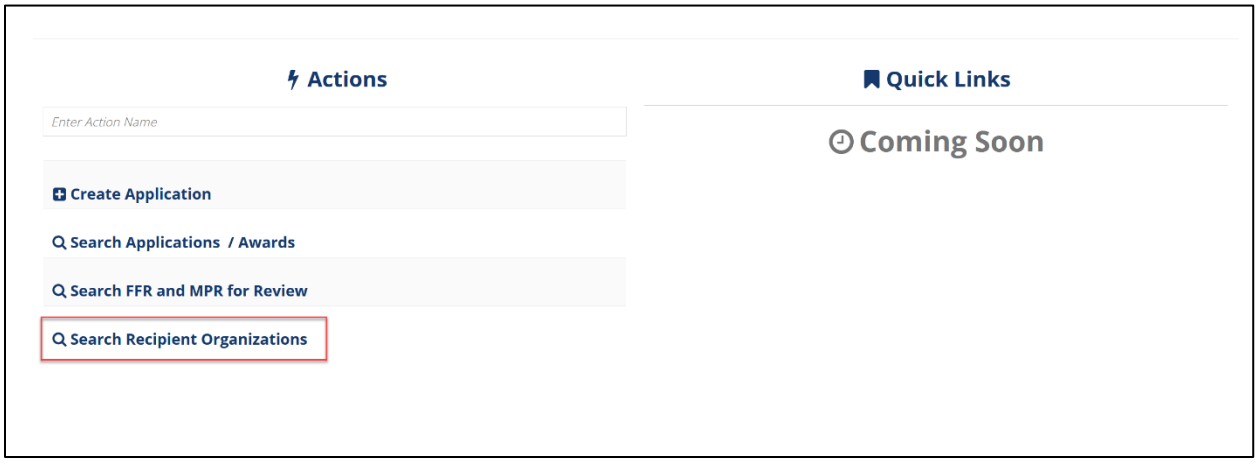
There are multiple ways to search for and access a recipient organization record. Users may find recipient organization information by either searching from the 'Welcome' tab 'Actions' and selecting 'Search Recipient Organization' or searching from the 'Records' tab and selecting 'Search Recipient Organization'.

Users can navigate to the organization record from any Application or Awards' 'Summary' page by clicking the Recipient ID hyperlink located on that page.

4.2.1 Searching Recipient Organization from Actions Tab

To search for a recipient organization using the 'Actions' tab:

1) Navigate to the 'Welcome Tab' and click the 'Search Recipient Organizations' link in the 'Actions' section.



2) The ‘Search Recipients in TrAMS’ form will display with search criteria fields. Note that none of these fields are required. Not populating any fields will return all recipient organizations in the profile. Users can search for an organization using one or more of the following criteria:

   a) **Recipient ID** The recipient's ID will default to their organization. When a user is assigned to more than one ID, they can choose the recipient ID from the drop-down menu. Only one ID can be selected and viewed at a time.

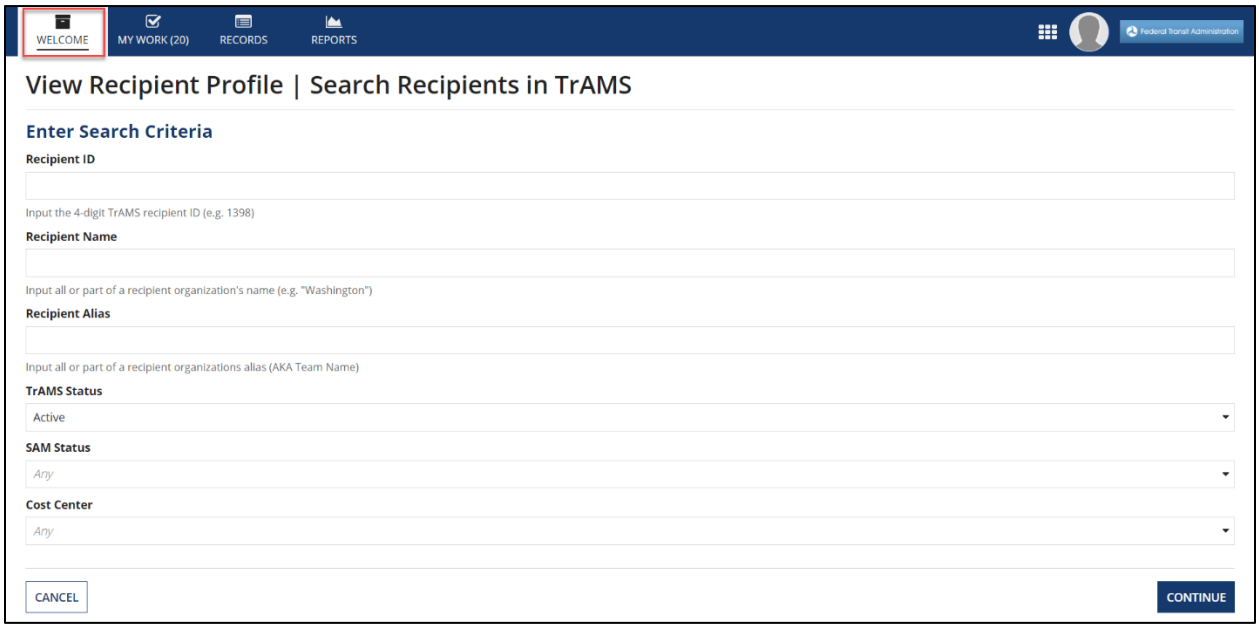
   b) **Recipient Name:** Enter in all or part of the recipient organization’s name in the ‘Recipient Name’ field.

   c) **Recipient Alias:** Enter in all or part of the recipient alias name.

   d) **TrAMS Status:** Select the recipient organization’s status in TrAMS from the drop-down menu provided under the ‘TrAMS Status’ field. Status options are ‘Active’, ‘Inactive’, or ‘New-Pending Review’.

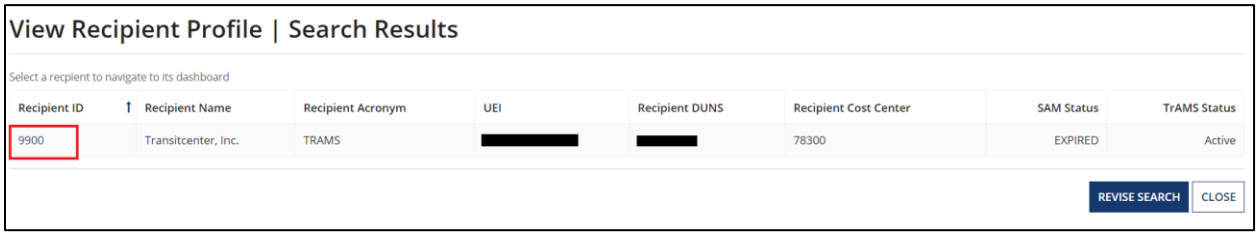
   e) **SAM Status:** Select the recipient organization’s status in SAM.gov from the drop-down menu provided under the ‘SAM Status’ field. Status options are: ‘Active’ or ‘Expired’.

   f) **Cost Center:** Select a cost center (aka, a Regional Office or HQ office) from the drop-down menu provided under the ‘Cost Center’ field. For recipient organizations, the user’s Recipient ID is already associated with a cost center. If users are a user associated with multiple recipient organizations across different FTA offices; then the cost center they choose must correspond with the Recipient ID. Remember, this is not a required field.



3) Once all desired search criteria have been entered, click the ‘Continue’ button.

4) The 'Search Results' form will be displayed. To access the recipient record, click on the 'Recipient ID' hyperlink of the desired recipient organization. After selecting the hyperlink, the user will be taken to the record of the Recipient Organization.



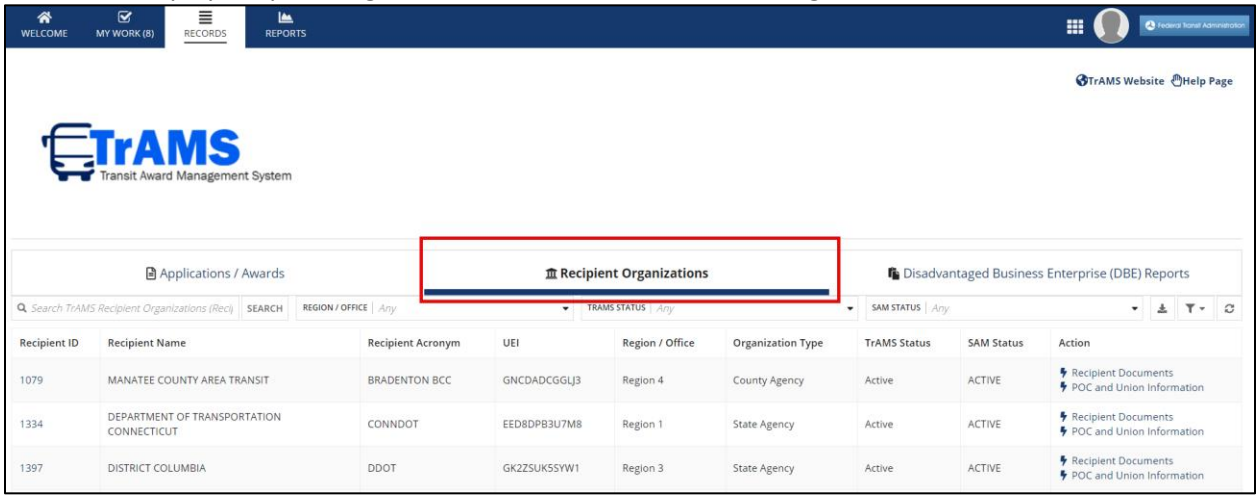
In most cases, only the user's recipient organization will display. If users are associated with more than one organization, they can only search for one organization at a time.

Recipient Organization names in the table are listed by their legal business name (from SAM) and then the provided acronym.

4.2.2 Searching Recipient Organizations from Records Tab

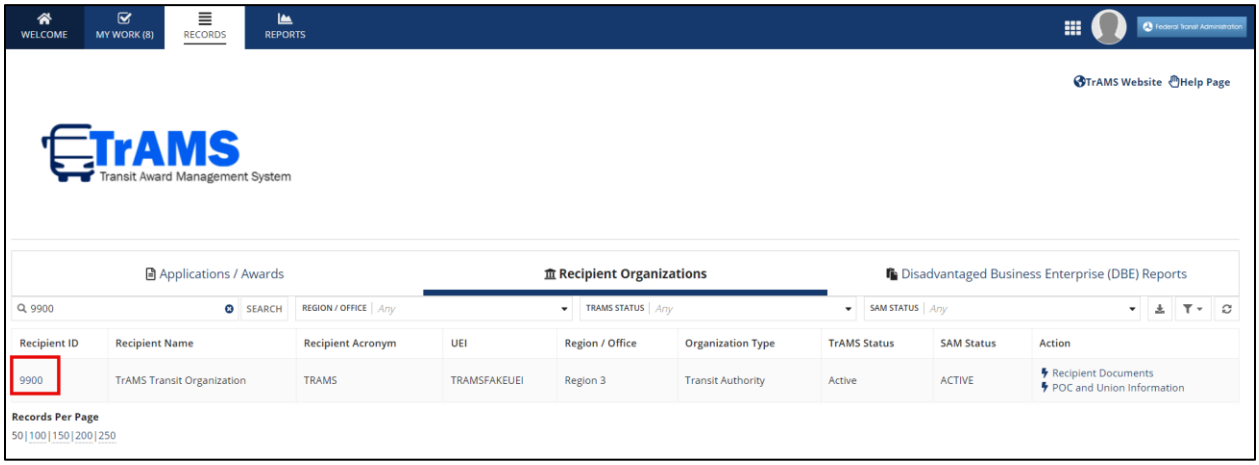
Recipient organization profile(s) may be accessed from the 'Records' tab in TrAMS.

1) Click the Records tab in the navigation bar.
2) Click on the 'Recipient Organization' record type from the menu to view recipient organizations. The results will display recipient organizations in which the user has assigned user roles.



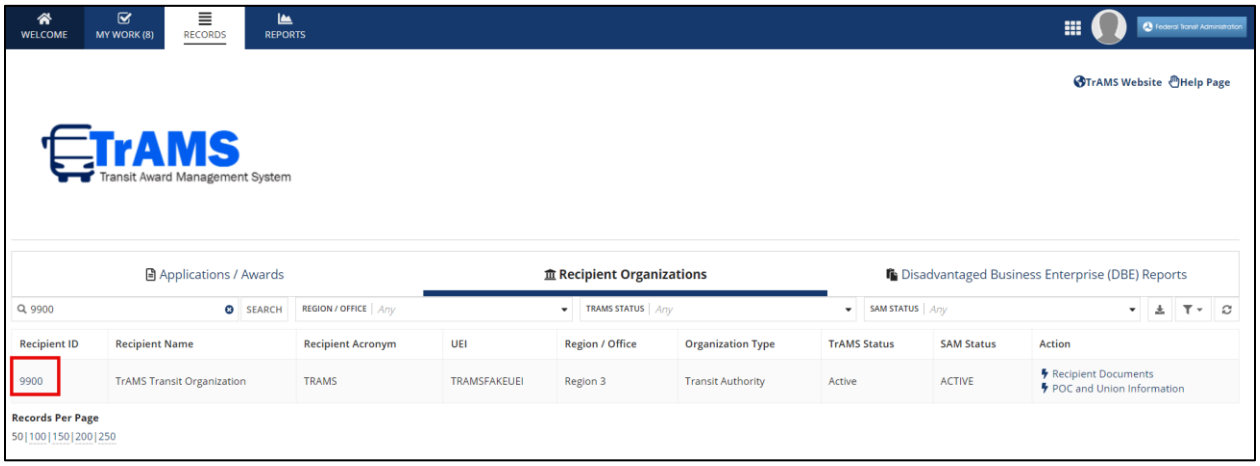
3) In most cases, only one recipient organization will display. If a user has user roles for multiple recipient organizations, each organization will display in the list.
4) Recipient Organization names are listed by their legal business name (from SAM), the provided acronym, and then the four-digit recipient ID number.

5) The results will display in Recipient ID order. Users may filter displayed records by using the search box and typing the organization name in full or in part, or they can search by entering the four-digit recipient/vendor ID number.

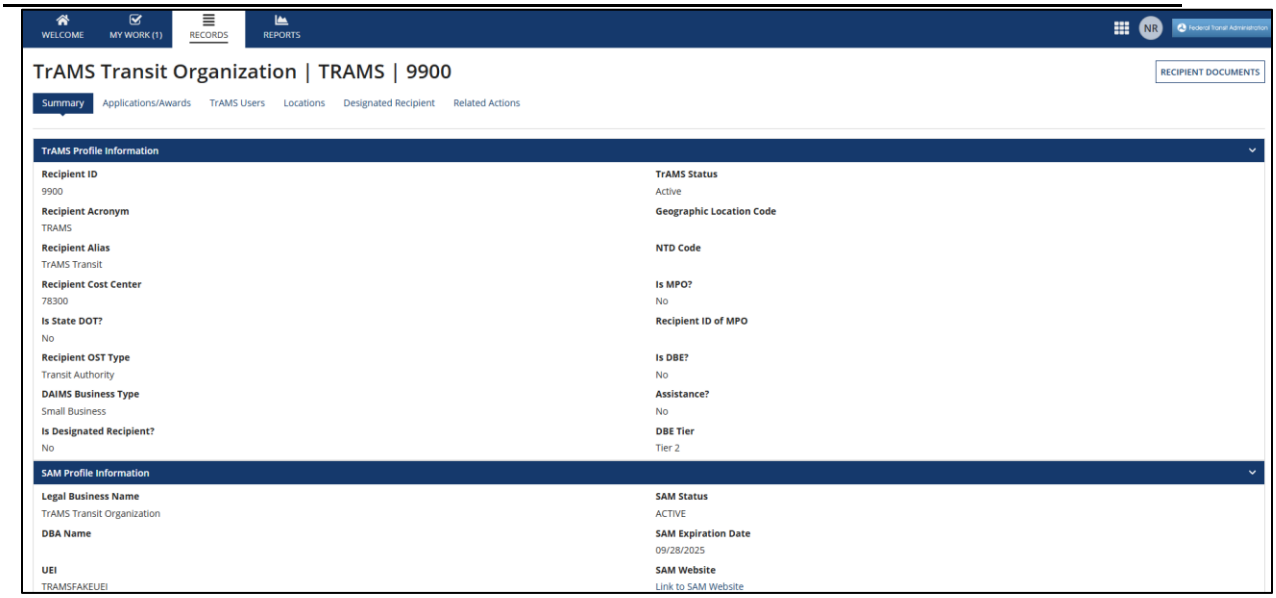


Note: Users may enter the phrase they would like to search for in the 'Search TrAMS Recipient Organization' field and click on the 'Search' button to initiate the search.

6) Click on the recipient organization's ID which is a hyperlink.



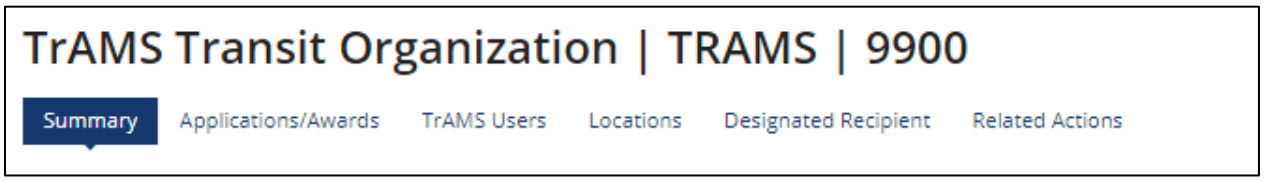
7) The user will be taken directly to the selected recipient organization record's 'Summary' page.



4.3 View Recipient Organization Records

4.3.1 Overview

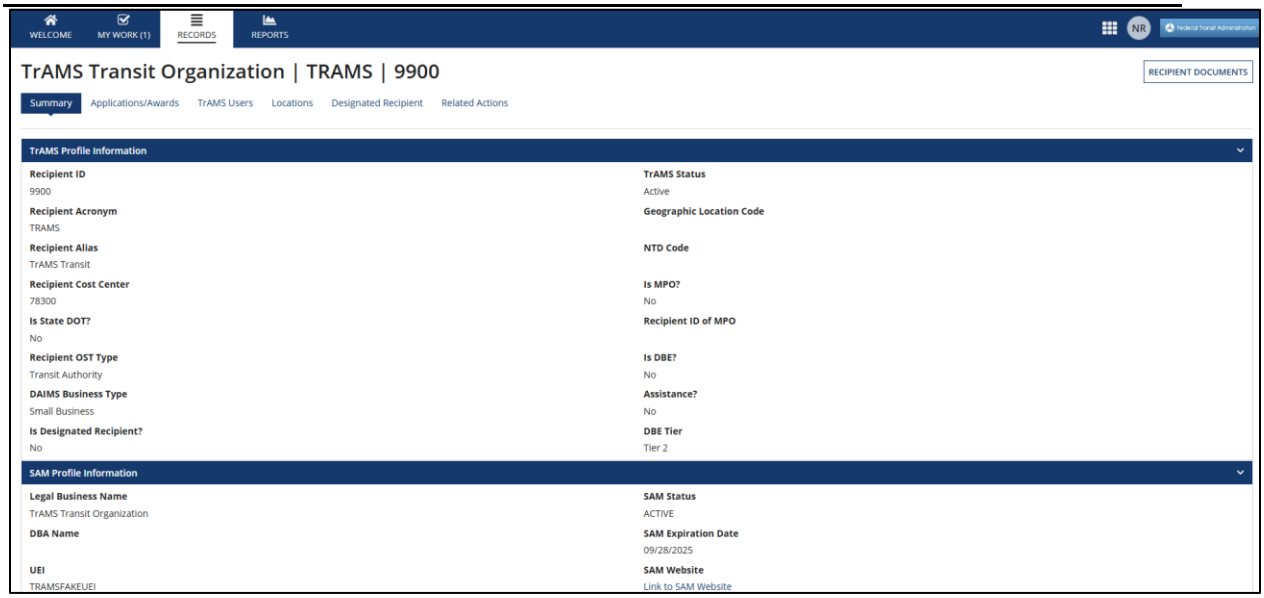
Each Recipient profile has dashboards to view information and a series of related actions. The following section covers the different information that may be viewed. Information is outlined moving left to right as shown below. The **tab** selected is highlighted by the blue box and arrow.



4.3.2 Summary

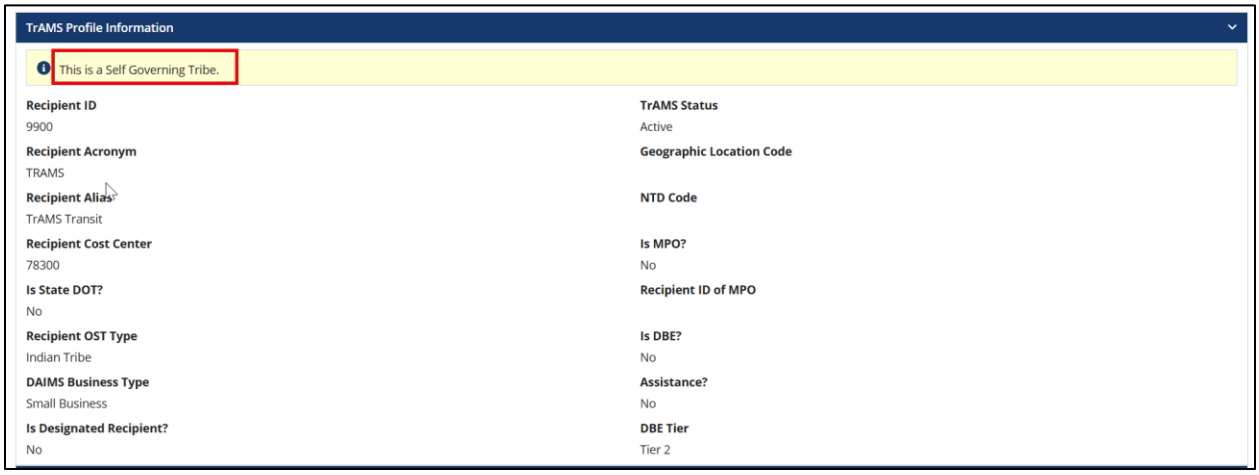
The ‘Summary’ page is the landing page after selecting an organization record to view. The ‘Summary’ page is in a read-only format for all users. It contains high-level information concerning the organization including:

- TrAMS Profile Information
- SAM Profile Information
- Payment Information
- Locations



Recipients are responsible for changes to the SAM profile information and must be made directly in SAM. TrAMS is synced nightly with SAM. Users can also update their recipient organization's SAM information by clicking on the Sync Recipient Organization with SAM related action.

If a recipient is identified as a Self-Governing Tribe, TrAMS will display a banner on the Recipient Summary Page stating this. See *Related Action: Recipient Details and Payment Codes* for details.



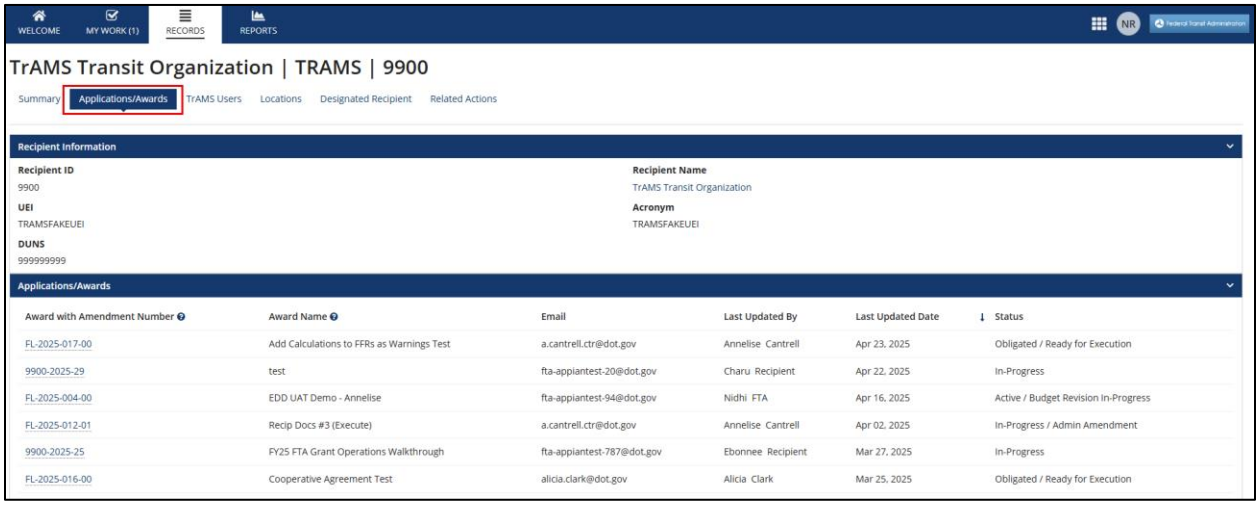
4.3.3 Applications / Awards

The Applications / Awards option will populate a list of all Applications and Awards that are associated with a recipient organization; this includes both active and closed Awards. A grid/table will populate listing associated with the organization. The list provides the Application/Award number or Federal Award Identification Number (FAIN), the Application name, person last updated by, last update date,

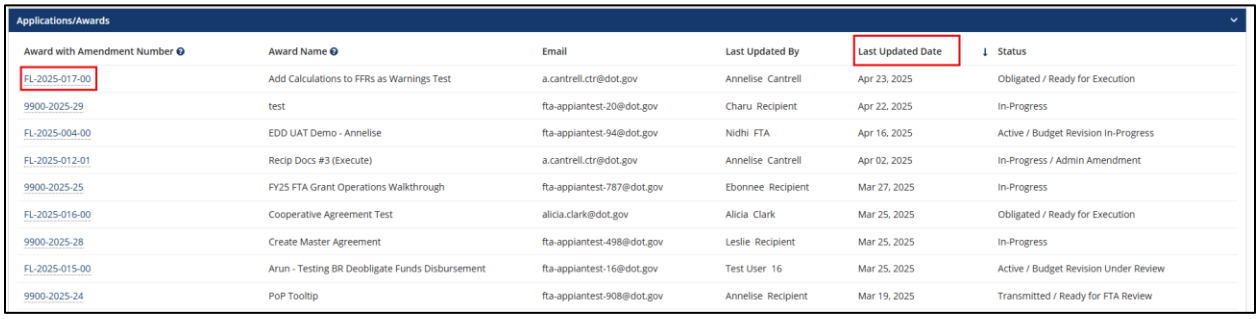
and the current status of the Application/Award. Each amendment associated with an Award will be displayed separately.

To view recipient 'Applications/Awards' from the Recipient organization profile:

Click on the 'Applications/Awards' form the navigation bar.



The Award with amendment number will be displayed as a hyperlink and can be used to directly access the Application/Award record. If there are no Applications/Awards, the grid will be empty.



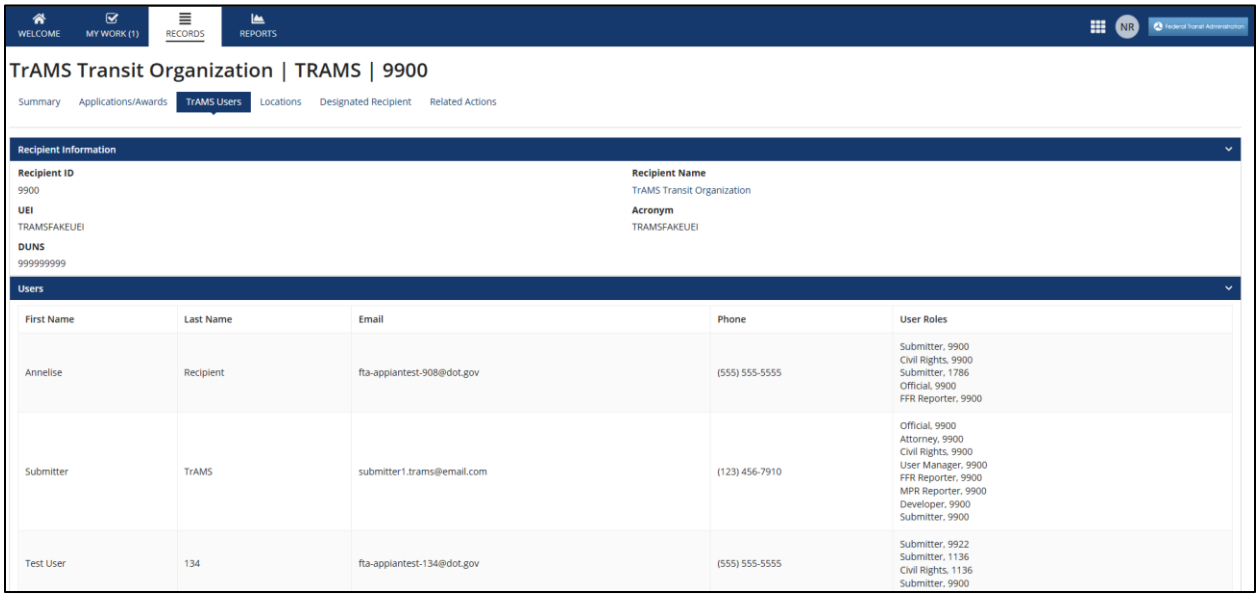
Users can filter and sort on the various columns within the Applications grid. Users can filter by ascending or descending order by clicking on the column header twice. Users can also sort by most recently acted on by using the last updated date or sort by Application status.

When more than 25 Applications/Awards exist, use the arrows on the bottom of the page to display the additional Applications.

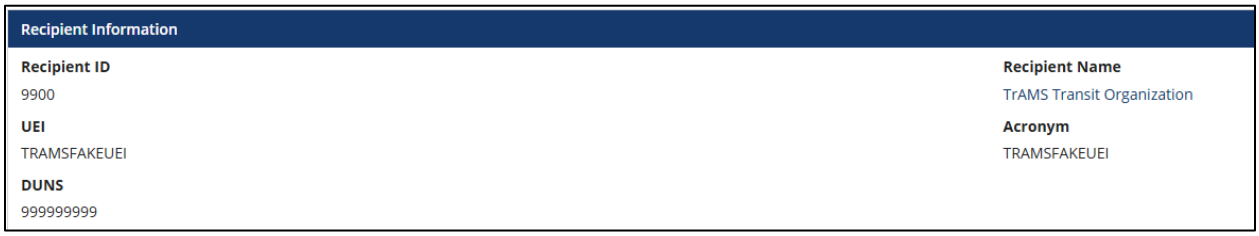
4.3.4 TrAMS Users

All active TrAMS users associated with the selected recipient organization can be found under the recipient organization profile. User record information will display in a grid. If there are no users the grid will be blank. Information displayed includes the user's first and last name, contact information (email and phone), and the user roles that have been assigned.

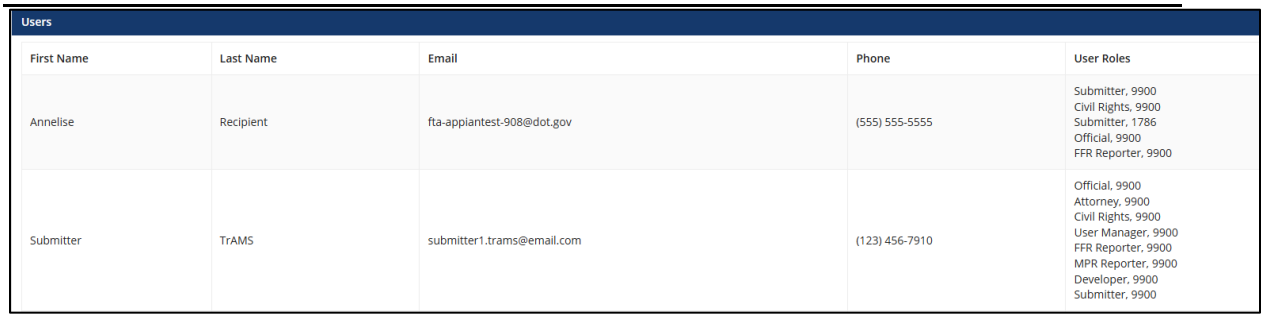
1) Click on 'TrAMS Users' from the navigation bar.



2) The active TrAMS users associated with the recipient will display. If there are no TrAMS users associated, the grid will be empty.
3) This is a summary view only of the user; users may review more information about a user by reviewing their profile. To modify user profile information, see the *FACES User Guide* .



4. If a user has roles that are associated with multiple organizations, they can differentiate each role title by referring to the organization's four-digit recipient ID number.



Users

First Name	Last Name	Email	Phone	User Roles
Annelise	Recipient	fta-appiantest-908@dot.gov	(555) 555-5555	Submitter, 9900 Civil Rights, 9900 Submitter, 1786 Official, 9900 FFR Reporter, 9900
Submitter	TrAMS	submitter1.trams@email.com	(123) 456-7910	Official, 9900 Attorney, 9900 Civil Rights, 9900 User Manager, 9900 FFR Reporter, 9900 MPR Reporter, 9900 Developer, 9900 Submitter, 9900

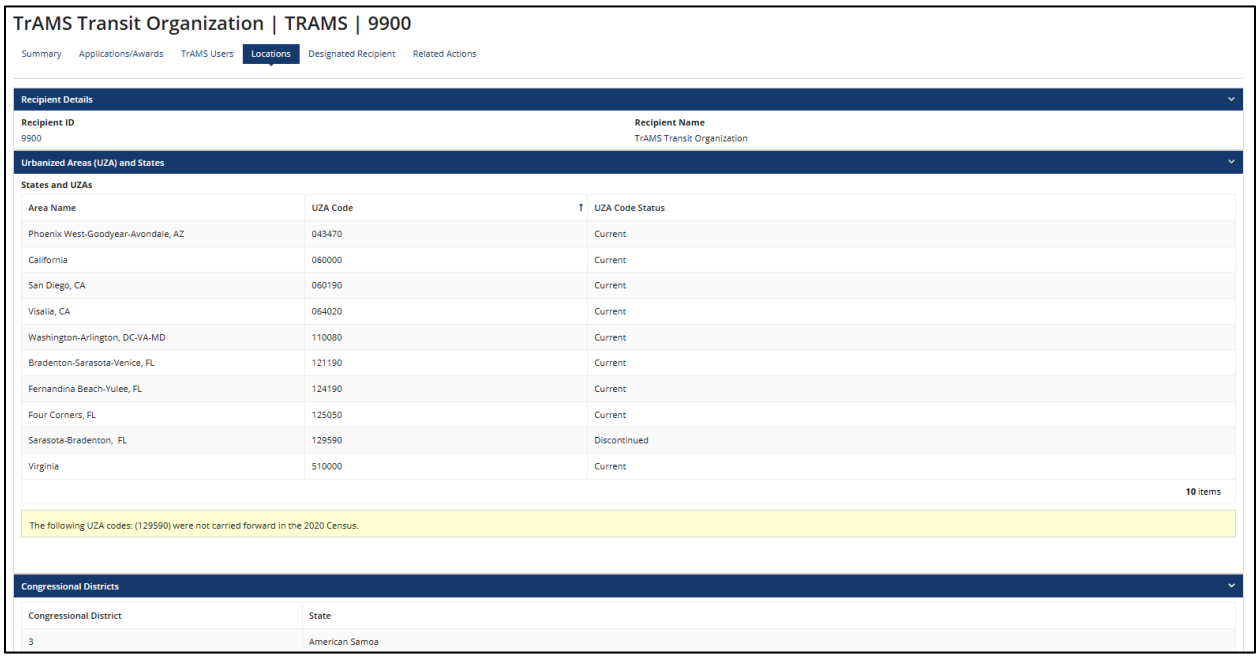
4.3.5 Locations

Recipient organizations must be associated with at least one and may be associated with multiple, urbanized areas (UZA), states and congressional districts. This information is important as it is used during the development of Applications. Applications must define the place of the performance which is in part associated with the UZA and applicable congressional districts.

The 'Locations' dashboard displays all the applied UZAs and congressional district(s).

To view the 'Locations' for a recipient organization:

1) Click on 'Locations' from the navigation bar.



TrAMS Transit Organization | TRAMS | 9900

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

Recipient Details

Recipient ID	Recipient Name
9900	TrAMS Transit Organization

Urbanized Areas (UZA) and States

States and UZAs

Area Name	UZA Code	UZA Code Status
Phoenix West-Goodyear-Avondale, AZ	043470	Current
California	060000	Current
San Diego, CA	060190	Current
Visalia, CA	064020	Current
Washington-Arlington, DC-VA-MD	110080	Current
Bradenton-Sarasota-Venice, FL	121190	Current
Fernandina Beach-Yulee, FL	124190	Current
Four Corners, FL	125050	Current
Sarasota-Bradenton, FL	129590	Discontinued
Virginia	510000	Current

10 items

The following UZA codes: (129590) were not carried forward in the 2020 Census.

Congressional Districts

Congressional District	State
3	American Samoa

2) The 'Urbanized Areas (UZA) and States' section displays the UZAs, and states associated with the recipient organization along with their status (Current or Discontinued) in the current census year. Any discontinued UZAs in the current census year will also be listed in a message displayed below the grid. If there are no UZAs and states associated, the grid will be empty. The user's organization should have at least one UZA populated to support future Applications/Awards.
To modify the UZA information, contact the FTA Supervisor *(*refer to *section Related Actions: Recipient Details and Payment Codes).*

3) The 'Congressional Districts' section displays all Congressional Districts associated with the recipient organization. If there are no Congressional Districts associated, the grid will be empty. User's organization should have at least one Congressional District to support future Applications/Awards. To manage the Congressional Districts, refer to *Related Action: Manage Congressional Districts*.

4.3.6 Designated Recipient

The Designated Recipient section is undergoing changes in the TrAMS system and is not currently active. This section will be updated once implemented. The below describes the intent of this module.

The Designated Recipient option is visible to all users. This module will allow those recipient organizations who have the principal authority and responsibility for suballocating specified formula funds to states and urbanized areas (UZAs) to document the allocations (or splits) among the eligible direct recipients within the urbanized area. If the recipient organization is a designated recipient, users will see the funding programs and UZAs that are associated with the recipient of the 'Designated Recipient' page.

All user roles including the read-only can "view" the information in this dashboard.

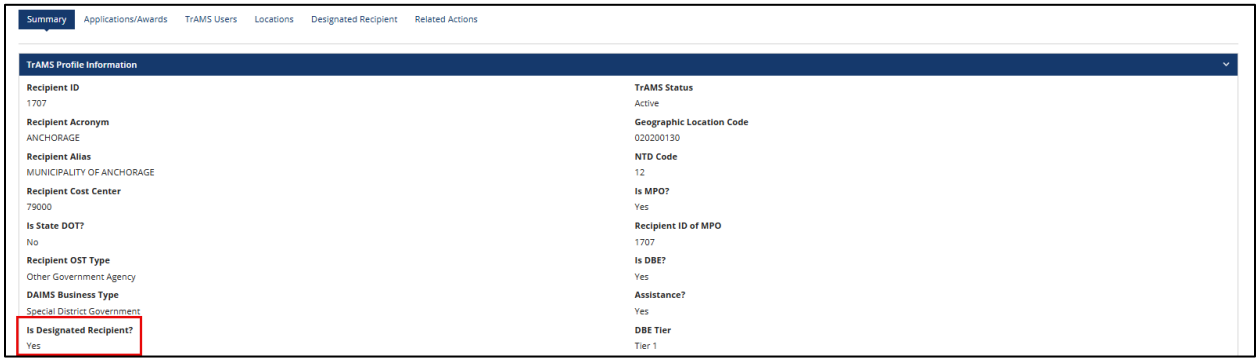
Note: If users do not see a UZA listed; they should check the recipient locations. If they confirm a UZA is missing, they can contact the FTA office to update their location information.

Designated recipient details can only be updated by FTA after verifying that they have the appropriate documentation for the requested changes.

In TrAMS, a recipient organizations profile can be tagged as designated recipients for the following formula programs, which can be suballocated in TrAMS:

- Section 5307 – Urbanized Area Formula Program (5307-2A)
- Section 5310 – Formula Grants for Enhanced Mobility of Seniors & Individuals with Disabilities (5310-1A)
- Section 5337 – State of Good Repair Formula Grants (5337)
- Section 5339 - Formula Grants for the Bus and Bus Facilities Infrastructure Investment Program

Note: If users are a designated recipient their profile should indicate “yes” under the question ‘Is Designated Recipient?’ If their profile information is not accurate, contact the FTA POC; only FTA has the authority to update that piece of information.



To view the designated recipient details for a recipient organization:

1) Click on the ‘Designated Recipient’ tab.

2) The formula programs associated with the designated recipient are listed and displayed in a grid format under the ‘Designated Recipient Details’ section. If there are no formula programs associated or the recipient organization is not a designated recipient, no grid will display.

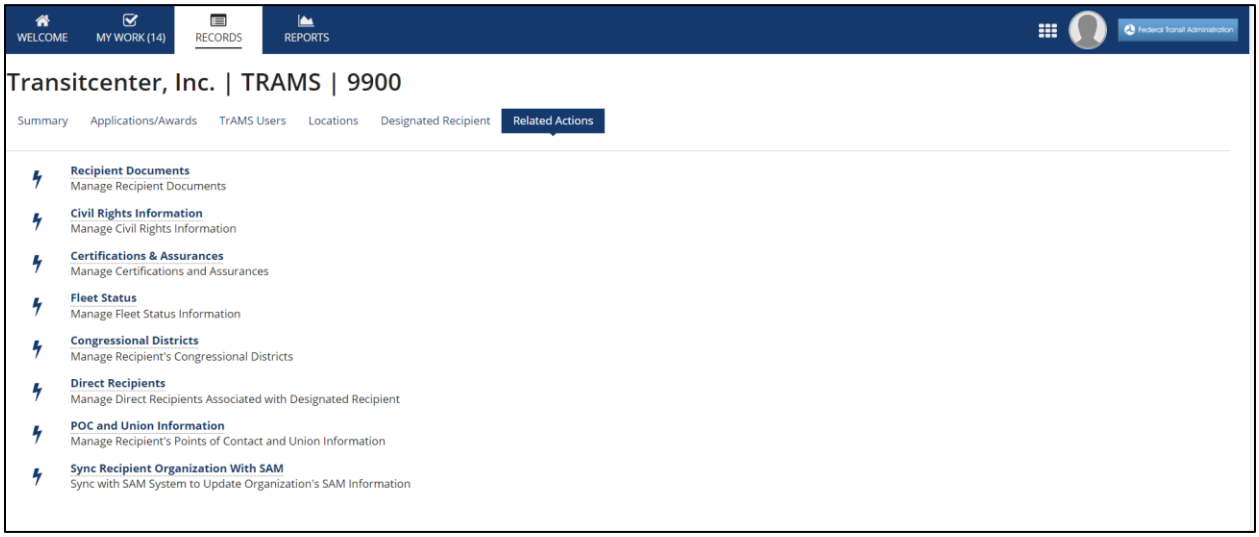
4.3.7 Related Actions

4.3.7.1 Introduction

All users have access to view information about their assigned recipient organization. Certain information may only be modified by specific user roles.

To view or modify, use the ‘Related Actions’ tab for the selected Recipient Organization. The following actions are available only to recipient users:

- Recipient Documents
- Civil Rights Information
- Certifications & Assurances
- Fleet Status
- Congressional Districts
- Direct Recipients
- POC and Union Information
- Sync Recipient Organization With SAM

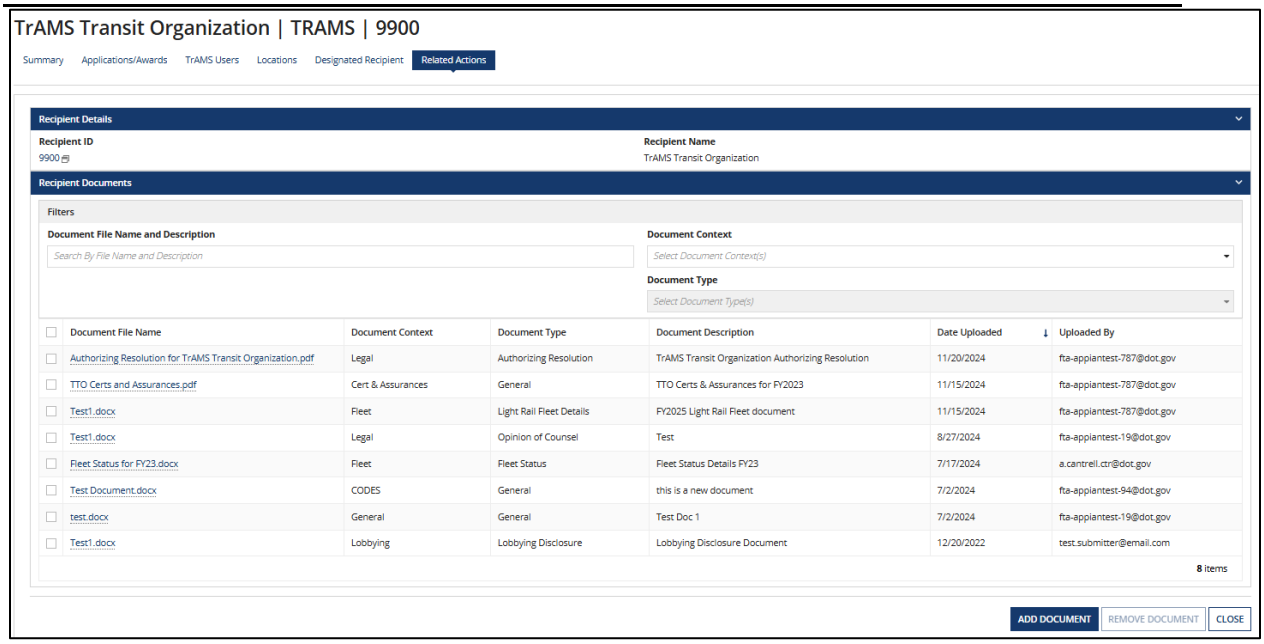


4.3.7.2 Related Action: Recipient Documents

TrAMS users have the ability to manage documentation for their assigned recipient organizations.

To view recipient documents:

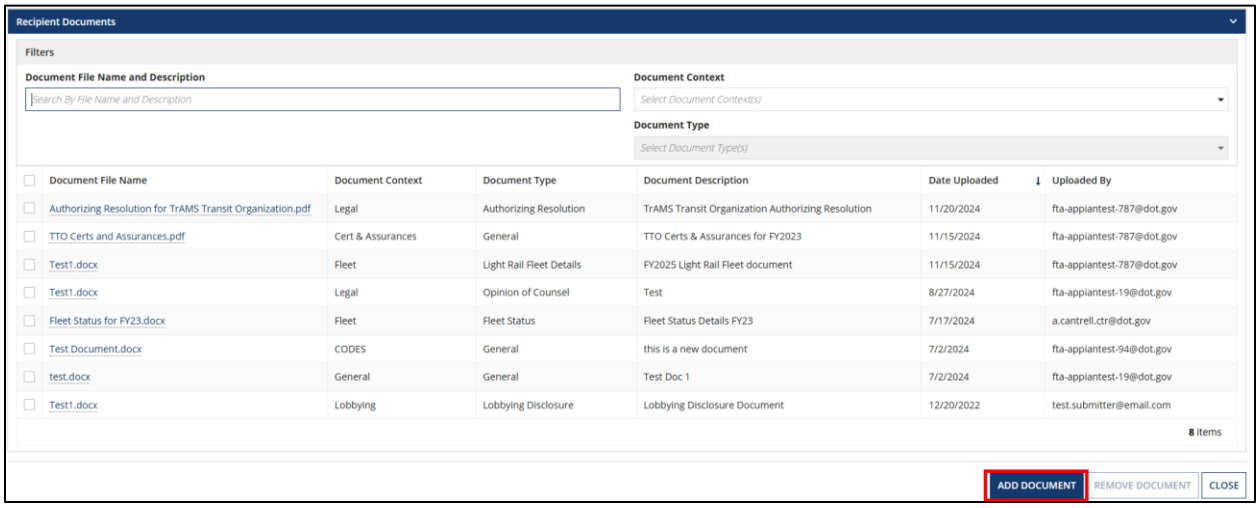
1) Click on Related Actions in the navigation bar.
2) Click 'Recipient Documents' from the menu.
3) The Recipient Organization |Recipient Documents page will display. Documents migrated from TEAM or added to TrAMS will display in a grid. If there are no documents, the grid will be blank. To search for a specific document, input the relevant search criteria within the search bar and filters. To view a previous uploaded document on the 'Recipient Documents' page, click on the hyperlink under the 'Document File Name' column.



4) Click the ‘Close’ button to return to the ‘Related Actions’ menu.

4.3.7.2.1 Add Recipient Profile Documents

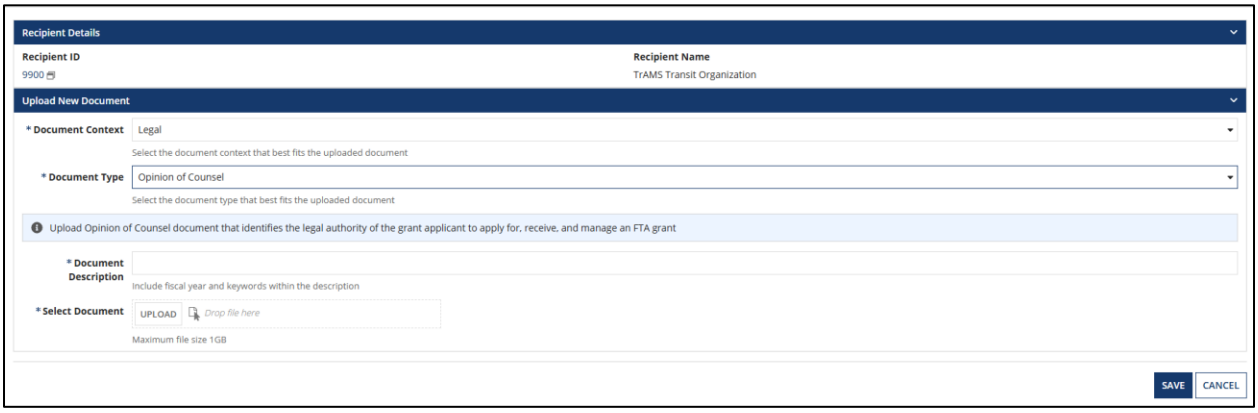
1. Click the ‘Add Document’ button to upload a document for the recipient organization.
2. The ‘Add Documents’ page will display:



a) Select the ‘Document Context’ from the drop-down list of values.

b) After selecting the ‘Document Context’, the ‘Document Type’ field will populate. Select a ‘Document Type’ value from the drop-down list. Once the combination is selected,

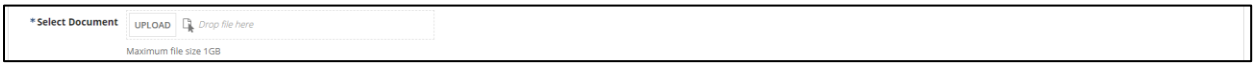
informational text will appear below the 'Document Type' field to describe which documents should be uploaded under that type.



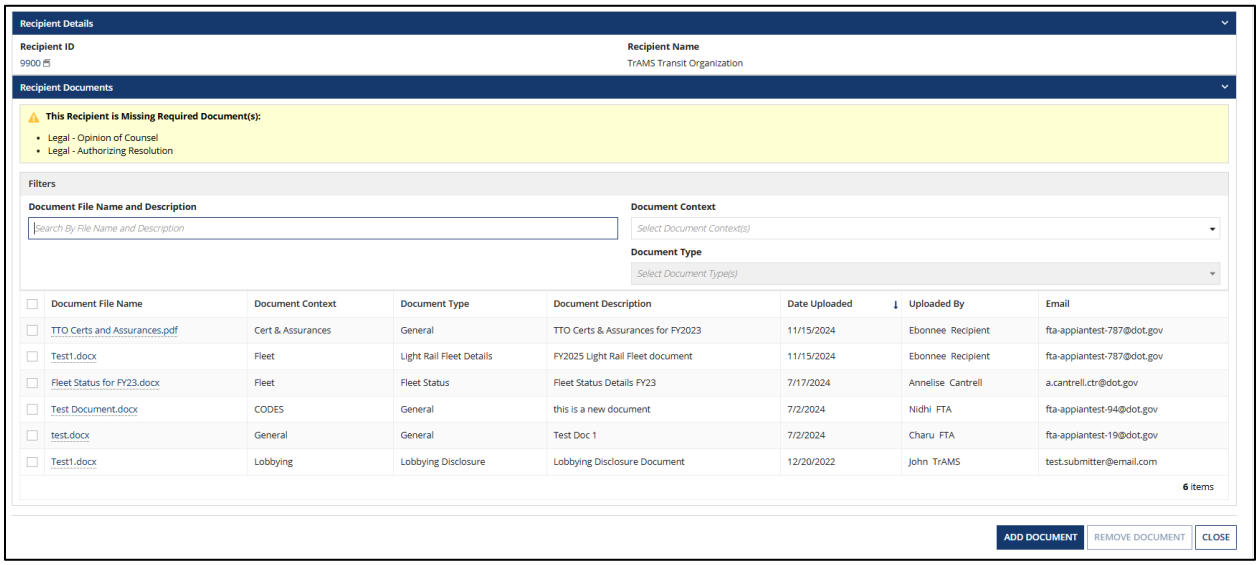
c)

d) Provide a description of the document in the 'Document Description' field.

e) Use the 'Upload' button to select a document. Users can also drag and drop documents to the field.



Note: There are two required Document Types that must be uploaded to the Recipient Documents related action in order for users to be able to move forward in the application process. The Document Types "Authorizing Resolution" and "Opinion of Counsel" must be uploaded under the "Legal" Document Context. If one or both documents are missing from this grid, the user will see a warning banner alerting them to which documents are missing:

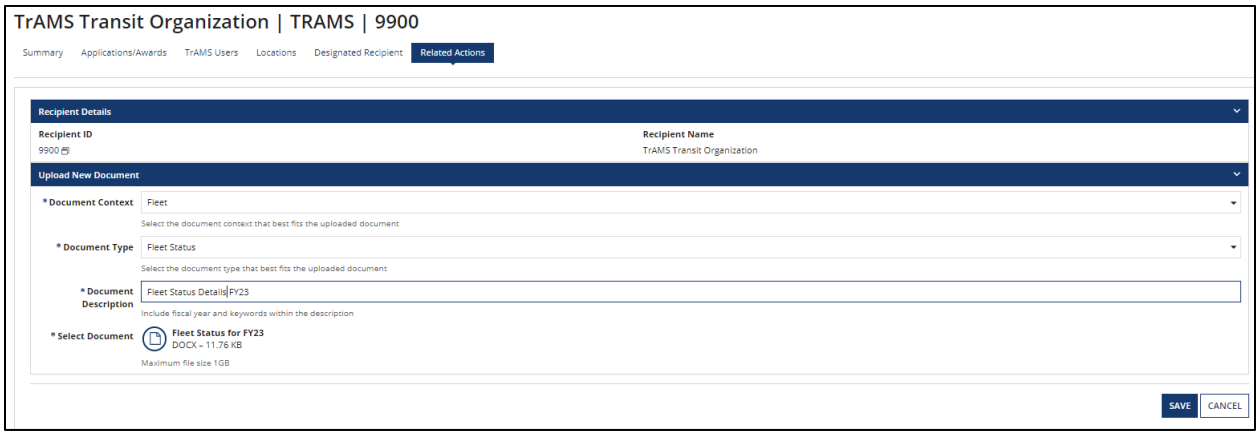


4.3.7.2.2 Delete Recipient Profile Documents

2) To delete a document that was just uploaded prior to selecting the save button, the user can either:
   a) Place the cursor over the newly uploaded document the document icon will display an “X”; select the “X” to proceed with deleting; or
   b) The user can select the ‘Cancel’ button to return to the ‘Recipient Documents’ page without saving the document.

Note: Once a document has been uploaded and saved, it cannot be deleted. Contact the FTA POC to delete documents.

   c) Use the ‘Save’ button to complete the document upload process.



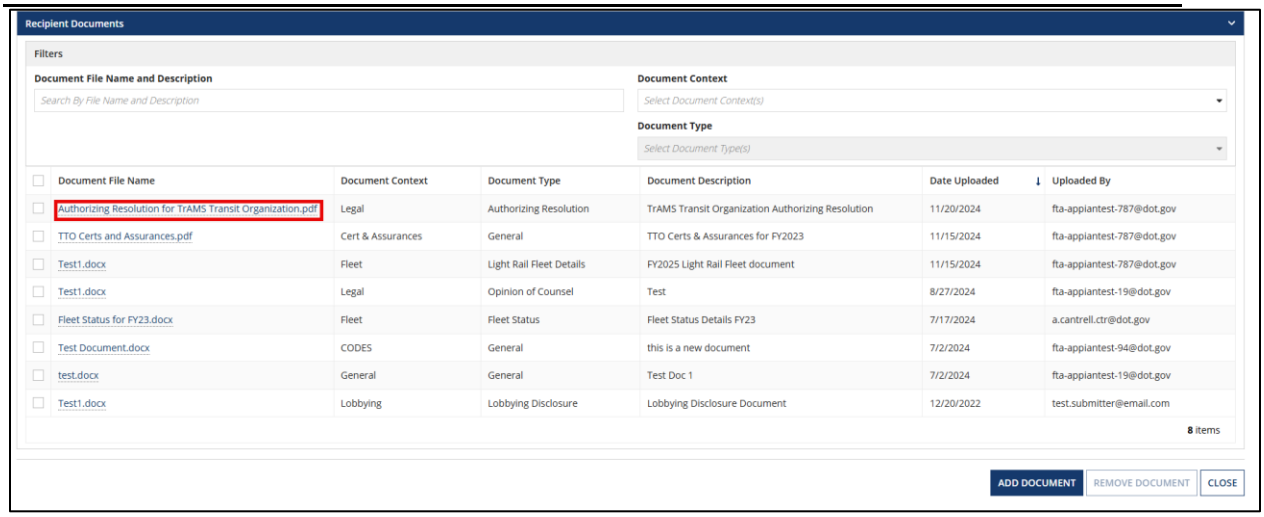
Note: The table below describes the crosswalk for values listed under ‘Document Context’ and ‘Document Type’. For example, when the user selects ‘Civil Rights’ from the ‘Document Context’ dropdown, the user will also see and be able to select the values under ‘Document Type’ dropdown shown below. Note that documents migrated from TEAM, where no context or type was provided, will display with “General.”

Table: Document Contexts and Types for Recipient Documents

Document Context	Document Type
General	General
Cert & Assurances	General

Civil Rights	General
Civil Rights	EEO Program
Civil Rights	Title VI
Civil Rights	DBE Program
Civil Rights	DBE Goal
Oversight	General
Triennial Review	General
Legal	General
Legal	Designated Signature of Authority
Legal	Opinion of Counsel
Legal	Authorizing Resolution
Legal	Designated Recipient
Fleet	Fleet Status
Fleet	Fixed Route Fleet Details
Fleet	Paratransit Fleet Details
Fleet	Light Rail Fleet Details
Fleet	Commuter Rail Fleet Details
Fleet	Heavy Rail Fleet Details
Fleet	Ferry Fleet Details
Fleet	General
Lobbying	Lobbying Disclosure

3) To view a previously uploaded document that is displayed on the 'Recipient Documents' page, click on its hyperlink under the 'Document File Name' column. (Note: users are not required to select the checkbox.)



4.3.7.3 Related Action: Civil Rights Information

Refer to the *Civil Rights Management* section to learn about the Civil Rights Information related action in context.

4.3.7.4 Related Action: Certifications & Assurances

Recipients must certify that they are in compliance with Federal transit laws as well as Federal cross-cutting requirements prior to FTA making an Award. Certification & Assurances (C&As) must be submitted electronically via TrAMS.

The C&As module:

- Allows users to view current and past C&As.
- Allows users to certify the current fiscal year.
- Allows users to correct or update the current fiscal year C&As.
- Prohibits corrections to past fiscal years.

User Roles:

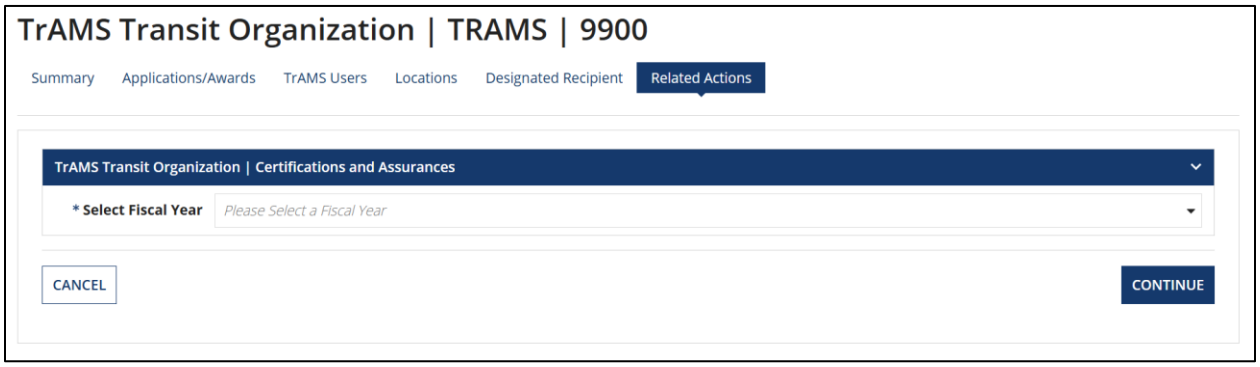
- All TrAMS user roles can view the C&As.
- The Official user role executes only for the Official.
- The Attorney user role executes only for the Attorney.
- A user may be given authority to have both the 'Official' and 'Attorney' user roles to certify; this is referred to as "certifying on behalf of both" for an organization. Refer to *Certify on Behalf of Both the Official and Attorney* for more information.

4.3.7.4.1 View the C&As

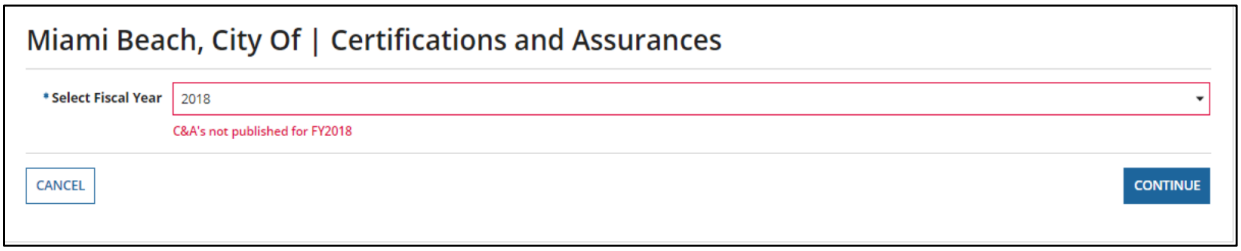
1) Find the Recipient Organization Profile.
2) Click on Related Actions in the navigation bar.
3) Click on 'Certifications & Assurances' from the menu options.
4) The 'Certifications and Assurances' form will display for the users' recipient organization.

a) Use the provided drop-down menu under 'Select Fiscal Year' to select the fiscal year of the C&A to be viewed. Only the current fiscal year, plus the past nine fiscal years will display (a total of ten fiscal years are available to be viewed).

b) Click the 'Continue' button.

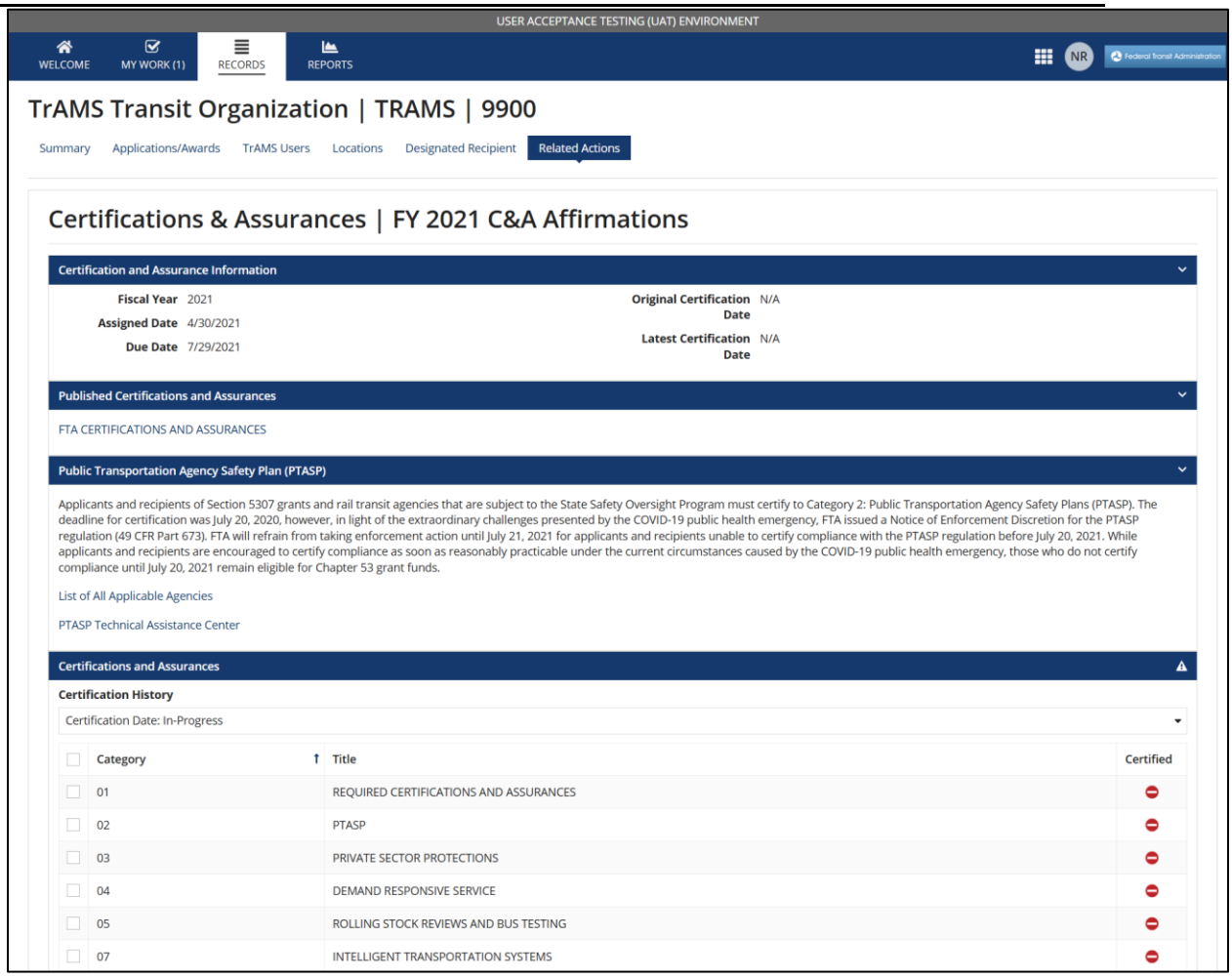


5) If the Certifications & Assurances have not yet been published for a fiscal year, users will receive a warning message:



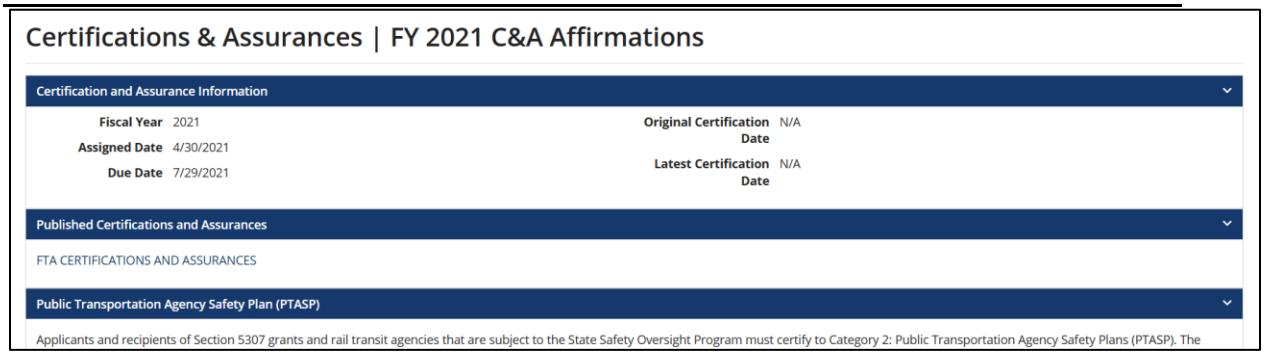
6) If the C&As are published, a read-only version of the 'FY [current FY] C&A Affirmations' form for the selected fiscal year will populate.

If the C&As have not been completed by the recipient for the current fiscal year, this entire form will be read-only and display incomplete fields. An example of an incomplete field is a Certification Date displayed as N/A or categories only displaying red circles (indicating not certified).



The Certifications and Assurances Information Critical Dates:

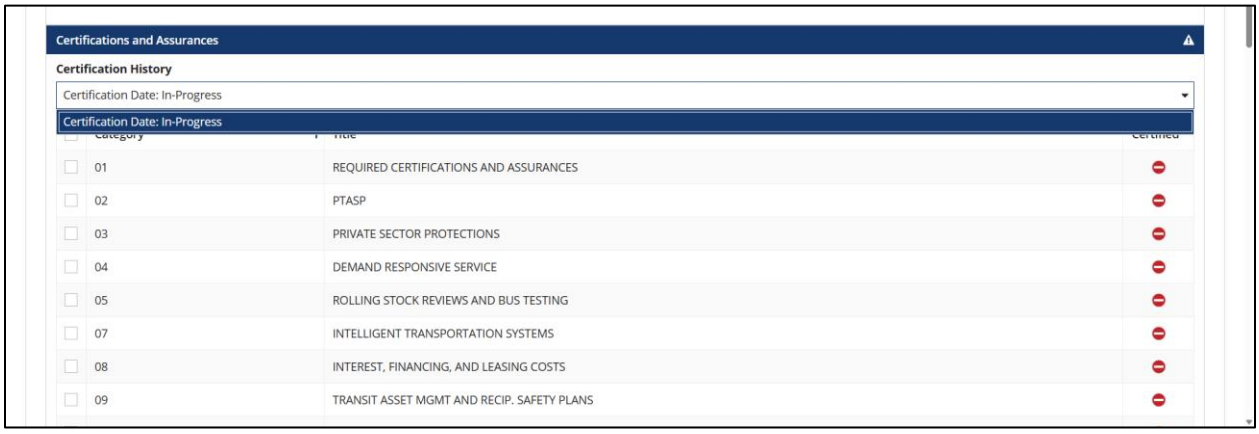
1) **Fiscal Year**: This will reflect the Fiscal Year that users selected on the prior form.
2) **Assigned Date**: This is the date that FTA published the C&As in TrAMS (note that it may be different than the date indicated on the FTAs website).
3) **Due Date**: reflects FTA guidance to complete the C&As within 90 dates from date of publication in TrAMS.



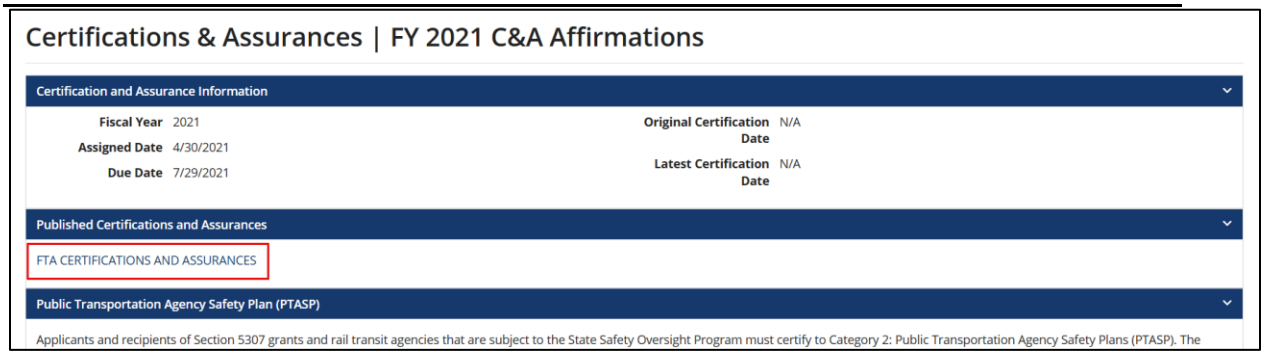
4) **Original Certified Date**: This date will populate only once both the Official and Attorney have PINed in TrAMS. The Initial Date Certified Date does not change.

   Last Certification Date: The last certification date will be the same as the original certification date the first time the organization certifies. The Last Recertified Date will update if the organization updates any categories or documents, and both the Official and the Attorney have recertified.

   Both the Official and Attorney must certify or PIN for the Latest Certification Date to populate and be considered complete. Each recertification is tracked. See the recertification process below.



To read the full narrative of each category, under “Published Certifications and Assurances” there is a link to direct users to the list of the current and past published Certifications and Assurances and instructions.



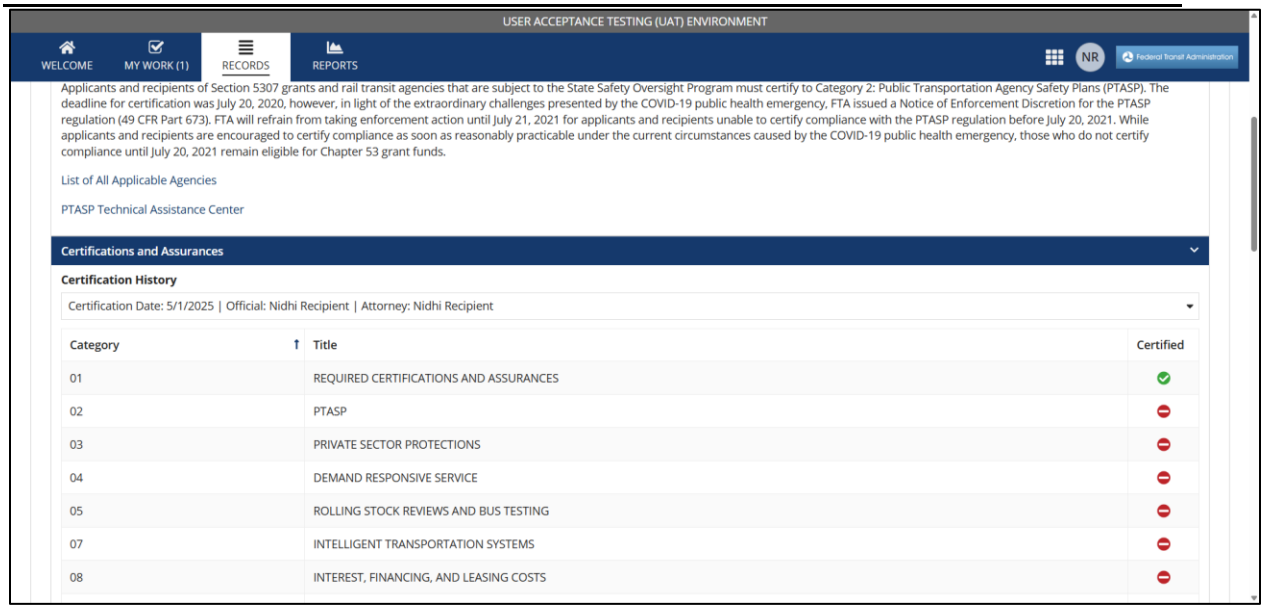
4.3.7.4.2 Complete C&A Certifications

To complete the certification of the C&As, it requires two independent actions. The C&As are workflow-based and are initiated by the Official User. The second action is taken by the Attorney user role. There is no task in the task tab; the Attorney will only receive an email notification once the Official has certified. The Official asserts to the certifications and the Attorney affirms the certifications. FTA does allow for one individual to take action in TrAMS "On Behalf of Both" the Official and Attorney. This is common when outside legal counsel supports an organization.

Initiate CA& Certification

1) Log in as the Official User.
2) Locate the Recipient Organization Profile.
3) Click on Related Actions in the navigation bar.
4) Select the Certification and Assurances option from the available menu.
5) A form will populate to select the fiscal year to certify; select the current fiscal year.
6) The C&A's form will populate and display checkboxes next to each C&A category. Boxes will only display if users have the Official User Role.
7) Category #1 is a required selection. An error message will display and users cannot certify until it is selected.
8) Check applicable boxes.

Note: The Certified circle will remain red until users complete certification, by entering their PIN. Once certified, the circle will change to a green circle with a checkmark



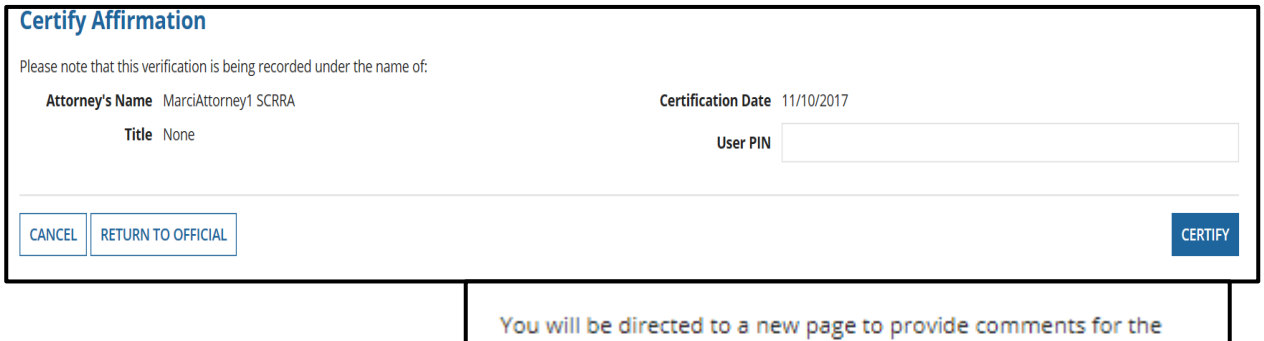
9) Review the Certify Affirmation information. Confirm the name and title are properly displayed.
10) Enter the PIN (users will receive an error if users have not entered a correct PIN. If users need to set the PIN, see *User Management and Access*.
11) Click on the Certify button.
12) The Attorney will now receive an email notification to complete certification.

13) Attorney Certifies
    a) The Attorney User can follow the same steps of the Official to locate the certification. The attorney will not see checkboxes and cannot make corrections.
        1) To Certify, enter the user PIN in the provided field.
        2) Click on Certify.
        3) Confirm the certified date is now populated.

    b) The Attorney can return the C&As to the Official if a correction is needed.

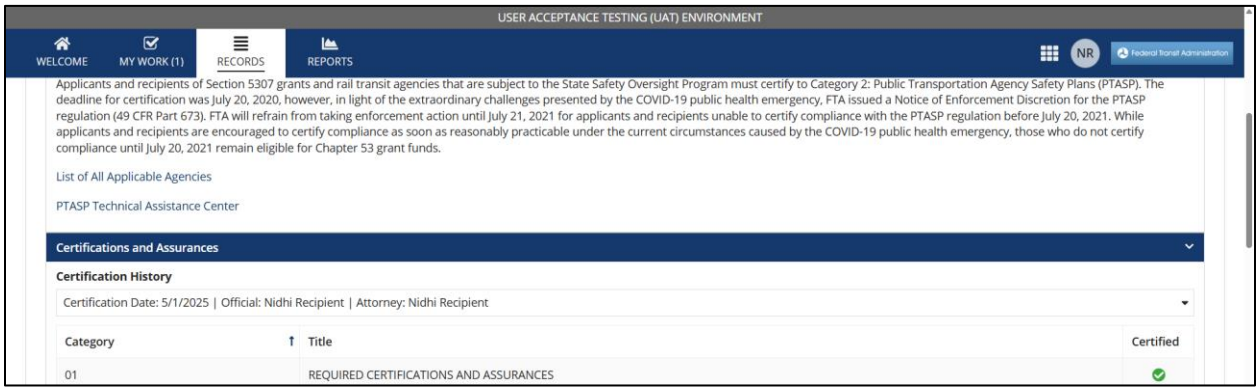
    To Return the C&As to the Official:

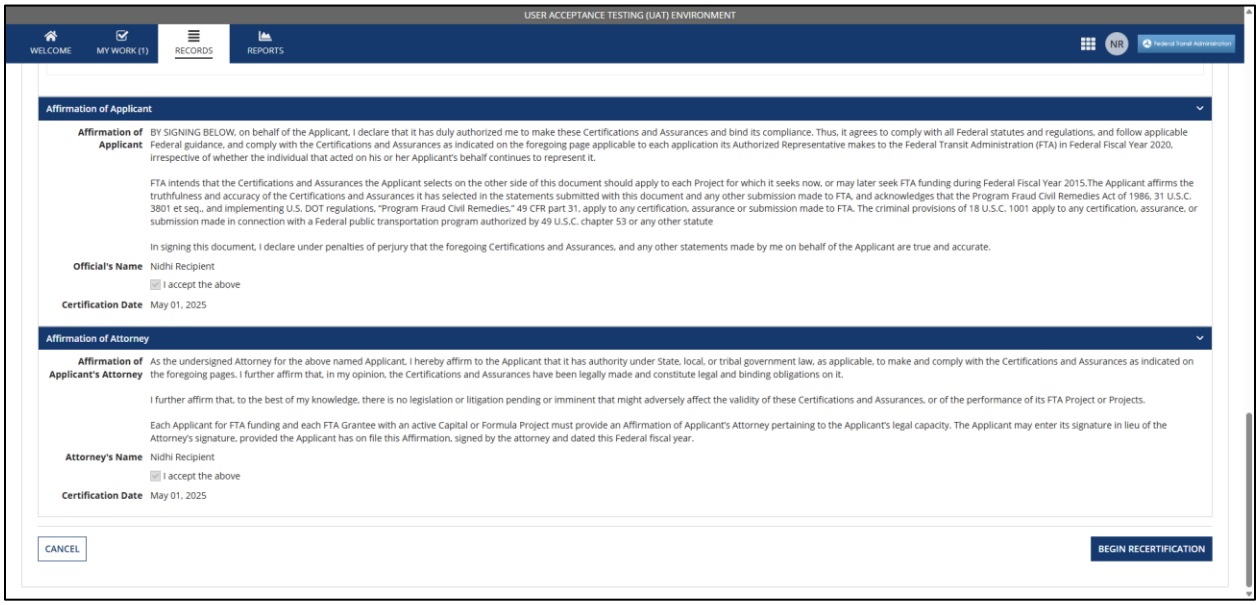
        1) Select the Return to Official Button.
        2) The user will be prompted to confirm they want to return the C&As.
        3) The user will be prompted to provide comments to the Official.



4) The Attorney's comments will populate in the email to the Official and display on the C&As form.

1) The Official must PIN the C&As again to return the C&As for the Attorney to complete certification.
2) The Attorney will receive an email notification again and can follow the steps above to complete certification.
3) Once certified the Original and Latest Certification Date will populate and the selected categories will display with a green circle. The names of the certifying individuals will display and the date certified.





4.3.7.4.3 Certify on Behalf of Both the Official and Attorney

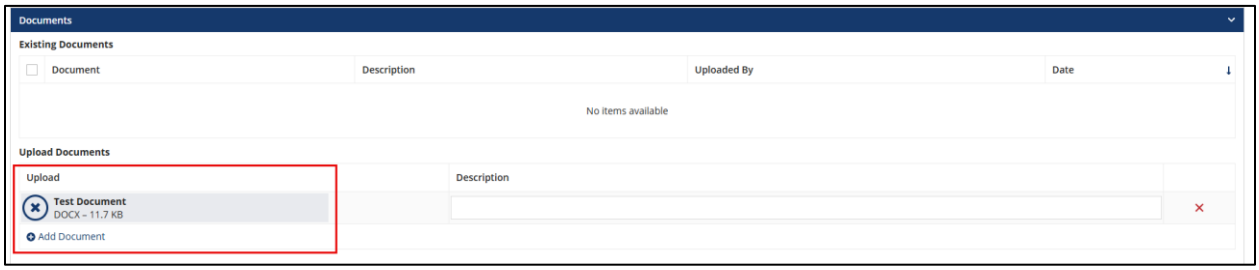
This process allows for a single individual to certify the C&As in TrAMS. The user must be assigned both user roles, Official and Attorney. To be assigned both TrAMS user roles, users must have the appropriate delegation of signature authority.

When certifying on "Behalf of Both" a signed and dated copy of the C&As must be uploaded to the C&As module at the time of certification. The exact same categories must be selected.

Typically, the Official PINs in TrAMS on behalf of the Attorney. The same process can be used if the Attorney PINs on behalf of the Official.

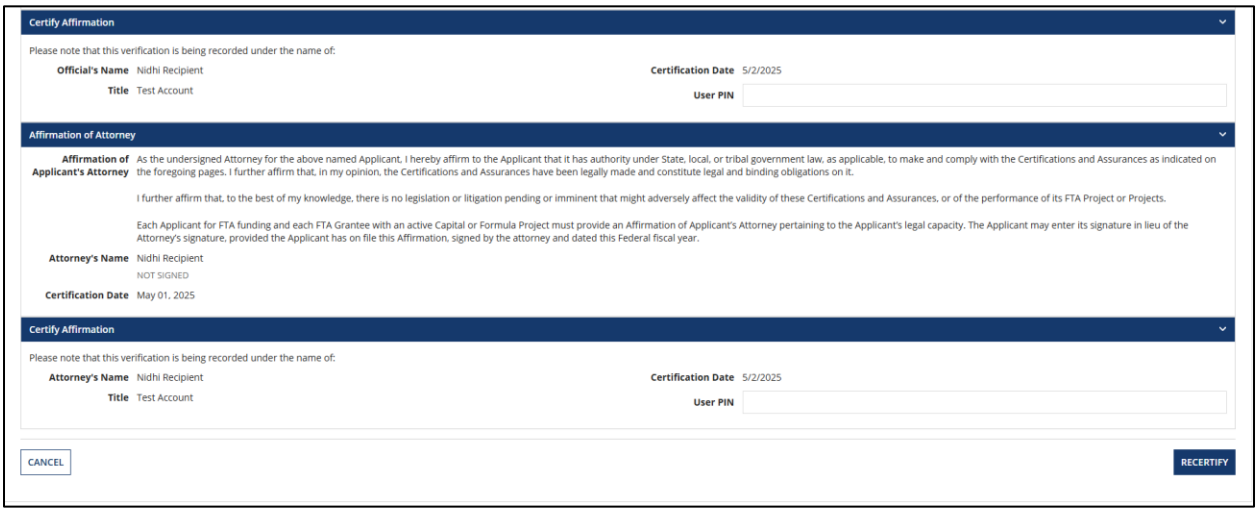
<u>To complete certification on behalf of both</u>

1. Follow the steps to complete the certification provided above.
2. Select the applicable certifications.
3. Upload the document and provide a document description. Multiple documents may be added.

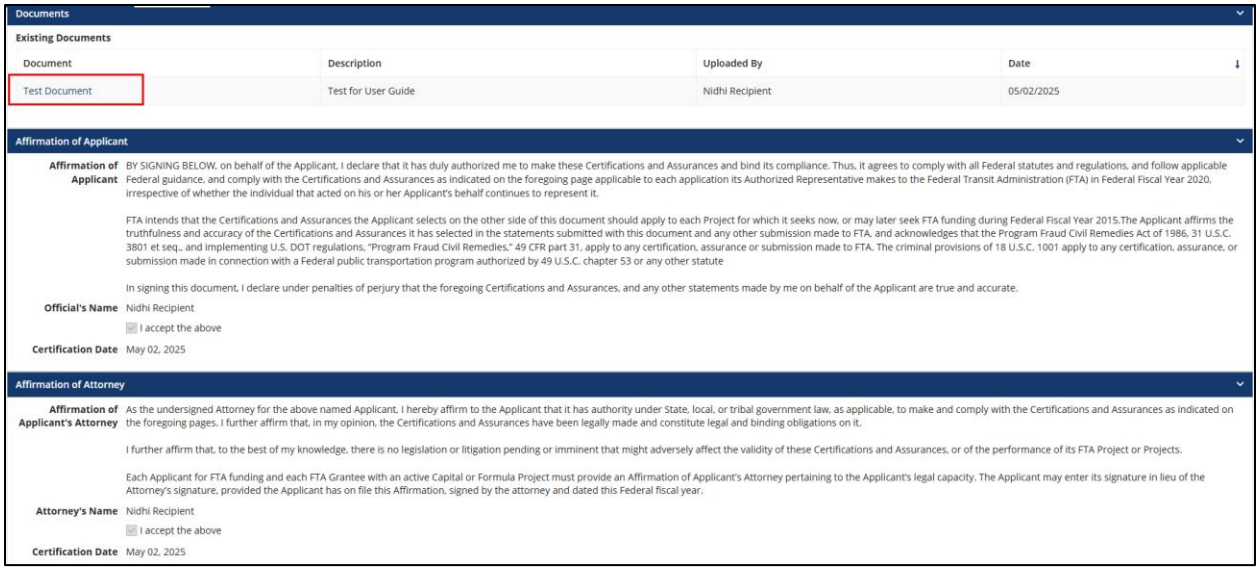


4. Both the Official and the Attorney PIN fields will display
5. The PIN must be entered in each field

6. Click on the Certify button.



7. Confirm the correct names and dates populated
8. The document will display in a grid. The document may be viewed by selecting the hyperlink. Documents added here only reside in the C&As module. Recipients should upload them here versus adding C&As document to the Recipient Profile.



4.3.7.4.4 Recertify or Correct C&As

Corrections may only be made to the current fiscal year C&As.

1. Only the Official can initiate recertification.

2. Follow steps to complete the certification provided above to proceed to the current fiscal year certifications.
3. Upload revised documentation, if applicable.
4. Both the Official and Attorney must re-PIN to be in a certified status.

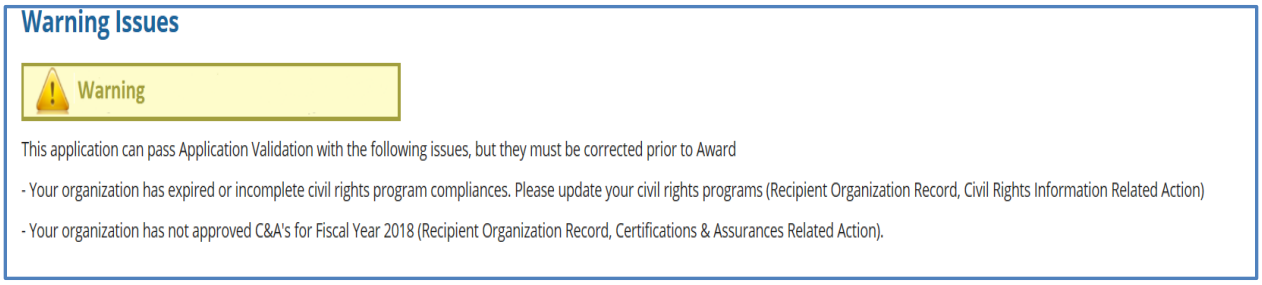
4.3.7.4.5 C&As and Your Grant Applications

All recipients must complete their C&As in TrAMS before FTA can make an Award (or amendment) in a given fiscal year. The following explains how the C&As relate to the Applications and information about the C&As during Application development:

- If FTA has not published the C&As yet or if users have not certified yet, the system will flag that the C&As are "missing" or not yet complete when users are working on a new Application or a new amendment.
- There are no hard stops in the Application development process. This will not stop Application development, transmission or submission.
- The status box will change to completed once users have certified to the Certifications and Assurances.

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

- The example warning message will display when users are transmitting an Application for initial review. This is not a hard stop; select the continue button to proceed with the action.

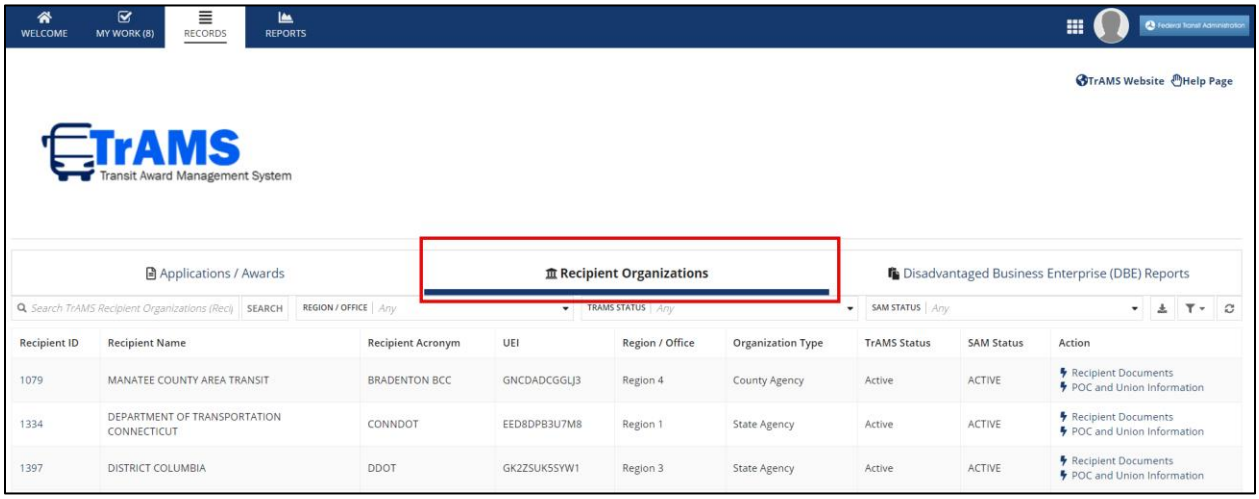


4.3.7.5 Related Action: Application Fleet Status

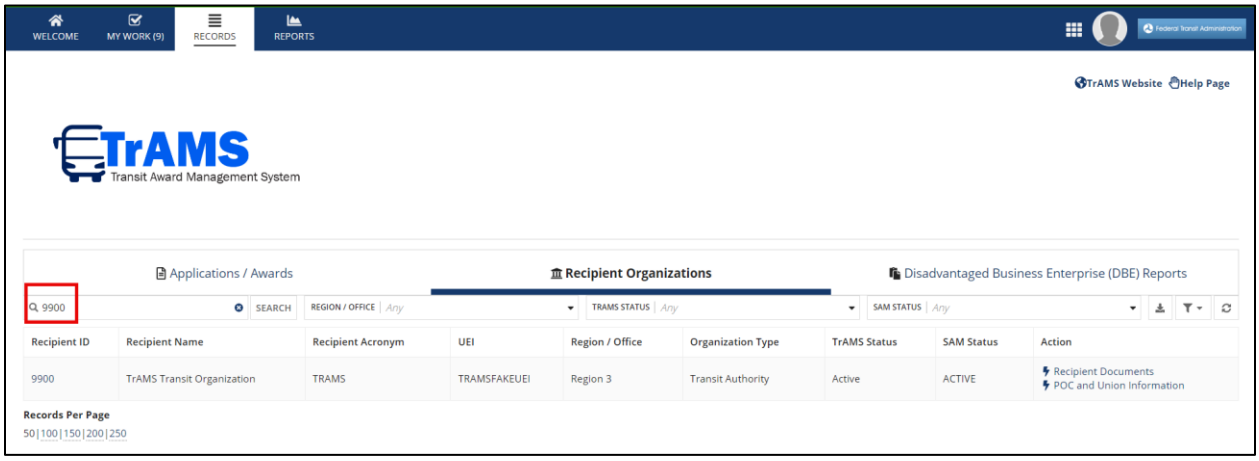
This related action is available for any Application / Award with rolling stock (fleet of buses, trains, etc.) The information is determined by the fleet status at the time of Award execution. All users may view the read-only fleet status information associated with an Application / Award they otherwise have access to.

1) Log in as a TrAMS user
2) Navigate to the Records tab

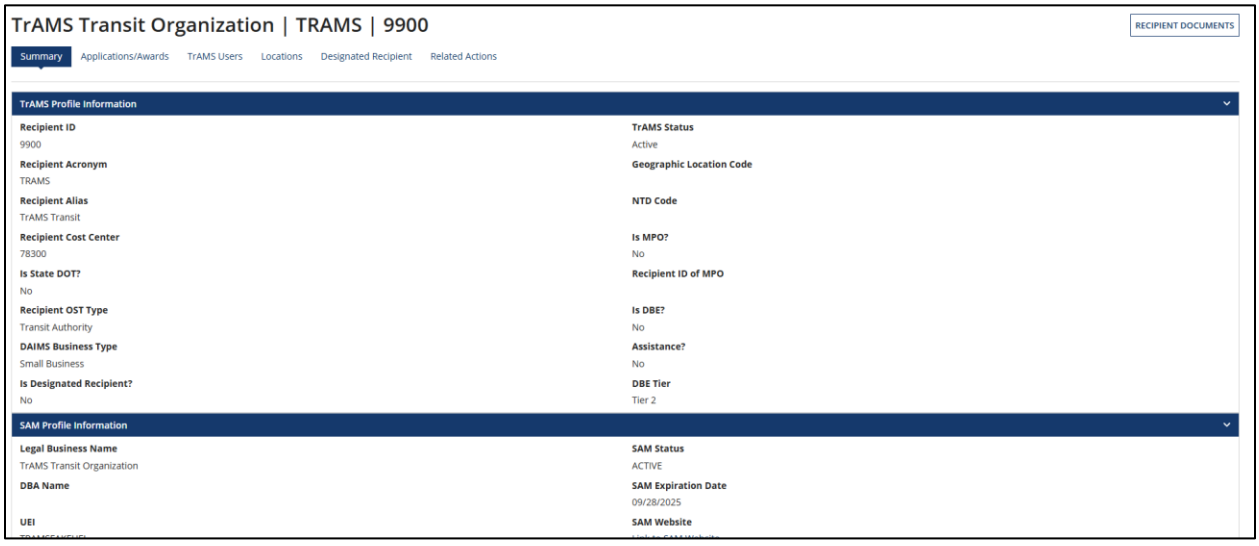
3) Click on the "TrAMS | Recipient Organizations"



4) Use the filters to identify a Recipient Organization

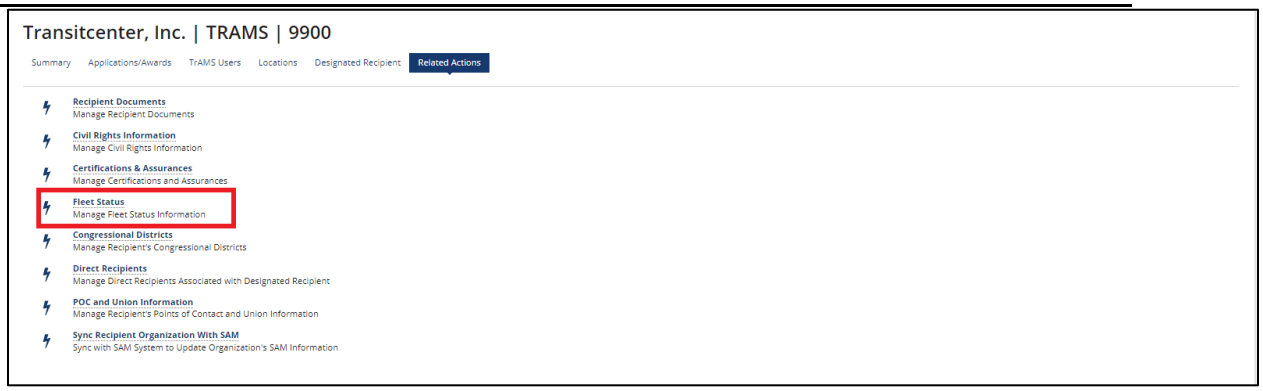


5) Click on the Recipient Organization

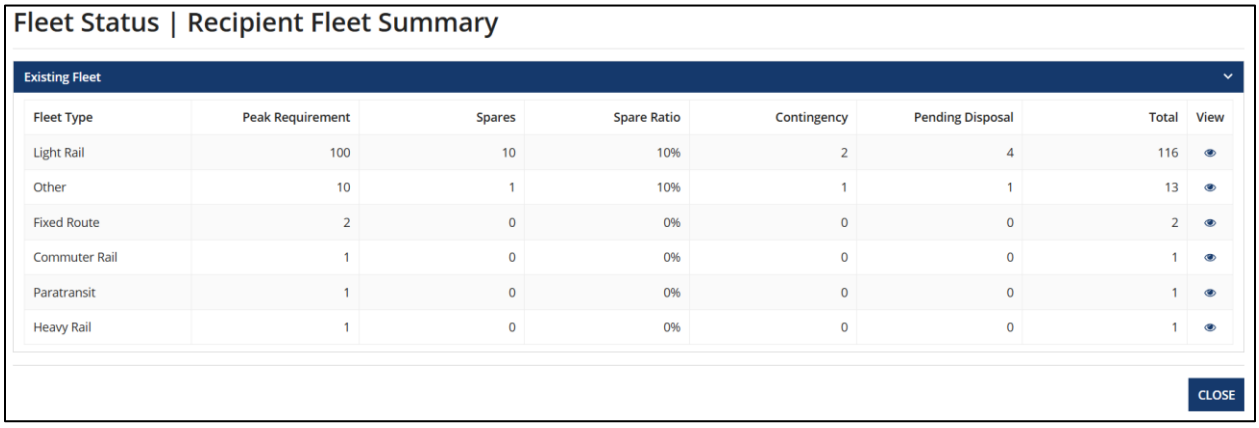


6) Navigate to the list of related actions by clicking on the “Related Actions” tab

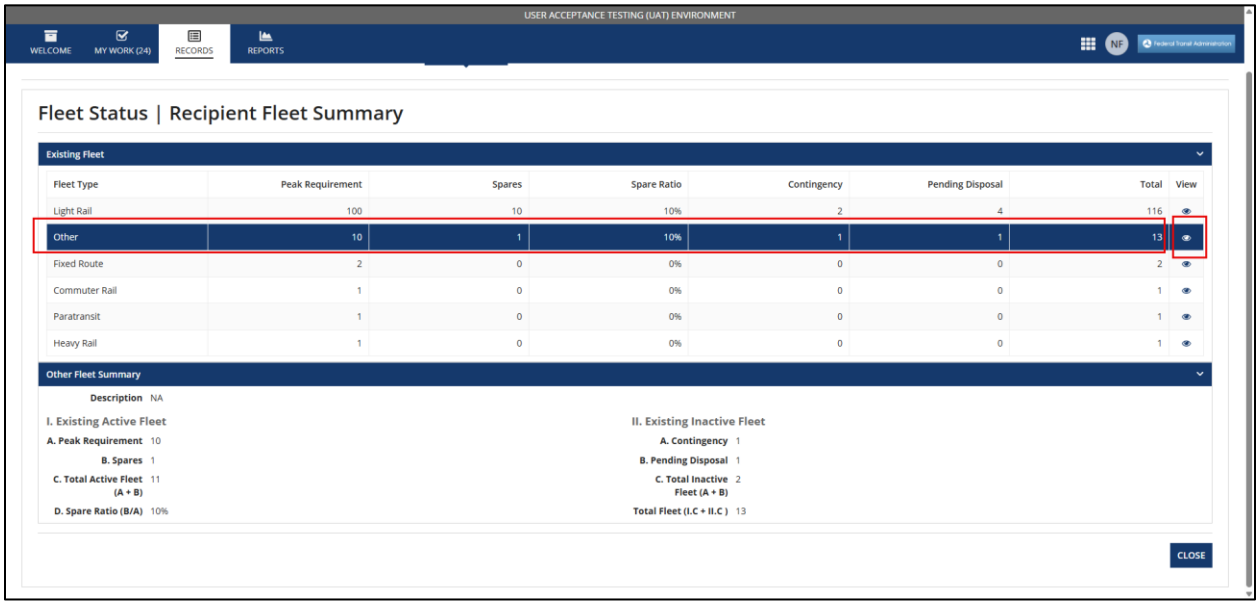
7) Select “Fleet Status” related action



8) Recipient Fleet Summary will be displayed



9) Click on the icon on the View column to see more information



4.3.7.6 Related Action: Manage Congressional Districts

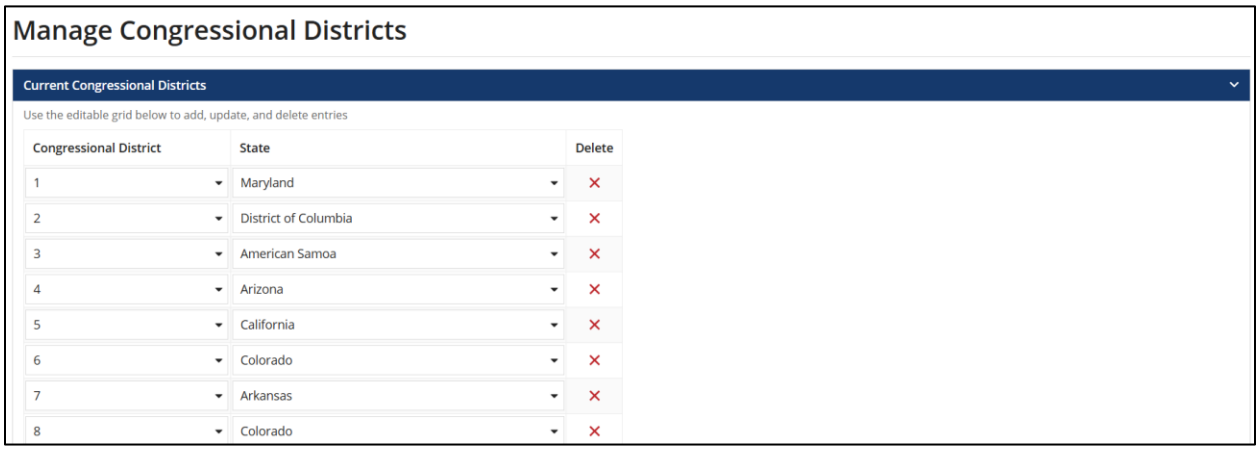
The Congressional District information associated with a recipient organization may be managed by both FTA and recipient organization users. Users may add and delete congressional districts. DOL users will have view-only access.

To view congressional districts applicable to a recipient organization:

1) Click 'Congressional Districts'.

2) The ‘Manage Congressional Districts’ form will be displayed.

Note: Users may click on the ‘U.S. House of Representatives Search’ link to find the appropriate representative for a given congressional district. The system will direct users to the search function on the U.S. House of Representatives website.



3) Click on the ‘Cancel’ button to return to the ‘Related Actions’ menu.

4.3.7.6.1 Add or Update Congressional information

To update existing district information, users will need to delete and add the district again.

4) Click on Related Actions tab

5) Click on ‘Congressional Districts’ from the menu options.

6) The ‘Manage Congressional Districts’ form will display.

7) To add a new Congressional District:

   a) Click the ‘Add Congressional District’ Link. All fields are required to save information. The system will show the newly added district in the ‘Current Congressional Districts’ grid

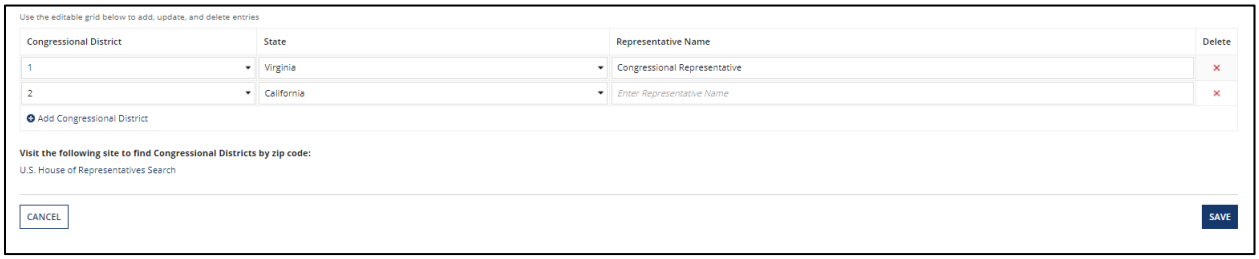
   b) Use the provided drop-down menu under the ‘Congressional District’ field to select a congressional district number.

   c) Use the provided drop-down menu under the ‘State’ field to select the state that the congressional district is located in.

   d) Enter the appropriate representative name for the new congressional district into the ‘Representative Name’ field.

Note: Users may click on the ‘U.S. House of Representatives Search’ link to find the appropriate representative for a given congressional district. The system will direct users to the search function on the U.S. House of Representatives website.

   e) Click on the “Save” button to save the new congressional district.



4.3.7.6.2 To delete a congressional district

f) Select the checkbox for the congressional district to be removed.

g) Click the 'Delete' button. The system will remove the congressional district from the grid.

h) Click on the 'Close' button to return to the 'Related Actions' menu.

4.3.7.7 Related Action: Direct Recipients

For organizations that are Designated Recipients, users have the ability to view, add and delete direct recipients. For organizations that are not Designated recipients, users have the ability to view information.

Note that while Direct Recipients users can be added, the associated Designated Recipient Module and Suballocation Module are not currently active. These sections will be updated once activated.

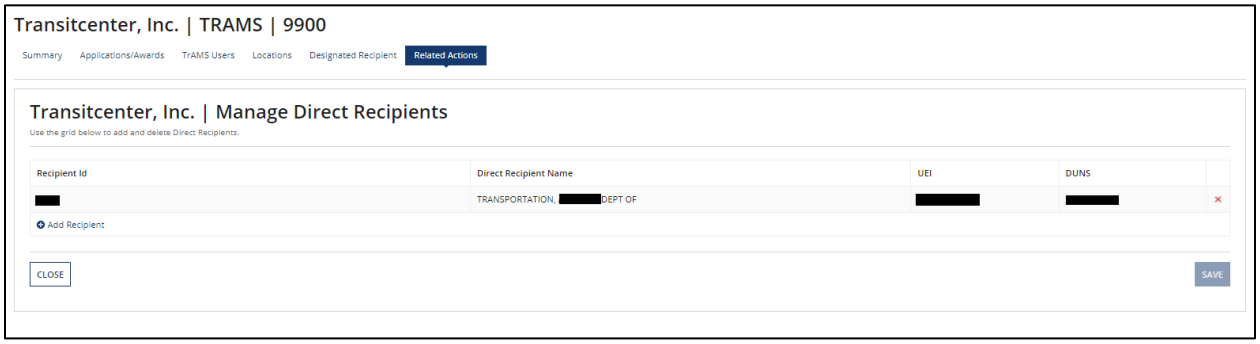
Recipient users can view the Direct Recipients associated with the organization; these recipients are available for apportionment suballocations.

4.3.7.7.1 View Existing Direct Recipients

1) Click on the Related Action tab.

2) Click 'Direct Recipients' from the menu options.

The 'Manage Direct Recipients' form will display. The direct recipients associated with the recipient organization are listed and displayed in grid format.



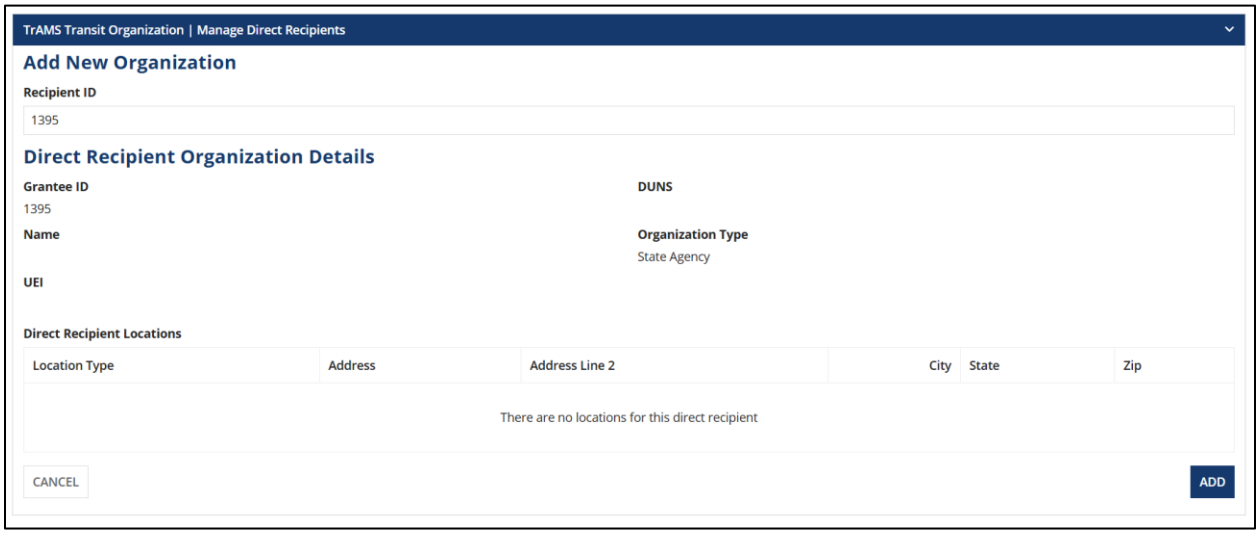
4) If there are no direct recipients associated, the grid will be empty.

5) Click the 'Cancel' button to return to the 'Related Actions' menu.

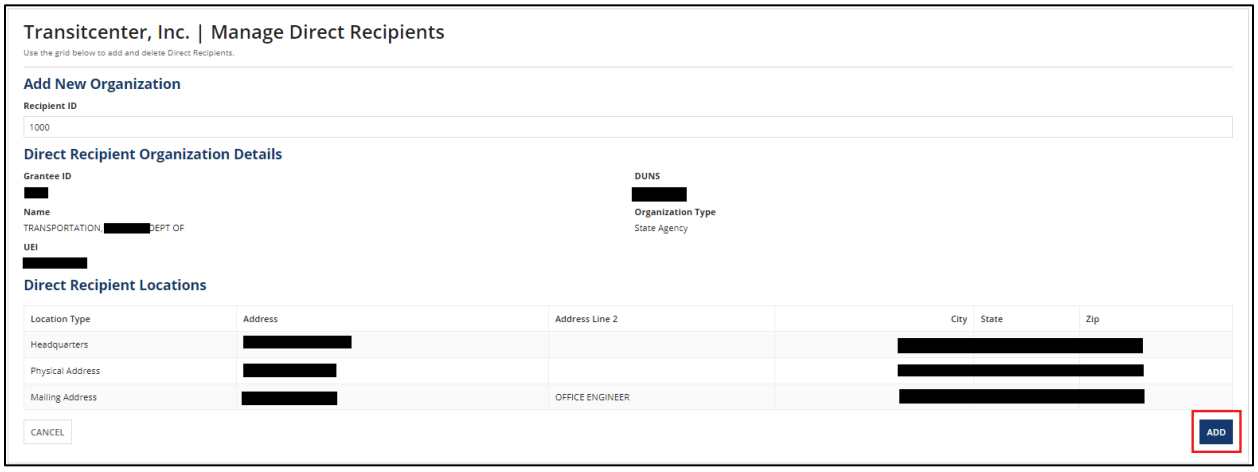
4.3.7.7.2 Add a New Direct Recipient

1) Click on the 'Add Recipient' Link and enter the 4-digit Recipient ID and click the 'Search' button.

2) The 'Add New Direct Recipient' form will display. The direct recipient's organizational details are listed and any locations are displayed in grid format.



3) Click the 'Add' button to add the direct recipient. Users will return to the 'Add New Direct Recipient' form



4.3.7.7.3 Delete a Direct Recipient

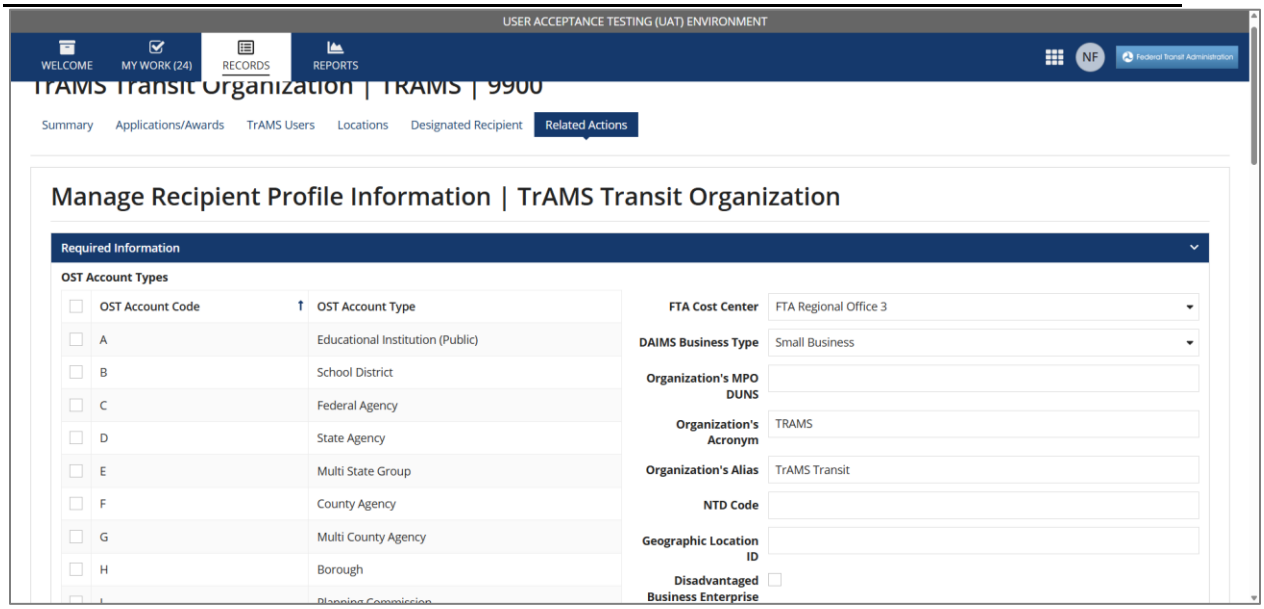
1) Select the checkbox for the direct recipient to be remove.
2) Click the 'Delete' button. The system will remove the direct recipient from the grid.
3) Click on the 'Cancel' button to return to the 'Related Actions' menu.

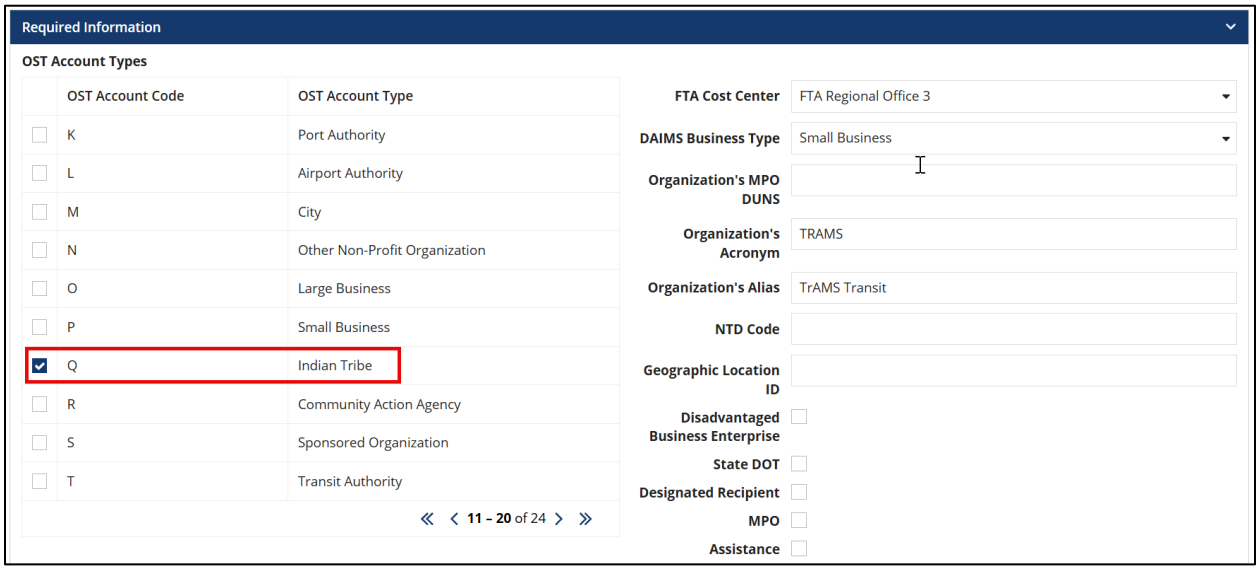
4.3.7.8 Related Action: Recipient Details and Payment Codes

A recipient organization's TrAMS profile information can be modified using this related action. Profile information will be based on the latest sync with the SAM.gov site (refer to *Related Action: Sync Recipient Organization with SAM* to sync the recipient organization with SAM). FTA staff with the Regional 'Supervisor' role will be able to modify most of the recipient organization's profile information, such as Cost Center and UZA codes. Only FTA users with the 'Vendor Setup' role in the 'Office of Budget and Policy' can modify the recipient's payment information.

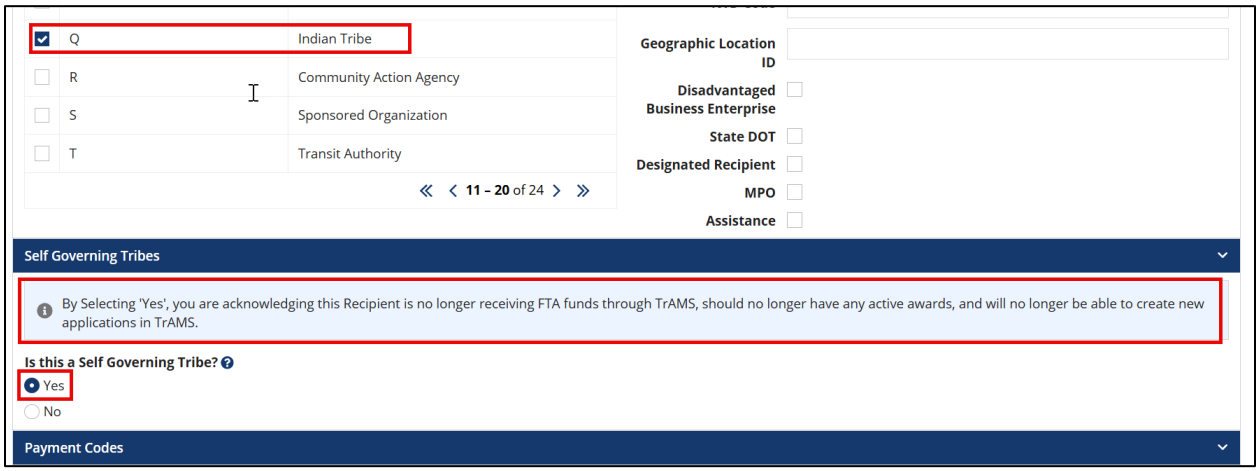
To edit the details for a recipient organization as the FTA Regional Supervisor:

1) Click 'Recipient Details and Payment Codes'.
2) Users will be taken to the 'Manage Recipient Profile Information' form for the selected recipient organization. Only fields under the 'Required Information' and 'Geographical Information' sections will be editable. The 'Self-Governing Tribes' section will be read-only and will be marked as No for the question 'Is this a Self Governing Tribe'. This section will be editable only when OST Account Type is selected as 'Indian Tribe'. The 'Payment Codes' section will be read only. Modify any fields as needed.

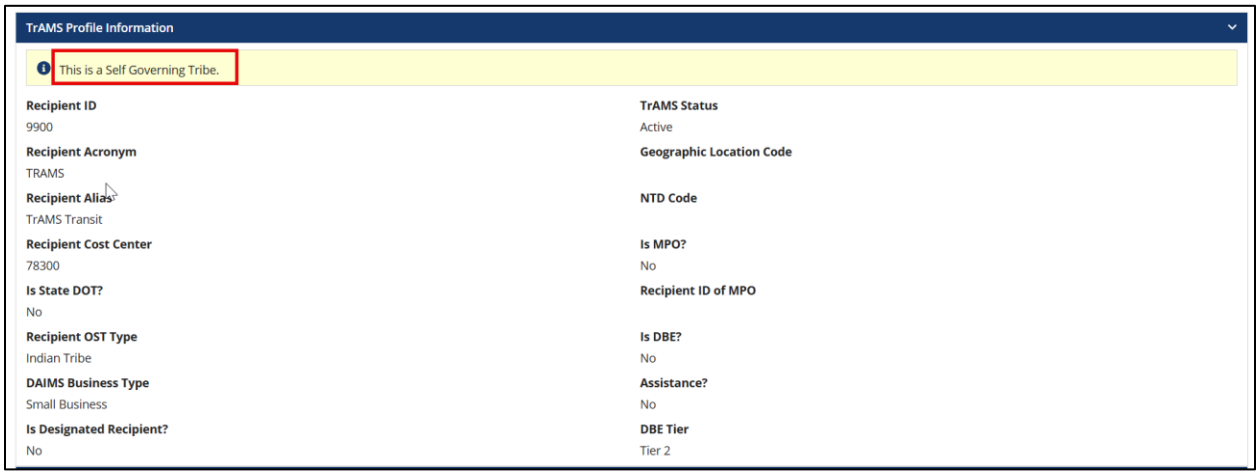

USER ACCEPTANCE TESTING (UAT) ENVIRONMENT
WELCOME
MY WORK (24)
RECORDS
REPORTS
NF
Summary
Applications/Awards
TrAMS Users
Locations
Designated Recipient
Related Actions
Manage Recipient Profile Information | TrAMS Transit Organization
Required Information
OST Account Types
OST Account Code
OST Account Type
A Educational Institution (Public)
B School District
C Federal Agency
D State Agency
E Multi State Group
F County Agency
G Multi County Agency
H Borough
FTA Cost Center
FTA Regional Office 3
DAIMS Business Type
Small Business
Organization's MPO DUNS
Organization's Acronym
TRAMS
Organization's Alias
TrAMS Transit
NTD Code
Geographic Location ID
Disadvantaged Business Enterprise


Required Information
OST Account Types
OST Account Code
OST Account Type
K Port Authority
L Airport Authority
M City
N Other Non-Profit Organization
O Large Business
P Small Business
Q Indian Tribe
R Community Action Agency
S Sponsored Organization
T Transit Authority
11 – 20 of 24
FTA Cost Center
FTA Regional Office 3
DAIMS Business Type
Small Business
Organization's MPO DUNS
Organization's Acronym
TRAMS
Organization's Alias
TrAMS Transit
NTD Code
Geographic Location ID
Disadvantaged Business Enterprise
State DOT
Designated Recipient
MPO
Assistance

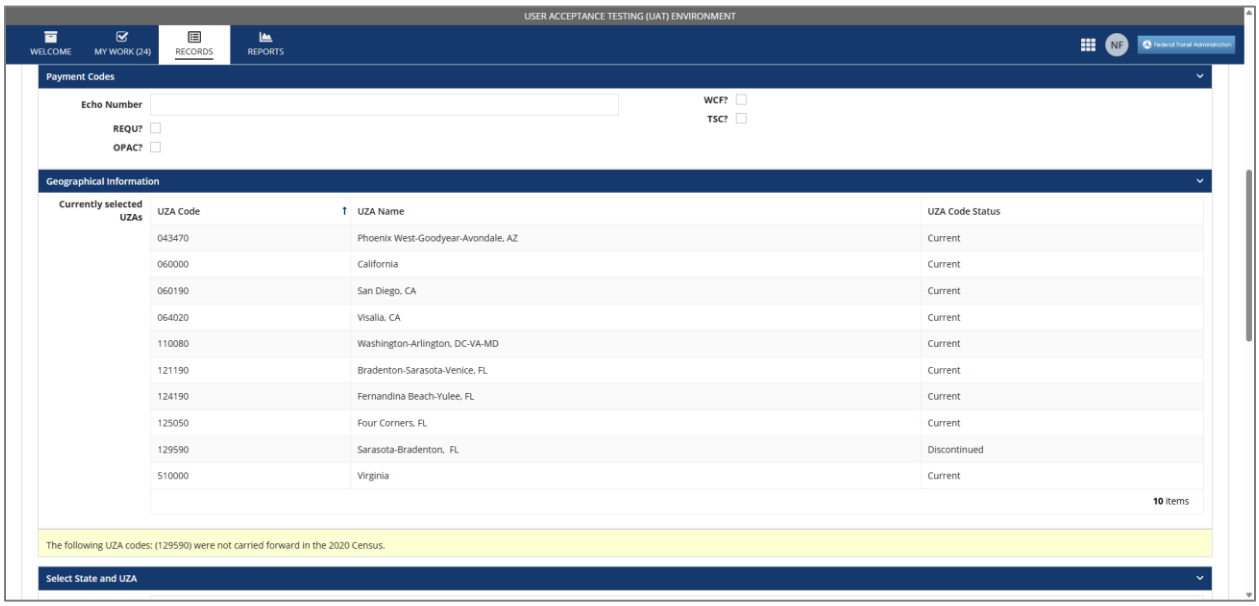
3) When the OST Account Type is selected as 'Indian Tribe', the 'Self Governing Tribes' section is editable, and the regional supervisor can identify a recipient organization as a Self-Governing tribe. To identify a Recipient Organization as a Self Governing Tribe,' select 'Yes' for the question 'Is this a Self Governing Tribe?' Note that once a recipient organization is identified as a Self Governing Tribe in TrAMS then the recipient users will no longer be able to create any new applications going forward. Before identifying a recipient organization as a Self Governing Tribe, the FTA supervisor should ensure that Recipient is no longer receiving FTA funds through TrAMS and should no longer have any active awards.



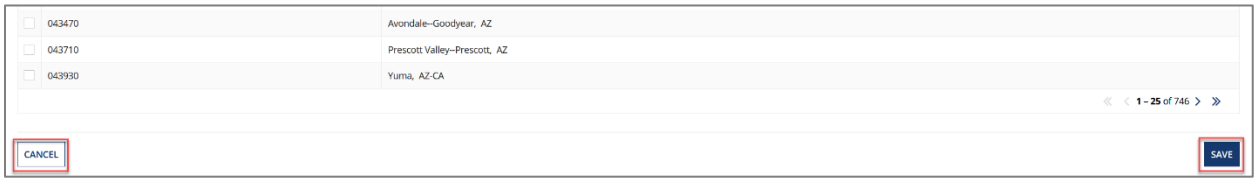
Also note that once a recipient organization is marked as a Self Governing Tribe then this will be reflected on the Summary dashboard of the Recipient Organization record as well.



4) The 'Geographical Information' section displays the UZAs currently saved to the recipient along with their status in the current census year. Use the drop-down menu under 'Filter by State' to narrow the list of UZAs shown in the grid to those in the selected state. The check boxes for the saved UZAs will already be selected. Select or deselect UZA check boxes as needed. If a discontinued UZA is selected, then a message will be displayed under the Geographical Information section listing that UZA



5) Once finished making changes, click the 'Save' button to save changes or the 'Cancel' button to discard changes and return to the 'Related Actions' menu.



Note: Only FTA users with the 'Vendor Setup' role within the 'Office of Budget and Policy' group can edit data in the 'Payment Codes' section.

To edit the payment codes for a recipient organization as a user with the 'Vendor Setup' role:

1) Click 'Recipient Details and Payment Codes'.

2) Users will be taken to the 'Manage Recipient Profile Information' form for the selected recipient organization. Only the fields in the 'Payment Codes' section will be editable. The rest of the form will be read only. Modify any fields as needed.

3) Once finished making changes, click the 'Save' button to save changes or the 'Cancel' button to discard changes and return to the 'Related Actions' menu.

4.3.7.9 Related Action: POC and Union Information

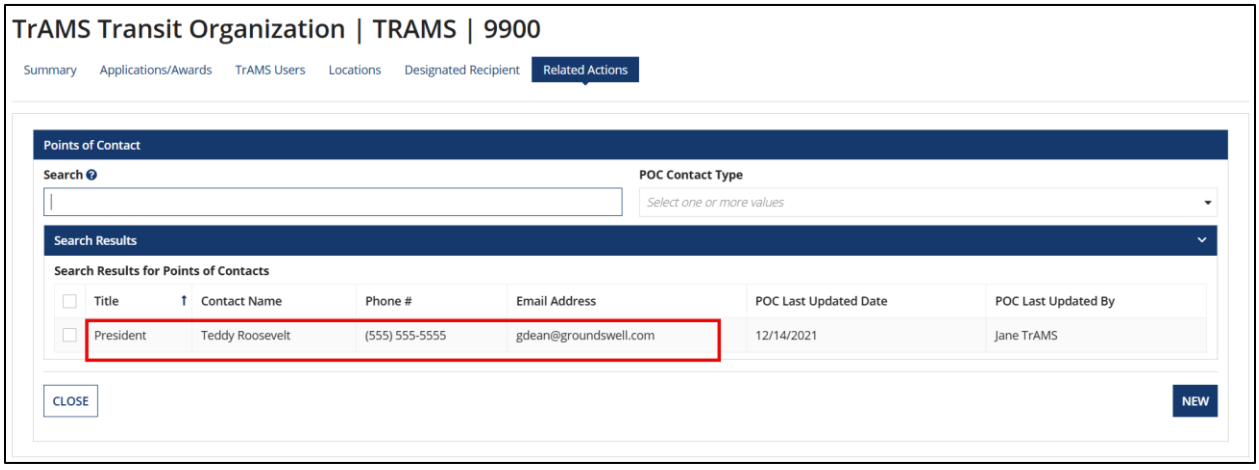
The Point of Contact (POC) and Union information for an organization are stored to provide contact information for an Application/Award. The system also uses POC information to send email notifications about certain system activities (e.g. email reminders for C&A's or notifications of Award execution tasks) This information may also be used for FTA to send correspondence.

All users of the recipient organization will have access to view POC and Union information. Adding, updating, and the deletion of POC and Union information are limited to recipient users that have the 'User Manager' role.

Refer to *Civil Rights Management* to better understand the information captured under the civil rights information and the process for submitting and obtaining FTA reviews and concurrence on the civil rights programs.

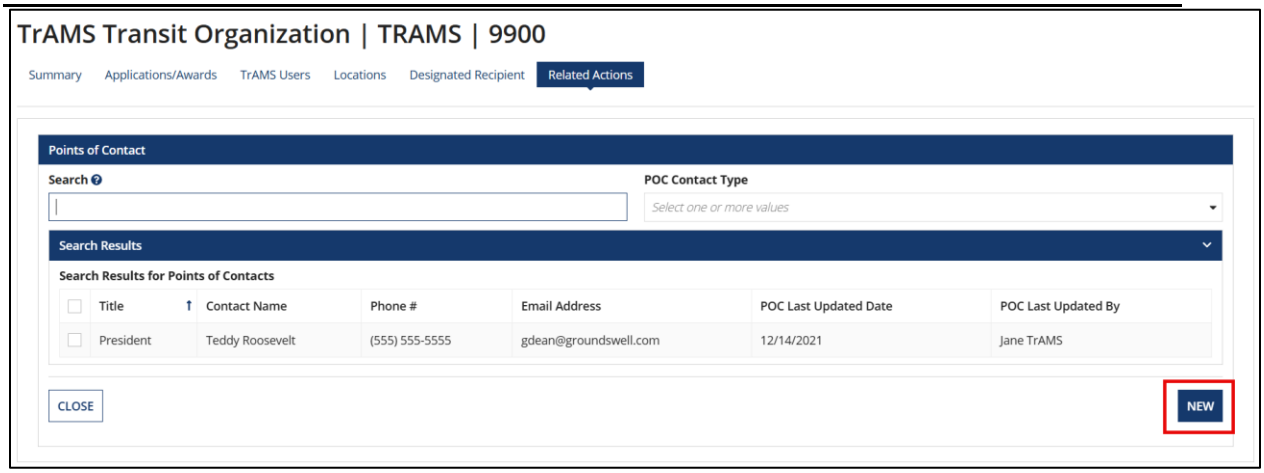
4.3.7.9.1 View POC and union information applicable to a recipient organization

1) Click on Related Actions tab
2) Click 'POC and Union Information' from the menu options.
3) The 'Points of Contact' form will display.
4) Any POCs associated with an organization will appear in the Points of Contact grid.
5) To filter on a particular recipient POC, users can search by the contact name, title, or the email address, users must know part of all of this information for the search feature. Users can also select the appropriate POC contact type from the drop-down menu provided under the 'POC Contact Type' field. The display only shows the first 10 contacts, users may need to page over to display additional information



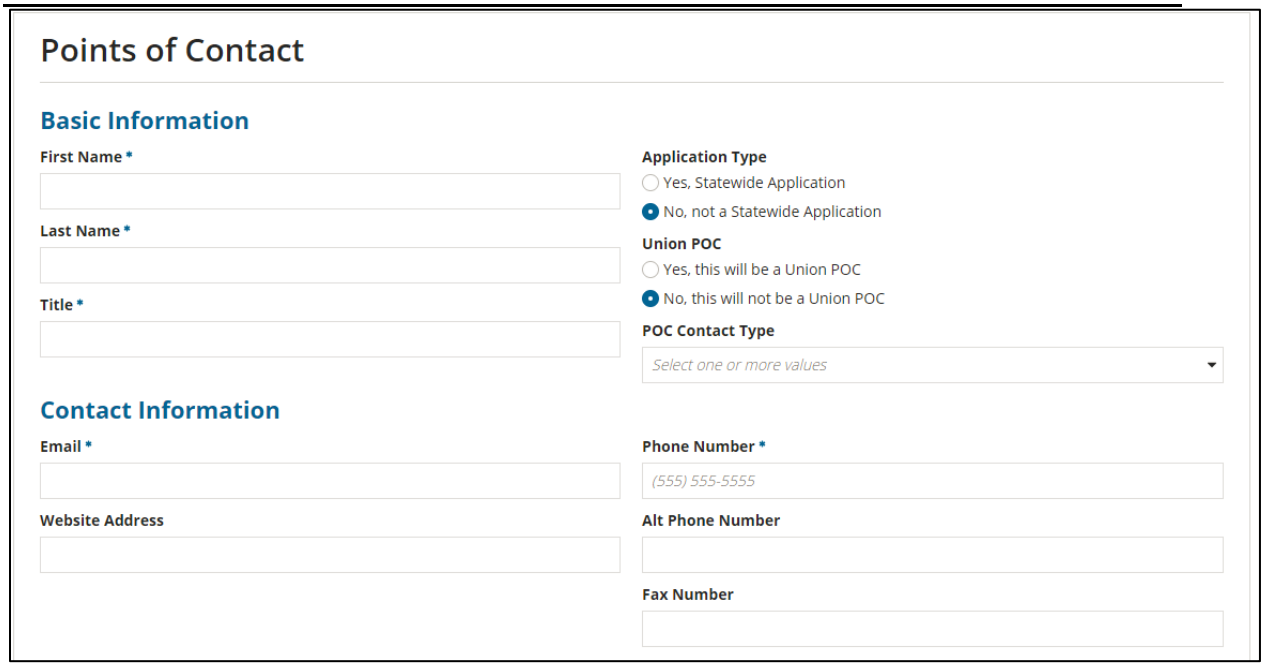
4.3.7.9.2 Add, Delete, or Edit/view a POC

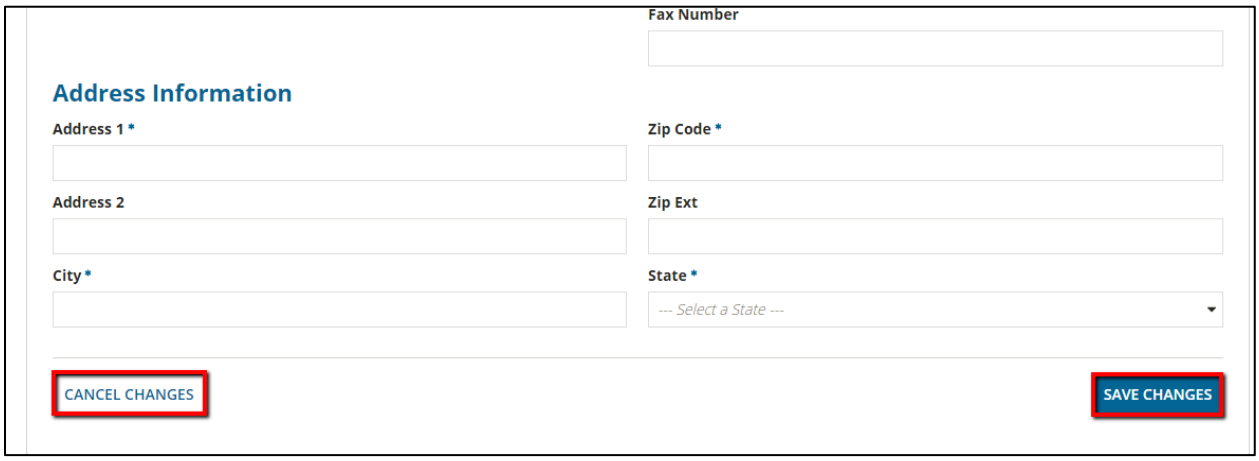
1) To add a new POC click on the 'New' button.



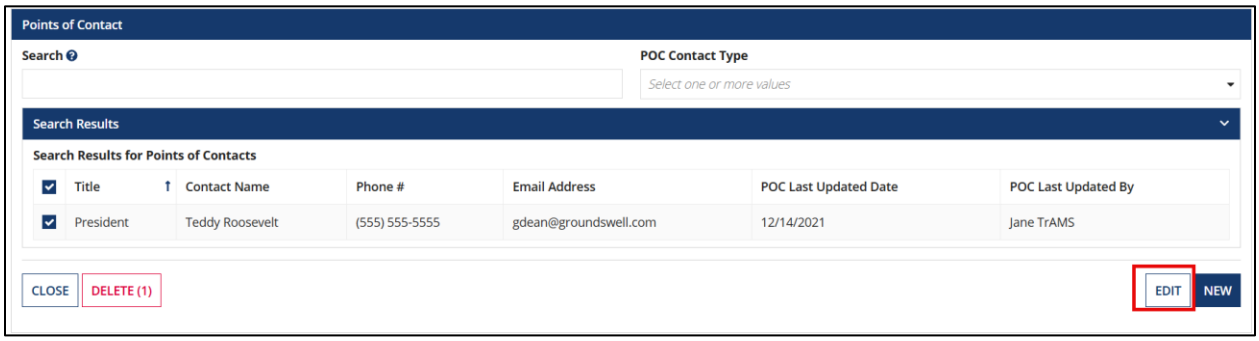
2) Fill out the information on the Points of Contact. Users can click 'Save Changes' to create a new POC or they can 'Cancel Changes' and return back to the Points of Contact form. All fields with an asterisk (*) are a required field.

   a) The Application Type: Select Yes or No. Select Yes, only if users are a State DOT.
   b) Union POC: Select Yes or No. Select only if the user is a Union Representative. Selecting yes will populate an additional required field to enter the name of the Union Organization.
   c) POC Contact Type options include the following:
      - Chief Executive Officer (CEO)
      - Metropolitan Planning Organization (MPO)
      - Equal Employment Opportunity (EEO)
      - Disadvantaged Business Enterprises (DBE)
      - Title VI
      - Section 504
      - ECHO
      - Grants
      - General FTA Issues

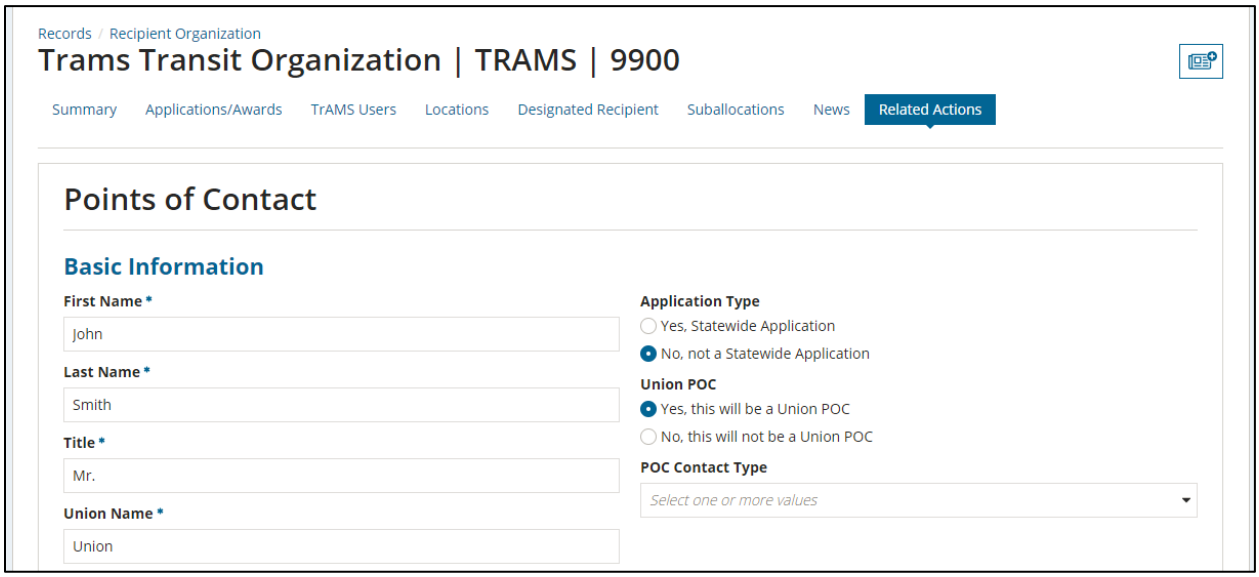


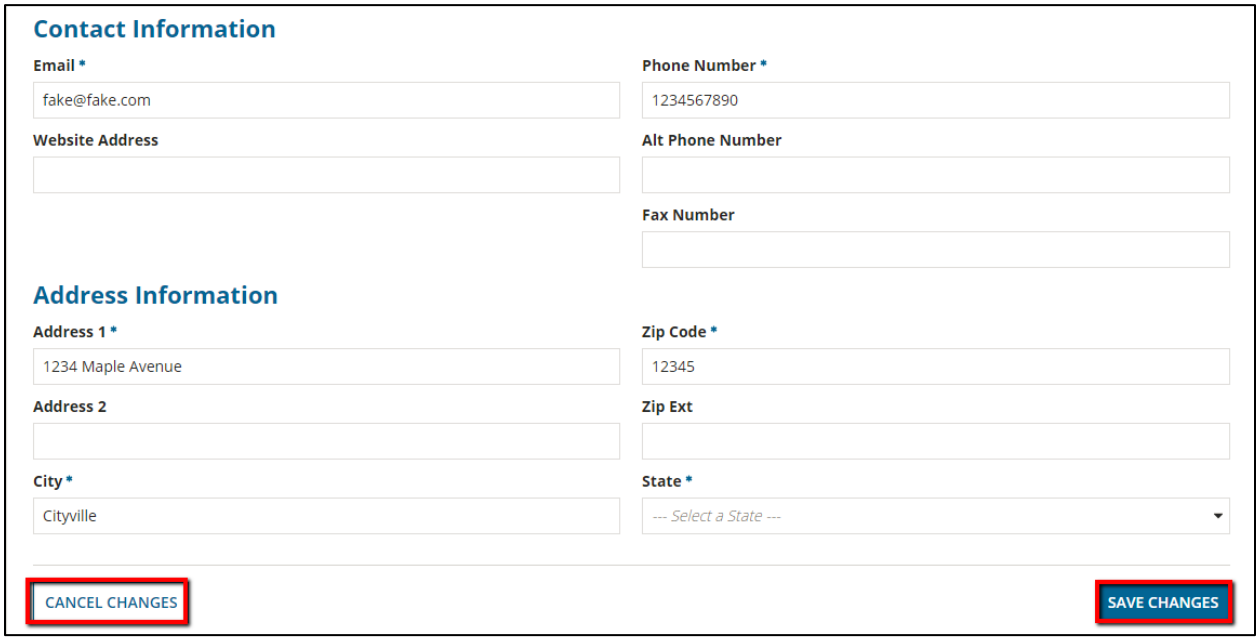


3) To view or edit details on the POC, select the checkbox next to the contact to be viewed and then click the 'Edit' button.

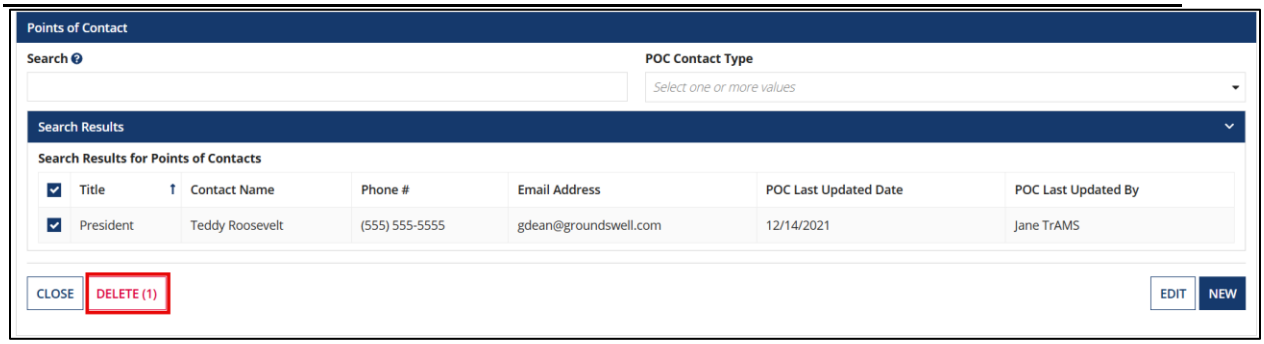


4) To edit the form, update the information and click 'Save Changes' to return back to the Points of Contact' form. If sers are only viewing the information they can click on 'Cancel Changes' to return back to the Points of Contact' form.





5) To delete a POC select the checkbox next to the contact the user would like to delete and then click the 'Delete' button.



6) Click the 'Close' button to return to the 'Related Actions' menu.

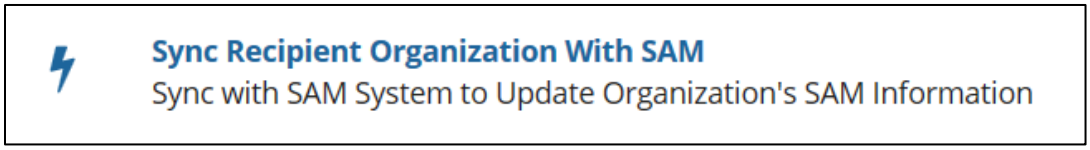
4.3.7.10 Related Action: Sync Recipient Organization with SAM

Recipient organization details, such as addresses, are brought into TrAMS via a nightly sync with the System for Award Management (SAM). If the recipient has updated organizational information in SAM, any user can either sync with SAM immediately or wait for the nightly sync to occur.

NOTE: The UEI information in TrAMS may not be modified. Before taking any action related to the organization's UEI, contact the FTA POC. If changes are required to the TrAMS profile, payment, or location information contact the FTA POC to make the desired corrections.

To sync a recipient organization's system record with information on the SAM.gov website immediately:

1) Click on the Related Actions tab.
2) Click 'Sync Recipient Organization with SAM' from the menu options.



3) The system will update its information from SAM and display a success message.
4) Click on the 'Close' button in the message to return to the 'Related Actions' menu.
5) Confirm information has updated on the Summary.

4.3.7.11 Related Action: Designated Recipient Status

The Designated Recipient has the principal authority and responsibility for administrating the funding apportioned to states and urbanized areas (UZAs) for specified formula funding programs. This includes allocating the state or UZA's annual apportionment amounts among direct recipients within the area.

In TrAMS, recipient organizations can be tagged as designated recipients for the following formula funding programs:

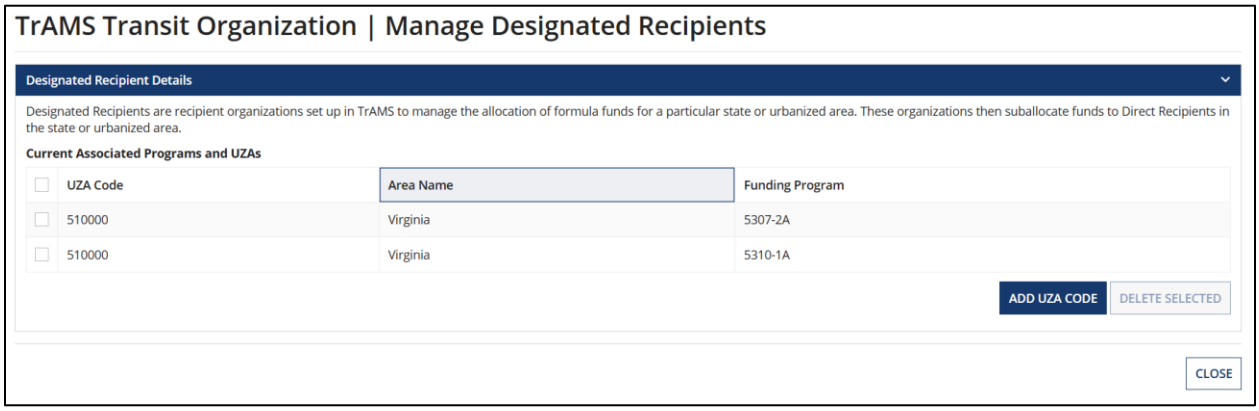
- Section 5307 – Urbanized Area Formula Program (5307-2A)
- Section 5310 – Formula Grants for Enhanced Mobility of Seniors & Individuals with Disabilities (5310-1A)
- Section 5337 – State of Good Repair Formula Grants (5337)

A user with the FTA Regional Supervisor role will be able to set designated recipient status for any recipient organizations in TrAMS.

To set designated recipient status for a recipient organization:

1) Click ‘Designated Recipient Status’.

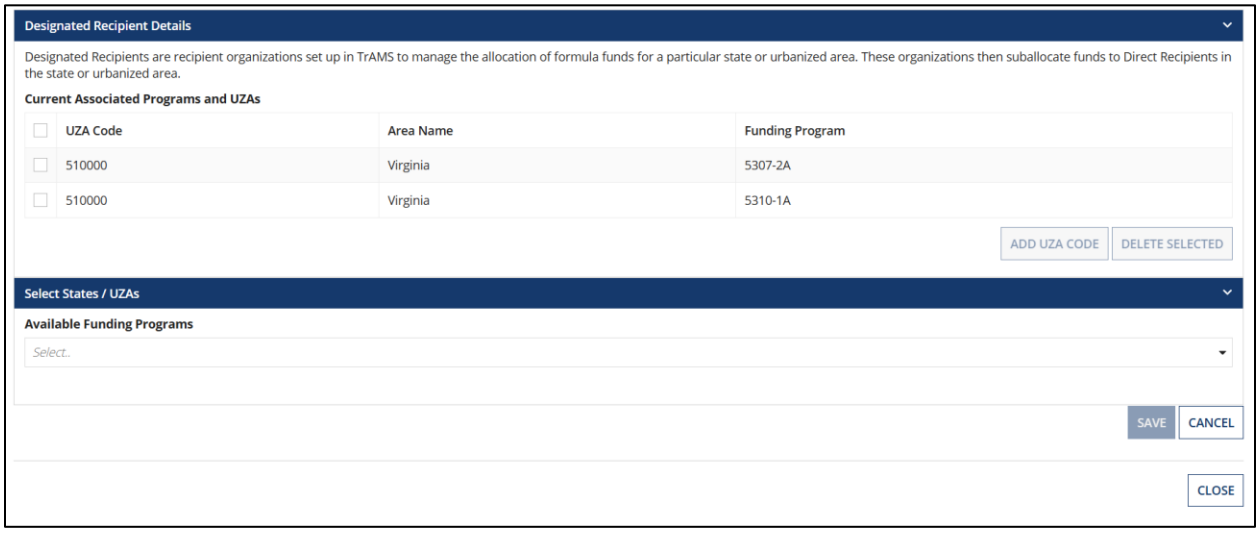
2) Users will be taken to the 'Manage Designated Recipients' form for the selected recipient organization. The formula programs associated with the recipient organization are listed and displayed in grid format.



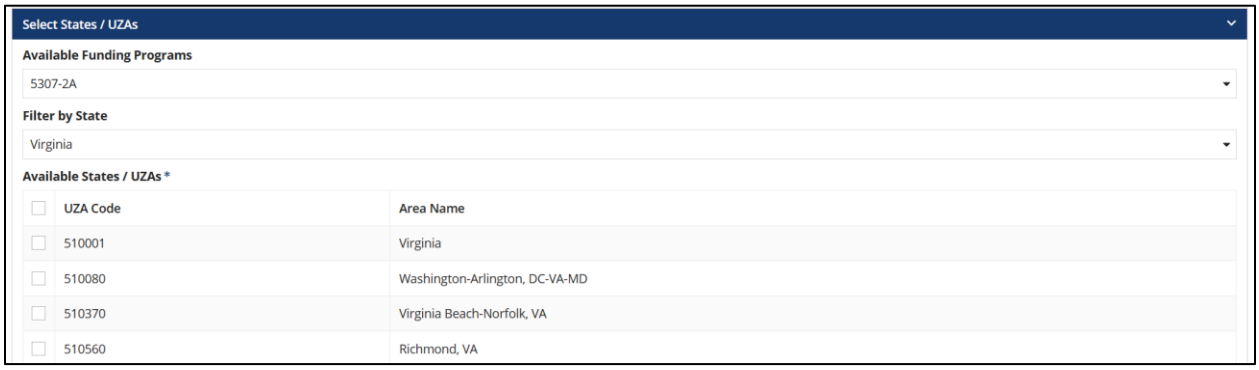
3) If the organization is not set as designated recipient for any formula programs, the grid will be empty.

4) Click the 'Add UZA Code' button to begin adding a formula program to the recipient organization.

5) The form will expand to display the 'Select States/UZAs' section. Use the drop-down menu provided under the 'Available Funding Programs' to select a funding program.



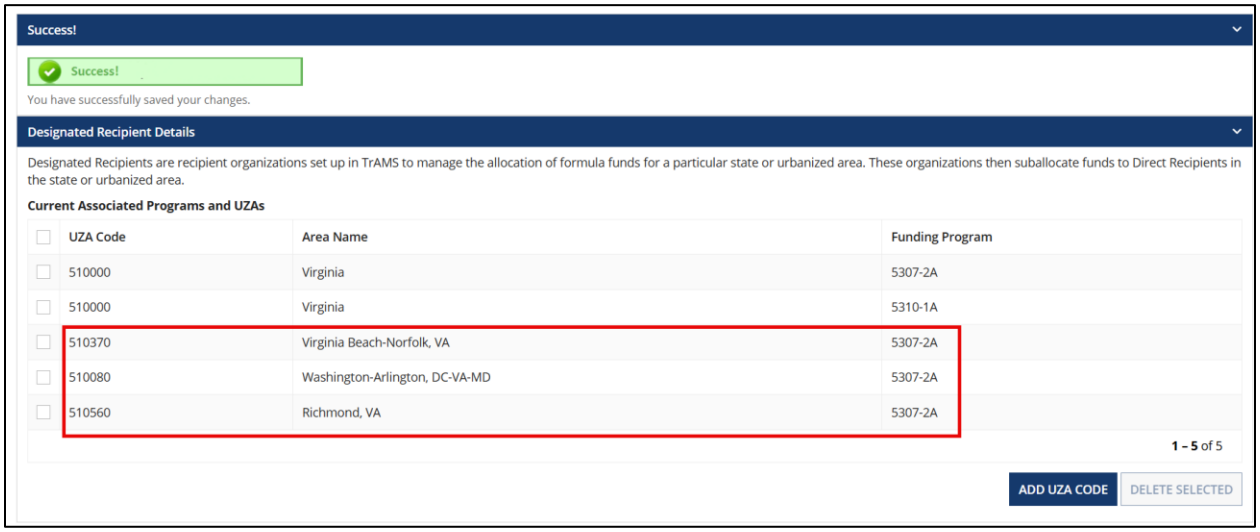
6) The 'Filter by State' field and 'Available States/UZAs' grid will be shown after users select a program. Use the drop-down menu under 'Filter by State' to narrow the list of UZAs shown in the 'Available States/UZAs' grid to those in the selected state.



Note: An organization can be the designated recipient for multiple areas (states/UZAs) for a given funding program.

7) Select the check box(es) for the UZAs to be added to the selected formula program and then click the 'Save' button.

8) A success message will be displayed and the selected UZAs will now be shown under the 'Designated Recipient Details' grid.



Note: An organization can also be the designated recipient of the same state/UZA for multiple funding programs.

9) If users want to delete funding program association, select one or more check boxes for the UZAs saved in the grid to activate the 'Delete Selected' button. Click this button to delete any selected UZAs.

10) Click the 'Close' button to return to the 'Related Actions' menu.

4.4 Civil Rights Management

4.4.1 Overview

Pre-award submission of four civil rights programs are tracked in TrAMS:

1) Equal Employment Opportunity (EEO) Program
2) Disadvantaged Business Enterprise (DBE) Program
3) DBE Goal
4) Title VI of the Civil Rights Act of 1964.

There are several Related Actions and Reports in TrAMS related to Civil Rights. This section shows how to view and update each of those as they relate to Recipient Civil Rights Programs.

The Civil Rights Information Related Action is central to work conducted by Civil Rights users in TrAMS. It allows Recipient Civil Rights users to submit Program Plans and corrections, as well as allowing Civil Rights Officers to update program status and maintain documents and comments. Refer to *Related Action: Civil Rights Information* below for more detail.

There are also Related Actions devoted to Disadvantaged Business Enterprise (DBE) reports. Refer to *DBE Reporting* below for more detail.

They are as follows:

- Complete DBE Report: Allows the Recipient Civil Rights User to start the reporting process.
- Correct DBE Report: Allows the Recipient Civil Rights user make corrections when either the Civil Rights Officer or the DBE Approver has returned the DBE Report to the Recipient.

A Semiannual DBE report must be completed and submitted by recipient organizations with a DBE goal. Recipients with the user role of Civil Rights will receive an email with a link to the report 60 days prior to the due date (October 1 and April 1). Submission due dates are June 1 and December 1 of each fiscal year. FTA regional and HQ staff will review the reports and provide approval.

In TrAMS, DBE reports can be accessed in several ways, including via the related actions mentioned above. Refer to *DBE Reporting* below for more detail and to see other ways to access DBE reports.

4.4.2 User Roles

The following is a summary of the different Civil Rights related actions and reports in TrAMS and the User Roles that have access to them:

Type	Location	Name	View / Update	User Role(s) with Access
Report	Reports Tab	Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report	View	• All FTA Users
Record	Records Tab	Disadvantaged Business Enterprise (DBE) Reports	View	• All Trams Users
			Update	• Recipient: Civil Rights
Related Action	Records: Disadvantaged Business Enterprise (DBE) Reports	Civil Rights Information	View	• All TrAMS Users
			Update	• Civil Rights Officer • Recipient: Civil Rights
Related Action	Records: Disadvantaged Business Enterprise (DBE) Reports	Complete DBE Report	Update	• Recipient: Civil Rights
Related Action	Records: Disadvantaged Business Enterprise (DBE) Reports	Correct DBE Report	Update	• Recipient: Civil Rights
Related Action	Records: Disadvantaged Business Enterprise (DBE) Reports	Amend DBE Report	Update	• DBE Approver
Related Action	Records: Disadvantaged Business Enterprise (DBE) Reports	Review DBE Report	Update	• Civil Rights Officer

4.4.3 Civil Rights Programs

There are four Civil Rights programs that a recipient can enroll in based on the needs of their recipient organization. Recipient organizations are required to update their organizations information based on the deadline for each program.

- Title VI Program
- DBE Goal
- DBE Program
- EEO Program

4.4.3.1 Program Submission Statuses

The statuses of a Recipient's Civil Rights Programs are shown in the Civil Rights Programs section of the main screen on the Civil Rights Information Related Action (Refer to *Related Action: Civil Rights Information*).

Civil Rights Programs

Program Name	Submission Status	Submitted Date	Reviewed Date	Due Date	Expiration Date
DBE Goal	Submitted - Reviewed	8/1/2013	9/5/2013	8/1/2016	9/30/2016
Title VI Program	Submitted - Reviewed	4/1/2014	4/14/2014	4/1/2017	5/31/2017
DBE Program	Submitted - Reviewed	3/26/2012	7/11/2012	N/A	N/A
EEO Program	N/A	N/A	N/A	N/A	N/A

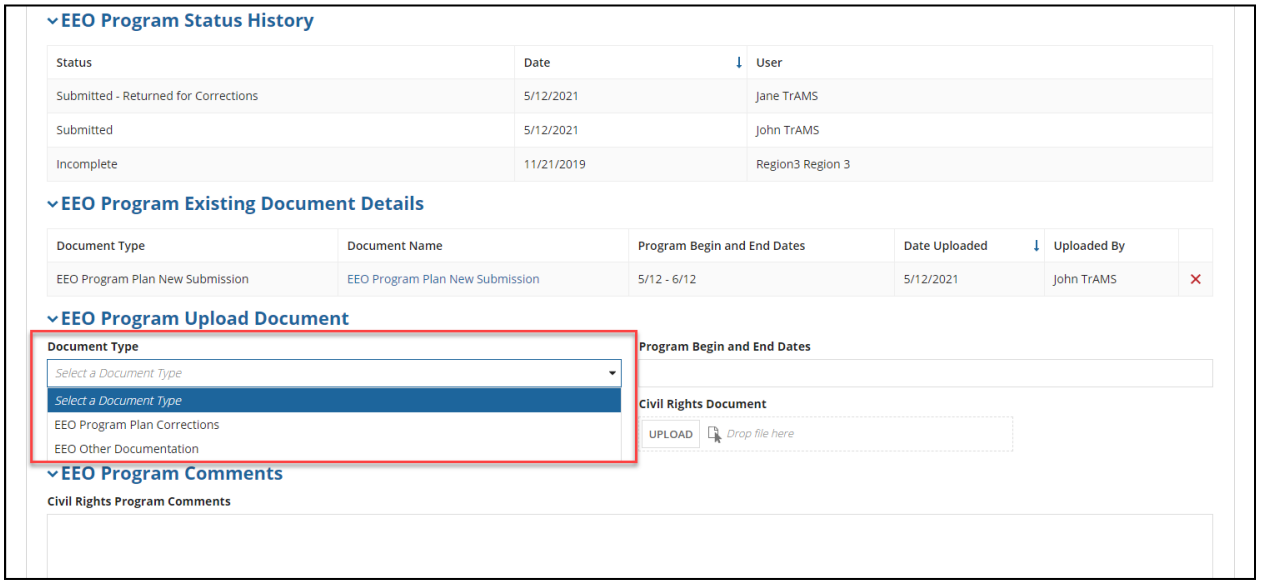
The statuses indicate the submission progress of each Program. Some statuses are triggered by Recipient submission via document upload while some statuses are set manually by FTA users:

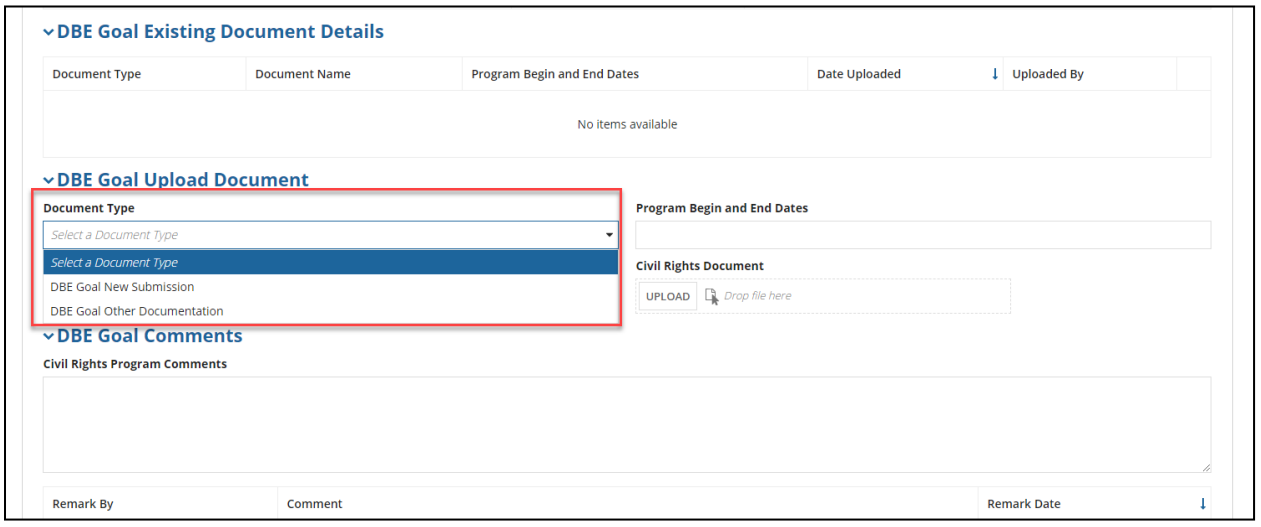
Program Status	Description	Trigger(s)
1) Submitted	This status will be displayed after the new submission of a program or goal to FTA for review. The FTA Civil Rights Officer reviews the Recipient's submission during this status.	Document submitted by Recipient: • Title VI Program Plan New Submission • EEO Program Plan New Submission • DBE Program Plan New Submission • DBE Goal New Submission
2) Submitted – Returned for Corrections	This status will be displayed when the FTA Civil Rights Officer has reviewed the program or goal and has returned it the Recipient for	An FTA Civil Rights Officer manually sets this status

	correction.	
3) Submitted – Corrections Provided	This status will be displayed when the Recipient Civil Rights user has amended the program per feedback from the FTA Civil Rights Officer	Document submitted by Recipient: • Title VI Program Plan Corrections • EEO Program Plan Corrections • DBE Program Plan Corrections • DBE Goal Corrections
4) Submitted – Reviewed with Comments	This status will be displayed when the FTA Civil Rights Officer has reviewed and approved the program submission. The Civil Rights Officer added a comment.	An FTA Civil Rights Officer manually sets this status
5) Submitted – Reviewed	This status will be displayed when the FTA Civil Rights Officer has reviewed and approved the program submission.	An FTA Civil Rights Officer manually sets this status
6) Expired	This status will be displayed when the validity of the Civil Rights program has expired and the Recipient needs to resubmit the program to FTA.	An FTA Civil Rights Officer manually sets this status
7) N/A	The FTA Civil Rights Officer can set this status after review of any Civil Rights Program if the program does not apply to a Recipient Organization.	An FTA Civil Rights Officer manually sets this status
8) Incomplete	This status will be displayed when no Civil Rights Program has yet been submitted for a Recipient.	Displayed by default for the programs and goals of new Recipients in TrAMS. This status cannot be selected by the Reviewer or Recipient. Additionally, this status will not generate a DBE Report task.

4.4.3.2 Upload Document Types

When uploading files via the Civil Rights Information related action, users are able to select from different document types. Refer to *Related Action: Civil Rights Information*.





The table below shows how automatic updates to Program Status, Submission Date, Due Date & Expiration Date are made based on the Document Type selected while uploading a document.

Title VI Program, EEO Program, DBE Goal & DBE Program Automatic Submission Updates			
	Document Types		
	Program Plan New Submission	Program Plan Corrections	Other Documentation
Availability Conditions	Available to Recipients during all statuses except "Submitted – Returned for Corrections"	Available to Recipients only when program status is: • "Submitted - Returned for Corrections" • "Submitted - Reviewed with Comments" • "Submitted – Reviewed" • "Expired" • "N/A"	Available to Recipients & Civil Rights Officers under all statuses
Buttons Available for Selection	Submit	Submit	Save
	Cancel		
Program Status Change	The Program Status changes to 'Submitted'	The Program Status changes to "Submitted – Corrections Provided"	No Change
Submission Status Date Change	The Submitted Date is updated to the current date for that Program	No Change	No Change
Other Date Change	EEO Program • "Due Date" and "Expiration Date" advance 4 Years TITLE VI Program • "Due Date" and "Expiration Date" advance 3 Years DBE Goal • "Due Date" and "Expiration Date" advance 3 Years DBE Program	No Change	No Change

	• No change		
Notification	Email sent to recipient and relevant Civil Rights Officer	Email sent to relevant Civil Rights Officer	Email sent to relevant Civil Rights Officer

4.4.4 Related Action: Civil Rights Information

The Civil Rights related action allows both FTA and Recipient users to access the Civil Rights module and select a Civil Rights program.

4.4.4.1 View (Non-Civil Rights users)

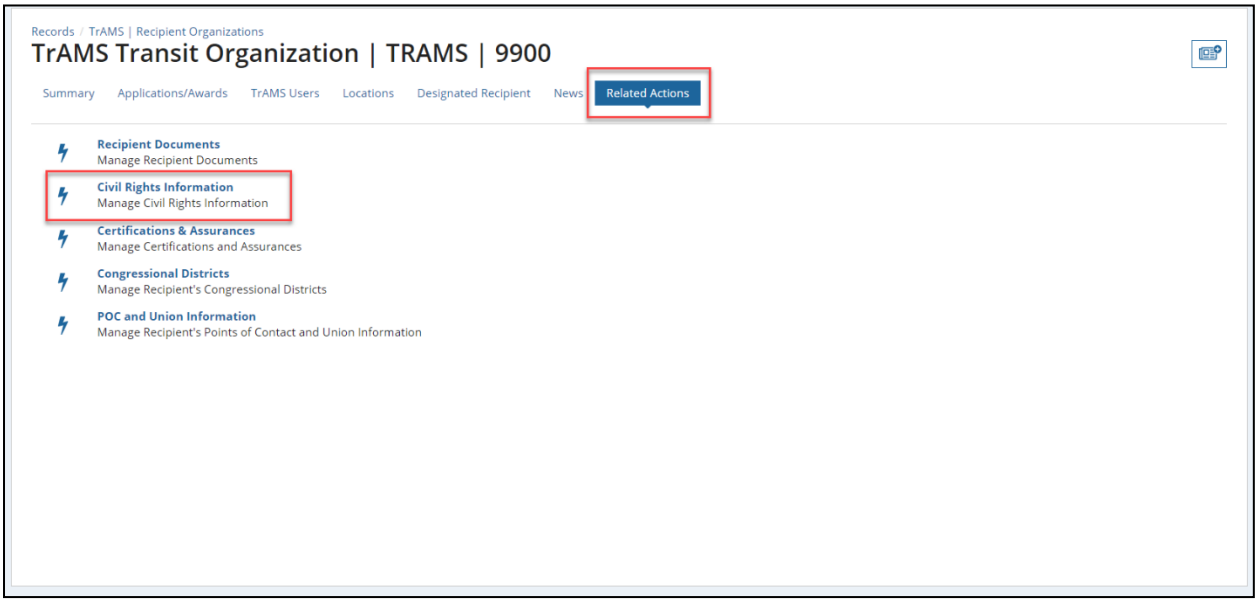
Which user roles can view this Related Action?

- All Recipient Users

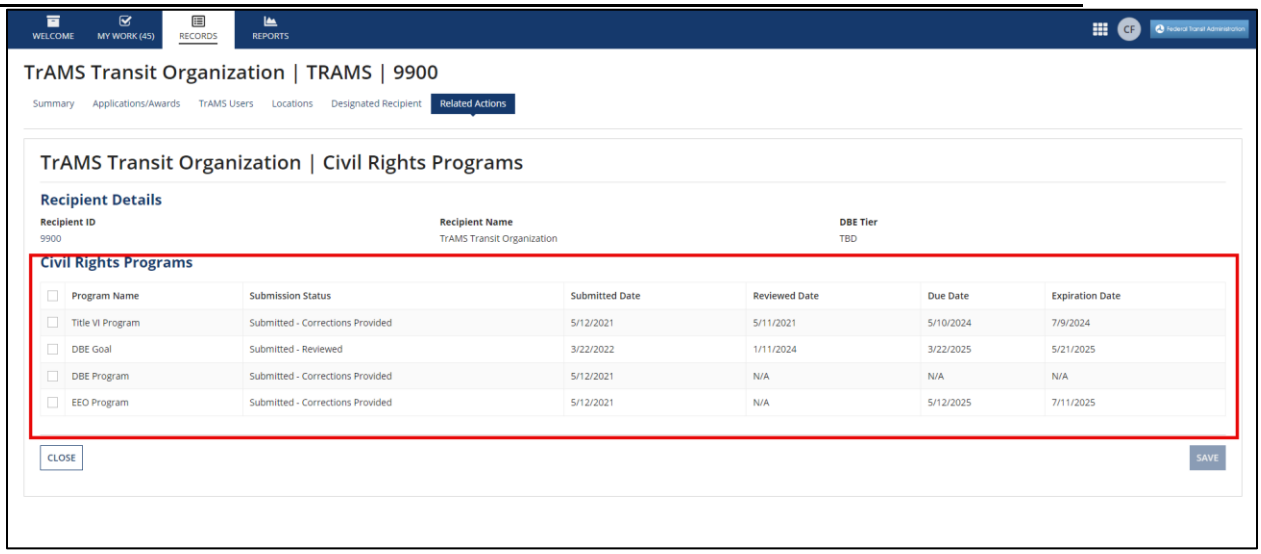
The Civil Rights Information Related Action can be used to see a Recipient's Civil Rights Program Plans, their statuses, relevant submitted documents and other key information.

Civil Rights Programs Grid

1. Navigate to the Related Actions tab of a Recipient Record and click the 'Civil Rights Information' link.



The user will see a grid called 'Civil Rights Programs' which displays key information about the Recipient's Civil Rights Programs.

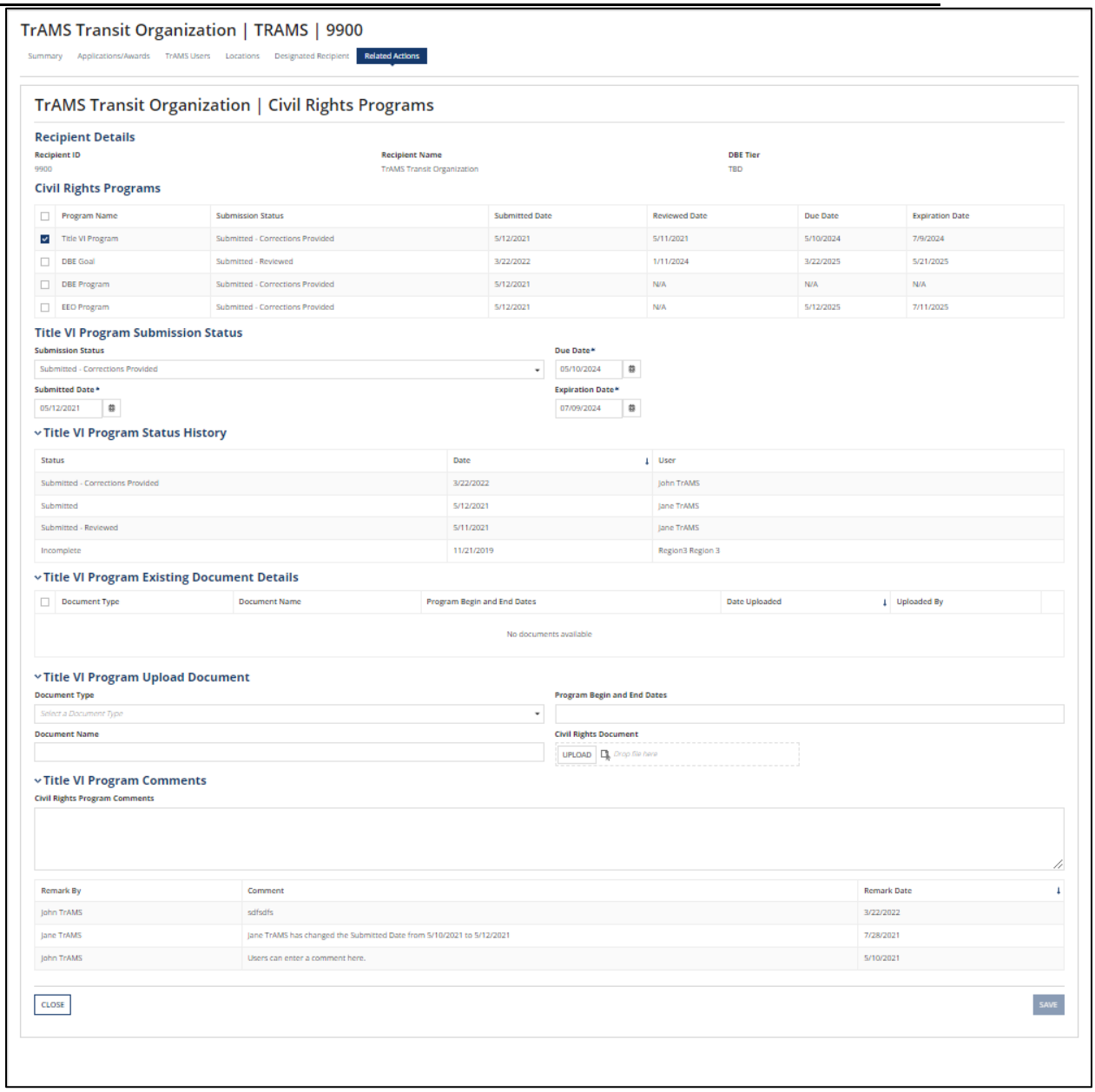


The Columns of the grid are as follows:

- **Program Name:** The four Civil Rights programs will be displayed in the grid: Title VI Program, DBE Goal, DBE Program, and EEO Program
- **Submission Status**: The Submission Status shown will have been set either by the system or manually by the Civil Rights Officer. Refer to *'Program Submission Statuses' above.*
- **Submitted Date**: The system automatically displays the date that the Recipient Civil Rights user submitted a program by submitting a New Submission document
- **Reviewed Date**: The date that the Civil Rights Officer changed the status to 'Submitted-Reviewed with Comments' or 'Submitted-Reviewed'
- **Due Date**: The upcoming Due Date for the specified Program
- **Expiration Date**: The upcoming Expiration Date of the specified Program

Selecting Plans

2. On the grid click on the Program row to be reviewed. Once a Program has been selected, a series of collapsible headers will appear below the grid.

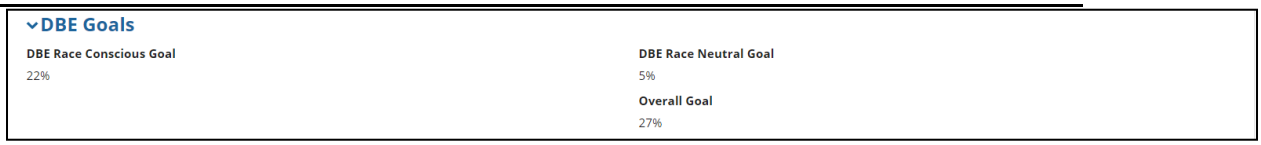


- The following headers will be displayed
  - [Program Name] Status History
  - [Program Name] Existing Document Details
  - [Program Name] Comments

A Different View for DBE Goal

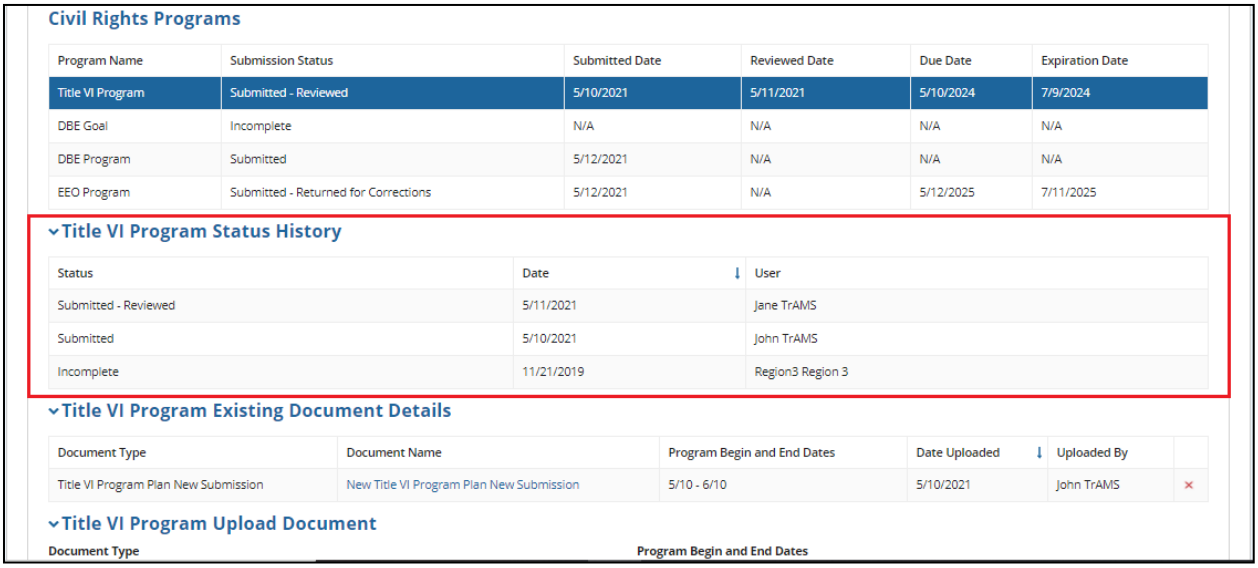
All Four Programs have matching layouts, collapsible headers and visible fields with the following exception:

- **DBE Goal**: An additional “DBE Goals” header is present with DBE goal percentages



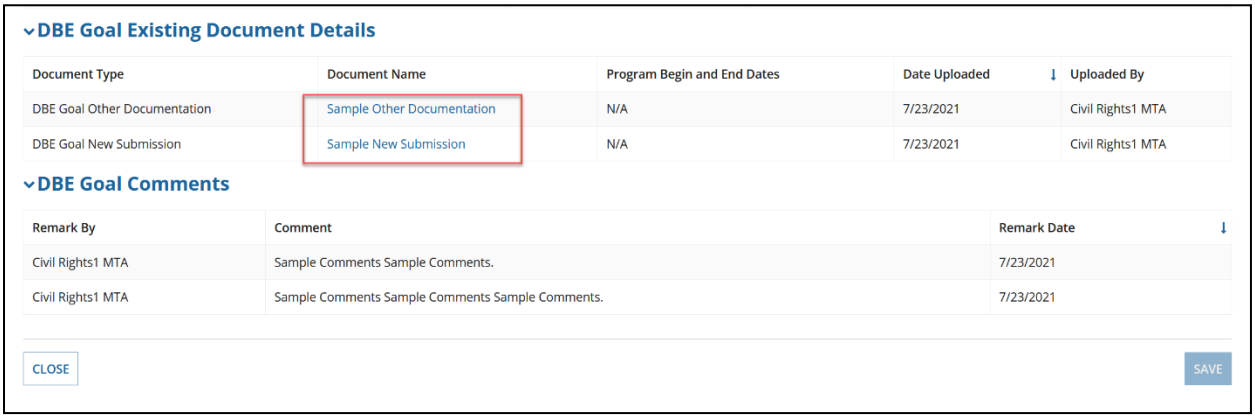
Program Status History

All changes to a Program's Status are displayed under the header "Program Status History" with the default starting from most recent changes to the oldest changes. Status changes are shown along with the date of the change and the user who made the change.

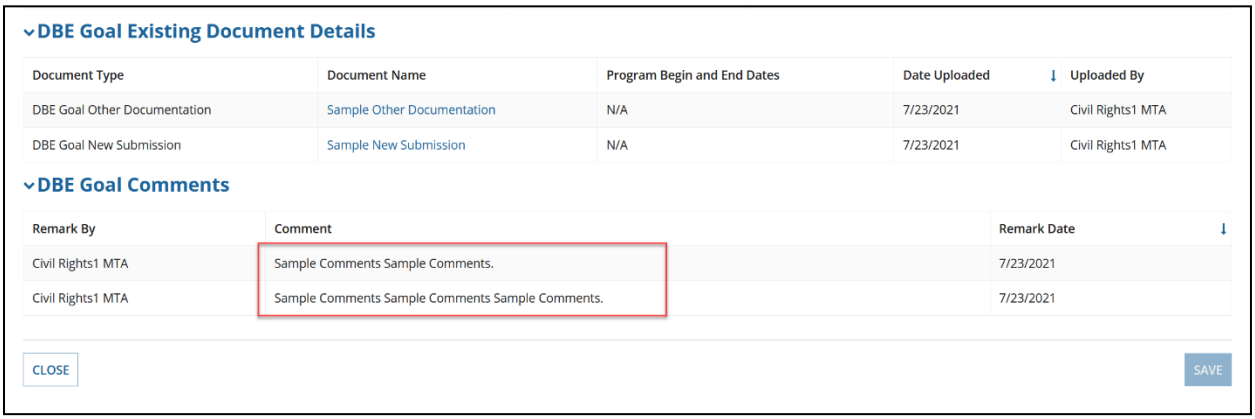


Existing Document Details and Comments

3. Click on any Document link to download the attached document.



Users can review comments added to a Program by scrolling down to the "[Program Name] Comments" header.



4.4.4.2 Update Civil Rights Information

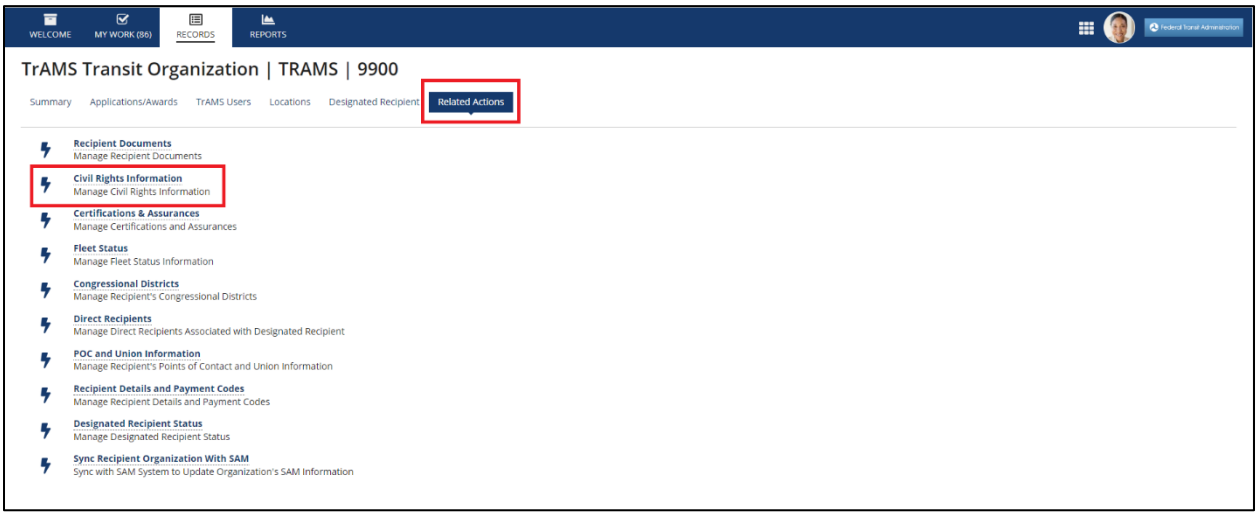
Which user roles can make updates via this Related Action?

- Recipient Civil Rights user

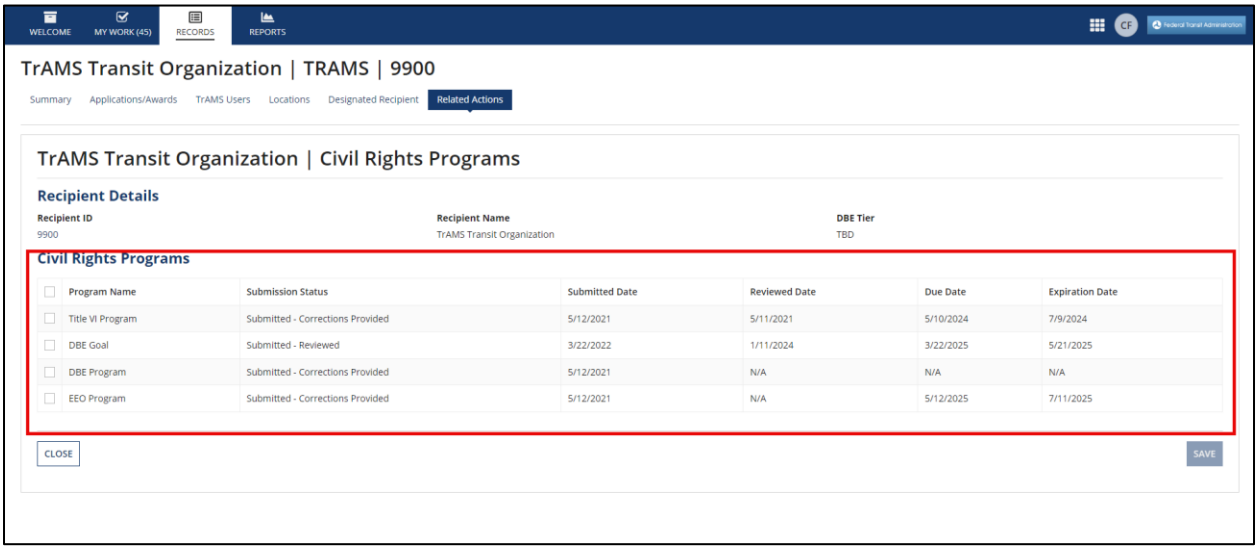
The Civil Rights Information Related Action can be used to manage and make updates to a Recipient's Civil Rights Program Plans, change their statuses, uploaded documents and comment.

Civil Rights Programs Grid

2. Navigate to the Related Actions tab of a Recipient Record and click the 'Civil Rights Information' link.



The user will see a grid called 'Civil Rights Programs' which displays key information about the Recipient's Civil Rights Programs.

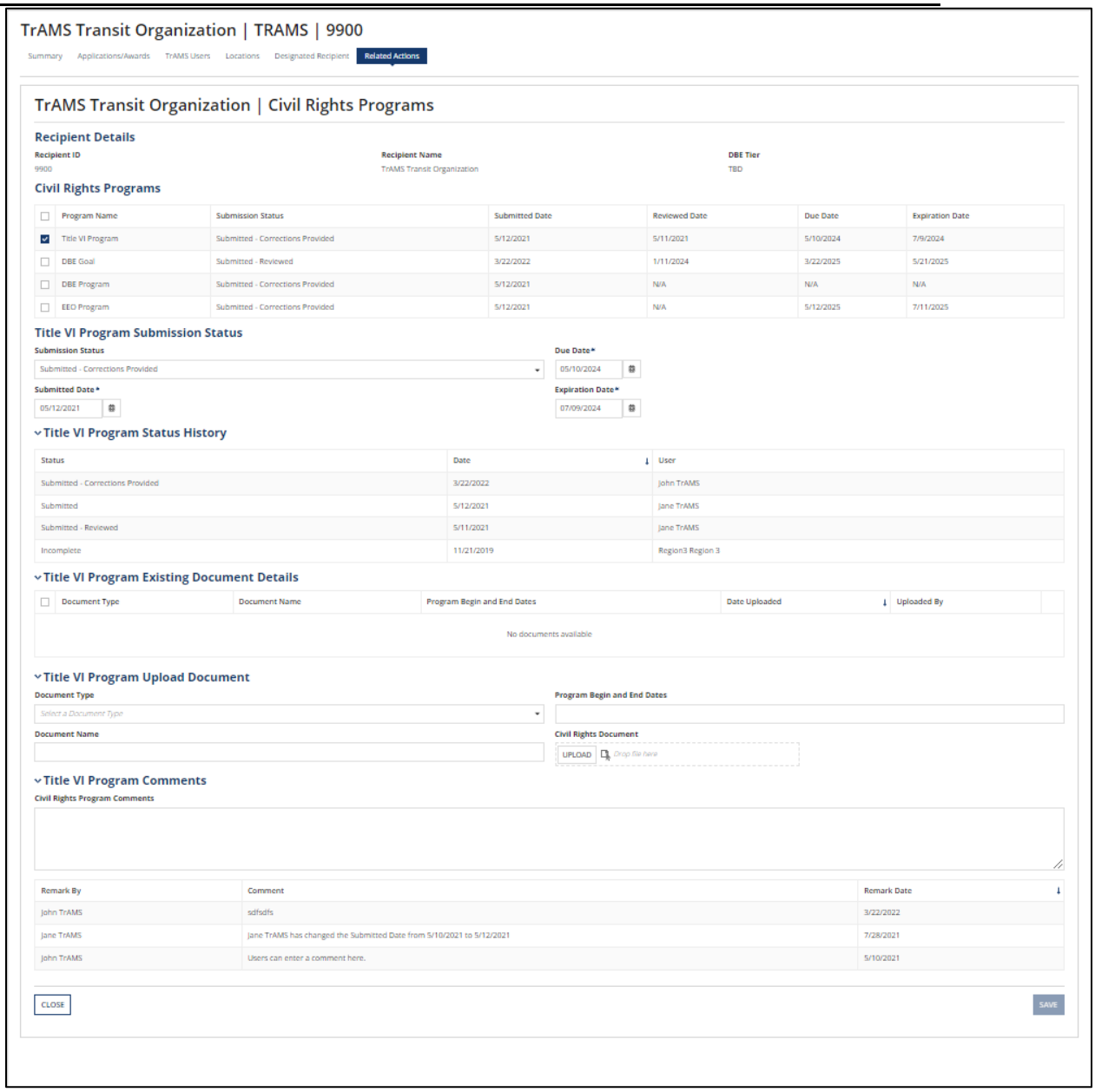


The Columns of the grid are as follows:

- **Program Name:** The four Civil Rights programs will be displayed in the grid: Title VI Program, DBE Goal, DBE Program, and EEO Program
- **Submission Status**: The Submission Status shown will have been set either by the system or manually by the Civil Rights Officer. Refer to *'Program Submission Statuses' above.*
- **Submitted Date**: The system automatically displays the date that the Recipient Civil Rights user submitted a program by submitting a New Submission document
- **Reviewed Date**: The date that the Civil Rights Officer changed the status to 'Submitted-Reviewed with Comments' or 'Submitted-Reviewed'
- **Due Date**: The upcoming Due Date for the specified Program
- **Expiration Date**: The upcoming Expiration Date of the specified Program

Selecting Plans

3. On the grid click on the Program row to be reviewed. Once a Program has been selected, a series of collapsible headers will appear below the grid.

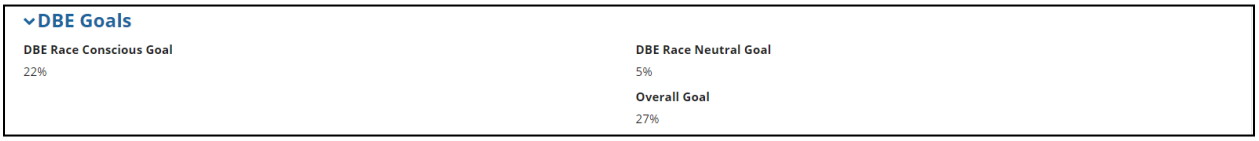


- The following headers will be displayed
  - [Program Name] Status History
  - [Program Name] Existing Document Details
  - [Program Name] Upload Document
  - [Program Name] Comments

A Different View for DBE Goal

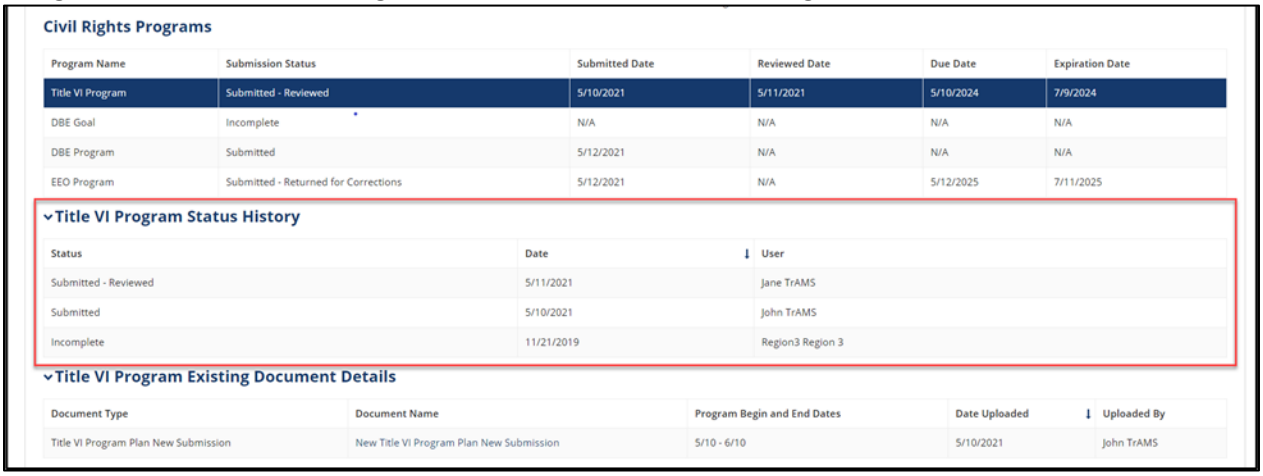
All Four Programs have matching layouts, collapsible headers and visible fields with the following exception:

- **DBE Goal**: An additional "DBE Goals" header is present with DBE goal percentages



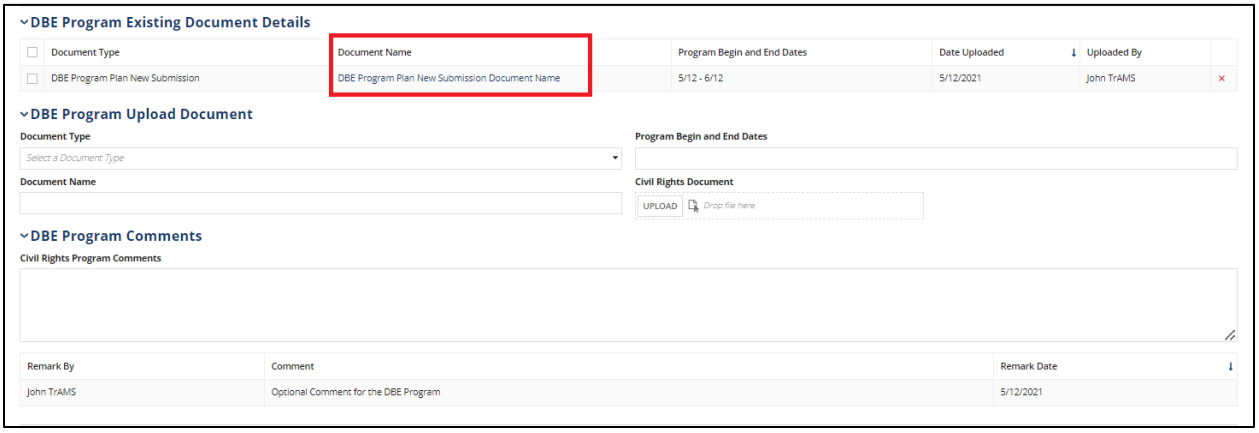
Program Status History

All changes to a Program's Status are displayed under the header "Program Status History" with the default starting from most recent changes to the oldest changes. Status changes are shown along with the date of the change and the user who made the change.

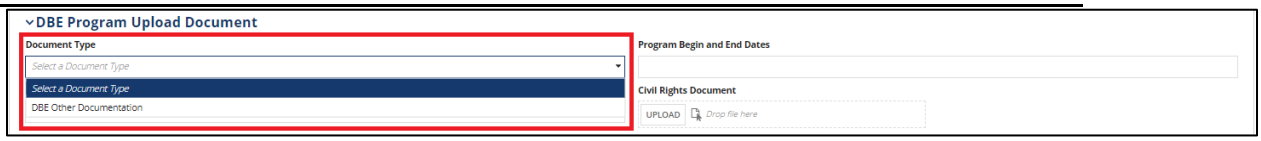


Existing Document Details, Program Upload Document and Comments

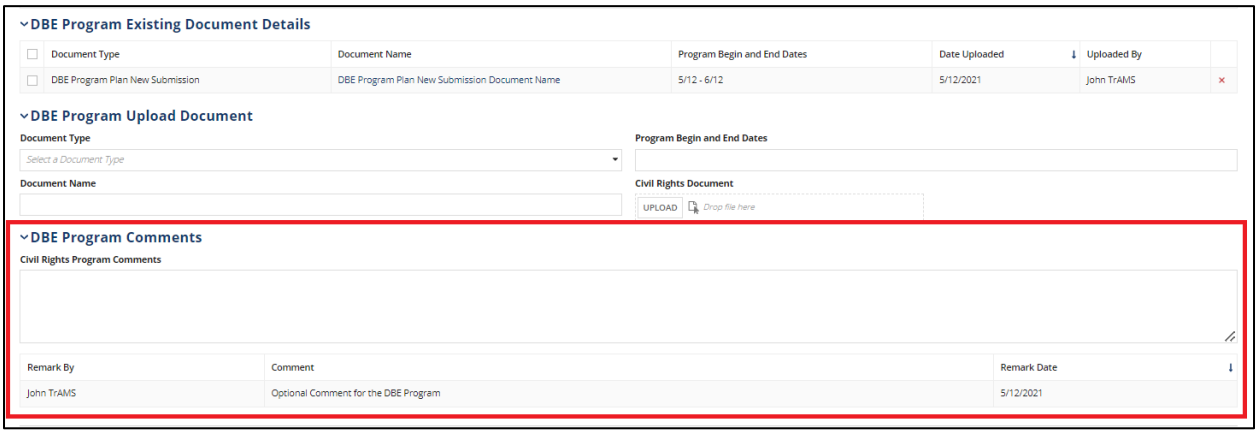
4. Click on any Document link to download the attached document.



Users can upload documents based on document type by scrolling down to the "[Program Name] Upload Document" header



Users can review comments added to a Program by scrolling down to the "[Program Name] Comments" header



4.4.5 DBE Reporting

This section shows the start to finish workflow of Disadvantaged Business Enterprise Reports, explains what the report entails, distinguishes between the Record and Reports tab versions, and shows how Civil Rights users can make changes to the DBE Report.

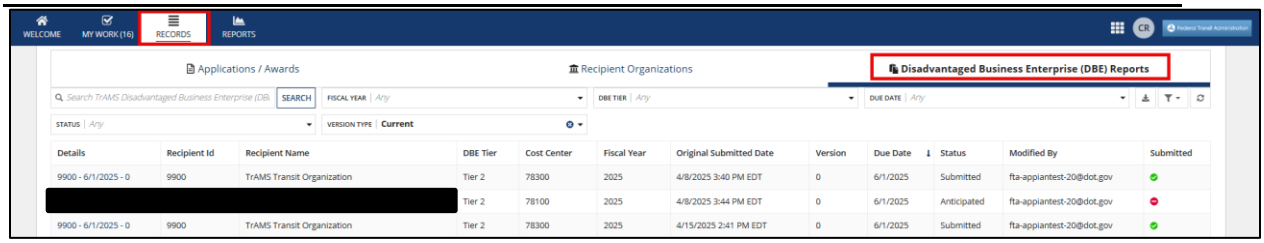
4.4.5.1 Overview

A Semiannual DBE report must be completed and submitted by recipient organizations with a DBE goal. The DBE reports are launched for recipients that have an Active status in TrAMS and a DBE Goal program in a status other than "N/A", or "Incomplete". Recipients submits semiannual reports to report on activities in the DOT's Disadvantaged Business Enterprise (DBE) program. DBE Reports are completed and submitted by the recipient twice a year: June 1st and December 1st. TrAMS will launch a report and send email reminder on April 1st and October 1st. Recipients will have 60 days to complete and submit their DBE Report. Once Recipients have submitted the report for review, the FTA Office of Civil Rights reviews the reports.

4.4.5.1.1 Access

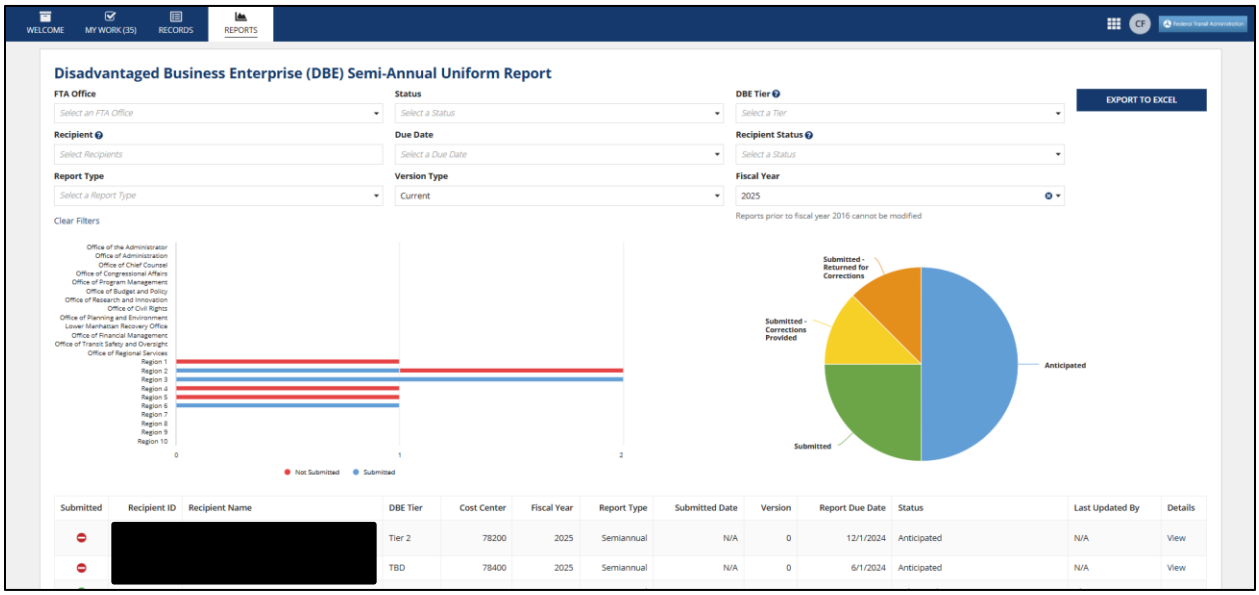
There are two locations where TrAMS users can view the DBE report:

- "Disadvantaged Business Enterprise (DBE) Reports" under Records



- Available through the Records tab
- Available to all TrAMS users
- Export to Excel is available
- Complete or Correct DBE Reports

- "Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report" under Reports



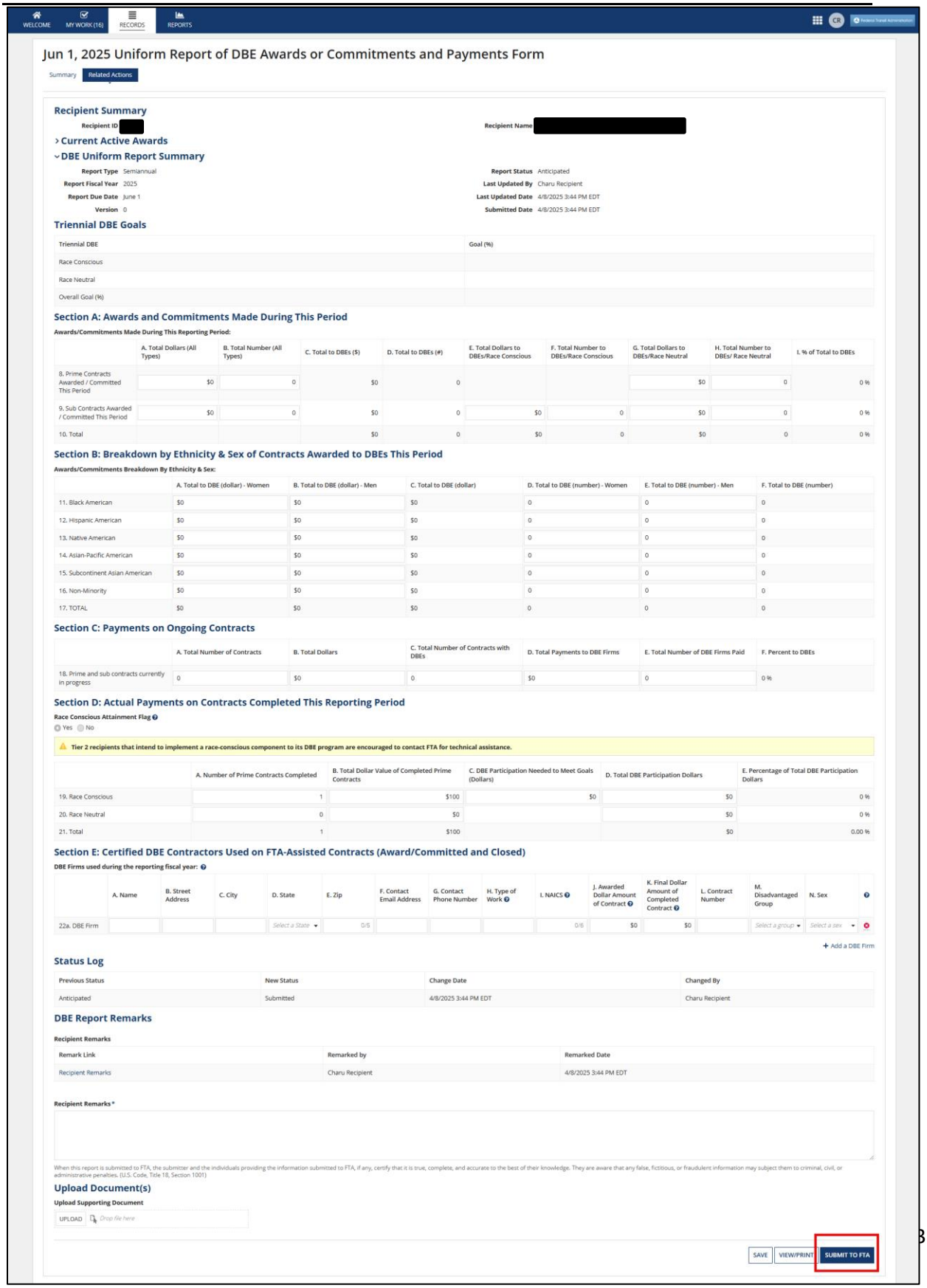
- Available through the Reports tab
- Available to Recipient users
- More filters than the "Disadvantaged Business Enterprise (DBE) Reports" available to the users
- Export to Excel is available

4.4.5.1.2 Elements of the DBE Report

Which user roles have access to this Action?

- All TrAMS users may view the Report
- Only Recipient Civil Rights user may edit the Report

The “Uniform Report of DBE Awards or Commitments and Payments Form” summary page displays the following information:



WELCOME | MY WORK (16) | RECORDS | REPORTS

Jun 1, 2025 Uniform Report of DBE Awards or Commitments and Payments Form

Summary | Related Actions

Recipient Summary

Recipient ID [redacted] **Recipient Name** [redacted]

› Current Active Awards

⌄ DBE Uniform Report Summary

Report Type Semiannual **Report Status** Anticipated
Report Fiscal Year 2025 **Last Updated By** Charu Recipient
Report Due Date June 1 **Last Updated Date** 4/8/2025 3:44 PM EDT
Version 0 **Submitted Date** 4/8/2025 3:44 PM EDT

Triennial DBE Goals

Triennial DBE	Goal (%)
Race Conscious	
Race Neutral	
Overall Goal (%)	

Section A: Awards and Commitments Made During This Period

Awards/Commitments Made During This Reporting Period:

	A. Total Dollars (All Types)	B. Total Number (All Types)	C. Total to DBEs ($)	D. Total to DBEs (#)	E. Total Dollars to DBEs/Race Conscious	F. Total Number to DBEs/Race Conscious	G. Total Dollars to DBEs/Race Neutral	H. Total Number to DBEs/ Race Neutral	I. % of Total to DBEs
8. Prime Contracts Awarded / Committed This Period	$0	0	$0	0			$0	0	0 %
9. Sub Contracts Awarded / Committed This Period	$0	0	$0	0	$0	0	$0	0	0 %
10. Total			$0	0	$0	0	$0	0	0 %

Section B: Breakdown by Ethnicity & Sex of Contracts Awarded to DBEs This Period

Awards/Commitments Breakdown By Ethnicity & Sex:

	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	$0	$0	$0	0	0	0
12. Hispanic American	$0	$0	$0	0	0	0
13. Native American	$0	$0	$0	0	0	0
14. Asian-Pacific American	$0	$0	$0	0	0	0
15. Subcontinent Asian American	$0	$0	$0	0	0	0
16. Non-Minority	$0	$0	$0	0	0	0
17. TOTAL	$0	$0	$0	0	0	0

Section C: Payments on Ongoing Contracts

	A. Total Number of Contracts	B. Total Dollars	C. Total Number of Contracts with DBEs	D. Total Payments to DBE Firms	E. Total Number of DBE Firms Paid	F. Percent to DBEs
18. Prime and sub contracts currently in progress	0	$0	0	$0	0	0 %

Section D: Actual Payments on Contracts Completed This Reporting Period

Race Conscious Attainment Flag ⓘ
○ Yes ○ No

⚠ **Tier 2 recipients that intend to implement a race-conscious component to its DBE program are encouraged to contact FTA for technical assistance.**

	A. Number of Prime Contracts Completed	B. Total Dollar Value of Completed Prime Contracts	C. DBE Participation Needed to Meet Goals (Dollars)	D. Total DBE Participation Dollars	E. Percentage of Total DBE Participation Dollars
19. Race Conscious	1	$100	$0	$0	0 %
20. Race Neutral	0	$0		$0	0 %
21. Total	1	$100		$0	0.00 %

Section E: Certified DBE Contractors Used on FTA-Assisted Contracts (Award/Committed and Closed)

DBE Firms used during the reporting fiscal year: ⓘ

	A. Name	B. Street Address	C. City	D. State	E. Zip	F. Contact Email Address	G. Contact Phone Number	H. Type of Work ⓘ	I. NAICS ⓘ	J. Awarded Dollar Amount of Contract ⓘ	K. Final Dollar Amount of Completed Contract ⓘ	L. Contract Number	M. Disadvantaged Group	N. Sex	ⓘ
22a. DBE Firm				Select a State	0/5				0/6	$0	$0		Select a group	Select a sex	⊖

+ Add a DBE Firm

Status Log

Previous Status	New Status	Change Date	Changed By
Anticipated	Submitted	4/8/2025 3:44 PM EDT	Charu Recipient

DBE Report Remarks

Recipient Remarks

Remark Link	Remarked by	Remarked Date
Recipient Remarks	Charu Recipient	4/8/2025 3:44 PM EDT

Recipient Remarks *

When this report is submitted to FTA, the submitter and the individuals providing the information submitted to FTA, if any, certify that it is true, complete, and accurate to the best of their knowledge. They are aware that any false, fictitious, or fraudulent information may subject them to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

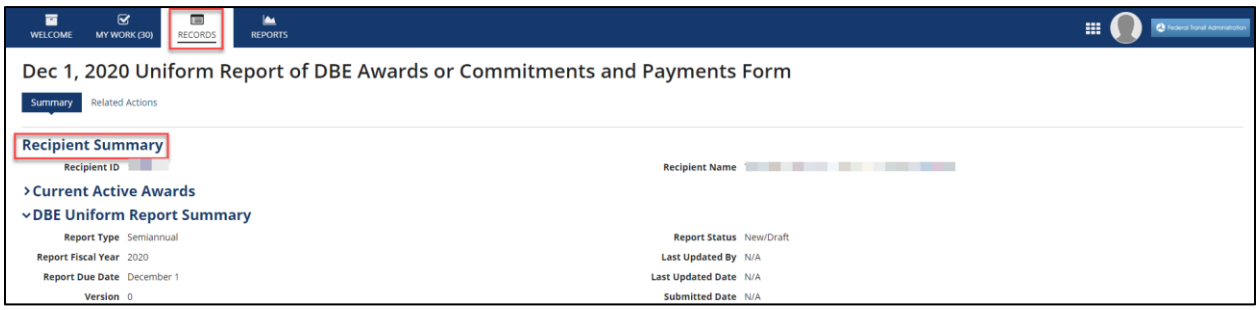
Upload Document(s)

Upload Supporting Document

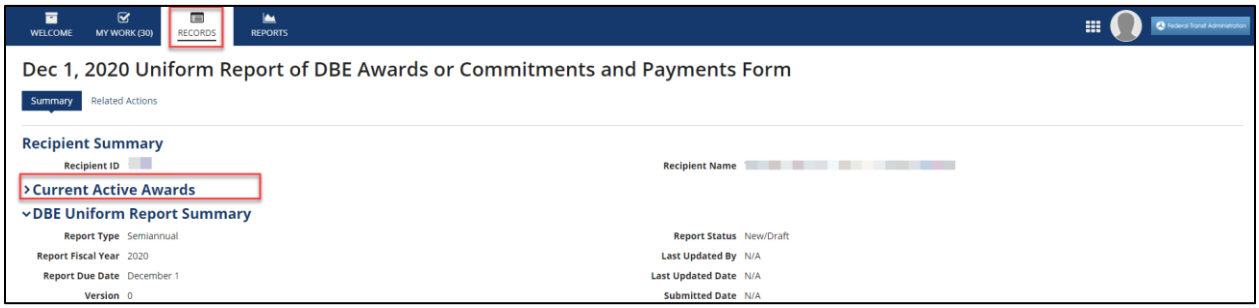
UPLOAD Drop file here

SAVE | VIEW/PRINT | SUBMIT TO FTA

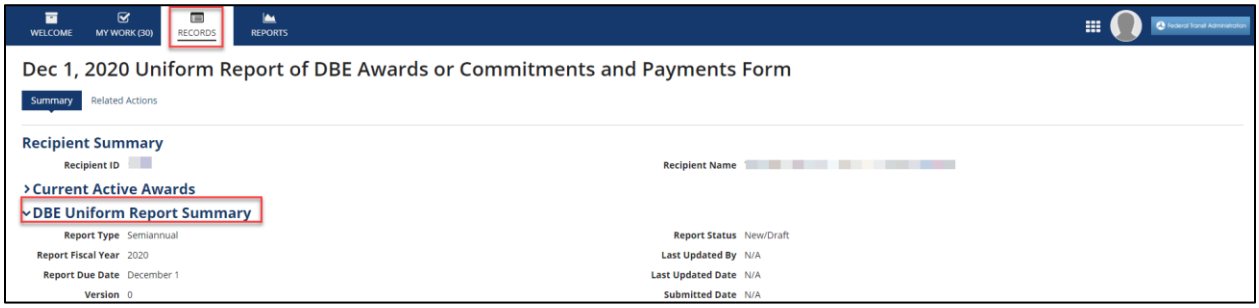
- Recipient Summary:



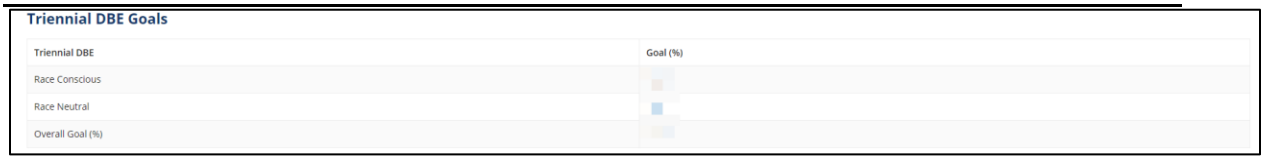
  - Recipient ID: 4-digit system identifier for recipient organization/applicant
  - Recipient Name: Legal Business Name for recipient organization/applicant
- Current Active Awards: This collapsible section displays all active Awards associated to the Recipient Organization



- DBE Uniform Report Summary



  - Report Type: This will display which report type the DBE report uses
  - Report Fiscal Year: This will display the Fiscal Year of the DBE report
  - Report Due Date: This will display the Due Date of the DBE report
  - Version: This will display the version of the DBE report
  - Report Status: This will display the status of the DBE report
  - Last Updated By: This will display the user who updated the report last
  - Last Updated Date: This will display the date of latest update
  - Submitted Date: This will display the submitted date of the DBE report
- Triennial DBE Goals

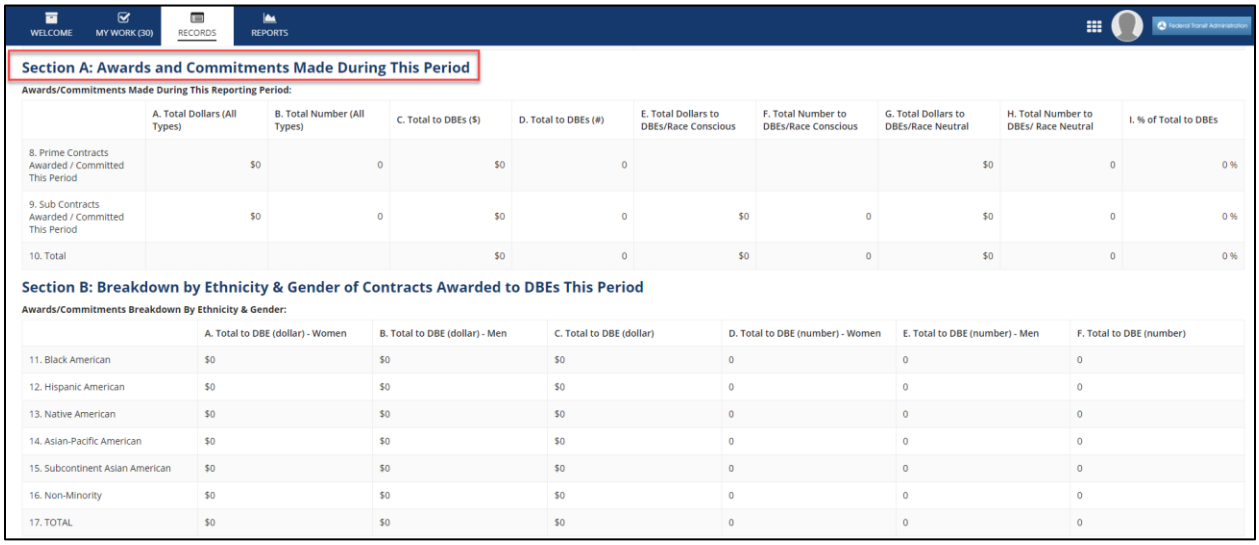


Triennial DBE Goals

Triennial DBE	Goal (%)
Race Conscious	
Race Neutral	
Overall Goal (%)	

  - Race Conscious
  - Race Neutral
  - Overall Goal (%): The sum of the Race Conscious and Race Neutral percentage

- Section A: Awards and Commitments Made During This Period



WELCOME | MY WORK (30) | RECORDS | REPORTS

Section A: Awards and Commitments Made During This Period

Awards/Commitments Made During This Reporting Period:

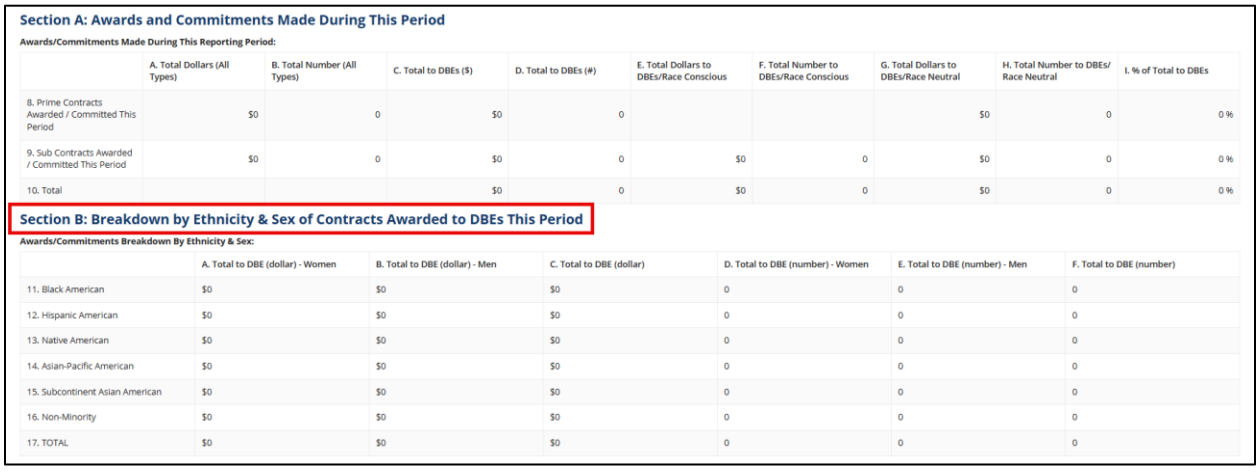
	A. Total Dollars (All Types)	B. Total Number (All Types)	C. Total to DBEs ($)	D. Total to DBEs (#)	E. Total Dollars to DBEs/Race Conscious	F. Total Number to DBEs/Race Conscious	G. Total Dollars to DBEs/Race Neutral	H. Total Number to DBEs/ Race Neutral	I. % of Total to DBEs
8. Prime Contracts Awarded / Committed This Period	$0	0	$0	0			$0	0	0 %
9. Sub Contracts Awarded / Committed This Period	$0	0	$0	0	$0	0	$0	0	0 %
10. Total			$0	0	$0	0	$0	0	0 %

Section B: Breakdown by Ethnicity & Gender of Contracts Awarded to DBEs This Period

Awards/Commitments Breakdown By Ethnicity & Gender:

	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	$0	$0	$0	0	0	0
12. Hispanic American	$0	$0	$0	0	0	0
13. Native American	$0	$0	$0	0	0	0
14. Asian-Pacific American	$0	$0	$0	0	0	0
15. Subcontinent Asian American	$0	$0	$0	0	0	0
16. Non-Minority	$0	$0	$0	0	0	0
17. TOTAL	$0	$0	$0	0	0	0

- Section B: Breakdown by Ethnicity & Sex of Contracts Awarded to DBEs This Period



Section A: Awards and Commitments Made During This Period

Awards/Commitments Made During This Reporting Period:

	A. Total Dollars (All Types)	B. Total Number (All Types)	C. Total to DBEs ($)	D. Total to DBEs (#)	E. Total Dollars to DBEs/Race Conscious	F. Total Number to DBEs/Race Conscious	G. Total Dollars to DBEs/Race Neutral	H. Total Number to DBEs/ Race Neutral	I. % of Total to DBEs
8. Prime Contracts Awarded / Committed This Period	$0	0	$0	0			$0	0	0 %
9. Sub Contracts Awarded / Committed This Period	$0	0	$0	0	$0	0	$0	0	0 %
10. Total			$0	0	$0	0	$0	0	0 %

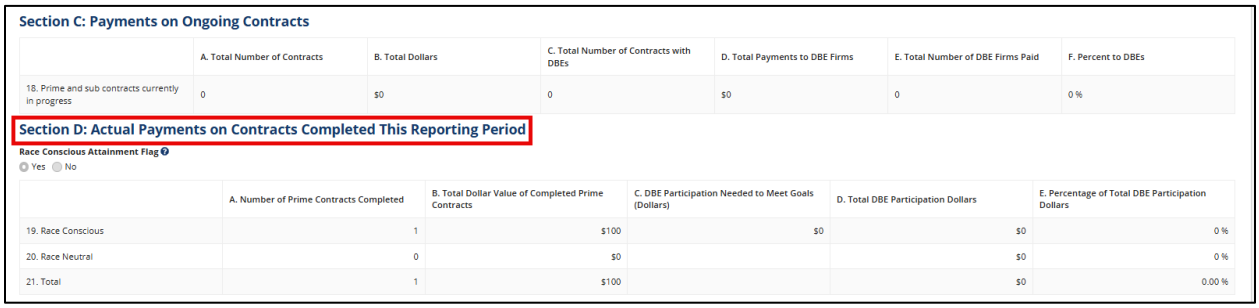
Section B: Breakdown by Ethnicity & Sex of Contracts Awarded to DBEs This Period

Awards/Commitments Breakdown By Ethnicity & Sex:

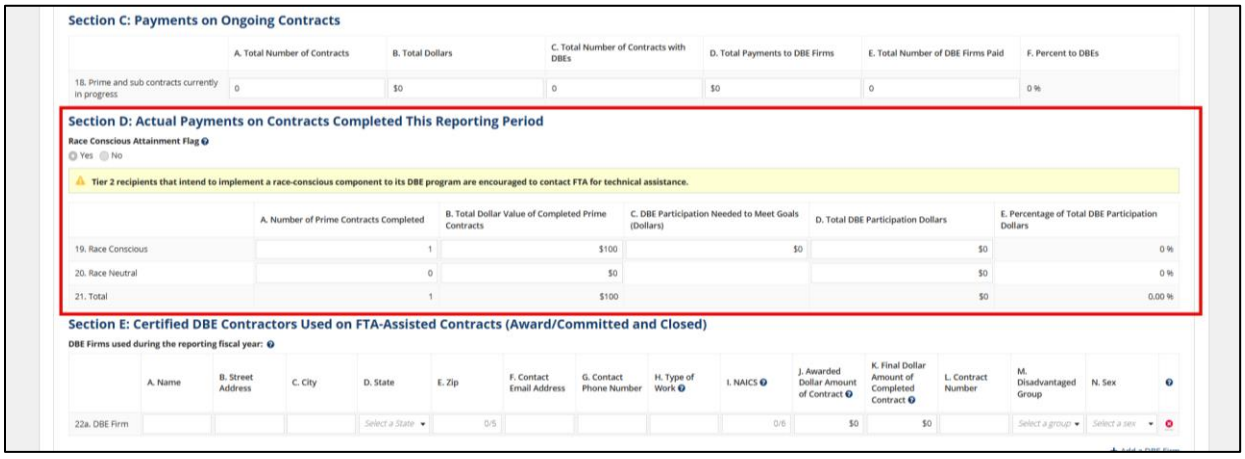
	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	$0	$0	$0	0	0	0
12. Hispanic American	$0	$0	$0	0	0	0
13. Native American	$0	$0	$0	0	0	0
14. Asian-Pacific American	$0	$0	$0	0	0	0
15. Subcontinent Asian American	$0	$0	$0	0	0	0
16. Non-Minority	$0	$0	$0	0	0	0
17. TOTAL	$0	$0	$0	0	0	0

- Section C: Payments on Ongoing Contracts

- Section D: Actual Payments on Contracts Completed This Reporting Period



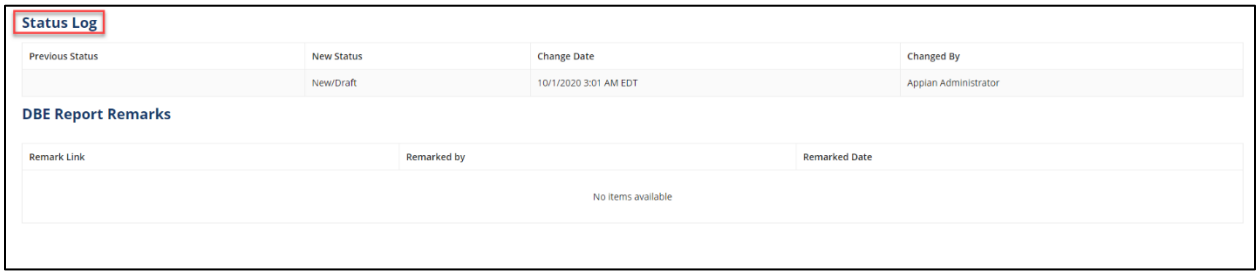
- Section D has a new field in the report called Race Conscious Attainment Flag
  - Values entered in the Race Conscious field of this section by DBE Tier 1 or DBE Tier 2 recipients will move the flag to 'Yes' indicating that values have been entered for the Race Conscious field.
  - For Tier 2 recipients, in addition to the flag indicating 'Yes', a banner will be displayed to instructing the recipient to reach out to the Civil Rights officer



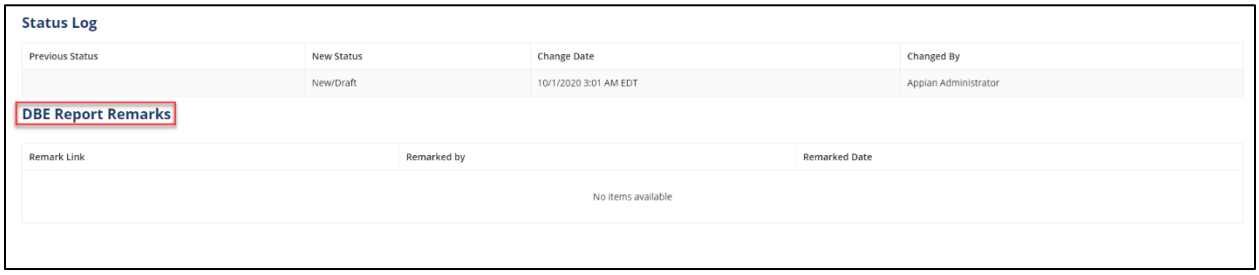
- Section E: Certified DBE Contractors Used on FTA-Assisted Contracts (Awards/Committed and Closed)

- This is a new section added to the report. Recipients will enter the DBE Firms and related information that they belong to.

- Status Log



  - Previous Status: This column displays the status before the new status
  - New Status: This column displays the status changed from the previous status
  - Change Date: This column displays the date of the update
  - Changed By: This column displays the user who made the change
- DBE Report Remarks: Displays the Remark Link to view added



- Remark Link: This will display the link to view the comment
- Remarked by: This will display the user who made the comment
- Remarked Date: This will display the date of when the comment was added

4.4.5.2 Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report

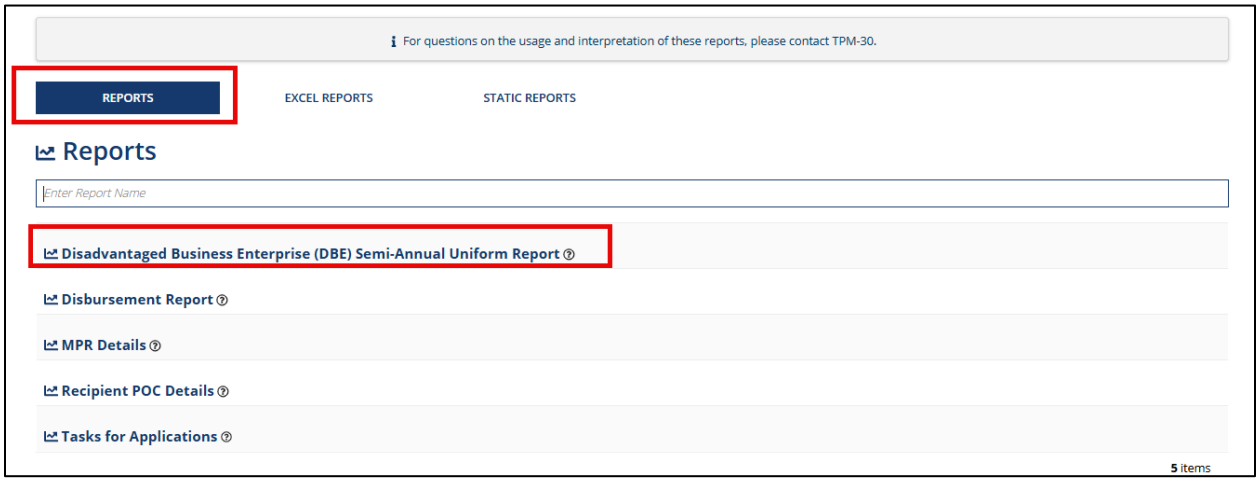
4.4.5.2.1 DBE Semi-Annual Uniform Report for Recipient

This section shows the DBE report view that is available only to Recipient Civil Rights users. The information displayed on this report is identical to the Records DBE report, however, additional filters are available to narrow down the data.

Which user roles have access to this Action?

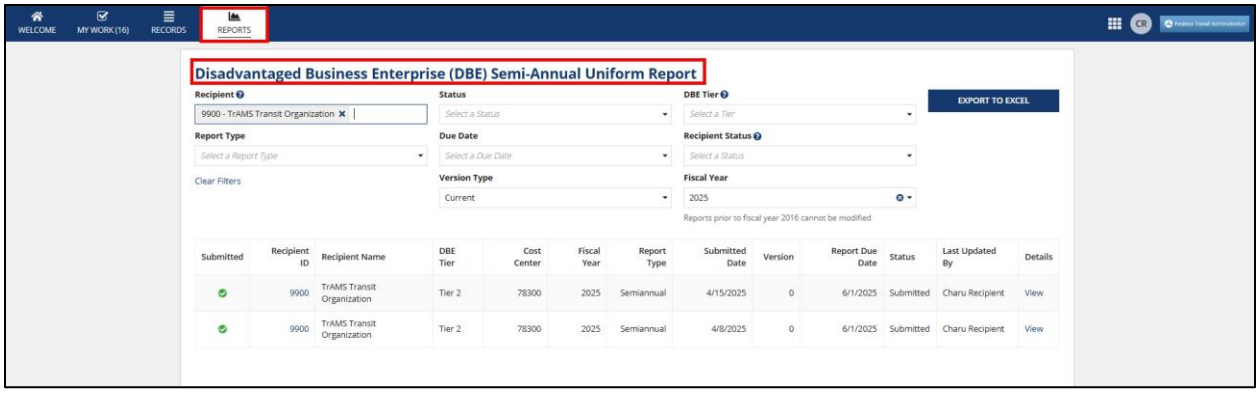
- Recipient Civil Rights users

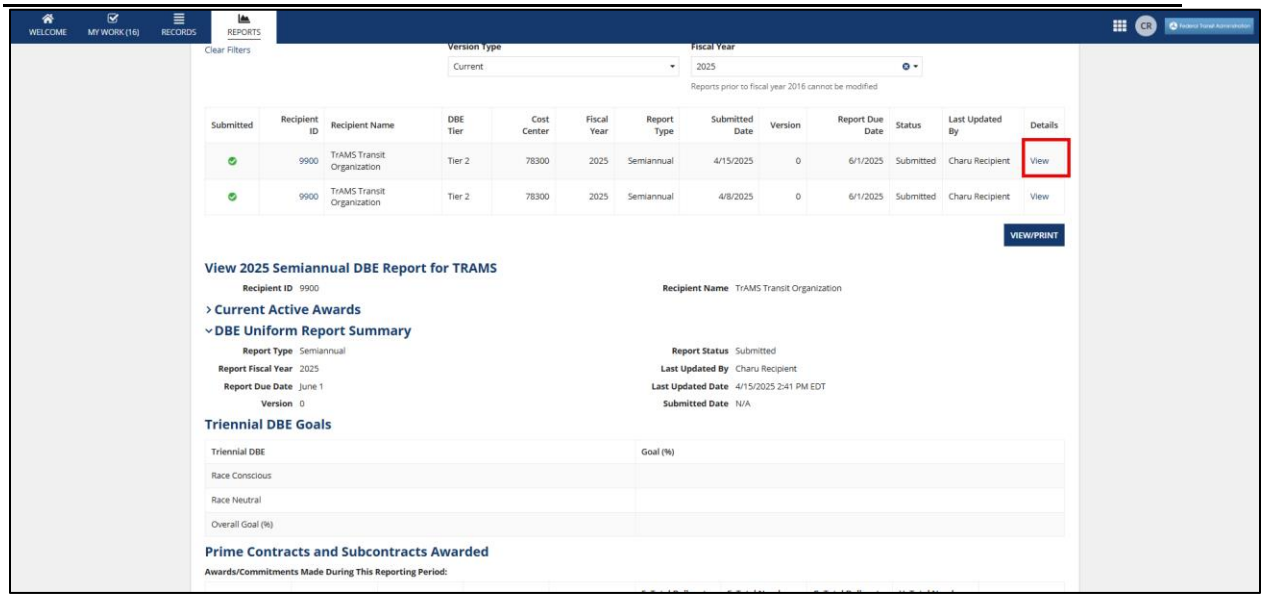
1. To access the Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report, navigate to the Report tab and click on the “Disadvantaged Business Enterprise (DBE) Semi-Annual Uniform Report” link



2. The filters will be blank except for the Fiscal Year dropdown which will be defaulted to current Fiscal Year. The Recipient Civil Rights user will only see the Recipient Organization that they are a part of.

3. Use filters as necessary to view specific DBE Reports. Click on the “View” link to view that DBE Report. The selected DBE Report will be displayed below the grid.





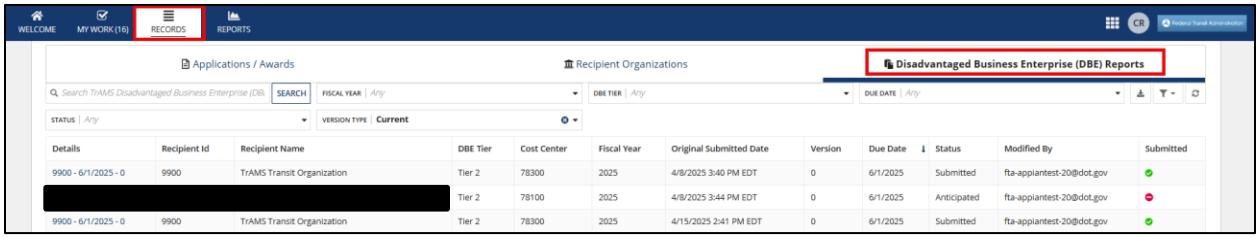
4.4.5.3 Disadvantaged Business Enterprise (DBE) Reports

4.4.5.3.1 Accessing via the Records Tab

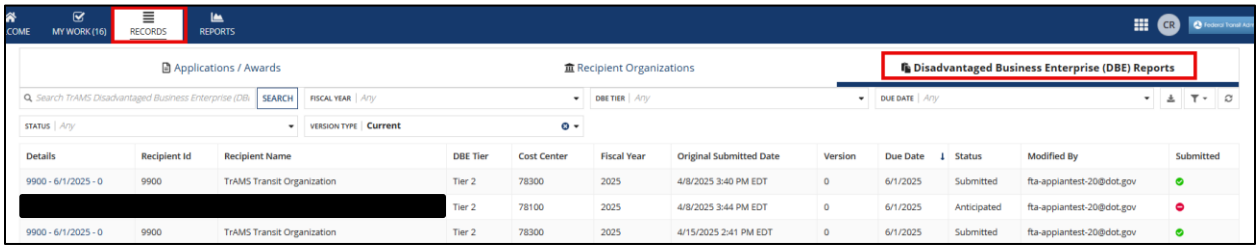
Which user roles have access to this Report?

- All TrAMS users

1. From the Records tab, click on the ‘Disadvantaged Business Enterprise (DBE) Reports’ Record



2. The “TrAMS | Disadvantaged Business Enterprise (DBE) Reports” page will be displayed



4.4.5.3.2 Related Actions

This section show the related actions associated with the DBE report. There are three different related actions available to the different Civil Rights users throughout the lifecycle of the DBE report. They are as follows:

- Complete DBE Report: Allows the Recipient Civil Rights User to start the reporting process.
- Correct DBE Report: Allows the Recipient Civil Rights user make corrections when either the Civil Rights Officer or the DBE Approver has returned the DBE Report to the Recipient.
- Amend DBE Report: Allows the DBE Approver to amend a DBE Report once the report is approved

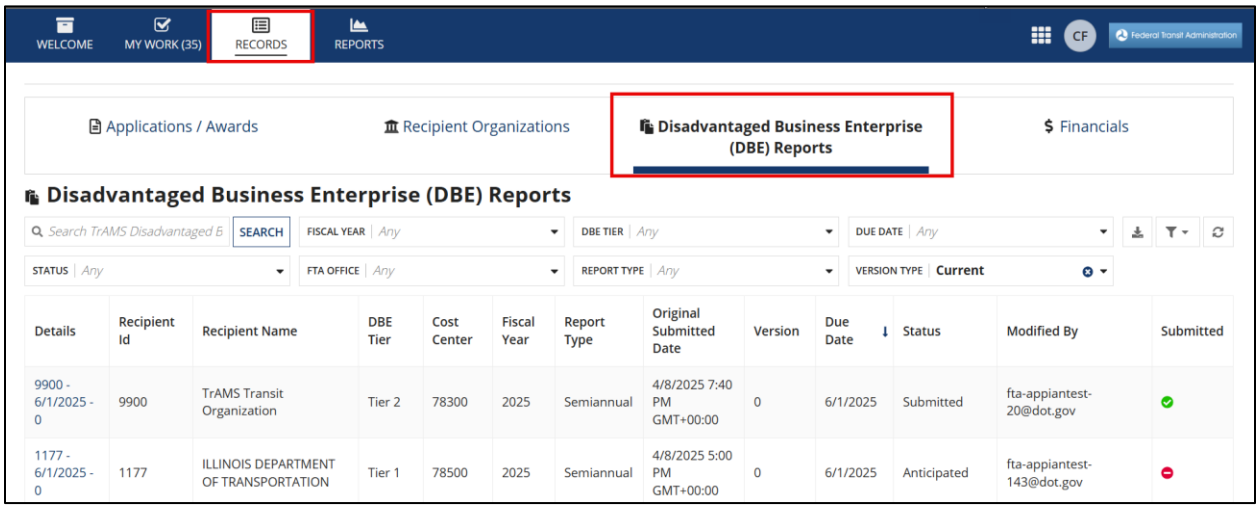
4.4.5.3.2.1 Related Action: Complete DBE Report

Which user roles have access to this Action?

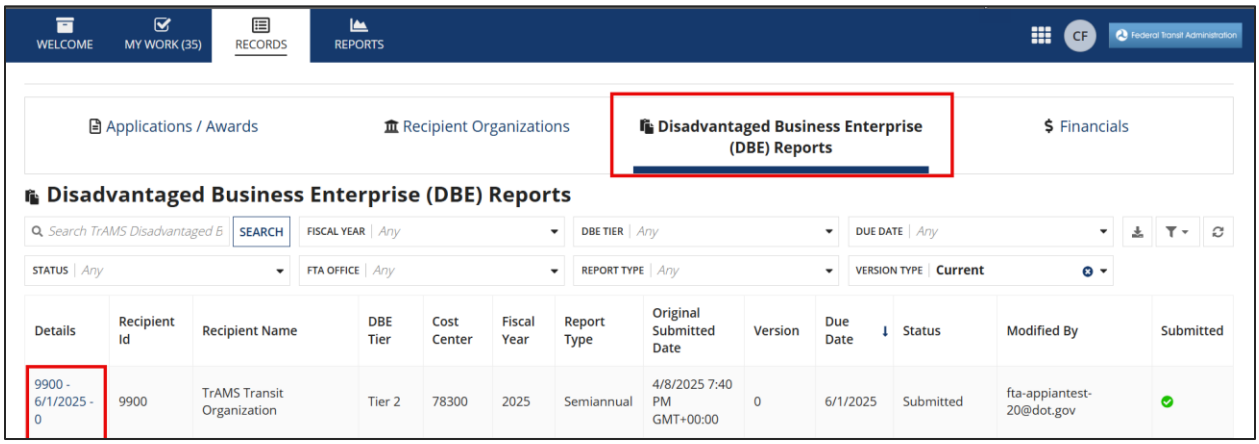
- Recipient Civil Rights users

The Complete DBE Report related action is only available to the Recipient Civil Rights user, while the status of the DBE Report is in “New/Draft” status.

1. Log in as a Recipient Civil Rights user and navigate to the “Disadvantaged Business Enterprise (DBE) Reports” from the “Record” tab

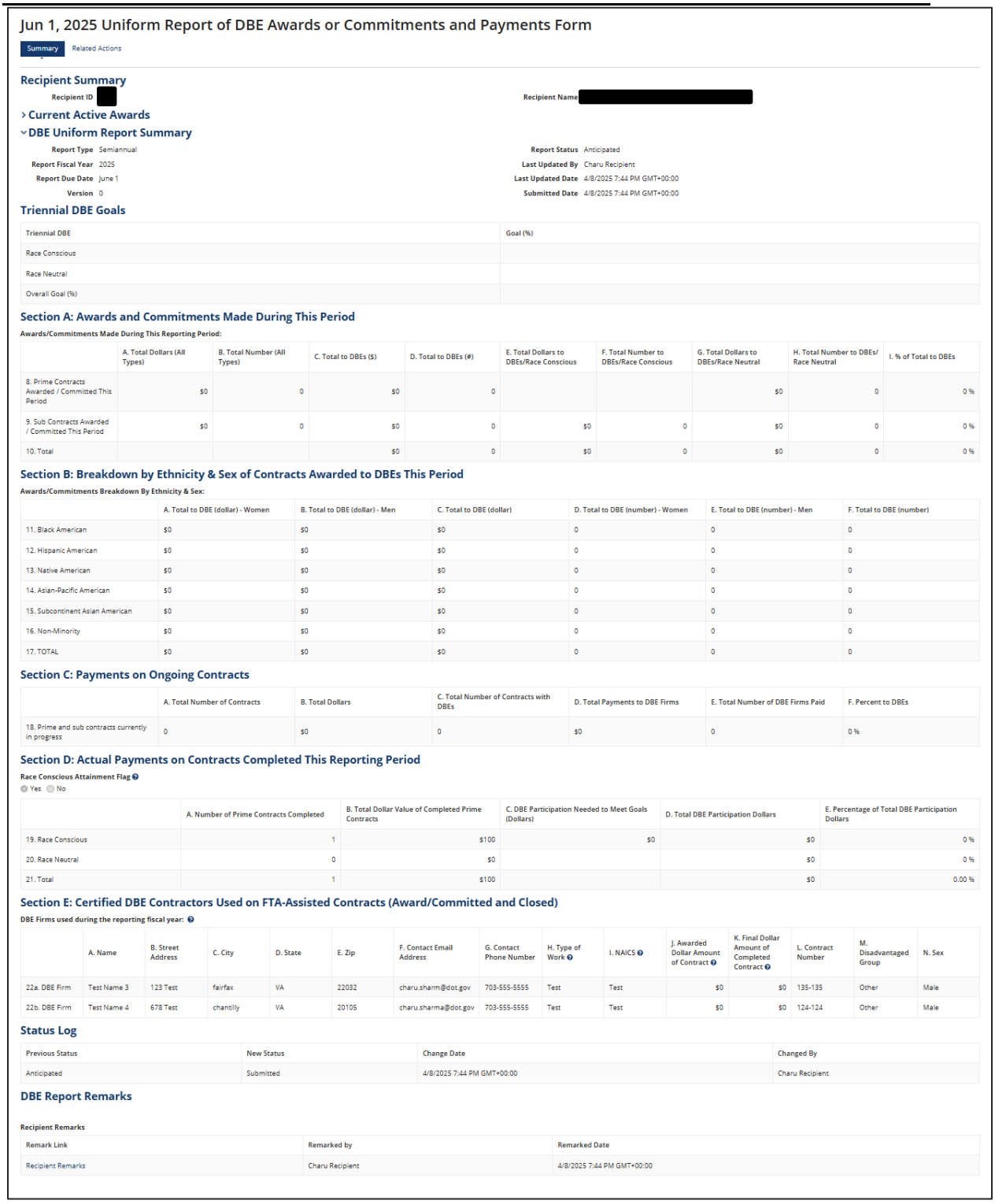


2. On the “Details” column, click on the link to complete the DBE report



3. Click on the “Complete DBE Report” button on the top right of the corner or click on the Related Actions tab and then and click on the “Complete DBE Report” to proceed to completing the DBE Report

4. Recipient Civil Rights user can now edit the DBE Report. Complete editing Sections A through Section D, and provide a comment in the required Recipient Remarks field. Click on the “Submit to FTA Region” to Submit DBE Report to the Civil Rights Officer.



Jun 1, 2025 Uniform Report of DBE Awards or Commitments and Payments Form

Summary | Related Actions

Recipient Summary

Recipient ID [redacted] **Recipient Name** [redacted]

Current Active Awards

DBE Uniform Report Summary

Report Type Semiannual
Report Fiscal Year 2025
Report Due Date June 1
Version 0
Report Status Anticipated
Last Updated By Charu Recipient
Last Updated Date 4/8/2025 7:44 PM GMT+00:00
Submitted Date 4/8/2025 7:44 PM GMT+00:00

Triennial DBE Goals

Triennial DBE	Goal (%)
Race Conscious	
Race Neutral	
Overall Goal (%)	

Section A: Awards and Commitments Made During This Period

Awards/Commitments Made During This Reporting Period:

	A. Total Dollars (All Types)	B. Total Number (All Types)	C. Total to DBEs ($)	D. Total to DBEs (#)	E. Total Dollars to DBEs/Race Conscious	F. Total Number to DBEs/Race Conscious	G. Total Dollars to DBEs/Race Neutral	H. Total Number to DBEs/ Race Neutral	I. % of Total to DBEs
8. Prime Contracts Awarded / Committed This Period	$0	0	$0	0			$0	0	0 %
9. Sub Contracts Awarded / Committed This Period	$0	0	$0	0	$0	0	$0	0	0 %
10. Total			$0	0	$0	0	$0	0	0 %

Section B: Breakdown by Ethnicity & Sex of Contracts Awarded to DBEs This Period

Awards/Commitments Breakdown By Ethnicity & Sex:

	A. Total to DBE (dollar) - Women	B. Total to DBE (dollar) - Men	C. Total to DBE (dollar)	D. Total to DBE (number) - Women	E. Total to DBE (number) - Men	F. Total to DBE (number)
11. Black American	$0	$0	$0	0	0	0
12. Hispanic American	$0	$0	$0	0	0	0
13. Native American	$0	$0	$0	0	0	0
14. Asian-Pacific American	$0	$0	$0	0	0	0
15. Subcontinent Asian American	$0	$0	$0	0	0	0
16. Non-Minority	$0	$0	$0	0	0	0
17. TOTAL	$0	$0	$0	0	0	0

Section C: Payments on Ongoing Contracts

	A. Total Number of Contracts	B. Total Dollars	C. Total Number of Contracts with DBEs	D. Total Payments to DBE Firms	E. Total Number of DBE Firms Paid	F. Percent to DBEs
18. Prime and sub contracts currently in progress	0	$0	0	$0	0	0 %

Section D: Actual Payments on Contracts Completed This Reporting Period

Race Conscious Attainment Flag ◉ Yes ○ No

	A. Number of Prime Contracts Completed	B. Total Dollar Value of Completed Prime Contracts	C. DBE Participation Needed to Meet Goals (Dollars)	D. Total DBE Participation Dollars	E. Percentage of Total DBE Participation Dollars
19. Race Conscious	1	$100	$0	$0	0 %
20. Race Neutral	0	$0		$0	0 %
21. Total	1	$100		$0	0.00 %

Section E: Certified DBE Contractors Used on FTA-Assisted Contracts (Award/Committed and Closed)

DBE Firms used during the reporting fiscal year:

	A. Name	B. Street Address	C. City	D. State	E. Zip	F. Contact Email Address	G. Contact Phone Number	H. Type of Work	I. NAICS	J. Awarded Dollar Amount of Contract	K. Final Dollar Amount of Completed Contract	L. Contract Number	M. Disadvantaged Group	N. Sex
22a. DBE Firm	Test Name 3	123 Test	fairfax	VA	22032	charu.sharm@dot.gov	703-555-5555	Test	Test	$0	$0	135-135	Other	Male
22b. DBE Firm	Test Name 4	678 Test	chantilly	VA	20105	charu.sharma@dot.gov	703-555-5555	Test	Test	$0	$0	124-124	Other	Male

Status Log

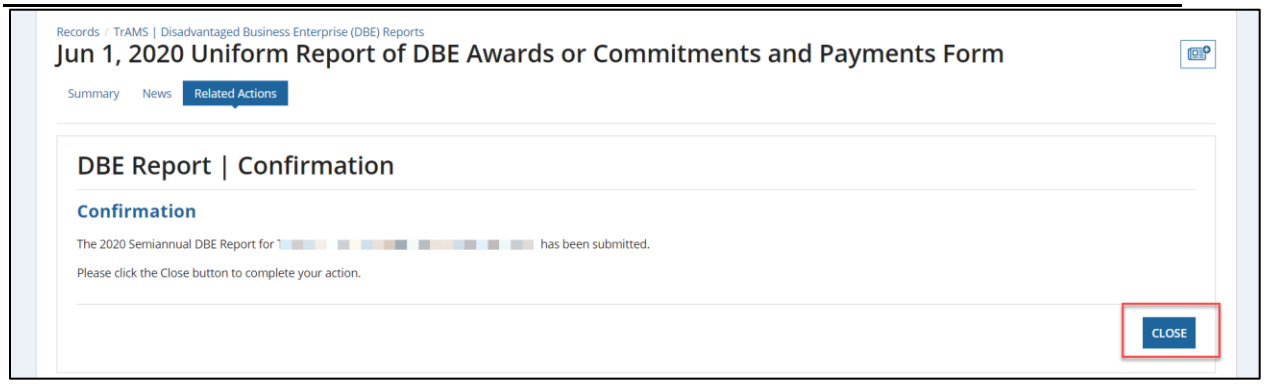
Previous Status	New Status	Change Date	Changed By
Anticipated	Submitted	4/8/2025 7:44 PM GMT+00:00	Charu Recipient

DBE Report Remarks

Recipient Remarks

Remark Link	Remarked by	Remarked Date
Recipient Remarks	Charu Recipient	4/8/2025 7:44 PM GMT+00:00

5. Click on the “Close” button on the Confirmation page. The next action is now with the Civil Rights Officer.



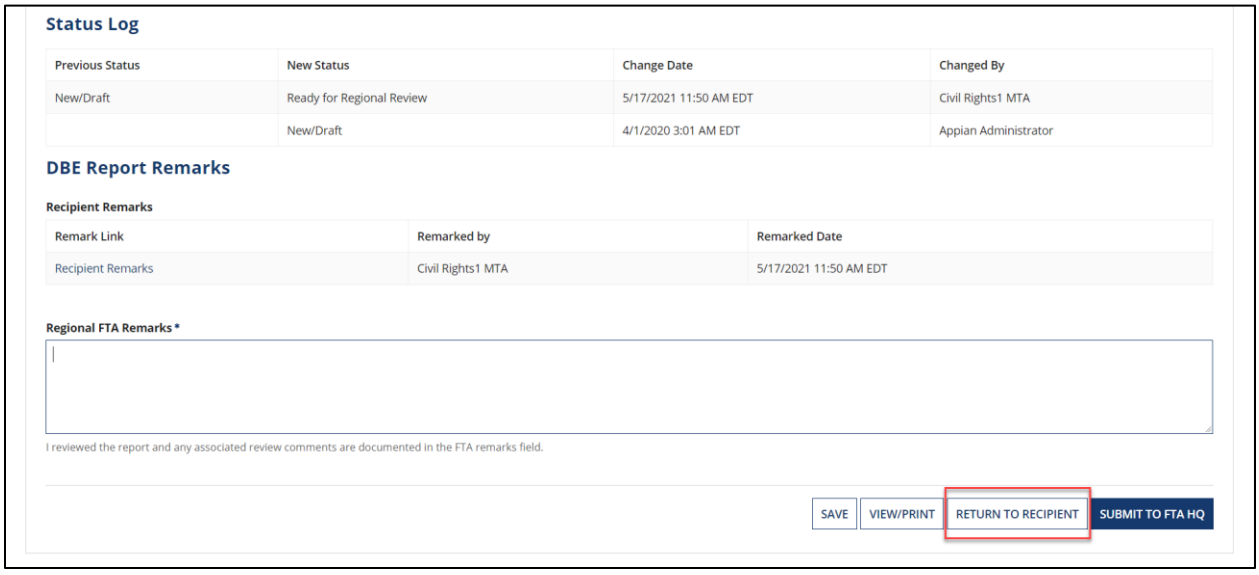
4.4.5.3.2.2 Related Action: Correct DBE Report

Which user roles have access to this Action?

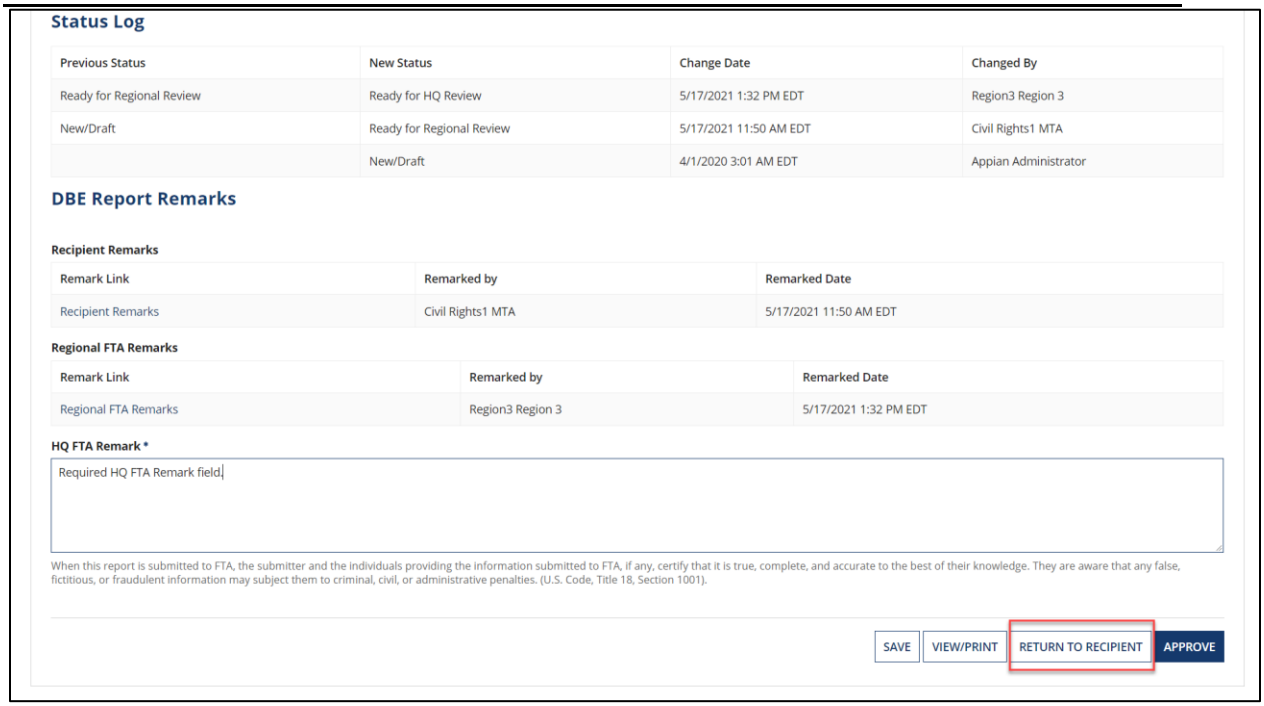
- Recipient Civil Rights users

The "Correct DBE Report" related action is only available to the Recipient Civil Rights user, while the status of the DBE Report is "Incorrect/Incomplete". The "Correct DBE Report" related action is available when either the Civil Rights Officer or the DBE Approver returns the DBE Report by clicking on the "Return to Recipient" button on the DBE Summary Page.

The "Correct DBE Report" related action is available to the Recipient Civil Rights user when the Civil Rights Officer clicks on the "Return to Recipient" button.



The "Correct DBE Report" related action is available to the Recipient Civil Rights user when DBE Approver clicks on the "Return to Recipient" button.



Status Log

Previous Status	New Status	Change Date	Changed By
Ready for Regional Review	Ready for HQ Review	5/17/2021 1:32 PM EDT	Region3 Region 3
New/Draft	Ready for Regional Review	5/17/2021 11:50 AM EDT	Civil Rights1 MTA
	New/Draft	4/1/2020 3:01 AM EDT	Appian Administrator

DBE Report Remarks

Recipient Remarks

Remark Link	Remarked by	Remarked Date
Recipient Remarks	Civil Rights1 MTA	5/17/2021 11:50 AM EDT

Regional FTA Remarks

Remark Link	Remarked by	Remarked Date
Regional FTA Remarks	Region3 Region 3	5/17/2021 1:32 PM EDT

HQ FTA Remark *

Required HQ FTA Remark field.

When this report is submitted to FTA, the submitter and the individuals providing the information submitted to FTA, if any, certify that it is true, complete, and accurate to the best of their knowledge. They are aware that any false, fictitious, or fraudulent information may subject them to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

SAVE | VIEW/PRINT | RETURN TO RECIPIENT | APPROVE

5 Application / Award Lifecycle

5.1 Application / Award Overview

5.1.1 Application / Award Status

The status of an Application / Award reflects the different phases within the grant lifecycle. Both FTA and the recipient may view Applications and Awards at any time, but modification of the Application or Award will be restricted depending on the status and role of the user.
The following table lists available statuses of Applications prior to Award:

TrAMS Pre-Award Status	Description
In-Progress	Initial Application creation by the recipient or returned to recipient prior to FAIN assignment. Developers, Submitters, and FTA (pre-Award manager) may edit.
In-Progress / Returned to Grantee	Application has been returned to the recipient from FTA after FAIN assignment. Developers, Submitters, and FTA may edit. Funding source for existing line items cannot be updated.
Transmitted / Ready for FTA Review	Application has been transmitted to the FTA, reviews have not yet begun. Only FTA may edit the Application.
Initial Review / Concurrence	FTA initial review in progress. Only FTA may edit the Application. FTA can add discretionary allocations if needed.
Review Complete / Ready for FAIN	FTA has completed their review. Only FTA may edit the Application.
FAIN Assigned / Ready for Submission	The FAIN has been assigned and the Application has been returned to the recipient. Submitter will have a Task to submit the Application but will not be allowed to edit, may return to FTA for editing.
Application Submitted	Application has been submitted to the FTA by the recipient. FTA may edit the Application, except for ALI.
Final Concurrence / Reservation	The Application undergoing final concurrence reviews. FTA completes reservation and adds discretionary allocations. TrAMS sends Application to DOL if required for certification or review. FTA may edit the Application, except for ALI.

TrAMS Pre-Award Status	Description
Ready for RA Concurrence / Award	Final concurrences are complete, and Application is awaiting concurrence by the RA and the Awarding of the Application. Editing not available.
Obligated / Ready for Execution	Application has been sent back to the recipient and is waiting for execution by the Recipient Official. Editing not available.

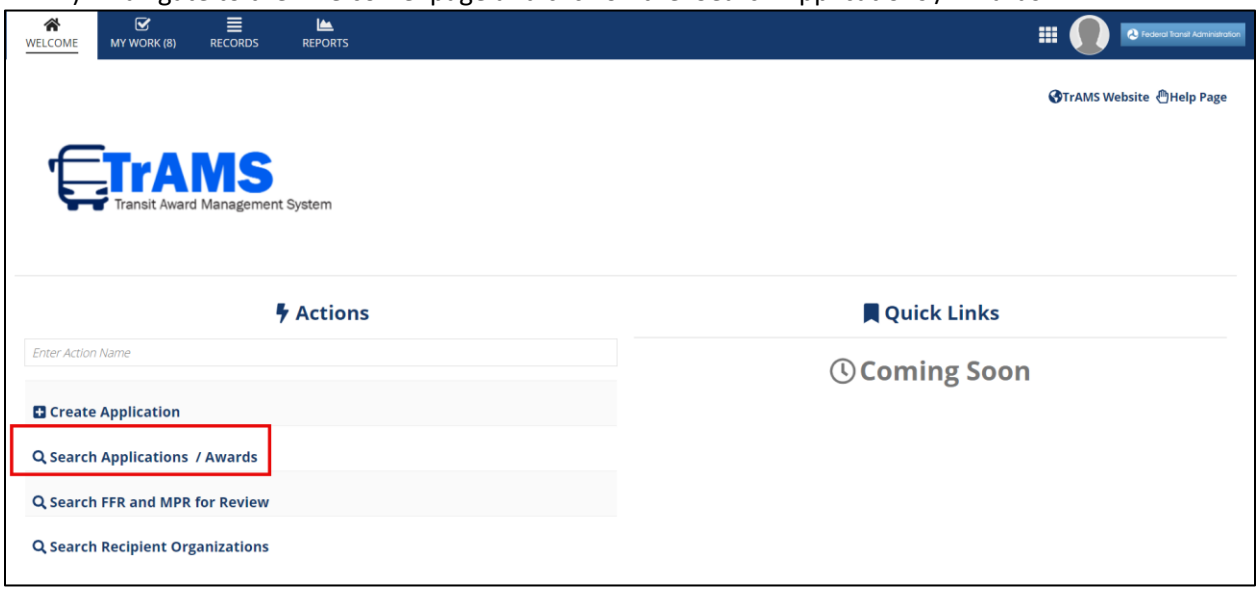
The following statuses are applicable post Award:

TrAMS Post-Award Status	Description
Active (Executed)	Active Award or Active Amendment. Budget revisions, Amendments, Closeouts may be initiated by Developers and Submitters. FTA may initiate Administrative Amendments or Closeouts.
Active / Budget Revision In-Progress	A budget request has been initiated however it has not yet been sent to FTA for review. May edit Project narratives and line items.
Active / Budget Revision Under Review	FTA is reviewing the budget revision and reserves funds if necessary.
In-Progress / Admin Amendment	FTA has initiated an amendment on this Award.
Active Award / Inactive Amendment	The Award is active however there is a newer active amendment for this Award. All information is read-only.
Active Award / Ready for Closeout	Closeout in amendment in progress.
Active Award / Closeout Requested	Closeout request has been forwarded to the FTA for approval.
Closed	Award is complete and has been closed, all information is read-only no additional actions can be taken on the Award.

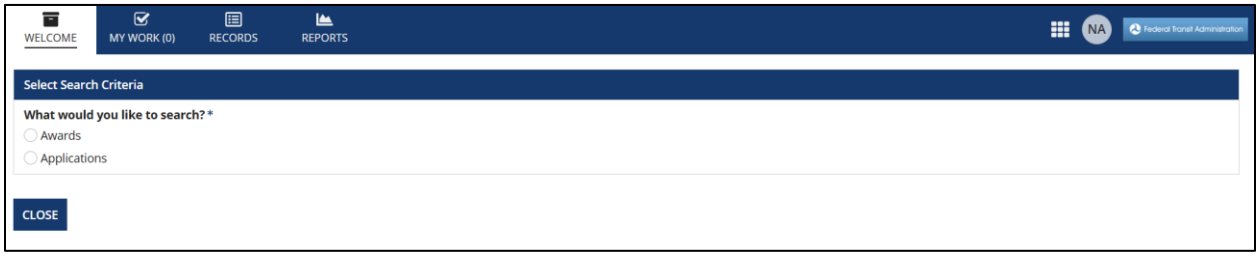
5.1.1.1 Action: Search Application/Awards

To search using the 'Search Application / Awards' Action:

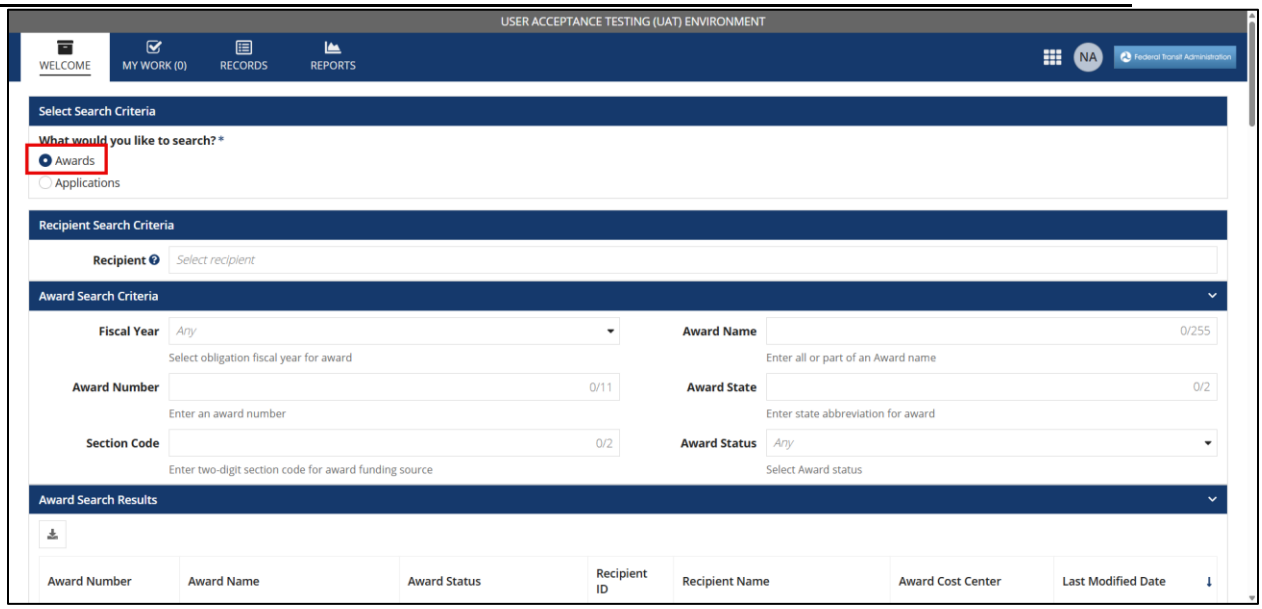
1) Navigate to the 'Welcome' page and click on the 'Search Applications / Awards' link



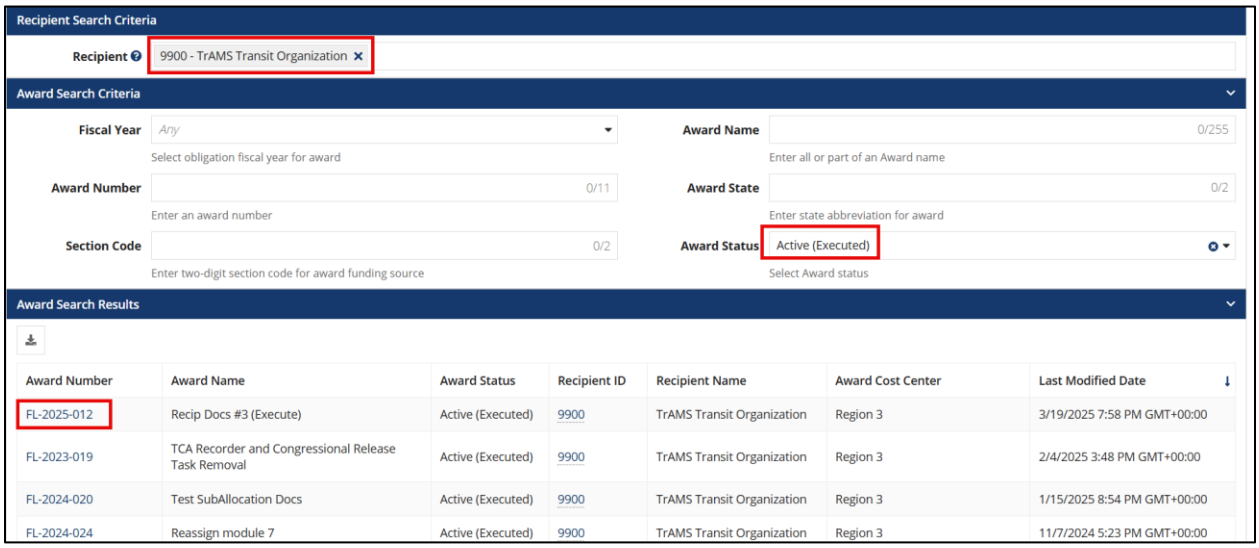
2) The select search criteria form will be displayed. To search for Awards, select the 'Awards' radio button.



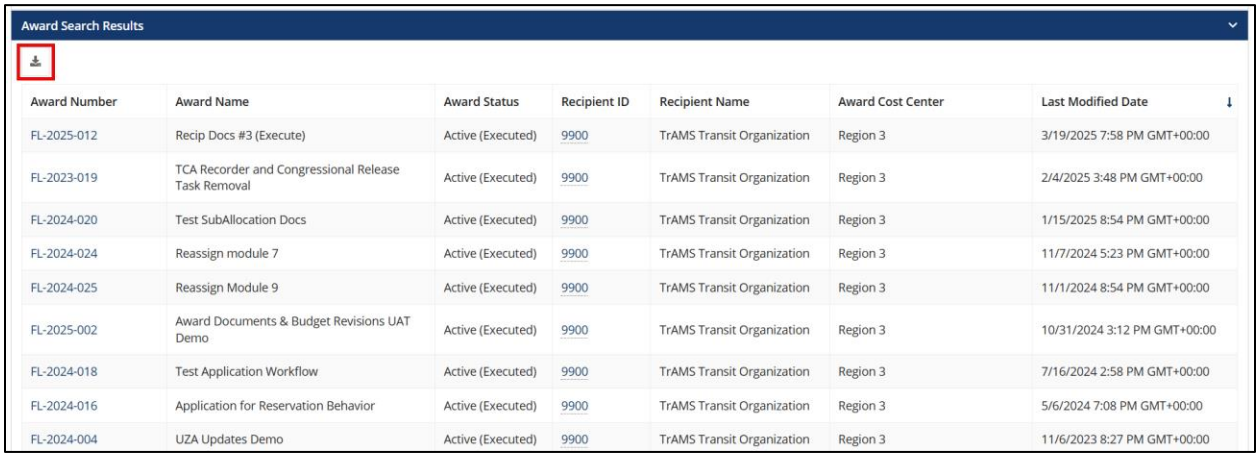
3) The Search criteria along with search filters will be displayed. Users can fill in additional information to narrow down the search result.



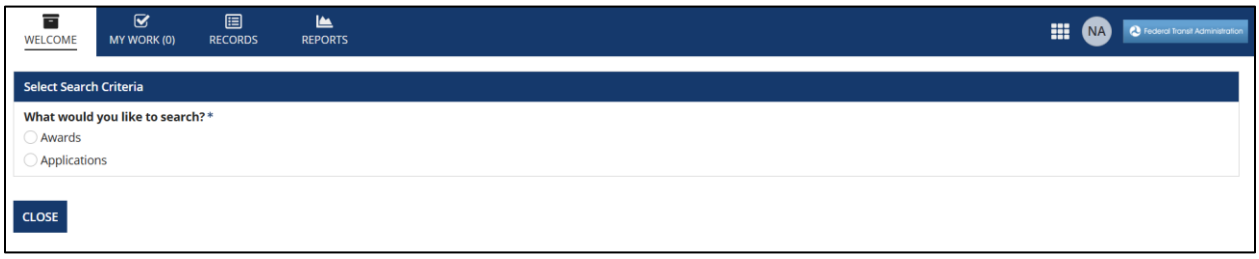
4) All Awards will already be displayed under the Award Search Results section. Enter any (or no) combination of search criteria in the provided fields to filter search results. Search results are restricted to Awards for the user's recipient organizations. Search criteria is not required..
5) The search filter options are:
   a) **Recipient:** This is applicable only for users with more than one organization. Recipient ID is the 4 digit number. Recipient Name is a text field that allows the user to enter all or part of a recipient organizations name. The user must already belong to the organization that is entered in the text field.
   b) **Fiscal Year:** A drop-down menu containing fiscal years.
   c) **Award Number:** Enter a complete or partial Award number. Enter the first part of an Award number to return all Awards beginning with the number. Dashes are required.
   d) **Section Code:** Enter a two-digit section code for the Award's funding source.
   e) **Award Name:** Enter the full or partial name of the Award.
   f) **Award State:** Enter the state abbreviation for the Award.
   g) **Award Status:** Select an Award status from the drop-down menu.
6) The 'Award Search Results' will be displayed below the filters and will automatically update to display the results per the filters selected. Each Award Number is a hyperlink to the returned Award record. Click on a Award Number to go to the selected Award record.



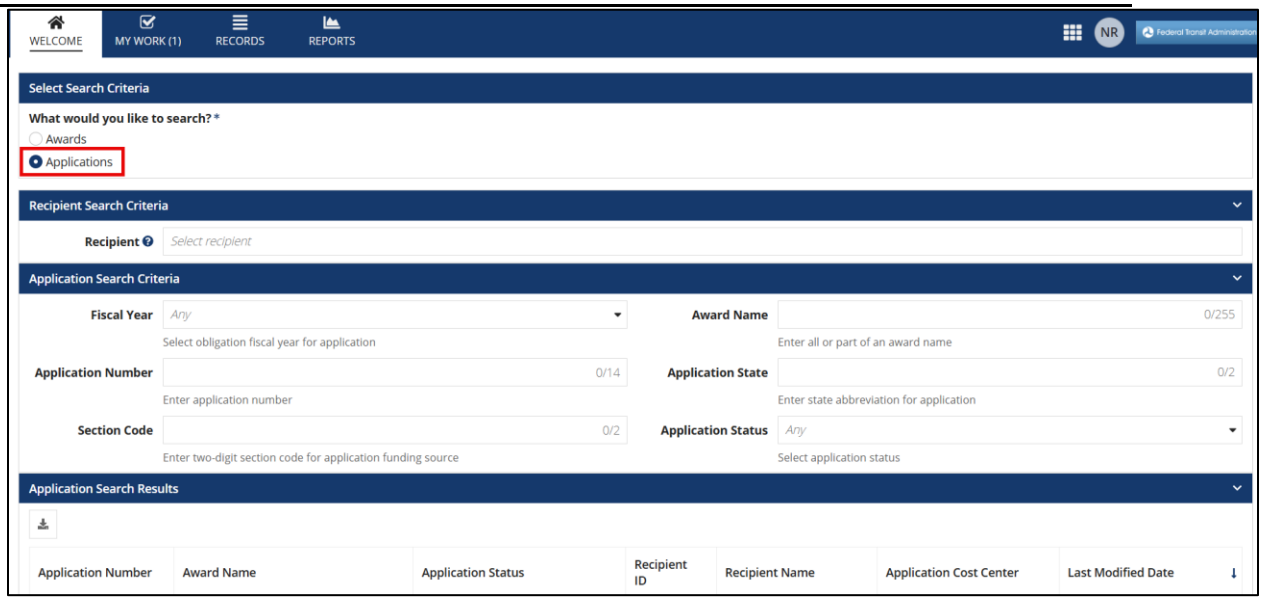
7) Click on the download icon on the top left corner of the Award Search Results to export the currently filtered list of records as an Excel file.



8) Alternately, to search for Applications, select the ‘Applications’ radio button.



9) The Search criteria along with search filters will be displayed. Users can fill in additional information to narrow down the search result.



10) All Applications will already be displayed under the Applications Search Results section. Enter any (or no) combination of search criteria in the provided fields to filter search results. Search results are restricted to Applications for the user's recipient organizations. Search criteria is not required.
11) The search filter options are:

    a) **Recipient:** This is applicable only for users with more than one organization. Recipient ID is the 4 digit number. Recipient Name is a text field that allows the user to enter all or part of a recipient organizations name. The user must already belong to the organization that is entered in the text field.

    b) **Fiscal Year:** A drop-down menu containing fiscal years.

    c) **Application Number:** Enter a complete or partial Application number. Enter the first part of an Award number to return all Applications beginning with the number. Dashes are required.

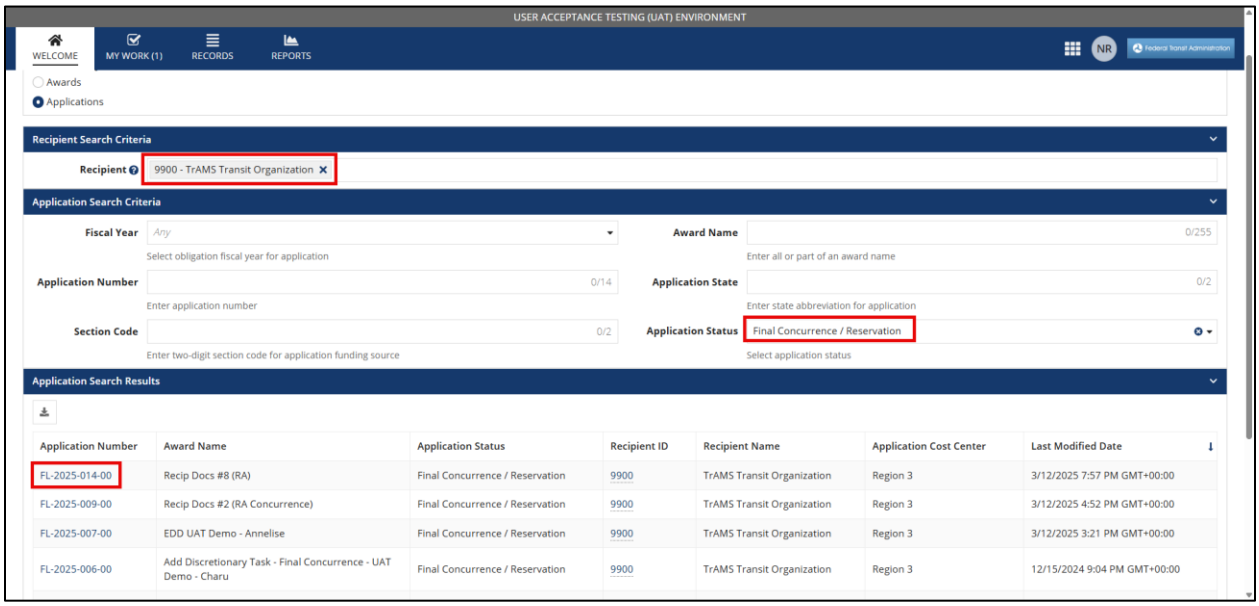
    d) **Section Code:** Enter a two-digit section code for the Application's funding source.

    e) **Award Name:** Enter the full or partial name of the Application.

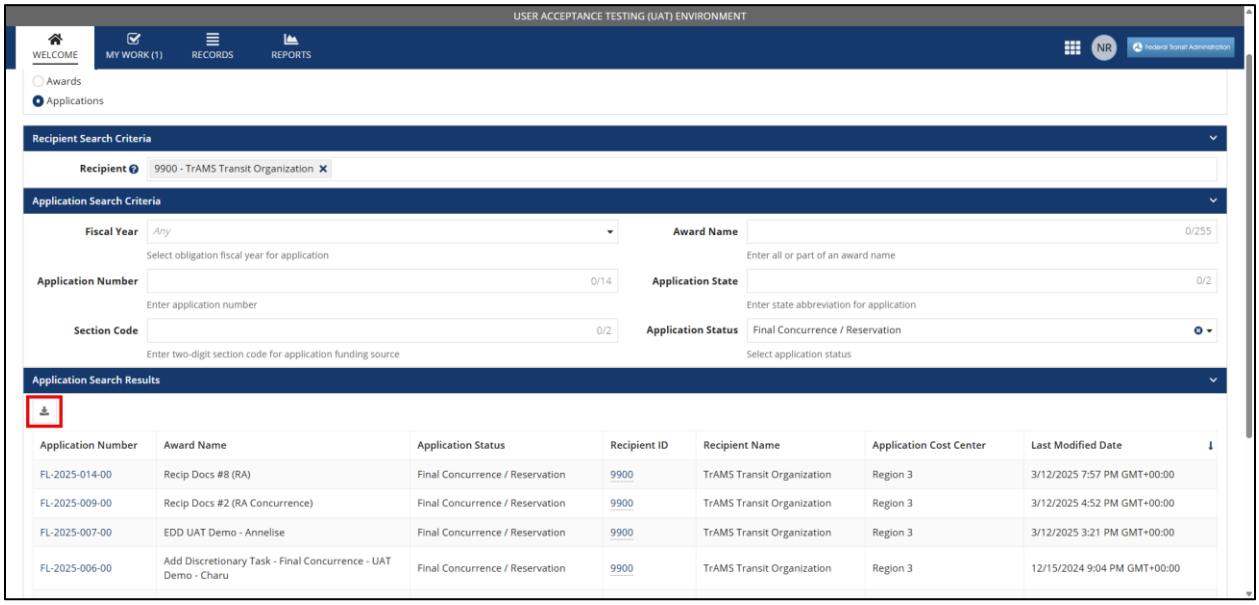
    f) **Application State:** Enter the state abbreviation for the Application.

    g) **Application Status:** Select an Application status from the drop-down menu.

12) The 'Application Search Results' will be displayed below the filters and will automatically update to display the results per the filters selected. Each Application Number is a hyperlink to the returned Application record. Click on an Application Number to go to the selected Application record.



13) Click on the download icon on the top left corner of the Award Search Results to export the currently filtered list of records as an Excel file.



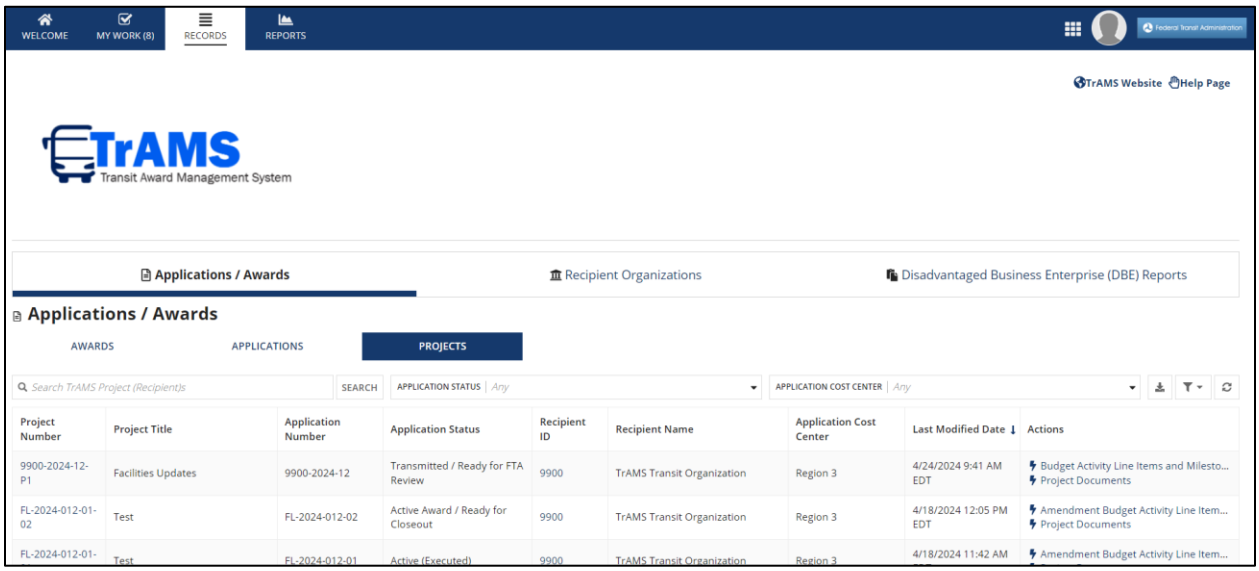
5.1.2 Searching for Projects

Projects divide an Application into smaller pieces. Each Application must have at least one Project. Sound Project naming conventions will help with search functions later.

Application and Award Project records can be found from an Application record or searched for directly from the 'Records' tab.

To search for a Project from the 'Records' tab:

1) Go to the 'Records' tab and click 'Applications / Awards', then click 'Projects'.

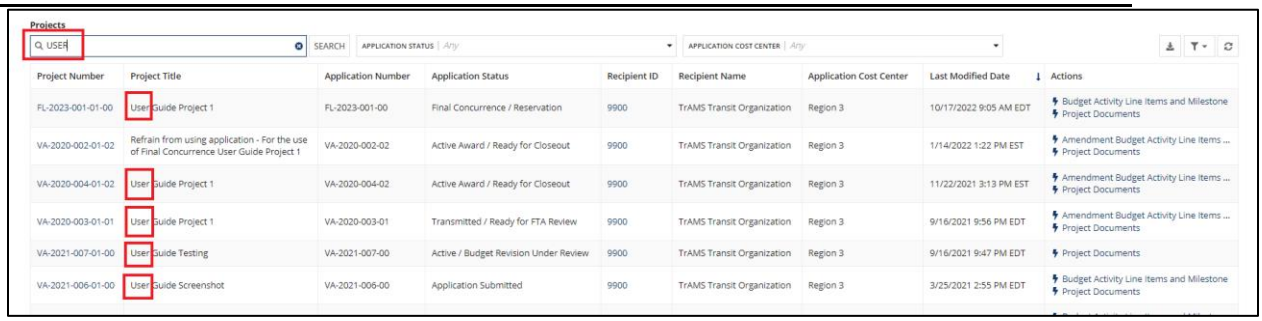


2) A list of Projects will appear. Recipient users can only see the Projects for their organizations. (*FTA users can see all TrAMS Projects.)*

3) Each Project number is a hyperlink to the Project record. Also, the grid displays more information about the Project: Project Number, Project Title, Application Number, Application Status, Recipient ID, Recipient Name, Region/Office, Last Modified Date, and Actions. The Actions column includes a shortcut to some related action for that Project.

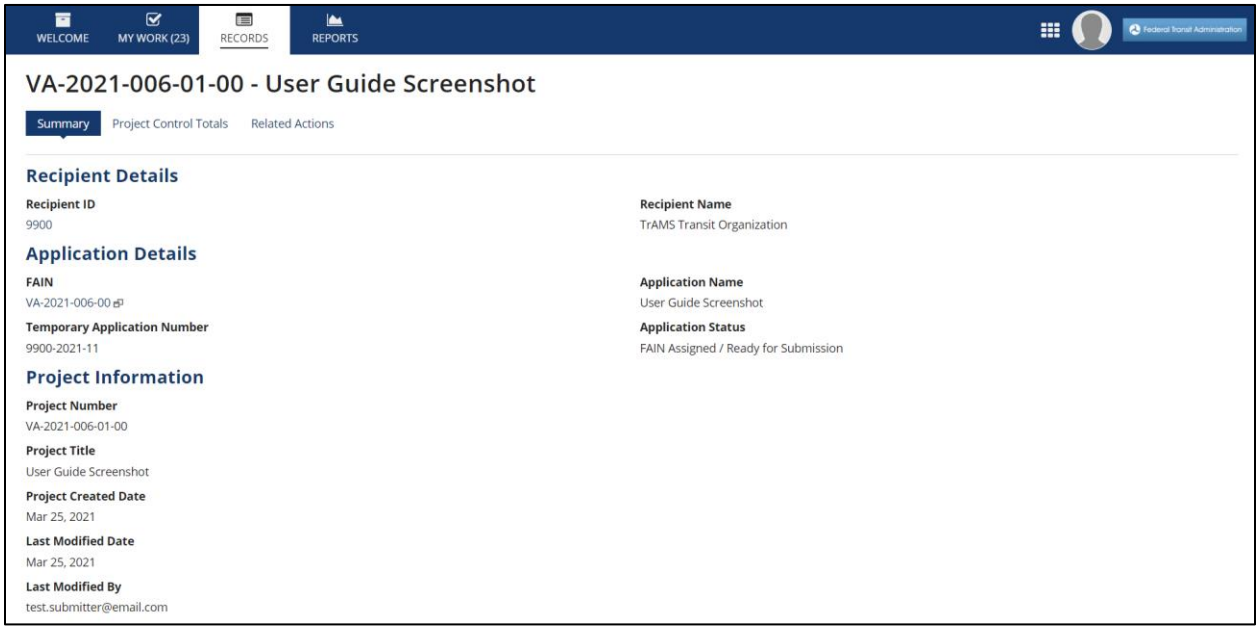
4) A search box for filtering the list of Projects is available at the top of the page.

Note: Enter text into the 'SEARCH' box to filter the list to Projects that match all or part of the text in the Project hyperlink. The search ignores capitalization ("user" will return anything with "USER", "User", or "user" in the title); the Project number must include the dashes.



5) Click on the Project link to go directly to the Project record.

6) The Record's Summary page will display.



5.1.3 Working with Awards

Once an Award has been selected from one of the search options, the 'Summary' page will be displayed. The left navigation menu will contain more options to select and view additional Award information.

The following left navigation menu options are available to all user roles.

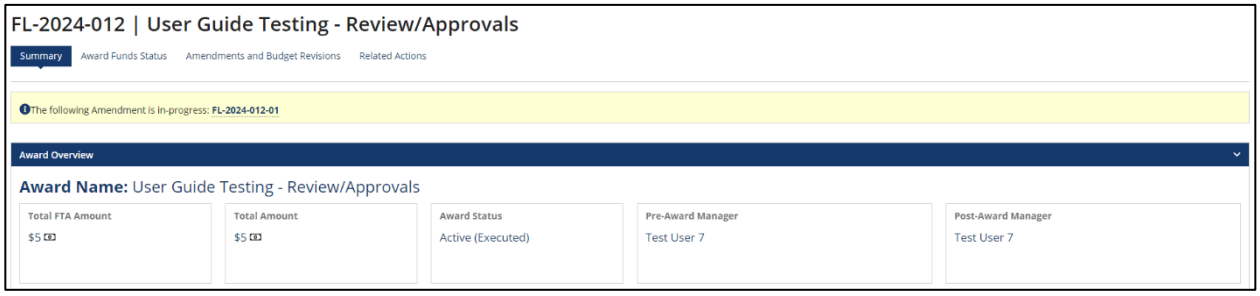
- Summary – Available in all Award Statuses
- Award Funds Status – Available in all Award Statuses except Obligated / Ready for Execution

- Amendments and Budget Revisions - Available in all Award Statuses
- Related Actions - Available in all Award Statuses

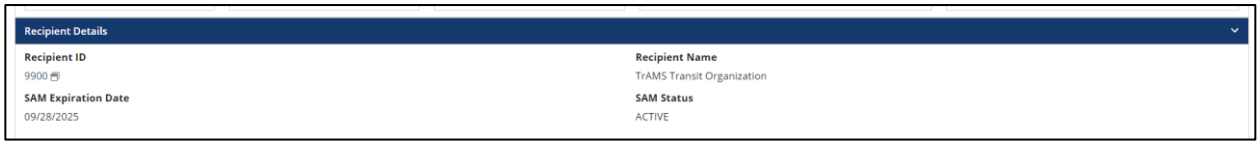
5.1.3.1 Award Record: Summary

The Summary page of an Award will be the landing page after selecting a specific Award to view or work with. It will display information that has been Awarded by FTA for an Award, including:

- The award overview which will display high level information about the Award including:
  - The Award Name
  - The Total FTA Amount – This is the total FTA amount across all projects of the Award.
  - The Total Amount – This is the total amount including non-FTA funding.
  - The Award Status – This is the current status of the Award.
  - The Pre-Award Manager – This is the Pre-Award manager assigned to the last awarded amendment.
  - The Post-Award Manager - This is the Post-Award manager assigned to the last awarded amendment.

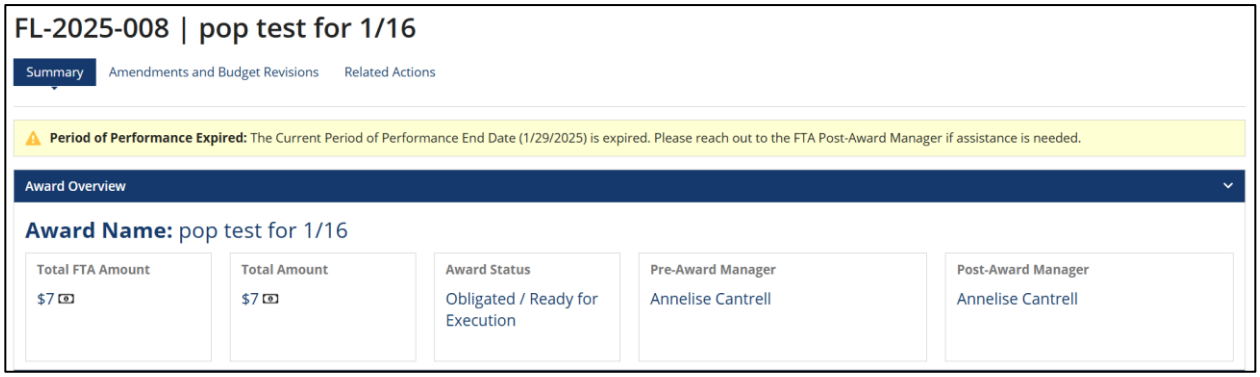


- The recipient details section which will have the basic recipient information with a hyperlink to the recipient record.

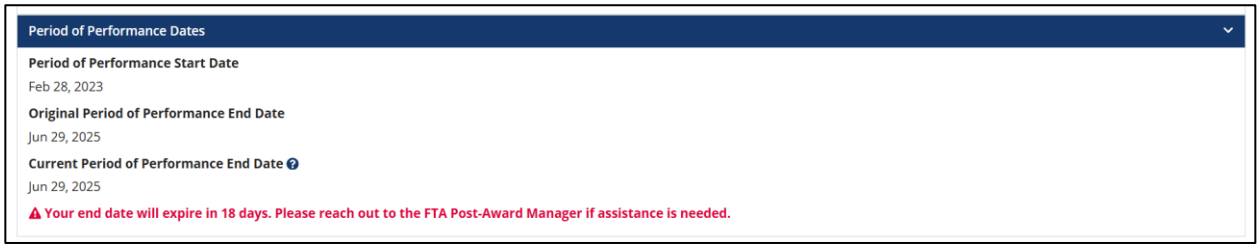


- The executive summary, award description and period of performance will be displayed with information that has been Awarded by FTA for the Award

- If the Current Period of Performance End Date has expired, Recipient users will see a banner at the top of the Summary tab:



- If the Current Period of Performance End Date is within 30 days of expiration, Recipient users will see red text within the Period of Performance Dates section:



- If the Current Period of Performance End Date has expired, Recipient users will also see red text within the Period of Performance Dates section:

The 'Summary' page is always in read-only format for all users. All sections can be expanded or minimized at the user's discretion.

If there is a draft amendment currently in progress for the award, a link is displayed at the top of the Award Overview. Users can click on this link to navigate to the latest in progress amendment of the Award. Note that since the amendment displayed is not currently awarded by FTA, the Award record information will not be updated to display the information from the amendment.

5.1.3.2 Award Record: Related Actions

By selecting the 'Related Actions' from Award records the user will be shown a menu of options that are associated to the Award record. These will include additional details about the Award that may be viewed and actions that may be taken on the record. The menu items shown depend on the logged in users' role and the status of the Award.

The following detailed 'Related Actions' are visible regardless of the user role or status of the Application.

- Execution & Award Summary
- View-Print Award
- View-Print Budget Change History
- Award Documents

There are several other related actions available under the Award Record. These Related Actions become available to different users under different award statuses. There are some related actions which will only be available on both Application & Award record, some will be available only under

the Award Record while others will only be available under the Application record. Users will need to navigate to the Application Record to view and use those related actions. Related actions Execution & Award Summary, View-Print Award and View-Print Budget Change History that are available under the Award Record are described under the sections for *Application Development* and *Post-Award Management*.

5.1.3.2.1 Related Action: Award Documents

The 'Award Documents' related action allows users to view documents associated with the Award.

All documents that were uploaded as part of an application/amendment or project will be listed under Award Documents once the application has been awarded. Any documents uploaded to an application or amendment that has not yet been awarded will not be part of the Award Documents.

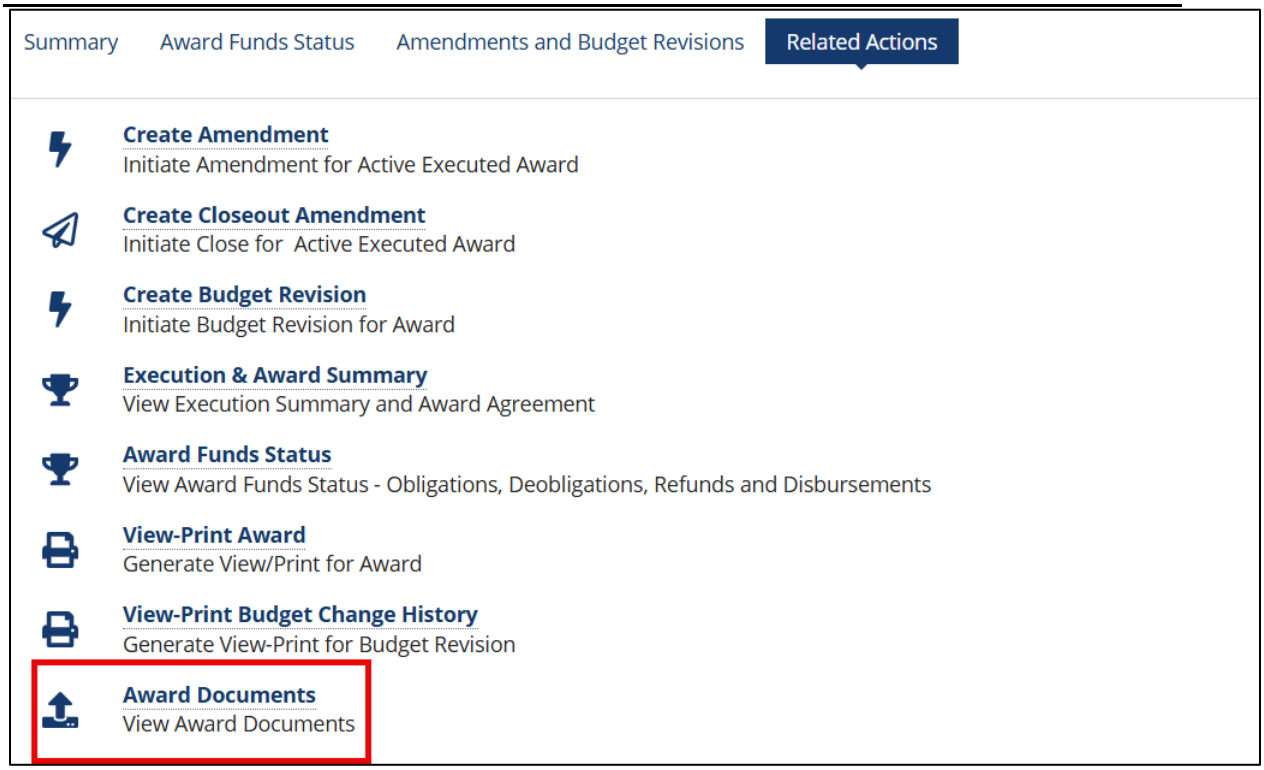
Both recipient and FTA users will be able to view and add documents under Award Documents however only FTA users will be able to delete documents using the Award Documents related action. There are certain document contexts and types that users will not be able to add or delete from the Award Documents related action. These include:

7) Suballocation Documents
8) View-Print Documents

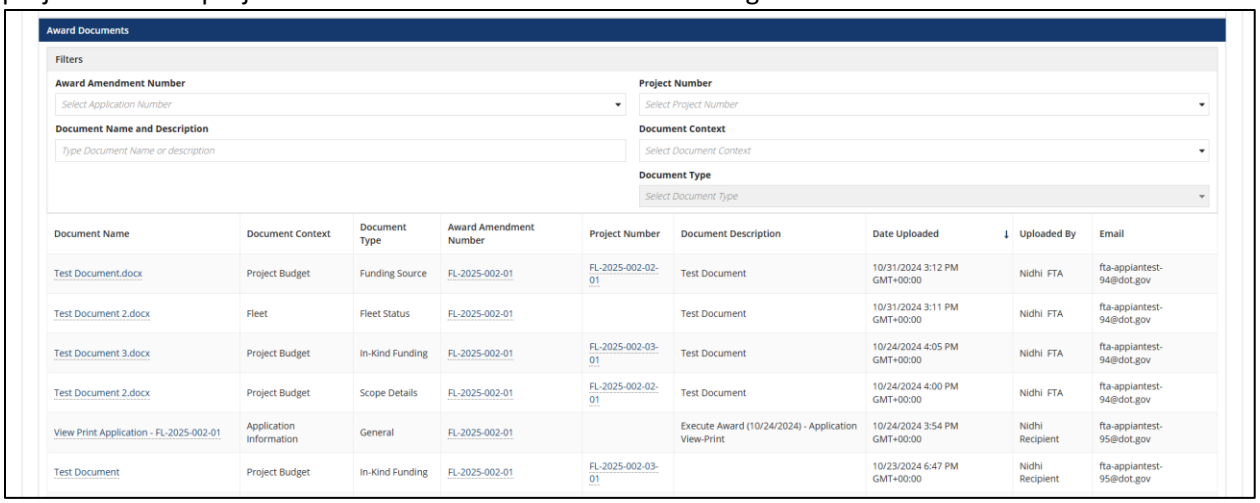
Users will need to create an amendment or budget revision to modify these documents.

To add, delete or view documents from Award Documents:

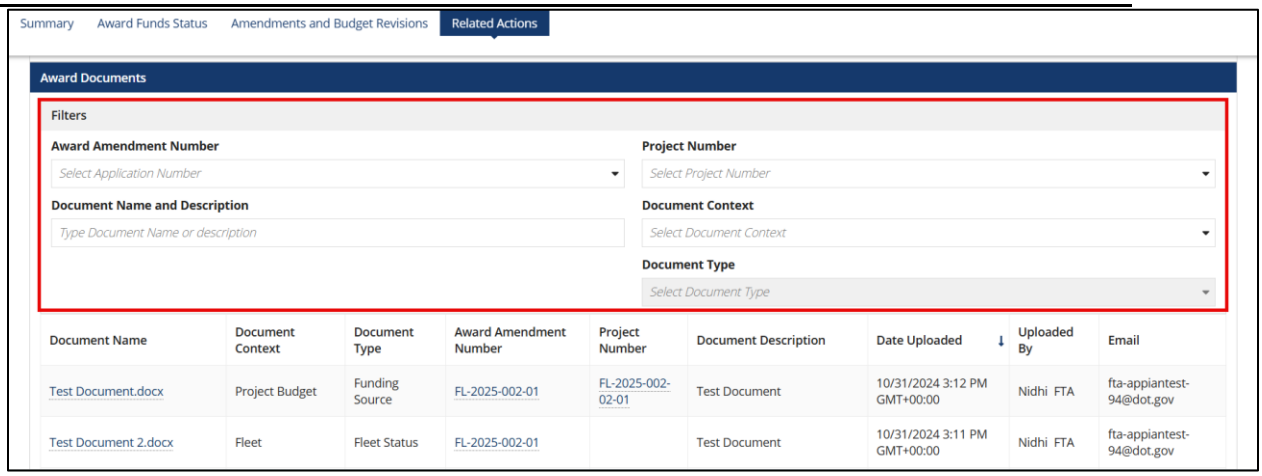
1) On the Award related actions click 'Award Documents'.



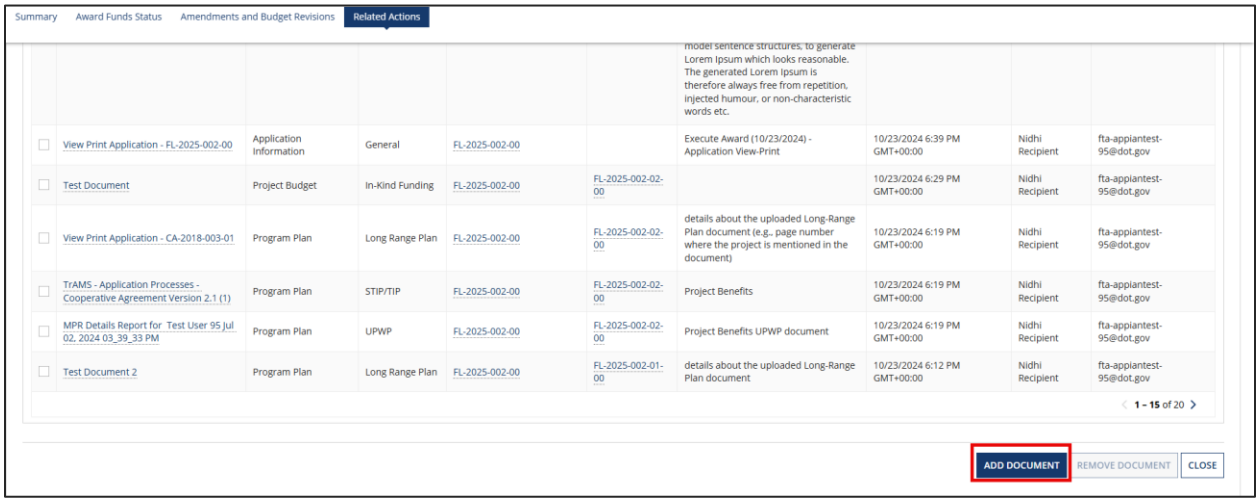
2) Users will be able to view all the documents that were uploaded as part of the awarded application/amendment and its projects. The Award with Amendment Number for which the document was uploaded will displayed for each document. In case the document was uploaded for a project then the project number will also be mentioned in the grid.



3) Use the filters to find any specific documents in the grid as needed. Note that the Document Type filter will only become available once the Document Context has been filtered.

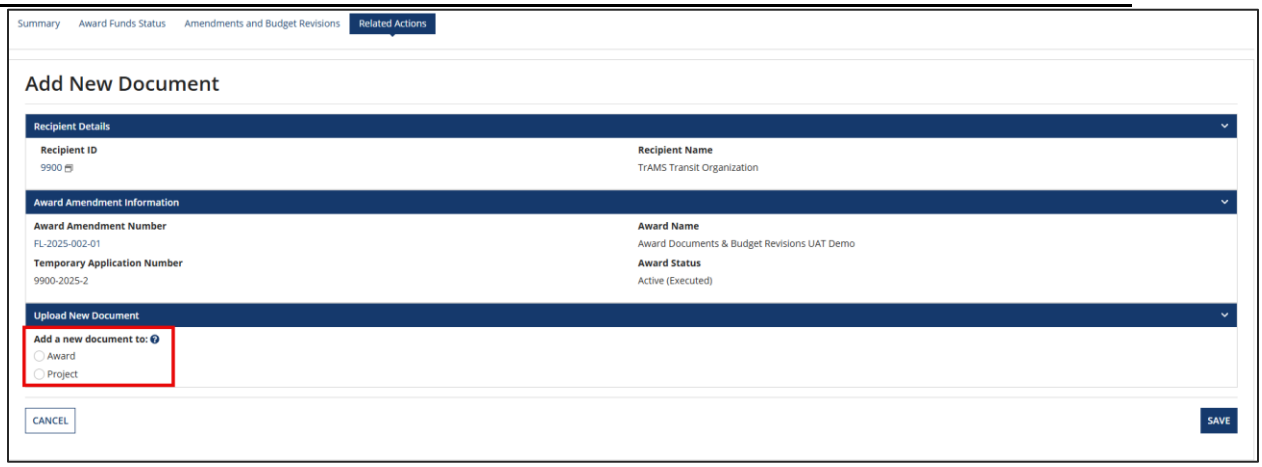


4) Click the 'Add Document' button to upload a new document for the Award.



5) Users will be taken to the 'Add New Documents' form.

   a) Select whether the document needs to be uploaded for the Award i.e., the last awarded amendment or a specific project within the Award.



b) If Award is selected:

i) Use the provided drop-down menu for the ‘Document Context’ field to select from one of the predefined context types.

ii) Use the provided drop-down menu for the ‘Document Type’ field to select from one of the predefined document types.

iii) Enter a description for the document into the ‘Document Description’ field.

iv) Click the ‘Browse...’ button under the “Select File” field to select a local file for upload. Users may upload only one file at a time. Click the ‘Remove’ link which appears after upload if Users wish to remove the uploaded file.

c) If Project is selected:

i) Use the provided drop-down menu for the ‘Project Number’ field to select the project for which the document needs to be uploaded.

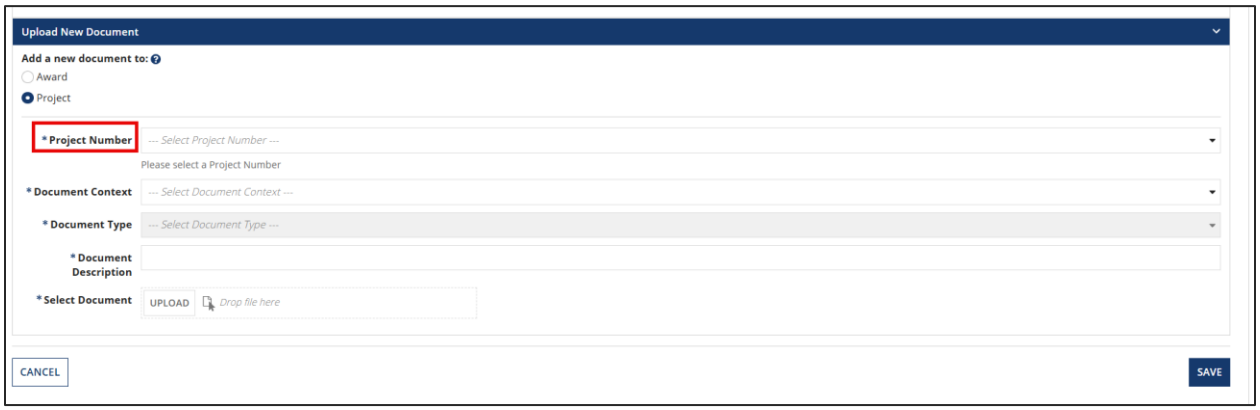
ii) Use the provided drop-down menu for the ‘Document Context’ field to select from one of the predefined context types.

iii) Use the provided drop-down menu for the ‘Document Type’ field to select from one of the predefined document types.

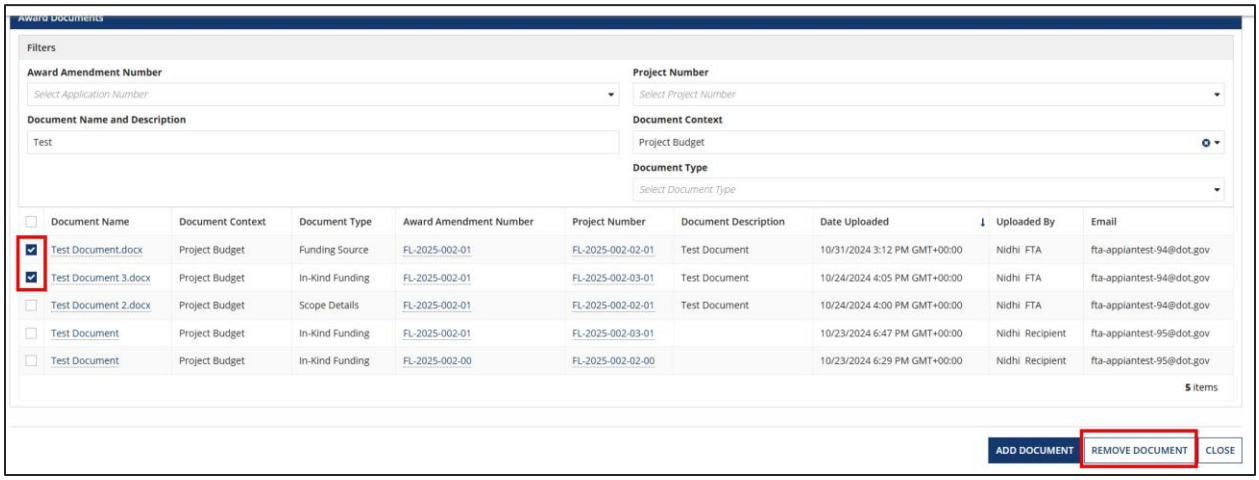
iv) Enter a description for the document into the ‘Document Description’ field.

v) Click the ‘Upload’ button to select a local file for upload. Users may upload only one file at a time.

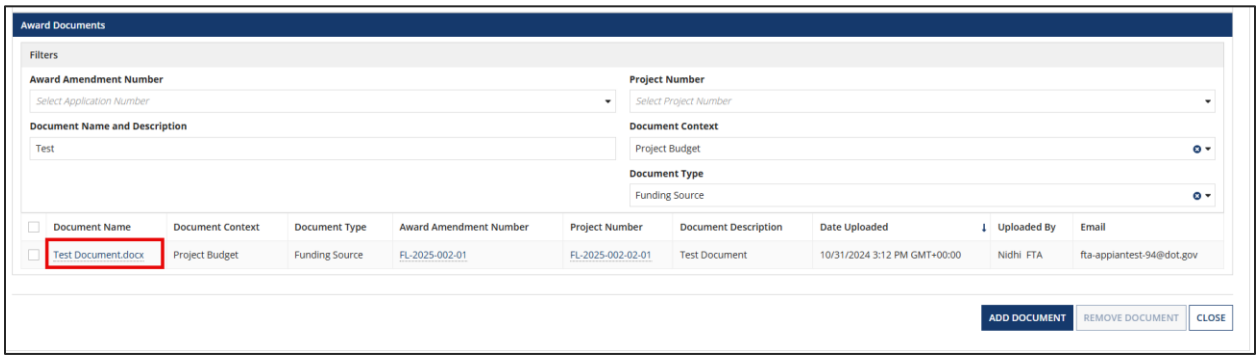
vi) Click the 'Save' button once all details are complete and a file has been uploaded or click 'Cancel' at any time to go back to the list of documents.



6) To delete any existing documents, select the check box for one or more documents in the grid and then click the 'Remove Document' button. Note that only FTA users will be able to delete documents from the Award Documents related action.



7) To view documents click on the 'Document File Name' for the document to be viewed.



8) Click on the 'Close' button to go back to the Award related actions.

5.1.3.3 Award Dashboards

5.1.3.3.1 Award Dashboard: Award Funds Status

The 'Award Fund Status' allows users to view the financial details of an executed Award such as obligation, deobligation, disbursement, refund, and unobligated balance. All FTA, recipient and DOL user roles can access this dashboard, which is available once an Award has a status of 'Active (Executed)'. The 'Award Fund Status' page is read-only for all users.

To view 'Award Fund Status' information:

1) Click the 'Award Funds Status' from the 'Related Actions' menu.

2) The display will include:

   a) Recipient Details

   b) Award Information/ Award Amendment Information

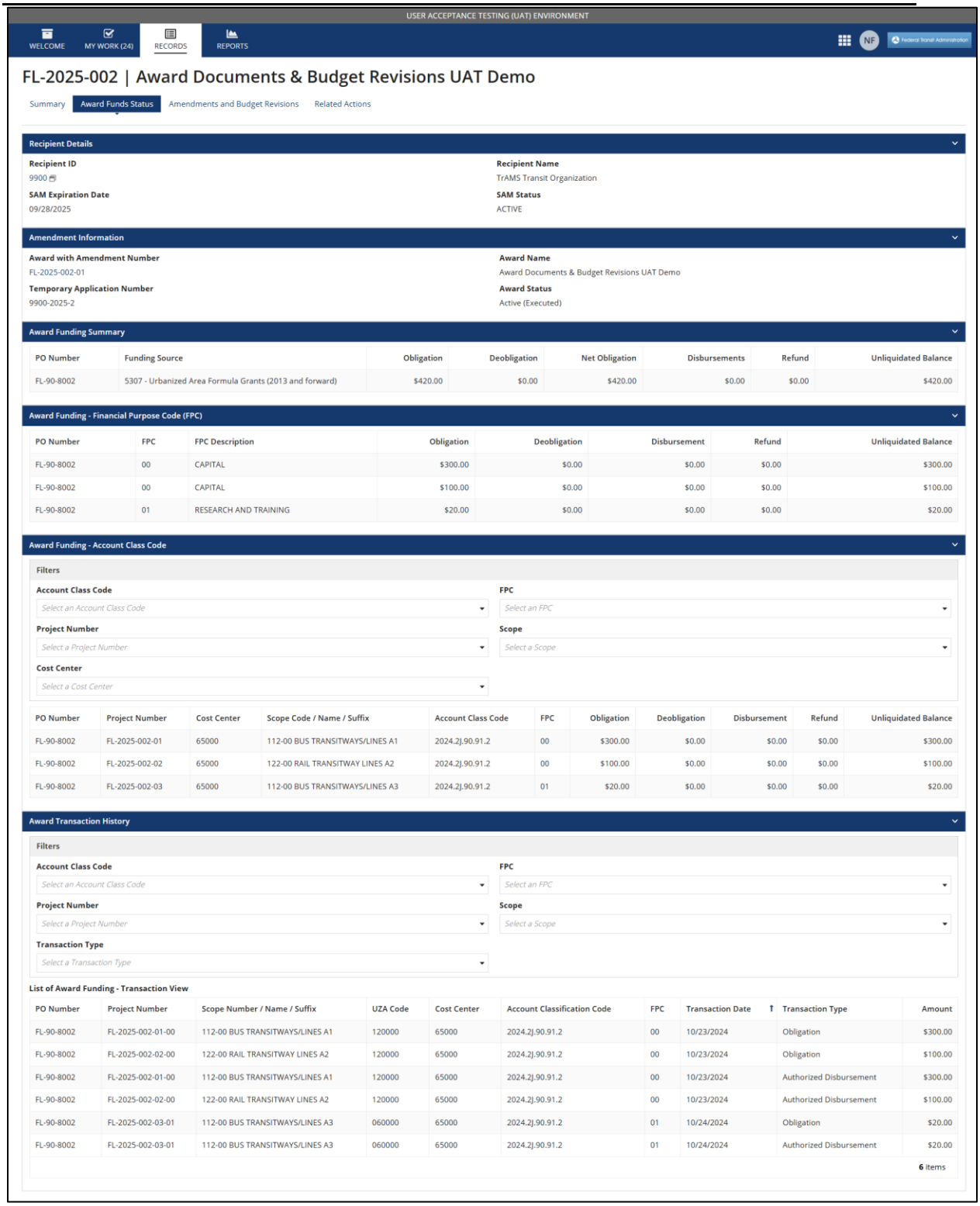
c) Award Funding Summary

d) Award Funding - Financial Purpose Code (FPC) grid

e) Award Funding – Account Class Code grid

f) Application Transaction History grid, which can be filtered by several drop down options.

Note: Each grid will display a small number of rows, use the arrow keys on the bottom of the grid to view additional records. Arrows only appear when there are additional rows.

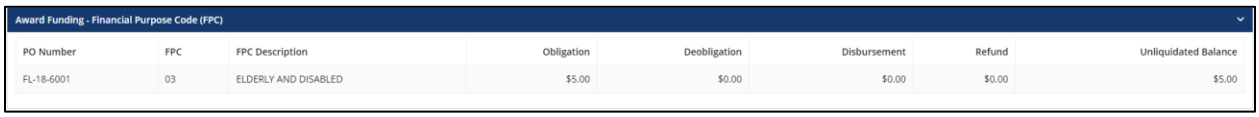


Elements of Award Funding Summary:

a) If the Award has more than one fund source, a PO Number will populate for each source.
b) Obligation is the total amount of funds Awarded, original or as amended to add new funds.
c) Deobligation indicates any scope code transfer removing funds from a funding source.
d) Disbursements indicate the amount of funds passed through FMS via ECHO or Delphi to the Recipient.
e) Refund indicates any funds returned to FTA via ECHO or pay.gov.
f) Unliquidated Balance reflect the amount available to be disbursed against the original Award obligation.

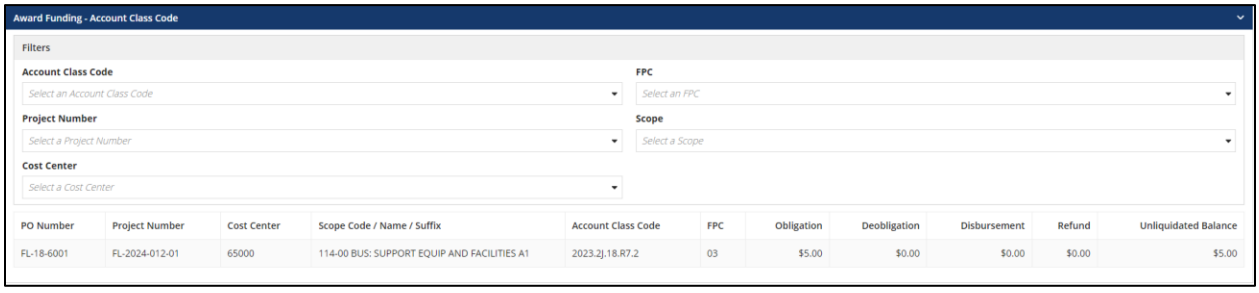
Elements of Award Funding – Financial Purpose Code (FPC)

a) Financial information pertaining to each FPC used.



Elements of Award Funding – Account Class Code

a) The Account Class Code section details information for each obligation to include deobligation, disbursement, refund and unliquidated balance.
b) This section includes information needed to complete drawdowns on Awards, including:
    a. PO (Purchase Order) Number
    b. Project Number
    c. Cost Center
    d. Scope Code/Name/Suffix
    e. Account Class Code
c) Fiscal Year (first 4 digits), Section Code digits 7 and 8, following by a 'limitation code' to further delineate the program funds.
    a. FPC Code (TEAM Awards)
d) Unliquidated Balance specifies the amount of funds available for disbursement.
e) Search criteria can be used to filter desired information



Elements of Application Transaction History

Application Transaction History shows all financial activities pertaining to the Application. This section can be filtered by one of the options from the drop-down:

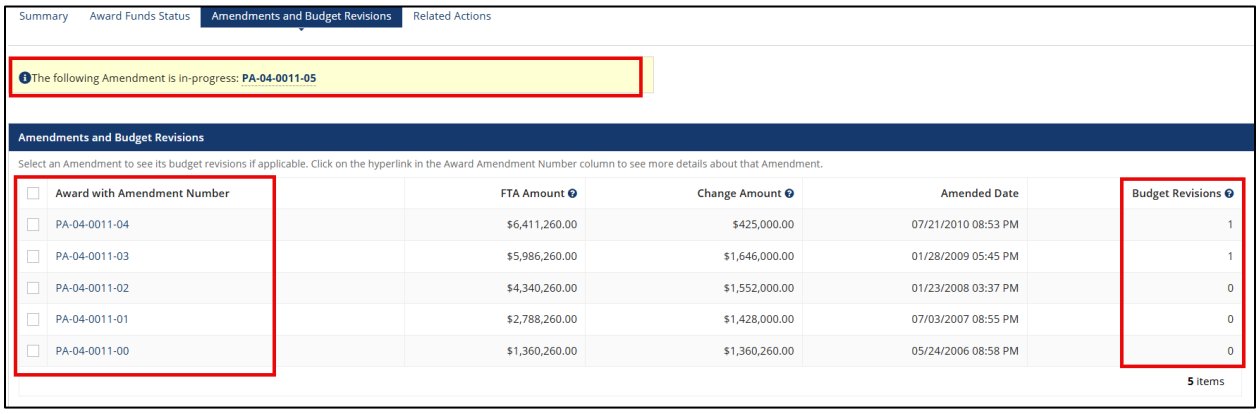
a) Account Class Code
b) FPC (e.g. 00, 01, 02, 04, 09)
c) Project Number
d) Scope Code
e) Transaction Type (Obligation, Authorized Disbursement, Disbursement, Refund)

The filters allow further drill down into a specific category based on the selections. The filters are all dropdown menus and allow users to choose from the available options in the dropdown.

5.1.3.3.2 Award Dashboard: Amendments and Budget Revisions

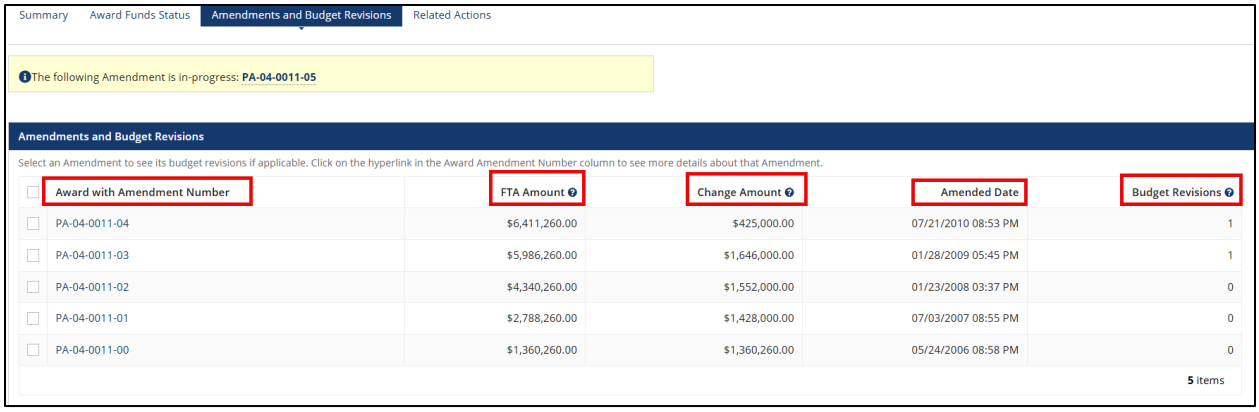
The Amendments and Budget Revisions dashboard gives users a snapshot of all awarded amendments for an award as well as the budget revisions on each amendment of that award. This dashboard is available to all FTA, Recipient and DOL users once an application is awarded. If there is a draft amendment that has not been awarded, it will not be displayed on the grid, however a message will be displayed above the grid listing a link to the draft amendment.

All budget revisions will be displayed under the budget revision column for the corresponding amendment. Note that Budget Revisions listed may still be in draft and may not be approved yet.

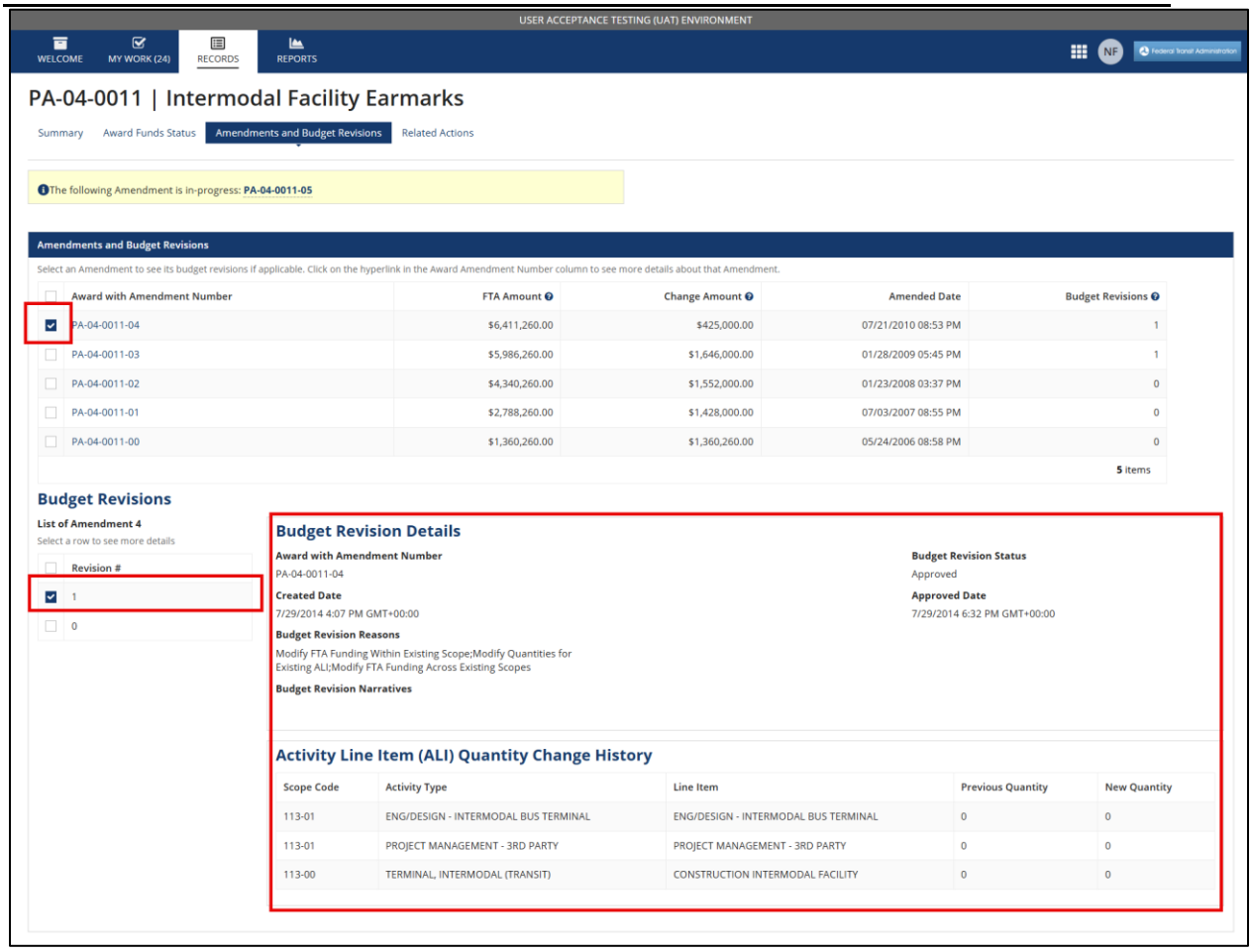


To view Amendments and Budget Revisions:

1) Click on the Amendments and Budget Revisions dashboard on the Award Record
   a) A grid will be displayed listing all the awarded amendments under the column called 'Award with Amendment Number'. Each number will be a link to the amendment record. Users can click on the Award with Amendment Number to view the details of that amendment.
   b) The FTA amount column will display the total FTA amount of all projects of an amendment.
   c) The Change Amount column will display the difference in the FTA Amount relative to the last amendment.
   d) The Budget Revision column will list the number of budget revisions created for each amendment.



2) To view the budget revisions for an amendment, click on the check box next to the Award with Amendment Number. The budget revisions details will be displayed below the grid, with the most recent budget revision pre-selected. To view previous budget revisions, click on the checkbox next to the number of the budget revision needed to be viewed.



5.1.4 Working with Applications

Once an Application or Amendment has been selected from one of the search options, the 'Summary' page will be displayed. The application dashboard will contain more options to select and view additional Application information.

The following dashboard options are available to all user roles and for all Application statuses.

- Summary
- Point of Contact
- Application Control Totals
- Application Projects
- Review / Approvals
- Related Actions

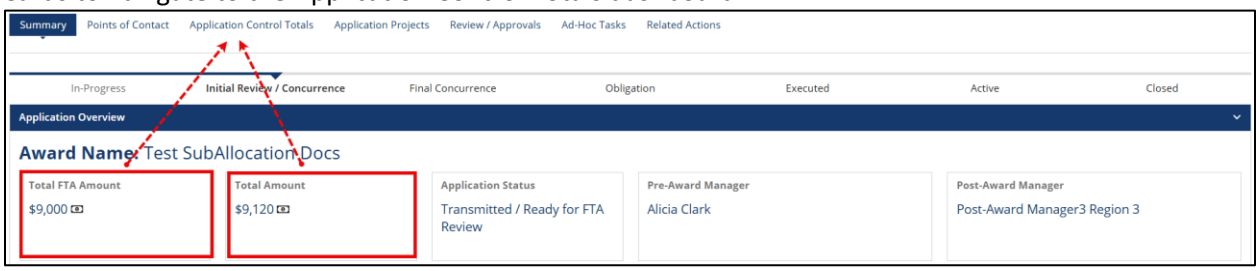
5.1.4.1 Application Record: Summary

The Summary page of an Application will be the landing page after selecting a specific Application to view or work with. It contains high level information about the Application, including:

- A progress bar showing the current phase of the Application
- The Application overview showing the total FTA amount, total amount, application status and award managers (if assigned)
- Basic recipient information with a hyperlink to the recipient record
- Application or Award information along with a hyperlink to the award record
- The executive summary of the Application
- Application details

The 'Summary' page is always in read-only format for all users, the 'Executive Summary' and the 'Application Details' information can be edited from the 'Related Action' Application Details.

1) Under the Application Overview section users can click on the Total FTA Amount or Total Amount Cards to navigate to the Application Control Totals dashboard.

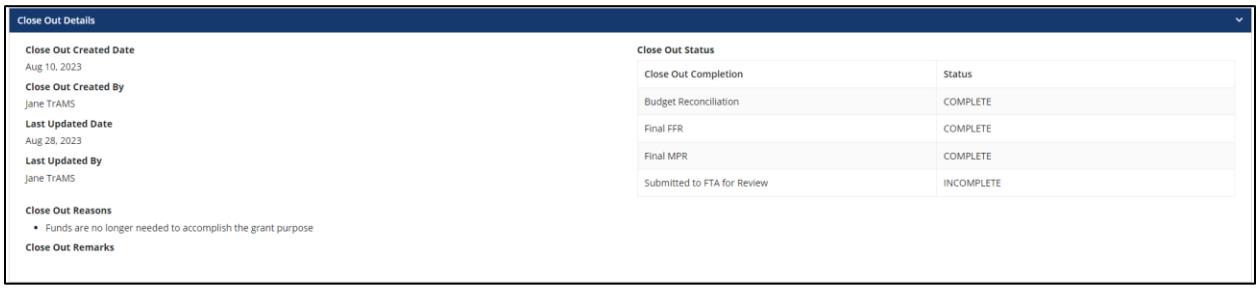


2) Under the Recipient Details section, users can Click the 'Recipient ID' hyperlink to view to the recipient record to see or edit detailed recipient information.

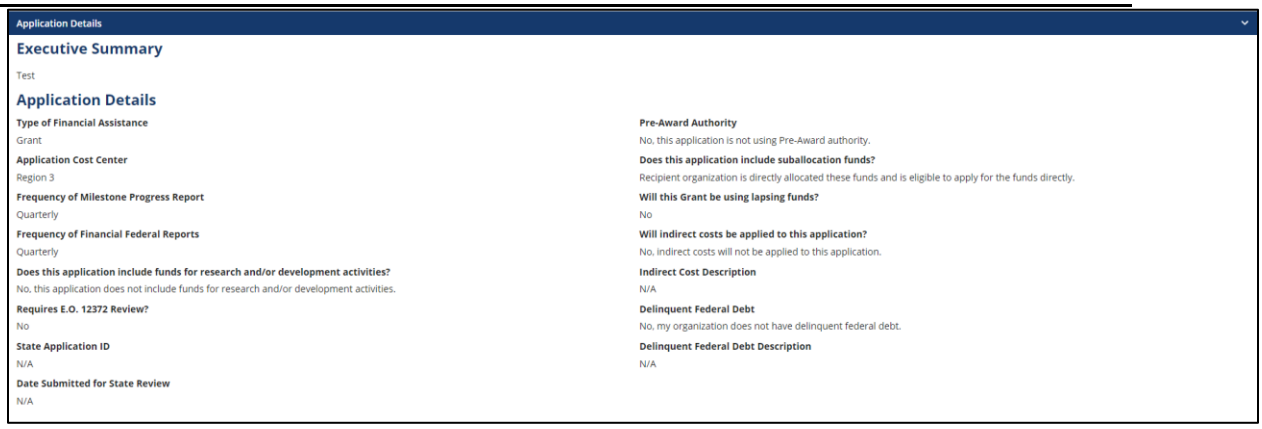
3) For first time Applications, the name of the section after the recipient details section is called Application Status Information. In this section the Application Number & Award name are displayed along with other application information like Period of Performance dates and Budget Period dates. For amendments this section is called Award Information or Award Amendment Information

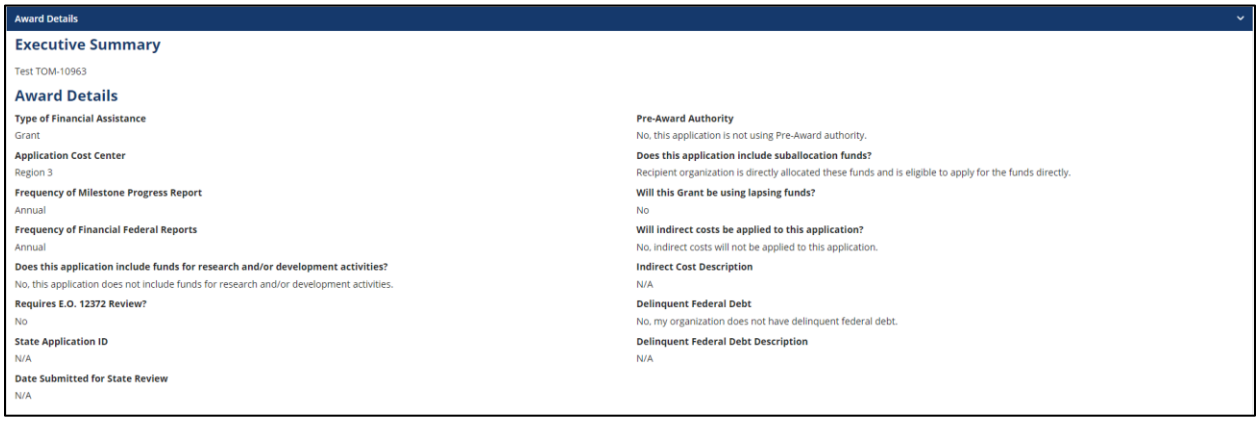
depending on which amendment number is being viewed. In this case the Award number hyperlink is displayed. Users can click on the hyperlink to view the entire award in a new

4) There are certain sections in the Application Summary that appear only for amendments, such as Amendment Details or Closeout Details sections will only be displayed for Amendments, Admin Amendments or Closeout Amendments respectively.

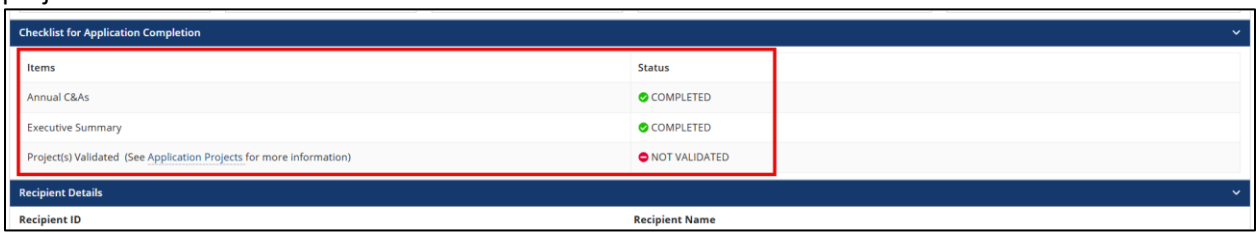


5) Users will see the Application Details section for first time applications or Award Details section for all amendments. The Executive summary and all award details will be displayed under this section.

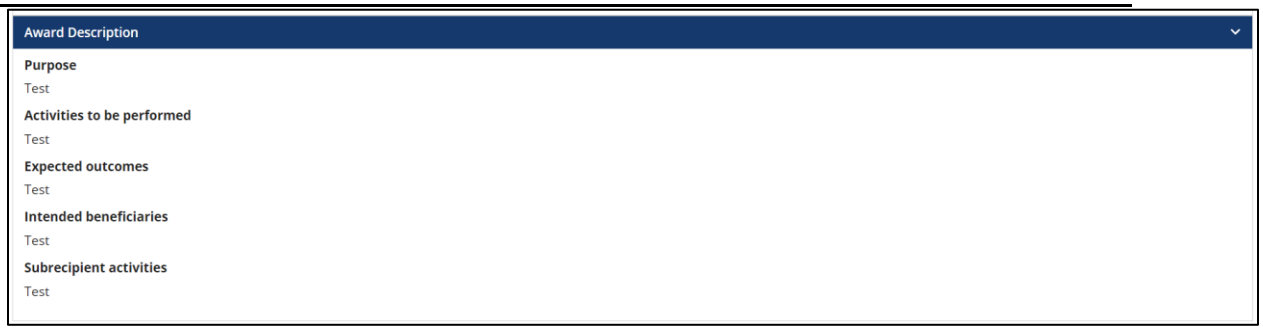




6) For first time applications that are in the 'In-progress' status only, users will see a section called 'Checklist for Application Completion' The grid displayed under this section will display if the 3 main items required to Validate& Transmit an application to FTA for initial review are completed or not. The Project(s) Validated item will have a link to the Application Projects Dashboard, so users can directly navigate to this dashboard to view which projects are validated or not validated or other project details as needed.



7) Lastly the users will see the Award Description section which will display the five fields filled out by recipients under the Application Details related Action of an application/amendment.



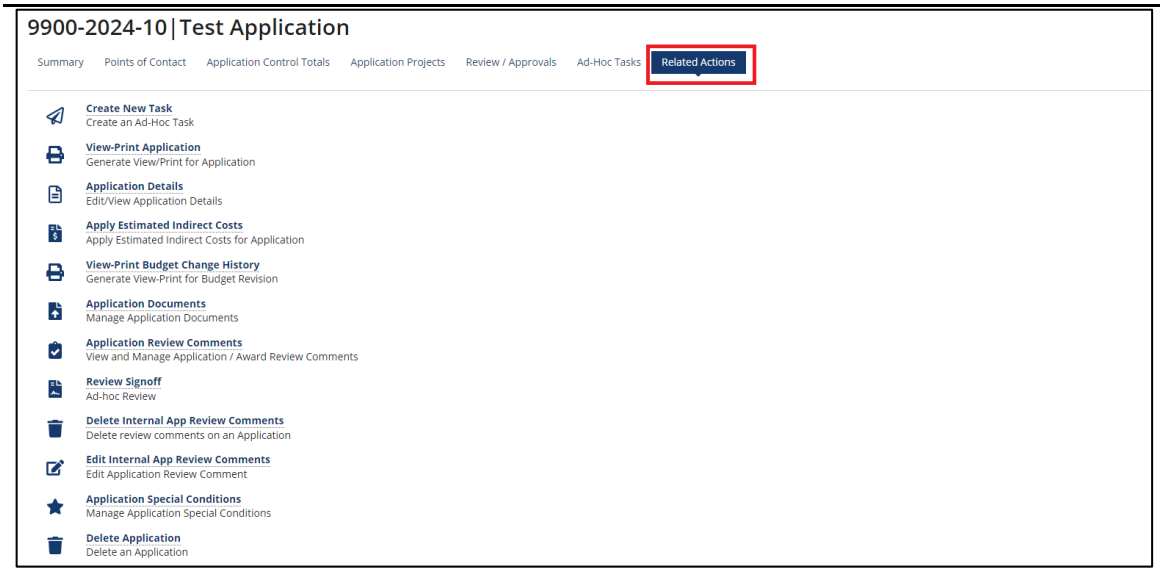
5.1.4.2 Application Record: Related Actions

By selecting the 'Related Actions' from Application records the user will be shown a menu of options that are associated to the Application record. These will include additional details about the Application/Award that may be viewed and actions that may be taken on the record. The menu items shown depend on the logged in users' role and the status of the Application/Award.

The following detailed 'Related Actions' are visible regardless of the user role or status of the Application.

- Application Documents
- Application Details
- View-Print Application
- View-Print Budget Change History
- Application Review Comments

These actions are described in the following sections. Additional related actions that are available are described under *Application Development* and *Post-Award Management*.



5.1.4.3 Application Dashboards

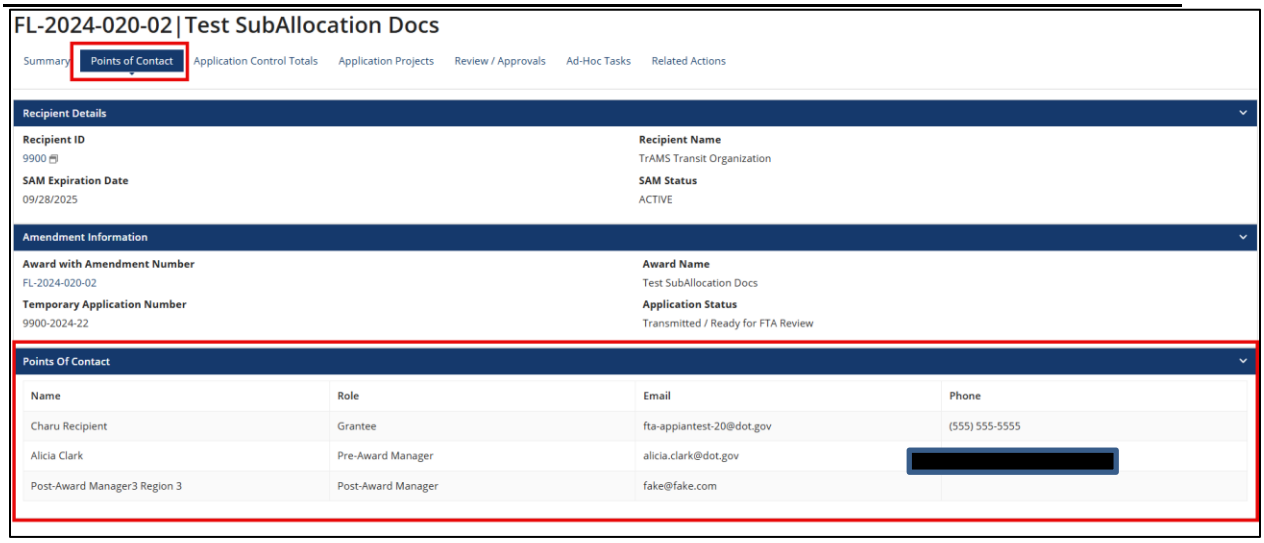
5.1.4.3.1 Dashboard: Points of Contact

The 'Points of Contact' dashboard displays FTA points of contacts and the recipient point of contact for the Application/Award. The recipient point of contact is set during the initial Application development and may be updated on the 'Application Details' screen. The FTA points of contacts will be established after initial transmission of an Application ('Transmitted / Ready for FTA Review' status). The point of contacts name, user role, email, and phone number will be displayed. Updates to names, roles, and phone numbers must be done from the user's profile page.

To view the 'Points of Contact' for an Application/Award:

1) Click on the 'Points of Contact' from the navigation menu to view the points of contact associated with the Application/Award. The points of contact associated to the Application are displayed in grid format. If there are no points of contact associated, the grid will be empty

2) To move away from the 'Points of Contact' dashboard simply click on another item from the navigation menu or select a new tab.



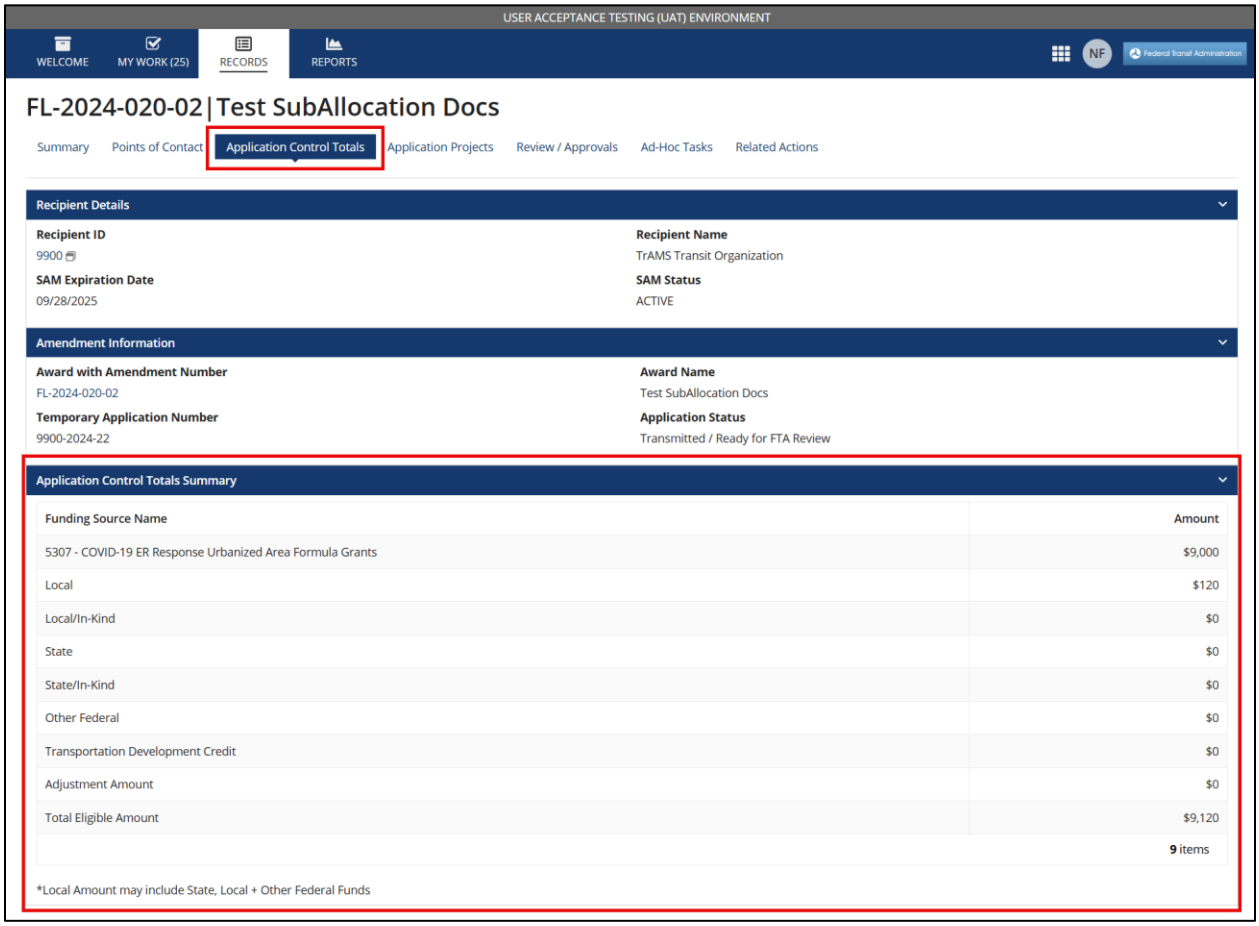
5.1.4.3.2 Dashboard: Application Control Totals

The 'Application Control Totals' displays the total funding associated with an Application/Amendment

To view the 'Application Control Totals' for an Application/Amendment:

1) Click on the 'Application Control Totals' from the navigation menu to view the dollar totals associated with the Application/Amendment. The Application/Amendment totals are listed in a grid and itemized by their funding source name. If no funding sources have been defined for an Application the grid will not be displayed.

2) To move away from the 'Application Control Totals' simply click on another item from the navigation menu or select a new tab.



5.1.4.3.3 Dashboard: Application Projects

The 'Application Projects' dashboard displays the list of Projects associated with an Application/Award. Projects contain the details associated with each grant including

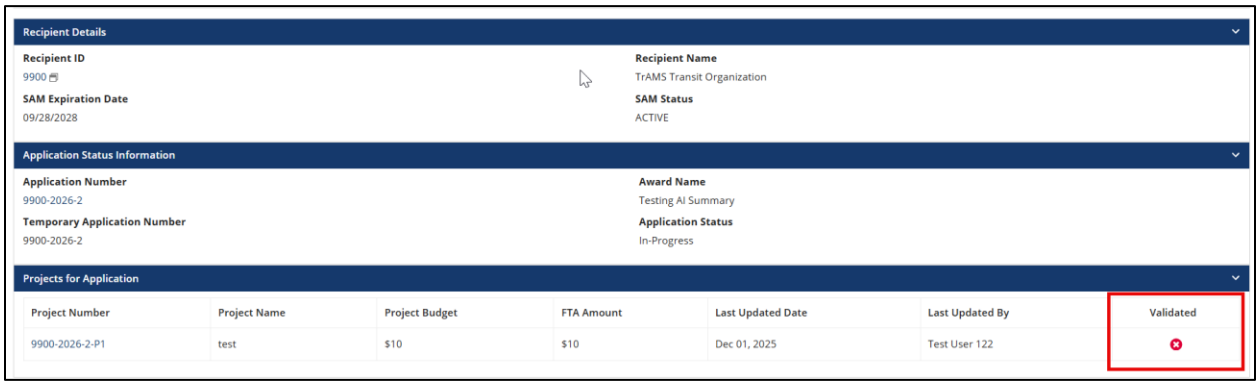
- Scope of work to be performed
- Location where work will be performed
- Funding sources and associated amounts
- Project milestones
- Environmental findings
- Specific Project documentation

Projects allow the overall Application/Award to be divided into multiple pieces. Each Application/Award must have at least one Project associated with it. Awards migrated from TEAM will only have one.

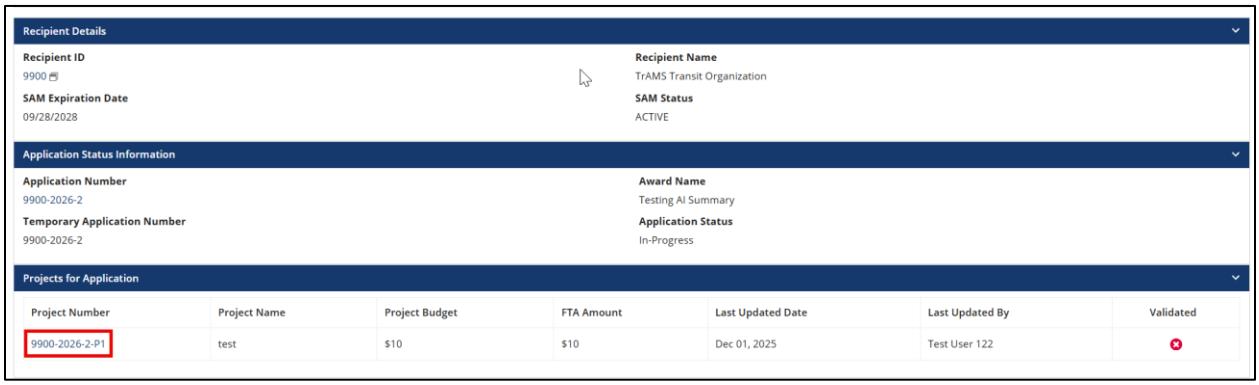
To view Projects associated with an Application/Award:

1) Click on select 'Application Projects' from the navigation menu. The list of Projects associated with the Application/Award will be displayed in a grid.

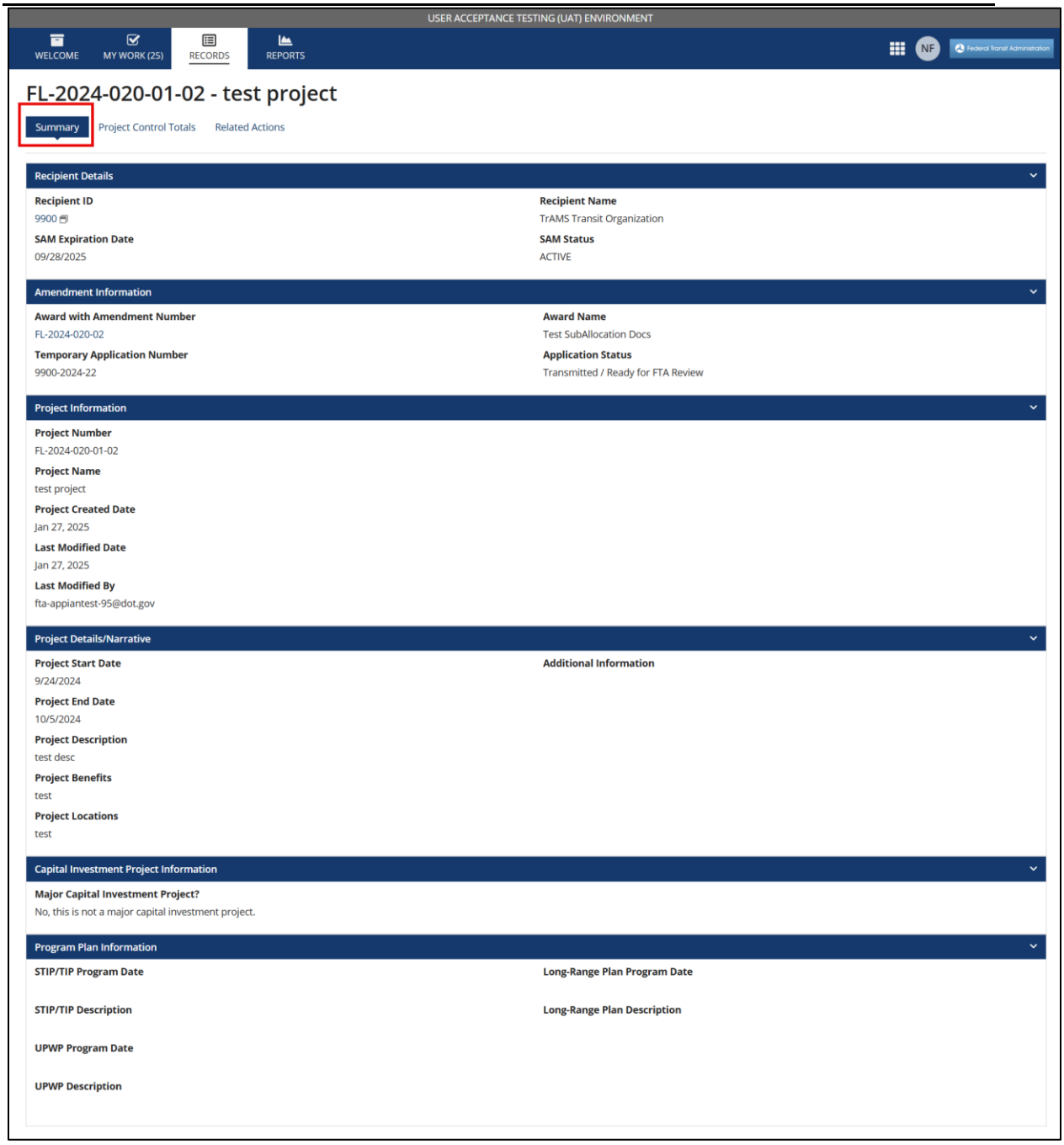
2) For In-Progress applications the grid will indicate if a project is validated or not.



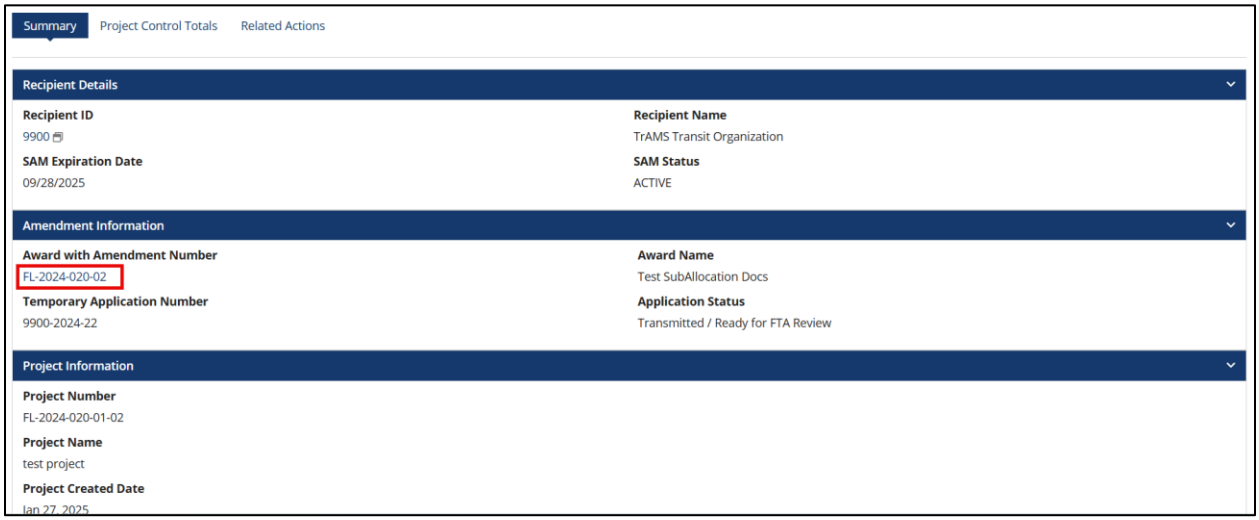
3) Click on the link of the 'Project Number' for more Project information.



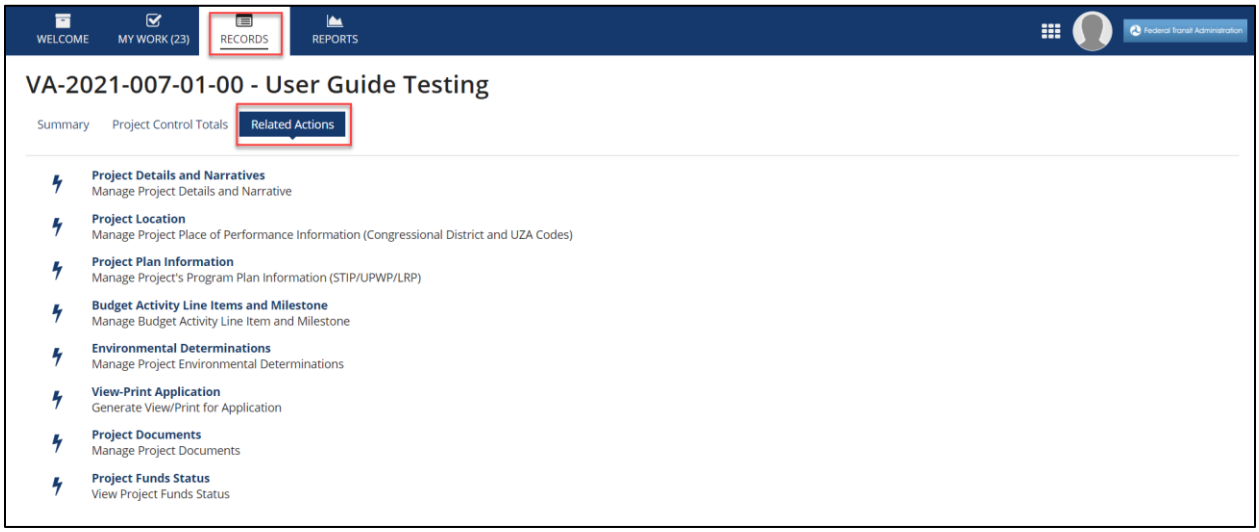
4) The Project Record's Summary page will be displayed.


USER ACCEPTANCE TESTING (UAT) ENVIRONMENT
WELCOME
MY WORK (25)
RECORDS
REPORTS
NF
FL-2024-020-01-02 - test project
Summary
Project Control Totals
Related Actions
Recipient Details
Recipient ID
9900
Recipient Name
TrAMS Transit Organization
SAM Expiration Date
09/28/2025
SAM Status
ACTIVE
Amendment Information
Award with Amendment Number
FL-2024-020-02
Award Name
Test SubAllocation Docs
Temporary Application Number
9900-2024-22
Application Status
Transmitted / Ready for FTA Review
Project Information
Project Number
FL-2024-020-01-02
Project Name
test project
Project Created Date
Jan 27, 2025
Last Modified Date
Jan 27, 2025
Last Modified By
fta-appiantest-95@dot.gov
Project Details/Narrative
Project Start Date
9/24/2024
Additional Information
Project End Date
10/5/2024
Project Description
test desc
Project Benefits
test
Project Locations
test
Capital Investment Project Information
Major Capital Investment Project?
No, this is not a major capital investment project.
Program Plan Information
STIP/TIP Program Date
Long-Range Plan Program Date
STIP/TIP Description
Long-Range Plan Description
UPWP Program Date
UPWP Description

5) To return to the Application 'Summary' page click on the Application Number or the Award with Amendment Number hyperlink.



6) To see additional information about the Project, select the 'Related Actions' from the navigation menu.



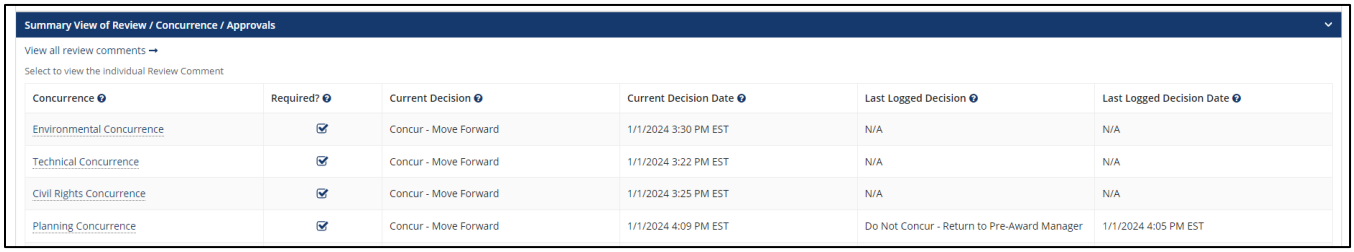
For additional information on 'Related Actions' for Projects, refer to the *Projects* section of *Application Development*

5.1.4.3.4 Dashboard: Review / Approvals Dashboard

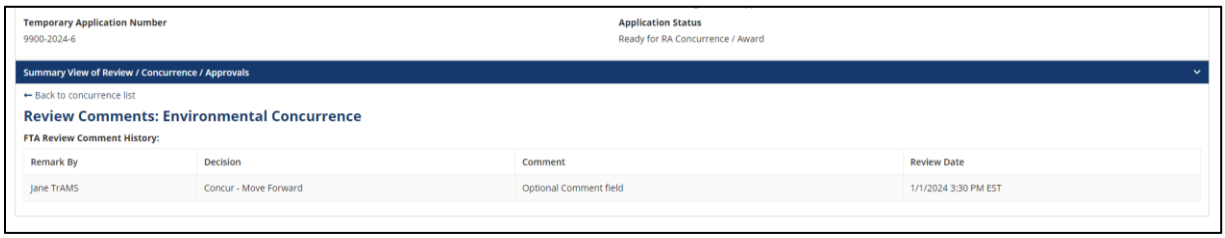
The 'Review/Approvals' dashboard for an Award contains the latest comments resulting from reviews, concurrences, and approvals, and is only viewable by FTA and DOL users.

To view all FTA reviewer comments for an Application/Amendment:

1) Click on the 'Review / Approvals' dashboard from the navigation menu.
2) The Application's last and latest FTA review decisions along with the dates that they were logged on will be displayed in a grid format.



Click on a comment link to expand details.



3) Use the paging buttons below the grid if all entries are unable to be displayed on a single page of the grid.

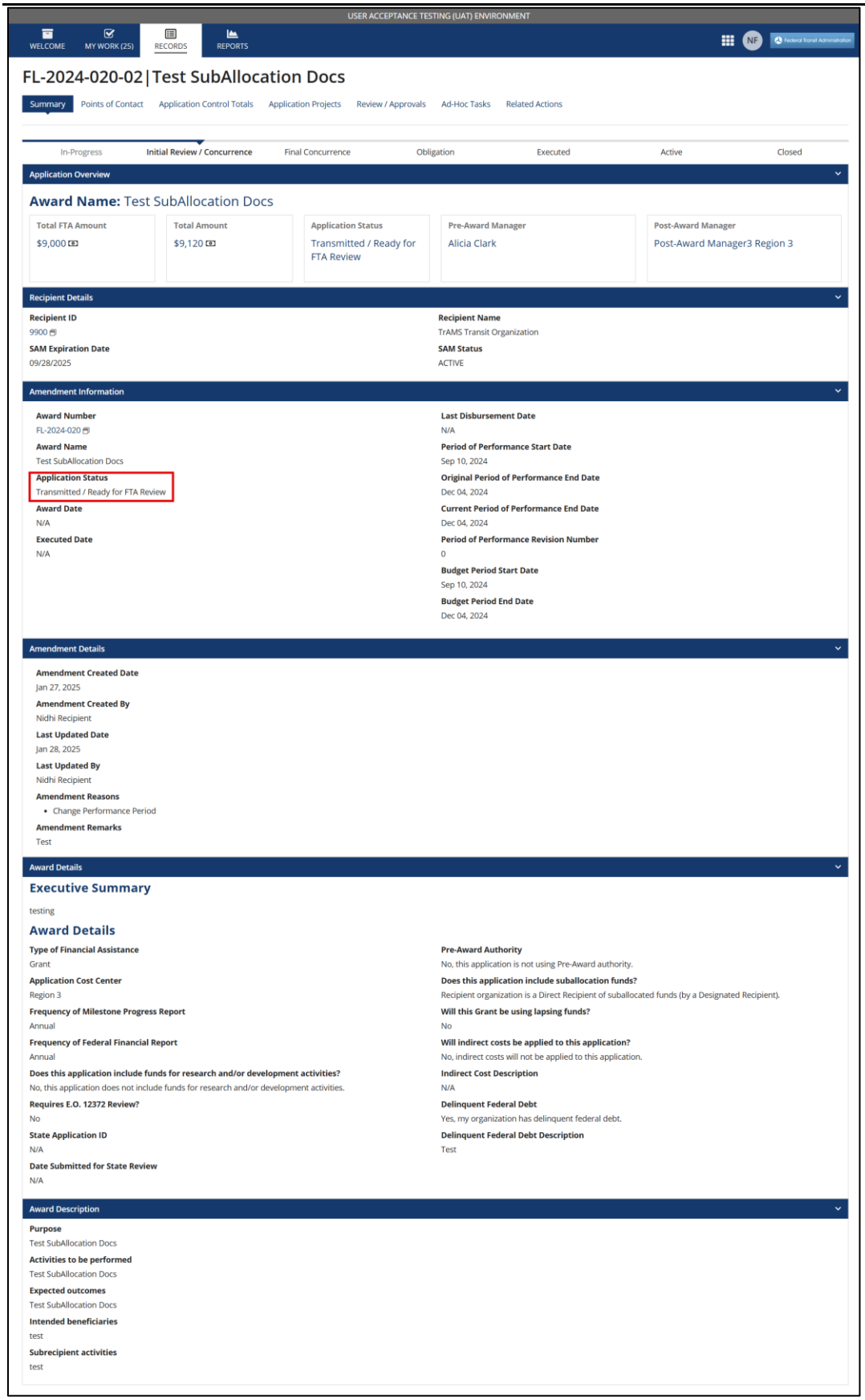
5.1.4.3.5 Dashboard: Ad-Hoc Tasks

The Ad-Hoc Tasks dashboard contains all the ad-hoc tasks associated with an application. For more information on this refer to section *Records: Search Ad-Hoc Tasks*.

5.1.5 Application Phases & Application Status

This section explains the difference between the Application Phases and the Application Statuses as well as how they relate to one another. The Application Phases are tracked in TrAMS by a visual called the Progress Bar, as mentioned in the *Summary* section. Below is an example of a Progress Bar.

The Application/Award Status is visible in multiple places within TrAMS, but a common location to view the Application Status is on the 'Summary' Dashboard, as shown in the following image:


USER ACCEPTANCE TESTING (UAT) ENVIRONMENT
WELCOME
MY WORK (25)
RECORDS
REPORTS
NF
FL-2024-020-02 | Test SubAllocation Docs
Summary
Points of Contact
Application Control Totals
Application Projects
Review / Approvals
Ad-Hoc Tasks
Related Actions
In-Progress
Initial Review / Concurrence
Final Concurrence
Obligation
Executed
Active
Closed
Application Overview
Award Name: Test SubAllocation Docs
Total FTA Amount
$9,000
Total Amount
$9,120
Application Status
Transmitted / Ready for FTA Review
Pre-Award Manager
Alicia Clark
Post-Award Manager
Post-Award Manager3 Region 3
Recipient Details
Recipient ID
9900
Recipient Name
TrAMS Transit Organization
SAM Expiration Date
09/28/2025
SAM Status
ACTIVE
Amendment Information
Award Number
FL-2024-020
Award Name
Test SubAllocation Docs
Application Status
Transmitted / Ready for FTA Review
Award Date
N/A
Executed Date
N/A
Last Disbursement Date
N/A
Period of Performance Start Date
Sep 10, 2024
Original Period of Performance End Date
Dec 04, 2024
Current Period of Performance End Date
Dec 04, 2024
Period of Performance Revision Number
0
Budget Period Start Date
Sep 10, 2024
Budget Period End Date
Dec 04, 2024
Amendment Details
Amendment Created Date
Jan 27, 2025
Amendment Created By
Nidhi Recipient
Last Updated Date
Jan 28, 2025
Last Updated By
Nidhi Recipient
Amendment Reasons
Change Performance Period
Amendment Remarks
Test
Award Details
Executive Summary
testing
Award Details
Type of Financial Assistance
Grant
Application Cost Center
Region 3
Frequency of Milestone Progress Report
Annual
Frequency of Federal Financial Report
Annual
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
No, this application is not using Pre-Award authority.
Does this application include suballocation funds?
Recipient organization is a Direct Recipient of suballocated funds (by a Designated Recipient).
Will this Grant be using lapsing funds?
No
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
Yes, my organization has delinquent federal debt.
Delinquent Federal Debt Description
Test
Award Description
Purpose
Test SubAllocation Docs
Activities to be performed
Test SubAllocation Docs
Expected outcomes
Test SubAllocation Docs
Intended beneficiaries
test
Subrecipient activities
test

Each phase within a TrAMS Application has one or more statuses. For example, an Application within the 'In-Progress' phase can have a status of 'In-Progress' or 'In-Progress / Returned to Grantee.' The table below shows the relationship between the Progress Bar (Application Phases) and the Application Statuses.

Table 4: Application Phases and Statuses

Application Phases	Application Statuses
In-Progress	In-Progress
	In-Progress / Returned to Grantee
Initial Review / Concurrence	Transmitted / Ready for FTA Review
	Initial Review / Concurrence
	Review Complete / Ready for FAIN
	FAIN Assigned / Ready for Submission
	Application Submitted
Final Concurrence	Final Concurrence / Reservation
Obligation	Ready for RA Concurrence / Award
Execution	Obligated / Ready for Execution
Active	Active (Executed)
	Active / Budget Revision in Progress
	Active / Budget Revision under Review
	In-Progress / Admin Amendment
	Active Award / Inactive Amendment
	Active Award / Ready for Closeout
	Active Award / Closeout Requested
Closed	Closed

5.2 Application Development

Application detail records include both Applications that are in progress and Applications that have been Awarded. Available Application record details will be displayed in the left navigation menu after selecting an Application record. The 'Related Actions' menu will display actions relevant to the selected Application. Actions displayed will vary based on the user's role and the current status of the Application.

Refer to the *Working with Applications/Awards* section for more detailed information on common Application / Award details and actions.

5.2.1 In-Progress Phase

This section details the steps leading up to the submission of a formal Application and subsequent Award. The process and information requested to be completed is designed to ensure that once an Application is transmitted, it can be processed by the FTA Regional Office in a timely manner.

After an Application is created several Related Actions are immediately available. Some maybe be used right away, though others will come into play later on in Application Development. As the Application / Award Lifecycle progresses in this User Guide, Related Actions and Tasks will be shown in the order that progresses the Application / Award for the most part.

To create and transmit an Application to FTA, user must be a Submitter or Developer user. The basic steps covered in the create Application process includes:

1) Create the Application, complete the Application details
2) Add one of more Projects to the Application to include:
    a) Add Project details and narratives, Project locations, and Project plan information.
    b) Add budget activity line items and milestones
    c) Add environmental determinations
    d) Validate the Project
3) Validate and transmit the Application

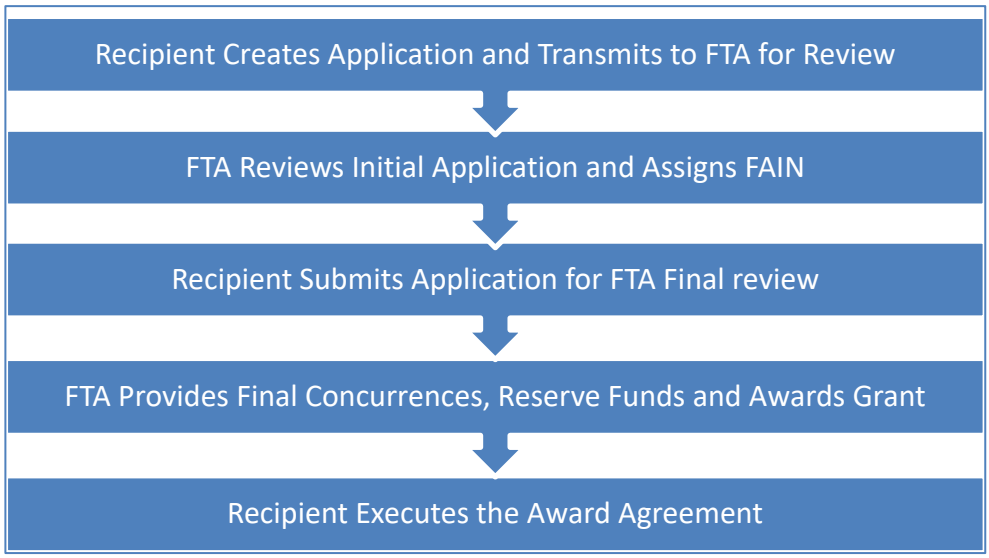
After an Application is transmitted, FTA can return the Application to the recipient or assign the Application to internal reviewers FTA will only assign a FAIN if the Application is considered complete. The Application will then be returned to the recipient for formal submission to FTA. After submission, FTA will conduct any additional reviews, reserve funds for the Application, and then Award the grant.

If the Application indicates pre-Award authority, then the applicant must submit the initial Federal Financial Report (FFR) before the Official will receive the task to execute.

Once a grant has been Awarded (and the FFR has been submitted for the pre-authority Application), users with the Official role in the Recipient Organization will receive a task to execute the Award. The task must be completed within 90 days.

Figure 2, below, highlights this general Application process from initial creation to Award.

Figure 4: Application Work-Flow



5.2.1.1 Action: Create Application

The 'Create Application' action is the first step in the Application development process. Only recipient organization users with the Submitter or Developer roles can access this action.

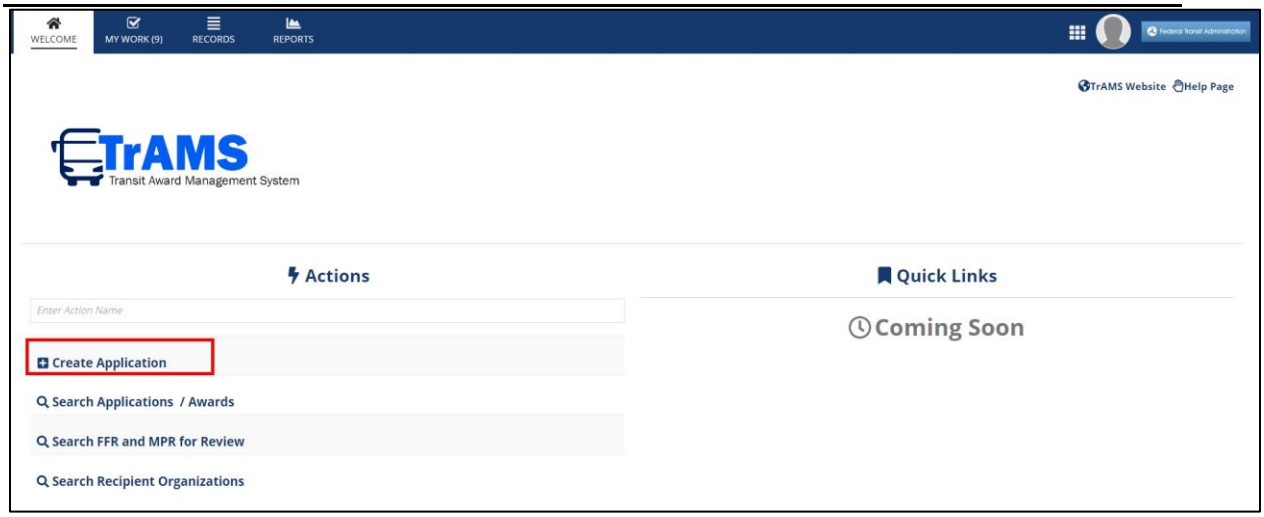
The form collects high-level information about the Application. Some fields are required to save the form. All questions must be answered prior to Application transmission. User can return to this form using the 'Application Details' related action once the Application is created.

For Guidance to better understand each question and level of information/details refer to resources available on the TrAMS Guidance Page and the primary FTA Office.

To create a new Application:

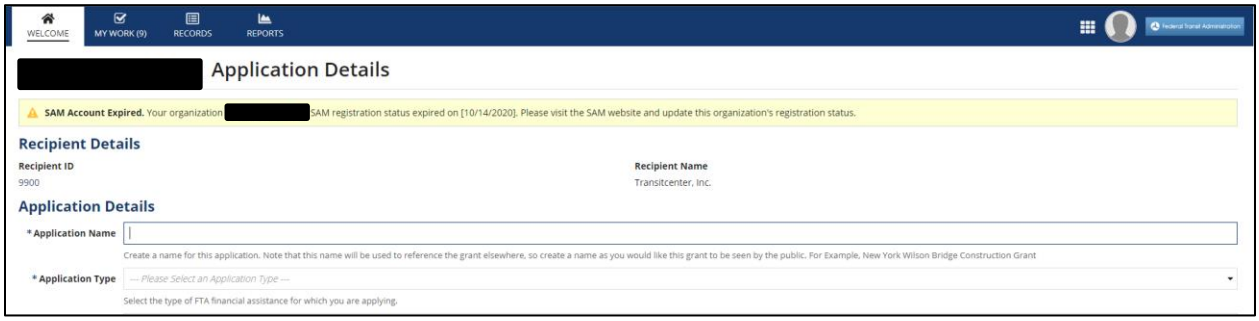
1) Click the 'Actions' tab to display a list of available user actions.

2) Click the 'Create Application' action.

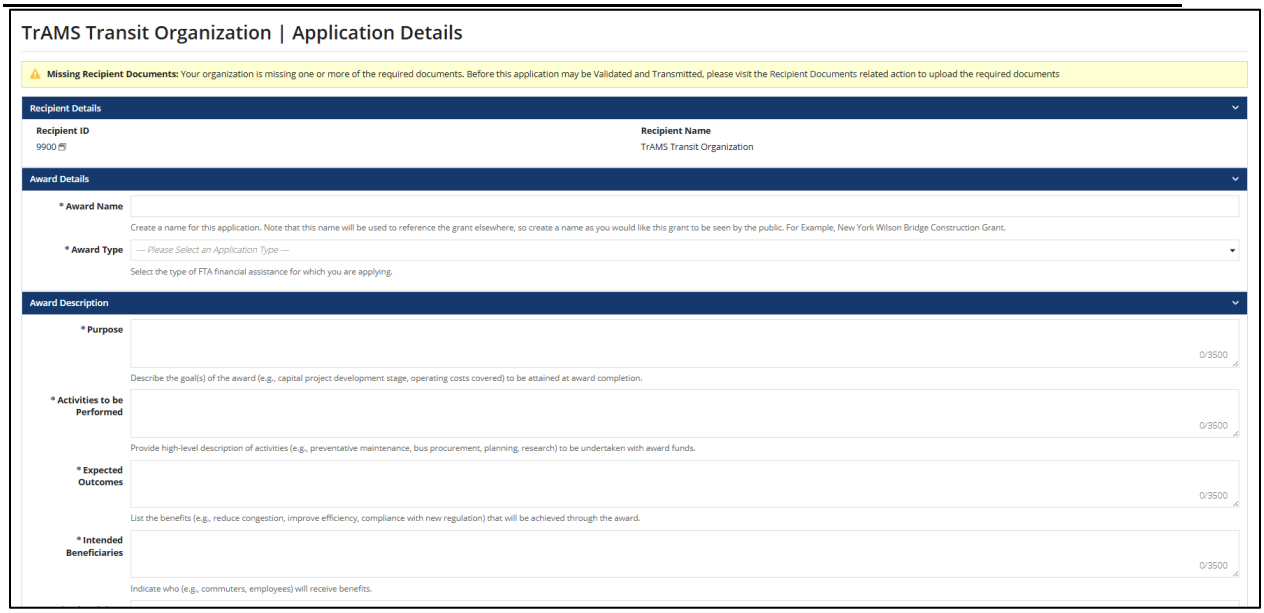


3) The 'Application Details' form will display. The form contains two sections: 'Application Details' and 'Application Financial Information'.

Note: If the recipient organization's SAM account is expired, the recipient user will see a warning message on the Application Details. The recipient must update the organization's registration status before moving forward.

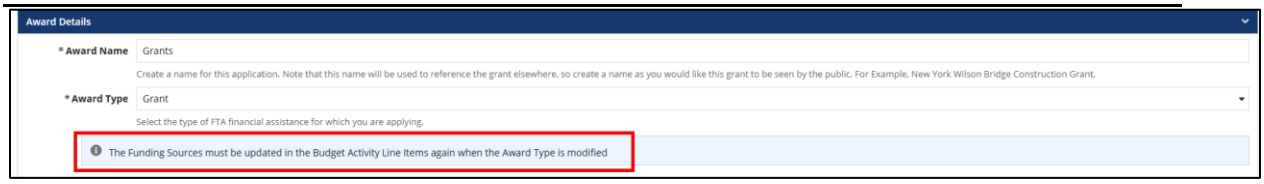


Note: If the recipient organization is missing one or more of the required Legal documents from their Recipient Documents related action (Authorizing Resolution and/or Opinion of Counsel), the user will see a warning message. The recipient must add the required Document Types in the Recipient Documents before validating and transmitting the application.

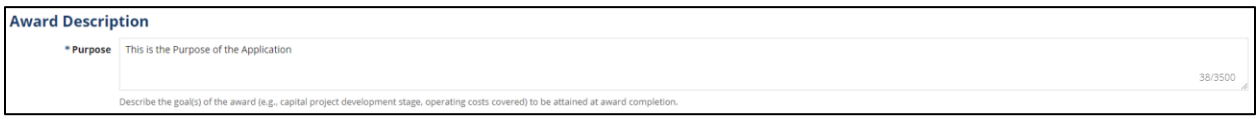


4) **Award Name (Required):** Enter the award name. This name will be used for this award and any future amendments. It cannot be modified after award. The name will be visible by the public in USAspending.gov. A maximum of 250 characters are allowed.

5) **Award Type (Required):** Select the award type from the drop-down menu. Two options are available: a) Grant, b) Cooperative Agreement. If Cooperative Agreement is chosen, the Recipient will have the option to choose a particular region or office to complete the initial review of the application during transmission of the application. Grants are routed to their assigned region for review and do not provide the option to assign the application to other regions for review. Additionally, the award type chosen here will determine which funding sources will be available for selection in the Project's Budget Activity Line Items. The User will only see funding sources that are available with the selected award type. If the Award Type is updated after funding sources have been selected, then the user may have to update the funding sources in the Budget ALIs if the selected funding sources are not associated with both Award Types. An instructional text will be displayed in this scenario under the Award Type field.

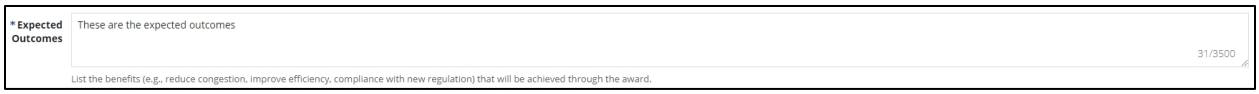


6) **Purpose (Required):** Describe the goal(s) of the award to be attained at award completion. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed.



7) **Activities to be Performed (Required):** Provide high-level description of activities to be undertaken with award funds. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed.

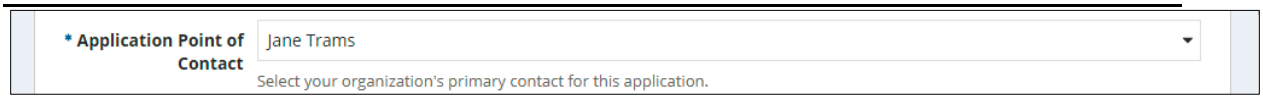
8) **Expected Outcomes (Required):** List the benefits that will be achieved through the award. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed



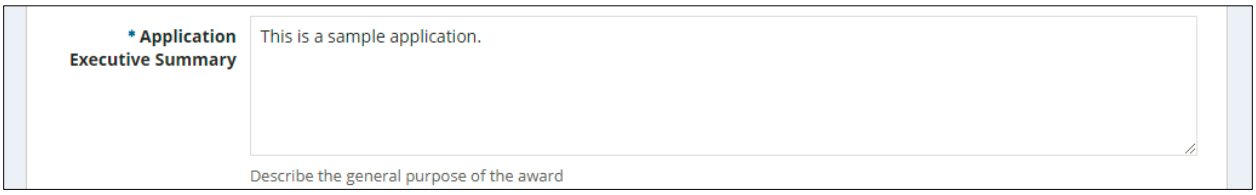
9) **Intended Beneficiaries (Required):** Indicate who will receive benefits. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed.

10) **Subrecipient Activities (Required):** Provide a summary of activities with number of subrecipients planned. If there are no subrecipients then state “None.” Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box. A maximum of 3500 characters are allowed.

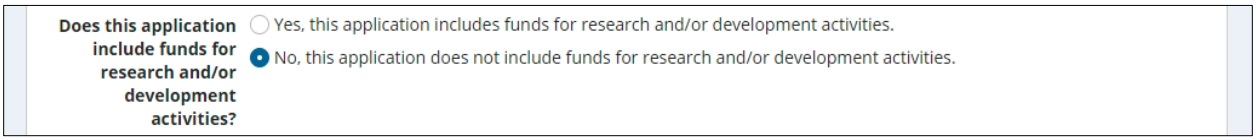
11) **Application Point of Contact (Required):** Select a point of contact (POC) from the drop-down menu provided. This individual will be the primary point of contact from the recipient organization regarding this application. The person selected as the POC will be listed on the Points of Contact page. This also includes the View-Print Application and any other documentation that provides a list of POCs.



12) **Application Executive Summary (Required):** Enter an executive summary describing the general purpose of the award. Click the diagonal lines in the bottom right-hand corner and drag the lines down to expand the text box.

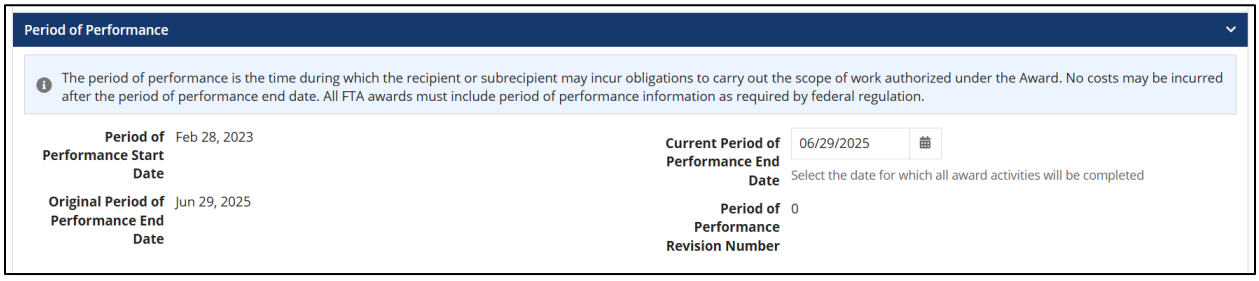


13) **Research and/or Development:** Select the 'Yes' or 'No' option to respond to the question, 'Does this Application include funds for research and/or development activities?'



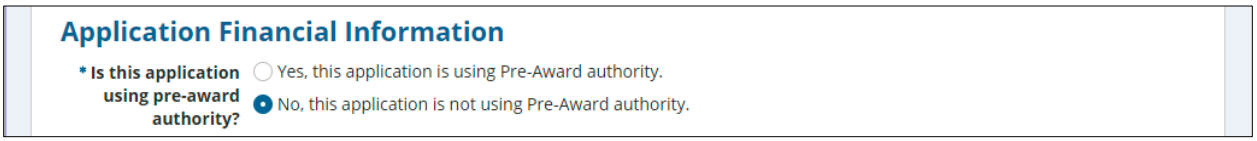
14) **Period of Performance Start Date:** The period of performance start date is a non-editable field. There is placeholder text that will display until the time of Award. The Period of Performance Start Date will be the Original Award Date (i.e., the date the Regional Administrator enters the PIN to obligate the Award). Once the Award is obligated, the placeholder text will be removed, and the field will be auto-populated with the proper date.

15) **Period of Performance End Date:** Enter the period of performance end date. The date selected must be at least 60 days in the future for all new Applications. The date must not exceed 12/31/2099. The Period of Performance End Date field is not mandatory at the time of Application creation but is required and must be populated before the Application is Transmitted. This field is only editable by the FTA Submitter or Developer while the Application is In-Progress status.



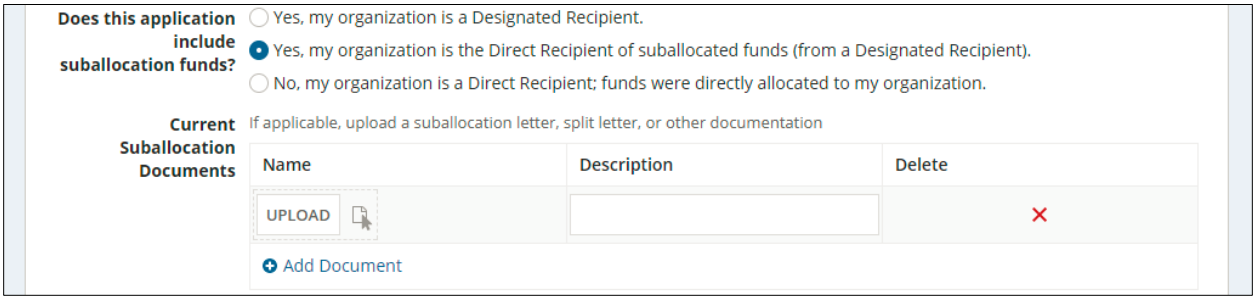
16) **Pre-Award Authority (Required):** Select the Yes or No option to respond to the question 'Is this Application using pre-Award authority?' Selecting 'Yes, my Application is subject to pre-Award authority' will generate a task for an initial Federal Financial Report (FFR) after FTA makes the

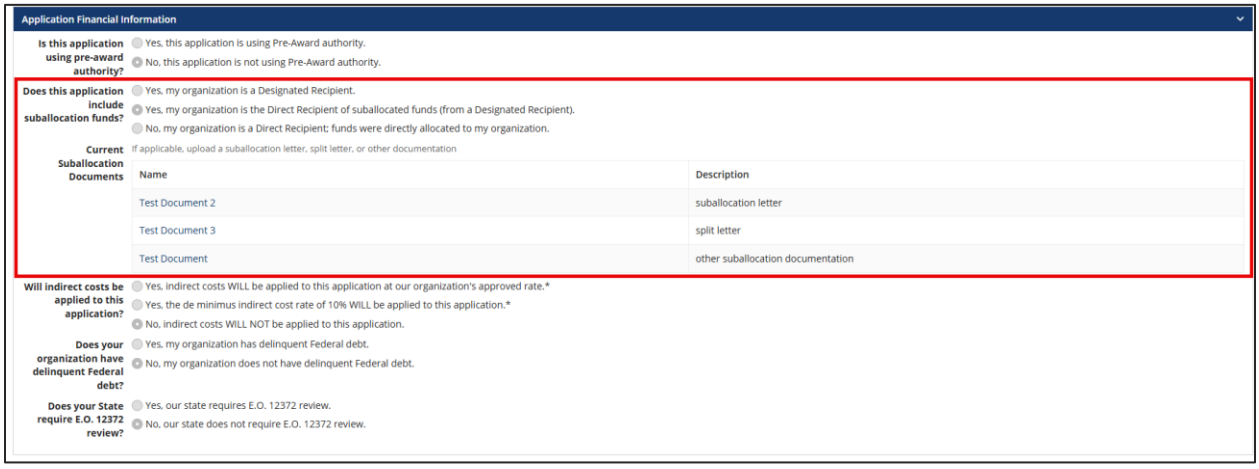
Award. The Initial FFR must be completed by the recipient organization's FFR Reporter before the Official can execute.



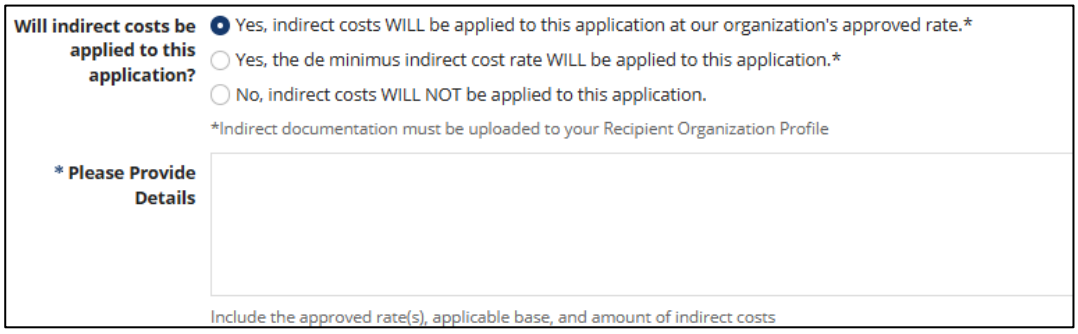
17) **Suballocation Funds:** Select the appropriate radio button response to the question: 'Does this Application include suballocation funds?' If the organization is a direct recipient of suballocated funds from a designated recipient (option 2 in the screenshot below), additional documentation must be uploaded (e.g. split letter). One or more documents can be added. If the selection changes to a different option (e.g. option 1 or 2), then any uploaded documents are deleted and the option to upload documents disappears from the page.

Documents uploaded will be visible under 'Application Documents' related action. Once the application/amendment has been awarded suballocation documents will also be visible under the 'Award Documents' related action. The document context for these will be 'Financial' and the document type will be 'Suballocation information'. Note that these documents cannot be added or deleted from the Application or Award documents related actions, they can only be added or deleted from the Application Details related action in statuses where the Application Details related action is editable.

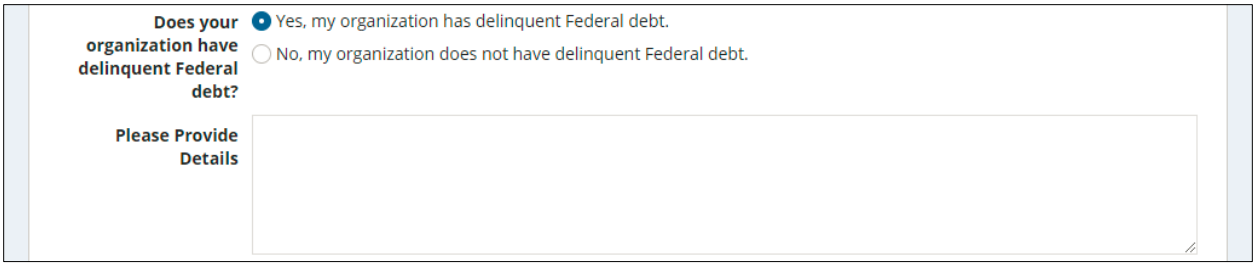




18) **Indirect Costs:** Select the appropriate radio button response to the question: 'Will indirect costs be applied to this Application?' If the answer 'Yes, indirect costs WILL be applied to this Application at our organization's approved rate.' is selected, an input box will appear, 'Please Provide Details'. In this case, additional details on the rate, applicable base, and amount of indirect costs must be provided.



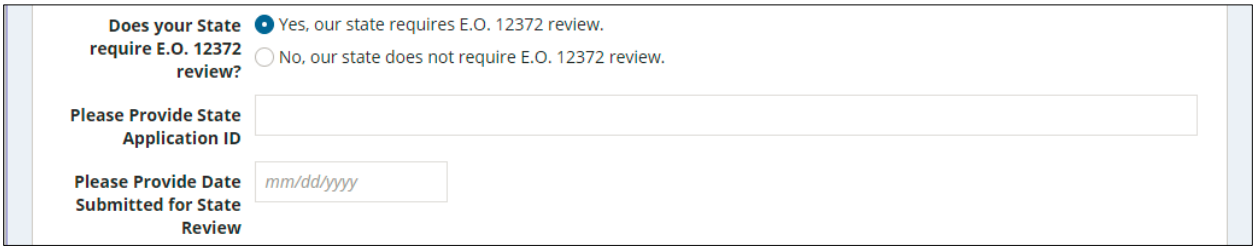
19) **Federal Debt:** Select either the Yes or No option to respond to the question, 'Does your organization have delinquent Federal debt?' If users select, the 'Yes' option, an input box will appear, 'Please Provide Details'. Enter additional details into this box.



20) **E.O. Review:** Select either the Yes or No option as applicable to respond to the question, 'Does your State require E.O.12372 review?' If users select the Yes option, two additional fields will appear:

a) Enter the state Application ID in the 'Please Provide State Application ID' field.

b) Enter the state review date in the 'Please Provide Date Submitted for State Review' field.

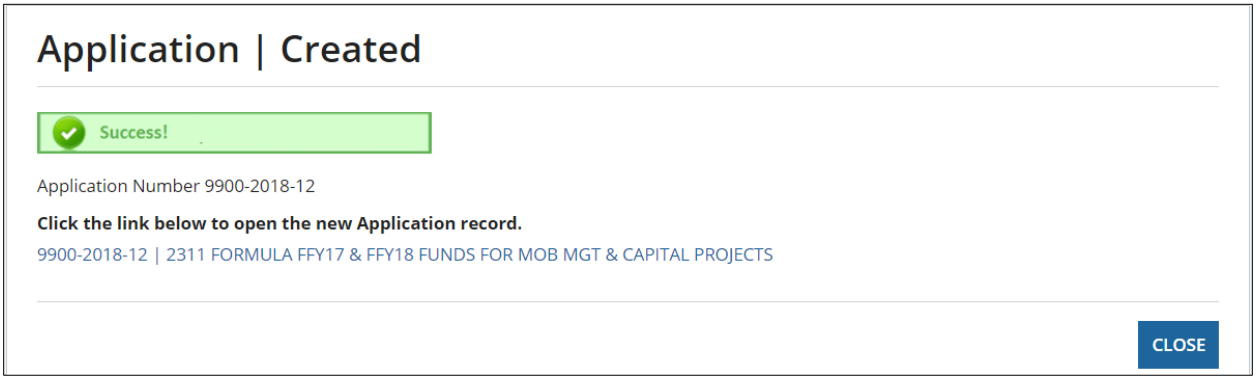


21) Once all details have been entered for the new Application, click the 'Create Application' button. If users remain on the page, they should review the form for any error messages for missed information. Click the 'Cancel' button to discard the Application and all information entered.

22) The new Application record will be created and saved.

23) A confirmation message will display: 'Click on the link below to view the new Application record,' and the Summary Dashboard will be displayed. Users may either click on the hyperlink to automatically be redirected to the new Application record and continue developing their Application, or return to the record later by clicking the 'Close' button to return to the 'Actions' tab. To access the Application at a later date, go to Records, Applications / Awards, and search for the Application record.

    The temporary 'Application Number' is also generated after clicking the 'Create Application' button. There are 3 components of the temporary Application number, each separated by a dash. The first part (from left to right) is the Recipient ID, followed by the fiscal year, which is the second part. The last component of the temporary Application Number is a unique number that is incremented each time a new Application is created. This 'Application Number' is temporarily used to reference the Application until the FAIN is assigned by FTA.



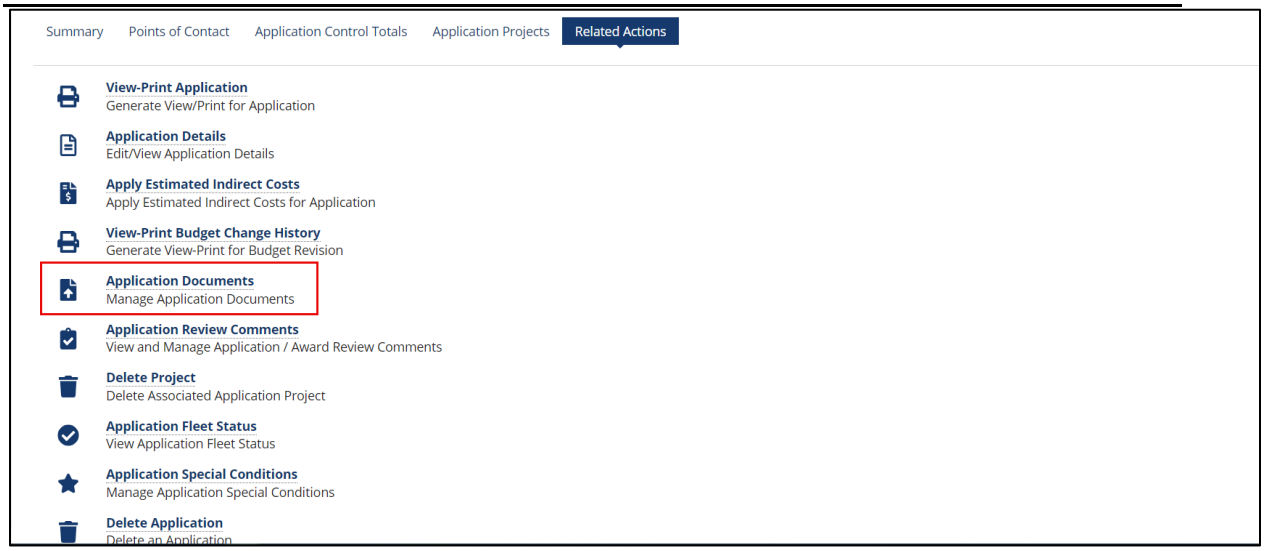
Once users access the Application record, the Progress Bar will show that the Application is in the 'In-Progress' phase, as shown in the image below. This is the first phase within the Pre-Award grant life-cycle.

5.2.1.2 Related Action: Application Documents

The 'Application Documents' action allows users to add, delete, or view documents associated with the Application.

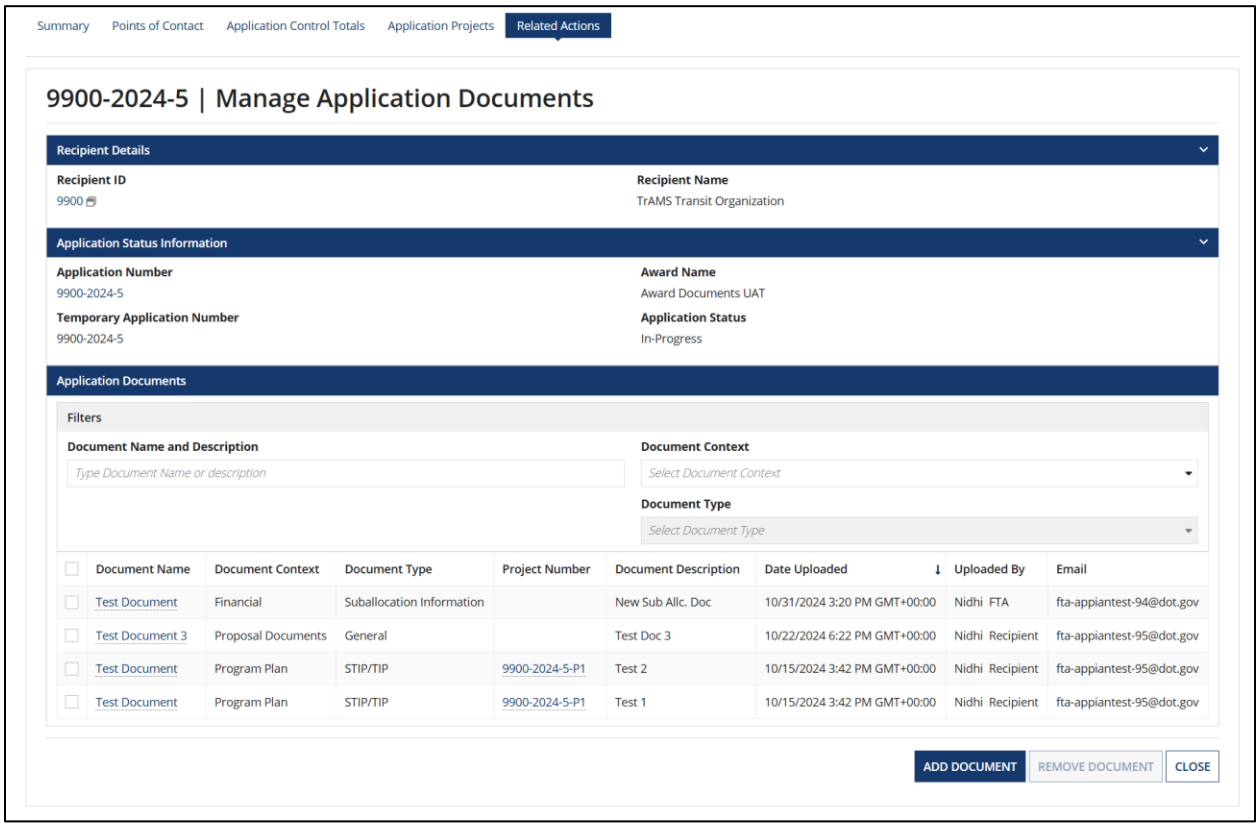
To add, delete, or view documents for an Application record:

1) Click 'Application Documents'.



2) Users will be taken to the 'Manage Application Documents' form for the selected Application. Users will be able to upload a new document or delete existing ones displayed in the grid.

3) Click the 'Add Document' button to upload a new document for the Application.



4) Users will be taken to the 'Add New Documents' form.

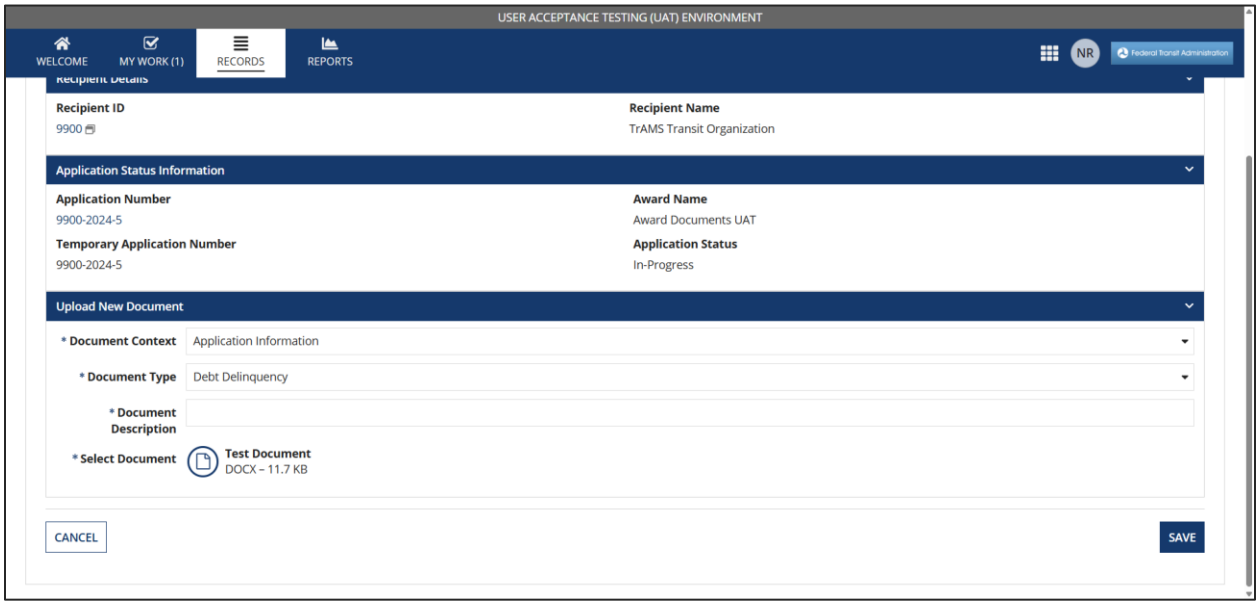
a) Use the provided drop-down menu under the ‘Document Context’ field to select from one of the predefined context types.

b) Use the provided drop-down menu under the ‘Document Type’ field to select from one of the predefined document types.

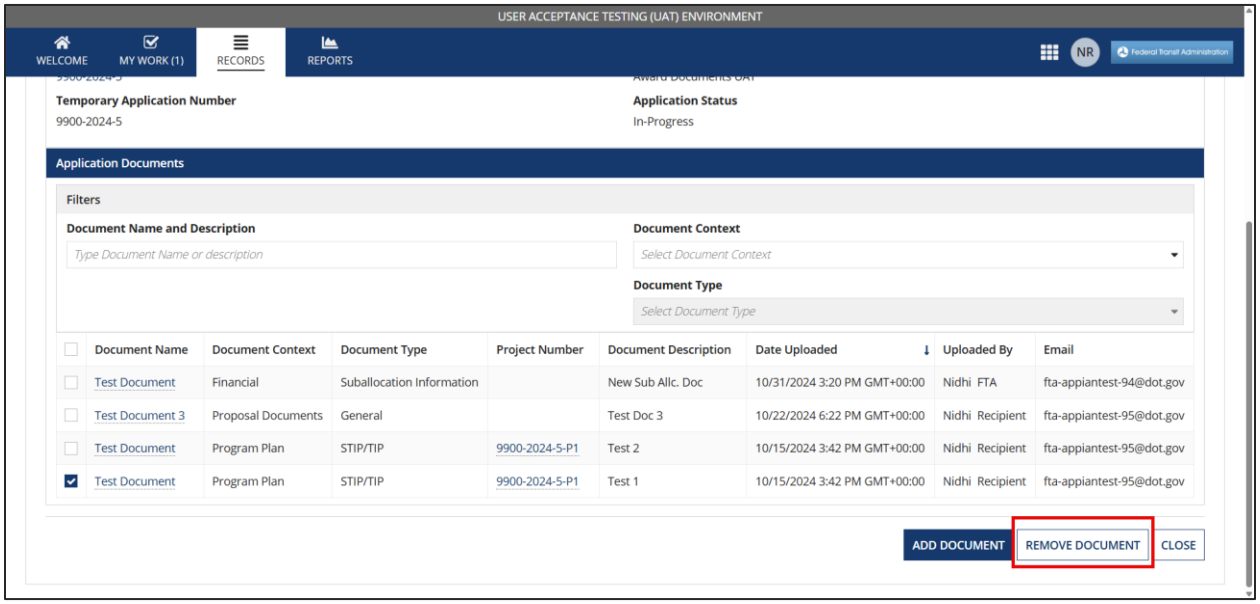
c) Enter a description for the document into the ‘Document Description’ field.

d) Click the ‘Browse...’ button under the “Select File” field to select a local file for upload. Users may upload only one file at a time. Click the ‘Remove’ link which appears after upload if Users wish to remove the uploaded file.

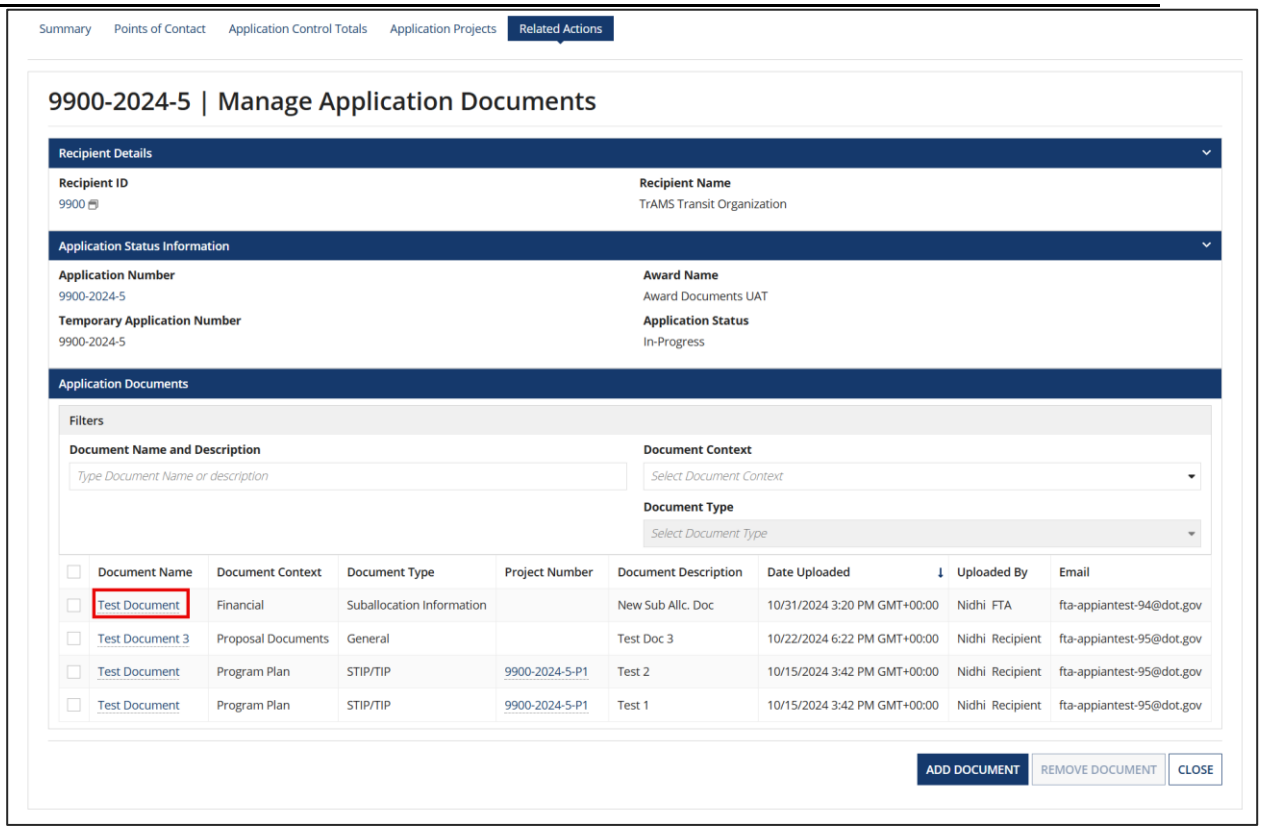
e) Click the **'**Save' button once all details are complete and a file has been uploaded.



5) To delete any existing documents, select the check box for one or more documents in the grid and then click the 'Remove Document' button.



6) To view documents simply click on the 'Document File Name' for the document to be viewed.



Note that once an application/amendment is awarded, all documents uploaded will be available under the Award Documents related action and users will no longer be able to add or remove documents from the application documents related action. Any modifications to the documents i.e., adding or removing will only be done using the Award Documents related action. Also note that certain document contexts and types cannot be uploaded or removed once an application is awarded, and users will need to create a budget revision or amendment to modify these documents.

5.2.1.2.1 Document Contexts and Document Types

Further details on this topic are discussed in *Related Action: Application Documents*. This section displays all the available combinations of Document Contexts and their corresponding Document types as well as a brief description of each. For example, if users access the Application Document related action and select a Document Context of 'Federal Financial Report,' then the Document Types that will be available for selection are General and Recipient Remarks. See the table below for other context and document type combinations:

Table 2: Document Contexts and Document Types

Context	Document Type	Description
Comments	FTA Comments	Document that contains FTA Comments
	General Comments	For generic comments

	FTA Internal Comments	Used for Internal FTA Comments
	Conditions of Awards	For specifying Award conditions
	DOL	Documents with DOL Comments
Federal Financial Report	General	For Generic Federal Financial Report documents
	Recipient Remarks	Recipient Remarks pertaining to the Federal Financial Report
Proposal Documents	FTA Comments	Proposal document with FTA Comments
	General	Proposal document with General info
Application Information	General	For documents with general Application Information
	Debt Delinquency	Application info docs pertaining to debt
Financial	Suballocation Information	Suballocation Documents added under Application Financial Information via Application Details
Budget Revision	Approver Notes	Budget Revision documents containing approver notes
Fleet	Fleet Status	Documents pertaining to Fleet Status
	Fixed Route Fleet Details	Documents pertaining to Fixed Route Fleet Details
	Paratransit Fleet Details	For documents pertaining to Paratransit Fleet Details
	Light Rail Fleet Details	For Light Rail Fleet Details
	Commuter Rail Fleet Details	Use when uploaded doc contains commuter rail fleet details
	Heavy Rail Fleet Details	For Heavy Rail Fleet Detail documents
	Waterborne Fleet Details	Use when document contains Waterborne Fleet Details
	Other Fleet Details	For miscellaneous fleet details
DOL Documentation	DOL Certification	For DOL Certification Documents

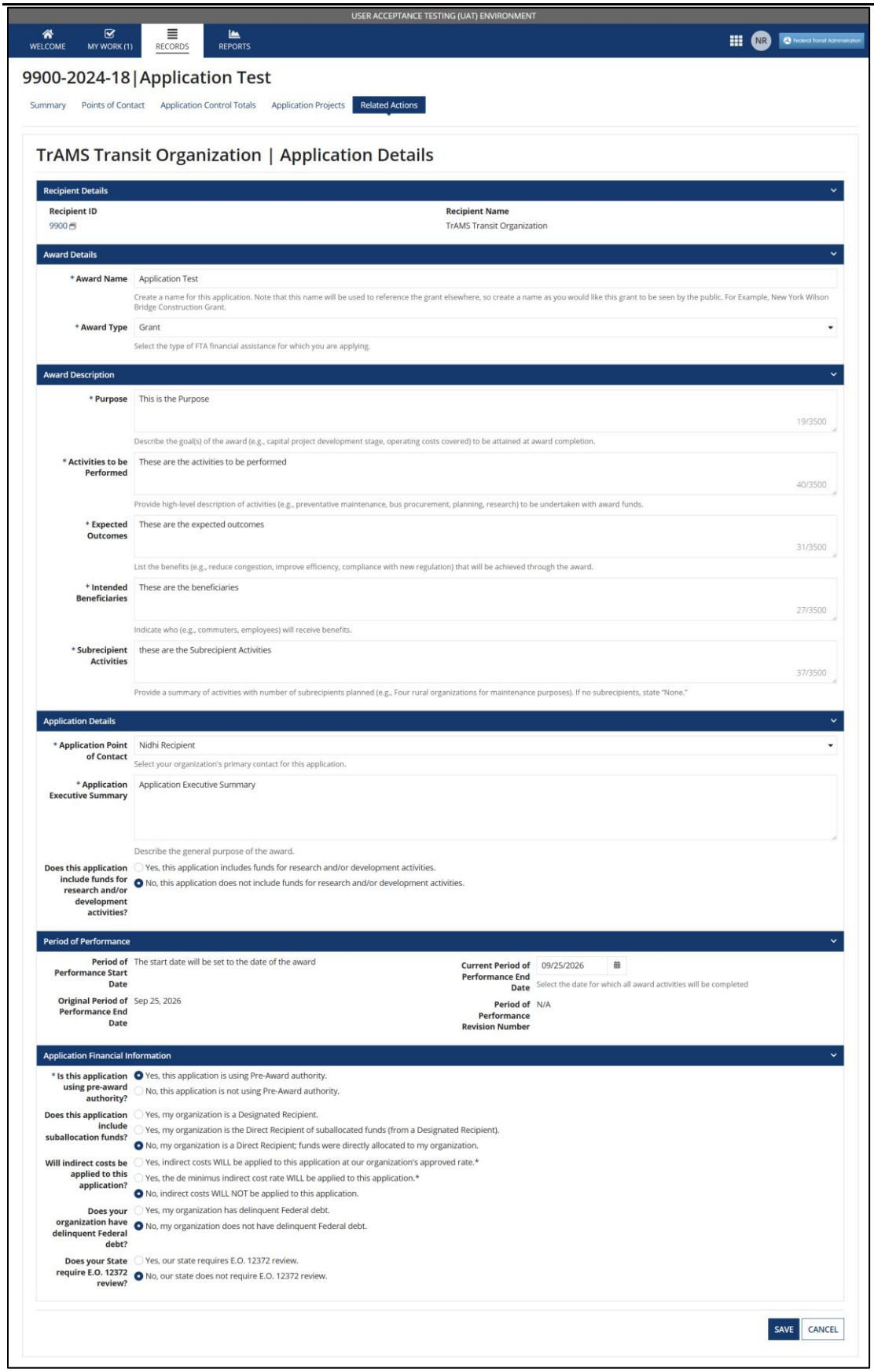
5.2.1.3 Related Action: Application Details

The ‘Application Details’ will allow FTA users with the role of ‘Pre-Award Manager’ or ‘Post-Award Manager’ to edit high level Application information during initial Application creation and during post-

Award modifications. This information will be read-only for all other FTA users and during other phases of a grant's life cycle.

To edit an Application record:

1) Click 'Application Details'.
2) Users will be taken to the 'Application Details' form for the selected Application. Users will be able to edit text saved in fields and change the values saved for drop-down menus. Refer to *Action: Create Application* for information that will be expected for each field.
3) Once users have completed the changes, click the 'Save' button. All changes will be saved and they will be returned to the 'Related Actions' menu. Users can verify changes by clicking the 'Summary' dashboard to view Application details.


USER ACCEPTANCE TESTING (UAT) ENVIRONMENT
WELCOME
MY WORK (1)
RECORDS
REPORTS
NR
9900-2024-18|Application Test
Summary
Points of Contact
Application Control Totals
Application Projects
Related Actions
TrAMS Transit Organization | Application Details
Recipient Details
Recipient ID
9900
Recipient Name
TrAMS Transit Organization
Award Details
* Award Name
Application Test
Create a name for this application. Note that this name will be used to reference the grant elsewhere, so create a name as you would like this grant to be seen by the public. For Example, New York Wilson Bridge Construction Grant.
* Award Type
Grant
Select the type of FTA financial assistance for which you are applying.
Award Description
* Purpose
This is the Purpose
19/3500
Describe the goal(s) of the award (e.g., capital project development stage, operating costs covered) to be attained at award completion.
* Activities to be Performed
These are the activities to be performed
40/3500
Provide high-level description of activities (e.g., preventative maintenance, bus procurement, planning, research) to be undertaken with award funds.
* Expected Outcomes
These are the expected outcomes
31/3500
List the benefits (e.g., reduce congestion, improve efficiency, compliance with new regulation) that will be achieved through the award.
* Intended Beneficiaries
These are the beneficiaries
27/3500
Indicate who (e.g., commuters, employees) will receive benefits.
* Subrecipient Activities
these are the Subrecipient Activities
37/3500
Provide a summary of activities with number of subrecipients planned (e.g., Four rural organizations for maintenance purposes). If no subrecipients, state "None."
Application Details
* Application Point of Contact
Nidhi Recipient
Select your organization's primary contact for this application.
* Application Executive Summary
Application Executive Summary
Describe the general purpose of the award.
Does this application include funds for research and/or development activities?
Yes, this application includes funds for research and/or development activities.
No, this application does not include funds for research and/or development activities.
Period of Performance
Period of Performance Start Date
The start date will be set to the date of the award
Original Period of Performance End Date
Sep 25, 2026
Current Period of Performance End Date
09/25/2026
Select the date for which all award activities will be completed
Period of Performance Revision Number
N/A
Application Financial Information
* Is this application using pre-award authority?
Yes, this application is using Pre-Award authority.
No, this application is not using Pre-Award authority.
Does this application include suballocation funds?
Yes, my organization is a Designated Recipient.
Yes, my organization is the Direct Recipient of suballocated funds (from a Designated Recipient).
No, my organization is a Direct Recipient; funds were directly allocated to my organization.
Will indirect costs be applied to this application?
Yes, indirect costs WILL be applied to this application at our organization's approved rate.*
Yes, the de minimus indirect cost rate WILL be applied to this application.*
No, indirect costs WILL NOT be applied to this application.
Does your organization have delinquent Federal debt?
Yes, my organization has delinquent Federal debt.
No, my organization does not have delinquent Federal debt.
Does your State require E.O. 12372 review?
Yes, our state requires E.O. 12372 review.
No, our state does not require E.O. 12372 review.
SAVE
CANCEL

5.2.1.4 Related Action: View-Print Application

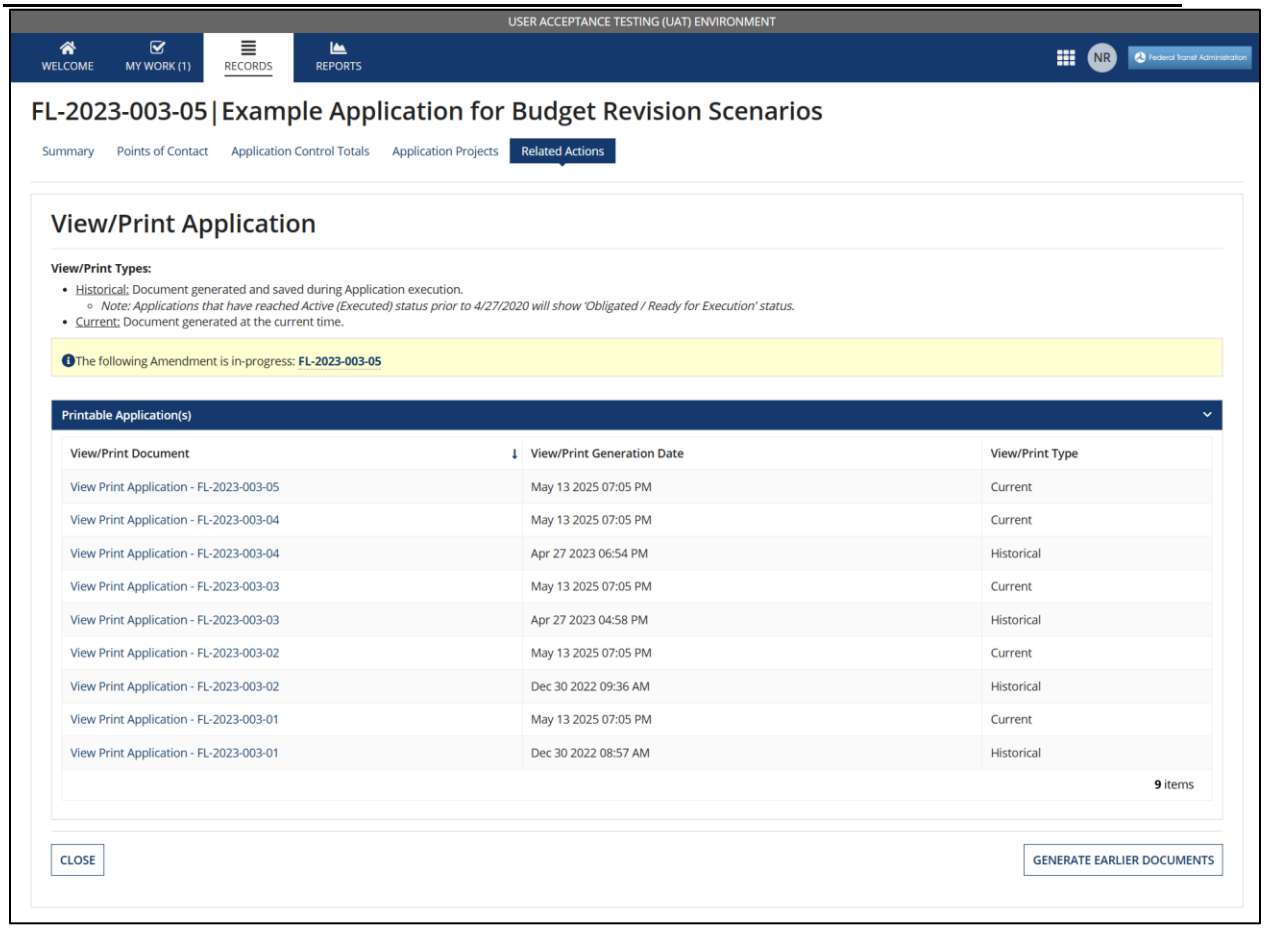
The View-Print Application related action generates a document in TrAMS to view and print the application/award's information. The information within each View/Print document includes a summary of the application/award, projects, and relevant recipient details.

TrAMS provides both a current view/print and historical view/prints for each amendment. The current view-print is a dynamic document based on the latest information in the application/award and recipient organization record. The historical view-print is a static document that is generated when an award is executed.

Amendments associated with the award will be displayed in the View-Print Application. For example, if a user navigates to the View/Print Application for the latest amendment (-02), the user will be able to download the Current View-Print for -00, -01, and -02, and the Historical View-Print for -00, -01, and-02 if it is available.

View-Print Types: Users see 2 types of view-prints under the related action, Historical View-Print and Current View-Print.

- Historical View-Print: This document is generated and saved during Application execution.
- Current View-Print: This document generated at the time the user accessed the related action



To access an application's View-Print

1. Click on the Related Action tab on the application dashboard.
2. Click on the View-Print Application link under the related action
3. Click on the desired view-print link, historical or current. The .rtf file will download to the user's system. The user will have the option to open the file with Word or any other file readers available to them.
4. Click on the downloaded file to open the view-print

5.2.1.5 Related Action: Apply Estimated Indirect Costs

5.2.1.5.1 Overview

The 'Apply Estimated Indirect Costs' related action allows TrAMS to report data to USASpending. Indirect costs are an estimate of the total dollar amount of federal funds that are expected to be used for indirect costs.

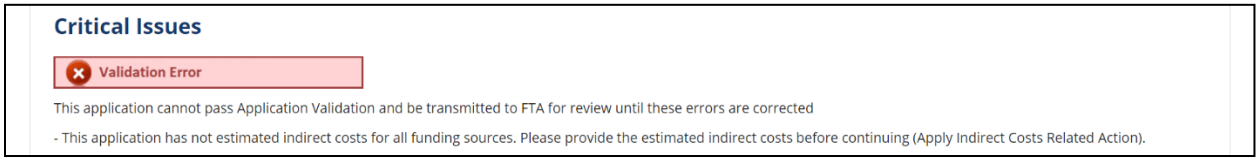
Note: This related action is only applicable to initial awards (not to amendments or budget revisions)

For example, an application may have several projects with several line items each. Even if each project were to have multiple overlapping funding sources, the 'Apply Estimated Indirect Costs' related action

would still show amounts for each funding source associated with the application regardless the funding source's project association(s). In other words, 'Estimated Indirect Cost Amount' is not tracked at the individual line item level. Further clarification is provided in the step-by-step instructions below.

Note: This related action must be completed before the 'Validate and Transmit Application' related action can be completed for the application

If the user attempts to validate and transmit the application before completing the 'Apply Estimated Indirect Costs' related action, they will encounter a validation error. For more information, refer to *Related Action: Validate and Transmit Application*



5.2.1.5.2 User Roles

The Submitters and Developers of a recipient organization will have the ability to complete this related action prior to application transmission. On the FTA side, Reservationists and Pre-Award Managers will have the ability to make updates via this related action from the In-Progress application status through Final Concurrence / Reservation. All other users who can access the application will have read-only abilities for this related action during any application status.

The following table details which user roles can view the related action. It also shows the Application Statuses during which users with those roles can add or edit estimated indirect costs via the related action. Reviewing these permissions is essential before attempting to complete the step-by-step instructions below.

Table: Access to the 'Apply Estimated Indirect Costs' Related Action by Application Status and User Role

Application Status	Permissions		
	Submitters & Developers	**Reservationists & Pre-Award Managers**	**All Users with Access to the Application**
In-Progress	Add / Edit	Add / Edit	Read Only
In-Progress / Returned to Grantee	Add / Edit	Add / Edit	Read Only
Transmitted / Ready for FTA Review	Read Only	Add / Edit	Read Only

Application Status	Permissions		
	Submitters & Developers	**Reservationists & Pre-Award Managers**	**All Users with Access to the Application**
Initial Review / Concurrence	Read Only	Add / Edit	Read Only
Review Complete / Ready for FAIN	Read Only	Add / Edit	Read Only
FAIN Assigned / Ready for Submission	Read Only	Add / Edit	Read Only
Application Submitted	Read Only	Add / Edit	Read Only
Final Concurrence / Reservation	Read Only	Add / Edit	Read Only
Ready for RA Concurrence / Award	Read Only	Read Only	Read Only
Obligated / Ready for Execution	Read Only	Read Only	Read Only
Active (Executed)	Read Only	Read Only	Read Only
Active / Budget Revision In-Progress	Read Only	Read Only	Read Only
Active / Budget Revision Under Review	Read Only	Read Only	Read Only
In-Progress / Admin Amendment	Read Only	Read Only	Read Only
Active Award / Inactive Amendment	Read Only	Read Only	Read Only
Active Award / Ready for Closeout	Read Only	Read Only	Read Only

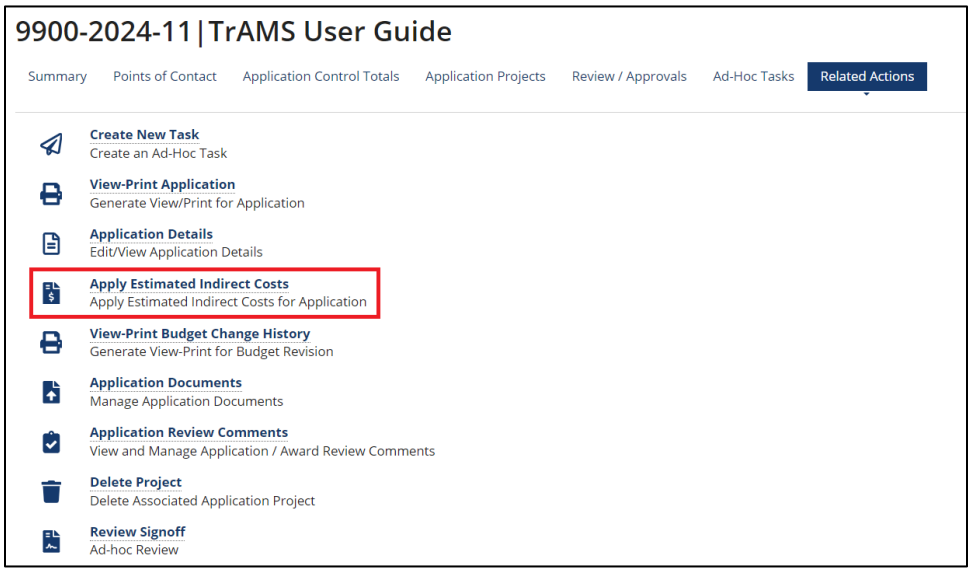
Application Status	Permissions		
	Submitters & Developers	**Reservationists & Pre-Award Managers**	**All Users with Access to the Application**
Active Award / Closeout Requested	Read Only	Read Only	Read Only
Closed	Read Only	Read Only	Read Only

5.2.1.5.3 Steps to Add, Update, and Complete

1) Navigate to the 'Apply Estimated Indirect Costs' related action of an application.

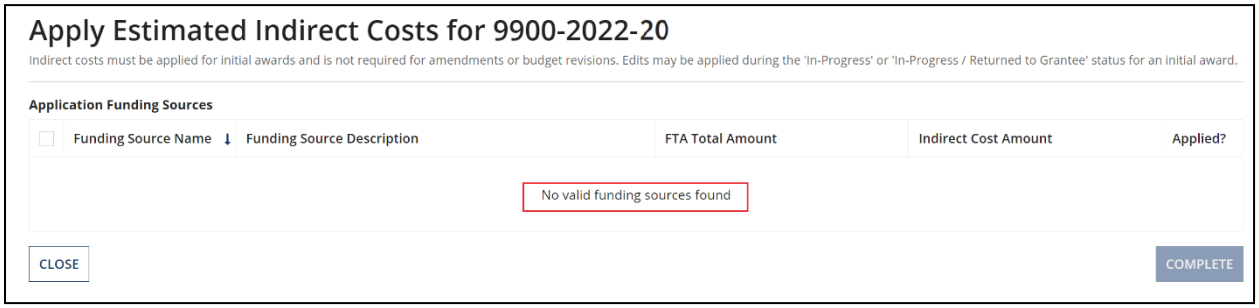
Note: See appropriate Application Statuses by user role in the table above.

2) Click the 'Apply Estimated Indirect Costs' link

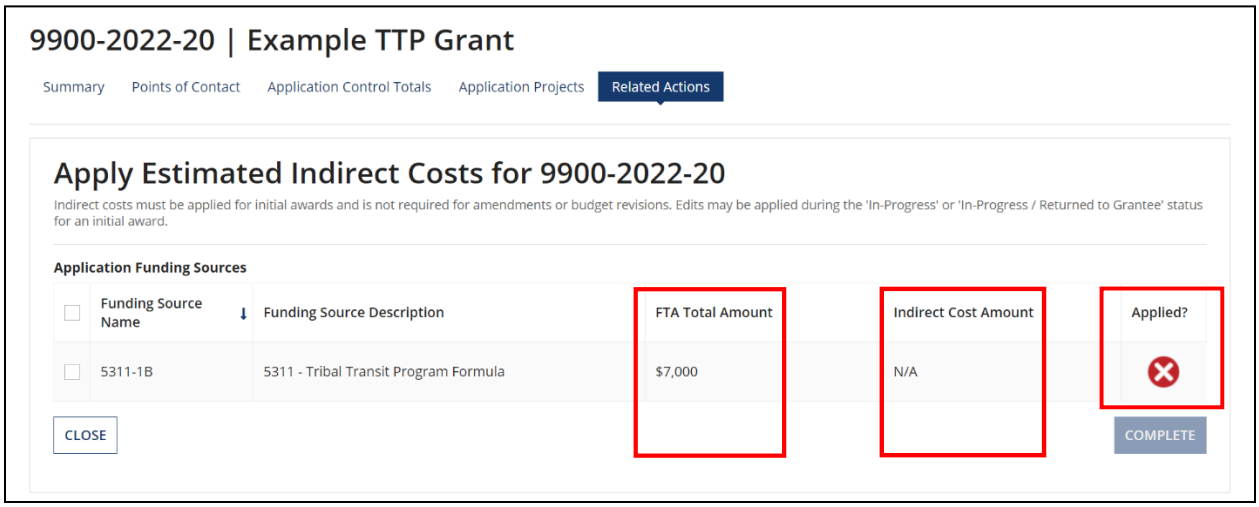


3) Ensure there are valid funding sources available on the application.

Note: If no projects have been validated for the application, the related action screen will display the message "No valid funding sources found." If this is the case, the user must first validate a minimum of one project for the application. This ensures at least one line item exists with an associated funding source.

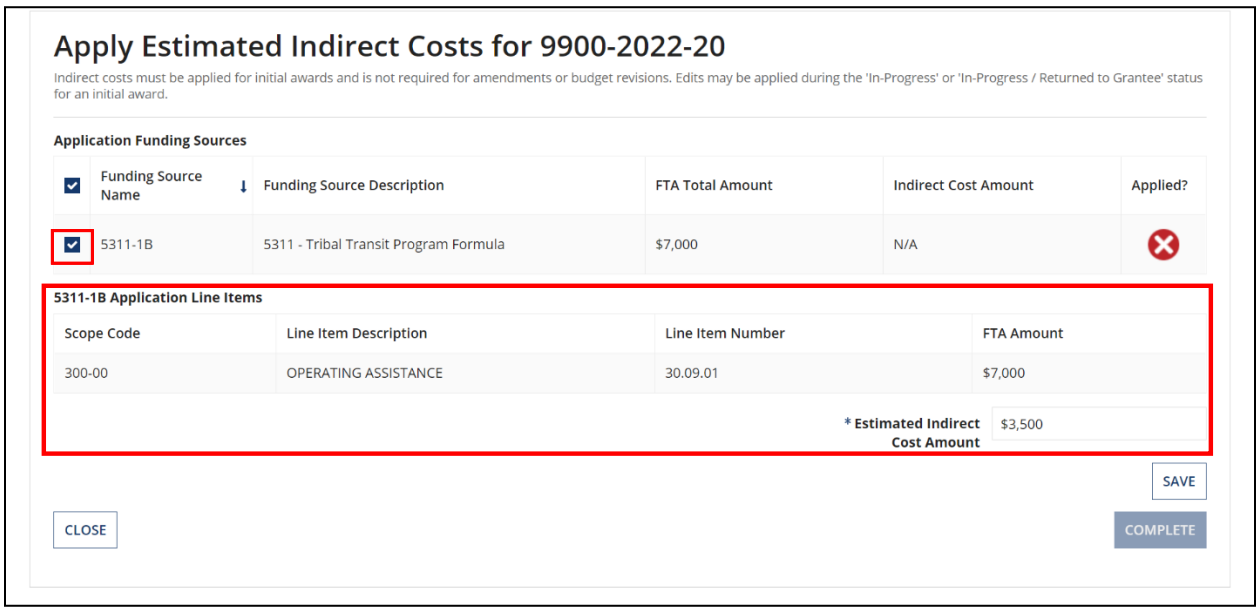


4) Review the information displayed under 'Application Funding Sources'.
   a. The 'FTA Total Amount' column represents the total FTA amount for each funding source across all projects in the application.
   b. The 'Indirect Cost Amount' column will show a value if the user has updated it previously or it will show 'N/A' if the user has not yet updated it.
   c. The 'Applied?' column will show a green check mark if the user has previously updated the funding source or it will show a red 'X' if the user has not.



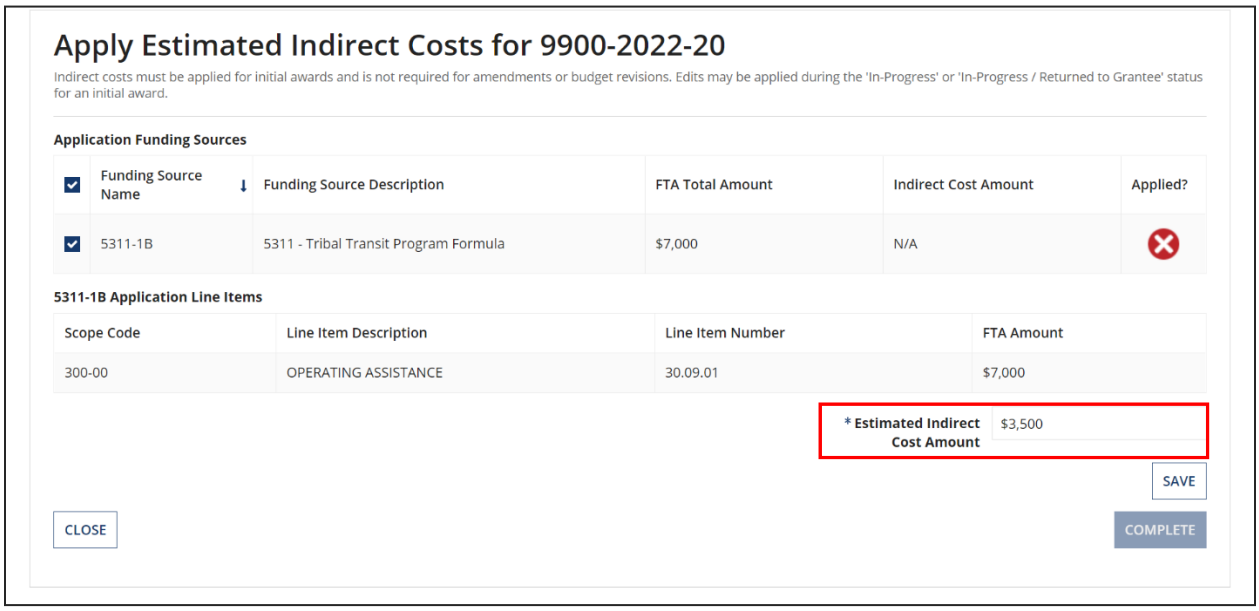
5) Click the checkbox next to any funding source row to select it. A grid will appear below showing any application line items associated with that funding source

Note: The line items shown could be associated with any of the application's projects. As long as the line items are associated with the selected funding source, they will appear in the grid.

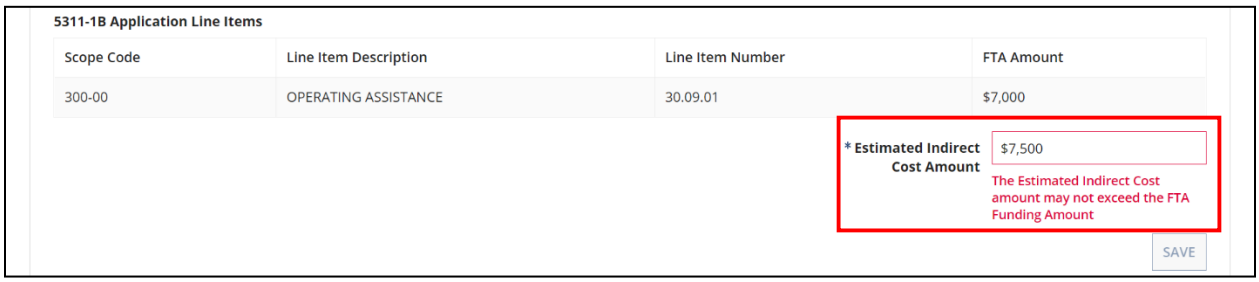


6) Enter an amount in the required 'Estimated Indirect Cost Amount' field and then click 'Save'

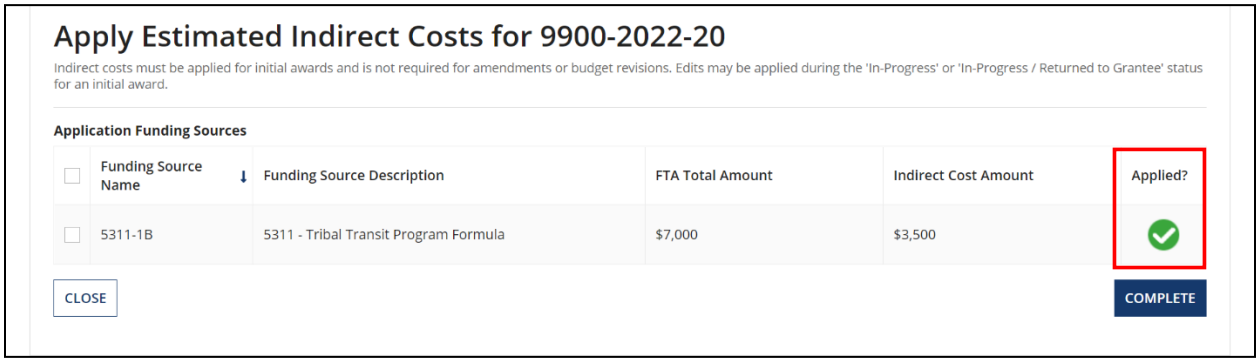
Note: The 'Estimated Indirect Cost Amount' is the total amount across all line items for the selected funding source. 'Estimated Indirect Cost Amount' is not tracked at the individual line item level.



Note: If the amount entered exceeds the total in the FTA Amount column, the user will see a validation message: "The Estimated Indirect Cost amount may not exceed the FTA Funding Amount"

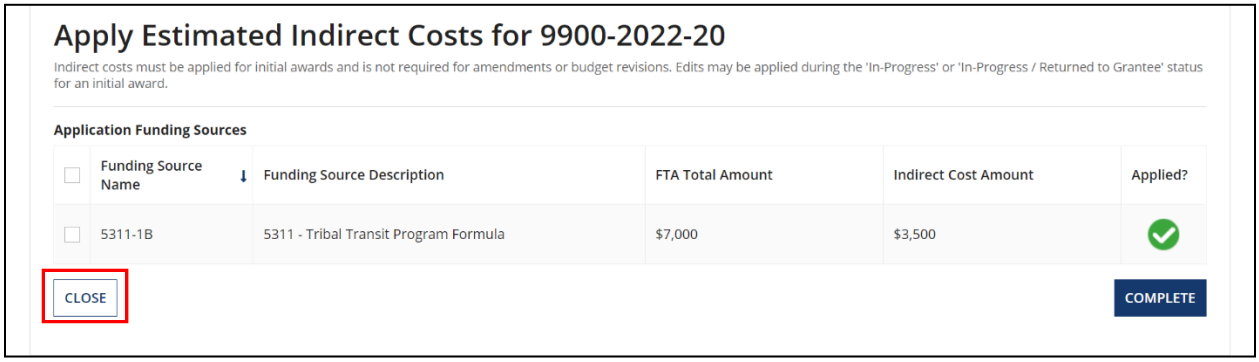


7) After clicking save, review the updated funding source and note that the amount entered appears in the 'Indirect Cost Amount' column and the 'Applied?' column now shows a green check mark.

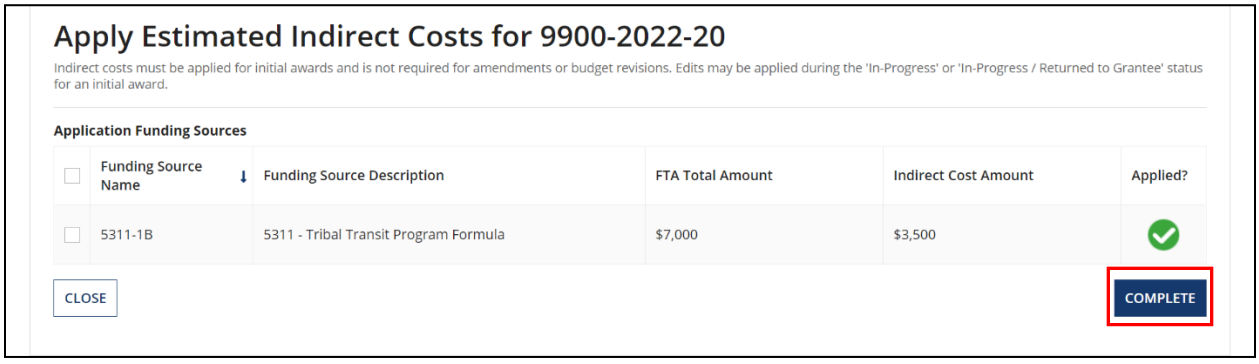


8) Click 'Close' or 'Complete' to save updates and return to the related actions menu.

Note: Either 'Close' or 'Complete' will save the user's updates. If all funding sources show a green checkmark in the 'Applied?' column, then the user has met the TrAMS requirement to apply estimated indirect costs. The application can pass validation during the 'Validate and Transmit Application' related action later on, assuming other validation requirements have been met.



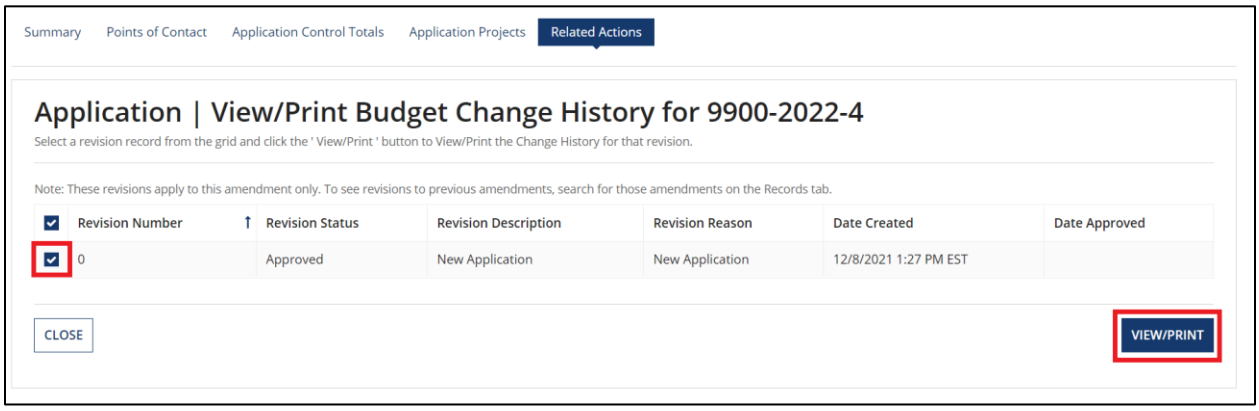
Note: The 'Complete' button only becomes clickable once all funding sources are marked as applied.



5.2.1.6 Related Action: View-Print Budget Change History

To view or print budget changes that were made to the Application during a budget revision select the 'View-Print Budget Change History' related action. This will generate a document in RTF format that shows changes for a selected revision number that may be viewed, saved, and/or printed.

1) Click 'View-Print Budget Change History'
2) The 'View/Print Budget Change History for [FAIN #]' form will be displayed.
3) Select the check box for a revision to view, and then click the 'View/Print' button.



Note: Revision number 0 indicates that it is the budget for the initial Award for this amendment and revision numbers are incremented by 1 for each subsequent budget revision in the amendment.

4) The ‘View/Print Budget Revision’ form will be displayed. Click on the provided link to view or save budget revision details.

5) Click the ‘Close’ button to return to the ‘View/Print Budget Change History for [FAIN #]’ form.

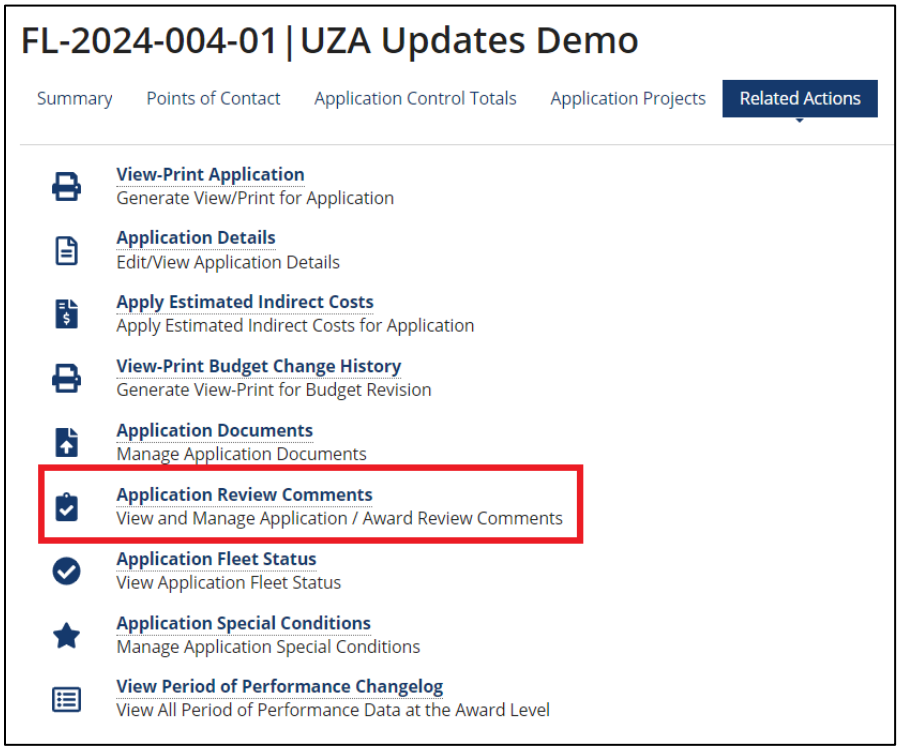
6) Click the ‘Close’ button on the form to return to the ‘Related Actions’ menu.

5.2.1.7 Related Action: Application Review Comments

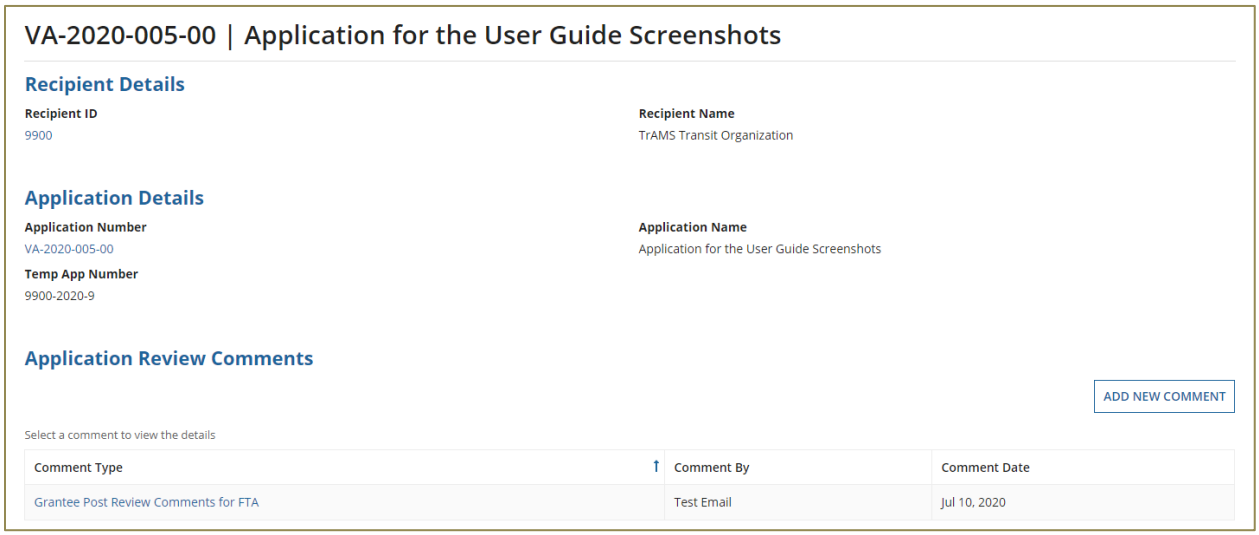
The ‘Application Review Comments’ related action can be used to add comments to the Application as it is going through development and reviews. FTA personnel will be able to add review comments to an Application or any of its post-Award modifications as they progress toward execution, while recipient users may only add review comments when the Application has statuses of “In-Progress” or “FAIN Assigned / Ready for Submission.” Application review comments created by FTA users can still be viewed by the Application’s recipient after they have been made.

To add or view a history of all review comments made on an Application:

1. Click ‘Application Review Comments’.

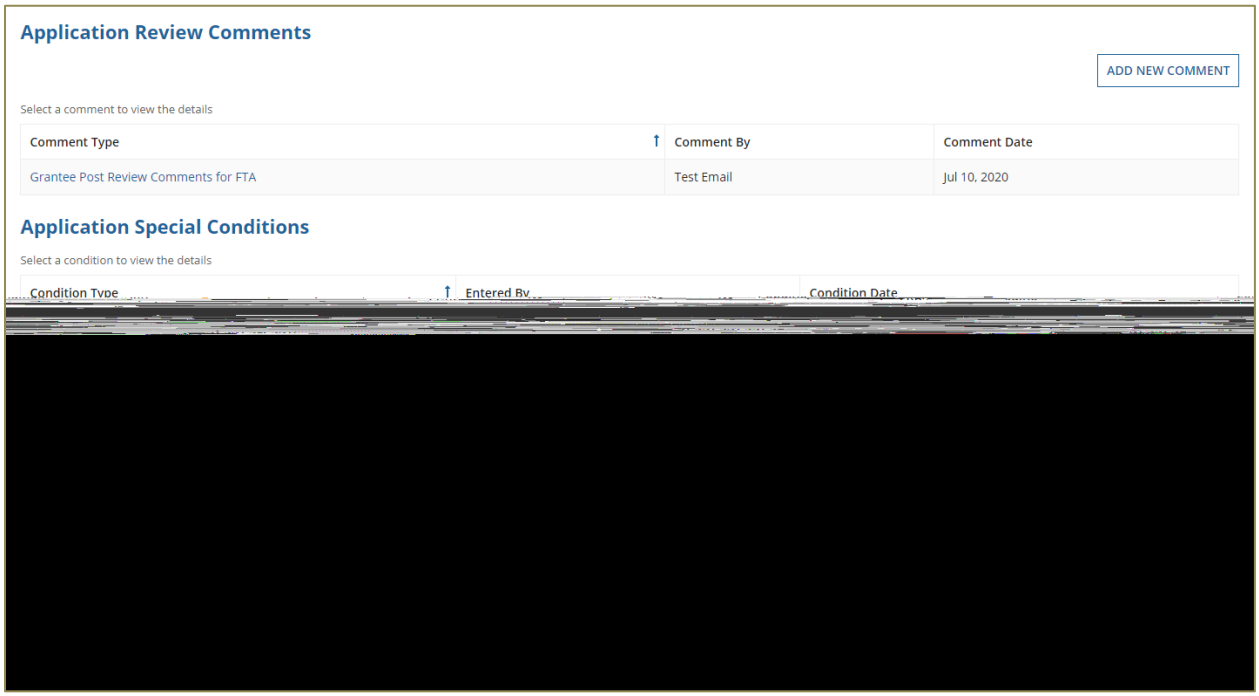


2. The '[Application Title]' form will be displayed.
3. Comments provided by reviewers during the Application review process will be displayed as links under 'Application Review Comments'.



At any point, users may click the 'Cancel' button to return to the 'Related Actions' menu without saving any changes.

Click on the link for a comment to expand the form and view comment type, the comment's creator, and text.



4. If users wish to add a new comment, click the 'Add New Comment' button.
5. The form will expand to display the 'Add New Review Comment' section. Use the drop-down menu provided under the 'Comment Type' field to select a comment type. Type the comment into the 'Comment Text' field and then click the 'Save' button. The comment will be added to the 'Application Review Comments' grid.

ID	Column Name	Description	Data Type
8)	Approved By	The first and last name of the user who approved the Award or Post-Award Activity. For example, a Regional Administrator who obligated the Award	Text
9)	Approved Date	The date that the user approved the Award	Date

5.2.1.9 Related Action: Modify Award

5.2.1.10 Related Action: Add Project to Application

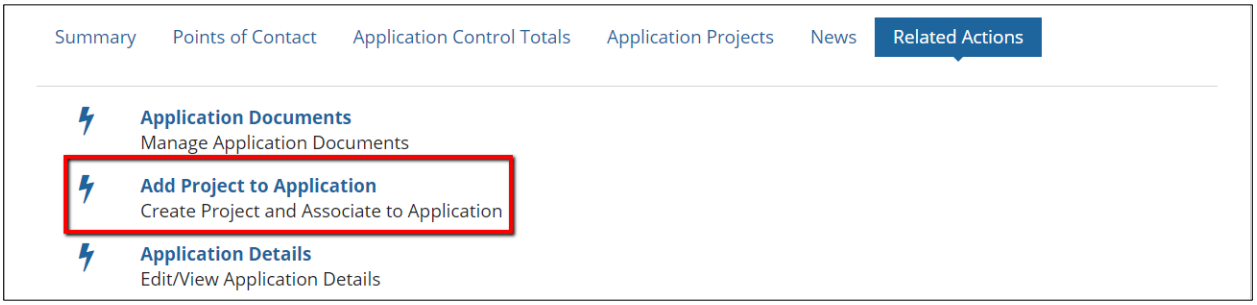
Each Application must include one or more Projects. The Application related action 'Add Project to Application' will be visible to Developers and Submitters when an Application or amendment is in the status of 'In-Progress'.

To add a new Project to an Application:

5) Use the Records tab to search and open the desired Application/Award, or proceed from the success screen hyperlink.

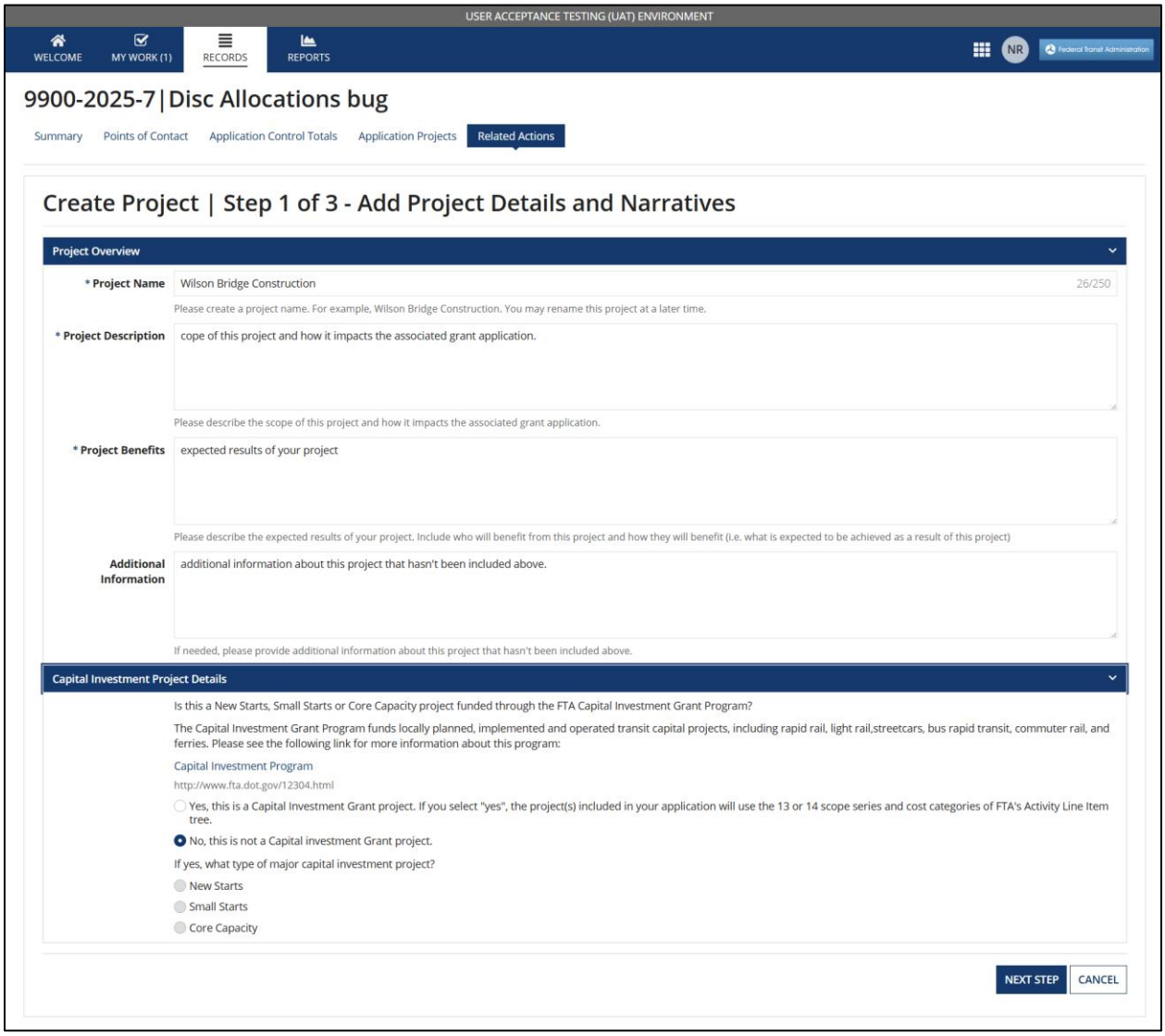
6) Click the 'Related Actions' link from the navigation bar.

7) Click the 'Add Project to Application' related action from the menu.



8) An editable form, 'Create Project | Step 1 of 3 - Add Project Details and Narratives', will open.

9) Complete the following fields in the “Project Overview” section:



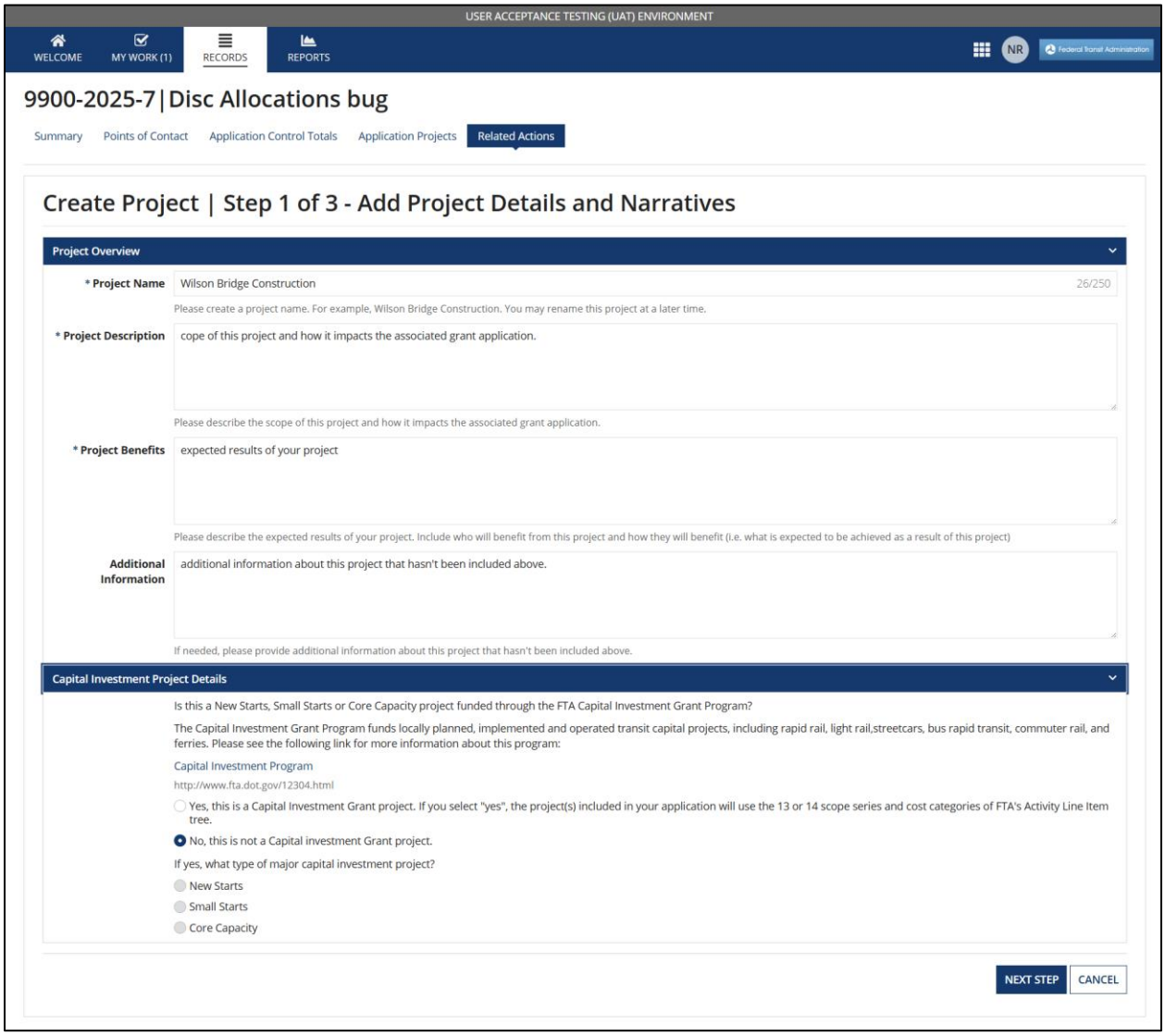
a) **Project Name (Required):** Enter the Project’s name into the ‘Project Name’ field. A maximum of 510 characters are allowed.

b) **Project Description (Required):** Enter a Project description into the ‘Project Description’ field. There is no character limit for the Project Description field.

c) **Project Benefits (Required):** Enter the Project’s benefits into the ‘Project Benefits’ field. There is no character limit for the Project Benefits field.

d) **Additional Information (Optional):** Enter any additional notes into the ‘Additional Information’ field. There is no character limit for the Additional Information field.

10) Complete the following fields under the 'Capital Investment Project Details' section:

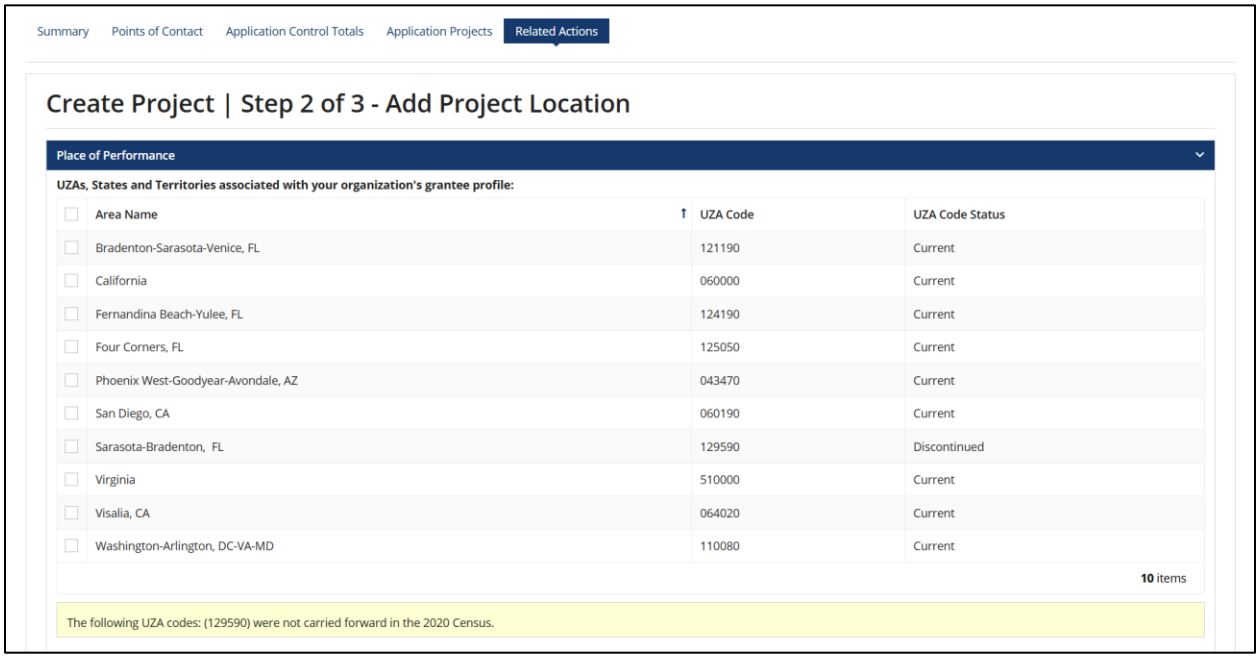


a) Select either the Yes or No option to respond to the question, 'Is this a New Starts, Small Starts, or Core Capacity Project funded through the FTA Capital Investment Grant Program?' A yes selection, will limit the users' budget activity line items to what is referred to as the Standard Cost Categories and specified scope codes (e.g. 140-00). A Project cannot have both the Standard Cost Categories and the traditional scope codes.

b) If users select Yes, select an option to identify the program and respond to the question, 'If yes, what type of major capital investment Project?' The available types are: New Starts, Small Starts, Core Capacity.

11) Once all required Project details have been entered, click the 'Next Step' button.

12) An editable form, 'Create Project | Step 2 of 3 - Add Project Location', will open.



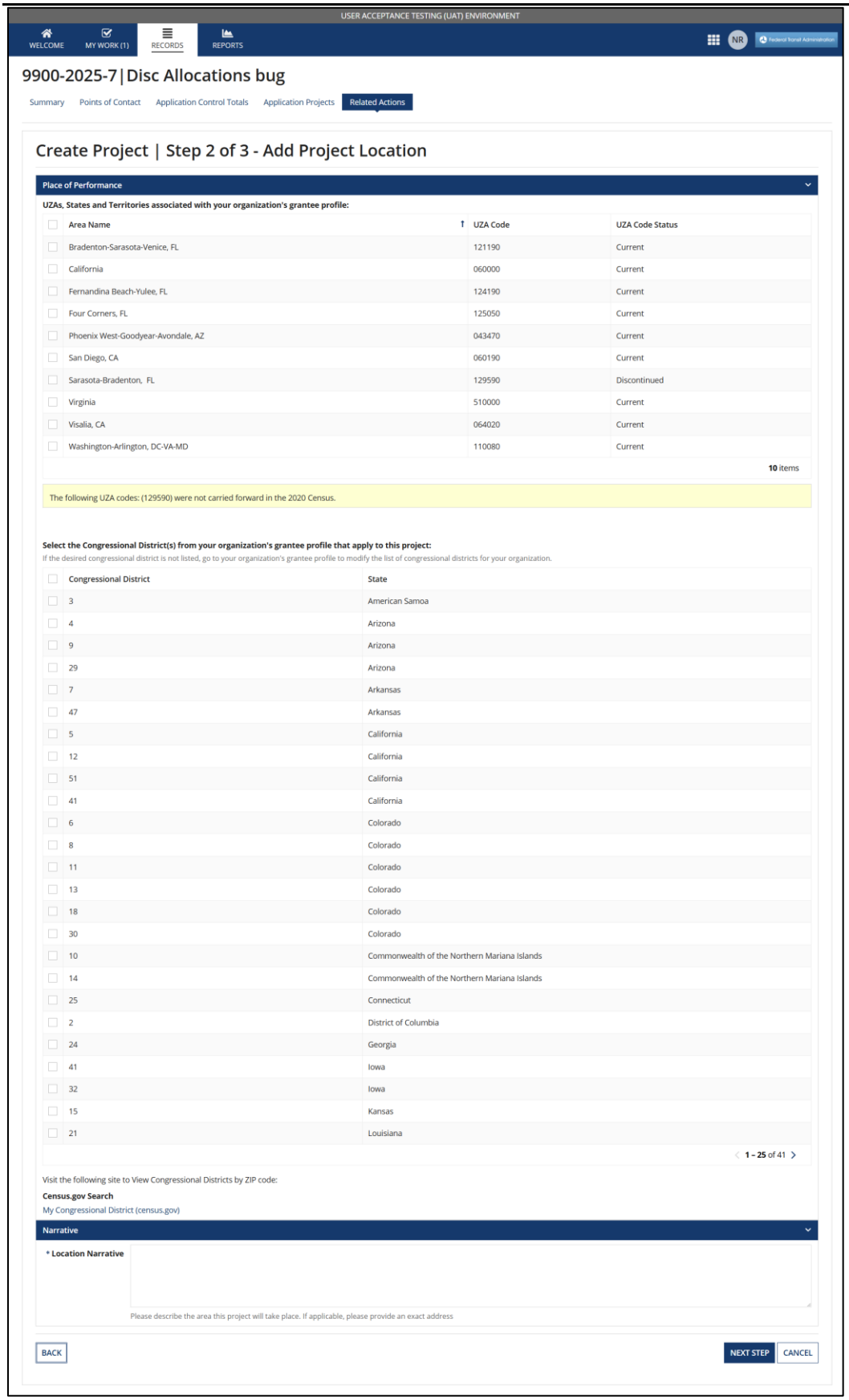
13) Click the 'Back' button to return to the previous step. Any input entered or selections made by the user before clicking this button are saved to the form. Click the 'Cancel' button to exit the Project creation. The user is taken back to the Project Related Actions when the 'Cancel' button is selected.

14) Complete the following fields on the 'Create Project | Step 2 of 3 – Add Project Location' form.

a) **Place of Performance:** Select one or more checkboxes from the grid for the Urbanized Areas (UZA) associated with the Project scope of work. Note that a message will be displayed if any of the UZAs listed are discontinued UZAs in the current census year. This does not impact the workflow.

b) **Congressional District:** Select one or more Congressional Districts where the Project will take place.

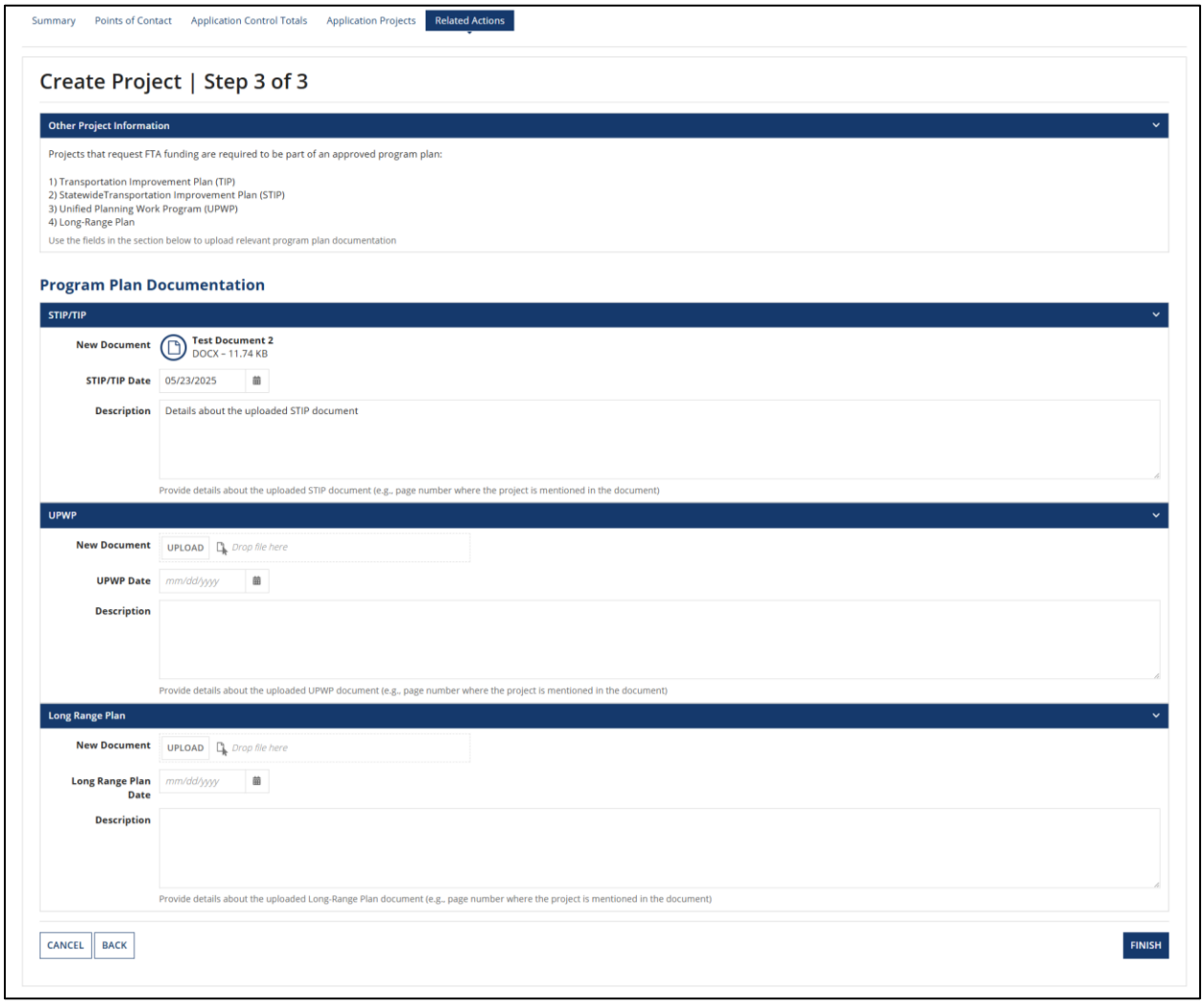
At least one UZA and one Congressional District must be selected for the Project to be successfully validated. Information may be modified during Application development prior to transmission.


USER ACCEPTANCE TESTING (UAT) ENVIRONMENT
WELCOME
MY WORK (1)
RECORDS
REPORTS
NR
9900-2025-7 | Disc Allocations bug
Summary
Points of Contact
Application Control Totals
Application Projects
Related Actions
Create Project | Step 2 of 3 - Add Project Location
Place of Performance
UZAs, States and Territories associated with your organization's grantee profile:
Area Name
UZA Code
UZA Code Status
Bradenton-Sarasota-Venice, FL 121190 Current
California 060000 Current
Fernandina Beach-Yulee, FL 124190 Current
Four Corners, FL 125050 Current
Phoenix West-Goodyear-Avondale, AZ 043470 Current
San Diego, CA 060190 Current
Sarasota-Bradenton, FL 129590 Discontinued
Virginia 510000 Current
Visalia, CA 064020 Current
Washington-Arlington, DC-VA-MD 110080 Current
10 items
The following UZA codes: (129590) were not carried forward in the 2020 Census.
Select the Congressional District(s) from your organization's grantee profile that apply to this project:
If the desired congressional district is not listed, go to your organization's grantee profile to modify the list of congressional districts for your organization.
Congressional District
State
3 American Samoa
4 Arizona
9 Arizona
29 Arizona
7 Arkansas
47 Arkansas
5 California
12 California
51 California
41 California
6 Colorado
8 Colorado
11 Colorado
13 Colorado
18 Colorado
30 Colorado
10 Commonwealth of the Northern Mariana Islands
14 Commonwealth of the Northern Mariana Islands
25 Connecticut
2 District of Columbia
24 Georgia
41 Iowa
32 Iowa
15 Kansas
21 Louisiana
1 – 25 of 41
Visit the following site to View Congressional Districts by ZIP code:
Census.gov Search
My Congressional District (census.gov)
Narrative
* Location Narrative
Please describe the area this project will take place. If applicable, please provide an exact address
BACK
NEXT STEP
CANCEL

15) **Narrative (Required):** Enter a location narrative into the 'Location Narrative' field.

16) When all information is entered, click the 'Next Step' button.

17) An editable form, 'Create Project | Step 3 of 3', will open. This form collects related program plan information.



18) Depending on the funding program(s) associated with the Project, users can include the approved STIP/TIP, Unified Work Program, or Long-Range Plan information. In each section, users may perform the following:

    a) **New Document:** Add a document by clicking the 'Upload' button under the respective program and then selecting a document to upload from their computer.

    b) **Date:** Click on the date field to either type in a date or display a date picker.

    c) **Description:** Enter a document description.

19) Once all details have been entered for the new Project, click the 'Finish' button to complete the create Project steps.

20) The new Project record will be created and saved.

21) A confirmation message will display with a hyperlink to the Project record. Click the hyperlink to go directly to the new Project record and continue developing the Project, Click the **'**Close' button to return to the Application 'Related Actions' tab.

    On the 'Success' page, the Project Number is also generated. The format of the Project number is the Temporary Application Number, separated by a dash (-), the letter 'P' and a unique number that is incremented each time a new Project is created within the Application. See the image below for the Project Number generated for this Project.

5.2.1.11 Projects

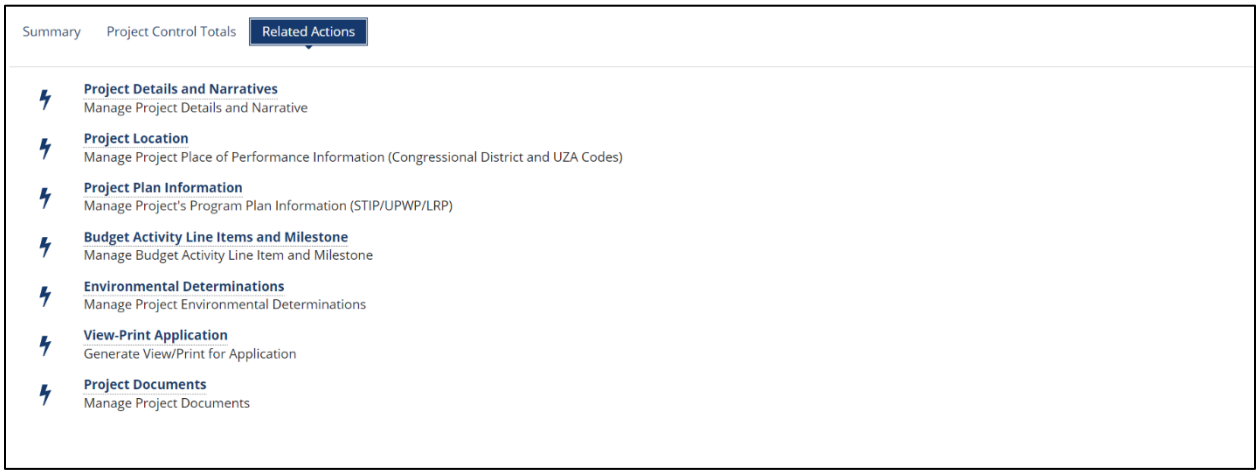
Once a Project has been created, additional details are required before the Application is ready for transmission. Projects contain the following details:

- Scope of work
- Location where work will be performed
- Funding sources and amounts (budget activity line items)

- Project milestones
- Environmental determinations
- Project-specific documentation

Projects must be independently validated for completeness.

Related actions are available from the Project related actions tab and are editable for Developers, Submitters, and FTA users with 'Pre-Award Manager' or 'Post-Award Manager' roles while an Application has a status of 'In Progress'. With the exception of 'Validate Project' these actions are also available to other user roles in a read-only format and available during other Project statuses in the read-only format.

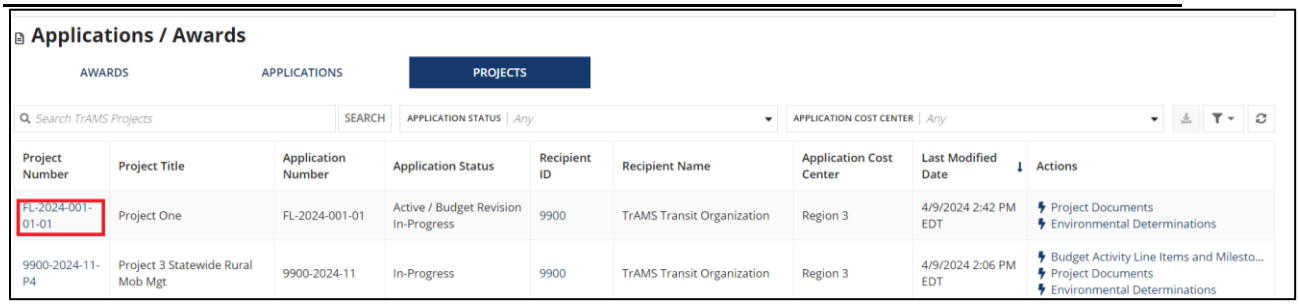


5.2.1.11.1 Related Action: Project Details and Narratives

The 'Project Details and Narratives' related action allows the user to update the information initially entered during the first step of the 'Add Project to Application' process (see *Related Action: Add Project to Application*).

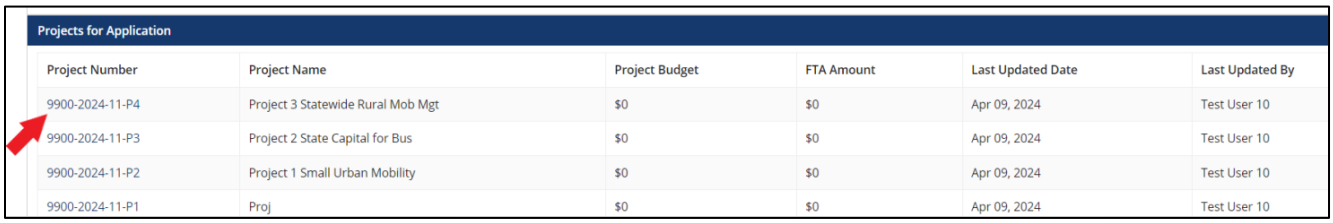
Project details can be accessed through various ways. To update the Project details from the Records Tab:

1) Use the Records tab to search and open the desired Project (or access the Project from the Application navigation bar). The steps for reaching the Project via the Records tab are as follows:
   a) Select the 'Records' tab.
   b) Click on 'Applications / Awards', then click the 'Projects' record.
   c) Use filters to narrow the data.
   d) Select the Project hyperlink, as shown in the image below.



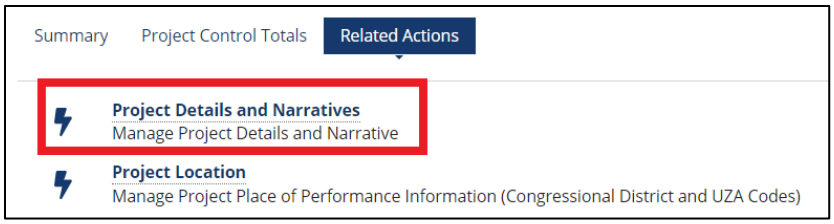
2) The steps for reaching the Project via the Application navigation bar are as follows:
   a) Select the 'Records' tab.
   b) Click on 'Applications / Awards' and select the desired Application.
   c) Select 'Application Projects' from the Application navigation bar.

d) Select the Project hyperlink, as shown in the image below.

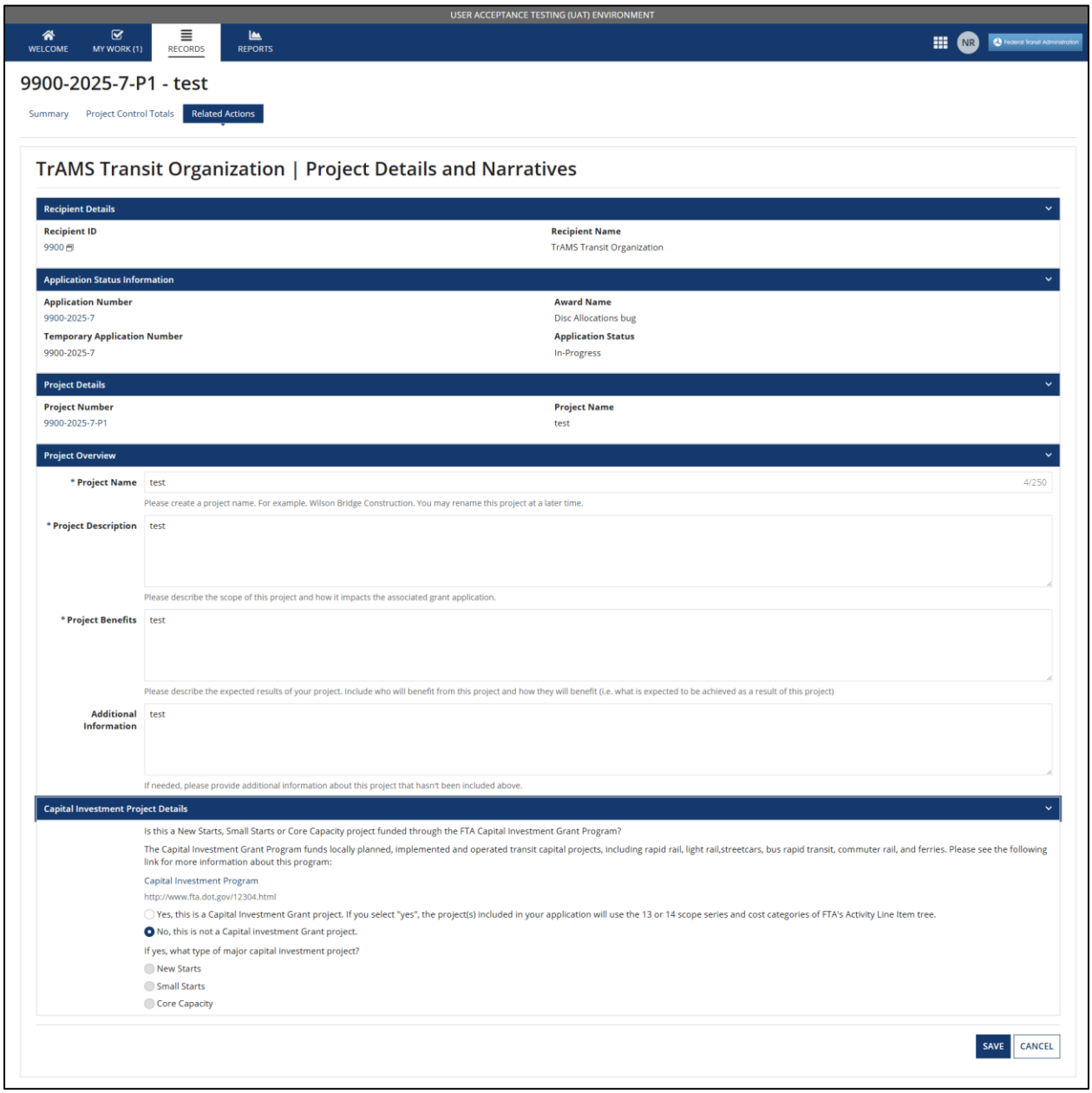


3) Click the 'Related Actions' link from the Project navigation bar.

4) Click the 'Project Details and Narratives' related action from the menu.



5) An editable form will open.



6) Edit the Project Name, Project Description, Project Benefits, Additional Information, or capital investment Project details as necessary. Project Name, Project Description, Project Benefits remain required fields.

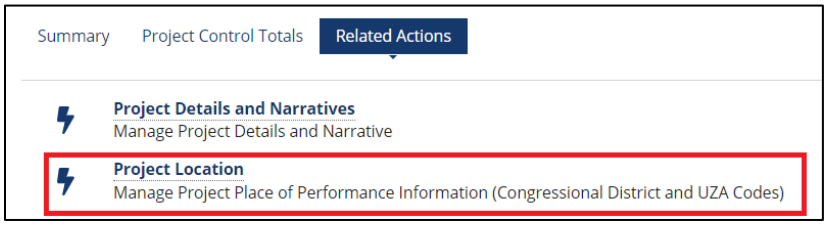
7) Click ‘Save’ to save all changes. After saving, the system takes the user back to the Project Related Actions page. Click ‘Cancel’ to return to the Related Actions form without saving any changes.

5.2.1.11.2 Related Action: Project Location

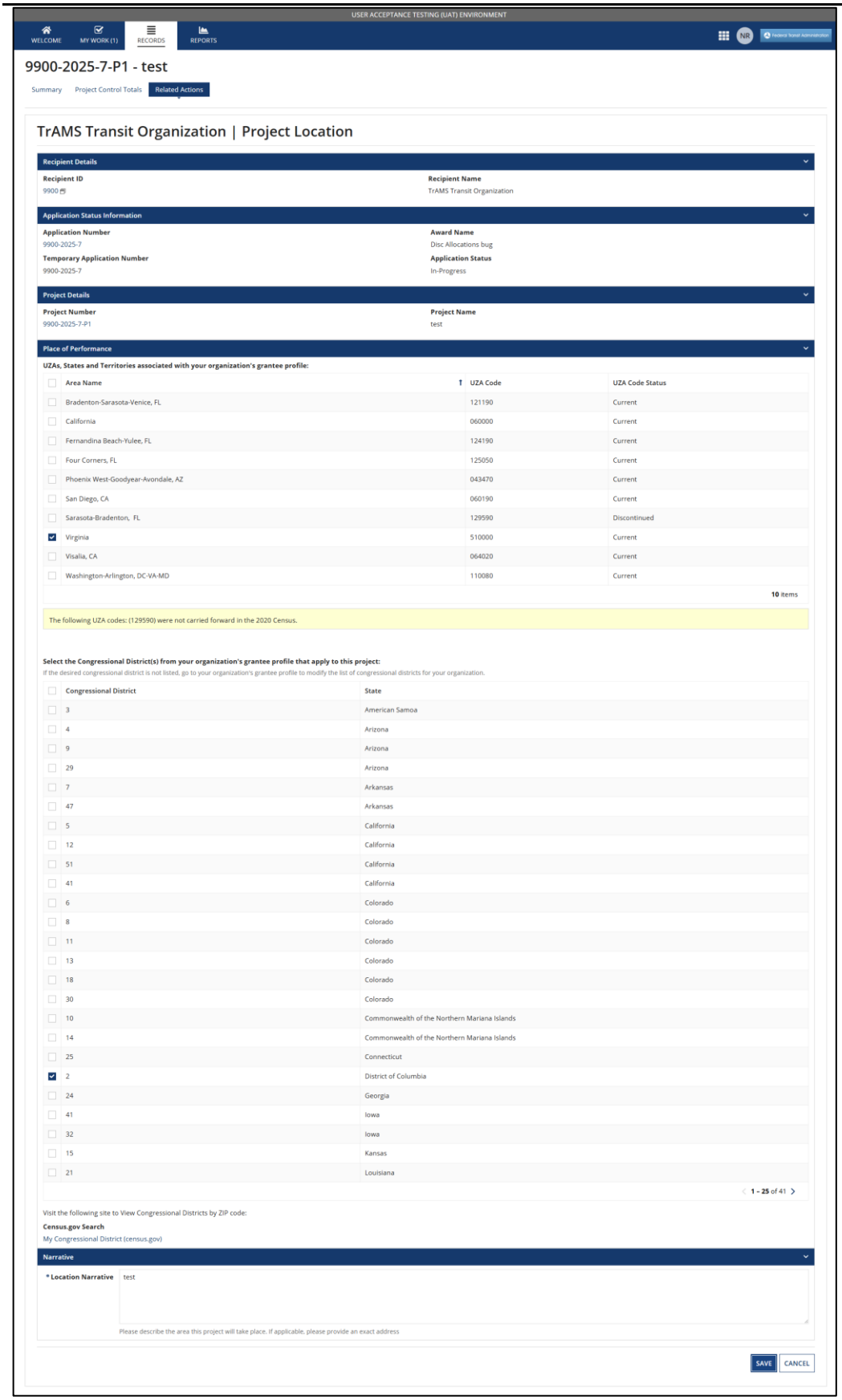
The 'Project Location' related action allows the user to update the information initially entered during the second step of the 'Add Project to Application' process (see *Related Action: Add Project to Application*).

To update the Project location information:

1) Search and open the desired Project
2) Click the 'Related Actions' link from the navigation bar.
3) Click the 'Project Location' related action from the menu.



4) An editable form will open.


USER ACCEPTANCE TESTING (UAT) ENVIRONMENT
WELCOME
MY WORK (1)
RECORDS
REPORTS
9900-2025-7-P1 - test
Summary
Project Control Totals
Related Actions
TrAMS Transit Organization | Project Location
Recipient Details
Recipient ID
9900
Recipient Name
TrAMS Transit Organization
Application Status Information
Application Number
9900-2025-7
Award Name
Disc Allocations bug
Temporary Application Number
9900-2025-7
Application Status
In-Progress
Project Details
Project Number
9900-2025-7-P1
Project Name
test
Place of Performance
UZAs, States and Territories associated with your organization's grantee profile:
Area Name
UZA Code
UZA Code Status
Bradenton-Sarasota-Venice, FL 121190 Current
California 060000 Current
Fernandina Beach-Yulee, FL 124190 Current
Four Corners, FL 125050 Current
Phoenix West-Goodyear-Avondale, AZ 043470 Current
San Diego, CA 060190 Current
Sarasota-Bradenton, FL 129590 Discontinued
Virginia 510000 Current
Visalia, CA 064020 Current
Washington-Arlington, DC-VA-MD 110080 Current
10 items
The following UZA codes: (129590) were not carried forward in the 2020 Census.
Select the Congressional District(s) from your organization's grantee profile that apply to this project:
If the desired congressional district is not listed, go to your organization's grantee profile to modify the list of congressional districts for your organization.
Congressional District
State
3 American Samoa
4 Arizona
9 Arizona
29 Arizona
7 Arkansas
47 Arkansas
5 California
12 California
51 California
41 California
6 Colorado
8 Colorado
11 Colorado
13 Colorado
18 Colorado
30 Colorado
10 Commonwealth of the Northern Mariana Islands
14 Commonwealth of the Northern Mariana Islands
25 Connecticut
2 District of Columbia
24 Georgia
41 Iowa
32 Iowa
15 Kansas
21 Louisiana
1 - 25 of 41
Visit the following site to View Congressional Districts by ZIP code:
Census.gov Search
My Congressional District (census.gov)
Narrative
* Location Narrative
test
Please describe the area this project will take place. If applicable, please provide an exact address
SAVE
CANCEL

5) Update the places of performance or location narrative as necessary. Note that a message will be displayed if any of the UZAs listed are discontinued UZAs in the current census year. This does not impact the workflow. The Location Narrative remains a required field to save the form.

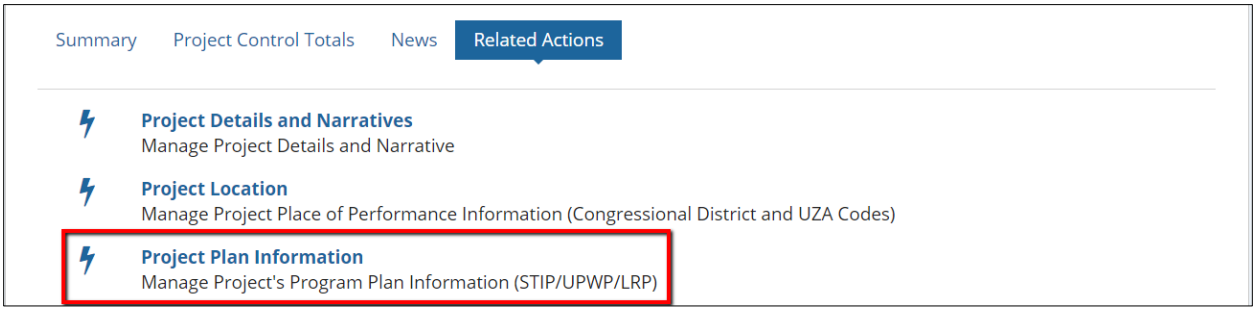
6) Click 'Save' to save all changes. After Saving, the system redirects to the Project related actions page. Click 'Cancel' to return to the related actions form without saving any changes.

5.2.1.11.3 Related Action: Project Plan Information

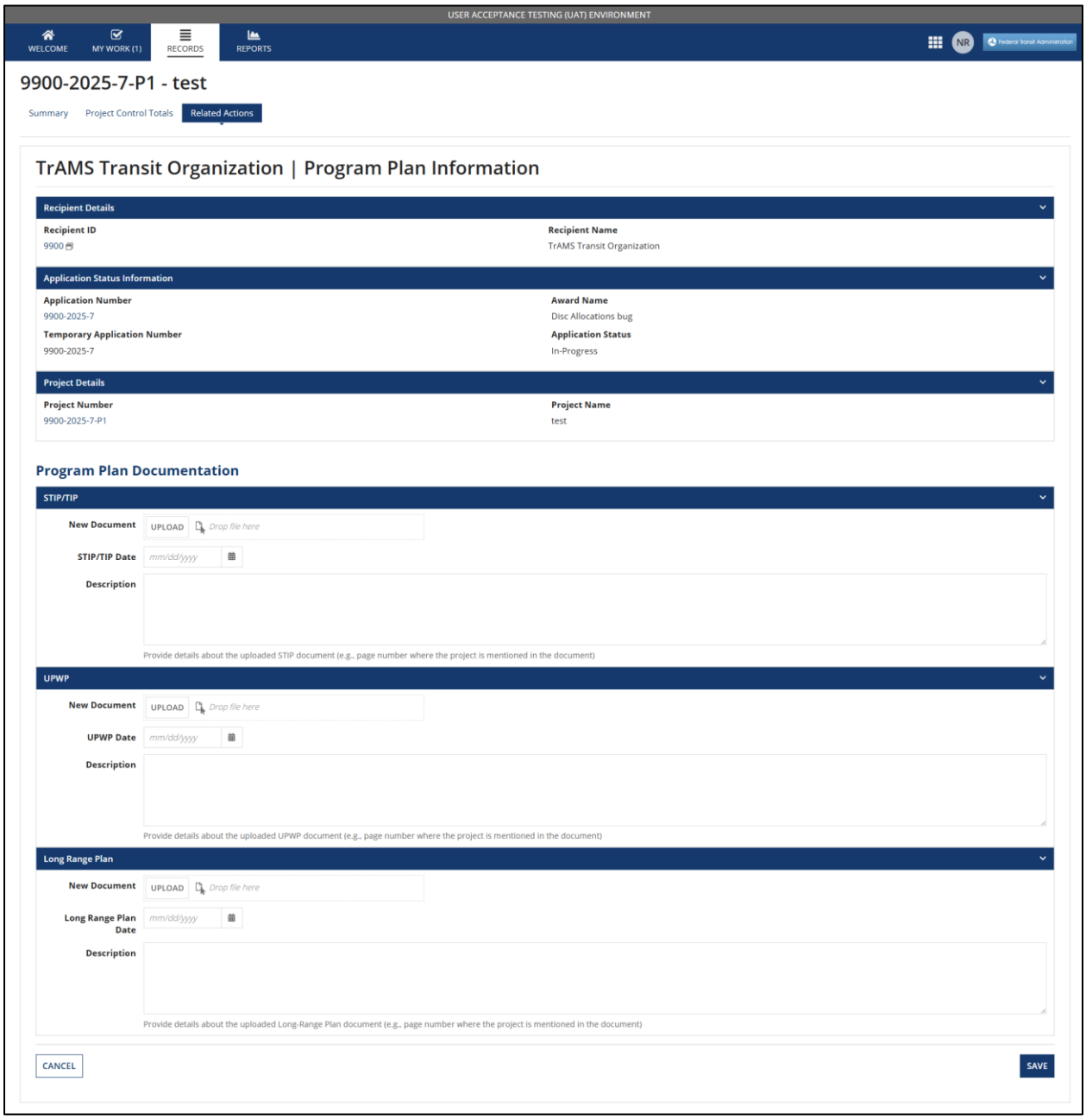
The 'Project Plan Information' related action allows the user to update the STIP/TIP, UPWP or Long-Range Plan information initially entered during the second step of the 'Add Project to Application' process (see *Related Action: Add Project to Application*).

To update the Project plan information:

1) Search and open the desired Project.
2) Click the 'Related Actions' link from the navigation bar.
3) Click the 'Project Location' related action from the menu.



4) An editable form will open.



5) Update the STIP/TIP, UPWP, or Long-Range Plan documents, dates, and descriptions as necessary.

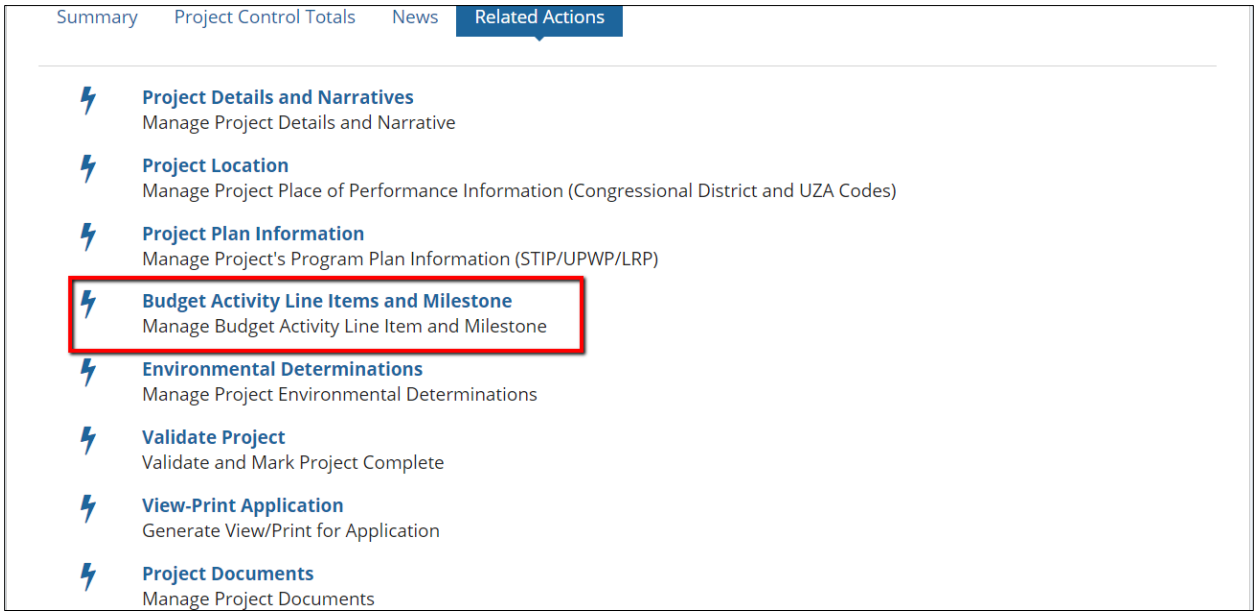
6) Click ‘Save’ to save all changes. After clicking save, the user is directed to the Project related actions. Click ‘Cancel’ to return to the related actions form without saving any changes.

5.2.1.11.4 Related Action: Budget Activity Line Items and Milestones

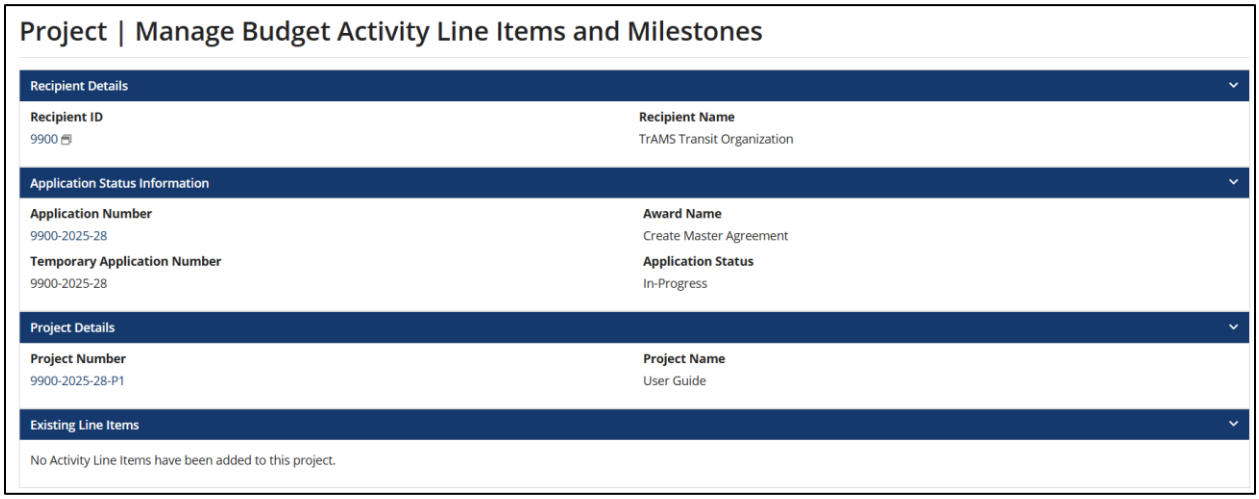
The Application and Project Budgets are formulated by adding Project scopes and budget activity line items (ALIs) to a Project. ALIs describe the type of work that the grant will support.

To add or update ALIs for a Project:

1) Use the Records tab to search and open the desired Project.
2) Click the 'Related Actions' link from the navigation bar.
3) Click on 'Budget Activity Line Items and Milestone' related action from the menu.

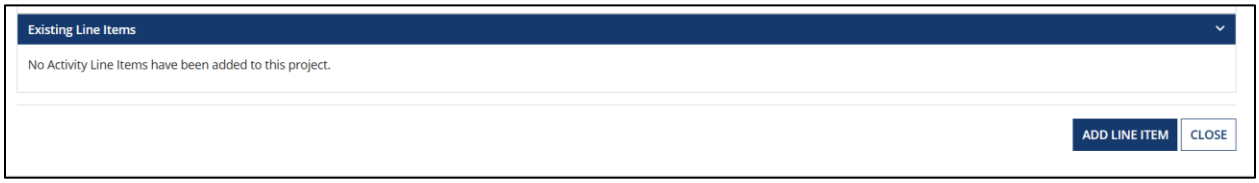


4) The 'Manage Budget Activity Line Items and Milestones' form will open. Any existing ALIs for the Project will display in the 'Existing Line Item' section. If there are no ALIs associated, the grid will be empty.

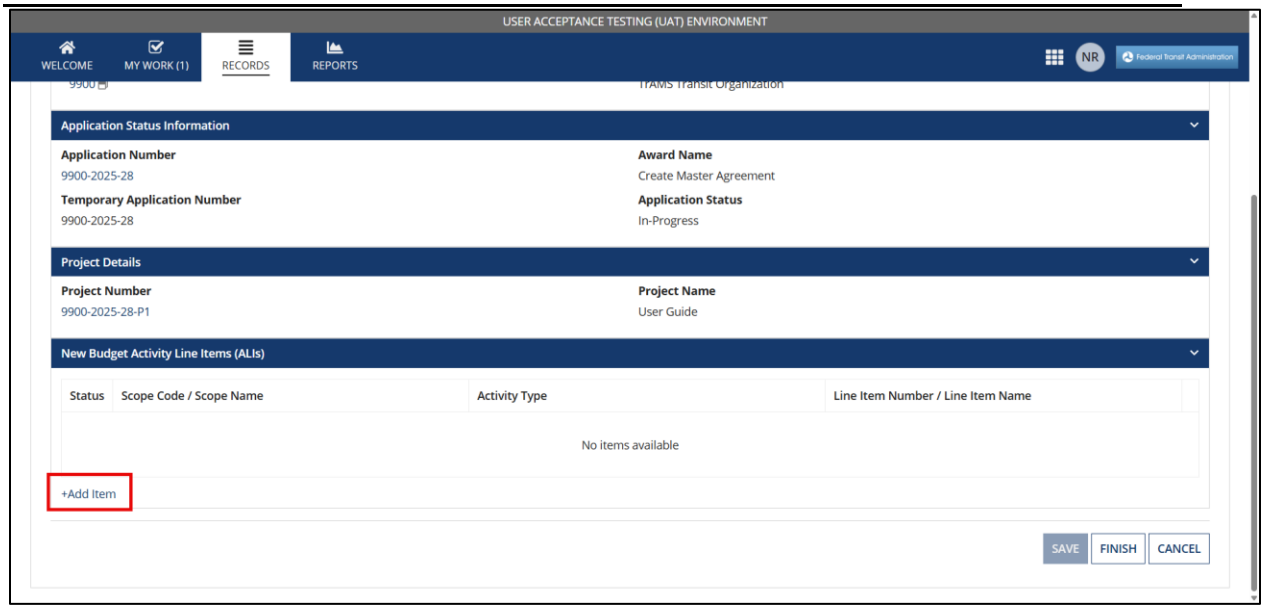


5) At any time, click the 'Close' button to leave the form without saving any changes and return to the Project related actions page.

6) **Add Budget Activity Line Items (ALI):** Click on the 'Add Line Item' button to add one or more ALIs to the Project.

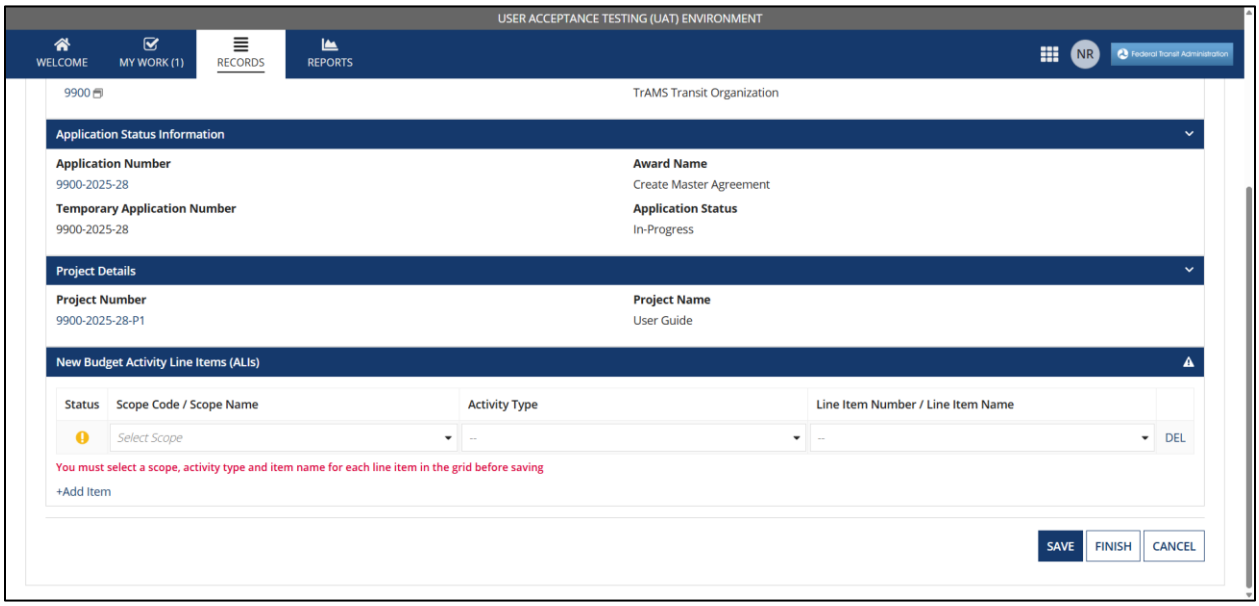


7) The 'Add New Budget Activity Line Items (ALIs)' form will open. Click 'Cancel' to exit without saving the changes and return to ALI summary page. Otherwise, click the 'Add Item' link.



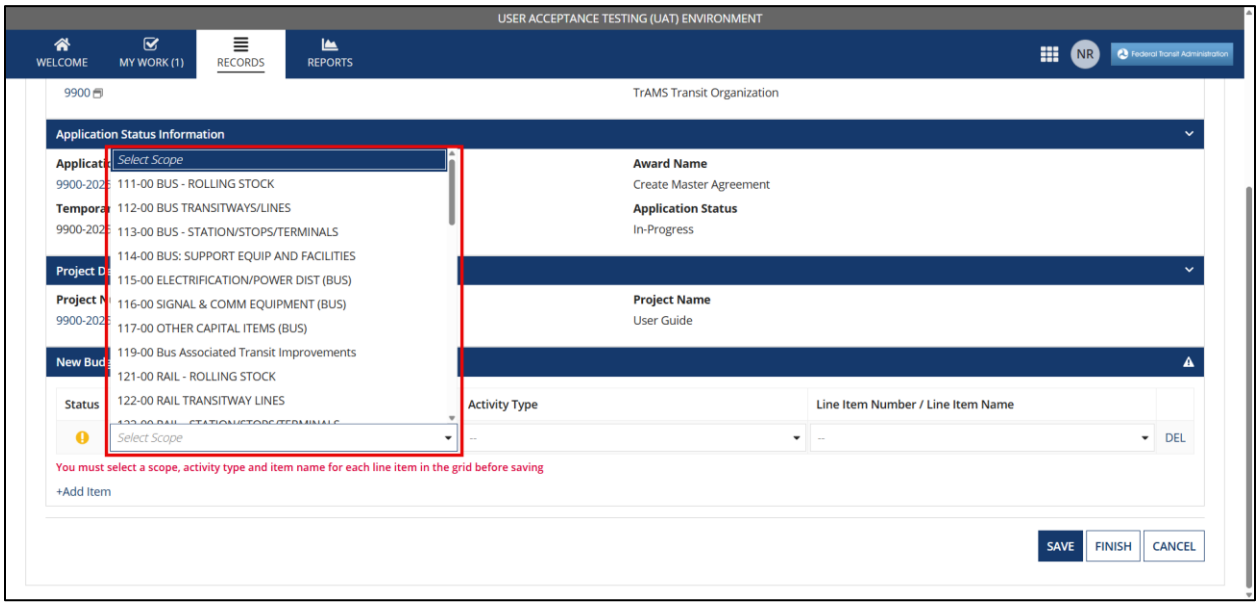
8) A new row will appear in the ALI table. Select values from the drop-down menus for: Scope Code/Scope Name, Activity Type, and Line Item Number/Line Item Name. These values are dependent on each other. The value for Scope Code/Scope Name must be selected first. The values for Activity Type will not populate until Scope Code/Scope Name is selected. Similarly, the values for Line Item Number/Line Item Name will not populate until an Activity Type is selected. The relationships are based on the Activity Line Item Tree.

   Also notice that each added line item has a link that says 'DEL' to the right of the 'Line Item Number/Line Item Name' column. Clicking this link allows the user to delete the activity line item.

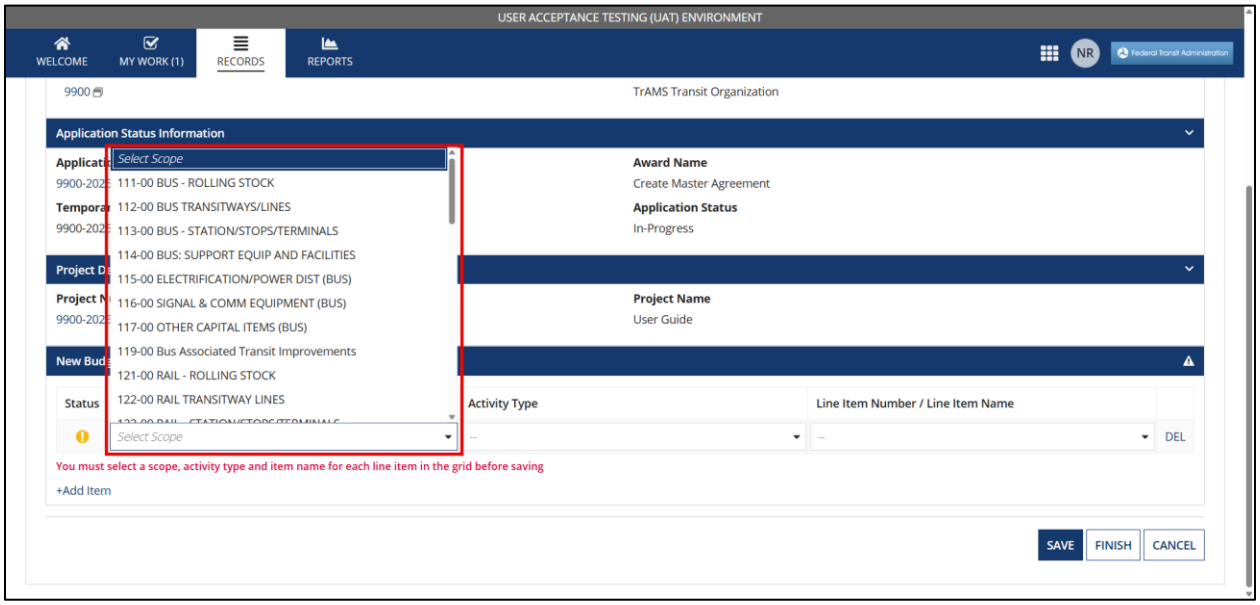


9) The scopes available depend on whether the Project is a Major Capital Investment Project (as selected on the "Project Details and Narratives" form):

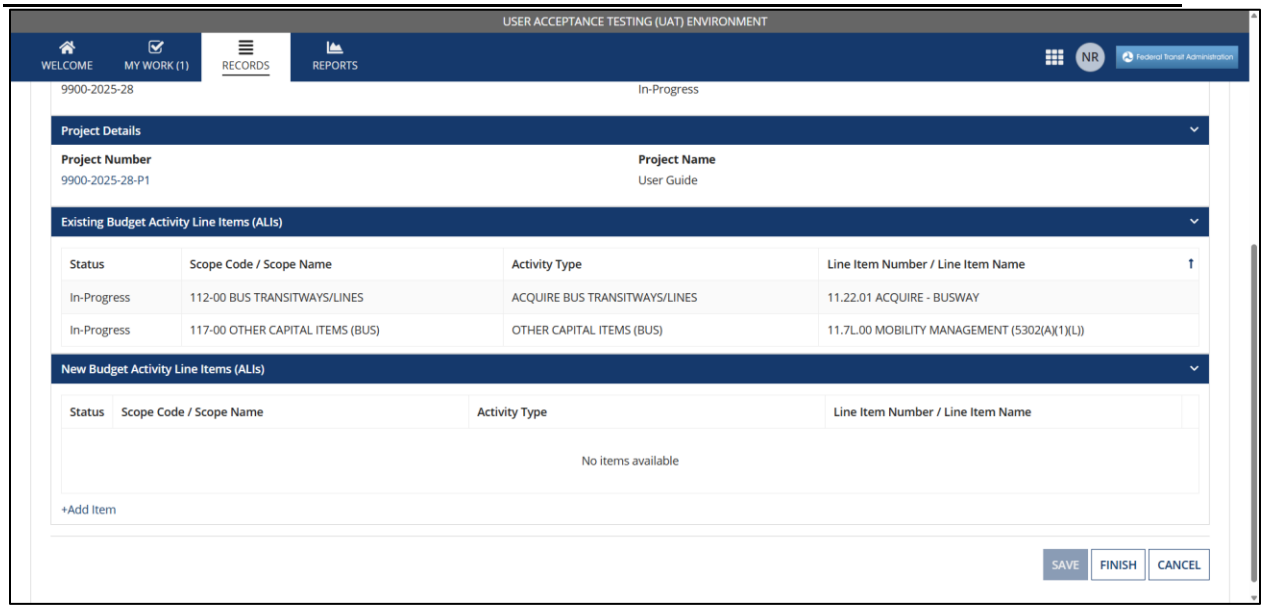
a) If Yes ('Yes, this is a Capital Investment Grant Project'), the 13/14 series scopes will be available. Applicants should only use the 140-00 related scope codes in new Applications.



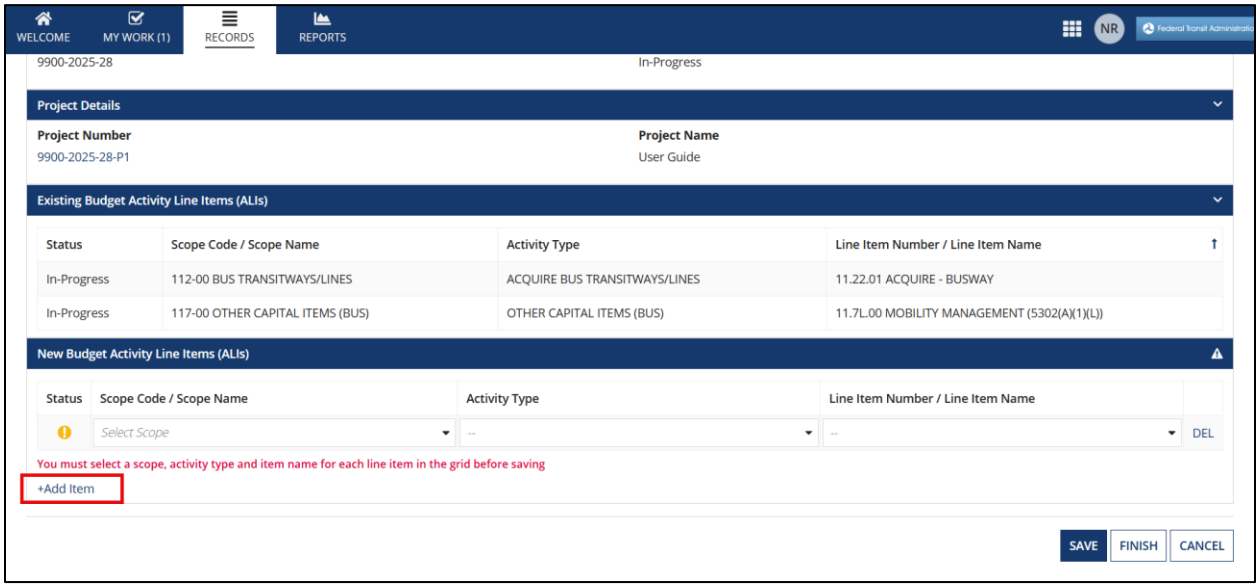
b) If No ('No, this is not a Capital Investment Grant Project' on the Project Details form), the user will see the standard capital, planning, operating, etc. scopes and ALIs from the FTA Scope/ALI tree when adding new line items.



10) Once all ALI's have been added, click 'Save'.

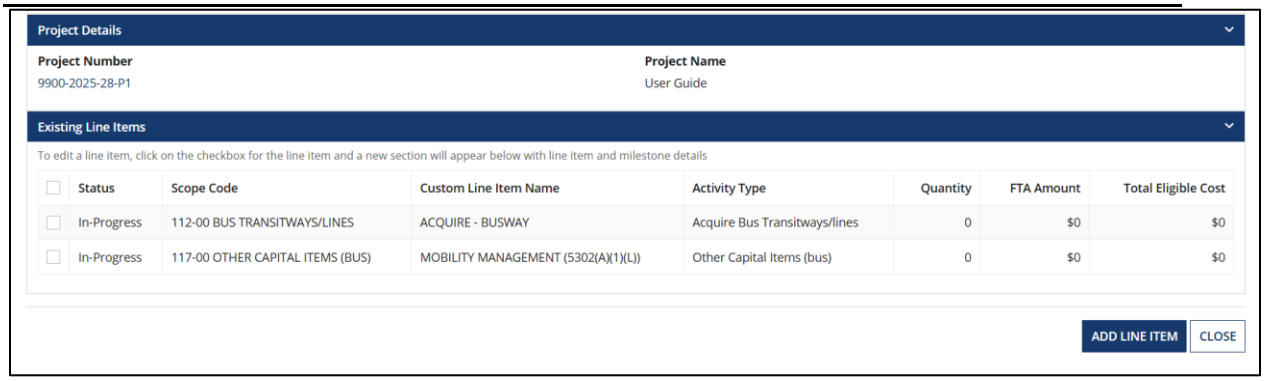


11) After saving, the ALI is added to the 'Existing Budget Activity Line Items' grid with a status of 'In Progress" and users may continue to add ALI's by clicking 'Add Item' to the 'New budget Activity Line Items' grid; and continue to save new ALIs.

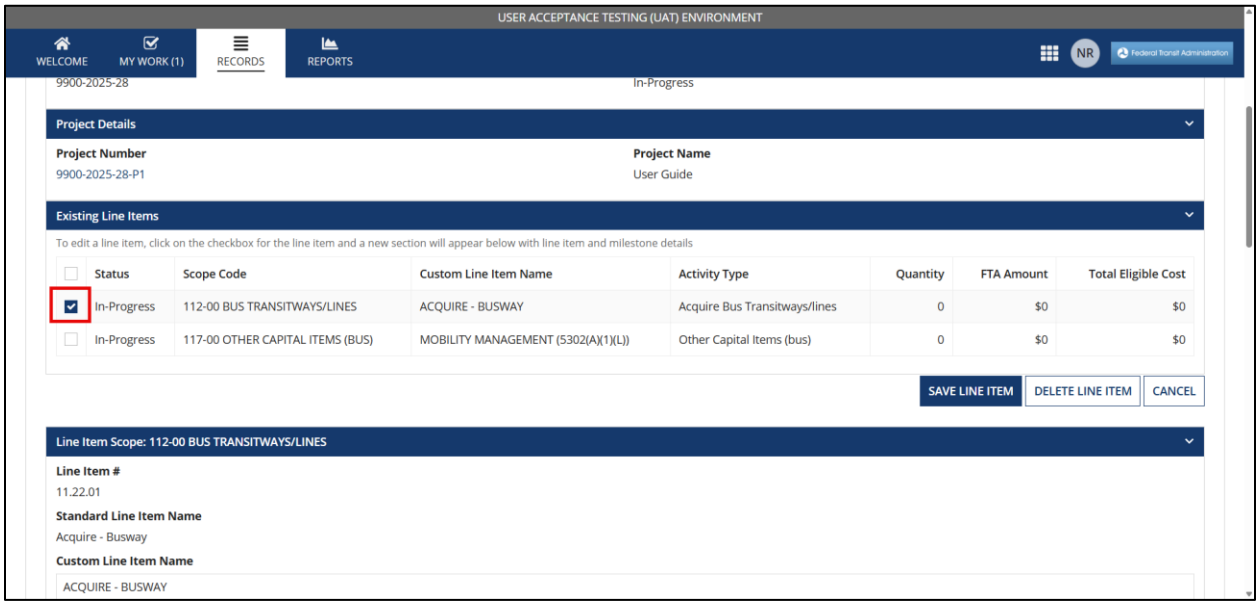


12) Click 'Finish' to exit once all ALIs have been entered and return to the ALI summary page and begin to complete the required information for each added ALI.

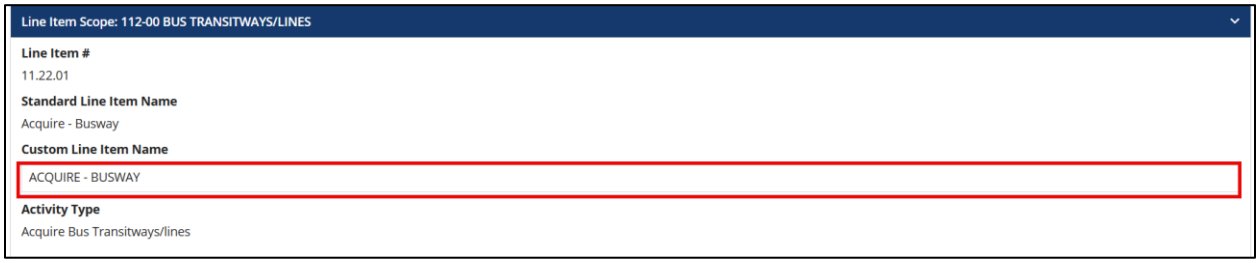
13) The new ALIs will appear on the 'Manage Budget Activity Line Items and Milestones' form in the 'Existing Line Items' table. Each new ALI will have a status of 'In-Progress' and summary level information related to quantity and budget. This information will auto populate and the status will move from 'In-Progress' to 'Completed' as users complete the ALI information.



14) **Input ALI Details:** Each ALI requires additional details to be added. For a line item to have a status of 'Complete', it must have: a quantity, an extended budget description, an FTA funding source selected, at least 2 milestones, and all milestone estimated completion dates filled out. To add ALI details, select the check box against the desired ALI from the 'Existing Line Items' table. The form will expand to show the selected ALI.



6) **Line Item Scope:** users may provide a customized name for the line item in the 'Line Item Scope' details section by updating the 'Custom Line Items Name' field or users may choose to keep the standard line item name. Only the first 510 characters for custom line item name will save.



Line Item Details: Update the line item details section

a) **Quantity:** Provide the Quantity of items that this ALI will cover in the 'Quantity' field. This field must be a whole number.

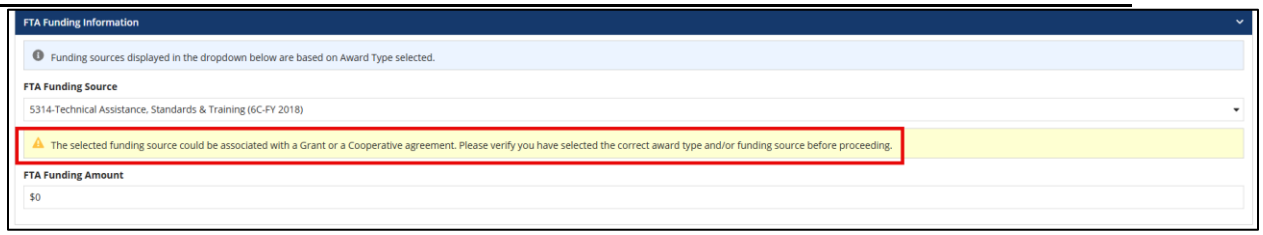
b) **Extended Budget Description (Required):** Provide description of the ALI in the 'Extended Budget Description'.

c) **3rd Party Contractors:** Update the 3rd party contractor question with the correct answer. Click on the radio button next to the 'Yes, 3rd Party Contractors will be used for this line item.' or 'No, 3rd Party Contractors will not be used for this line item'.

7) **FTA Funding Information:** Update the FTA Funding Information Section with the requested amount to be provided by the grant or cooperative agreement.

a) **FTA Funding Source:** Select a value from the drop-down menu provided under the 'FTA Funding Source' field. The Funding Source selected determines whether the Application is a discretionary or a formula Application. If a discretionary funding source (e.g. 5309 – New Starts) is selected for one or more Budget Activity Line Items, then the Application will go through the discretionary workflow, wherein the Pre-Award Manager and Reservationist will be able to add Discretionary IDs to the application. If only non-discretionary funding source (e.g. 5311 – Rural Area Formula) is selected, the application will go through the formula workflow.

b) The instructional text above the FTA Funding Source drop down informs users that the funding sources displayed in the dropdown will be based on the Award Type selected. This means that if the Award type selected on the Application Details is Grant then the funding sources displayed will be associated with Grants and if the Award Type selected is cooperative agreement then the funding sources displayed will be associated with Cooperative Agreements. Note that there are some funding sources that could be associated with both Grants and cooperative Agreements and will be displayed irrespective of the Award Type selected.



c) When a funding source that is associated with both grants and cooperative agreements is selected then a warning message will be displayed informing the user that they should verify that the correct award type is selected.

d) If the Award type of the application is updated at anytime and the selected funding source is not associated with both Grants and Cooperative Agreements, then the funding source selected will be removed automatically and the user will have to return to the impacted ALIs and update the funding source. A warning message stating this will be displayed on the Application Details Related Action if the user attempts to update the Award Type.

e) **FTA Funding Amount:** Update the FTA Funding Amount field with the desired amount of funding. (Note: The dollar sign and commas will auto populate once users click outside of the field.). The FTA Funding Source selected determines whether an application is a Formula Grant or a Discretionary Application.

8) **Non-FTA Funding Information Section:** Provide information concerning additional local, state or other federal funding that will be provided for this ALI as applicable. All amounts should be entered as whole numbers.

a) **Local Share Amount:** Update the 'Local Share Amount' field with the amount the local government will be contributing, if applicable.

b) **Local/In-Kind Share Amount:** Update the 'Local/In-Kind Share Amount' with the value of any local in-kind funding, if applicable.

c) **State Share Amount:** Update the 'State Share Amount' field with the amount the state will be contributing, if applicable.

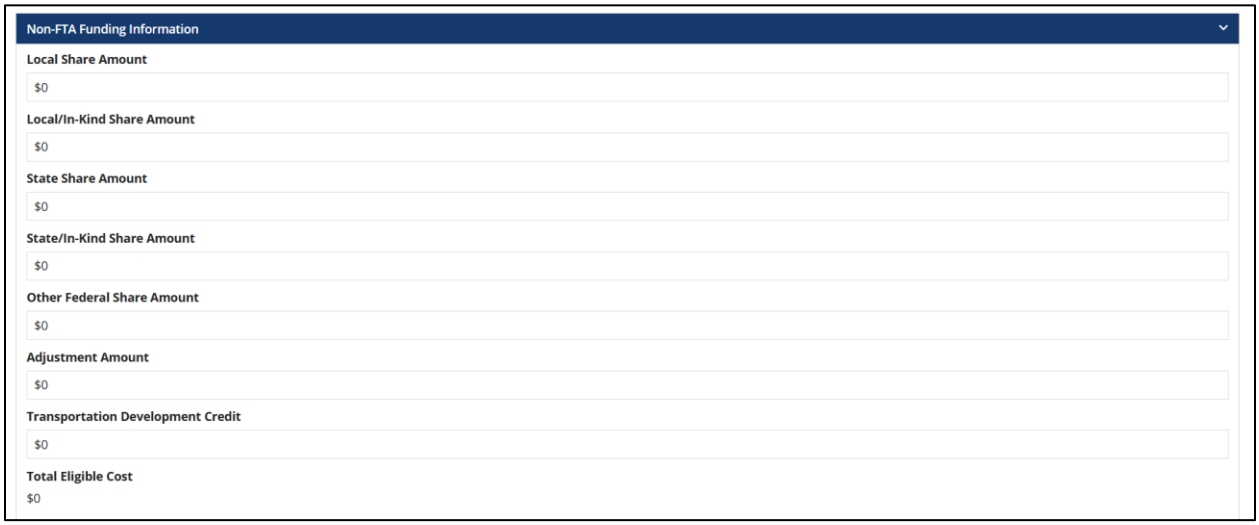
d) **State/In-Kind Share Amount:** Update the 'State/In-Kind Share Amount' field with the desired amount, if applicable. (Note: users will be requested to upload a document to support these funds when validating the Project.)

e) **Other Federal Share Amount:** Update the 'Other Federal Share Amount' field with the desired amount, if applicable.

f) **Adjustment Amount:** Update the 'Adjustment Amount' field with the desired amount, if applicable. Note: This information will not be additive to the 'Total Eligible Cost' of the activity budget or Award budget.

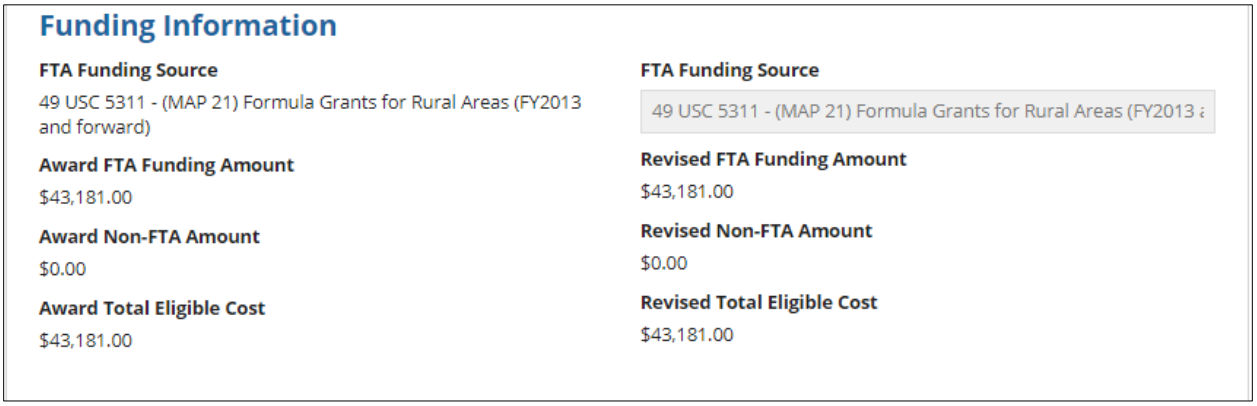
g) **Transportation Development Credit:** Update the 'Transportation Development Credit' field with the desired amount, if applicable. (Note: This information will not be additive to the 'Total Eligible Cost' of the activity budget or Award budget. Users will be requested to upload a document to support these funds when validating the Project.)

The 'Total Eligible Cost' will be update after saving. This is the sum of the FTA Funding and Non-FTA Funding (excluding the Transportation Development Credit and Adjustment Amount).



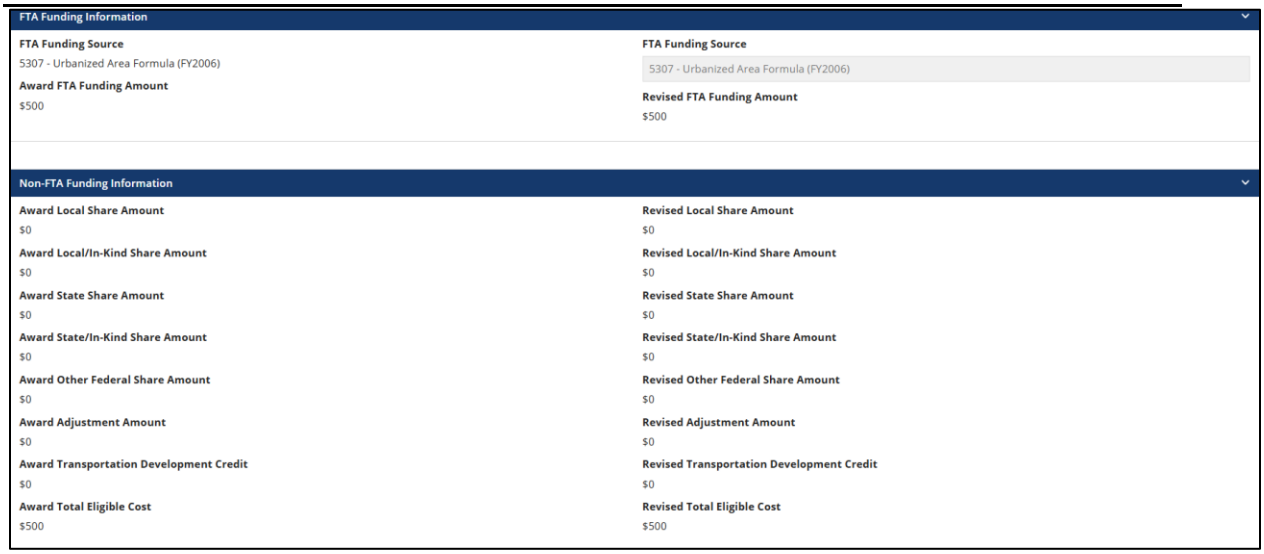
The Non-FTA Funding Information section appears differently in TrAMS Applications in comparison to Transportation Electronic Award Management (TEAM) Applications. TEAM is the legacy system used process and review Applications. An Application created by the legacy system is usually referred to as a TEAM grant. There are several differences between Applications created by the TrAMS system versus the TEAM system, but the one difference applicable to this section can be seen in the image below.

Funding Information: TEAM Application



Unlike TrAMS, a TEAM Application has a simpler layout when it comes to the Budget ALI page. A TEAM Application only has one section for Funding Information, while the TrAMS Applications divide the section into two: 1) FTA Funding information and 2) Non-FTA Funding information. Notice the difference in the TEAM Funding information shown above versus the TrAMS Funding Information displayed below.

Funding Information: TrAMS Application

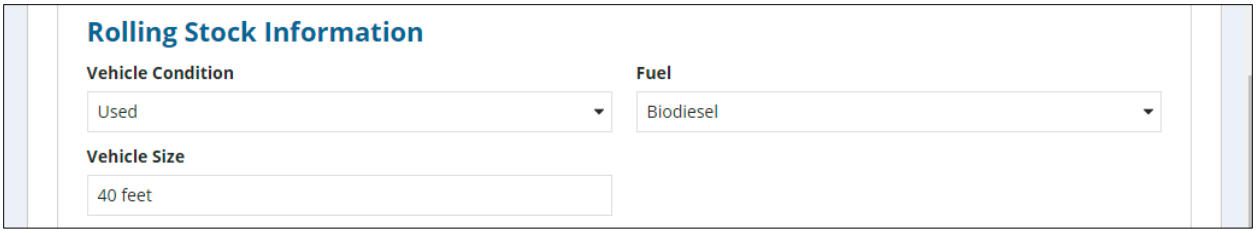


9) **Rolling Stock Information:** When the scope code 'Rolling Stock' is selected, the Rolling Stock Information Section will display. Completing the Rolling Stock Information section is optional, based on the selection of scope code.

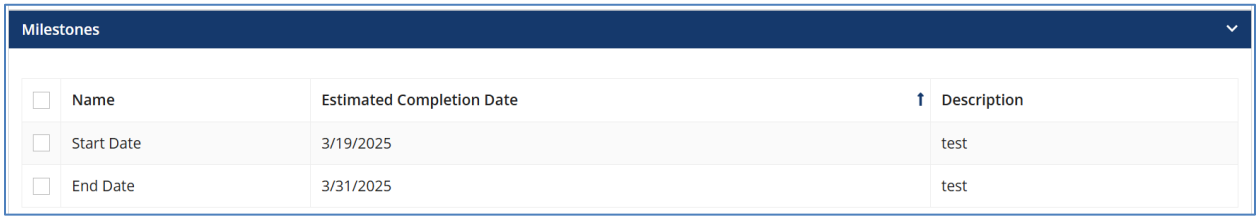
   a) **Vehicle Condition:** Select a value from the drop down 'Vehicle Condition' field indicating whether the vehicles are new or used.

   b) **Fuel:** Select a value from the drop down 'Fuel' field indicating the type of fuel that the vehicles will use.

   c) **Vehicle Size:** Provide a short text describing of the size of the vehicle in the 'Vehicle Size' field.

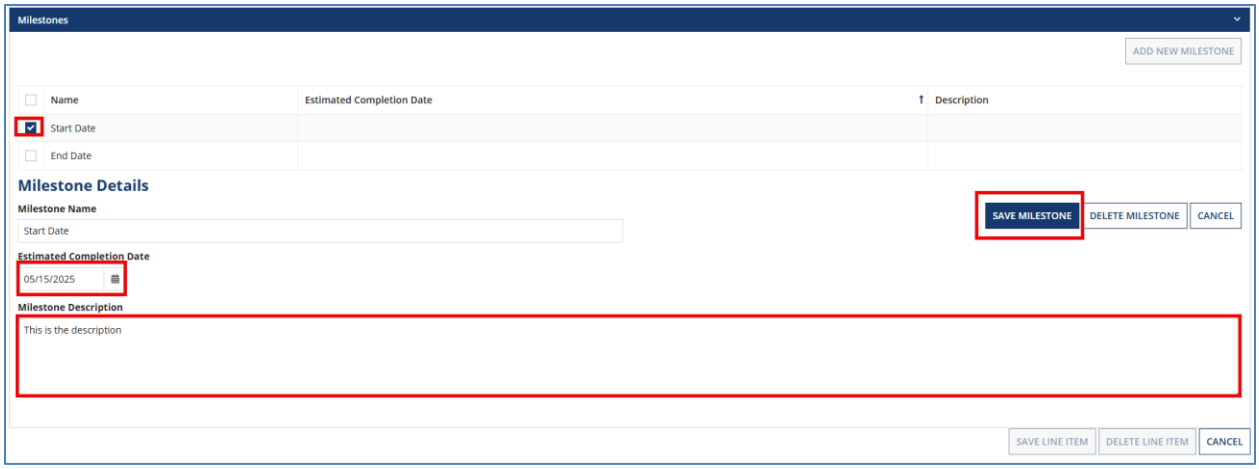


10) **Milestones:** Update the Milestone section. A table will display with the minimum two milestones; auto populated to 'Start Date' and 'End Date.' Two milestones are required to pass Project validation. A 'Rolling Stock' line item will have five standard milestones (RFP/IFB Issue Date, Contract Award Date, Initial Delivery Date, Final Delivery Date, and Contract Completion Date). The Estimated Completion Date for each milestone must be populated.

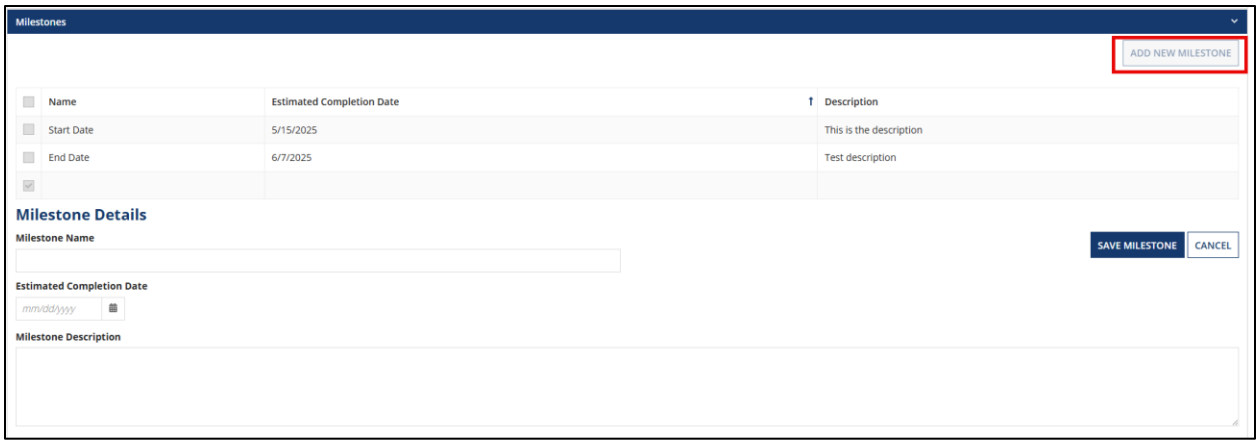


11) Users can update, delete, or add milestones to the default list. Details for each milestone in the grid must be provided for the ALI to be marked as complete.

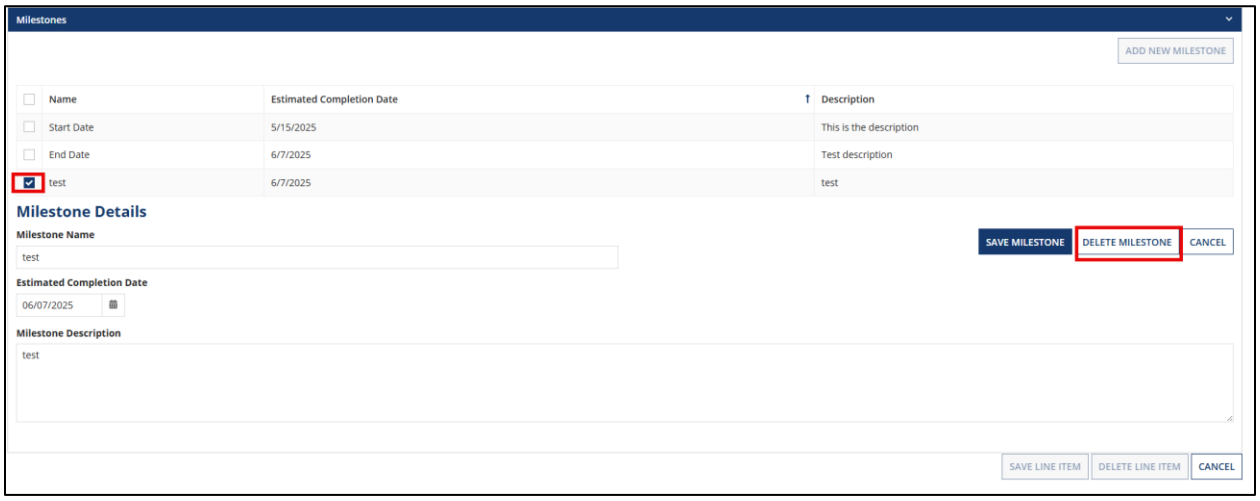
12) **Update Milestone:** To update a default milestone, click the checkbox next to the milestone name. The 'Milestone Details' section will open. Update the milestone name as desired. Add an estimated completion date and input a description. A name and completion date are required for each milestone. When done, click the 'Save Milestone' button.



13) **Add Milestone:** To add new milestones click the 'Add New Milestone' button and the form will expand to allow for the input of the milestone details. Add the milestone name, an estimated completion date and input a description. A name and completion date are required for each milestone. When done, click the 'Save Milestone' button.

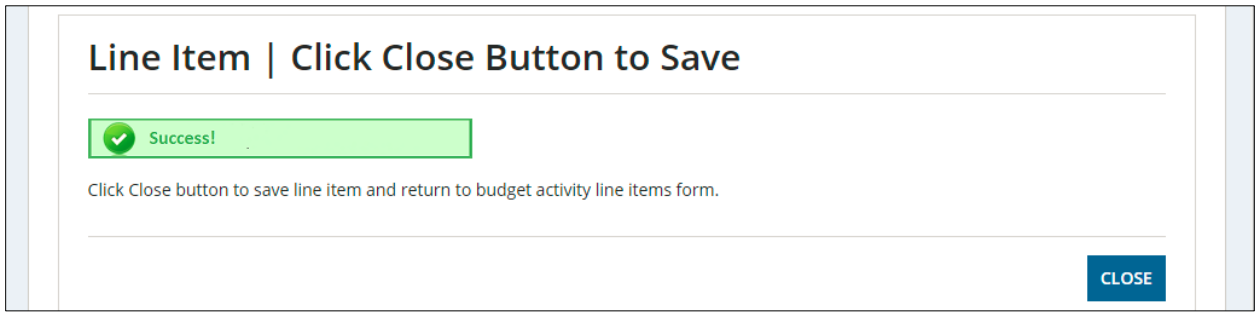


14) **Delete Milestone:** Click the checkbox next to the milestone name. The 'Milestone Details' section will open. Click on the 'Delete Milestone' button and a confirmation prompt is displayed. Click 'Yes' to delete the milestone, and collapse the form. Selecting the 'No' button will prevent any changes from occurring.

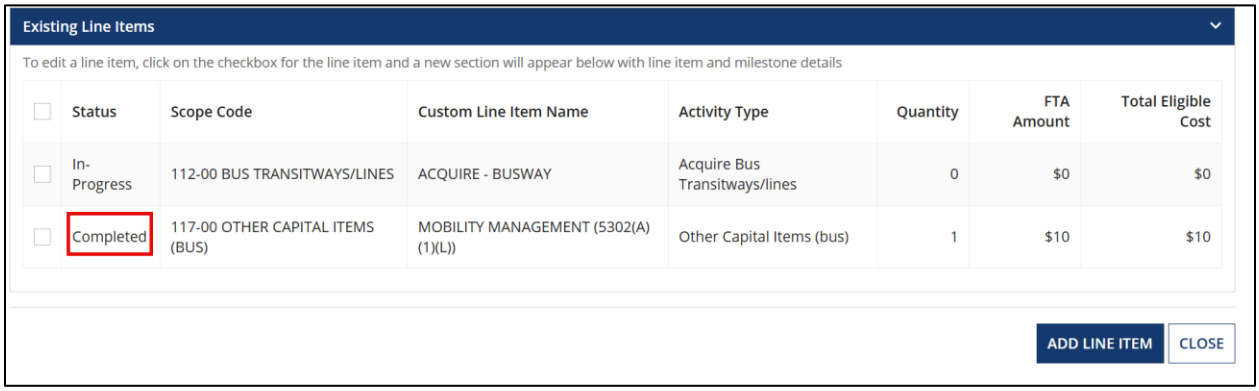


15) **Save Line Item:** Once all details for the selected line item have been added, click the 'Save Line Item' button. The button can be found below the 'Existing Line Items' grid and beneath the 'Milestones' section.

16) The 'Click Close Button to Save' form will appear. **Warning: Users must click the 'Close' button on this screen to complete saving. Failure to select the 'Close' button will result in incorrect Control Totals.**

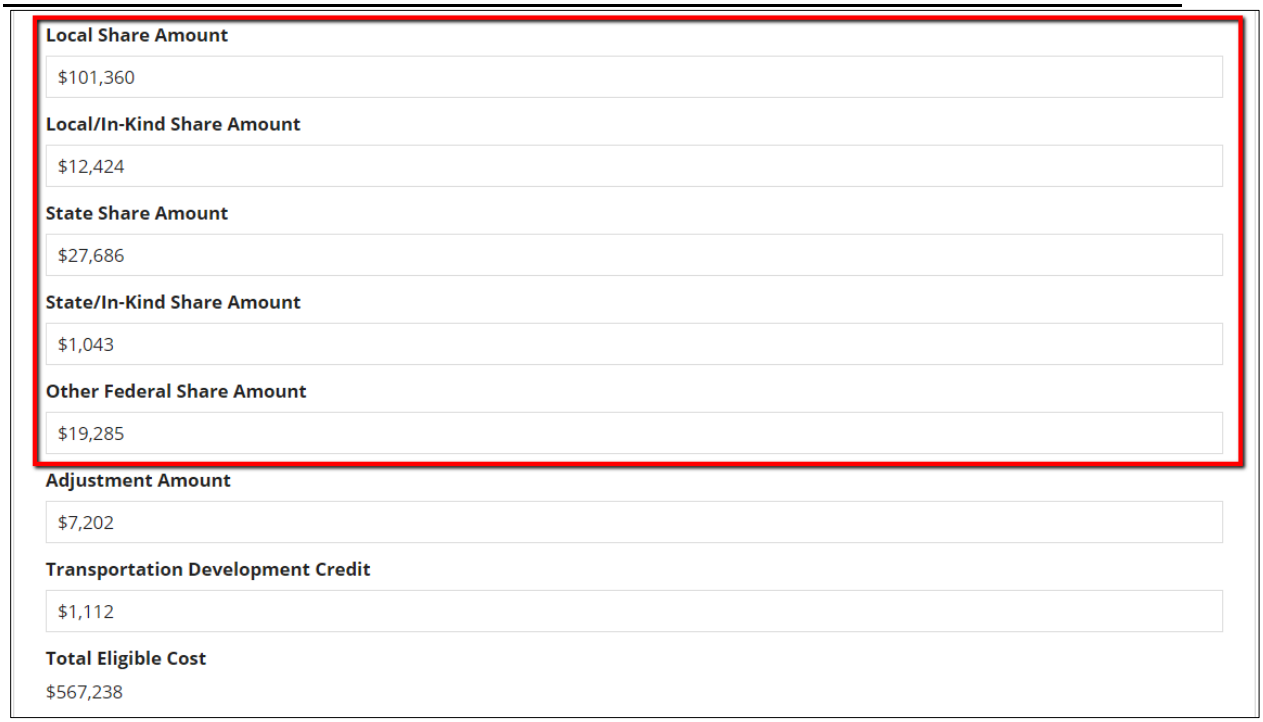


17) Once saving is complete, the 'Budget Activity Line Items' form will reopen. The status for the saved line item will change from 'In-progress' to 'Completed' after all required information has been provided.



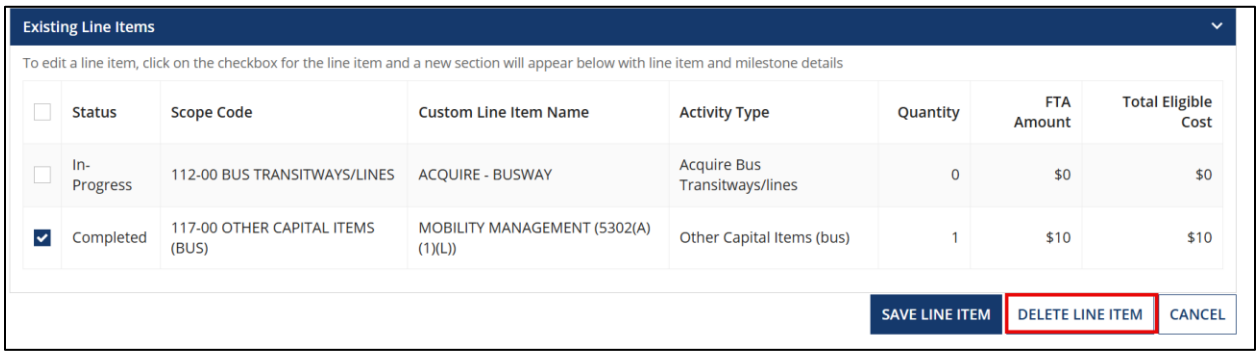
Notice there are two fields above populated with dollar amounts based on recent updates to the Activity Line Items: FTA Amount and Total Eligible Cost. The FTA Amount is derived from the dollar amount entered into the 'FTA Funding Amount' field within the 'Manage Budget Activity Line Items and Milestones' form. The Total Eligible Cost includes the FTA Amount, plus some of the Non-FTA Funding.

The Non-FTA Funding that is included in the Total Eligible Cost includes all of the values entered into the 'Local Share Amount', 'Local/In-Kind Share Amount', 'State Share Amount', 'State/In-Kind Share Amount', and 'Other Federal Share Amount' fields. The 'Adjustment Amount' and 'Transportation Development Credit' fields are not included in the 'Total Eligible Cost'



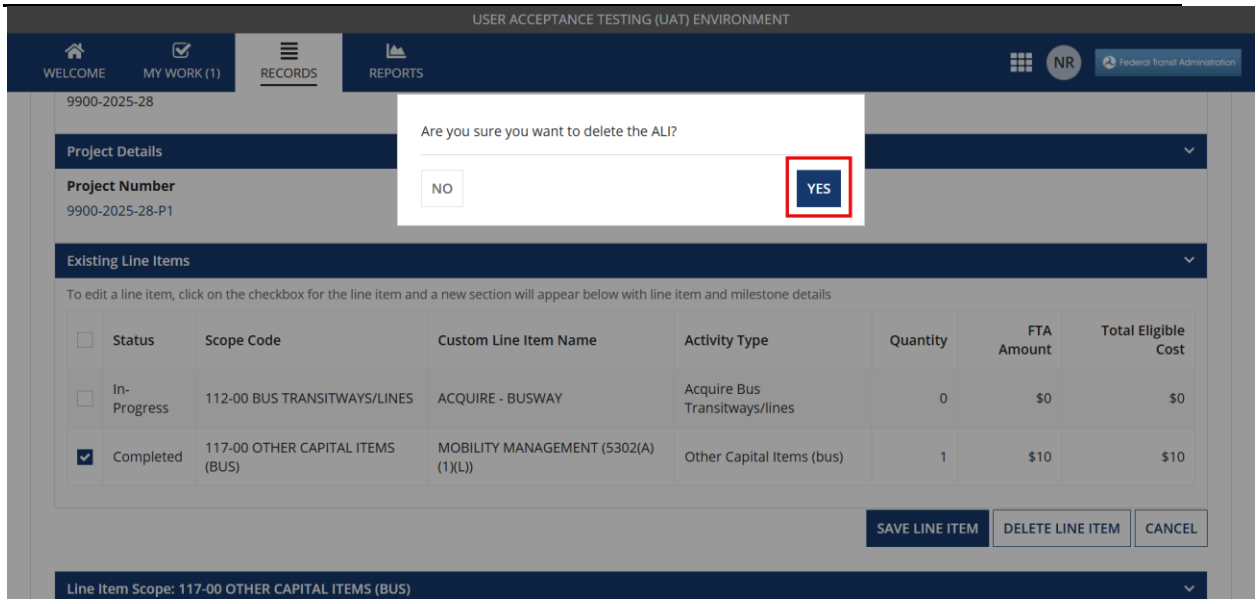
18) Select all remaining ALI's and repeat the process of updating their information. All line items must have a 'Complete' status in order to successfully validate the Project.

19) To delete an ALI, select the checkbox next to the ALI and then click the 'Delete Line Item' button that appears. A prompt will display confirming that users wish to delete.



20) Once a line item is deleted the existing line items grid will no longer display the deleted line item.

21) Click the 'Cancel' button to exit out of the form without saving changes for the selected line item and collapse the form to exclude the line item sections.



22) Click the ‘Close’ button to return to the Projects Related Actions menu.

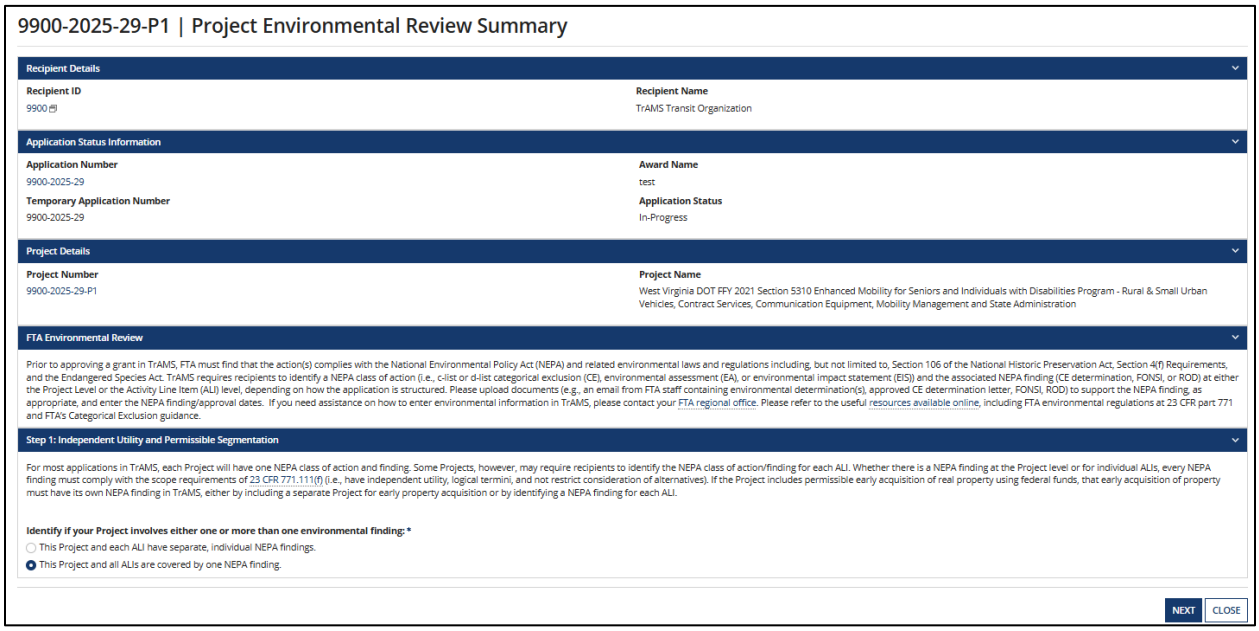
5.2.1.11.5 Related Action: Environmental Determinations

Environmental determinations must be provided to pass Project validation. Users may select to have one environmental determination apply to the Project as a whole (and all ALIs within the Project) or select individual environmental determination for each ALI.

To update Environmental Determinations, complete the following:

1) Use the Records tab to search and open the desired Project.
2) Click the ‘Related Actions’ link from the navigation bar.
3) Click on the link ‘Environmental Determination’ related action from the menu to update environmental determination details.

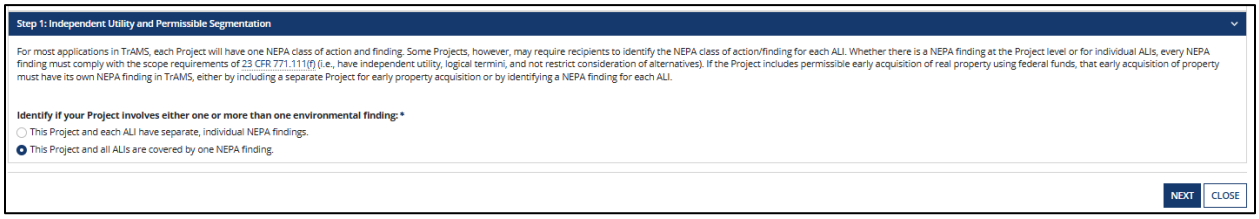
4) The Project Environmental Review Summary form will open. The top of the form contains information about environmental reviews.



5) At the bottom of the form, review the text in the 'Step 1: Independent Utility and Permissible Segmentation' section. Select whether this Project is covered by one or multiple NEPA findings.

   a) **Multiple:** 'This Project and each ALI activity have a separate, individual NEPA finding' – select this option when each ALI within the Project has its own environmental determination, or

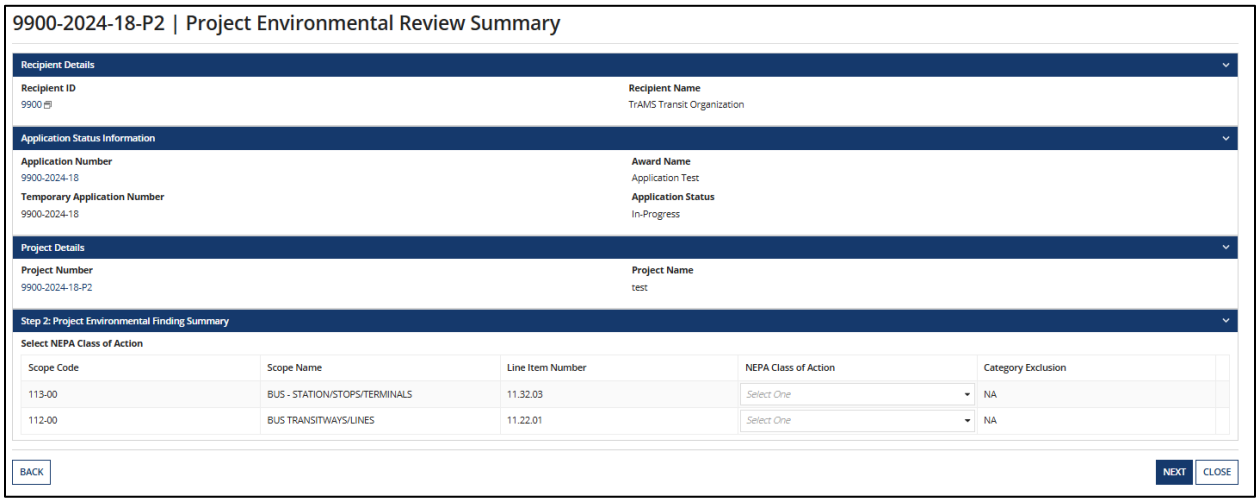
   b) **One:** 'This Project and ALL ALIs activities are covered by one NEPA determination' – select this option when one environmental determination applies to the Project as a whole.



6) Click on the 'Next' button to move the next form. Click the 'Close' button on this, or any subsequent forms, to close the form without saving changes and return to the Project 'Related Actions' menu.

7) The ‘Step 2: Project Environmental Finding Summary’ section will appear.

   a) If the answer to Step 1 was ‘This Project and each ALI activity have a separate, individual NEPA determination,’ the form will display each ALI in the Project. A ‘NEPA Class of Action’ and its corresponding ‘Category Exclusion’ will need to be chosen for each ALI.



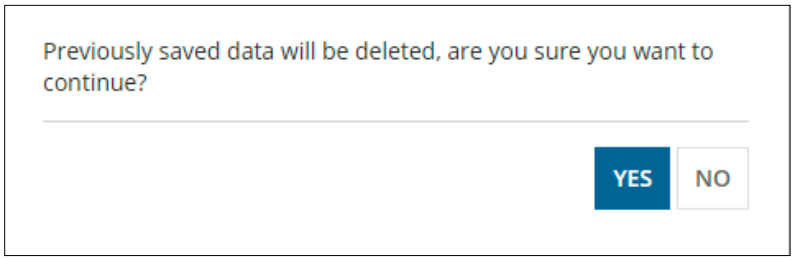
   b) If the value ‘This Project and ALL ALIs activities are covered by one NEPA finding’ was selected, the form will display a single row for the entire Project. Only one ‘NEPA Class of Action’ and its corresponding ‘Category Exclusion’ may be selected.

8) Select a value from the drop-down menu provided under the ‘NEPA Class of Action’ field. Once users select a class of action from the drop-down, the ‘Category Exclusion’ field will populate with appropriate values.

   a) If ‘Class II(c) – Categorical Exclusion (C-List)’ or ‘Class II(d) – Categorical Exclusion (D-List)’ is selected, a new dropdown menu will appear displaying the possible categorical exclusion values.

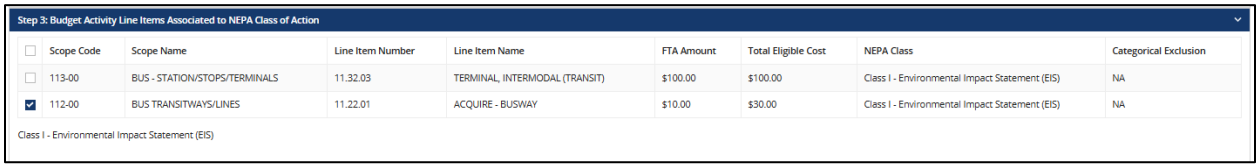
b) Otherwise, the value of 'NA' will populate.

9) To change the Step 1 answer, click the 'Back' button and adjust the selection. The following validation message will display to confirm the change. Users will need to repeat steps 5 – 7.

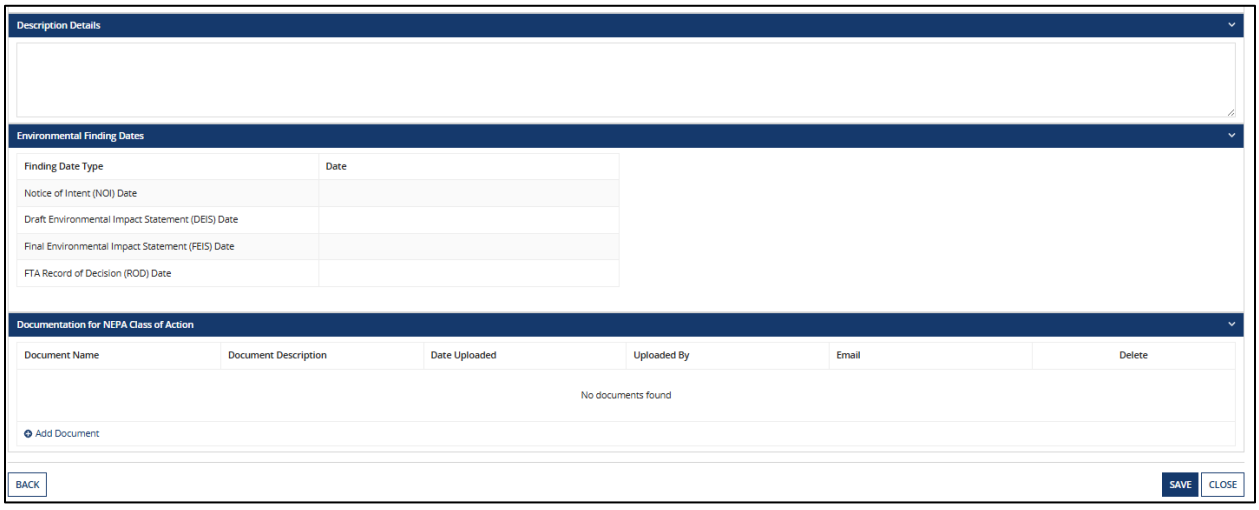


10) When the NEPA classes and categorical exclusions have been selected, click the 'Next' button to move to the next page to provide detail information on the Environmental Findings.

11) The 'Step 3: Budget Activity Line Items Associated to NEPA Class of Action' section will display:



12) When multiple findings have been selected users will be presented with a grid to select the ALI to be updated. Select an ALI by checking the box associated with the ALI and the form will expand to allow the entry of the details. If only one finding was selected for the Project, selecting an ALI will not be required and the expanded form will automatically be displayed.

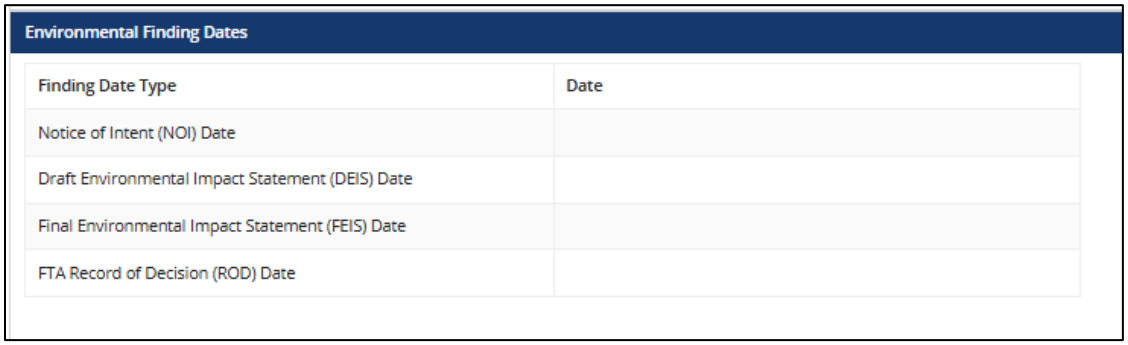


13) For each NEPA Class of Action selected the user will be able to:

a) Provide a description of the findings in the 'Description Details' field.

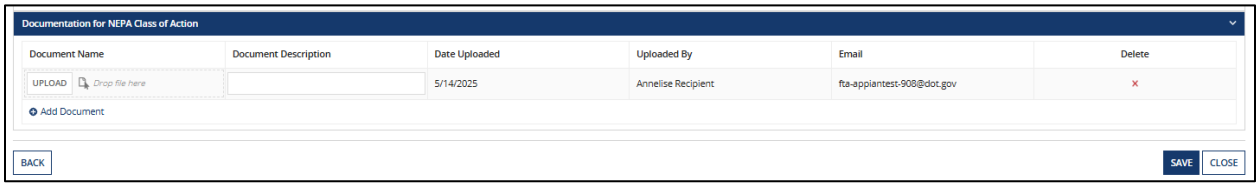
b) Click on each finding date type 'Date' field to either type in a date or select a date from the date picker. Date fields listed will depend on the NEPA Class of Action selected. Only FTA users with Pre-Award Manager, Environmental Reviewer, or Director roles will be able to add/edit Environmental Finding Dates up until the award is obligated. Note: For Class IIc dates, certain restrictions apply.

i) Users must select a date on or before today's date. If an invalid date is selected, users will receive a validation error and will not be able to proceed until a new valid date is selected.



c) Click on the 'Add Document' button to upload a document that is associated with the NEPA Class of Action.

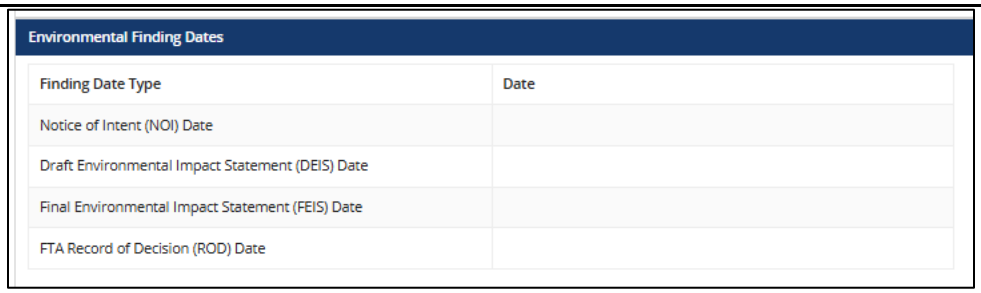
d) Click on the 'Upload' button to select the document. Provide a description for the document selected in the 'Document Description' field.



14) Click on 'Save' to save all information for the selected NEPA Class of Action. Then click 'Close' to close the form and return to the Project 'Related Actions' menu.

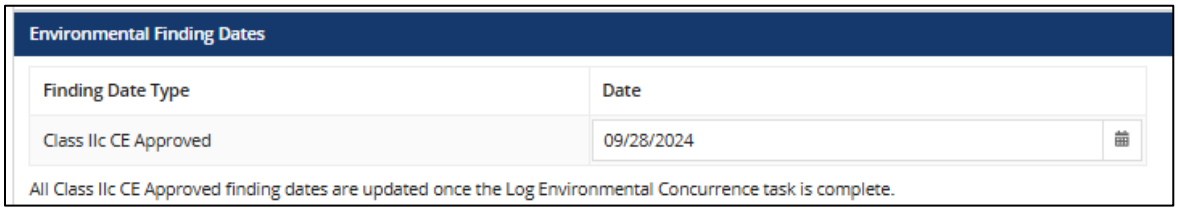
15) Click on 'Back' to return to the previous form and modify the NEPA Class of Action or Categorical Exclusions selected.

16) For Class llc CE Approved finding dates, certain restrictions apply. This date is populated from the completion date of the 'Log Environmental Concurrence' task and users will not be allowed to add/edit this date until that task has been completed by the Environmental Reviewer:



FTA users will see informational text below this grid that reads "All Class IIc Approved finding dates are updated once the Log Environmental Concurrence task is complete."

17) Once the 'Log Environmental Concurrence' task is complete, FTA users with Pre-Award Manager, Environmental Reviewer and/or Director roles may edit this date until the award is obligated. Once the RA completes the Obligate Award task, this field will be read-only and may only be updated through an Amendment.



5.2.1.11.5.1 NEPA Class Actions & Category Exclusions

Within section Environmental Determinations, a submitter or developer must select the necessary 'NEPA Class Actions' and 'Category Exclusions in order to complete Project validation. The NEPA Class action column shows all of the options available for selection in the 'NEPA Class Action' drop down menu. After selecting the Class Action, the corresponding Category Exclusions become available for selection in the 'Category Exclusions' drop-down menu.

The table below displays the Category Exclusion options that are available for each of the corresponding NEPA Class Actions.

Table 3: NEPA Class Actions & Category Exclusions

NEPA Class Action	Category Exclusions

Class I - Environmental Impact Statement (EIS)	NA
Class II(c) - Categorical Exclusions (C-List)	Type 01: Utility and Similar Appurtenance Action Type 02: Pedestrian or Bicycle Action Type 03: Environmental Mitigation or Stewardship Activity Type 04: Planning and Administrative Activity Type 05: Action Promoting Safety, Security, Accessibility Type 06: Acquisition, Transfer of Real Property Interest Type 07: Acquisition, Maintenance of Vehicles / Equipment Type 08: Maintenance, Rehab, Reconstruction of Facilities Type 09: Assembly or Construction of Facilities Type 10: Joint Development of Facilities Type 11: Emergency Recovery Actions Type 12: Action Within Existing Operational Right-of-Way Type 13: Action With Limited Federal Financial Assistance Type 14: Bridge Removal and Related Activities Type 15: Preventative Maintenance of Culverts/Channels Type 16: Geotechnical and Other Similar Investigations
Class II(d) - Categorical Exclusions (D-List)	Type 01: Highway Modernization Type 02: Bridge Replacement or Rail Grade Separation Type 03: Hardship or Protective Property Acquisition Type 04: Acquisition of Right-of-Way Type 05: Bicycle Facility Construction Type 06: Facility Modernization Type 07: Minor Facility Realignment for Rail Safety Purposes Type 08: Facility Modernization/Expansion Outside Existing ROW Type 09: Other
Class III - Environmental Assessment (EA)	NA

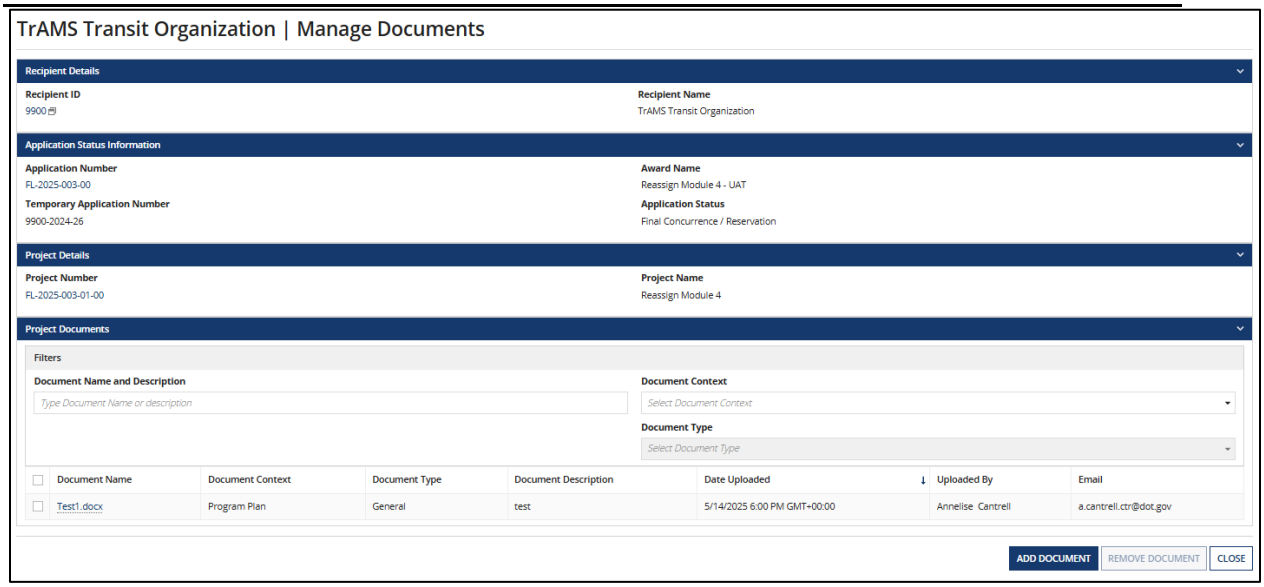
5.2.1.11.6 Related Action: Project Documents

Documents that are added to the Project will display in the Project Documents related action. This also includes the documents that are added as part of Project Validation. The documents that are added to the Project will also display at the Application level as well, within the 'Application Documents' Related Action. The Project Documents related action allows users to upload new documents, remove or view documents.

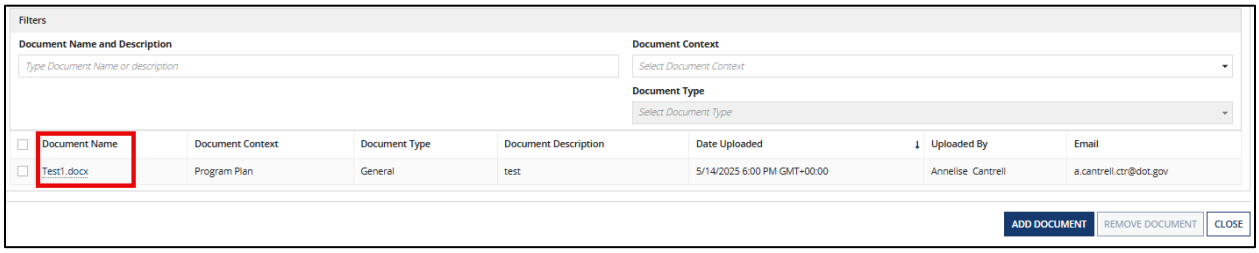
To add, view, or delete documents associated with the Project:

1) Use the Records tab to search and open the desired Project
2) Click the 'Related Actions' link from the navigation bar.
3) Click on the 'Project Documents' related action from the menu.

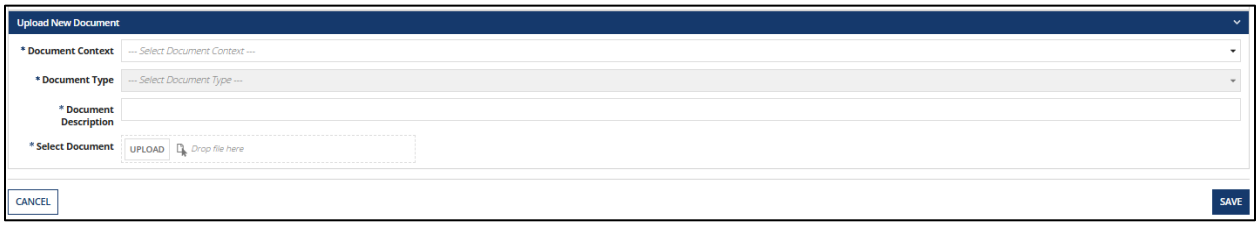
4) The 'Manage Documents' form will open. Documents previously uploaded and associated with the Project will display in a grid.



5) **View Document:** To view a document, click the corresponding 'Document File Name' hyperlink. The file will download to the local file system.



6) **Add Document:** Click the 'Add Document' button to upload a new document to the Application. The "Add New Document" form will open. Fill in all required information as described below:

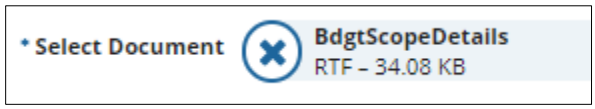


a) **Document Context:** Select a context type ("document category") from the drop-down menu.") from the drop-down menu.

b) **Document Type:** Select a document type from the drop-down menu. The available types depend on the selected context.

c) **Document Description:** Enter a description for the document.

d) **Select Document:** Click the 'Upload' button and select a file from the local system. Users may only upload one file at a time. After uploading a file, hover over the 'page' icon next to the uploaded file and click the 'X' that appears to remove the file as needed.



e) Once all details have been entered, click the 'Save' button to save the document.

f) The previous screen will open and users will see the uploaded file in the 'Existing Documents' grid.

7) **Delete Document:** To delete a document, select the checkbox next to the document in the 'Existing Documents' table and click the 'Remove Document' button. More than one document can be deleted at a time.

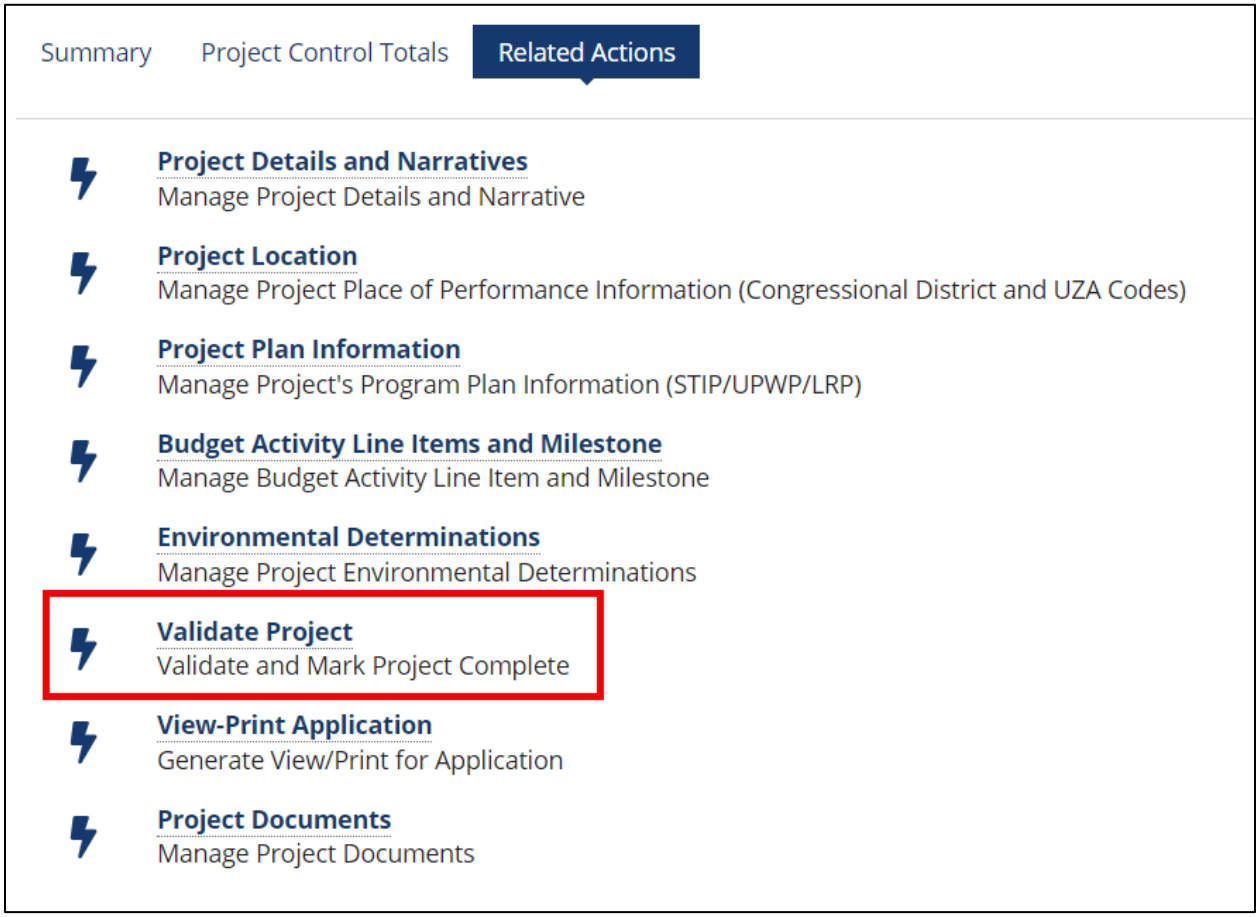
Note that once an application/amendment is awarded, all documents uploaded will be available under the Award Documents related action and users will no longer be able to add or remove documents from the project documents related action. Any modifications to the documents i.e., adding or removing will only be done using the Award Documents related action. Also note that certain document contexts and types cannot be uploaded or removed once an application is awarded, and users will need to do a budget revision or amendment to modify these documents.

5.2.1.11.7 Related Action: Validate Project

All Projects must be validated before transmitting an Application to FTA for review.

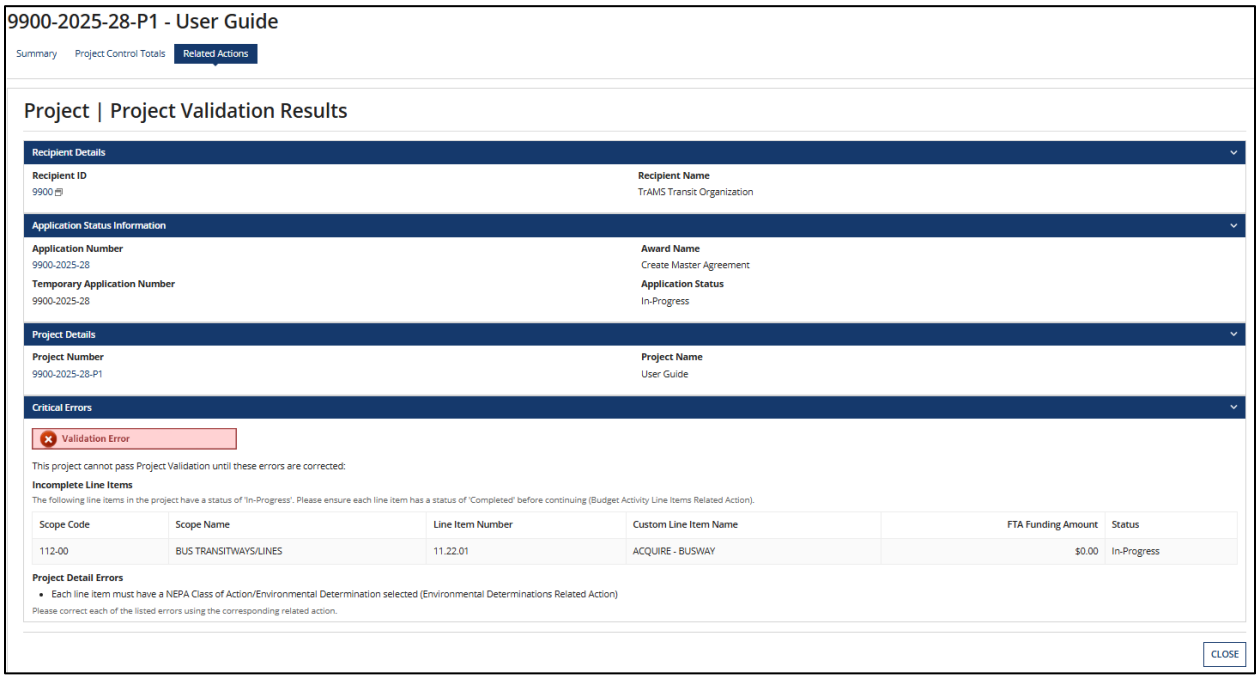
To validate a Project, complete the following:

1) Search and open the desired Project
2) Click the 'Related Actions' link from the navigation bar.
3) Click on the 'Validate Project' related action from the menu.



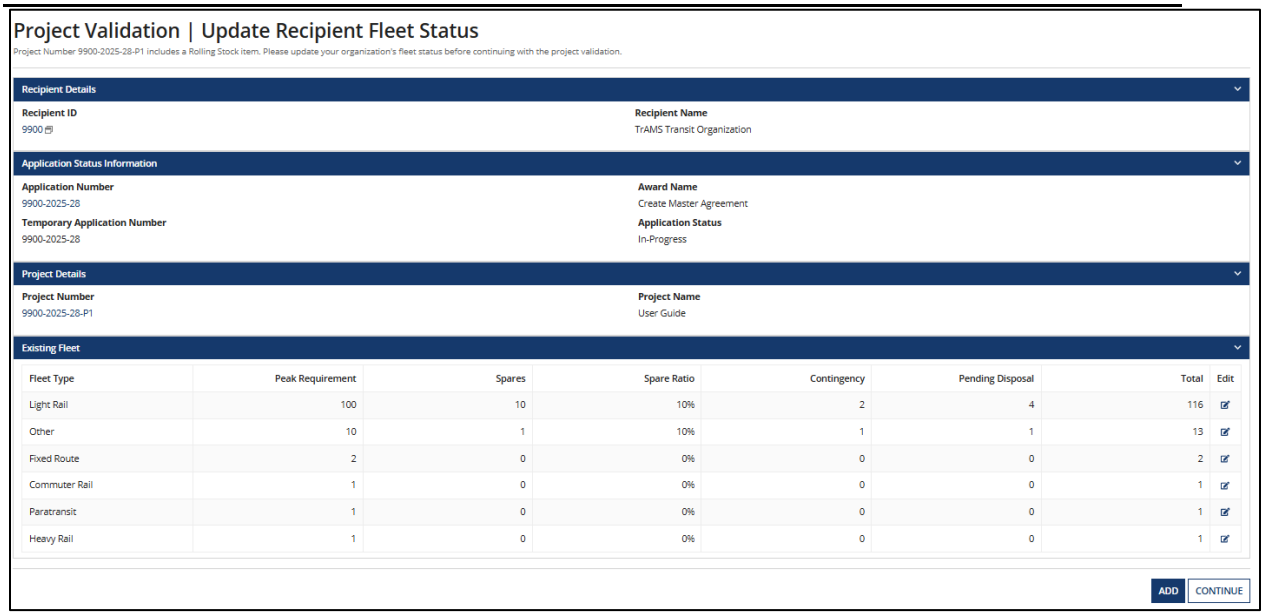
4) The system will validate the Project to ensure all required elements for the Project are present and will provide a summary of critical issues and warnings.

5) If the validation results in critical issues, users will need to address them individually before the Project will pass validation. Critical issues will result in a red box 'Validation Error' and the list of errors to be corrected. Potential critical errors include missing ALIs, incomplete ALIs, missing location details, and missing environmental determinations. The following screenshot shows some of the critical errors that must be addressed: an incomplete ALI, a missing congressional district, missing environmental determinations for ALIs and FTA Amount for all line items being 0.

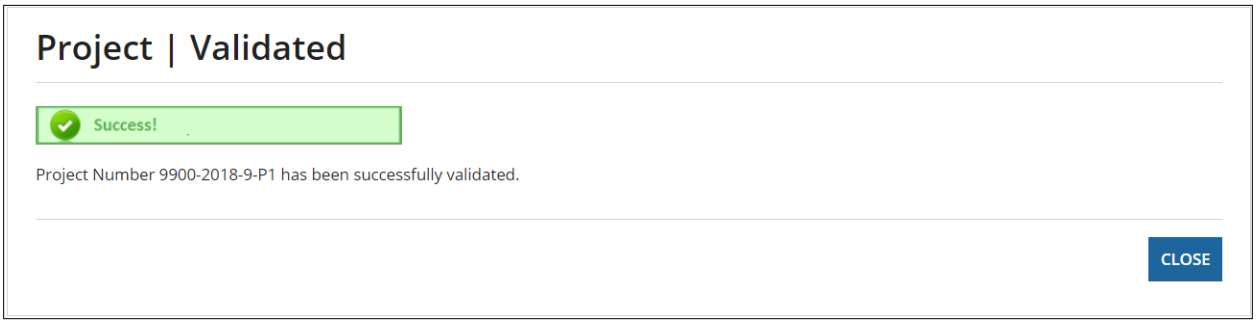


6) Click the 'Close' button to return back to the available related actions for the Project and update the Project as necessary.

7) When one or more of the ALI's contain rolling stock, the current fleet status associated to the recipient organization is shown. Users may add new fleet types, update the current fleet items, delete fleet items, or bypass making any changes to the rolling stock by clicking the 'Close' button. The fleet status associated with the Application will be the fleet status listed on the recipient organization profile at the time of Application Award. Fleet information will display in the Application view print once the Award is made. Use the Recipient Profile at any time to view or update fleet information.



8) Once all validations have passed, the confirmation screen 'Project Validated' will display with the following message: 'Project Number [Project #] has been successfully validated'. Click the Close button to return to the 'Related Actions' menu.



5.2.1.11.7.1 Project Validation Critical Errors

During Project validation, there are several errors that can occur, preventing a user from advancing through the validation process. The following items define each of the critical errors and how to resolve each of them.

5.2.1.11.7.1.1 TrAMS Validation Errors

The following table provides the system validation messages shown by TrAMS for the above Related Action.

TABLE: Project Validations

Project Validation	
Message Text	**Reason**
<u>Critical Issues</u> - This Project cannot pass Project Validation until these errors are corrected.	

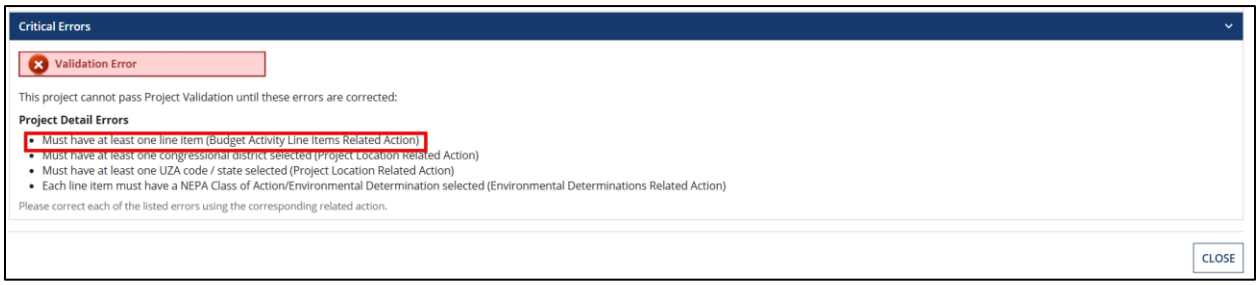
Project Validation	
Message Text	**Reason**
"The following line items in the Project have a status of 'In-Progress'. Please ensure each line item has a status of 'Completed' before continuing (Budget Activity Line Items Related Action): *<grid of In-Progress line items>*"	One or more line items within a Project are not in the required "Completed" status (only applies for TrAMS Applications).
The following Project details are incomplete. "Please fill out the following details before continuing: • Project Title/Name (Project Details and Narratives Related Action)"	The Project is missing the required Project title.
"The following Project details are incomplete. Please fill out the following details before continuing: • Location Narrative (Project Location Related Action)"	The Project is missing the required location narrative.
"The following Project details are incomplete. Please fill out the following details before continuing: • Project Description (Project Details and Narratives Related Action)"	The Project is missing the required Project description.
"The following Project details are incomplete. Please fill out the following details before continuing: • Project Benefits (Project Details and Narratives Related Action)"	The Project is missing required Project benefits.
"The Project must have at least one line item. Please add line items to the Project before continuing (Budget Activity Line Items Related Action)."	The Project is missing line items.
"The Project must have at least one congressional district selected (Project Location Related Action)."	The Project does not have at least one congressional district associated to it.
"The Project must have at least one UZA code / state selected (Project Location Related Action)."	The Project does not have at least one state/UZA associated to it.

Project Validation	
Message Text	**Reason**
"Each line item must have a NEPA Class of Action/Environmental Determination selected (Environmental Determinations Related Action)."	The Project has been set up for one environmental finding per ALI and at least one ALI is missing an environmental finding association.
"The Project must have a NEPA Class of Action/Environmental Determination selected (Environmental Determinations Related Action)."	The Project has been set up for all activities to be covered under one environmental finding, but no environmental finding has been selected.
"The following Project details are incomplete. Please fill out the following details before continuing: • At least one line item must have FTA funding greater than 0 (Budget Activity Line Items and Milestone Related Action)	All Line Items on the project have FTA Amount as 0.

5.2.1.11.7.1.2 Missing ALIs

The 'Missing ALIs' critical error will display with the following text:

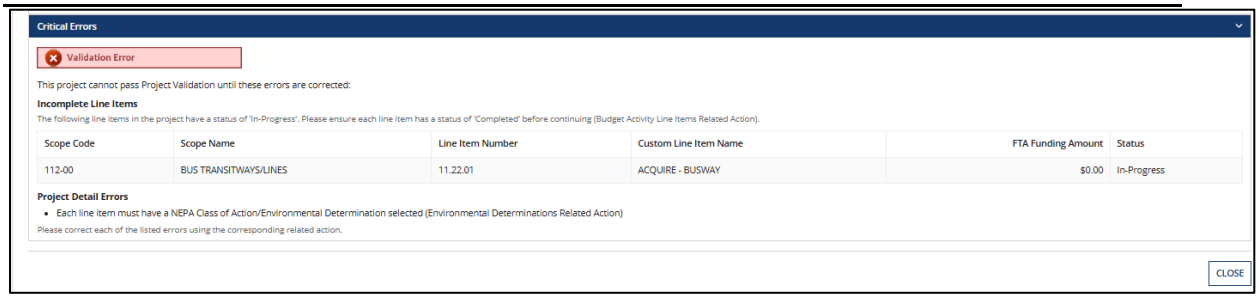
- The Project must have at least one item. Please add line items to the Project before continuing (Budget Activity Line Items Related Action)



5.2.1.11.7.1.3 Incomplete ALIs

The 'Incomplete ALI' critical error will display with the following text:

- The following line items in the Project have a status of 'In-Progress'. Please ensure each line items has a status of 'Completed' before continuing (Budget Activity Line Items Related Action)



5.2.1.11.7.1.4 Missing FTA Amount on all ALIs

The 'Missing FTA Amount on all ALI's' error will display the following text:

- At least one line item must have FTA funding greater than 0 (Budget Activity Line Items and Milestone Related Action)

To resolve these issues, ensure that at least one of the ALI's on the project has an FTA Amount more than 0. refer to *Related Action: Budget Activity Line Items and Milestone.*

5.2.1.11.7.1.5 Missing Location Details

The 'Missing Location Details' critical errors include the following:

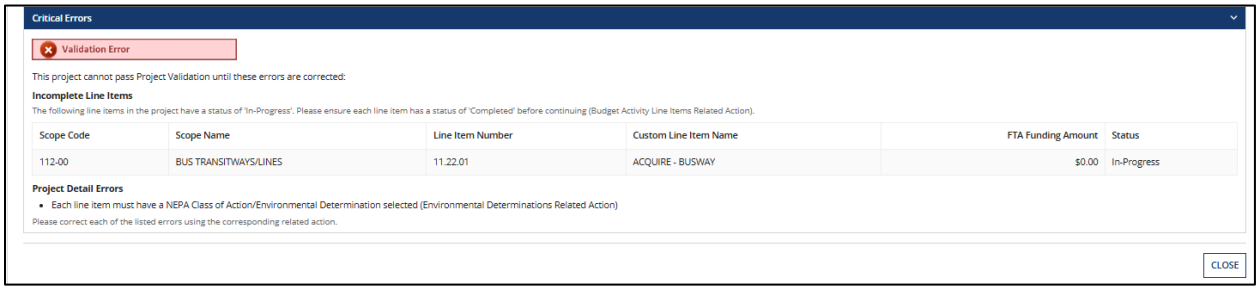
- The Project must have at least one congressional district selected (Project Location Related Action.)
- The Project must have at least one UZA code / state selected (Project Location Related Action)

To resolve these issues, refer to *Related Action: Project Location*.

5.2.1.11.7.1.6 Missing Environmental Determinations

The 'Missing Environmental Determinations' critical errors include the following:

- The Project must have NEPA Class of Action/Environmental Determination selected (Environmental Determinations Related Action).



To resolve this issue, refer to *Related Action: Environmental Determinations*.

5.2.1.11.8 Related Action: View-Print Application

Users may access the View-Print Application functionality from either the Application record or the Project record. Refer to *Related Action: View-Print Application* for information regarding this action.

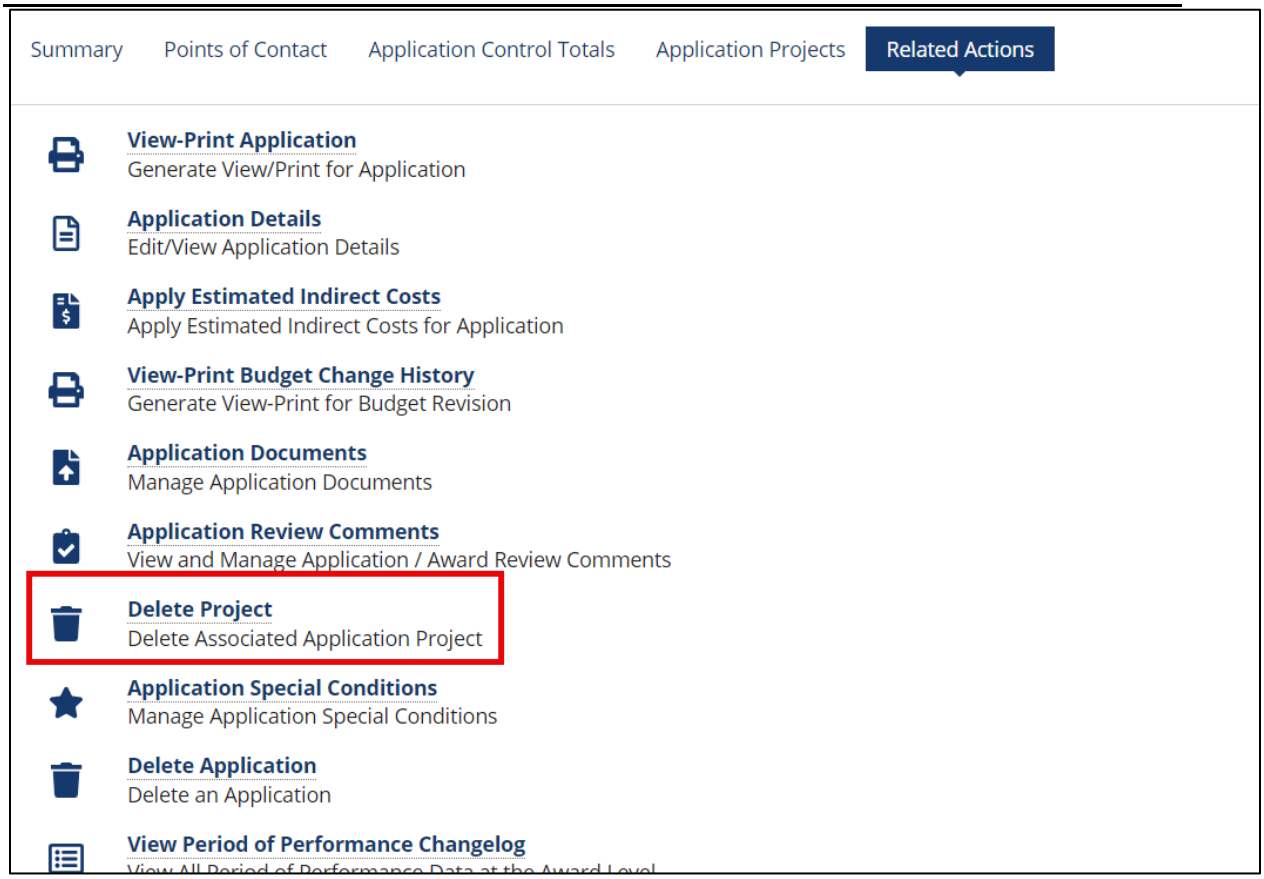
5.2.1.11.9 Related Action: Application Special Conditions

5.2.1.11.10 Related Action: Delete Project

Projects can be deleted from an Application by users with a submitter or developer role while the Application is in 'In-Progress' status.

To delete one or more Projects from an Application:

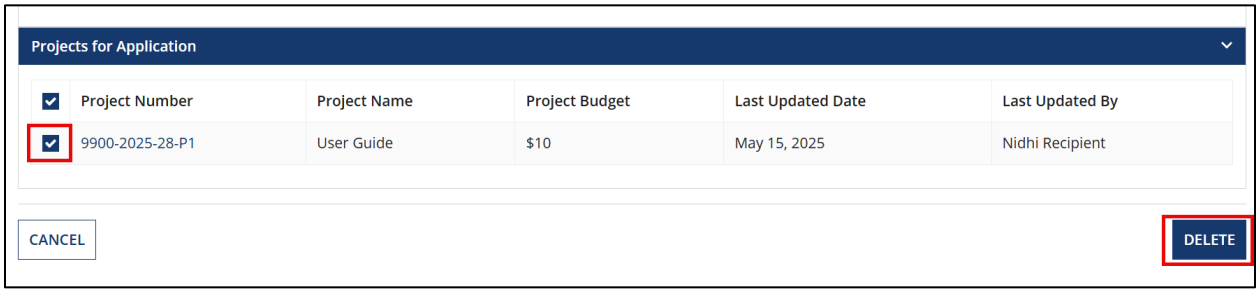
1) Search and open the desired Application/Award.
2) Click the 'Related Actions' link from the navigation bar.
3) Click the 'Delete Project' related action.



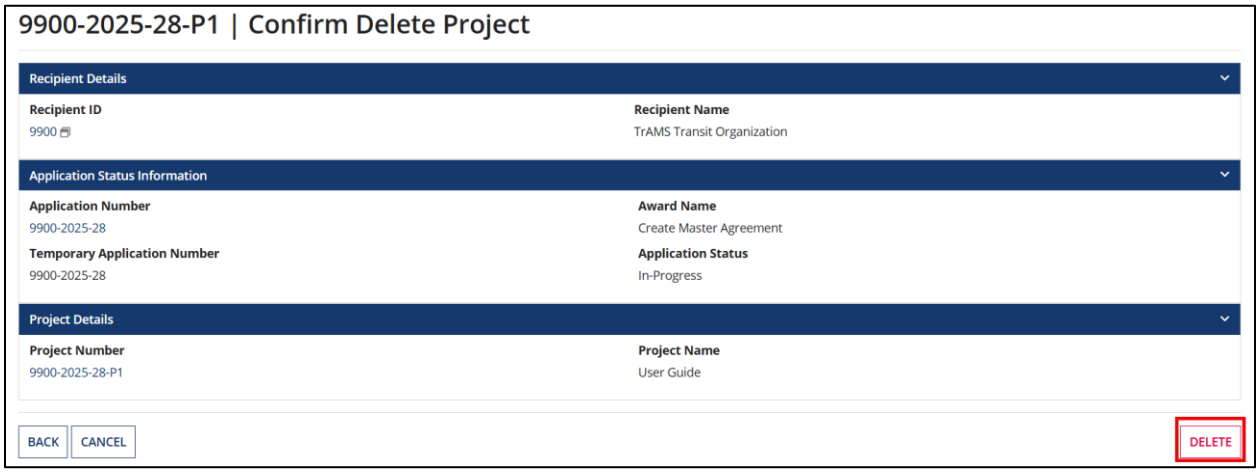
4) The ‘Application | Select Project to Delete’ form will display.

Recipient Details
Recipient ID
9900
Recipient Name
TrAMS Transit Organization
Application Status Information
Application Number
9900-2025-28
Award Name
Create Master Agreement
Temporary Application Number
9900-2025-28
Application Status
In-Progress
Projects for Application
Project Number
Project Name
Project Budget
Last Updated Date
Last Updated By
9900-2025-28-P1
User Guide
$10
May 15, 2025
Nidhi Recipient
CANCEL

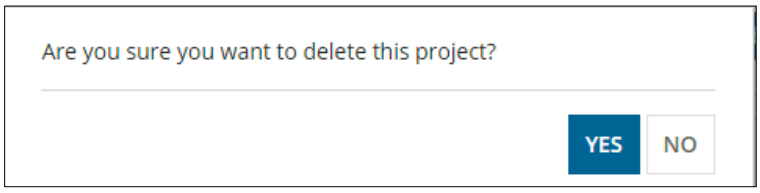
5) Select the check box for a Project users wish to delete from the Application and then click the 'Delete' button which appears. Users may only select one Project at a time.



6) The '[Application ID] | Confirm Delete Project' form will display. Click the 'Delete' button to confirm Project deletion or click 'Cancel' to return to the Application 'Related Actions' menu without deleting the Project.



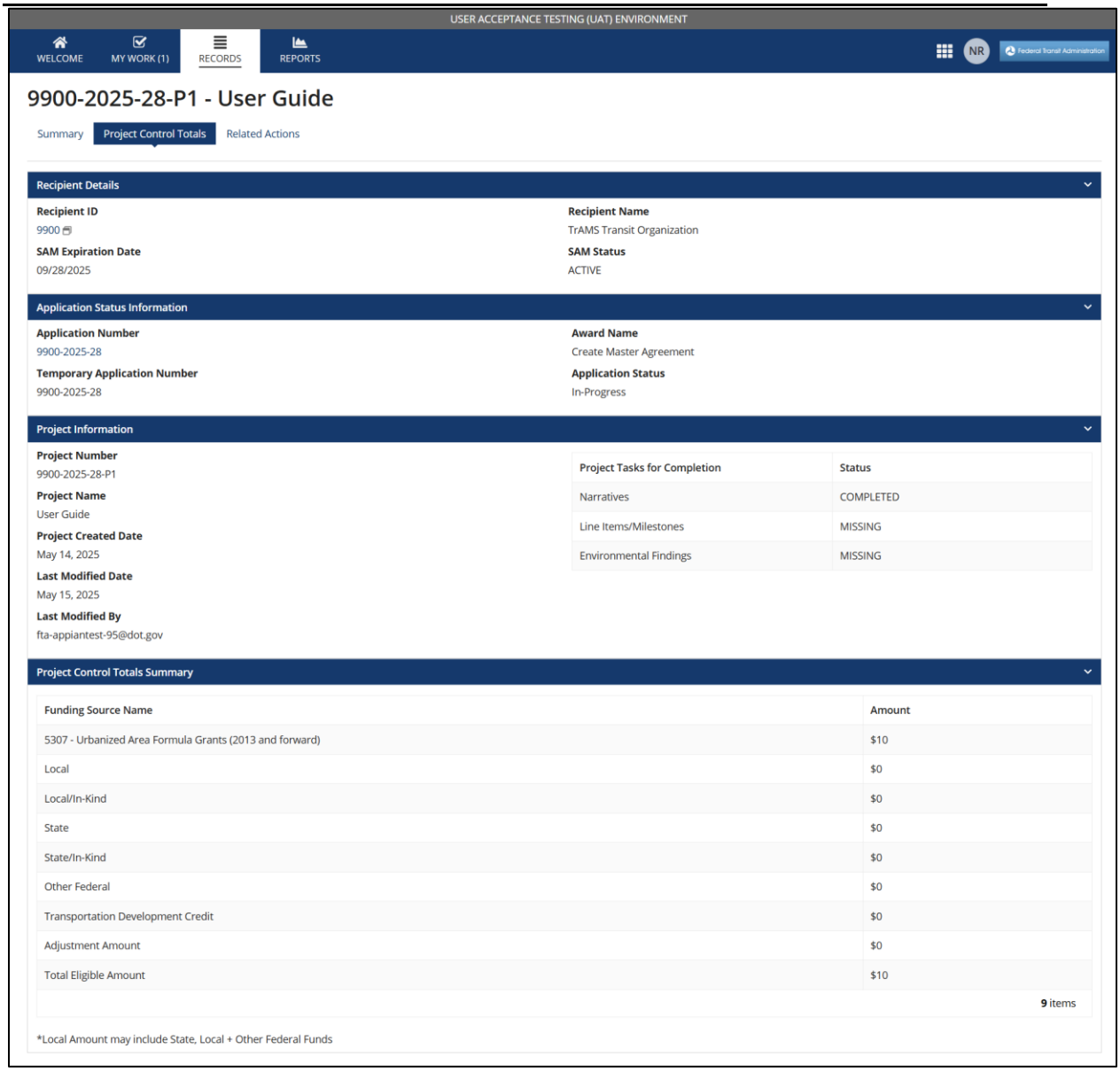
7) Click the 'Yes' button on the additional prompt message, 'Are you sure you want to delete this Project?' to confirm the deletion. WARNING: Deleted Projects are not recoverable.



8) The ‘Project | Deleted’ success message will display with the following confirmation message: ‘[Project ID] has been successfully deleted’. Click the ‘Close’ button to return to the ‘Related Actions’ menu.

5.2.1.11.11 Dashboard: Project Control Totals

To view the total funding associated with the Project, select the ‘Project Control Totals’ from the left navigation menu.



5.2.1.12 Related Action: Delete Application

An application can be deleted by FTA users and Recipient users with specific roles under certain statuses in TrAMS using the Related Action: Delete Application. This related action can be found in the Application Record. Budget Revisions and Closeout Amendments cannot be deleted using this related action. To delete a Budget Revision or Closeout Amendment, refer to *Related Action: Delete Budget Revision* and *Related Action: Delete Closeout Amendment*. Only FTA users with specific roles may delete a budget revision.

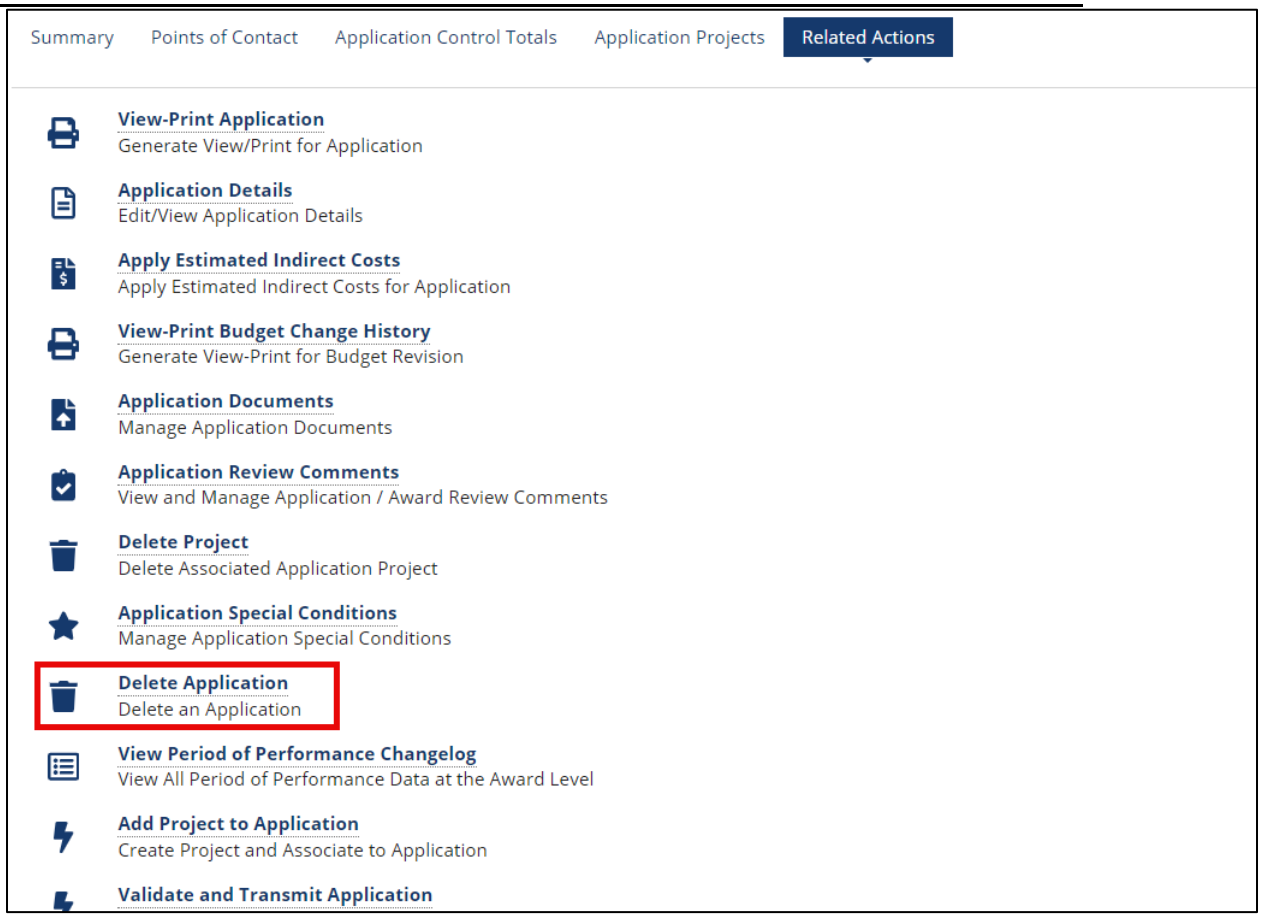
Note that once an application is deleted using this related action, it cannot be retrieved again and is permanently deleted from TrAMS. The following table states the status of when an application or amendment can be deleted by an FTA or Recipient user using the Related Action: Delete Application.

Table 5: Delete Application: Statuses and Users

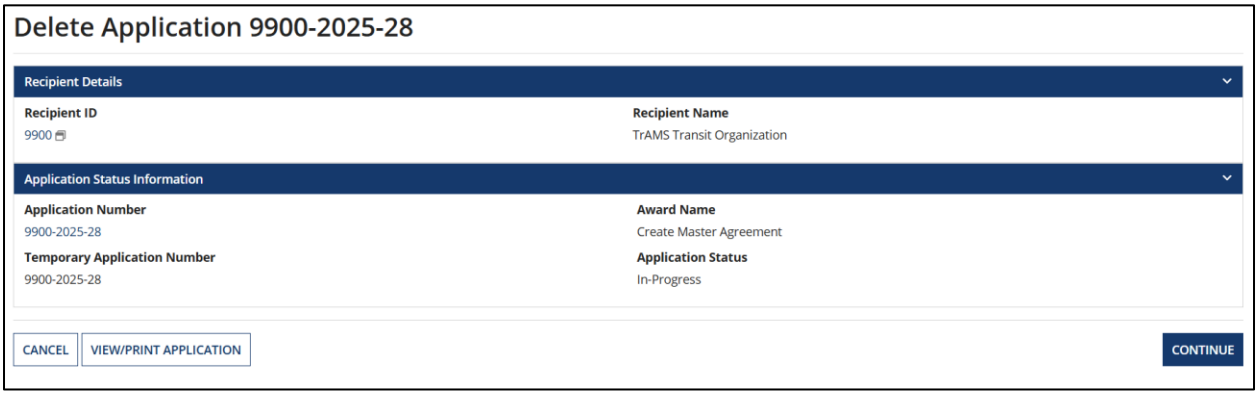
User Type	Status	User Role(s) with Access to Delete
FTA	- In-Progress - In-Progress / Admin Amendment - In-Progress / Returned to Grantee - Transmitted / Ready for FTA Review - Initial Review / Concurrence - Review Complete / Ready for FAIN - FAIN Assigned / Ready for Submission - Application Submitted - Final Concurrence / Reservation	- Pre-Award Manager - Post Award Manager - Operations Director - Planning Director
Recipient	- In-Progress	- Submitter - Developer

To delete an application:

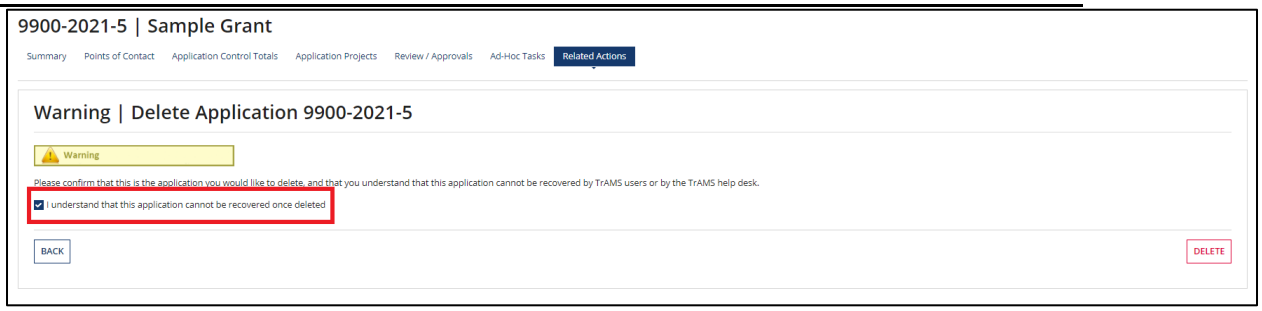
1. Click on the Record tab and select the Application to be deleted
2. Click on the Related Actions tab
3. Click on the link ‘Delete Application’



4. The application details will be displayed along with options to cancel deletion or generate a View/Print of the application. Click on the 'Continue' button.

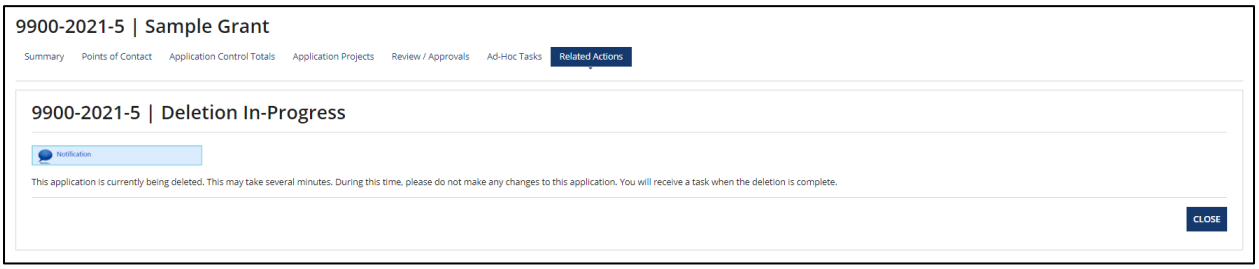


5. A warning message will be displayed along with a confirmation checkbox. Click on the checkbox, the 'Delete' button will become available. Click on the 'Delete' button to proceed with deletion.



The user can click on the 'Back' button if they do not wish to delete the application.

6. The deletion in-progress message for the application will be displayed. Click on the 'Close' button.



7. Click on the 'My Work' tab, a task for notification of the deleted application will appear.

8. Click on the task. A success message for the application deletion will displayed.

9. Click on the 'Close' button to exit from the task. The task will no longer appear in the 'My Work' tab.

5.2.1.13 Related Action: Validate and Transmit Application

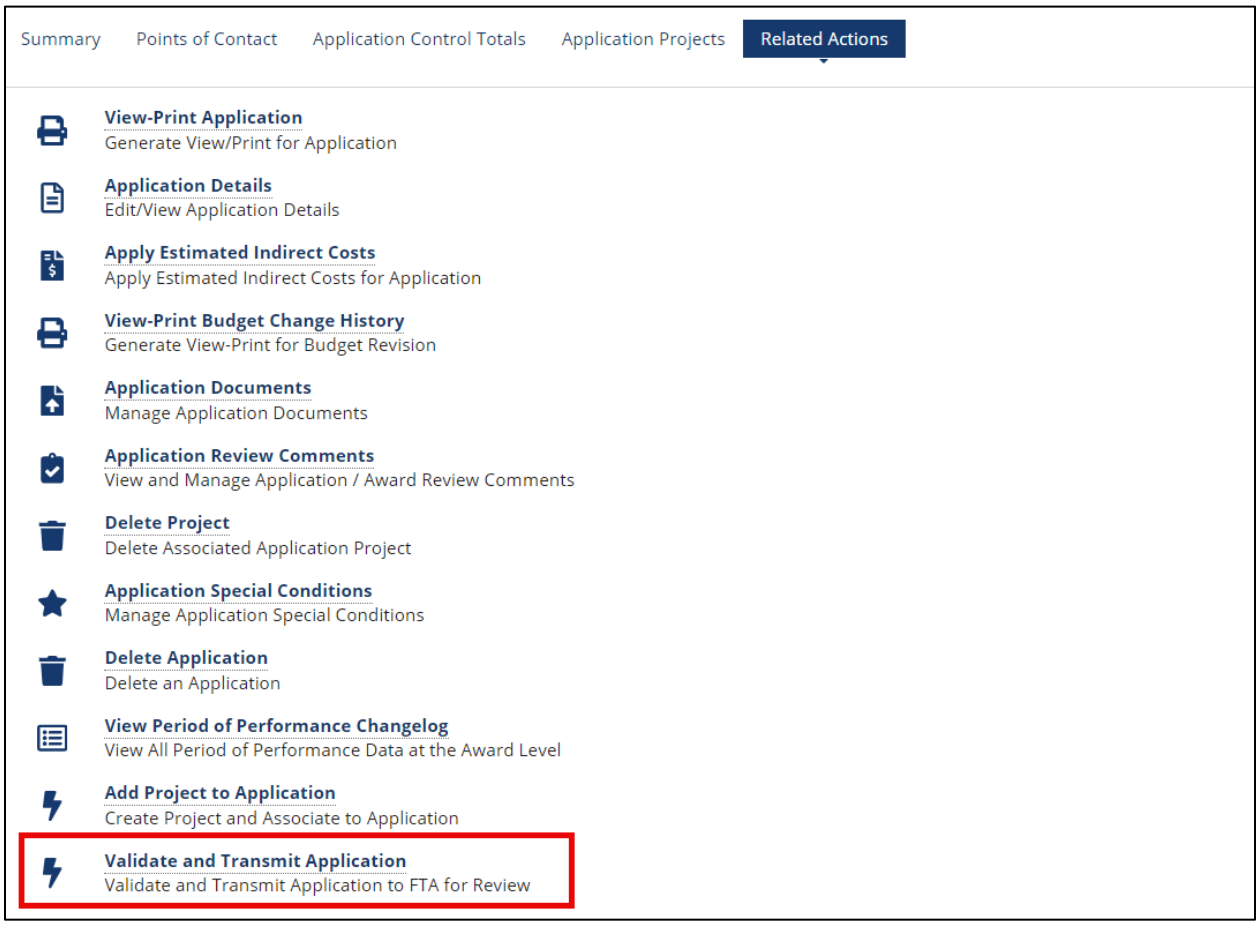
Once all Projects for an Application have been completed and have been successfully validated users will be ready to send the Application to the FTA for their initial review to take place. Users will need to return to the 'Related Actions' associated with the Application. Both users with the Submitter and Developer roles can transmit an Application to FTA.

To validate and transmit an Application:

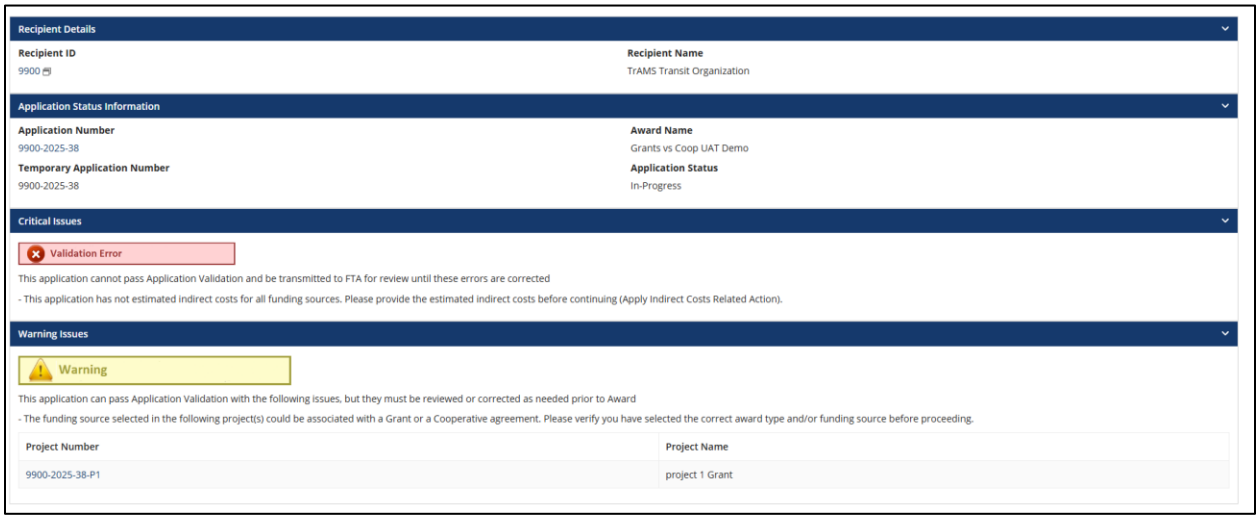
1) Search and open the desired Application/Award.

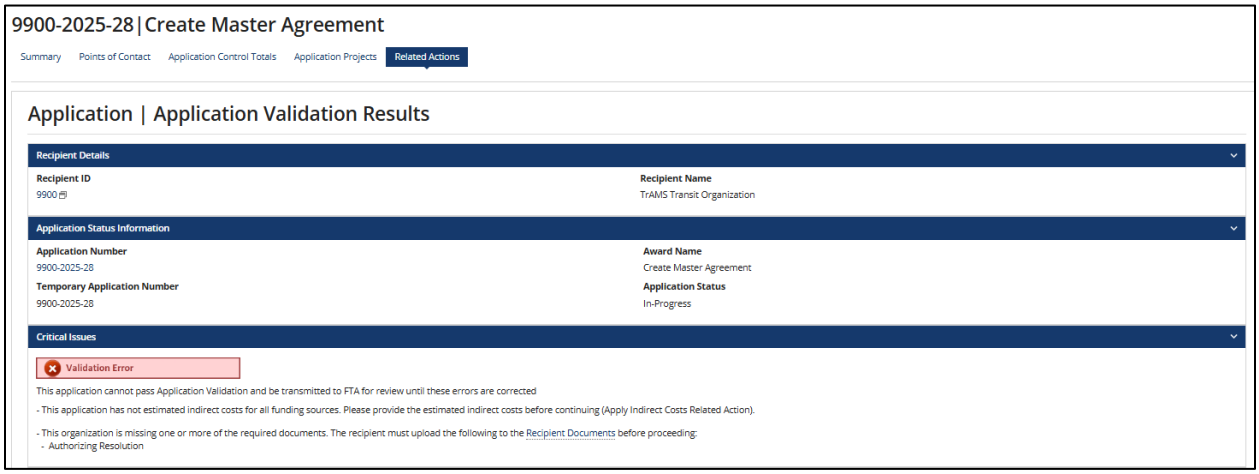
2) Click the 'Related Actions' link from the navigation bar. A list of available related actions will show. *If in a Project, go to the 'Summary' page and click on the Application Number hyperlink to return to the Application 'Summary'.* This field will be called Award with Amendment Number for amendments.

3) Click the 'Validate and Transmit Application to FTA' related action.

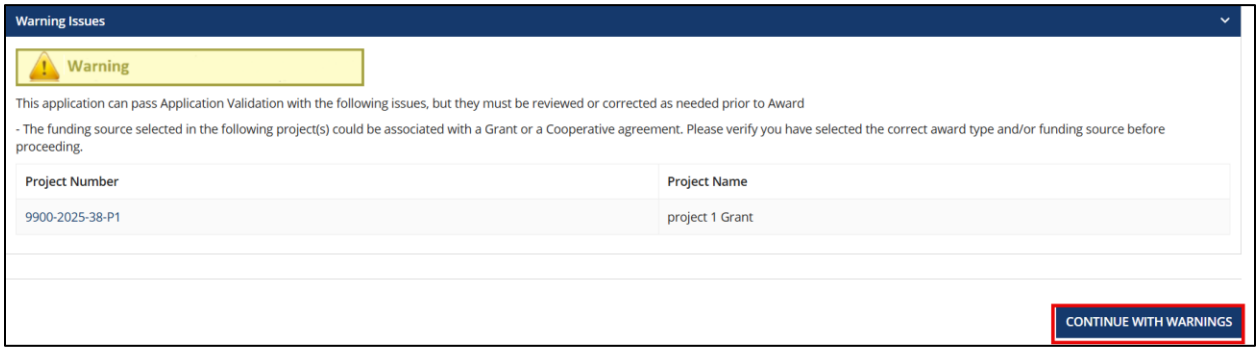


4) The system will display a form with validation results. The results may contain Critical Issues and Warning Issues. Users must resolve any critical issues to proceed with validation and transmit. Potential critical errors include, but are not limited to, missing Application details, missing Projects, expired period of performance end dates, and expired SAM Accounts. Potential warnings include, but are not limited to, expired Civil Rights programs.





5) If only Warnings are displayed, they can be disregarded by clicking the 'Continue with Warnings' button.



6) Once all critical errors have been corrected, revalidate the application.

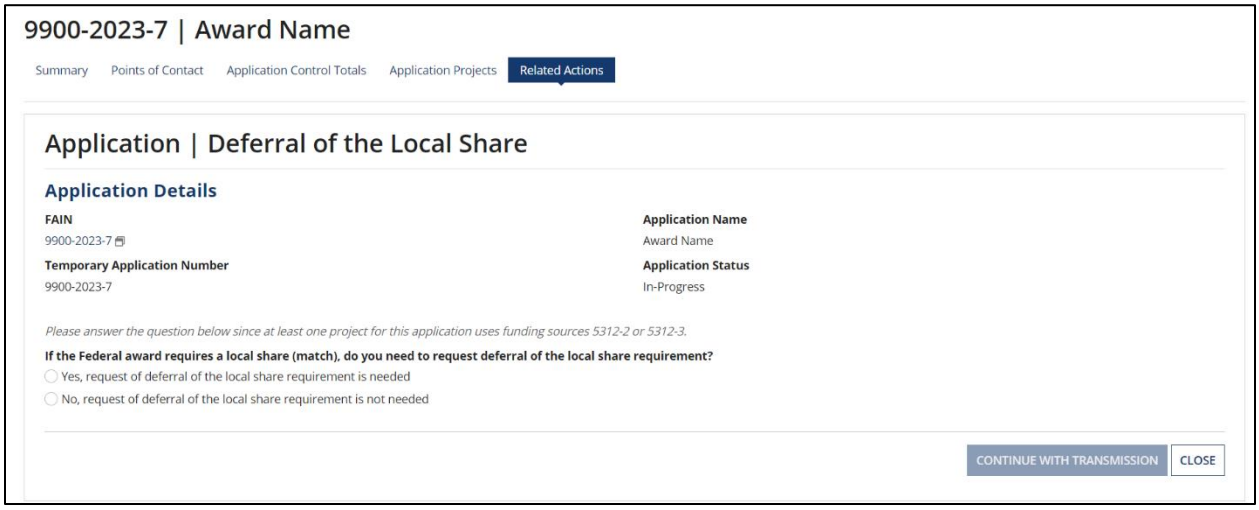
7) If any of the projects in the application include the 5312-2 or 5312-3 funding sources, then an additional question will be presented to the user. Select the Yes or No option to respond to the question “If the Federal award requires a local share (match), do you need to request deferral of the local share requirement?”.

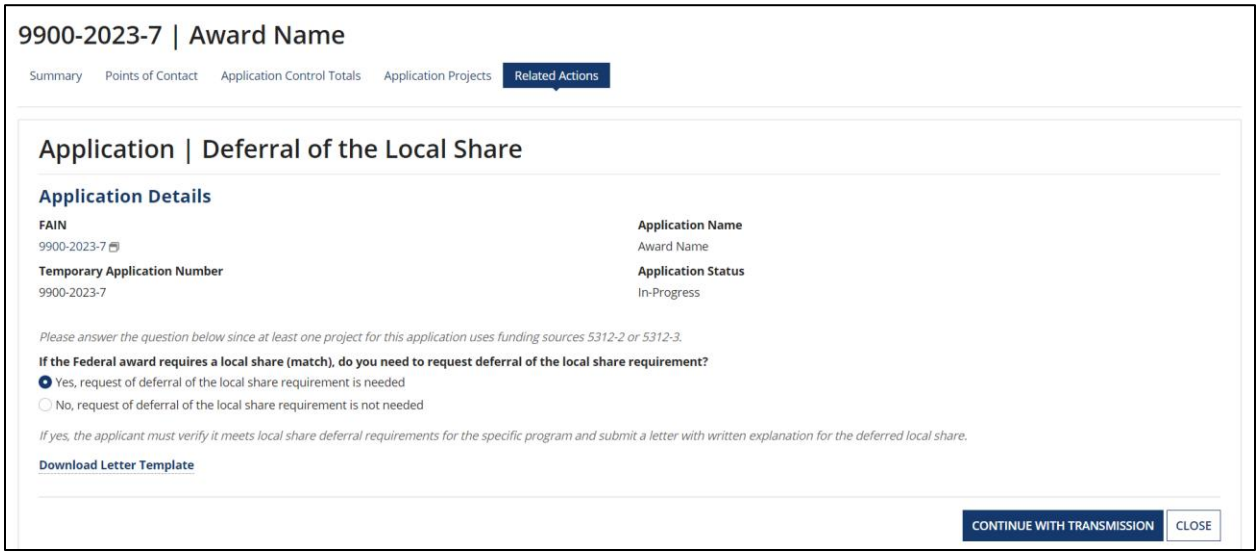
   a) If ‘Yes’ is selected, then the following statement will be displayed: “If yes, you must verify it meets local share deferral requirements for the specific program and submit a letter with written explanation for the deferred local share.”

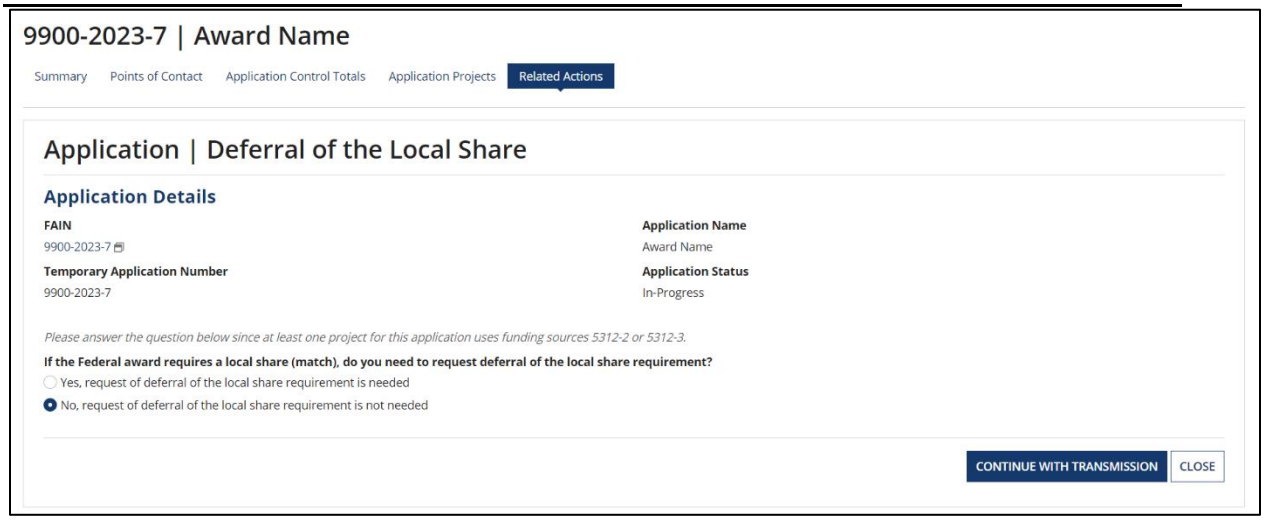
      A link to download the Letter Template to request for Local Match Deferral will also be presented. The user can download and complete this letter and provide it to the pre-award manager.

   b) If ‘No’ is selected, then there will be no further action required by the user.

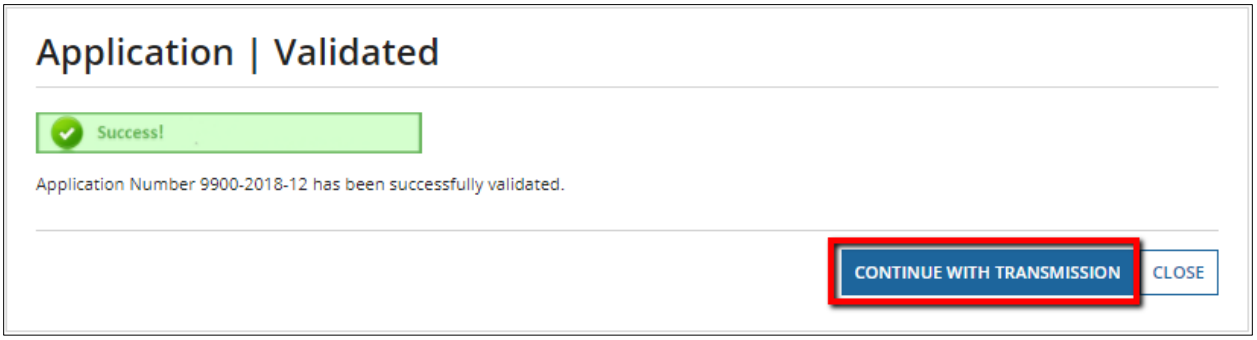
   Once the user has answered the question the ‘Continue With Transmission’ button will become available for the user.





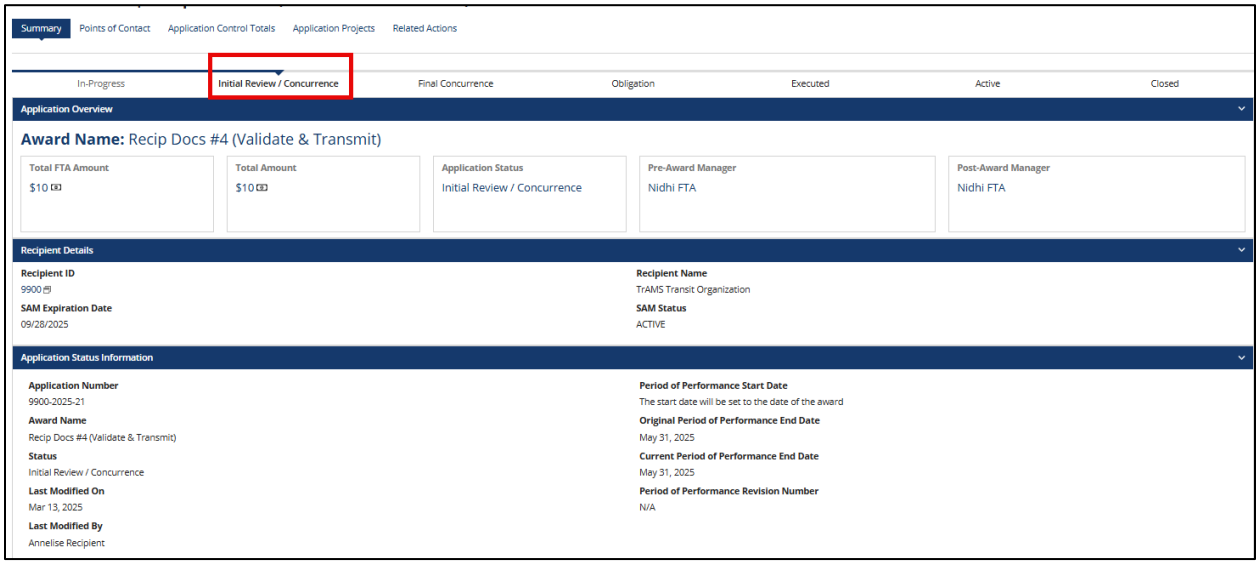


8) Click on the 'Continue With Transmission' button to continue. The 'Application | Validated' screen will display. To proceed with submission, click the 'Continue with Transmission' button. If users are not ready to transmit to FTA for initial review, click the 'Close' button to return to the 'Related Actions' menu without transmitting.



9) The 'Application | Transmitted' success screen will display. Click the 'Close' button to return to the 'Related Actions' menu.

10) The ‘Summary’ page will update to show the new Application status. The status bar will be set to ‘Initial Review / Concurrence’ and the Application’s status field will have changed from ‘In-Progress’ to ‘Initial Review / Concurrence’.



5.2.1.13.1 Validate and Retransmit Application to FTA

If deficiencies are identified in the Application by any FTA reviewers, the Application will be returned to the recipient for updates. An email will be sent to the recipient’s Point of Contact indicating that the Application has been returned. The status of the Application will return to the ‘In-Progress’ status or to ‘In-Progress / Returned to the Grantee’ when returned following FAIN assignment.

The recipient may then:

- View and respond to FTA comments from the Application Related Actions menu ‘Application Review Comments’. See *Related Action: Application Review Comments*.
- Have users with the Submitter or Developers roles edit the Application.
    - All actions available and editable during drafting of the Application will be available.
    - Changes made to Projects will require Project validation prior to resubmission.
    - After correcting the Application deficiencies, retransmit the Application using the ‘Validate and Transmit Application to FTA’ related action.
- WARNING: Changes to existing ALI(s) will not be permitted once the FAIN has been generated. Projects within the Application can no longer be deleted once the FAIN is assigned (In-Progress/Returned to Grantee).

5.2.1.13.2 TrAMS Validation Messages

The following table provides the system validation messages shown by TrAMS for the above Related Action.

TABLE: Application Validations

Application/Amendment Validation	
Message Text	**Reason**
<u>Critical Issues</u> - This Application cannot pass Application Validation and be transmitted to FTA for review until these errors are corrected.	
"This Application has no associated Projects. Please add at least one Project before continuing (Add Project to Application Related Action)."	There are no Projects associated to Application/amendment.
"The following Projects in this Application have not passed Project Validation: *<list of incomplete Project Numbers>* Please validate all Projects in the Application before continuing (Project Record, Validate Project Related Action)."	The Projects associated to the Application/amendment have not been validated**.**
"This application is missing award details or descriptions (Award Name, Award Type, Purpose, Activities to be Performed, Expected Outcomes, Intended Beneficiaries, or Subrecipient Activities). Please fill out all award details/award descriptions before continuing (Application Details Related Action)."	The Application/amendment is missing an Award Name, Award Type, Purpose, Activities to be Performed, Expected Outcomes, Intended Beneficiaries, or Subrecipient Activities.
"The Estimated Indirect Cost amount may not exceed the FTA Funding Amount"	The Apply Estimated Indirect Costs related action has not been completed.
"Your organization's SAM registration status is Expired (Expiration Date: *<SAM expiration date>*). Please visit the SAM website to update your organization's registration status."	Your recipient organization's SAM status has expired and needs to be renewed within SAM.gov
"This application has at least one project without FTA funding. All projects must have FTA funding before continuing (Navigate to the Project - Budget Activity Line Items and Milestone Related Action)."	One or more projects of the application has the FTA Amount 0.
"Your organization is missing one or more of the required documents. Please upload the following to the Recipient Documents before proceeding:	One of more of the required Legal documents (Authorizing Resolution and/or Opinion of Counsel) are missing from the Recipient

- Opinion of Counsel - Authorizing Resolution"	Organization's Recipient Documents related action
<u>Warning Issues</u> - This Application can pass Application Validation with the following issues, but they must be reviewed or corrected as needed prior to Award.	
"SAM Account Expires 30 Days. Your organization [org_name] SAM registration status is within 30 days of expiration. It expires on [date]. Please visit the SAM website and update this organization's registration status."	Your recipient organization's SAM Status will expire in 30 days or less and needs to be renewed in SAM.gov
"The funding source selected in the following project(s) could be associated with a Grant or a Cooperative agreement. Please verify you have selected the correct award type and/or funding source before proceeding."	The funding source selected could be associated with both Award types: Grants and Cooperative Agreements. The user must verify and ensure that the correct award type was selected.
"Your organization has expired or incomplete civil rights program compliances. Please update your civil rights programs (Recipient Organization Record, Civil Rights Information Related Action)."	Your recipient organization has at least one Civil Rights program whose status is not equal to "Concur" or "N/A."
"Your organization has not approved C&A's for Fiscal Year *<current Fiscal Year>* (Recipient Organization Record, Certifications & Assurances Related Action)."	Your recipient organization does not have approved C&A's for the current fiscal year.
"Submitting this Application will result in a deobligation of *<deobligation amount for amendment>*."	This message will be displayed for an amendment that will result in a deobligation amount.

5.3 Application Review, Award, and Execution

When a recipient has completed validation and transmission of an application, this marks the end of the In-Progress phase. The application now moves to the Initial Review / Concurrence Phase. During this phase, FTA users will conduct various reviews of the Application before it is returned to the recipient to review and submit a finalized version.

During the next two phases, Final Concurrence and Obligation, FTA users will conduct another series of reviews of the application and reserve funding before returning it to the recipient again.

At this point the application is in the Execution phase. This phase begins the with a task for the recipient to execute the award.

Note: If the Application uses Pre-Award Authority, the recipient will receive a task to complete the initial FFR before they receive a task to execute.

After validation and transmission, the application will be reviewed by FTA users for a few phases leading up to execution. To learn more about how these phases and the Award Status are related, refer to *Application Phases & Application Status*.

5.3.1 Initial Review / Concurrence Phase

After FTA has completed its initial concurrence reviews for the application and the FAIN has been generated, the submitter will receive a task to formally submit the application to FTA.

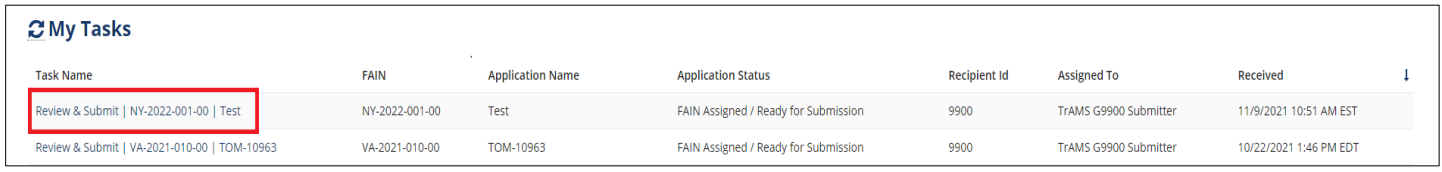
5.3.1.1 Task: Review & Submit

After the FTA has completed their initial review of the Application and has assigned a FAIN to the Application, FTA will return the Application to the recipient for formal submission. A 'Task' will be assigned to users in the recipient organization with the Submitter role group. All Submitters will receive an email notice indicating that a task has been assigned.

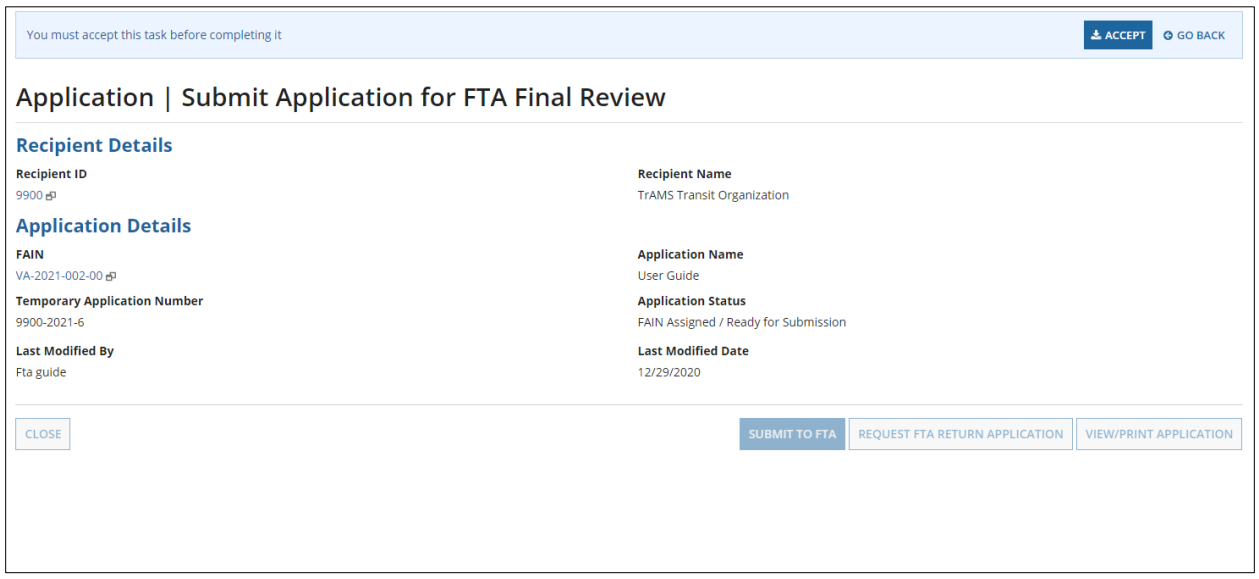
To complete the submit task:

1) Click the 'Tasks' tab to view a list of tasks for the Recipient user.

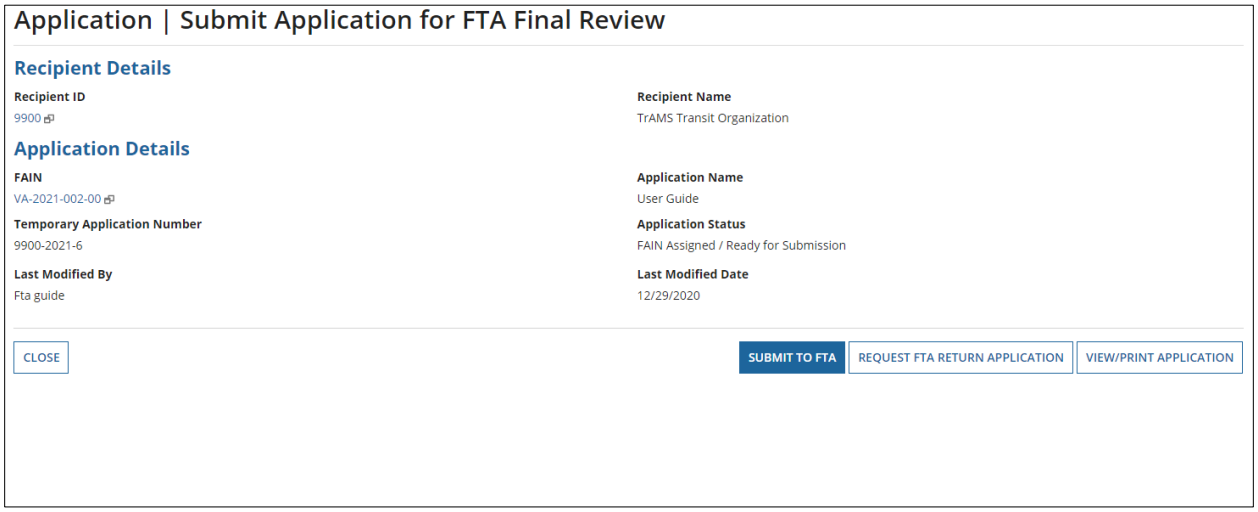
2) Select the 'Review & Submit' task for the Application.



3) Once the Submit Application for FTA Final Review form is displayed, click on "Accept" button at the top to proceed. Click "Go Back" to return to the task queue.

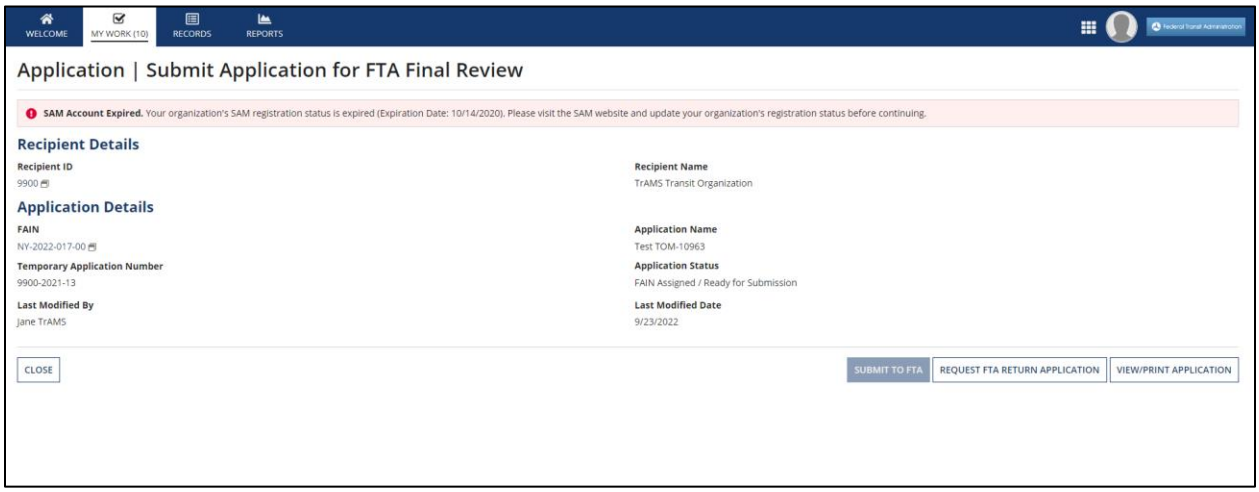


4) Once the "Accept" button is pressed, the user may proceed

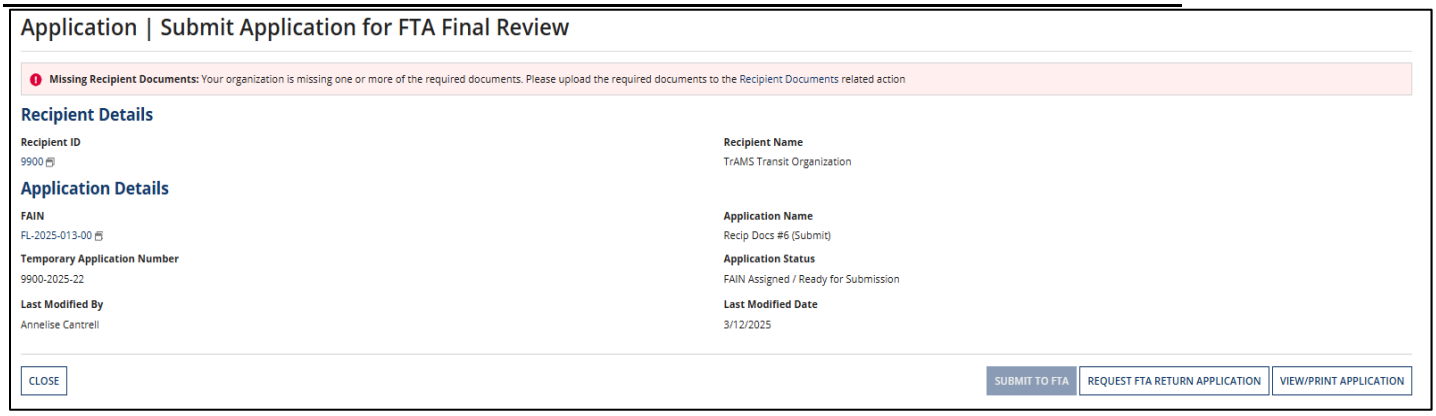


Note: If the recipient organization's SAM account is about to expire in 30 days or less, the recipient user will see a banner on top of this task with a warning message.

Note: If the recipient organization's SAM account is expired, the user will see a critical error message on the task and will not be able to continue. The recipient must update the organization's registration status before they can move forward.



Note: If the recipient organization is missing one or more of the required Legal documents from their Recipient Documents related action (Authorizing Resolution or Opinion of Counsel), the user will see a critical error message on the task and will not be able to continue. The recipient must add the required Document Types to the Recipient Documents before they can move forward.

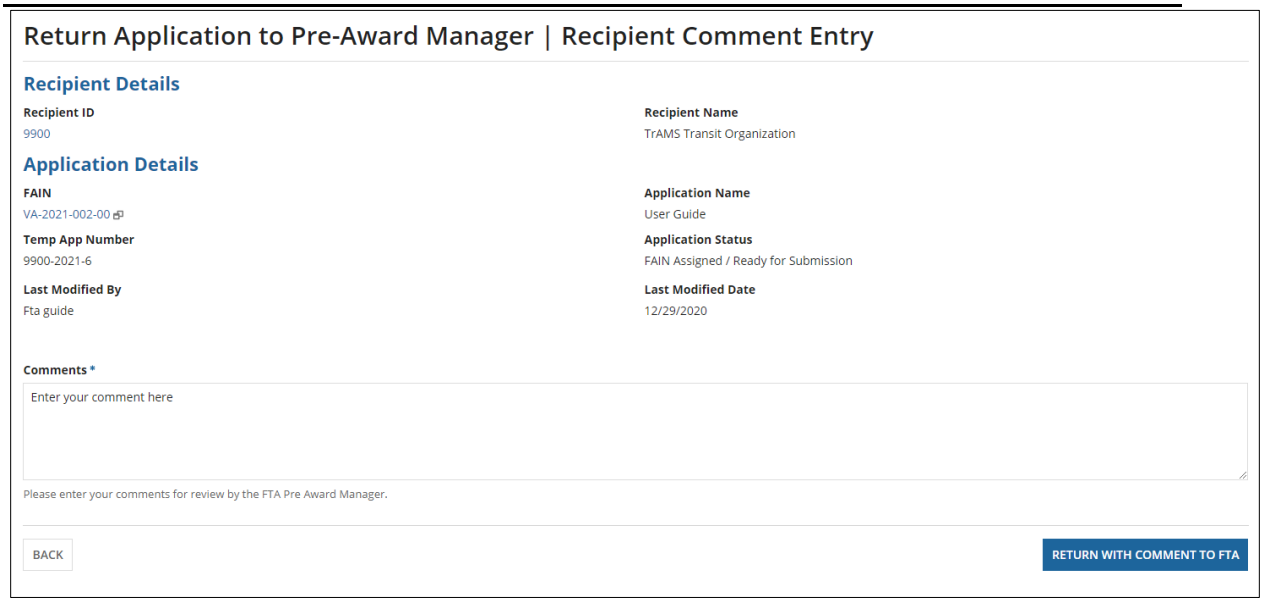


From this screen, the recipient user may:

- Click on the “Close” button to return the task for later action.
- Click on the “Submit to FTA” button to Submit the Application to FTA
- Click on the “Request FTA Return Application” button to return the Application back to the Pre-Award Manager
- Click on the “View/Print Application” to download the View/Print for the Application

5) Submit to FTA: Click on the “Submit to FTA” to see the screenshot below. Enter the PIN number and Click “Confirm” to submit the Application to the FTA.

6) Request FTA Return Application”: Click on the “Request FTA Return Application” to see the screenshot below. Add comments in the comment box to return the Application back to the Pre-Award Manager.



7) View/Print Application: Click on the “View/Print Application” to see the screenshot below. Click the link under the “View/Print Document” to download the View/Print for the Application.

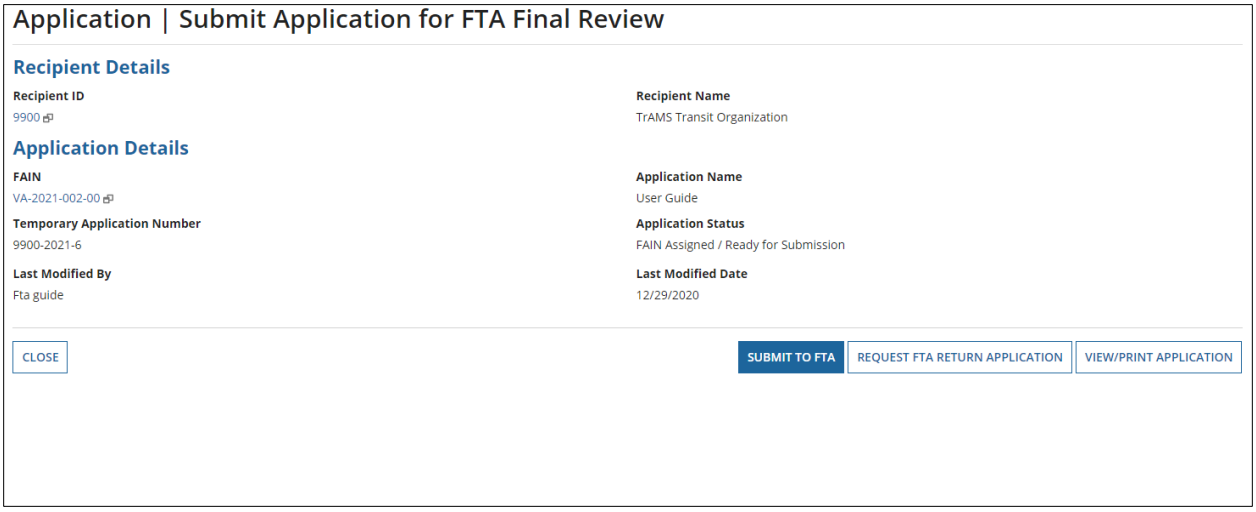
9) Once the Application is submitted, click the “Close” button on the Success screen.

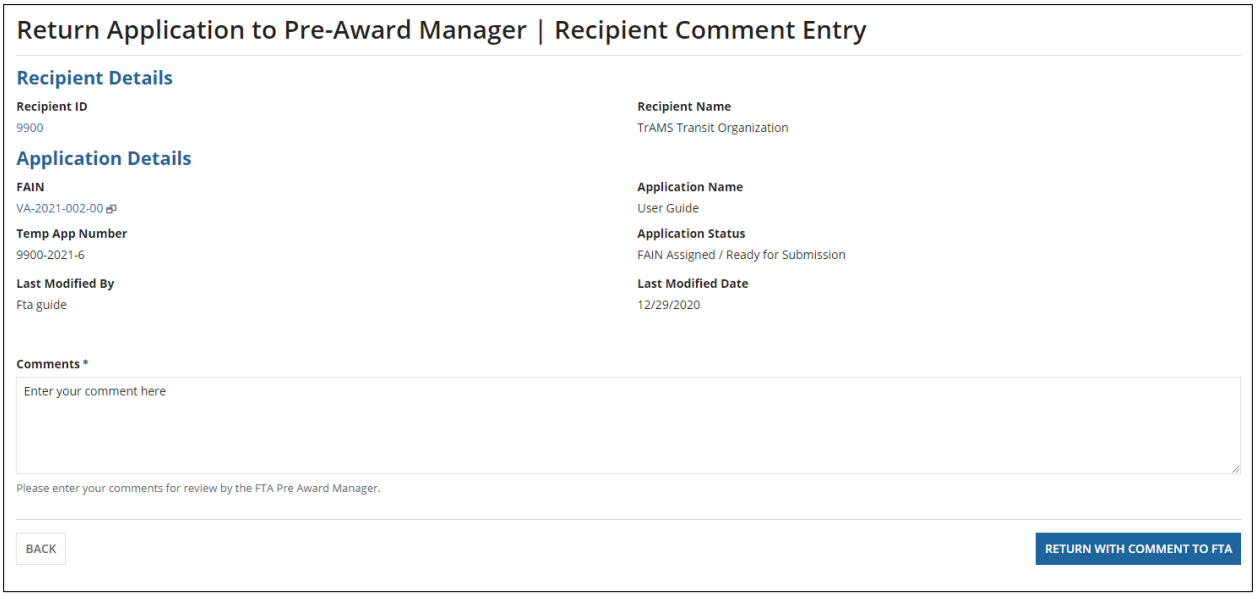
(Add the success screen)

5.3.1.1.1 Recipient Return with Comments to FTA

Alternately, the Submitter may elect to return the Application to FTA with comments when completing the Review & Submit task.

1. The initial form of the recipient Submitter's task will present the option to 'Return with Comment to FTA'.
2. Selecting the "Request FTA Return Application" option will take the Submitter to another form to enter any comments for FTA related to the Application.





3. The comments will be logged and the Application returned to the FTA Regional Pre-Award Manager for review once again.

5.3.2 Final Concurrence, Obligation, and Execution

After a recipient has formally submitted the application, it enters the Final Concurrence phase in which FTA conducts another series of reviews and reserves funds as necessary.

Note: At any time during the Final Concurrence phase, the application can be returned to the recipient. The recipient will receive an email notification that the application has been returned and will need to transmit again after making any necessary changes. Refer to *Related Action: Validate and Transmit Application*.

After the Final Concurrence phase, the application moves to the Obligation phase. During this phase, FTA will obligate and award the application.

Finally, the application will enter the Execution phase in which a recipient user will be able to execute the Award.

5.3.2.1 Execution Phase

5.3.2.1.1 Task: Complete Initial Federal Financial Report for Federal Award

Refer to the *Federal Financial Report (FFR)* section for information on how to complete the Initial FFR.

5.3.2.1.2 Task: Execute Award

After the FTA has completed their reviews of the Application and obligated the funds for the Award, a 'Task' will be assigned to users with the Official role to execute the Award. The Official will receive an email notice indicating that a task has been assigned.

Once the Application is obligated / Awarded, the progress bar is updated on the summary dashboard to reflect that it is in the 'Executed' phase, as shown in the image below.

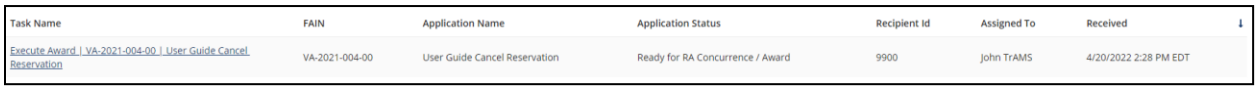
When the Application is created, the recipient has the option to identify whether the Application uses Pre-Award Authority or not. If the recipient chooses the 'Yes' option, this indicates that the Application uses Pre-Award Authority and the next step after obligating / Awarding the Application will be for the Recipient's FFR reporter to complete the initial FFR. For steps on completing the initial FFR, see the

Initial FFR section of the appendix. Once the initial FFR is completed, the Recipient's Official user can execute the Award.

After FTA has completed their reviews of the Application, the Initial FFR is completed (if applicable), and the funds have been obligated, a 'Task' will be assigned to users with the Official role to execute the Award. All users with the Official role in the recipient organization will receive an email notice indicating that a task has been assigned.

To complete the execute Award task:

1) Click the 'Tasks' tab to view a list of tasks for the logged-in user.
2) Select the 'Execute Award for Federal ID Number [FAIN]' task.

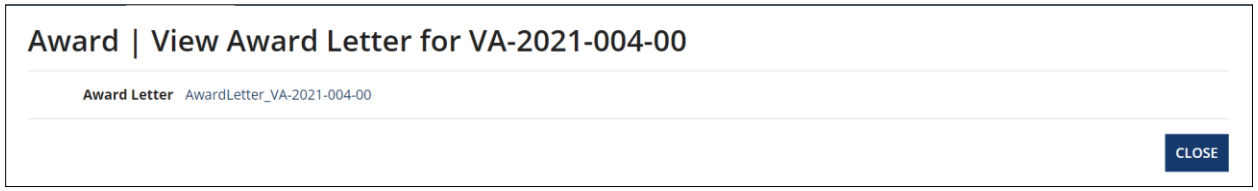


Task Name	FAIN	Application Name	Application Status	Recipient Id	Assigned To	Received
Execute Award | VA-2021-004-00 | User Guide Cancel Reservation	VA-2021-004-00	User Guide Cancel Reservation	Ready for RA Concurrence / Award	9900	John TrAMS	4/20/2022 2:28 PM EDT

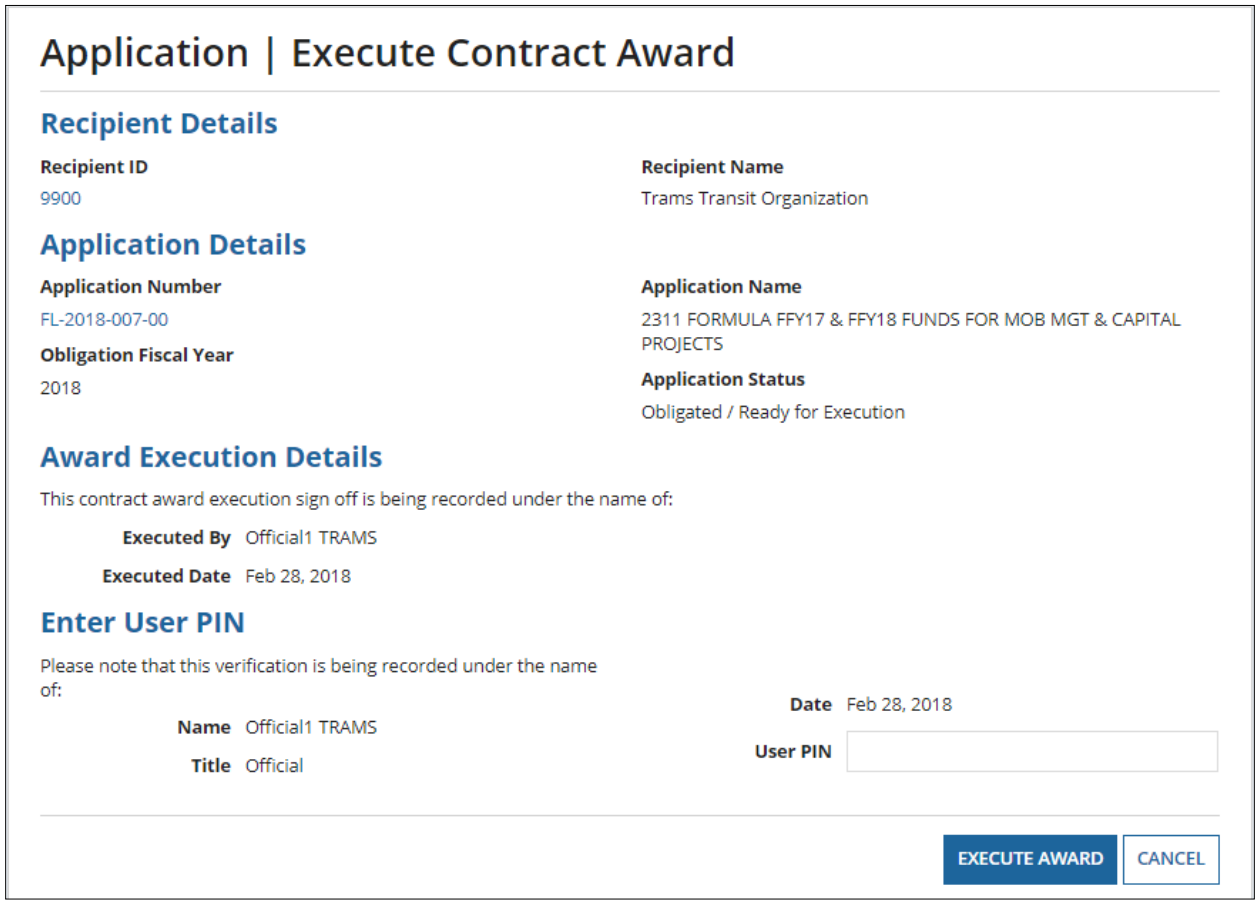
3) The system will prompt users to accept the task at the top of the Award Execution Summary form. Click 'Accept' to accept the task within the 'You must accept this task before completing it' prompt. Clicking the 'No' button will return the task to the group and make the task available to any other users in the recipient organization with the Official role.

4) After accepting the 'Execute Award' task users will be able to:
    1) View the Award Letter prior to executing
    2) Execute the Award
    3) Close the task to return it to the queue

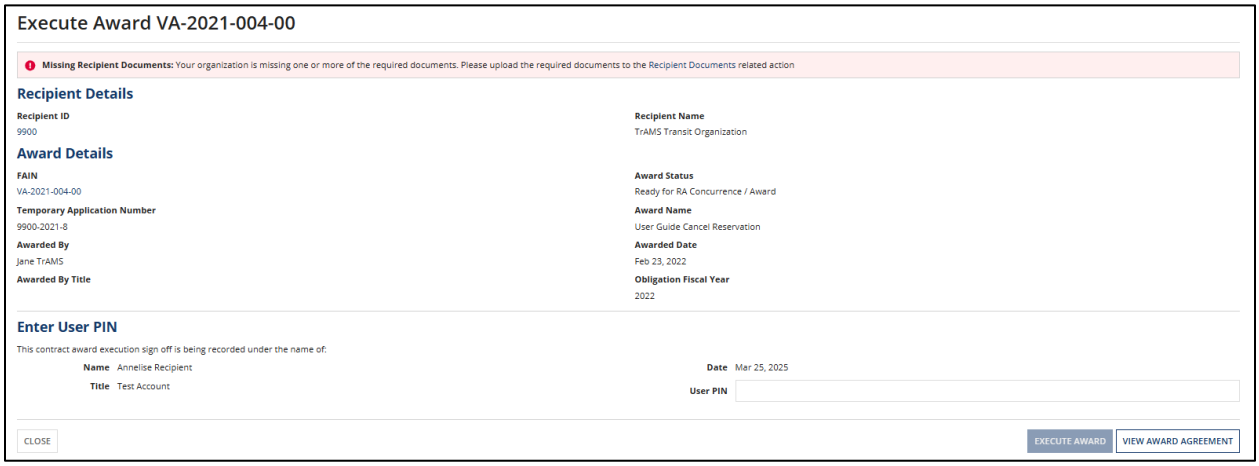
5) To View the Award Agreement select the 'View Award Agreement' button. The 'Award | View Award Letter for [FAIN]' screen will display. Click on the 'Award_Letter_FAIN' hyperlink to open and view the Award information. WARNING: Be sure to click the 'Close' button on the View-Print form to be returned to the Execute Award task. Otherwise, users will have to wait 1 hour for the View-Print form to time-out and for the Execute Award task to be returned to users.



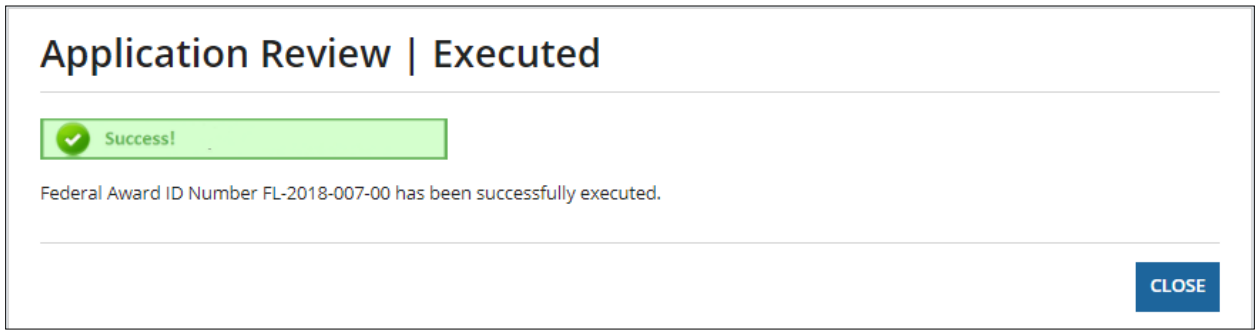
6) Click the 'Continue to Execute' button to execute the Award. The 'Application | Execute Contract Award' screen will display. Provide the PIN number in the 'User PIN' field and click the 'Execute Award' button to complete the Award execution. The Award status will change to 'Active (Executed)' once this step has been successfully completed.



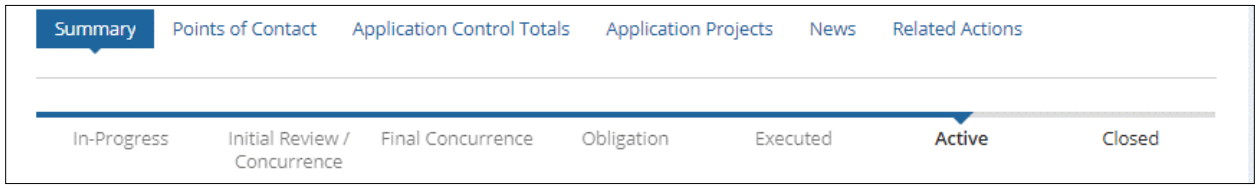
Note: If the recipient organization is missing one or more of the required Legal documents from their Recipient Documents related action (Authorizing Resolution and/or Opinion of Counsel), the user will see a critical error message on the task and will not be able to continue. The recipient must add the required Document Types to the Recipient Documents before moving forward.



Once the proper PIN is entered and the 'Execute Award' button is clicked, the following success screen will display.



Now that the Award was successfully executed, the Progress Bar is updated to reflect that the Application is now in the 'Active' phase. To access the Progress Bar, navigate to the Summary Dashboard within the Application record.



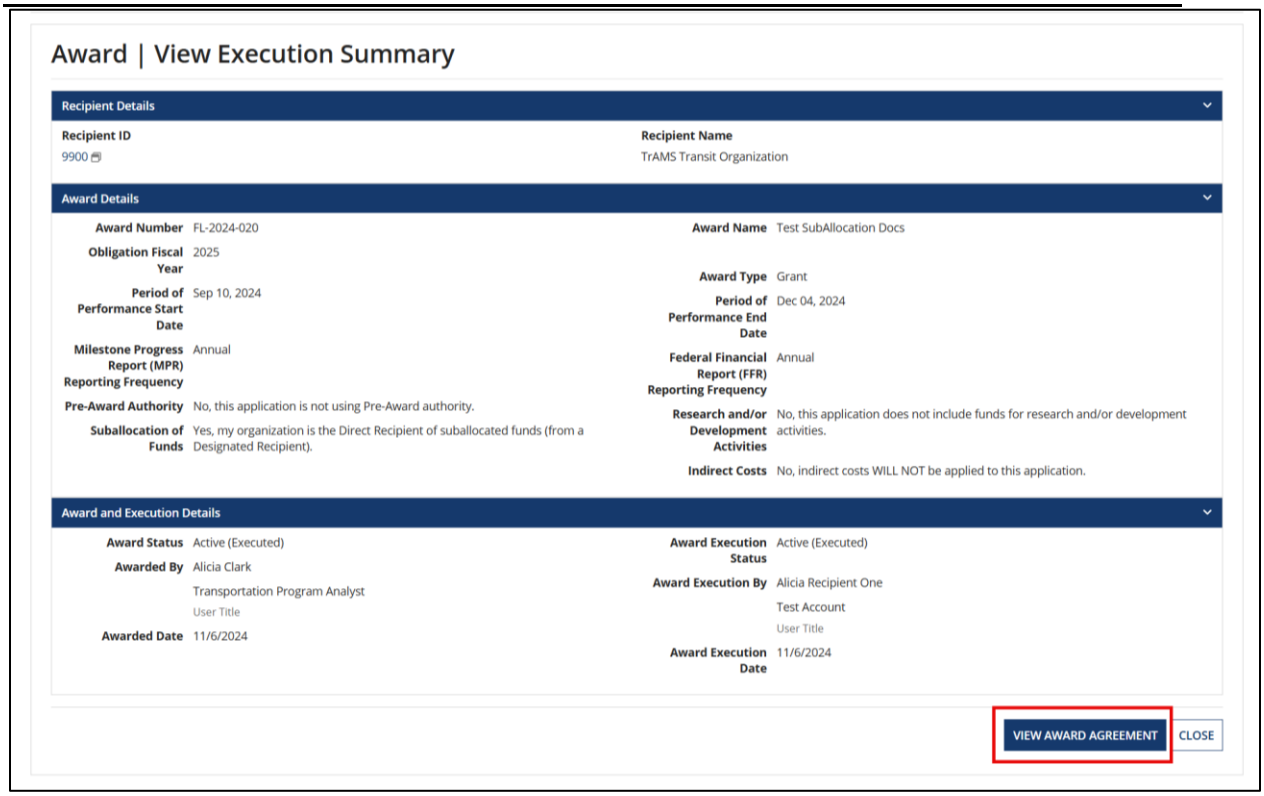
7) Click the 'Close' button on the 'Application | Award Execution Summary' screen or the 'Cancel' button from the 'Application | Execute Contract Award' page to return the task and execute at a later date.

5.3.3 Ad Hoc Related Actions for Application Review

5.3.3.1 Related Action: Execution & Award Summary

To view execution details and the Award agreement letter, select the 'Execution & Award Summary' from the 'Related Action' menu. This information is only available after an Application has been Awarded.

1) Search and select an Award record as shown in Section 5.1 of this document,
2) Once Award record opens, click on the 'Related Action' tab.
3) Select 'Execution & Award Summary' from the list of options.
4) The 'Award | View Execution Summary' page will display showing:
   a) Recipient Details, which includes ID and name of Recipient
   b) Award Details, which includes the FAIN, reporting frequency and if there is pre-Award authority
   c) Award and Execution Details, which includes who Awarded and who executed the Award



5) Click the 'View Award Agreement' button, which creates a hyperlink to a Word document. The Word document shows Award information, terms and conditions along with funding information.
6) Click on the 'AwardLetter_[FAIN]' hyperlink to view the Award letter, or click the 'Close' button at any time to return to the 'Related Actions' menu

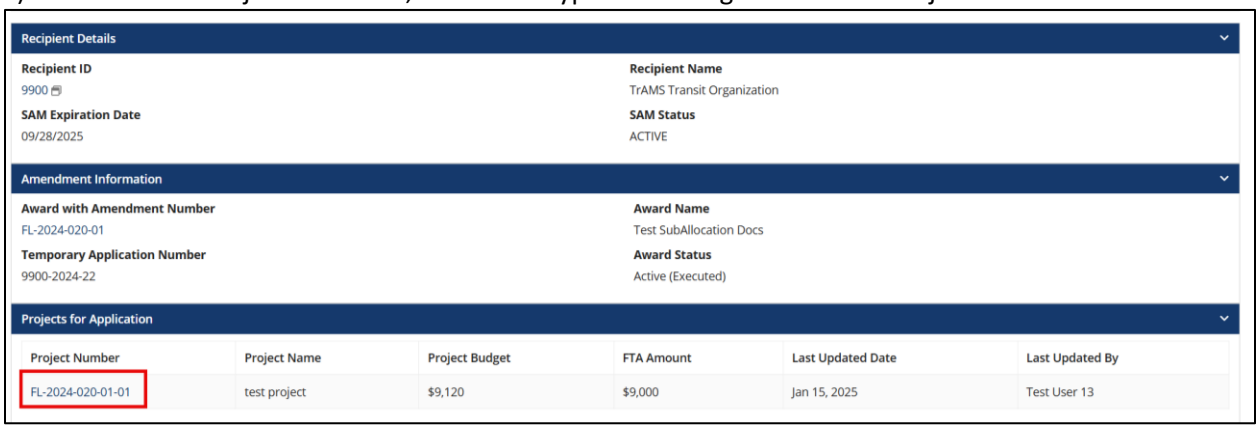
5.3.3.2 Related Action: Project Funds Status

5.3.3.3 Related Action: Project Funds Status

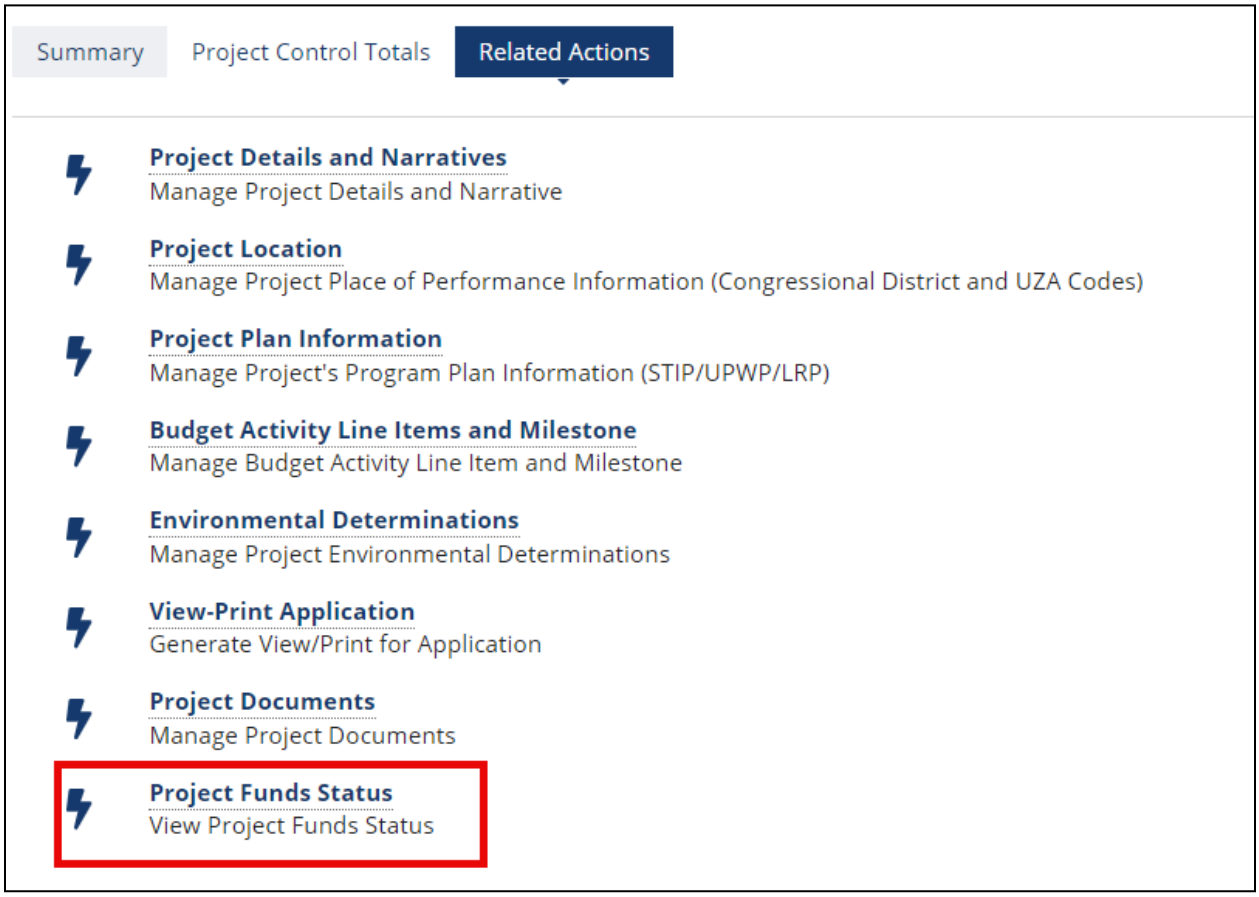
Recipients may view their fund status from a Project level versus total Award level. To view the Project fund status, the user will need to navigate to the Project record within an Application or Award. Once users are in an Application or Award:

1) Select 'Application Projects' tab.

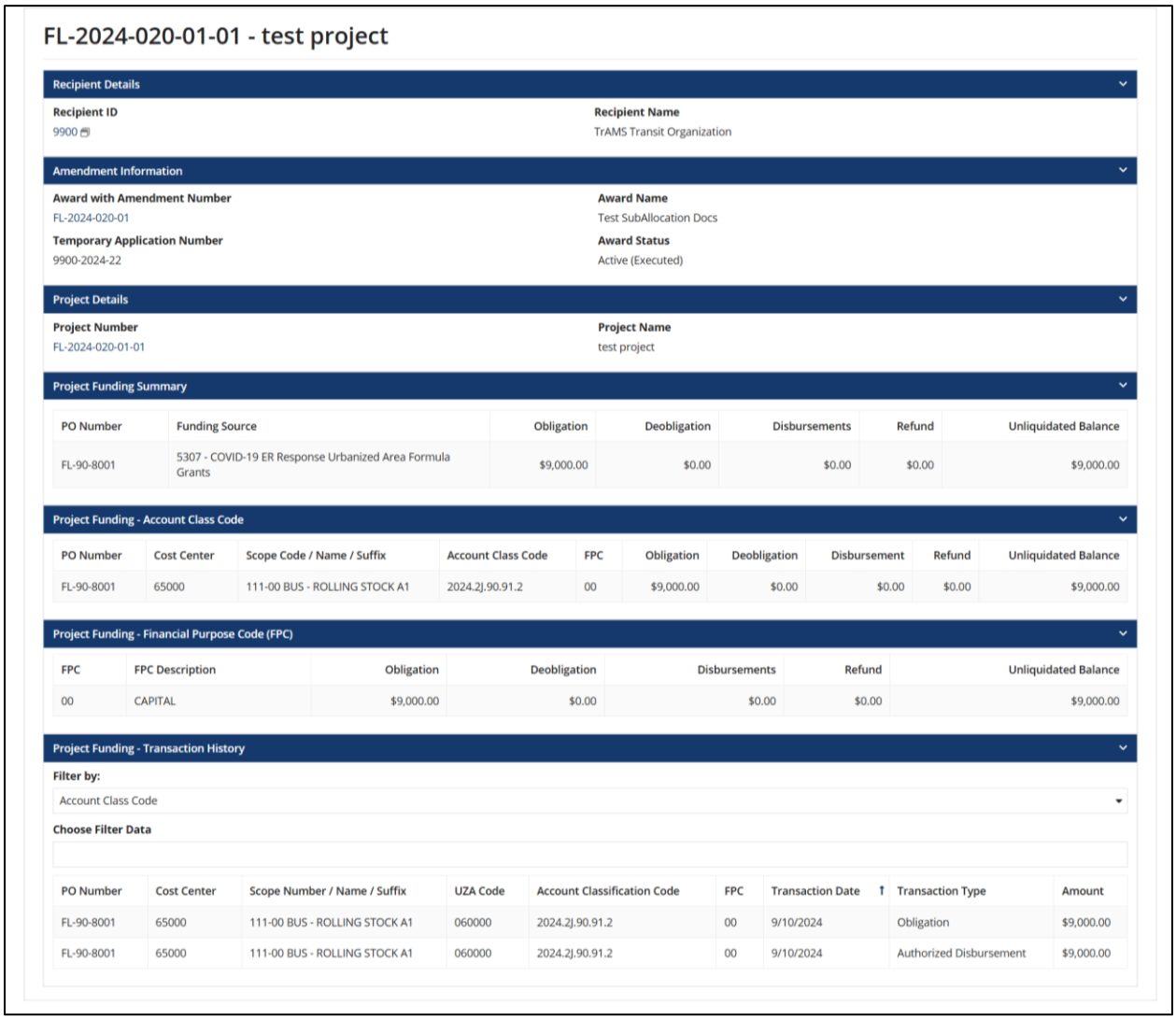
2) A grid will populate with a list of Projects. Only several will populate, if users have additional Projects they may need to move the grid forward using paging at the bottom right of the grid. Users can sort information in the grid using the column headers.
3) Click on the 'Project Number' , which is a hyperlink taking users to the Project record.



4) Select the 'Related Actions' tab.
5) Select 'Project Funds Status' from the menu options.



6) The Project Funds page contains the following sections:
   a) Recipient Details
   b) Award Details
   c) Project Details
   d) Project Funding Summary grid
   e) Project Funding - Account Class Code grid
   f) Project Funding - Financial Purpose Code (FPC) grid
   g) Project Funding - Transaction History grid



FL-2024-020-01-01 - test project

Recipient Details

Recipient ID	Recipient Name
9900	TrAMS Transit Organization

Amendment Information

Award with Amendment Number	Award Name
FL-2024-020-01	Test SubAllocation Docs
Temporary Application Number	**Award Status**
9900-2024-22	Active (Executed)

Project Details

Project Number	Project Name
FL-2024-020-01-01	test project

Project Funding Summary

PO Number	Funding Source	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance
FL-90-8001	5307 - COVID-19 ER Response Urbanized Area Formula Grants	$9,000.00	$0.00	$0.00	$0.00	$9,000.00

Project Funding - Account Class Code

PO Number	Cost Center	Scope Code / Name / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
FL-90-8001	65000	111-00 BUS - ROLLING STOCK A1	2024.2J.90.91.2	00	$9,000.00	$0.00	$0.00	$0.00	$9,000.00

Project Funding - Financial Purpose Code (FPC)

FPC	FPC Description	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance
00	CAPITAL	$9,000.00	$0.00	$0.00	$0.00	$9,000.00

Project Funding - Transaction History

Filter by: Account Class Code

Choose Filter Data

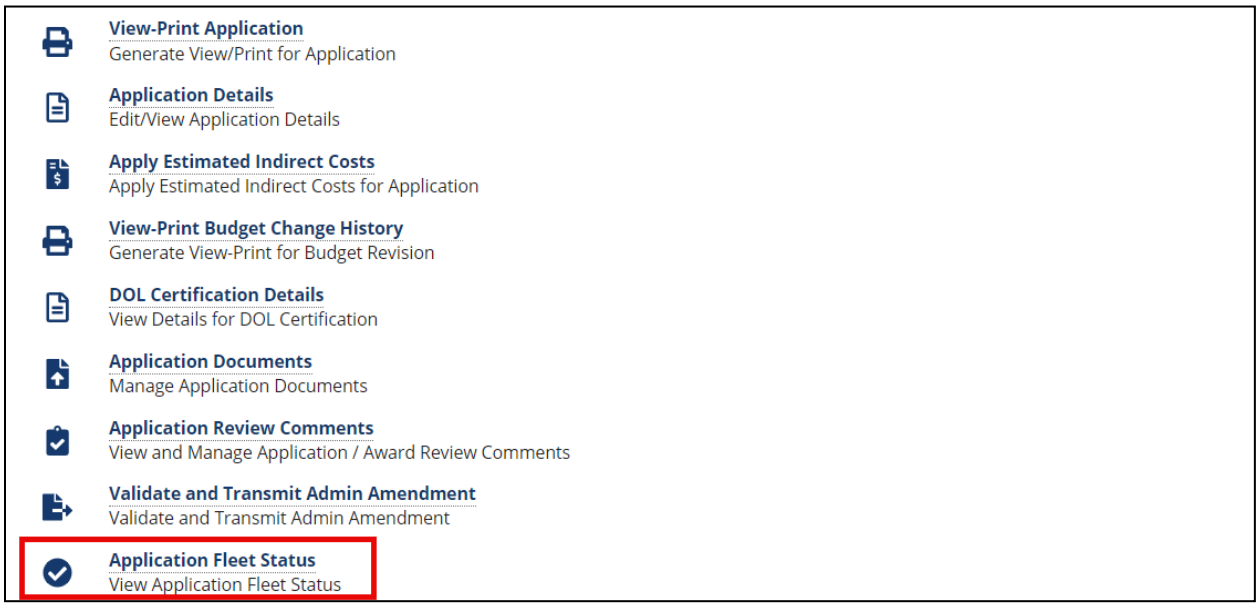
PO Number	Cost Center	Scope Number / Name / Suffix	UZA Code	Account Classification Code	FPC	Transaction Date	Transaction Type	Amount
FL-90-8001	65000	111-00 BUS - ROLLING STOCK A1	060000	2024.2J.90.91.2	00	9/10/2024	Obligation	$9,000.00
FL-90-8001	65000	111-00 BUS - ROLLING STOCK A1	060000	2024.2J.90.91.2	00	9/10/2024	Authorized Disbursement	$9,000.00

5.3.3.4 Related Action: Application Fleet Status

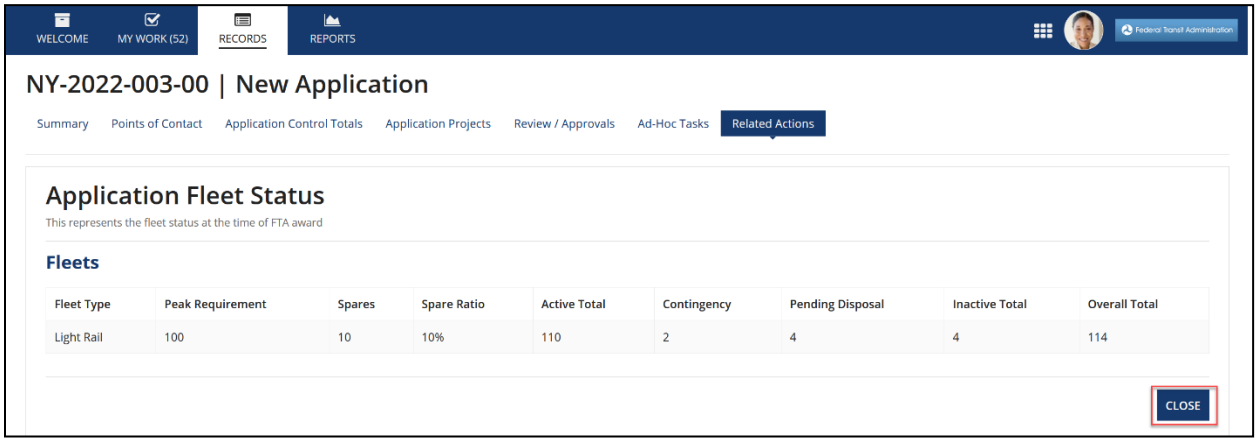
When rolling stock (fleet of buses, trains, etc.) is included in an Application, any information associated with the fleet can be found under the Related Actions tab, Application Fleet Status option. The information listed in the Application is determined by the fleet status at the time of Award execution.

All users may view the read-only fleet status information associated with the Application.

1) From the Application, click the Related Actions tab, select 'Application Fleet Status' from the list.



2) 'The Application Fleet Status' form will display.
3) Select the 'Close' button to return to the 'Related Actions' menu.



5.4 Post-Award Reporting

5.4.1 Overview

Recipients of FTA funding submit Milestone Progress Reports (MPR) and Federal Financial Reports (FFR) on a periodic basis to show the status and progress of activities and funding expenditures on their Awards. The MPRs and FFRs are completed and submitted by the recipient within 30 days of the end of the reporting period. The reporting period for MPRs and FFRs can be Annual, Quarterly or Monthly, depending on the requirements for the Award and/or funding program.

Submission of both MPRs and FFRs in TrAMS is task-based, which means that recipient users in the 'MPR Reporter' and 'FFR Reporter' role groups will receive a task to complete and submit their MPR or FFR 30 days before a report is due. Once recipients submit their reports for FTA review, FTA Regional Office staff with the 'Post-Award Manager' role may complete their reviews of the reports before the next reporting period is over. Once a new reporting period has finished, FTA staff will no longer be able to review reports from prior periods – those reports will now be read only.

5.4.1.1 FFR/MPR Reporting Cycle Timeframes

Table 1 - Quarterly FFR/MPR Reporting Cycle Timeframes

Quarterly FFR/MPR Reporting Cycle	Months Covered	Task Issued	Due Date	Task Closes*
Quarter 1	Oct – Nov – Dec	January 1	January 30	March 31
Quarter 2	Jan – Feb - Mar	April 1	April 30	June 30
Quarter 3	Apr – May – June	July 1	July 30	September 30
Quarter 4	July - Aug - Sept	October 1	October 30	December 31

**Tasks are launched at 7:15 AM GMT; and Task closes and the period closes for FTA staff to review at 11:59 PM GMT. Tasks may not be modified after FTA has accepted the report. FTA regional and HQ staff will review the reports and provide approval*.

Table 2 – Annual FFR/MPR Reporting Cycle Timeframes

Annual FFR/MPR Reporting Cycle	Months Covered	Task Issued	Due Date	Task Closes*
Federal Fiscal Year	October 1 to September 30	October 30 of the next fiscal year	October 30 of the next fiscal year	September 30 of the next fiscal year
Example	October 1, 2017 to Sept. 30, 2018	October 1, 2018	Oct. 30, 2018	Sept. 1, 2016

Note: Federal Fiscal Year is October 1 to September 30;

**Tasks are launched at 7:15 AM GMT; and Task closes and the period closes for FTA staff to review at 11:59 PM GMT. Tasks may not be modified after the report has been accepted by FTA. FTA regional and HQ staff will review the reports and provide approval*

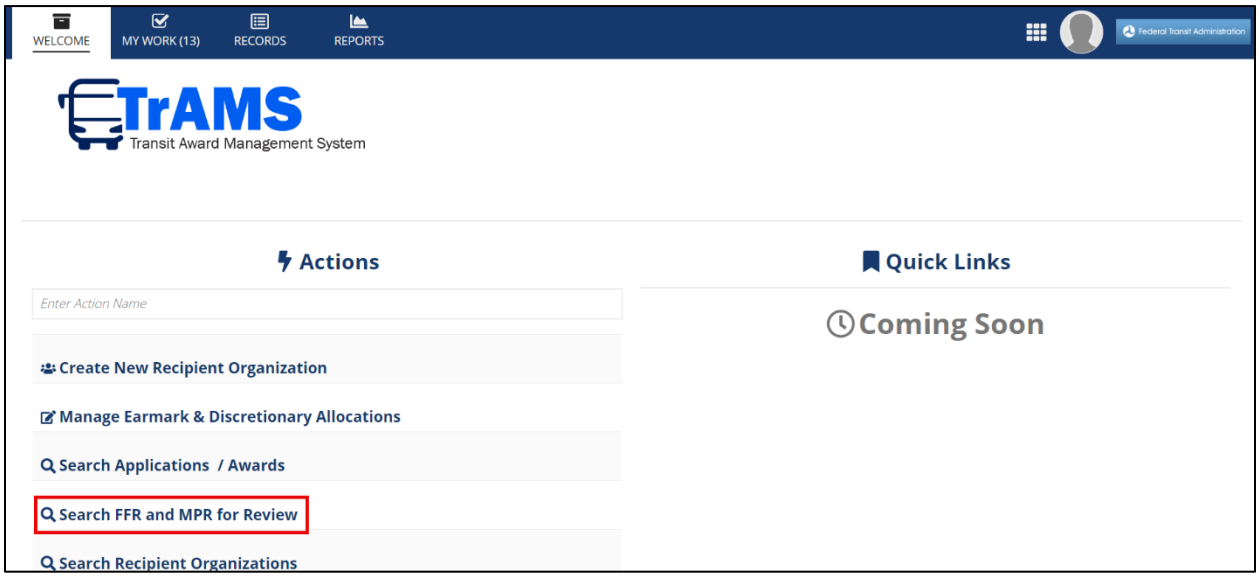
5.4.2 Search for FFRs and MPRs

5.4.2.1 Action: Search FFR and MPR for Review

To view MPR and FFR reports (in progress, submitted or reviewed), first navigate to the 'Welcome' tab.

To view read-only versions of previously submitted or draft FFRs and MPRs:

1) Click 'Search FFR and MPR for Review'.



2) The 'MPR and FFR Review | Search Criteria' form will display. The following search fields can be used to narrow down search for a specific report. Any required fields are marked with an asterisk.
   a) The 'Application Fiscal Year' field will limit the search to select report years.
   b) The 'Application Status' field will limit search based on the award status. Some example statuses are: Active (Executed), In-Progress, or Closed.
   c) Use the 'Application Number' field to enter a specific application/award number. User must include the dashes and the amendment extension.
   d) Use the 'Post-Award Manager' field to enter the Post-Award manager associated with the report.
   e) The 'Application Type' filter can be used to filter for Grants or Cooperative Agreements if needed.

f) Use the 'Application Cost Center' Filter to display reports for a particular Application Cost Center.

g) Use the 'Recipient Region/Cost center' Filter to display reports for a particular Recipient Cost Center.

h) Use the 'Recipient' filter to enter a recipient ID or name to view reports for a particular recipient.

i) Select the 'Report Type' field to search for FFR or MPRs only, select 'Any' to retrieve both types. ***This is a required field.**

- If 'FFR' is selected, two new filters will appear. Select 'Yes' within the 'Reports with Cash on Hand?' filter to display reports with Cumulative Federal Cash on Hand at the End of the Period'. Select 'Indirect Expense Type' to search for reports that have 'N/A', 'Final', 'Fixed', 'Predetermined', and/or 'Provisional'.

j) Select the 'Report Status' field to search for reports that are 'Work In Progress', 'Submitted', 'Resubmitted' and 'FTA Review Complete'.

k) To search for reports within a given range of dates, the user may use the 'Period From' field and 'Period To' field to enter in a date, or display a calendar picker to select a date, to display response within the chosen date range.

l) Select one or more check boxes for the 'Report Period Type' field. ***This is a required field.**

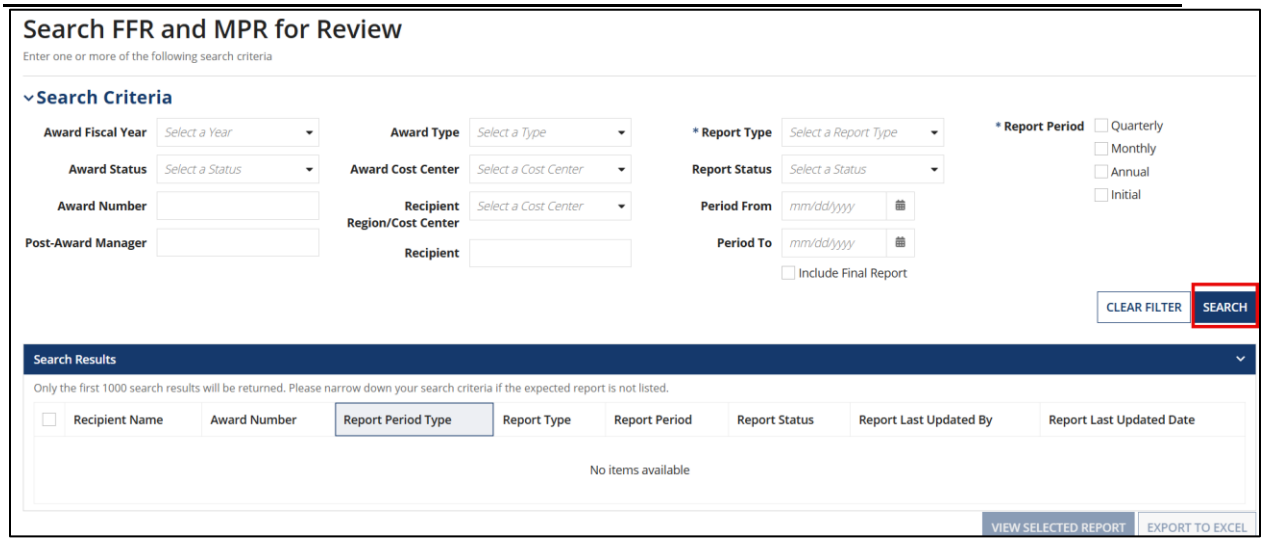
Note: User must select "Initial" if they are searching for an initial report.

m) The corresponding report period selections will become active as the check boxes are selected. User must select one or more report periods from the 'Annual Period,' 'Quarterly Period,' and/or 'Monthly Period' fields once they become available for selection. All activated report period fields will require a selection.

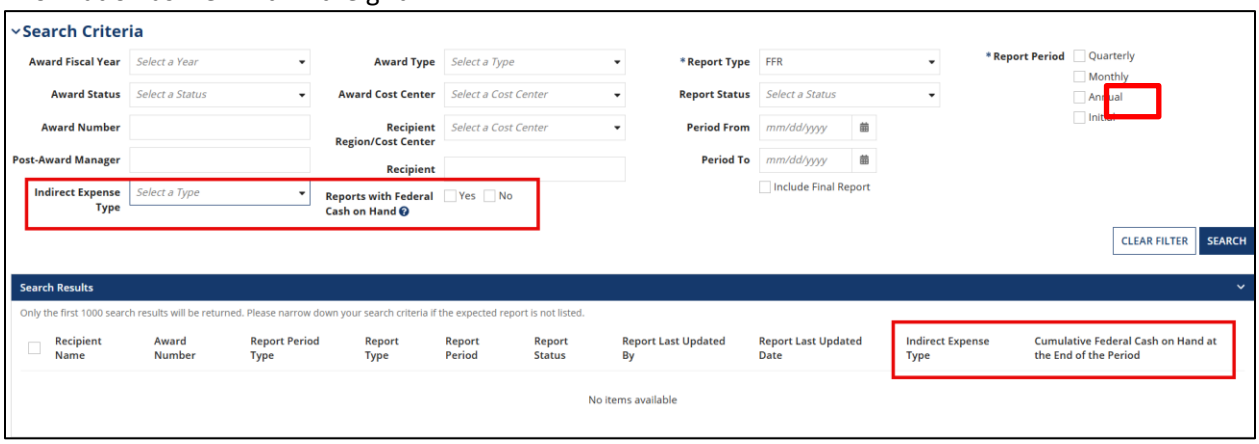
Note: Selecting 'Initial' does not activate any Report Period lists. User must select the Initial box to retrieve initial reports.

Note: The 'Clear Filter' button on this form can be used at any time to wipe out all entered search criteria.

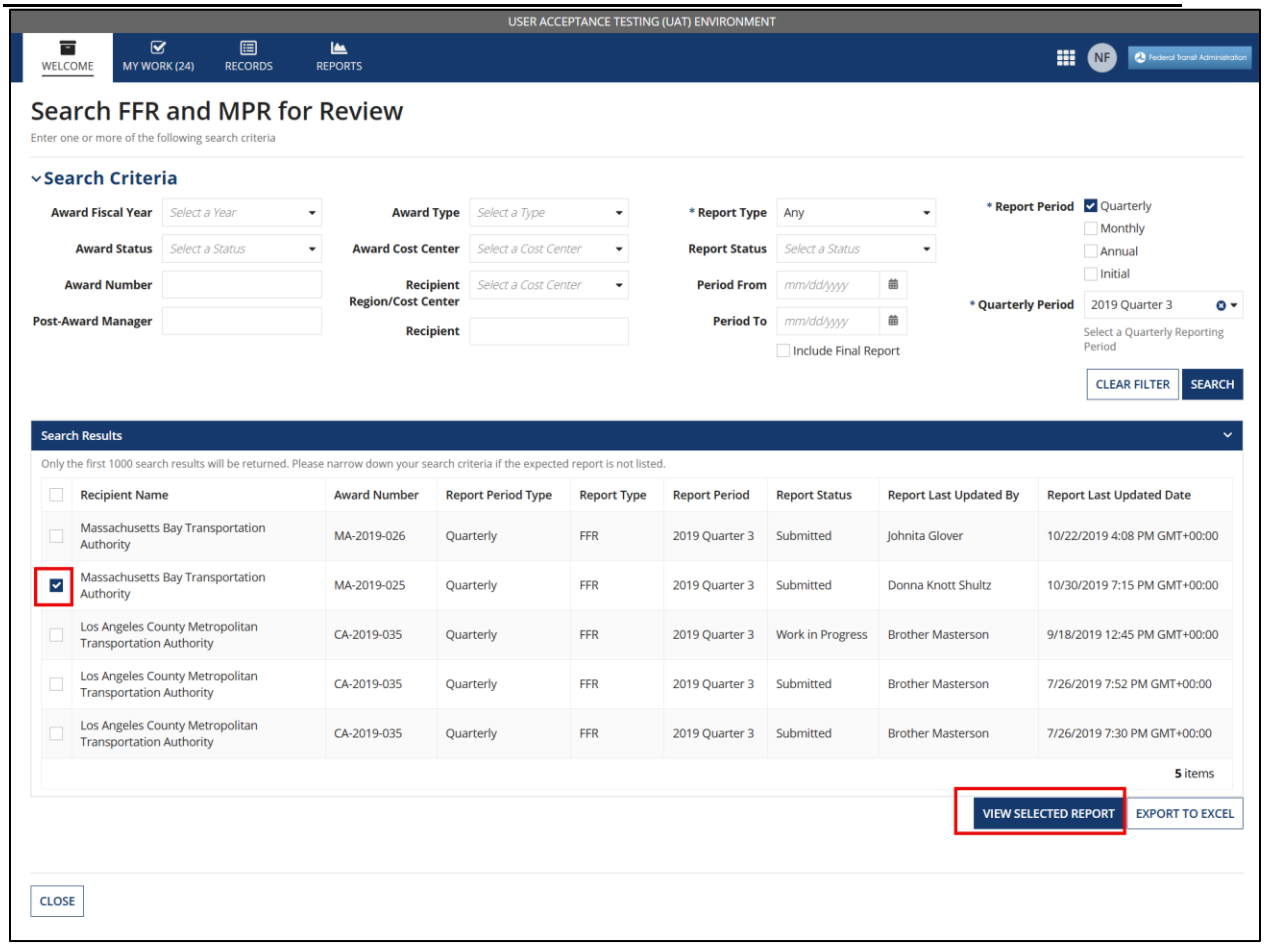
3) Apply the desired search criteria along with the required fields and click the 'Search' button.



If the 'Report Type' is selected as 'FFR', the two additional filters for 'Reports with Federal Cash on Hand?' and 'Indirect Expense Type' will be available. Additional columns will appear to display this information as well within the grid.

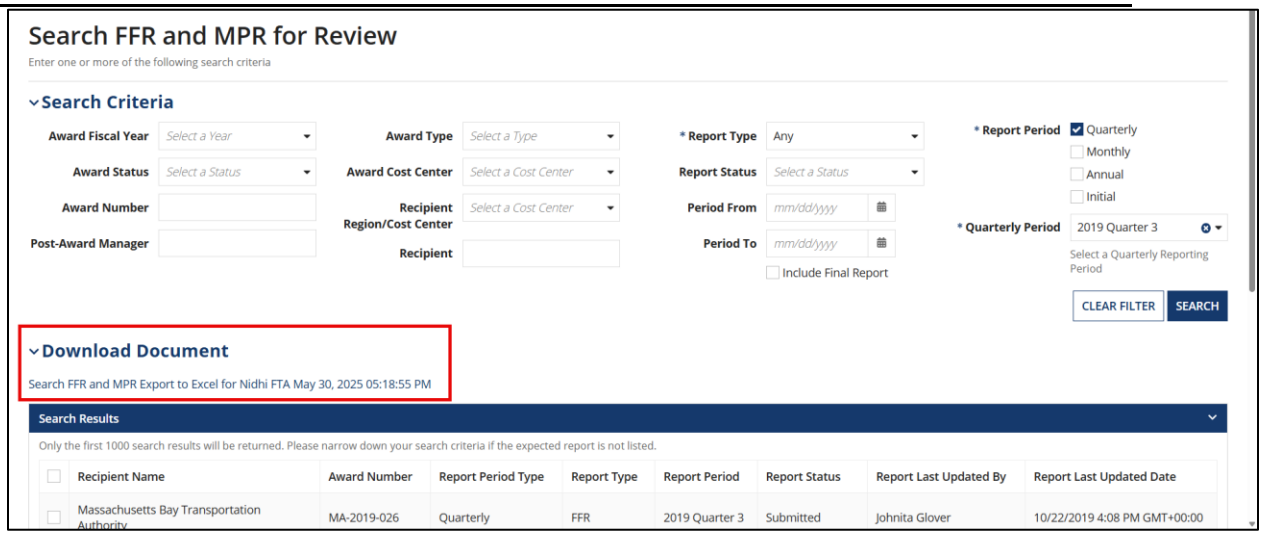


4) The 'MPR and FFR Review | Search Results' form will be displayed with results in grid format.



Select the check box for a report from the list and then click the 'View Selected Report' button to access a read-only version of the report.
Note: Only one report may be selected and viewed at a time. User can sort information by clicking on the header of any column (e.g. report period).

5) Click the 'Export To Excel' button to export the grid to an excel report. A link will be displayed under 'Download Document' section above the search results. Click on the link to download the report.

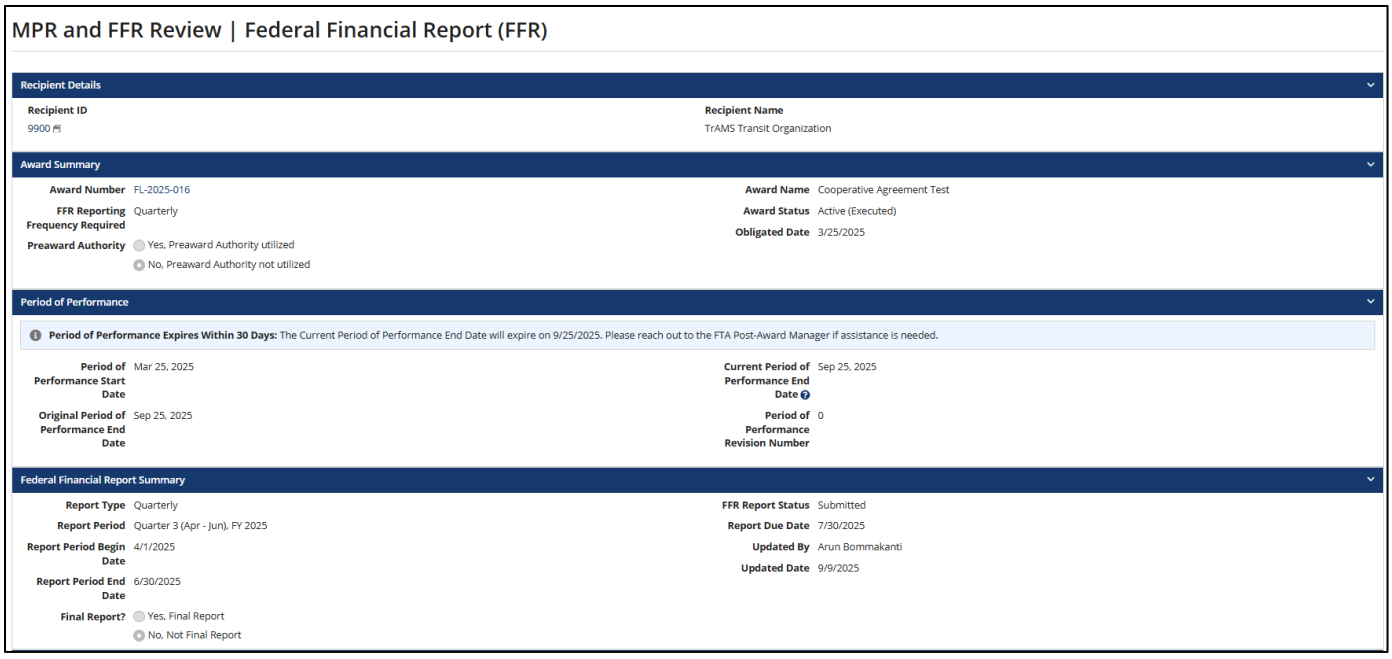


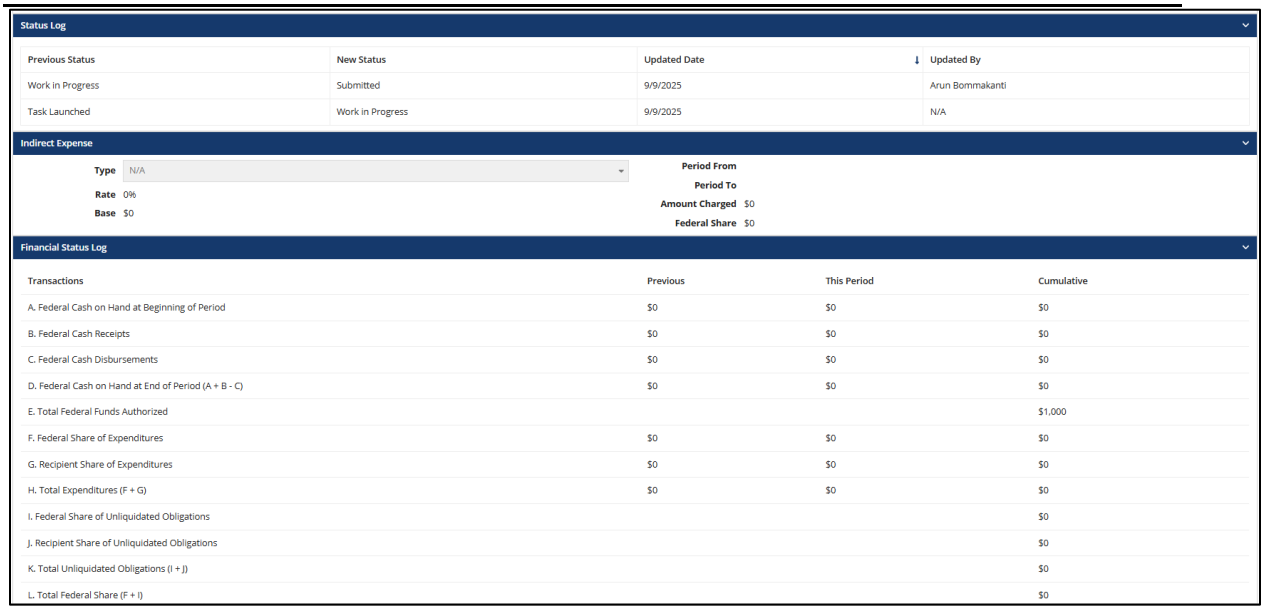
6) Click the 'Close' Button to go back to the 'Welcome' Tab

7) The selected FFR or MPR report title will display either:

   a) 'MPR and FFR Review | Federal Financial Report (FFR)' or

   b) 'MPR and FFR Review | Milestone Progress Report (MPR)'.





Status Log

Previous Status	New Status	Updated Date	Updated By
Work in Progress	Submitted	9/9/2025	Arun Bommakanti
Task Launched	Work in Progress	9/9/2025	N/A

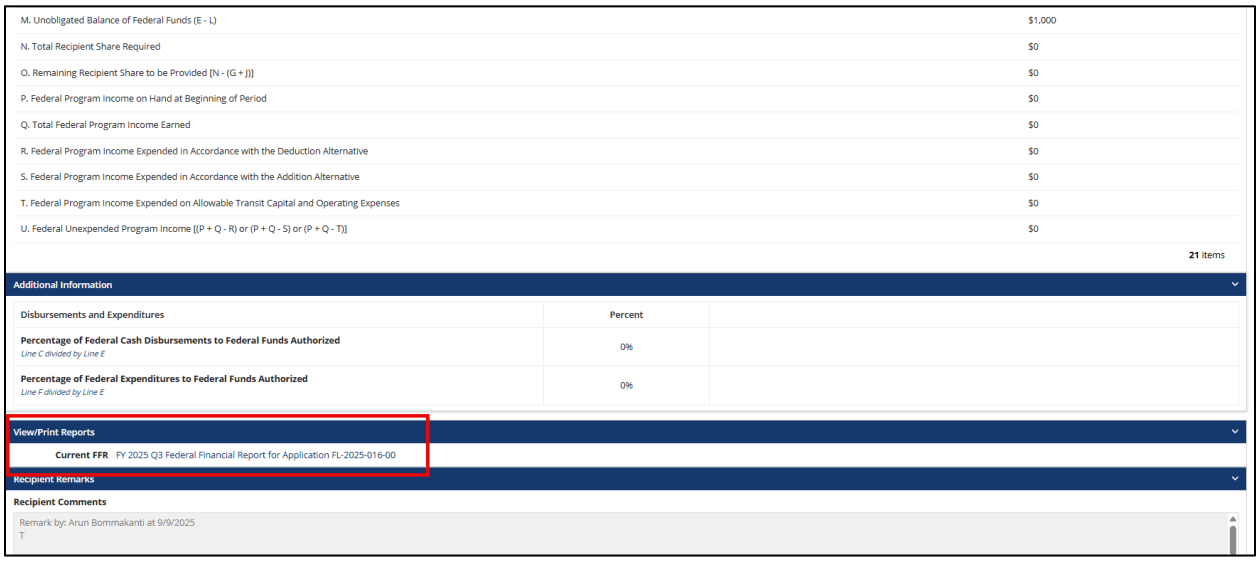
Indirect Expense

Type N/A
Rate 0%
Base $0
Period From
Period To
Amount Charged $0
Federal Share $0

Financial Status Log

Transactions	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period	$0	$0	$0
B. Federal Cash Receipts	$0	$0	$0
C. Federal Cash Disbursements	$0	$0	$0
D. Federal Cash on Hand at End of Period (A + B - C)	$0	$0	$0
E. Total Federal Funds Authorized			$1,000
F. Federal Share of Expenditures	$0	$0	$0
G. Recipient Share of Expenditures	$0	$0	$0
H. Total Expenditures (F + G)	$0	$0	$0
I. Federal Share of Unliquidated Obligations			$0
J. Recipient Share of Unliquidated Obligations			$0
K. Total Unliquidated Obligations (I + J)			$0
L. Total Federal Share (F + I)			$0

8) To view (and print) the report, click on the link displayed within the report. This will generate an html view/print document that users can save or open.



M. Unobligated Balance of Federal Funds (E - L)	$1,000
N. Total Recipient Share Required	$0
O. Remaining Recipient Share to be Provided [N - (G + J)]	$0
P. Federal Program Income on Hand at Beginning of Period	$0
Q. Total Federal Program Income Earned	$0
R. Federal Program Income Expended in Accordance with the Deduction Alternative	$0
S. Federal Program Income Expended in Accordance with the Addition Alternative	$0
T. Federal Program Income Expended on Allowable Transit Capital and Operating Expenses	$0
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]	$0

21 items

Additional Information

Disbursements and Expenditures	Percent
Percentage of Federal Cash Disbursements to Federal Funds Authorized *Line C divided by Line E*	0%
Percentage of Federal Expenditures to Federal Funds Authorized *Line F divided by Line E*	0%

View/Print Reports

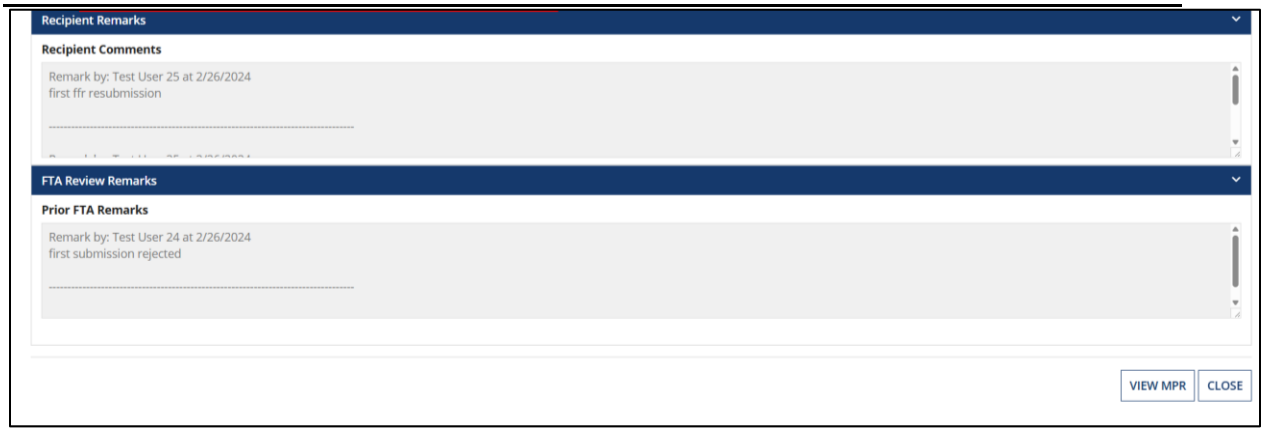
Current FFR FY 2025 Q3 Federal Financial Report for Application FL-2025-016-00

Recipient Remarks

Recipient Comments

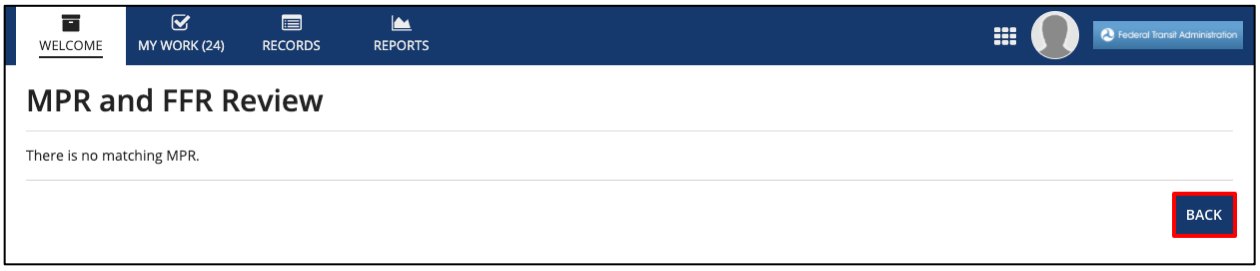
Remark by: Arun Bommakanti at 9/9/2025
T

9) Clicking on the ‘Close’ button on this form returns users to the previous search results.



10) Click the 'View FFR' or 'View MPR' button to view the related report.

11) If a matching report does not exist, users will be presented with the "There is no matching report" message. Click the 'Back' button to return to the report view.



Note that reports submitted under TEAM can be viewed and printed by clicking on the link to the applicable MPR or FFR document in the Document File Name column of the 'Previous Federal Financial Reports' section. Both the MPR and FFR are included in a single document with a file name starting with "MPR_Q ." Only TEAM reports may also be found under the applicable Application Documents.

Previous Federal Financial Reports

Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
Milestones	Milestone Progress	MPR_Q_718_20070200.htm	Milestone Progress Report(2 Quarter, 2007)	Apr 05, 2007	TEAM Doc
Milestones	Milestone Progress	MPR_Q_718_20050100.htm	Milestone Progress Report(1 Quarter, 2005)	Feb 06, 2005	TEAM Doc
Milestones	Milestone Progress	MPR_Q_718_20050400.htm	Milestone Progress Report(4 Quarter, 2005)	Oct 30, 2005	TEAM Doc
Milestones	Milestone Progress	MPR_Q_718_20040400.htm	Milestone Progress Report(4 Quarter, 2004)	Oct 31, 2004	TEAM Doc
Milestones	Milestone Progress	MPR_Q_718_20060400.htm	Milestone Progress Report(4 Quarter, 2006)	Nov 01, 2006	TEAM Doc

5 items

5.4.3 Federal Financial Report (FFR)

5.4.3.1 Complete and Submit FFR

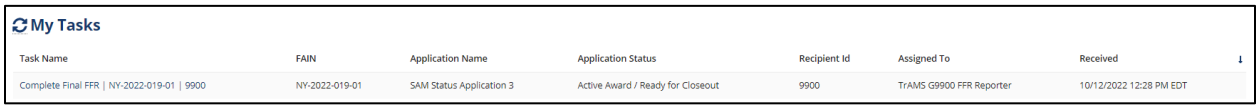
For initial Federal Financial Reports, when the Application is created, the Recipient has the option to identify whether the Application uses Pre-Award Authority or not. If the Recipient chooses the 'Yes' option, this indicates that the Application uses Pre-Award Authority. The next step after FTA obligates the Award is for Recipient's FFR reporter to complete the initial FFR.

For Monthly, Quarterly, and Annual FFRs, the task to complete the FFR will be assigned 30 days prior to the FFR's due date. Users will receive a system-generated email notification that they have a task. The email goes to the FFR Reporter Group; therefore, everyone with the FFR Reporter user role will receive the task. The task will allow the FFR Reporter to complete and submit their Federal Financial Report.

A final Federal Financial Report (FFR) must be submitted to FTA before a Closeout Amendment can be processed. A task will be generated once the Closeout amendment is created. If FTA completes the Closeout request, any 'Regional Post-Award Manager' may complete the final FFR. If the Recipient completes the Closeout request, any FFR Reporter role may complete the final FFR.

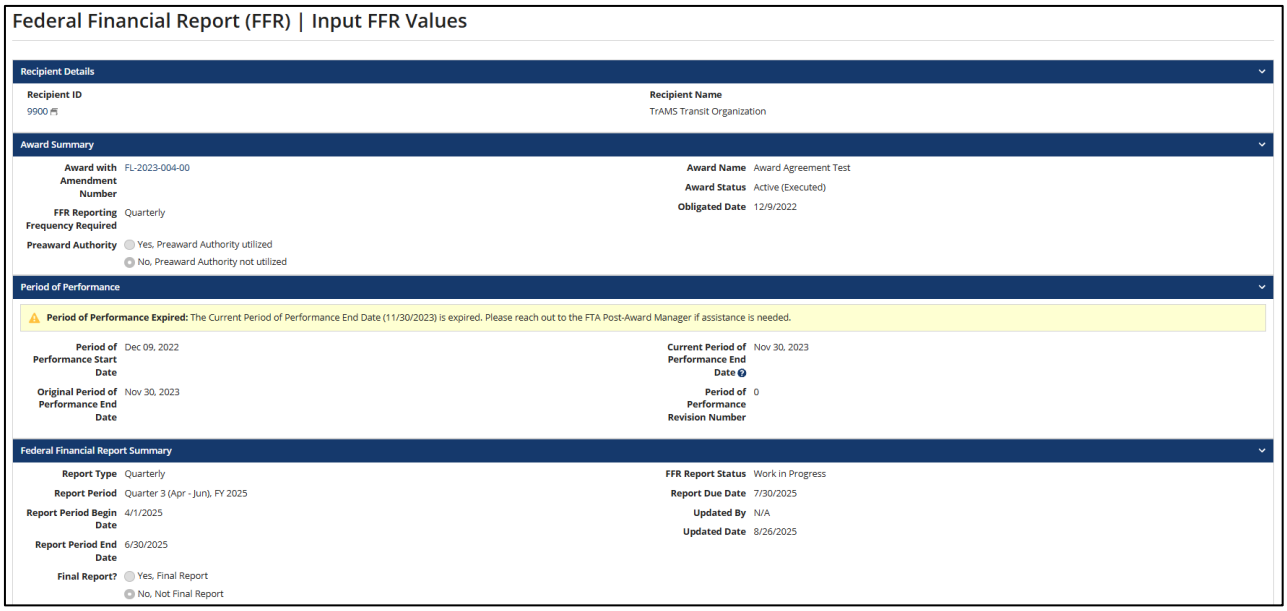
To complete the FFR task:

1) Click the 'Tasks' tab to view a list of tasks for the logged-in user.
2) Select the 'Complete Federal Financial Report for Federal Award ID No. [FAIN]' task.

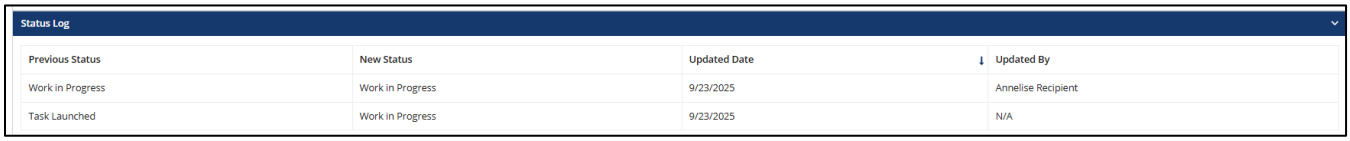


3) On the 'Federal Financial Report | Input FFR Values' screen, click the 'Accept' button to accept the task within the 'You must accept this task before completing it' prompt.

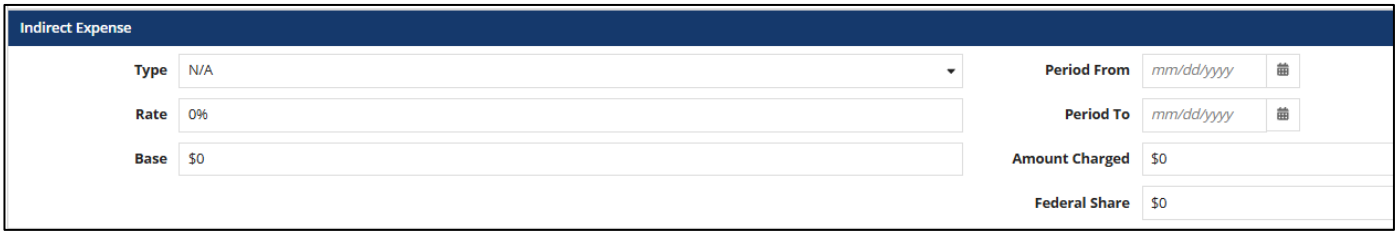
The Recipient Summary, Award Summary, Period of Performance, and FFR Summary sections are read-only. It displays information about the Application in each of the appropriate sections.



The 'Status Log' section keeps track of the Status, Update Date and the user who last modified the FFR.



4) The Indirect Expense section consists of the 'Type' field that allows the user to select the expense type (Fixed, Final, Predetermined, Provisional, N/A), a percentage rate, base amount, the expense period, charge amount and the Federal Share amount. Populate each field with the appropriate values.

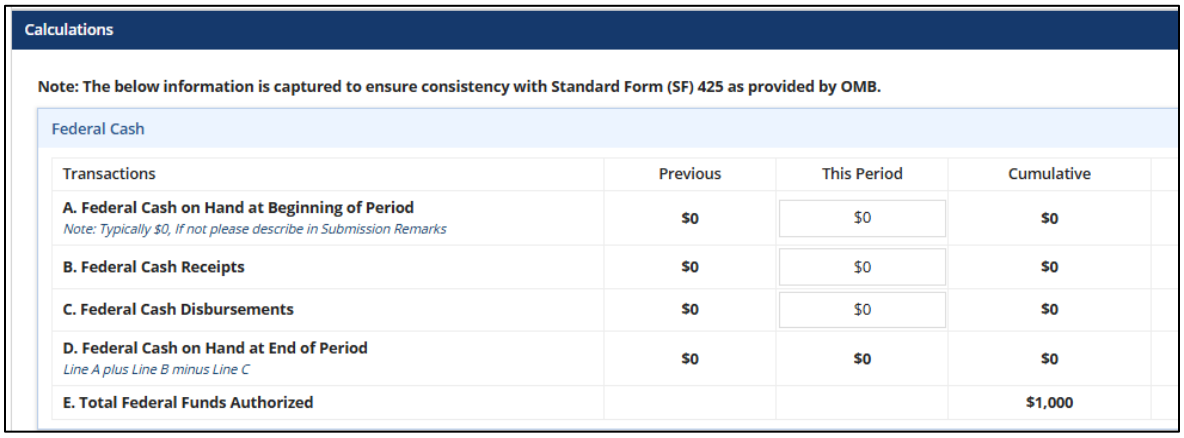


5) There are multiple editable and non-editable sections within the 'Federal Financial Report (FFR) | Input FFR Values' form. Read-only fields that are automatically calculated by the system will retain a value of '0' until the 'Calculate Totals' button is clicked at the bottom of the form. All system calculated values are bold. Once the user clicks on 'Calculate Totals', validation errors (if applicable) will appear below each sub-section. Correct all errors present and click 'Calculate Totals' again. In

order to click 'Continue', the form must pass all validations. There are sub-sections within the form to input amounts for Federal Cash, Shares, and Income.

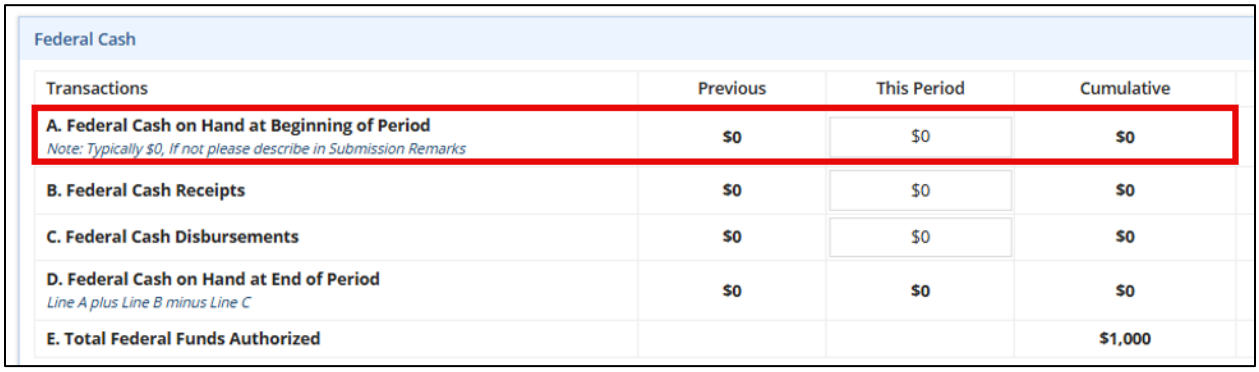
Note: For more details on FFR requirements, refer to the Circular 5010.1F

The Federal Cash section displays Line A through Line E:

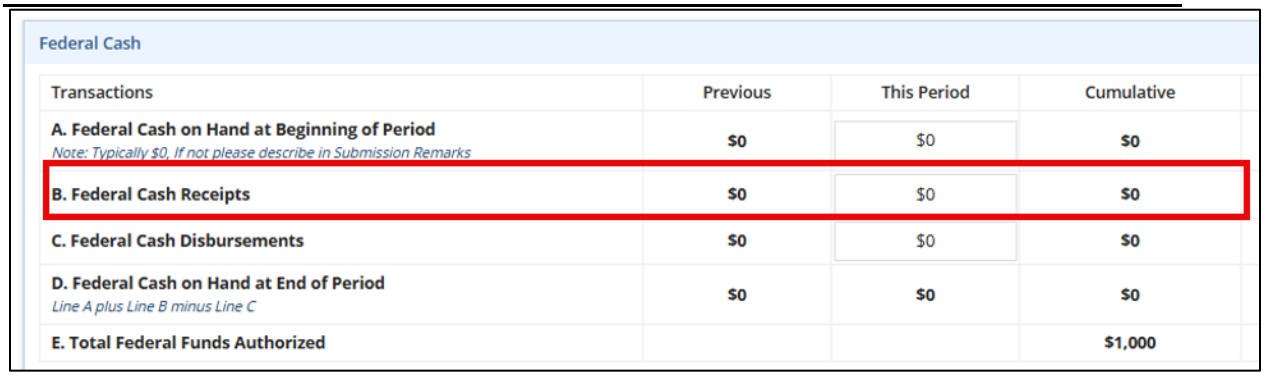


The fields in the 'Federal Cash' section within the 'Federal Financial Report (FFR) | Input FFR Values' form include:

A) **Federal Cash on Hand at Beginning of Period:** Consists of the 'Previous', 'Cumulative', and 'This Period' fields. The 'Previous' field is a read-only field that is automatically populated based on the Award's federal cash on hand from the previous period. The 'Cumulative' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal cash on hand amount into the 'This Period' field. Note: Typically $0, if not, please describe in Submission Remarks.



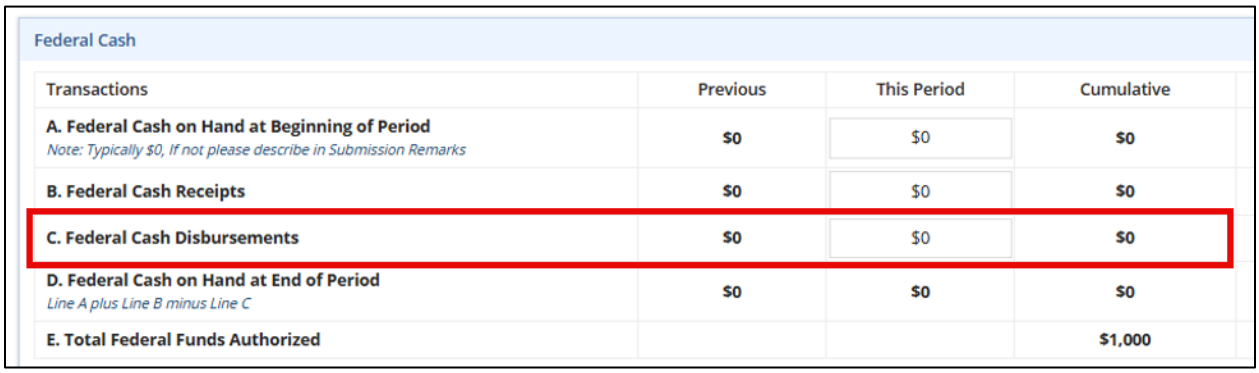
B) **Federal Cash Receipts:** Includes the 'Previous', 'Cumulative', and 'This Period' fields. The 'Previous' field is a read-only field that is automatically populated based on the Award's federal cash on hand from the previous period. The 'Cumulative' field is a read-only field that automatically calculates the sum of the 'Previous', and 'This Period' fields. Enter the federal cash receipts amount into the 'This Period' field, if applicable.



Federal Cash

Transactions	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period *Note: Typically $0, If not please describe in Submission Remarks*	**$0**	$0	**$0**
B. Federal Cash Receipts	**$0**	$0	**$0**
C. Federal Cash Disbursements	**$0**	$0	**$0**
D. Federal Cash on Hand at End of Period *Line A plus Line B minus Line C*	**$0**	**$0**	**$0**
E. Total Federal Funds Authorized			**$1,000**

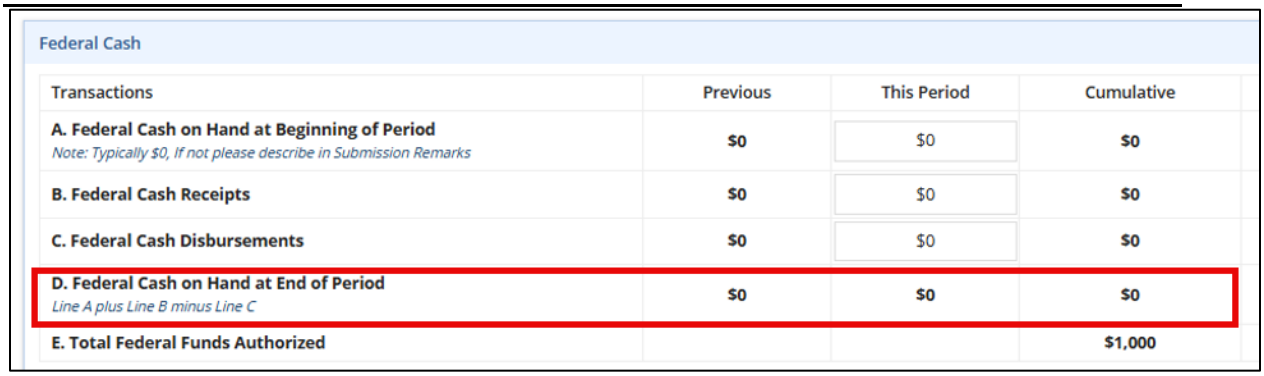
C) **Federal Cash Disbursements:** The **'**Previous', 'Cumulative', and 'This Period' fields are included in this section. The 'Previous' field is a read-only field that is automatically populated based on the Award's federal cash on hand from the previous period. The 'Cumulative' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal cash disbursements amount into the 'This Period' field, if applicable.



Federal Cash

Transactions	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period *Note: Typically $0, If not please describe in Submission Remarks*	**$0**	$0	**$0**
B. Federal Cash Receipts	**$0**	$0	**$0**
C. Federal Cash Disbursements	**$0**	$0	**$0**
D. Federal Cash on Hand at End of Period *Line A plus Line B minus Line C*	**$0**	**$0**	**$0**
E. Total Federal Funds Authorized			**$1,000**

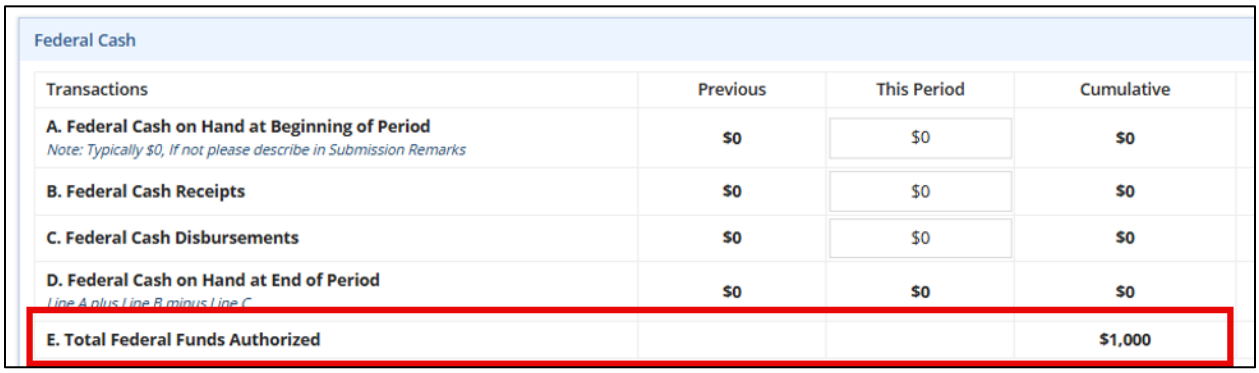
D) **Federal Cash on Hand at End of Period (Line A plus Line B minus Line C):** Consists of the **'**Previous', 'Cumulative', and 'This Period' fields. The 'Previous' field is a read-only field that is automatically populated based on the Award's federal cash on hand from the previous period. The 'This Period' is a read-only, system-calculated field that sums the cumulative amount of Lines A and B, minus the cumulative amount in C. The 'Cumulative' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Note: The 'Cumulative' Amount calculated must be greater than or equal to $0.



Federal Cash

Transactions	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period *Note: Typically $0, If not please describe in Submission Remarks*	**$0**	$0	**$0**
B. Federal Cash Receipts	**$0**	$0	**$0**
C. Federal Cash Disbursements	**$0**	$0	**$0**
D. Federal Cash on Hand at End of Period *Line A plus Line B minus Line C*	**$0**	**$0**	**$0**
E. Total Federal Funds Authorized			**$1,000**

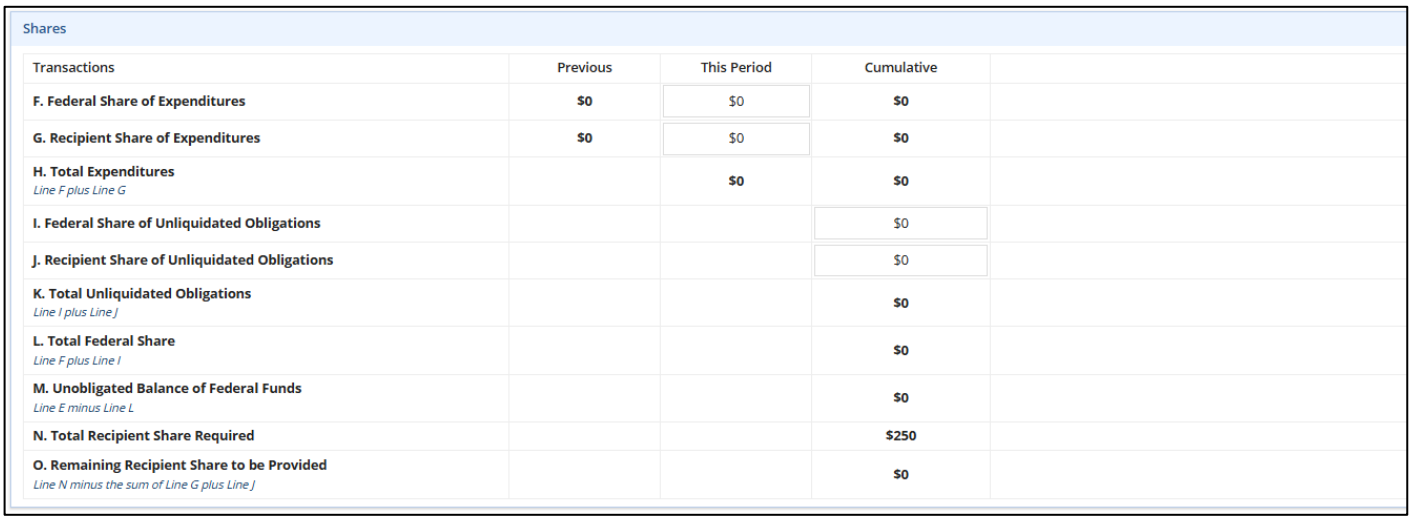
E) **Total Federal Funds Authorized:** Contains the read-only, 'Cumulative' field that is populated based on the Award's total authorized federal funds.



Federal Cash

Transactions	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period *Note: Typically $0, If not please describe in Submission Remarks*	**$0**	$0	**$0**
B. Federal Cash Receipts	**$0**	$0	**$0**
C. Federal Cash Disbursements	**$0**	$0	**$0**
D. Federal Cash on Hand at End of Period *Line A plus Line B minus Line C*	**$0**	**$0**	**$0**
E. Total Federal Funds Authorized			**$1,000**

The 'Shares' sub-section displays Line F through O:

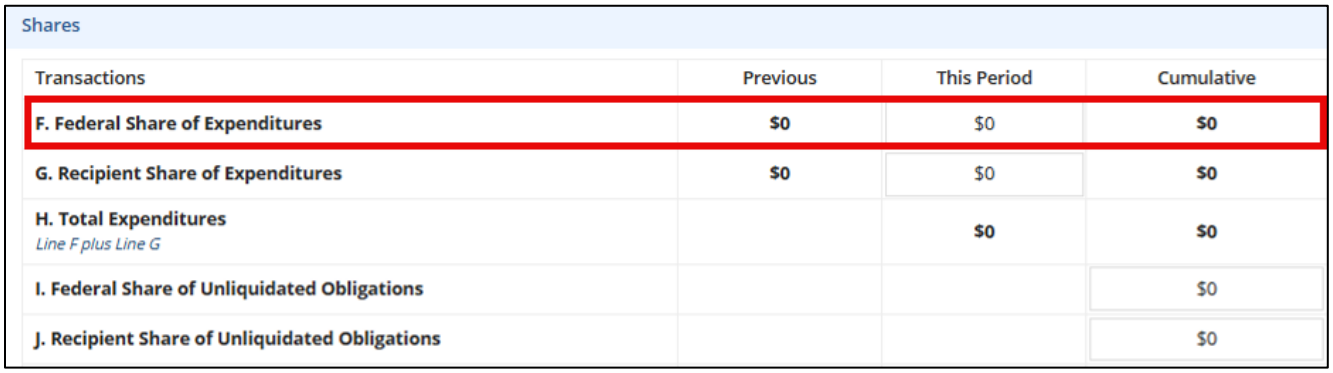


Shares

Transactions	Previous	This Period	Cumulative
F. Federal Share of Expenditures	**$0**	$0	**$0**
G. Recipient Share of Expenditures	**$0**	$0	**$0**
H. Total Expenditures *Line F plus Line G*		**$0**	**$0**
I. Federal Share of Unliquidated Obligations			$0
J. Recipient Share of Unliquidated Obligations			$0
K. Total Unliquidated Obligations *Line I plus Line J*			**$0**
L. Total Federal Share *Line F plus Line I*			**$0**
M. Unobligated Balance of Federal Funds *Line E minus Line L*			**$0**
N. Total Recipient Share Required			**$250**
O. Remaining Recipient Share to be Provided *Line N minus the sum of Line G plus Line J*			**$0**

The lines within the 'Shares' section within the 'Federal Financial Report (FFR) | Input FFR Values' form include:

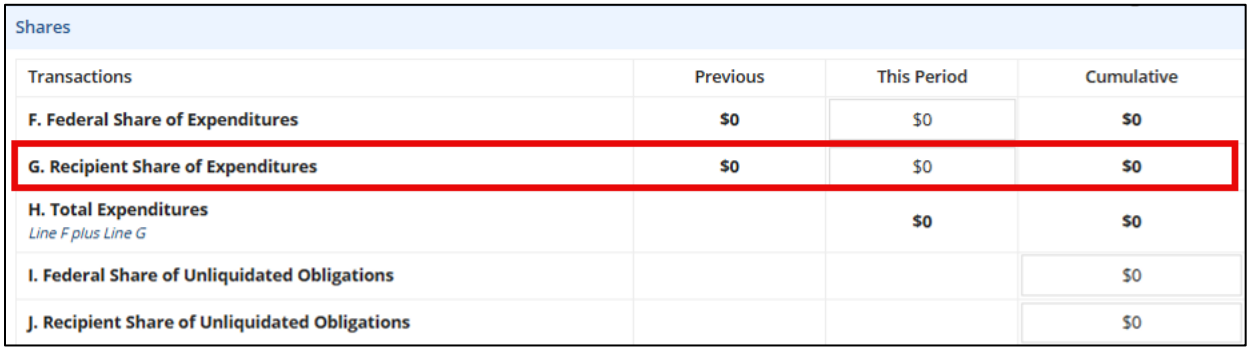
F) **Federal Share of Expenditures:** Includes the 'Previous', 'Cumulative', and 'This Period' fields. The 'Previous' field is a read-only field that is automatically populated based on the Award's federal cash on hand from the previous period. The 'Cumulative' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the federal share of expenditures amount into the 'This Period' field.



Shares

Transactions	Previous	This Period	Cumulative
F. Federal Share of Expenditures	**$0**	$0	**$0**
G. Recipient Share of Expenditures	**$0**	$0	**$0**
H. Total Expenditures *Line F plus Line G*		**$0**	**$0**
I. Federal Share of Unliquidated Obligations			$0
J. Recipient Share of Unliquidated Obligations			$0

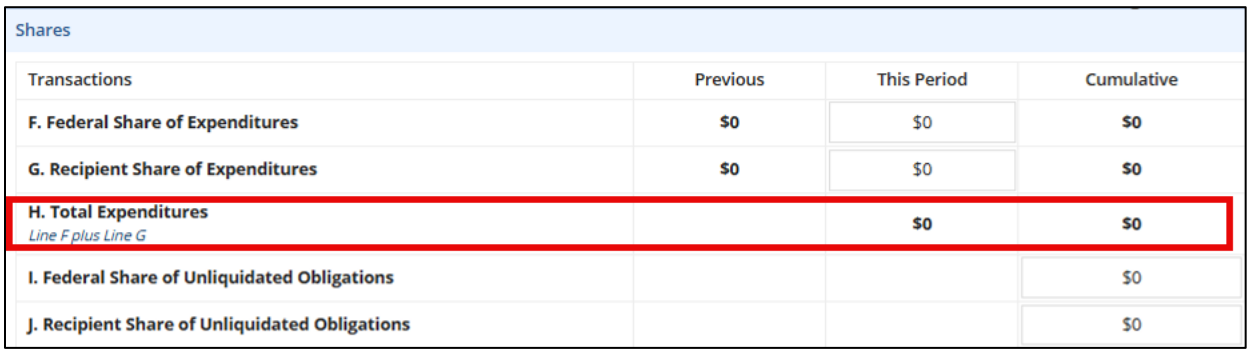
G) **Recipient Share of Expenditures:** Consists of the 'Previous', 'Cumulative', and 'This Period' fields. The 'Previous' field is a read-only field that is automatically populated based on the Award's federal cash on hand from the previous period. The 'Cumulative' field is a read-only field that automatically calculates the sum of the 'Previous' and 'This Period' fields. Enter the recipient share of expenditures amount into the 'This Period' field.



Shares

Transactions	Previous	This Period	Cumulative
F. Federal Share of Expenditures	**$0**	$0	**$0**
G. Recipient Share of Expenditures	**$0**	$0	**$0**
H. Total Expenditures *Line F plus Line G*		**$0**	**$0**
I. Federal Share of Unliquidated Obligations			$0
J. Recipient Share of Unliquidated Obligations			$0

H) **Total Expenditures (Line F plus Line G):** Sums up the 'Cumulative' amounts in Lines F and G and displays the total within Line H. Both the 'This Period' and 'Cumulative' fields in this section are read-only, system calculated fields.



Shares

Transactions	Previous	This Period	Cumulative
F. Federal Share of Expenditures	**$0**	$0	**$0**
G. Recipient Share of Expenditures	**$0**	$0	**$0**
H. Total Expenditures *Line F plus Line G*		**$0**	**$0**
I. Federal Share of Unliquidated Obligations			$0
J. Recipient Share of Unliquidated Obligations			$0

I) **Federal Share of Unliquidated Obligations:** Enter the Award's federal share of unliquidated obligations amount into the 'Cumulative' field

Shares

Transactions	Previous	This Period	Cumulative
F. Federal Share of Expenditures	**$0**	$0	**$0**
G. Recipient Share of Expenditures	**$0**	$0	**$0**
H. Total Expenditures *Line F plus Line G*		**$0**	**$0**
I. Federal Share of Unliquidated Obligations			$0
J. Recipient Share of Unliquidated Obligations			$0

J) **Recipient Share of Unliquidated Obligations:** Enter the Award's recipient share of unliquidated obligations amount into the 'Cumulative' field.

Shares

Transactions	Previous	This Period	Cumulative
F. Federal Share of Expenditures	**$0**	$0	**$0**
G. Recipient Share of Expenditures	**$0**	$0	**$0**
H. Total Expenditures *Line F plus Line G*		**$0**	**$0**
I. Federal Share of Unliquidated Obligations			$0
J. Recipient Share of Unliquidated Obligations			$0

K) **Total Unliquidated Obligations (Line I + Line J):** The amount field in Line K is a read-only field that is system-calculated by summing up the amounts in Lines I and J.

K. Total Unliquidated Obligations *Line I plus Line J*			**$0**
L. Total Federal Share *Line F plus Line I*			**$0**
M. Unobligated Balance of Federal Funds *Line E minus Line L*			**$0**
N. Total Recipient Share Required			**$250**
O. Remaining Recipient Share to be Provided *Line N minus the sum of Line G plus Line J*			**$0**

L) **Total Federal Share (Line F + Line I):** Displays the Total Federal Share amount, which is system-calculated by summing up Lines F and I.

K. Total Unliquidated Obligations *Line I plus Line J*			**$0**
L. Total Federal Share *Line F plus Line I*			**$0**
M. Unobligated Balance of Federal Funds *Line E minus Line L*			**$0**
N. Total Recipient Share Required			**$250**
O. Remaining Recipient Share to be Provided *Line N minus the sum of Line G plus Line J*			**$0**

M) **Unobligated Balance of Federal Funds (Line E – Line L):** Displays the Unobligated Balance of Federal Funds amount, which is system-calculated by subtracting Line L from Line E. Note: The 'Cumulative' Amount calculated must be greater than or equal to $0.

K. Total Unliquidated Obligations *Line I plus Line J*			**$0**
L. Total Federal Share *Line F plus Line I*			**$0**
M. Unobligated Balance of Federal Funds *Line E minus Line L*			**$0**
N. Total Recipient Share Required			**$250**
O. Remaining Recipient Share to be Provided *Line N minus the sum of Line G plus Line J*			**$0**

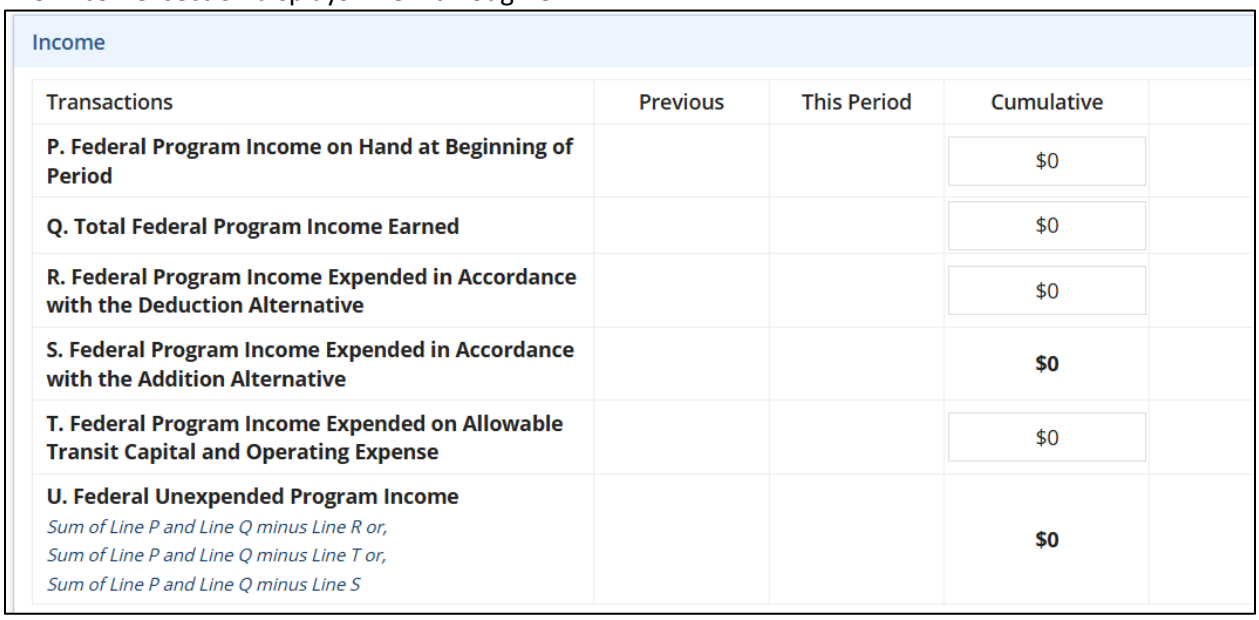
N) **Total Recipient Share Required:** Displays the Award's total recipient share required in the 'Cumulative' field.

K. Total Unliquidated Obligations *Line I plus Line J*			**$0**
L. Total Federal Share *Line F plus Line I*			**$0**
M. Unobligated Balance of Federal Funds *Line E minus Line L*			**$0**
N. Total Recipient Share Required			**$250**
O. Remaining Recipient Share to be Provided *Line N minus the sum of Line G plus Line J*			**$0**

O) **Remaining Recipient Share to be Provided [**Line N minus the sum of Line G plus Line J]: Contains the remaining recipient share to be provided, which is a system-calculated amount based on the formula, Line N minus the sum of Line G and J.

K. Total Unliquidated Obligations *Line I plus Line J*			**$0**
L. Total Federal Share *Line F plus Line I*			**$0**
M. Unobligated Balance of Federal Funds *Line E minus Line L*			**$0**
N. Total Recipient Share Required			**$250**
O. Remaining Recipient Share to be Provided *Line N minus the sum of Line G plus Line J*			**$0**

The 'Income' section displays Line P through U:

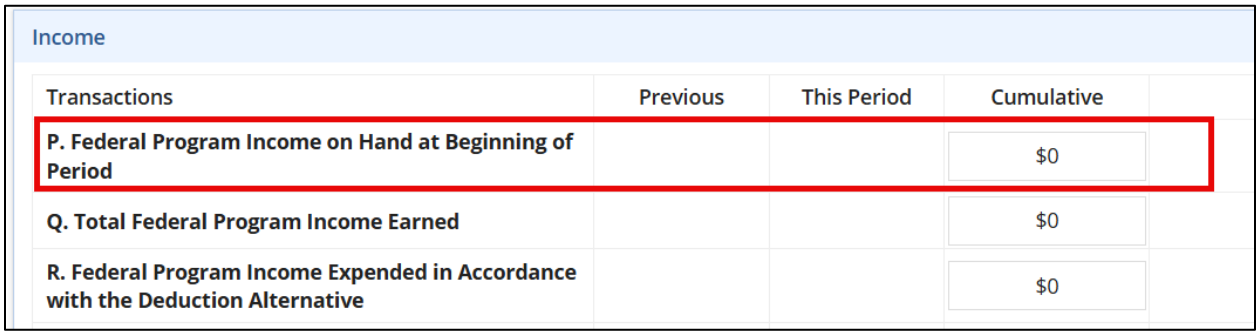


Income

Transactions	Previous	This Period	Cumulative
P. Federal Program Income on Hand at Beginning of Period			$0
Q. Total Federal Program Income Earned			$0
R. Federal Program Income Expended in Accordance with the Deduction Alternative			$0
S. Federal Program Income Expended in Accordance with the Addition Alternative			**$0**
T. Federal Program Income Expended on Allowable Transit Capital and Operating Expense			$0
U. Federal Unexpended Program Income *Sum of Line P and Line Q minus Line R or, Sum of Line P and Line Q minus Line T or, Sum of Line P and Line Q minus Line S*			**$0**

The fields within the ''Income' section within the 'Federal Financial Report (FFR) | Input FFR Values' form include:

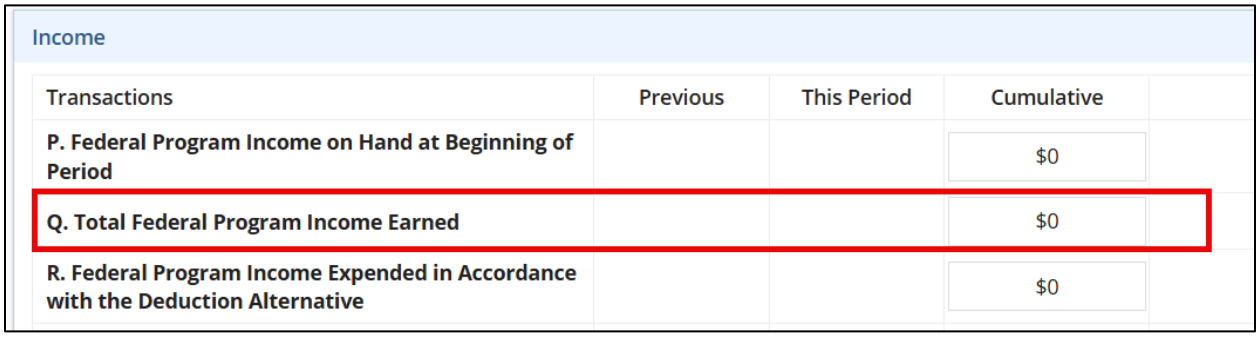
P) **Federal Program Income on Hand at Beginning of Period:** Enter the Award's Federal program income on hand at the beginning of the period.



Income

Transactions	Previous	This Period	Cumulative
P. Federal Program Income on Hand at Beginning of Period			$0
Q. Total Federal Program Income Earned			$0
R. Federal Program Income Expended in Accordance with the Deduction Alternative			$0

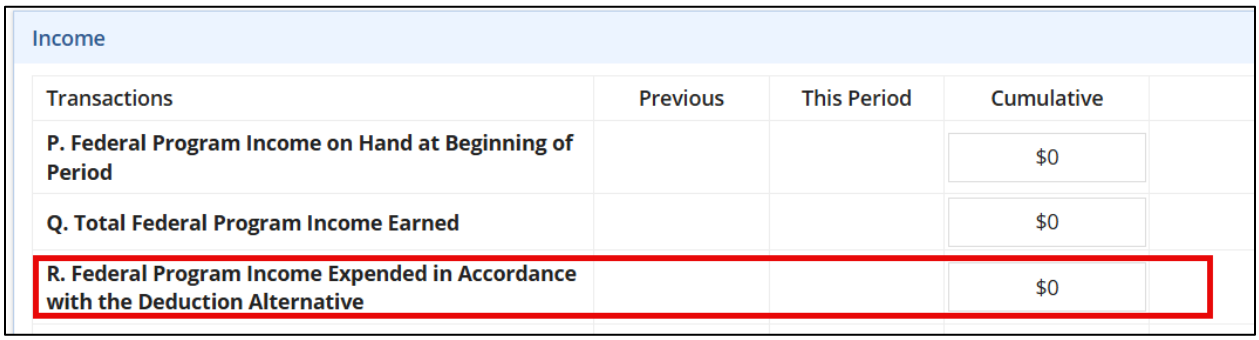
Q) **Total Federal Program Income Earned:** Enter the Award's Total Federal Program Income Earned 'Cumulative' amount.



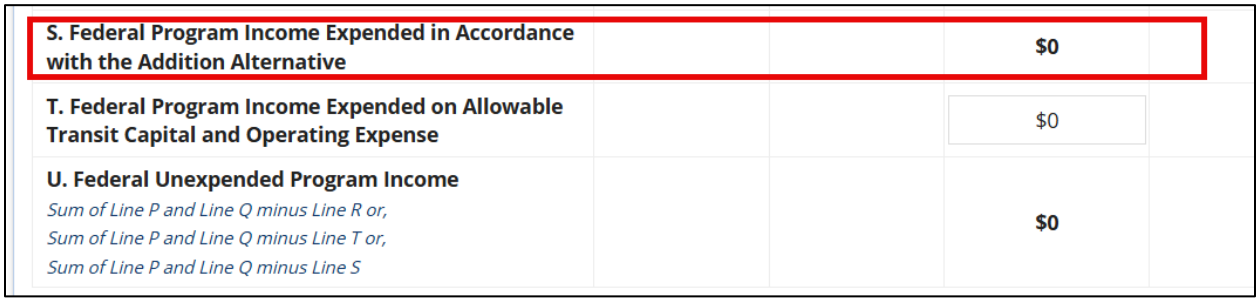
Income

Transactions	Previous	This Period	Cumulative
P. Federal Program Income on Hand at Beginning of Period			$0
Q. Total Federal Program Income Earned			$0
R. Federal Program Income Expended in Accordance with the Deduction Alternative			$0

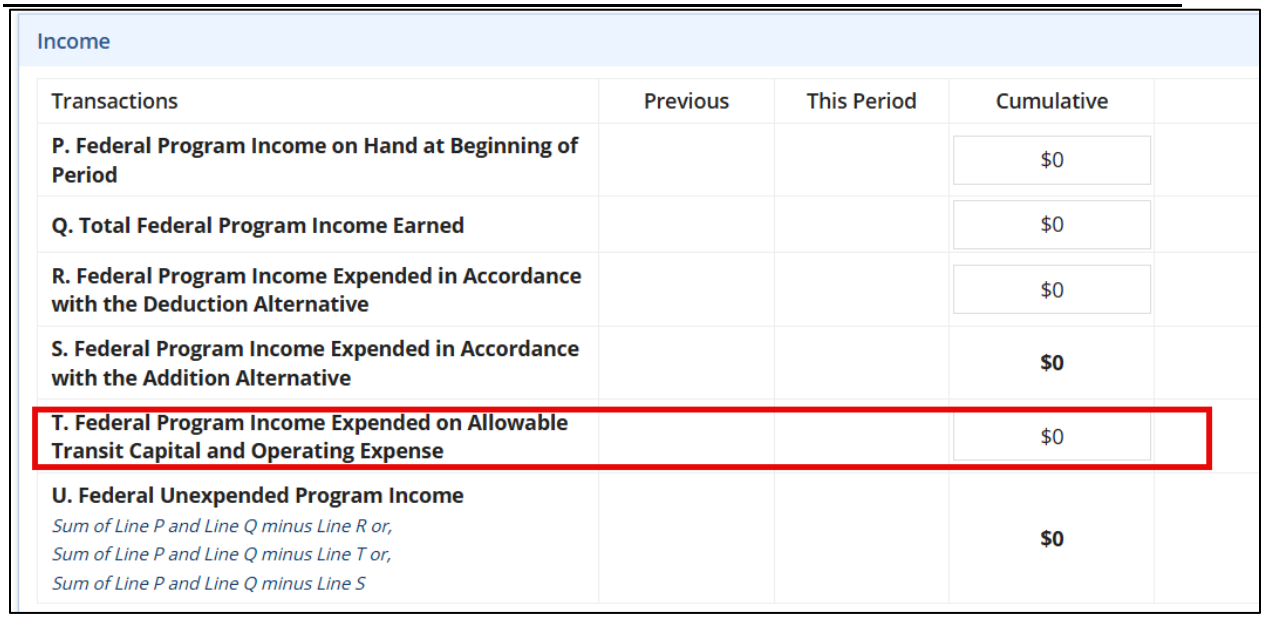
R) **Federal Program Income Expended in Accordance with the Deduction Alternative:** Enter the 'Cumulative' amount for the Federal Program Income Expended in accordance with the deduction alternative. The system will not allow users to enter values in both the R and T fields. Enter a value in one or the other. If a value is entered in both, a validation will prevent the user from advancing within the task.



S) **Federal Program Income Expended in Accordance with the Addition Alternative:** This Line contains a read-only field that is automatically populated based on the Award's Federal Program Income Expended in accordance with the deductive alternative.



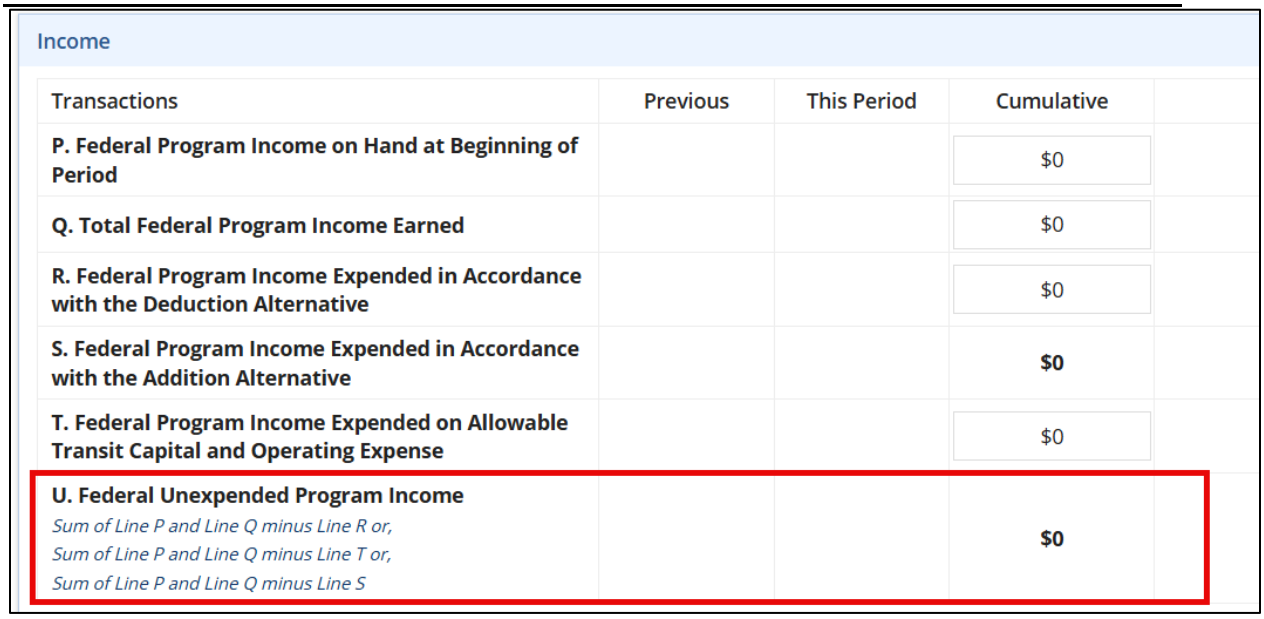
T) **Federal Program Income Expended on allowable Transit Capital and Operating Expense:** Users cannot enter values in both R and T fields. Enter a value in one or the other. If a value is entered in both, a validation will prevent the user from advancing.



Income

Transactions	Previous	This Period	Cumulative
P. Federal Program Income on Hand at Beginning of Period			$0
Q. Total Federal Program Income Earned			$0
R. Federal Program Income Expended in Accordance with the Deduction Alternative			$0
S. Federal Program Income Expended in Accordance with the Addition Alternative			**$0**
T. Federal Program Income Expended on Allowable Transit Capital and Operating Expense			$0
U. Federal Unexpended Program Income *Sum of Line P and Line Q minus Line R or, Sum of Line P and Line Q minus Line T or, Sum of Line P and Line Q minus Line S*			**$0**

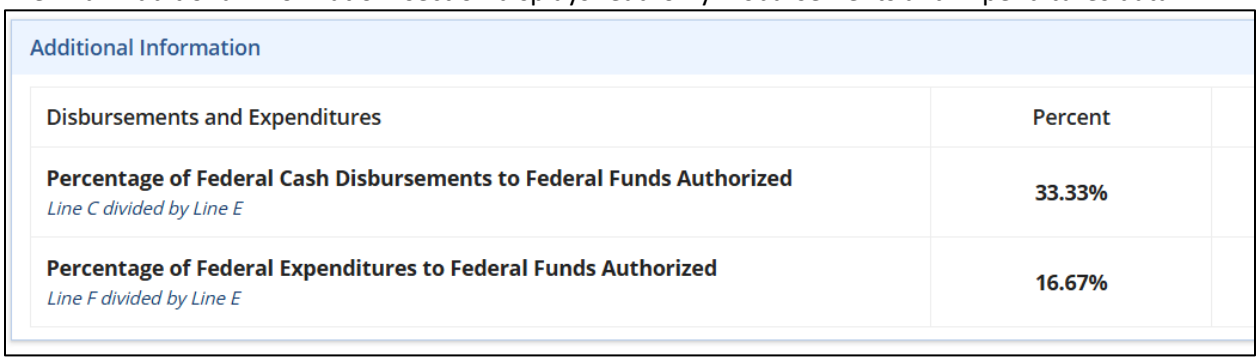
U) **Federal Unexpended Program Income [Sum of Line P and Q minus Line R, Sum of Line P and Q minus Line T, or Sum of Line P and Q minus Line S]:** This is a system-calculated Line that is based on the formula (The sum of Line P and Q minus Line R), (The sum of Line P and Q minus Line T), or (The sum of Line P and Q minus Line S). The calculated amount depends on the fields populated by the user. If no values are entered in Line R or Line T, the system will calculate this value based on Line S.



Income

Transactions	Previous	This Period	Cumulative
P. Federal Program Income on Hand at Beginning of Period			$0
Q. Total Federal Program Income Earned			$0
R. Federal Program Income Expended in Accordance with the Deduction Alternative			$0
S. Federal Program Income Expended in Accordance with the Addition Alternative			**$0**
T. Federal Program Income Expended on Allowable Transit Capital and Operating Expense			$0
U. Federal Unexpended Program Income *Sum of Line P and Line Q minus Line R or,* *Sum of Line P and Line Q minus Line T or,* *Sum of Line P and Line Q minus Line S*			**$0**

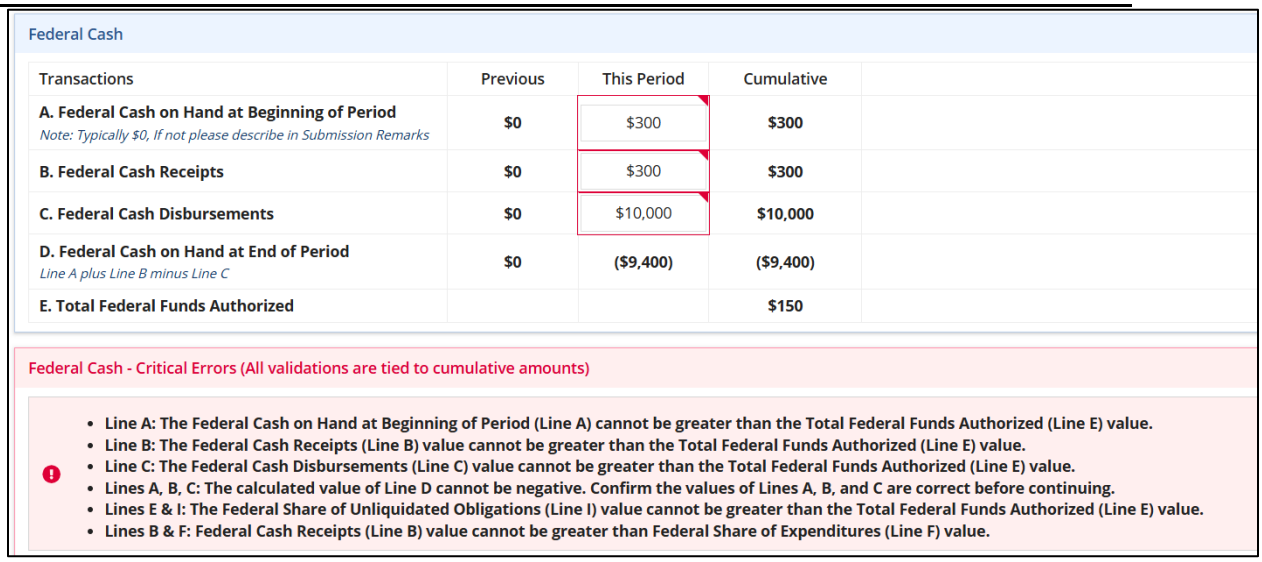
The final 'Additional Information' section displays read-only Disbursements and Expenditures data:



Additional Information

Disbursements and Expenditures	Percent
Percentage of Federal Cash Disbursements to Federal Funds Authorized *Line C divided by Line E*	**33.33%**
Percentage of Federal Expenditures to Federal Funds Authorized *Line F divided by Line E*	**16.67%**

6) Click the 'Calculate Totals' button once all input values are entered. If the values entered do not pass all validations, the error messages will appear within each sub-section. A red box will appear around the input fields the user must adjust to correct the issue.



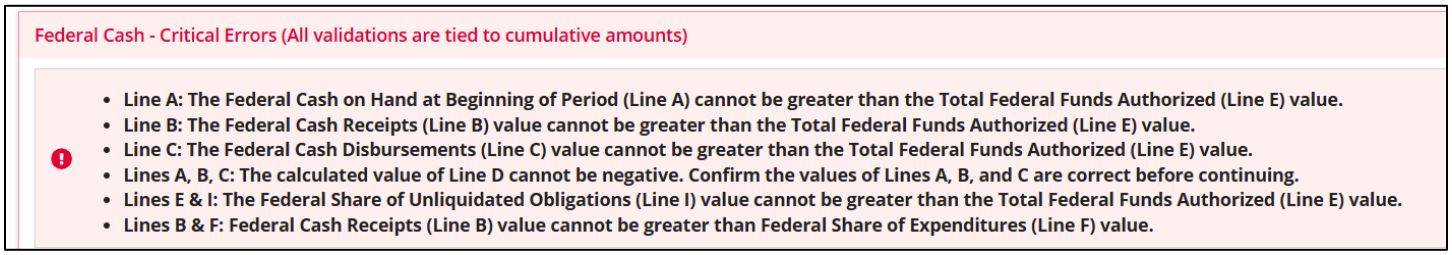
Federal Cash

Transactions	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period *Note: Typically $0, If not please describe in Submission Remarks*	**$0**	$300	**$300**
B. Federal Cash Receipts	**$0**	$300	**$300**
C. Federal Cash Disbursements	**$0**	$10,000	**$10,000**
D. Federal Cash on Hand at End of Period *Line A plus Line B minus Line C*	**$0**	**($9,400)**	**($9,400)**
E. Total Federal Funds Authorized			**$150**

Federal Cash - Critical Errors (All validations are tied to cumulative amounts)

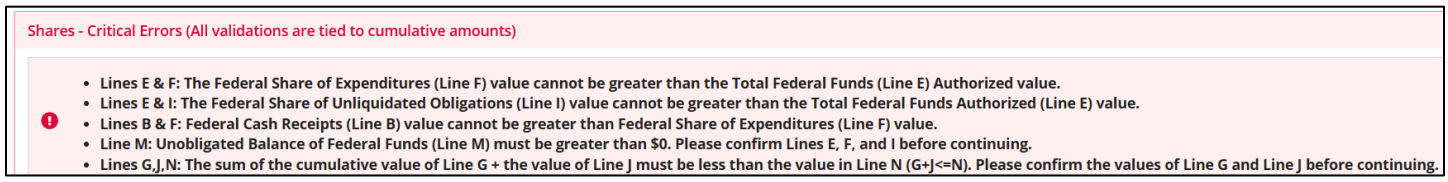
- **Line A: The Federal Cash on Hand at Beginning of Period (Line A) cannot be greater than the Total Federal Funds Authorized (Line E) value.**
- **Line B: The Federal Cash Receipts (Line B) value cannot be greater than the Total Federal Funds Authorized (Line E) value.**
- **Line C: The Federal Cash Disbursements (Line C) value cannot be greater than the Total Federal Funds Authorized (Line E) value.**
- **Lines A, B, C: The calculated value of Line D cannot be negative. Confirm the values of Lines A, B, and C are correct before continuing.**
- **Lines E & I: The Federal Share of Unliquidated Obligations (Line I) value cannot be greater than the Total Federal Funds Authorized (Line E) value.**
- **Lines B & F: Federal Cash Receipts (Line B) value cannot be greater than Federal Share of Expenditures (Line F) value.**

Below are all applicable validations. If validations appear across multiple sub-sections, the error messages will appear below both sections. ***Note: On June 21, 2018, FTA made a modification to the FFR report form rules; it no longer allows the calculated 'Cumulative' value of Line D to be negative. Please be aware that FFRs submitted before this date may show negative amounts However, as of 9/25/2025, the system allows the calculated 'This Period' to be negative.***



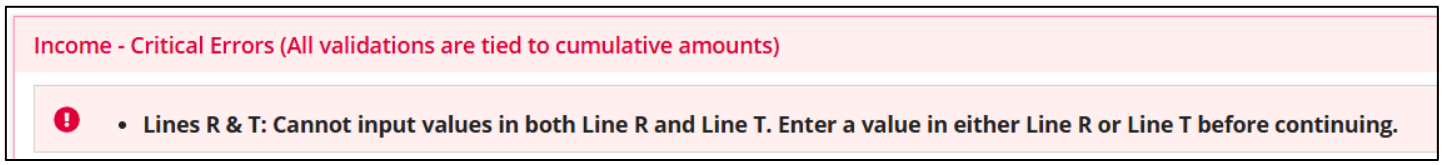
Federal Cash - Critical Errors (All validations are tied to cumulative amounts)

- **Line A: The Federal Cash on Hand at Beginning of Period (Line A) cannot be greater than the Total Federal Funds Authorized (Line E) value.**
- **Line B: The Federal Cash Receipts (Line B) value cannot be greater than the Total Federal Funds Authorized (Line E) value.**
- **Line C: The Federal Cash Disbursements (Line C) value cannot be greater than the Total Federal Funds Authorized (Line E) value.**
- **Lines A, B, C: The calculated value of Line D cannot be negative. Confirm the values of Lines A, B, and C are correct before continuing.**
- **Lines E & I: The Federal Share of Unliquidated Obligations (Line I) value cannot be greater than the Total Federal Funds Authorized (Line E) value.**
- **Lines B & F: Federal Cash Receipts (Line B) value cannot be greater than Federal Share of Expenditures (Line F) value.**



Shares - Critical Errors (All validations are tied to cumulative amounts)

- **Lines E & F: The Federal Share of Expenditures (Line F) value cannot be greater than the Total Federal Funds (Line E) Authorized value.**
- **Lines E & I: The Federal Share of Unliquidated Obligations (Line I) value cannot be greater than the Total Federal Funds Authorized (Line E) value.**
- **Lines B & F: Federal Cash Receipts (Line B) value cannot be greater than Federal Share of Expenditures (Line F) value.**
- **Line M: Unobligated Balance of Federal Funds (Line M) must be greater than $0. Please confirm Lines E, F, and I before continuing.**
- **Lines G,J,N: The sum of the cumulative value of Line G + the value of Line J must be less than the value in Line N (G+J<=N). Please confirm the values of Line G and Line J before continuing.**



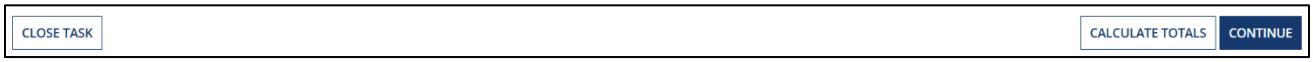
Income - Critical Errors (All validations are tied to cumulative amounts)

- **Lines R & T: Cannot input values in both Line R and Line T. Enter a value in either Line R or Line T before continuing.**

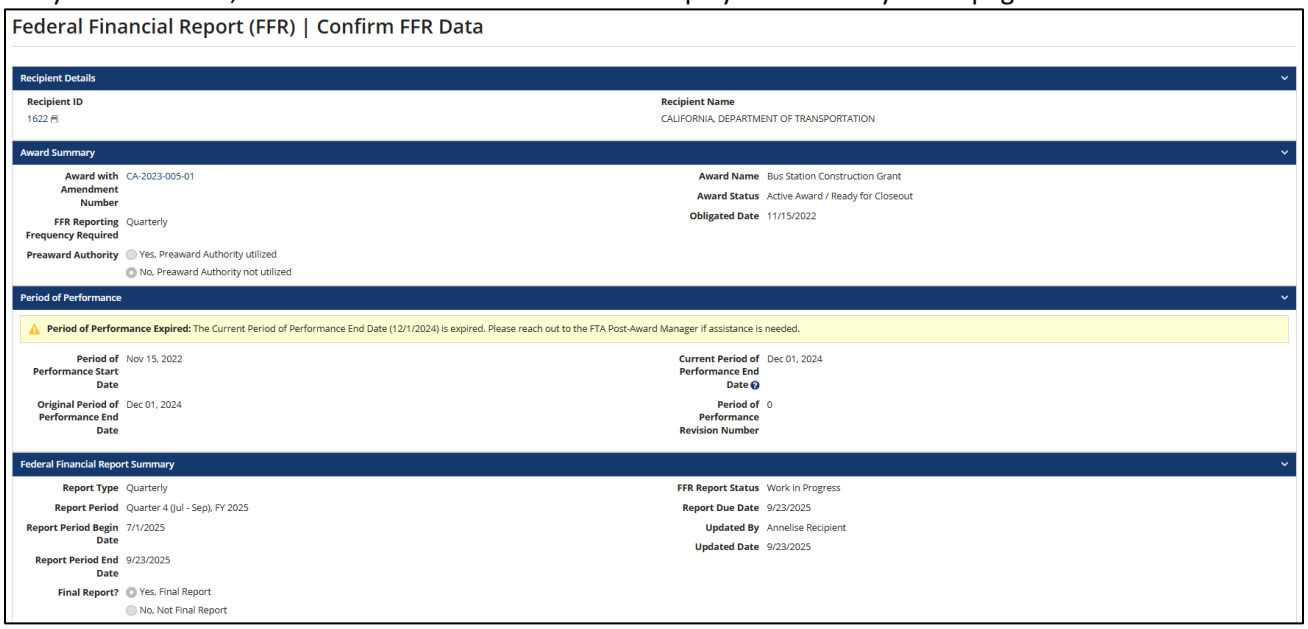
TABLE: FFR Validations

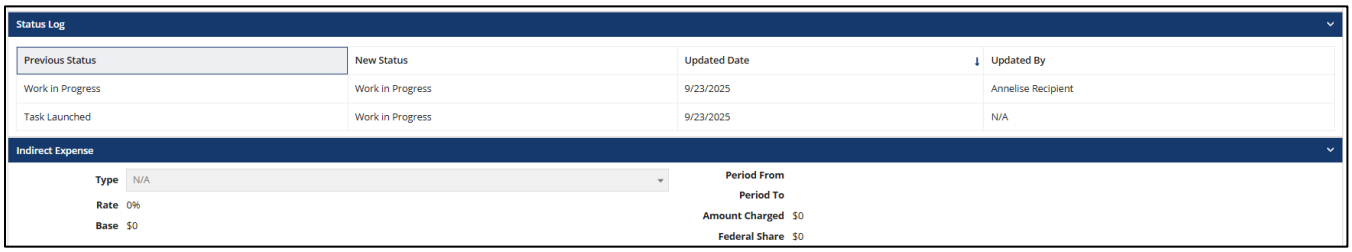
FFR Validation	
Message Text	**Correction**
All validation errors must be corrected before the user clicks 'Continue'	
The Federal Cash on Hand at Beginning of Period value (Line A) cannot be greater than the Total Federal Funds Authorized (Line E) value.	Correct Line A 'This Period' value.
The Federal Cash Receipts (Line B) value cannot be greater than the Total Federal Funds Authorized (Line E) value.	Correct Line B 'This Period' value.
The Federal Cash Disbursements (Line C) value cannot be greater than the Total Federal Funds Authorized (Line E) value.	Correct Line C 'This Period' value.
The calculated value of D cannot be negative. Confirm the values of A, B, and C are correct before continuing.	Correct Line A, B, and/or C 'This Period' value.
Federal Cash Receipts (Line B) value cannot be greater than Federal Share of Expenditures (Line F)	Correct Line B and/or F 'This Period' value.
The Federal Share of Expenditures (Line F) value cannot be greater than the Total Federal Funds Authorized (Line E) value.	Correct Line F 'This Period' value.
The Federal Share of Unliquidated Obligations (Line I) value cannot be greater than the Total Federal Funds Authorized (Line E) value.	Correct Line I 'Cumulative' value.
"The sum of the cumulative value of Line G + the value of Line J must be less the value in Line N. Please confirm the values of Line G and Line J before continuing."	Line O must not be negative. Correct Line G 'This Period' value and/or Line J 'Cumulative' value
Unobligated Balance of Federal Funds (M) must be greater than $0. Please confirm Lines E, L, and I before continuing	Correct Line I 'Cumulative' value.
Cannot input values in both R and T fields. Enter a value in either R or T before continuing.	Remove value from Line R or Line T.

7) Once all corrections are made, click 'Calculate Totals' again. The 'Continue' button will be available once the form passes all validations and no error messages appear.



8) The system will display the 'Confirm FFR Data' form. If users wish to return to the previous 'Input FFR Values' form to make changes, click on the 'Modify FFR Values' button. If the User navigates away from the task, a new task to 'Review FFR' will be displayed on the My Work page.





Financial Status Log

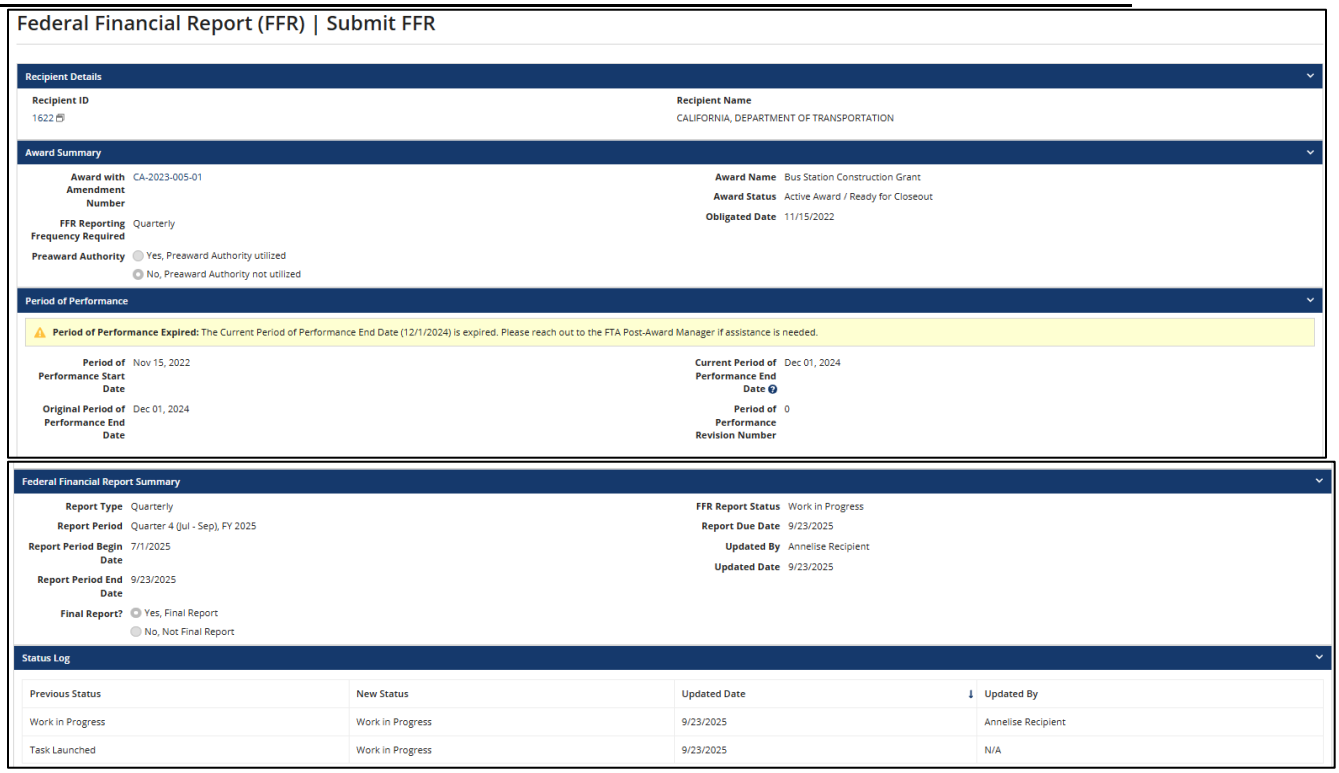
Transactions	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period	$0	$0	$0
B. Federal Cash Receipts	$0	$0	$0
C. Federal Cash Disbursements	$0	$0	$0
D. Federal Cash on Hand at End of Period (A + B - C)	$0	$0	$0
E. Total Federal Funds Authorized			$150
F. Federal Share of Expenditures	$0	$25	$25
G. Recipient Share of Expenditures	$0	$0	$0
H. Total Expenditures (F + G)	$0	$25	$25
I. Federal Share of Unliquidated Obligations			$0
J. Recipient Share of Unliquidated Obligations			$0
K. Total Unliquidated Obligations (I + J)			$0
L. Total Federal Share (F + I)			$25
M. Unobligated Balance of Federal Funds (E - L)			$125
N. Total Recipient Share Required			$0
O. Remaining Recipient Share to be Provided [N - (G + J)]			$0
P. Federal Program Income on Hand at Beginning of Period			$0
Q. Total Federal Program Income Earned			$0
R. Federal Program Income Expended in Accordance with the Deduction Alternative			$0
S. Federal Program Income Expended in Accordance with the Addition Alternative			$0
T. Federal Program Income Expended on Allowable Transit Capital and Operating Expenses			$0
U. Federal Unexpended Program Income [(P + Q - R) or (P + Q - S) or (P + Q - T)]			$0

Additional Information

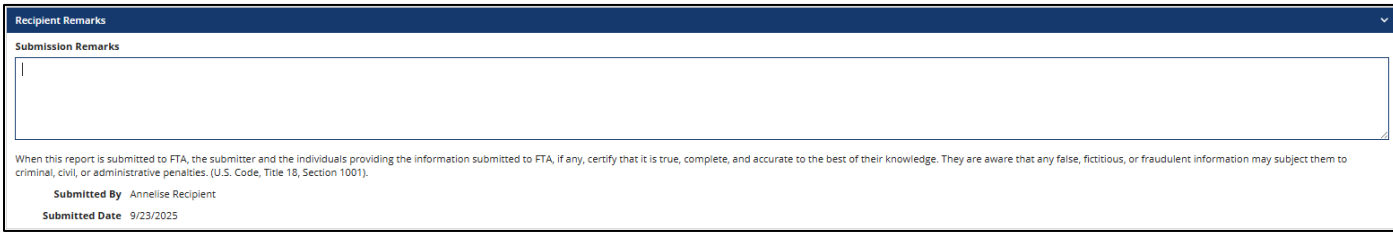
Disbursements and Expenditures	Percent
Percentage of Federal Cash Disbursements to Federal Funds Authorized	0%
Percentage of Federal Expenditures to Federal Funds Authorized	16.67%

9) Click the ‘Continue to Submission’ button and the ‘Federal Financial Report | Save’ success form is displayed. Clicking the ‘Close Task’ button on the ‘Confirm FFR Data’ form will lead back to the Task tab without submitting to FTA. Clicking the ‘Modify FFR Values’ button will lead back to the ‘Input FFR Values’ form with updated system calculated values.

The ‘Submit FFR’ screen is displayed after clicking the ‘Continue to Submission’ button.

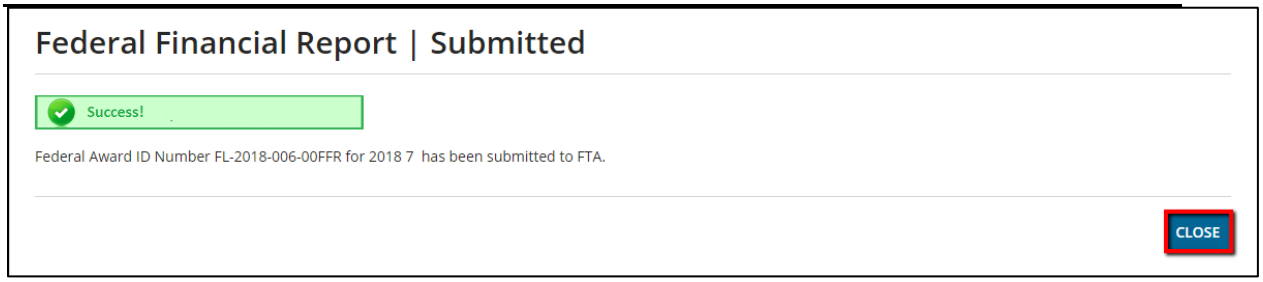


10) Enter Submission Remarks into the Recipient Remarks section. Recipient Remarks are required. If there aren't any remarks entered, a validation error will display, preventing the Application from advancing .



11) Click the 'Save' button and the 'Federal Financial Report | Saved' form is displayed. Clicking the Back button will return to the 'Confirm FFR Data' page. The 'Close Task' button will return the task to the Tasks tab without saving any changes to the Application.

12) Click the 'Close' button to return to the 'Submit FFR' screen
13) Click the 'Submit to FTA' button and the 'Submitted' form will be displayed with the following confirmation message: 'Federal Award ID Number [FAIN #] FFR for [FY] [Report Frequency] has been submitted to FTA.'
14) Click the 'Close' button. The system returns users to the 'Tasks' tab and the task link will now be removed from the task list.



5.4.4 Milestone Progress Report (MPR)

5.4.4.1 Task: Complete and Submit MPR

To complete the Milestone Progress, Report the user must have the 'MPR Reporter' user role.

The task to complete the MPR will be assigned 30 days prior to their due date. Users will receive a system generated email notification that they have a task. The email goes to the MPR Reporter Group; therefore, everyone with the MPR user role will receive the task. The task will allow the MPR Reporter to complete and submit their Milestone Progress Report. A task will be issued for each active Award.

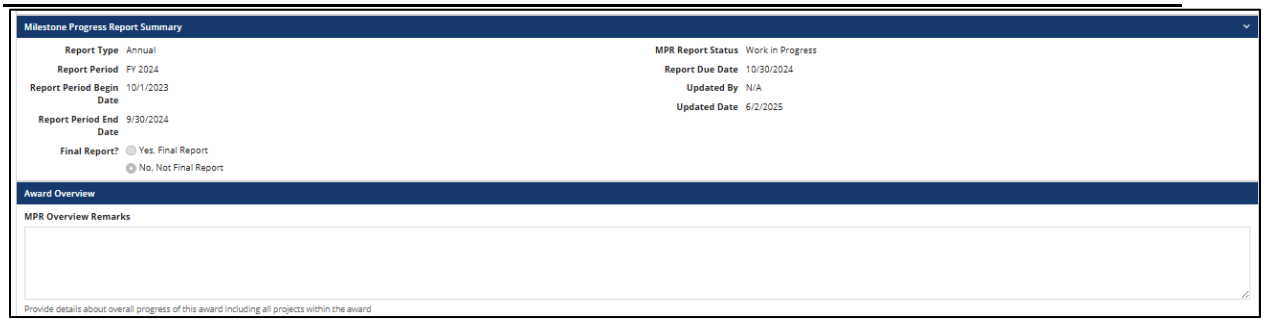
The number of tasks assigned to a user will be visible next to the 'Tasks' tab.

1) As an MPR Reporter, click on the 'My Work' tab.

2) Select the task 'Complete [FY] [Report Frequency] Milestone Progress Report' for the Application. The form will populate; accept the task to complete the report.

3) The 'Milestone Progress Report (MPR) | Summary' form fields will display.

4) At any point, users may click the 'Close Task' button to return report to the 'Tasks' tab without saving any changes and retain the task.



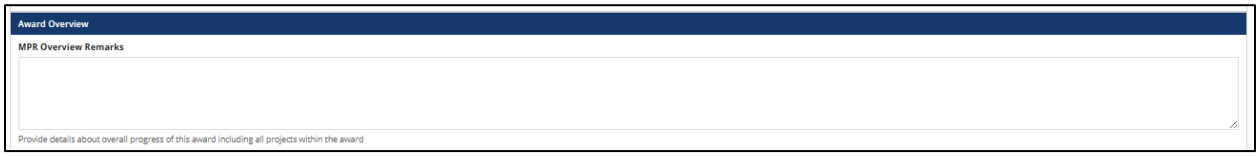
5) The Report Begin Date – is the date that the period for which activities being reported on begins. Example: the beginning date for Q2 reports in FY18 would begin on January 1, 2018.

6) The Report End Date – is the date that the period for which activities being reported on ends. Example: the end date for Q2 reports s for FY18 would end on March 30, 2018.

7) The Report Due Date – is the date that the reports are due. Example: the due date for Q2 reports in FY18 is April 30, 2018. However, the task will still be available in TrAMS up through the date when the task closes (in this example is June 30, 2018).

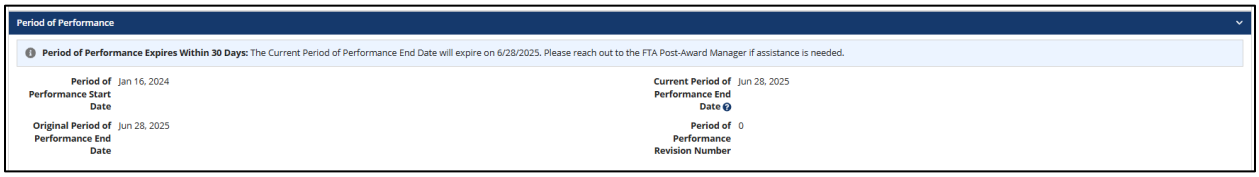
Note: TrAMS will pre-select the 'Final Report' radio button based on the whether the report is final or not. The final button is auto populated once a closeout is created. Users cannot select this radio button.

8) Enter comments into the 'MPR Overview Remarks' field to provide details about overall progress of the Award scope of work. This is a required field and the field length is limited to 255 characters.

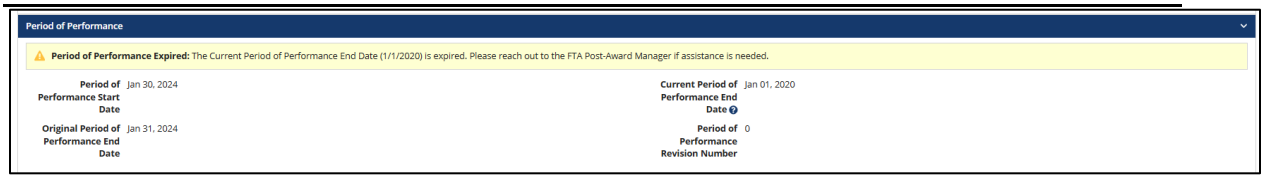


The Period of Performance section will be displayed in a **read-only** format.

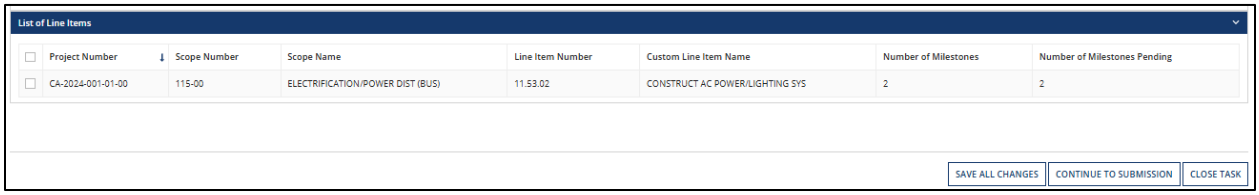
If the Current Period of Performance End Date is within 30 days of expiration, Recipient users will see a blue banner at the top of the section:



If the Current Period of Performance End Date has expired, Recipient users will see a yellow banner at the top of the section:



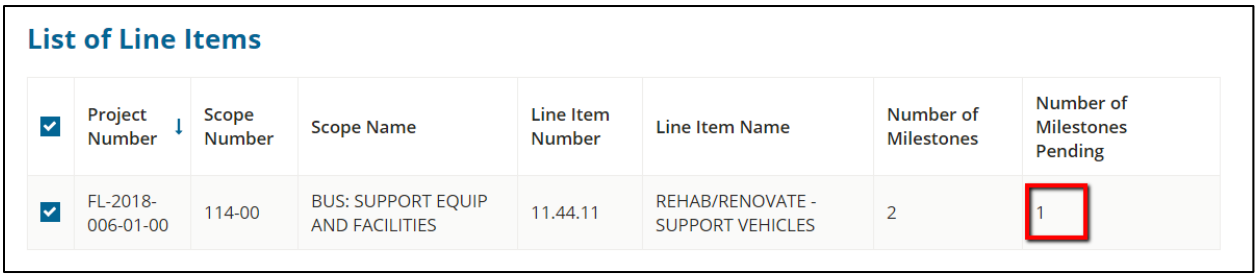
9) Review all line items displayed under the 'List of Line Items' grid. Any value greater than zero under the 'Number of Milestones Pending' column indicates pending milestone(s) (this means the last estimated date passed during the reporting cycle and it must be updated). The user must provide an appropriate 'Actual Completion Date' or 'Revised Estimated Completion Date'.



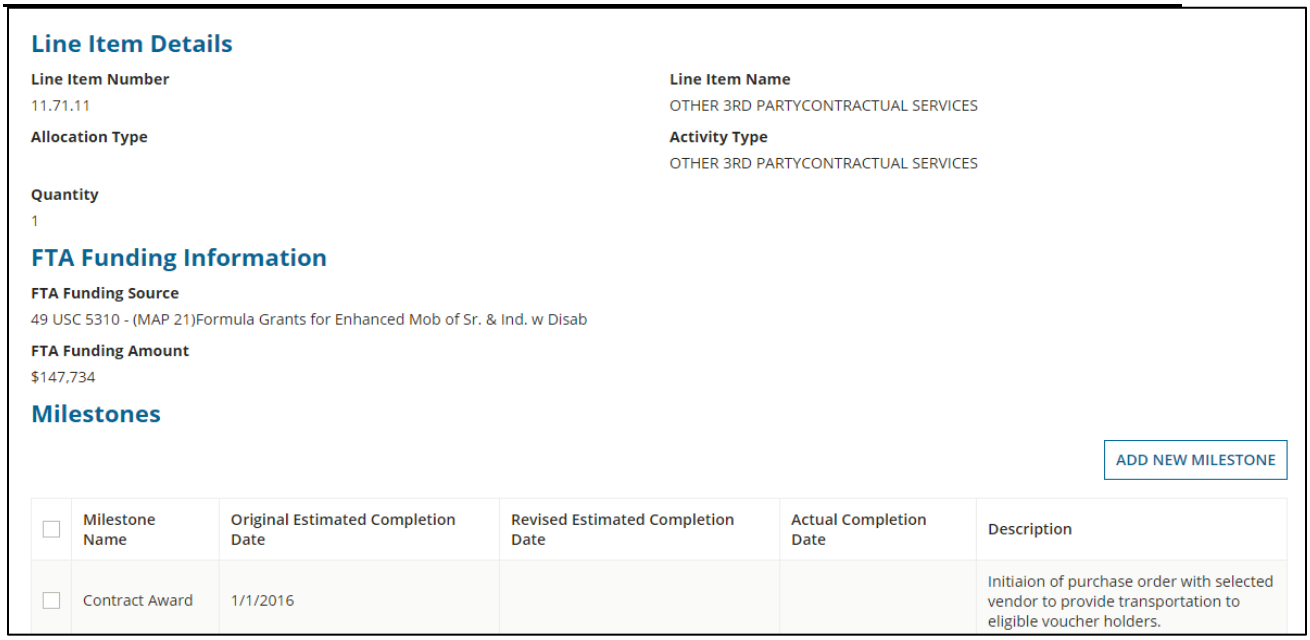
Note: A milestone is considered 'Pending' if one of the following is true:

- The 'Original Estimated Completion Date' expired on or before the 'Report Period End Date'
- There is no 'Actual Completion Date' indicated yet; and the milestone is before the 'Report Period End Date'
- The 'Revised Estimated Completion Date' expired on or before the 'Report Period End Date'

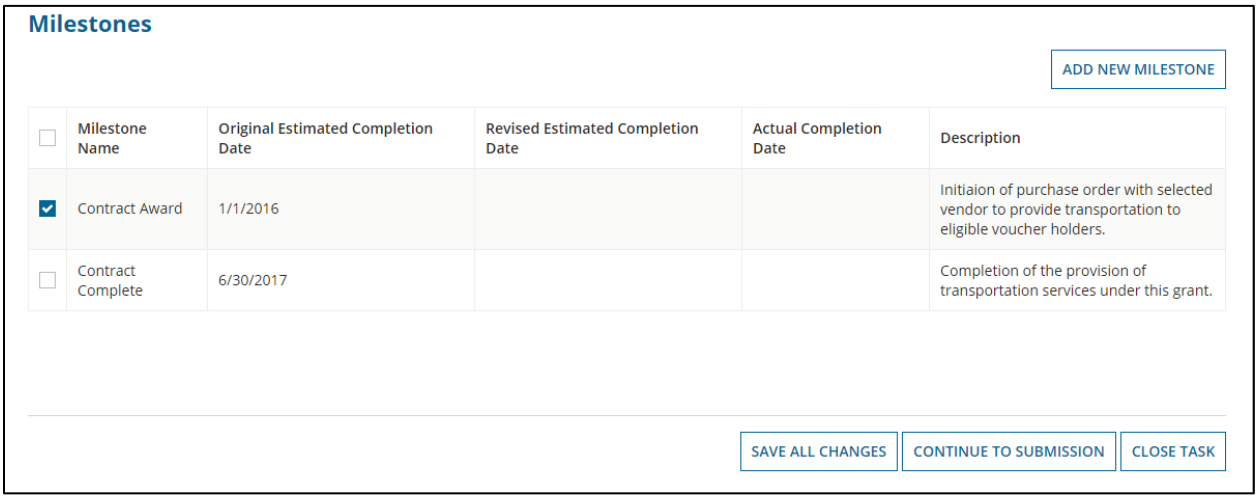
10) Select the check box for an activity line item with a pending milestone to display the activity information and milestones.



11) The form will expand to display the 'Line Item Details,' 'FTA Funding Information,' and 'Milestones' sections.



12) To update Pending Milestones, select the checkbox associated with milestones whose estimated dates are in the past in relation to the 'Report Period End Date' (ex. if the report period end date is 3/31/2016 all milestones with estimated dates that are earlier than 3/31/2016 will be considered pending and will need to be updated).

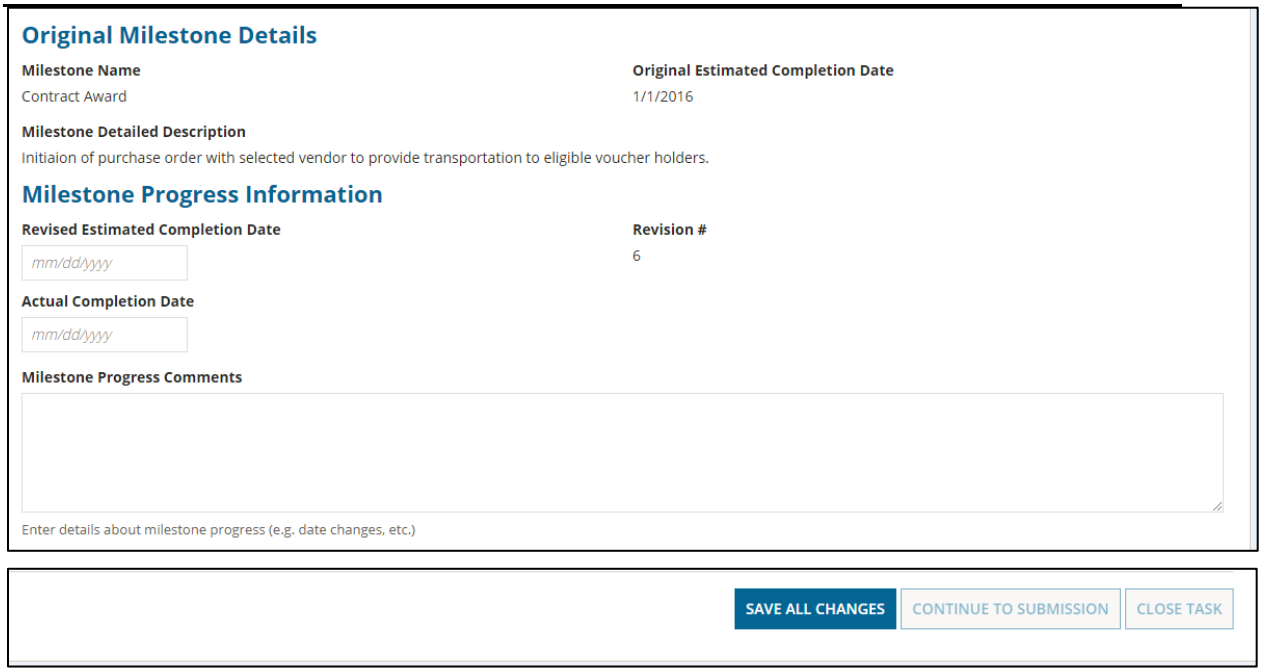


a) Enter either a revised estimated completion date or an actual completion date.

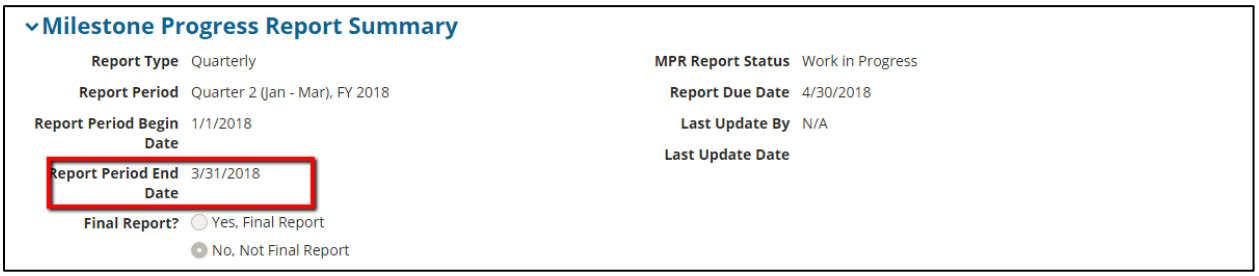
b) Enter Milestone Progress Comments

c) Select 'Save All Changes' button (this button saves information and keeps users on the page)

Each milestone can only have one date – either a new Revised Estimated Completion Date or an Actual Completion Date.

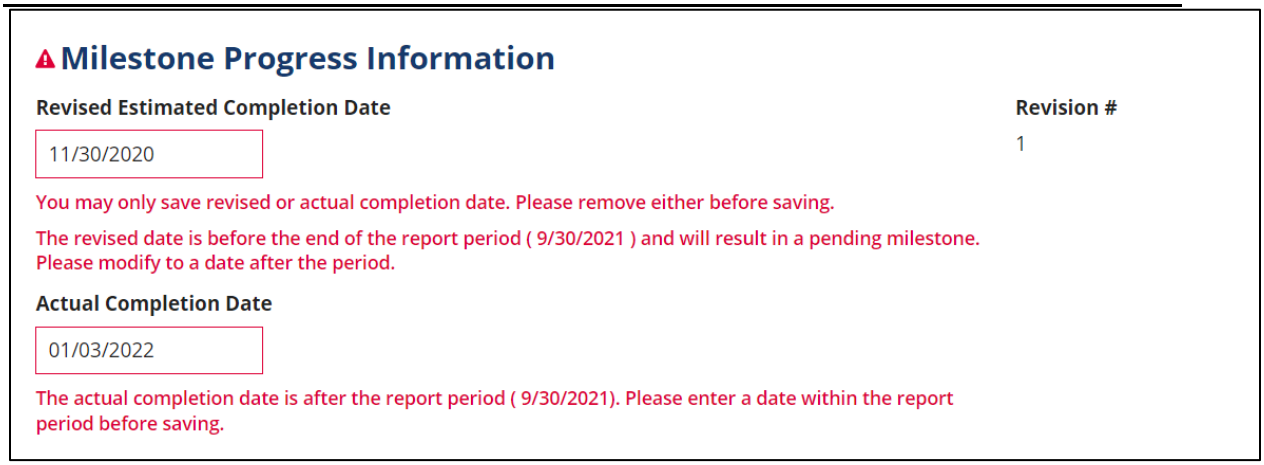


Revised Estimated Completion Date must be a date in the future of the 'Report Period End Date'; Actual Completion Date must be on or before the 'Report Period End Date'.



If users enter invalid values for Revised Estimated Completion Date (i.e. a date in the past) or for Actual Completion Date (i.e. a date in the future), the system will display an error message indicating the issue with the entered date.

The Revision number field on the MPR task is a system generated number that increments per milestone per reporting cycle. For example, if the revision number field displays a "6 ", that is the sixth MPR task for that specific grant, where an existing milestone has been present on a single ALI.



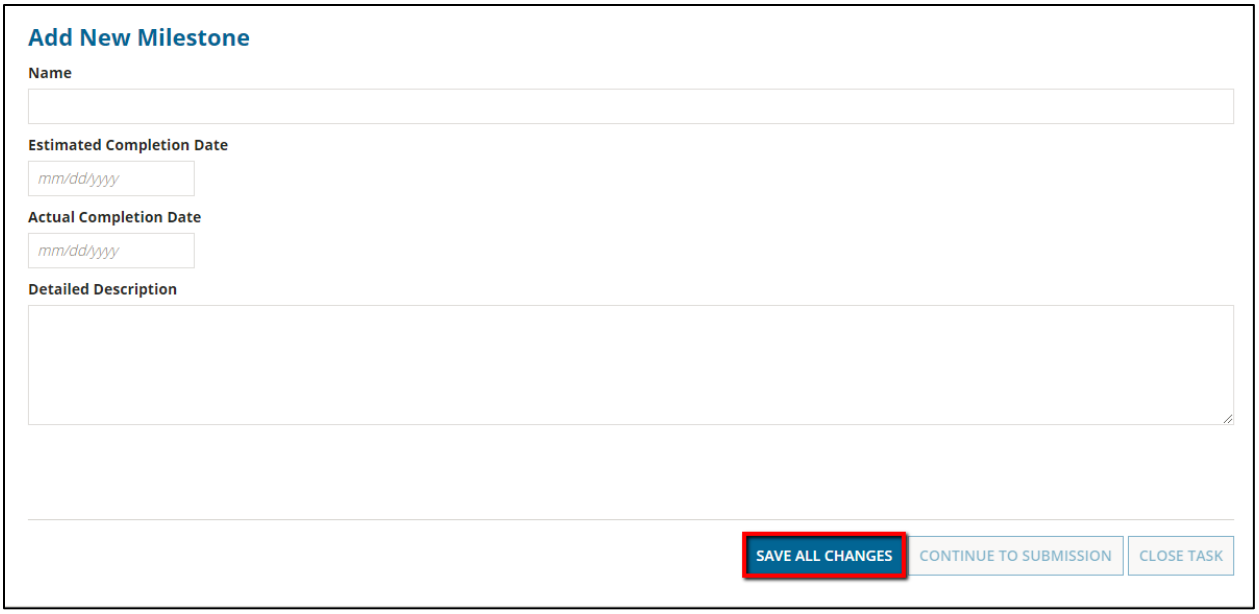
13) To add a new milestone to the activity, click the 'Add New Milestone' button. The form will expand further to display the 'Add New Milestone' section:

   a) Enter a name for the milestone into the 'Name' field.

   b) Click in either the 'Estimated Completion Date' or the 'Actual Completion Date' field to enter a date or display the date picker to select a date from. Users may only enter a date in one field.

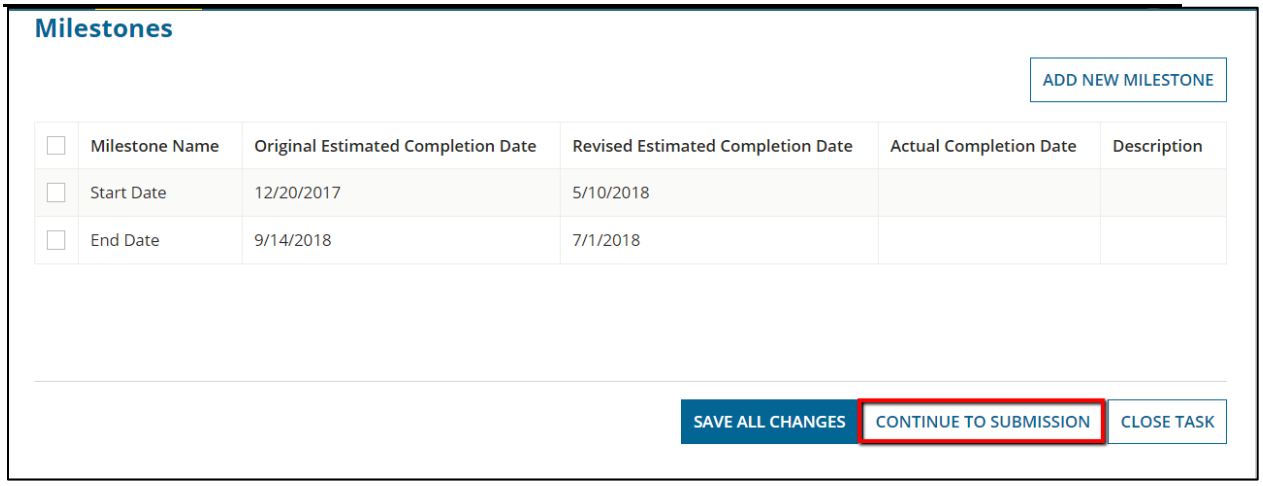
   c) Enter a comment about the milestone into the 'Detailed Description' field. This is a required field.

   d) Once users have completed entering information in all fields, click the 'Save All Changes' button and they will be returned to the 'Milestones' grid.

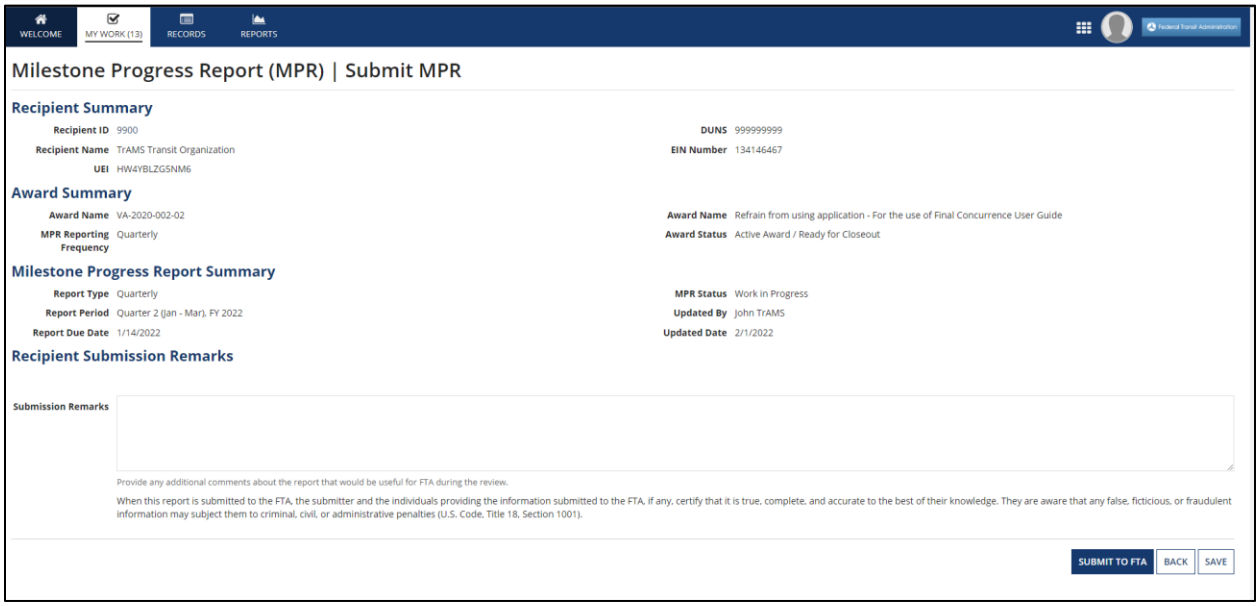


14) Click on the 'Continue to Submission' button to proceed with the next step in completing the MPR.

   a) If users have made changes but wish to return to the form at a later date, they can close the task by clicking on 'Close Task'. When users return to the task all saved changes will display.



15) The 'Submit MPR' form will be displayed. Use the 'Back' button at the bottom of the form if users wish to return to the previous form. The 'Save' button can be used to save the comments entered into the 'Submission Remarks' field. Enter any comments for FTA into the optional 'Submission Remarks' field and then click the 'Submit to FTA' button to proceed.



16) The 'Submitted' form will be displayed with the following confirmation message: 'Federal Award ID Number [FAIN #] MPR for [FY] [Report Frequency] has been submitted to FTA for review.'

17) Click the 'Close' button. The system returns users to the 'Tasks' tab and the task link will now be removed from the task list.

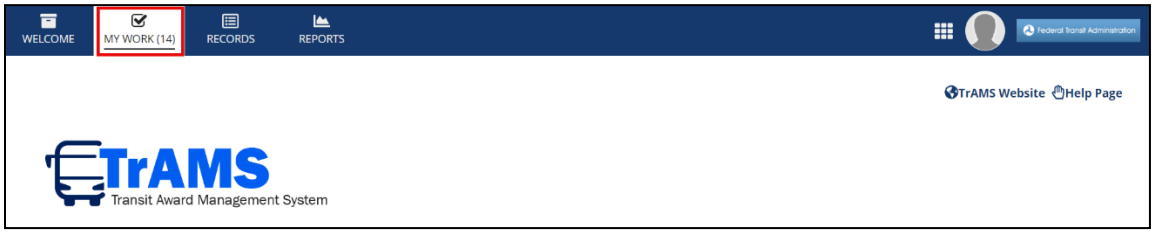
5.4.4.2 Task: Complete and Submit MPR

To complete the Milestone Progress, Report the user must have the 'MPR Reporter' user role.

The task to complete the MPR will be assigned 30 days prior to their due date. Users will receive a system generated email notification that they have a task. The email goes to the MPR Reporter Group; therefore, everyone with the MPR user role will receive the task. The task will allow the MPR Reporter to complete and submit their Milestone Progress Report. A task will be issued for each active Award.

The number of tasks assigned to a user will be visible next to the 'Tasks' tab.

1) As an MPR Reporter, click on the 'My Work' tab.



2) Select the task 'Complete [FY] [Report Frequency] Milestone Progress Report' for the Application. The form will populate; accept the task to complete the report.

Complete 2021 MPR | VA-2020-003-00 | 9900	VA-2020-003-00	User Guide Project	Active (Executed)	9900	TrAMS G9900 MPR Reporter	10/29/2021 10:40 AM EDT
Complete 2021 FFR | VA-2020-003-00 | 9900	VA-2020-003-00	User Guide Project	Active (Executed)	9900	John TrAMS	10/29/2021 10:40 AM EDT

3) The 'Milestone Progress Report (MPR) | Summary' form fields will display.

4) At any point, users may click the 'Close Task' button to return report to the 'Tasks' tab without saving any changes and retain the task.

5) The Report Begin Date – is the date that the period for which activities being reported on begins. Example: the beginning date for Q2 reports in FY18 would begin on January 1, 2018.

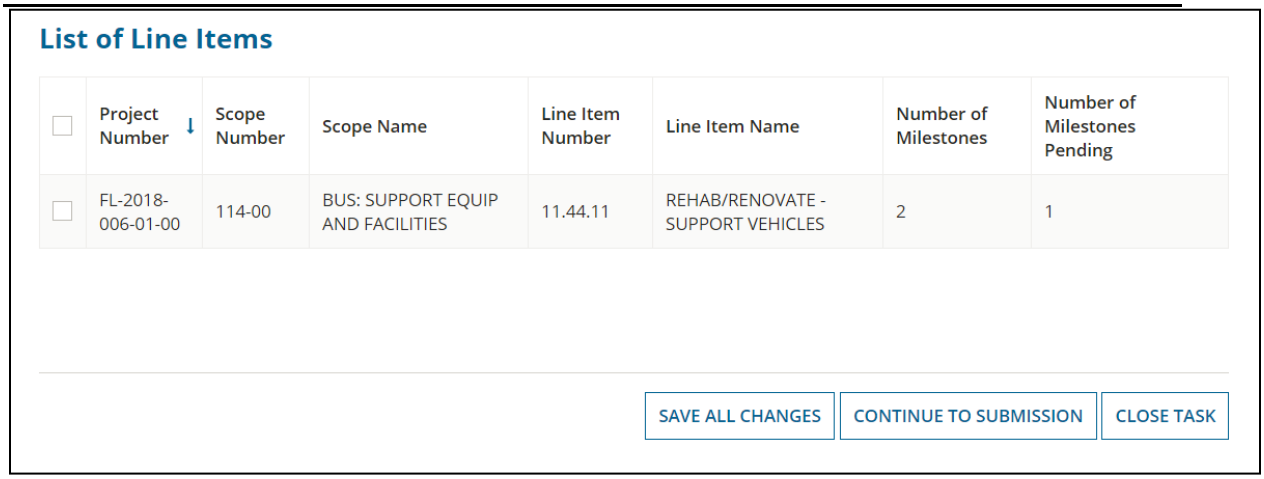
6) The Report End Date – is the date that the period for which activities being reported on ends. Example: the end date for Q2 reports s for FY18 would end on March 30, 2018.

7) The Report Due Date – is the date that the reports are due. Example: the due date for Q2 reports in FY18 is April 30, 2018. However, the task will still be available in TrAMS up through the date when the task closes (in this example is June 30, 2018).

Note: TrAMS will pre-select the 'Final Report' radio button based on the whether the report is final or not. The final button is auto populated once a closeout is created. Users cannot select this radio button.

8) Enter comments into the 'MPR Overview Remarks' field to provide details about overall progress of the Award scope of work. This is a required field and the field length is limited to 255 characters.

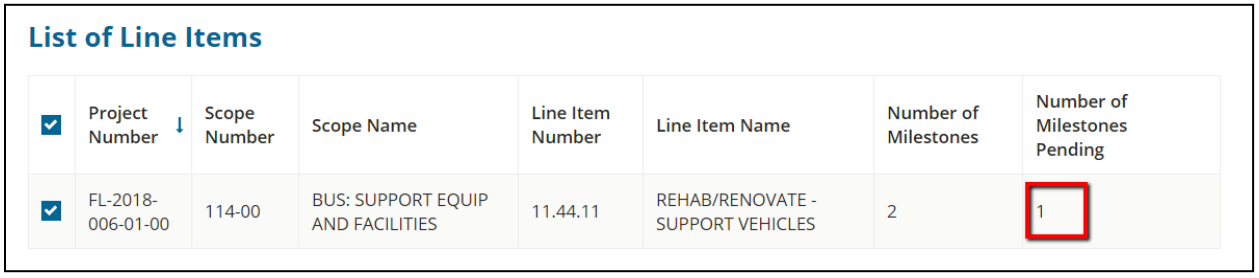
9) Review all line items displayed under the 'List of Line Items' grid. Any value greater than zero under the 'Number of Milestones Pending' column indicates pending milestone(s) (this means the last estimated date passed during the reporting cycle and it must be updated). The user must provide an appropriate 'Actual Completion Date' or 'Revised Estimated Completion Date'.



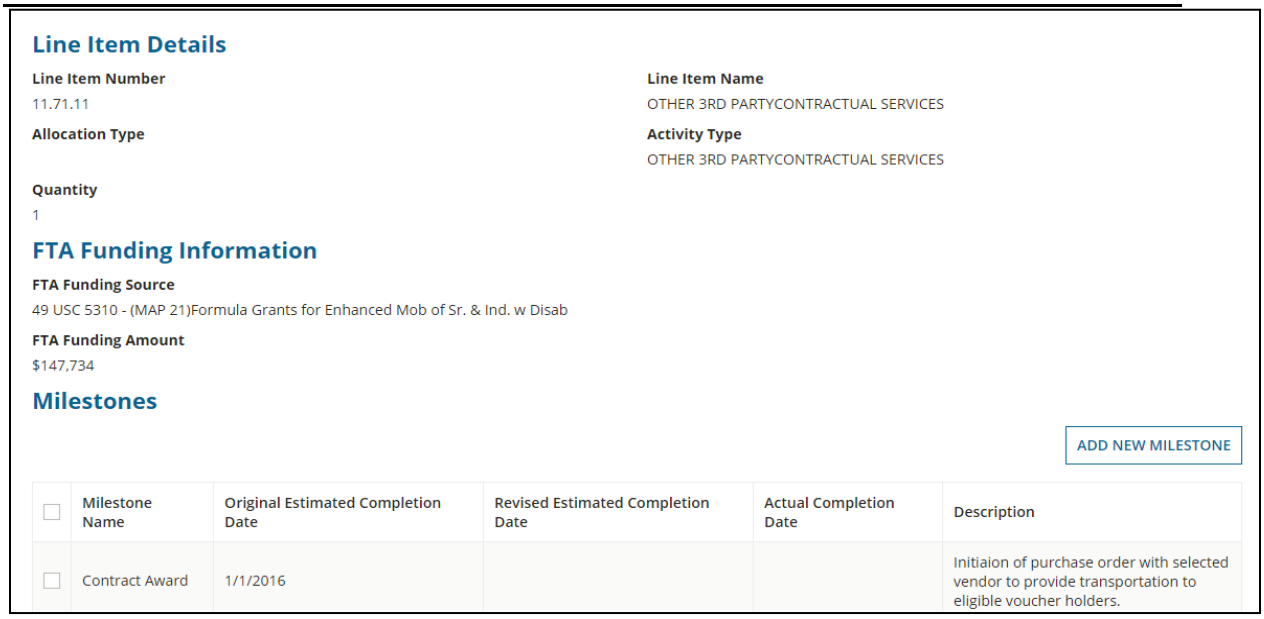
Note: A milestone is considered 'Pending' if one of the following is true:

- The 'Original Estimated Completion Date' expired on or before the 'Report Period End Date'
- There is no 'Actual Completion Date' indicated yet; and the milestone is before the 'Report Period End Date'
- The 'Revised Estimated Completion Date' expired on or before the 'Report Period End Date'

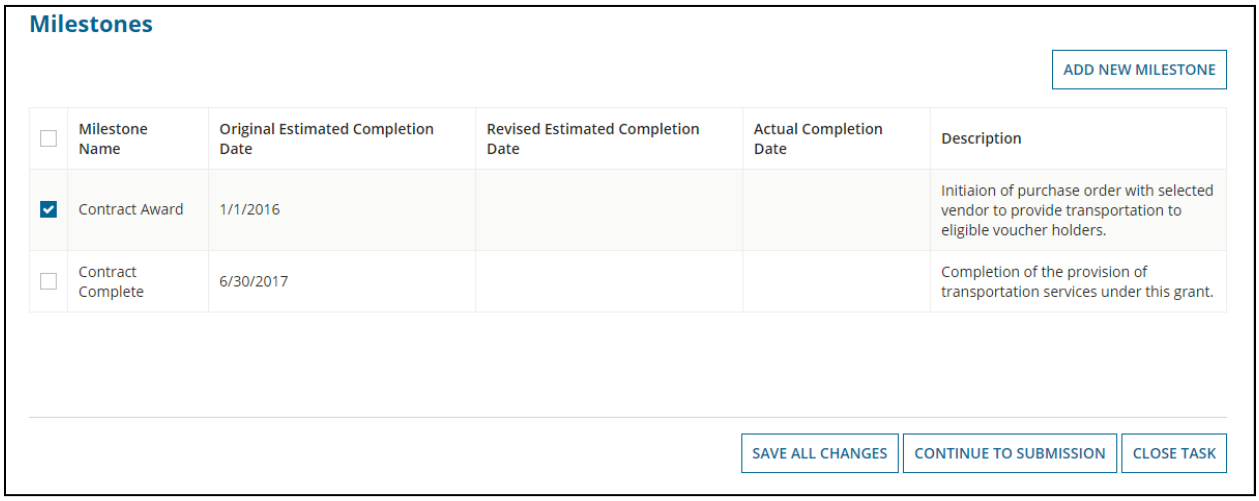
10) Select the check box for an activity line item with a pending milestone to display the activity information and milestones.



11) The form will expand to display the 'Line Item Details,' 'FTA Funding Information,' and 'Milestones' sections.



12) To update Pending Milestones, select the checkbox associated with milestones whose estimated dates are in the past in relation to the 'Report Period End Date' (ex. if the report period end date is 3/31/2016 all milestones with estimated dates that are earlier than 3/31/2016 will be considered pending and will need to be updated).

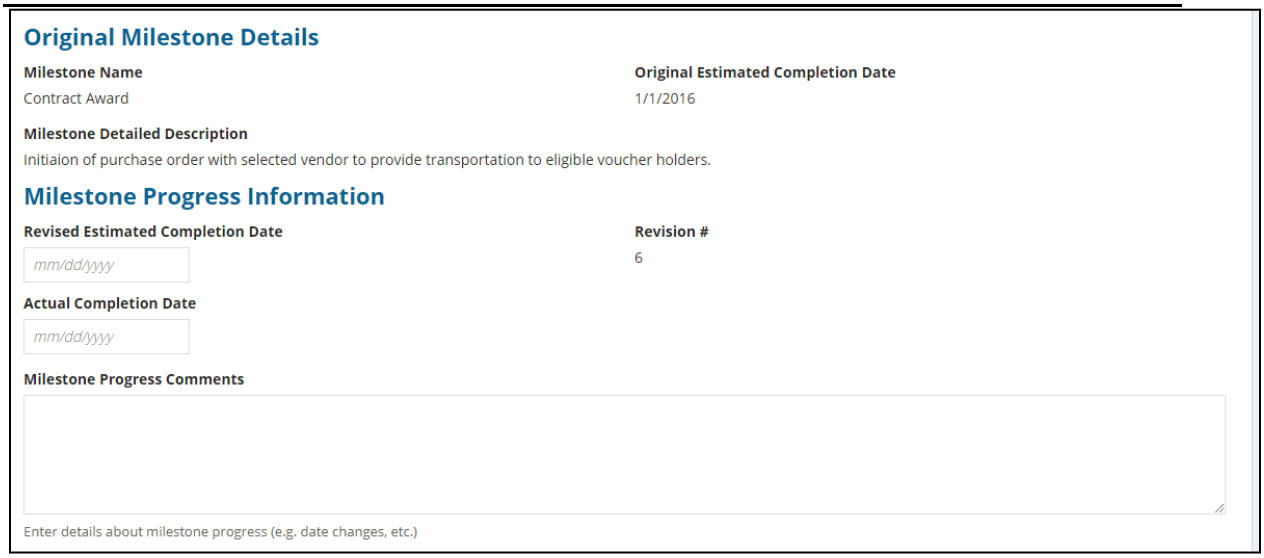


a) Enter either a revised estimated completion date or an actual completion date.

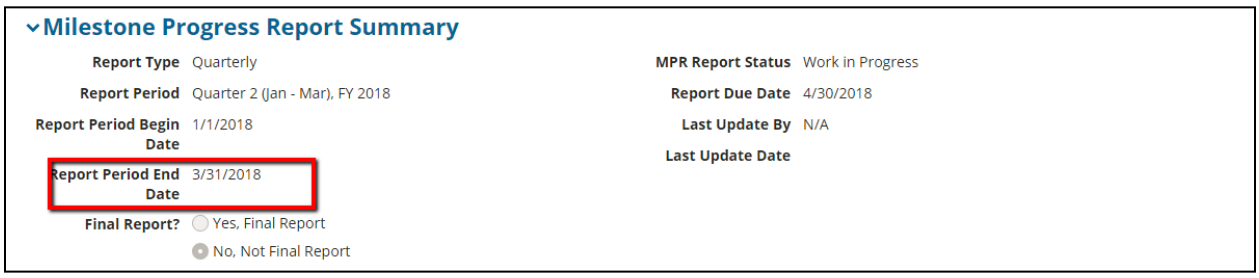
b) Enter Milestone Progress Comments

c) Select 'Save All Changes' button (this button saves information and keeps users on the page)

Each milestone can only have one date – either a new Revised Estimated Completion Date or an Actual Completion Date.

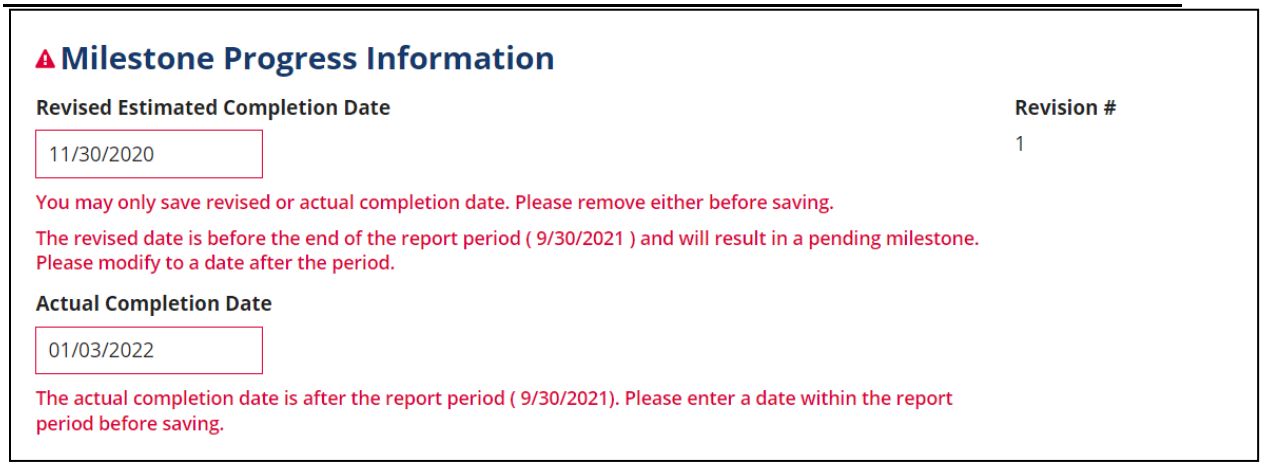


Revised Estimated Completion Date must be a date in the future of the 'Report Period End Date'; Actual Completion Date must be on or before the 'Report Period End Date'.



If users enter invalid values for Revised Estimated Completion Date (i.e. a date in the past) or for Actual Completion Date (i.e. a date in the future), the system will display an error message indicating the issue with the entered date.

The Revision number field on the MPR task is a system generated number that increments per milestone per reporting cycle. For example, if the revision number field displays a "6 ", that is the sixth MPR task for that specific grant, where an existing milestone has been present on a single ALI.



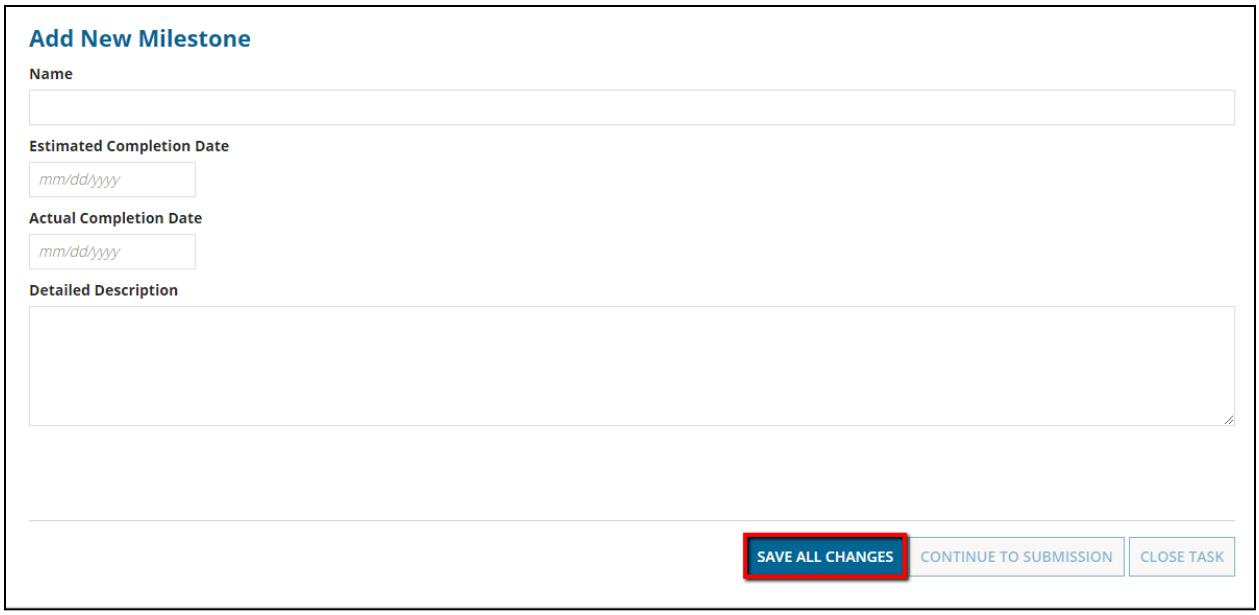
13) To add a new milestone to the activity, click the 'Add New Milestone' button. The form will expand further to display the 'Add New Milestone' section:

   a) Enter a name for the milestone into the 'Name' field.

   b) Click in either the 'Estimated Completion Date' or the 'Actual Completion Date' field to enter a date or display the date picker to select a date from. Users may only enter a date in one field.

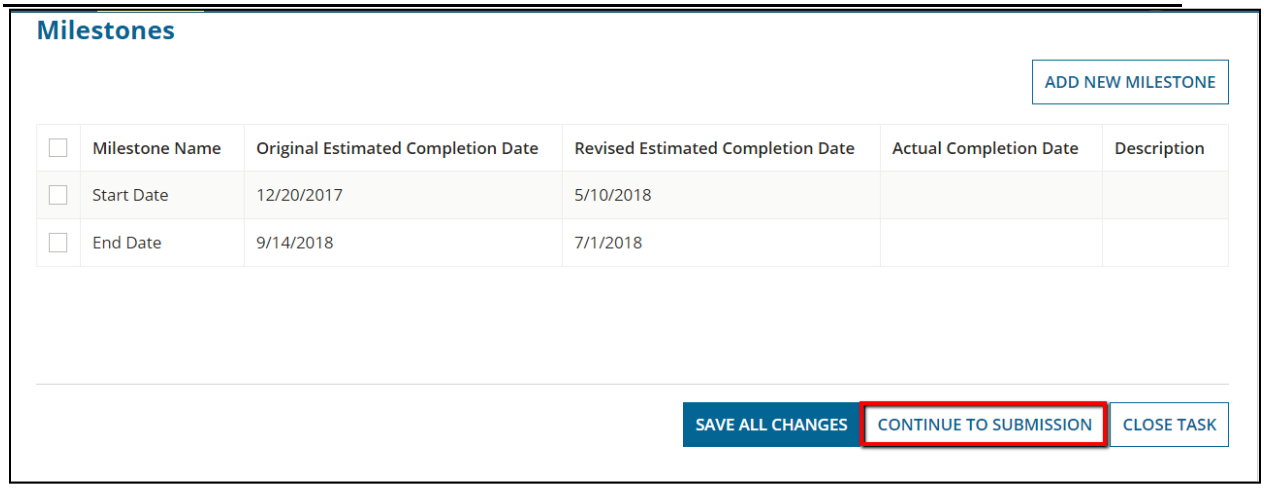
   c) Enter a comment about the milestone into the 'Detailed Description' field. This is a required field.

   d) Once users have completed entering information in all fields, click the 'Save All Changes' button and they will be returned to the 'Milestones' grid.

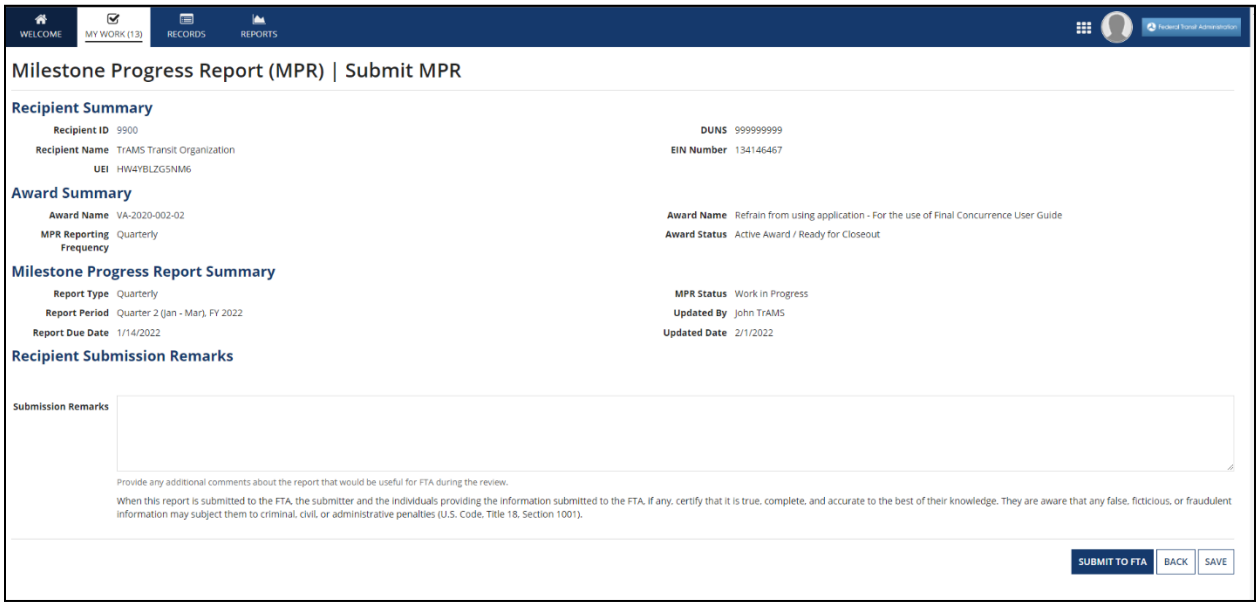


14) Click on the 'Continue to Submission' button to proceed with the next step in completing the MPR.

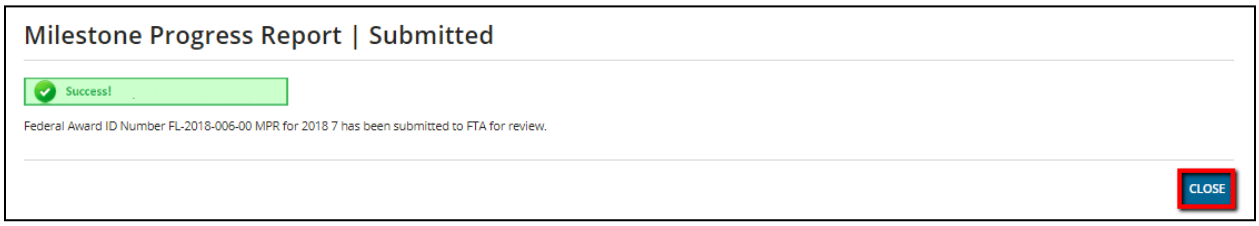
   a) If users have made changes but wish to return to the form at a later date, they can close the task by clicking on 'Close Task'. When users return to the task all saved changes will display.



15) The 'Submit MPR' form will be displayed. Use the 'Back' button at the bottom of the form if users wish to return to the previous form. The 'Save' button can be used to save the comments entered into the 'Submission Remarks' field. Enter any comments for FTA into the optional 'Submission Remarks' field and then click the 'Submit to FTA' button to proceed.



16) The 'Submitted' form will be displayed with the following confirmation message: 'Federal Award ID Number [FAIN #] MPR for [FY] [Report Frequency] has been submitted to FTA for review.'



17) Click the 'Close' button. The system returns users to the 'Tasks' tab and the task link will now be removed from the task list.

5.5 Post-Award Management

Activity conducted after a grant is award is considered post-award management. These activities consist of budget revision, amendment, reporting and close out.

A budget revision can be initiated by the Recipient for changes to an award, as long as the change does not include new scope codes or funding amounts. For changes to the scope codes or funding amount, the Recipient may initiate an amendment. When an amendment has been initiated, TrAMS will send the request through a full cycle of FTA reviews and approvals similar to the initial grant approval process. For a change to, modify terms and conditions or make funding adjustments, an FTA user will initiate an Administrative Amendment.

5.5.1 Budget Revisions

A budget revision is any change to an award that has an impact on the budget allocation of the original award. A budget revision may be a transfer of funds within a project scope or between existing ALIs within an approved award. It could also include the addition or deletion of an ALI.

The function of a budget revision is to allow the transfer of funds within or across existing project scope codes and budget activity line items (ALIs), add additional ALIs, or make updates to Application Details (narrative, performance end date, OMB questions).

5.5.1.1 User Roles

Users with the "Developer" or "Submitter" role can initiate a budget revision.

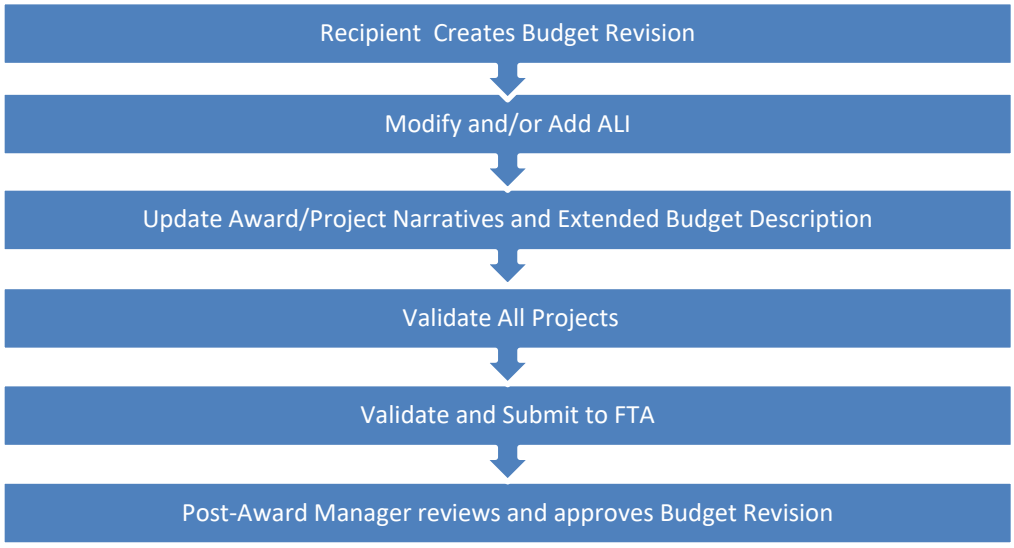
5.5.1.2 Budget Revision Workflow

Once a budget revision is initiated, the award status is moved to 'Active / Budget Revision In-Progress'. No other types of revisions (Amendments or Closeout Amendments) may be initiated until the award is back in an 'Active (Executed)' status.

Budget revisions are reviewed and approved by FTA staff in the Regional Post-Award Manager user role. FTA may reject the budget revision and return it to the recipient for additional modifications. Following approval of the budget revision, FTA staff may need to take additional steps within TrAMS to align obligated funds to the new budget. Upon completion of FTA actions, the award will return to the 'Active (Executed)' status.

The award must be back in Active status before any additional drawdowns can be made against the revised budget. Recipients should wait three (3) to five (5) business days after budget revision approval to seek a drawdown.

The following is the general workflow of a budget revision:

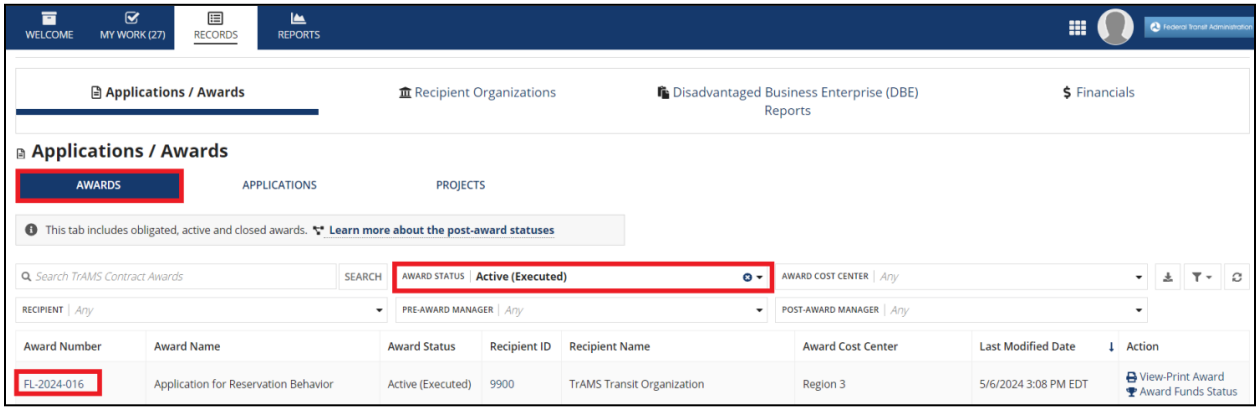


5.5.1.3 Budget Revision Creation and Submission

5.5.1.3.1 Related Action: Create Budget Revision

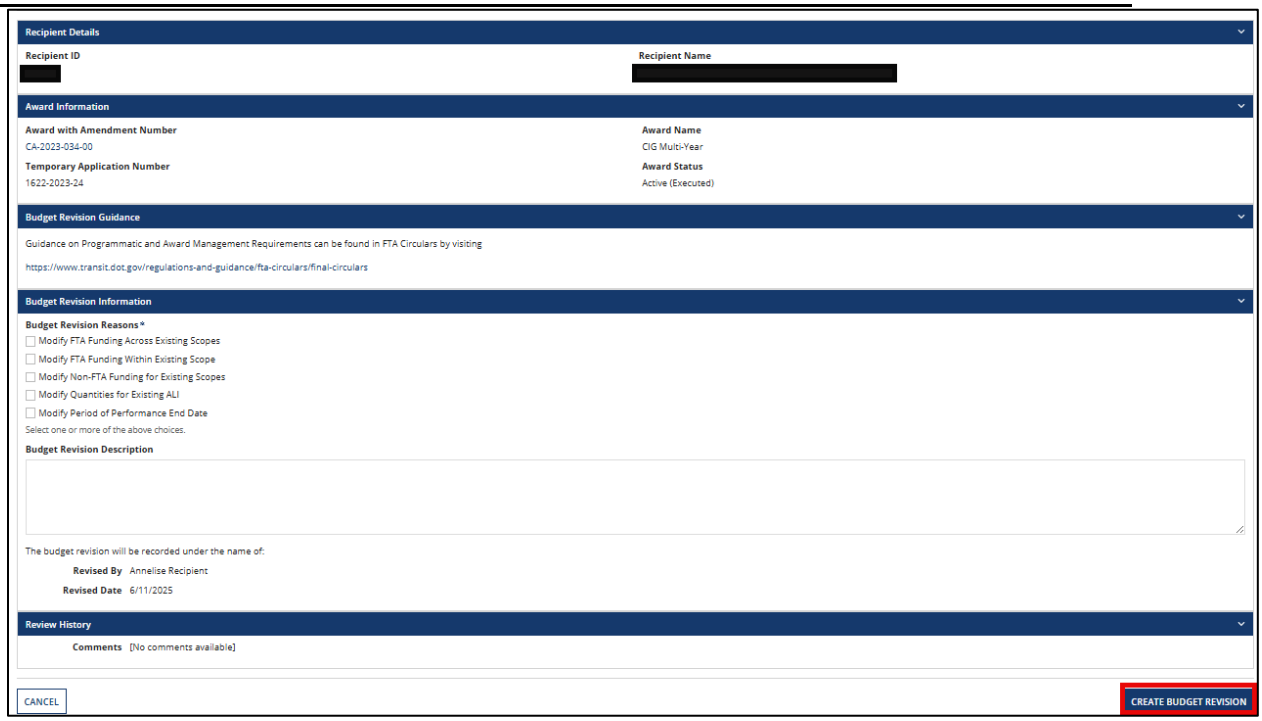
To create a 'Budget Revision' users must be logged on with the 'Submitter' or 'Developer' user roles and the Award must be in the 'Active (Executed)' status.

1) Search for the Award on the records tab and click on the Award number to view the Award.

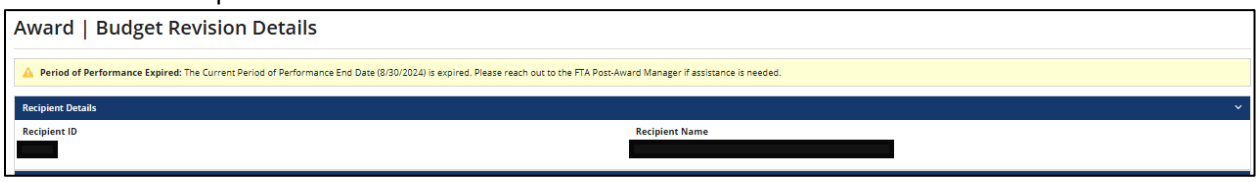


2) Click on the 'Related Actions' tab then click on the 'Create Budget Revision' Related Actions.

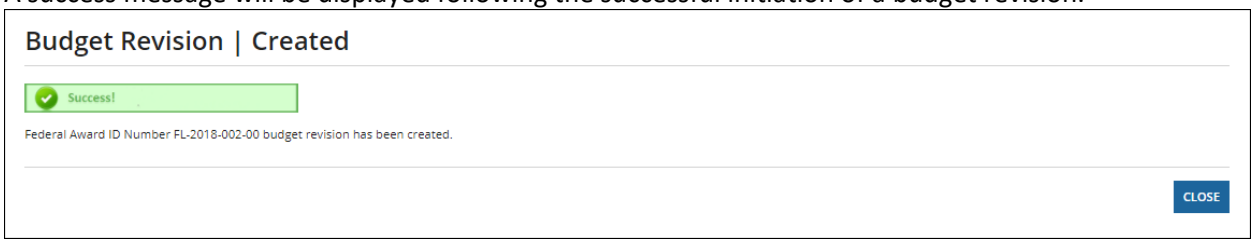
3) Select one or more of the following budget revision reasons (required).
   a) Modify FTA Funding Across Existing Scopes
   b) Modify FTA Funding Within Existing Scope
   c) Modify Non-FTA Funding for Existing Scopes
   d) Modify Quantities for Existing ALI
   e) Modify Period of Performance End Date
4) Provide an explanation for the change
5) Click 'Create Budget Revision' to initiate the budget revision process



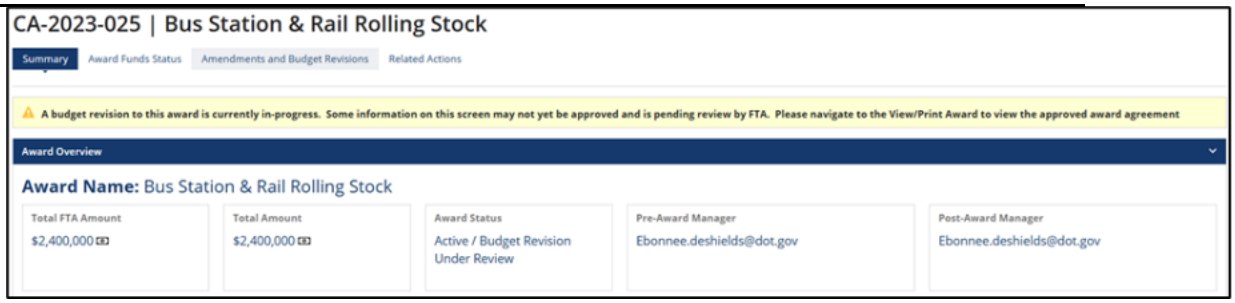
If the Current Period of Performance End Date will expire in 30 days or has expired, Recipient users will see a banner at the top of the form:



6) Click 'Cancel' to return to the 'Related Actions' page without creating a budget revision
7) A success message will be displayed following the successful initiation of a budget revision.

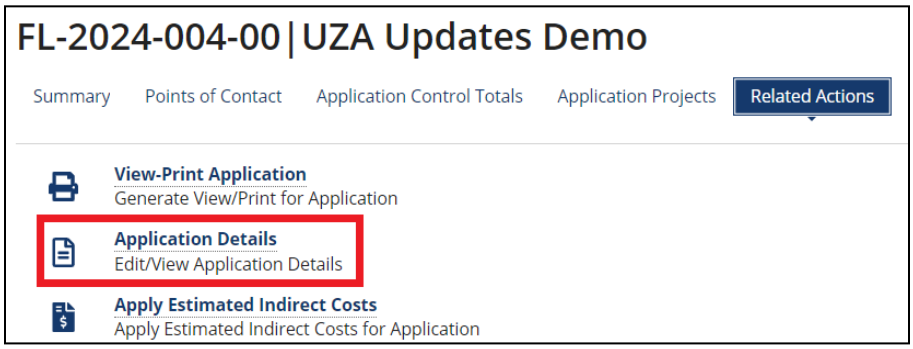


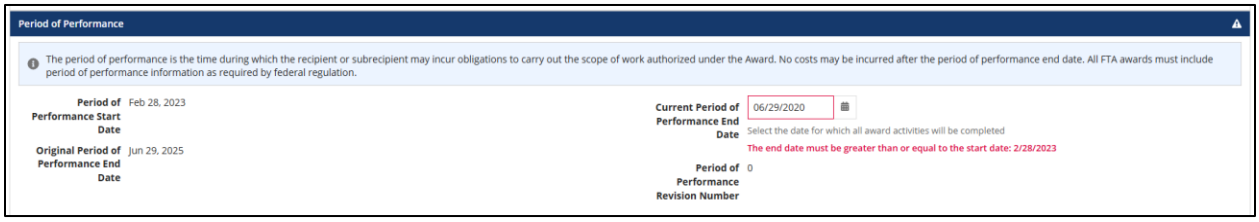
8) Select the Close button to return to the Related Actions list.
9) Once the budget revision has been created, if the user navigates to the Summary tab, the Award Summary will display as banner that alerts users to an active budget revision in-progress. Some of the data reflected on the Award record is not yet approved by FTA.



10)

Note: To modify the period of performance end date, use the 'Related Actions' tab on the Application Record and select "Application Details" from the main menu. Enter the period of performance end date. The end date must be greater than or equal to the Period of Performance Start Date.





5.5.1.3.1.1 Error Messages while Creating a Budget Revision

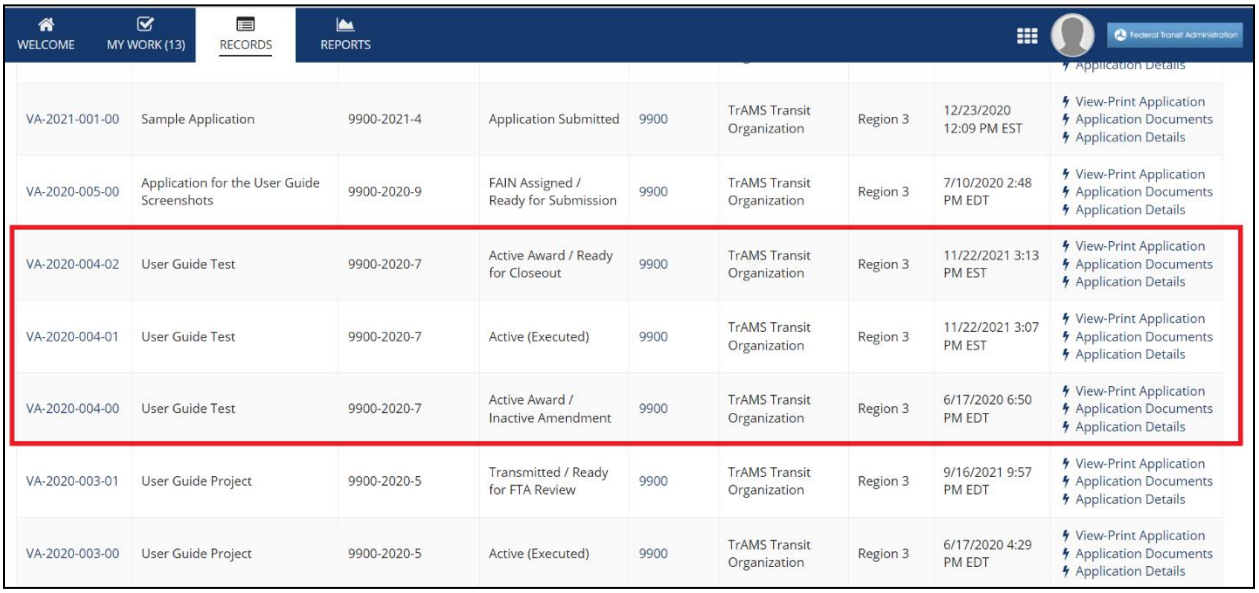
1) If the recipient organization's SAM status is about to expire in 7 days or has expired, the user will be presented with a critical error and not be able to create a budget revision unless they renew their SAM account in SAM.gov.
2) If the recipient organization's SAM status is about to expire within 30 days, the user will see a warning message to renew their SAM registration. The user will be able to move forward alt creating a budget revision.
3) Recipient users may encounter error messages when the active Award has a pending Budget Revision or a pending amendment. The system will populate an error message indicating the applicable pending action. For example:

a. For budget revisions, user can confirm if a pending action by reviewing the related action menu option View-Print Budget Change History.

Note: These revisions apply to this amendment only. To see revisions to previous amendments, search for those amendments on the Records tab.

Revision Number	Revision Status	Revision Description	Revision Reason	Date Created	Date Approved
0	Approved	New Application	New Application	2/23/2016 4:20 PM GMT+00:00	9/13/2016 2:59 PM GMT+00:00
1	Pending	12/4/2018 Budget Revision The purpose of this budget revision is to move a total of $12,000 ($9,600 federal and $2,400 local) from ADA Construction 11.93.09 to ADA Engineering/Design 11.91.09.	Modify FTA Funding Within Existing Scope	12/4/2018 7:10 PM GMT+00:00	

b. For amendments, users can determine if a there is a pending action by searching for the Application without the amendment extension (-00 or 01, etc...). In the example below, Award 00 is inactive; the active Award is 01 and amendment 02 is in review; once amendment 02 is approved, amendment 01 will move to the "Active Award/ Inactive Amendment" status.



4) The information in the 'Award | Budget Revision Details' form can be modified as several points during the creation and during the review process. The grantee will be presented with the same form again prior to submission and can be edited at that time.

5) Users should be aware of the below:

   i) The 'Budget Revision Reasons' field requires at least one selected check box

   ii) The Budget Revision Description field does not accept certain special characters; it is best to avoid bullets and $ signs.

   iii) The Budget Revision Description will display in the Budget Revision View Print History Grid once created. The information should be concise. It is preferred that the detailed budget revision information is incorporated into Executive Summary.

   iv) If there is a pending action on the Award, the grantee will not be able to create a new budget revision until the prior action is completed or deleted.

5.5.1.3.2 Related Action: Budget Revision Activity Line Items

When modifying Budget Activity Line Items (ALIs) in TrAMS, the display fields and options available vary slightly for Applications that were originally created in TEAM or TrAMS. Separate sections are included to address the different business rules that apply to TEAM and TrAMS Awards.

5.5.1.3.2.1 Budget Revision Activity Line Items (TrAMS Award)

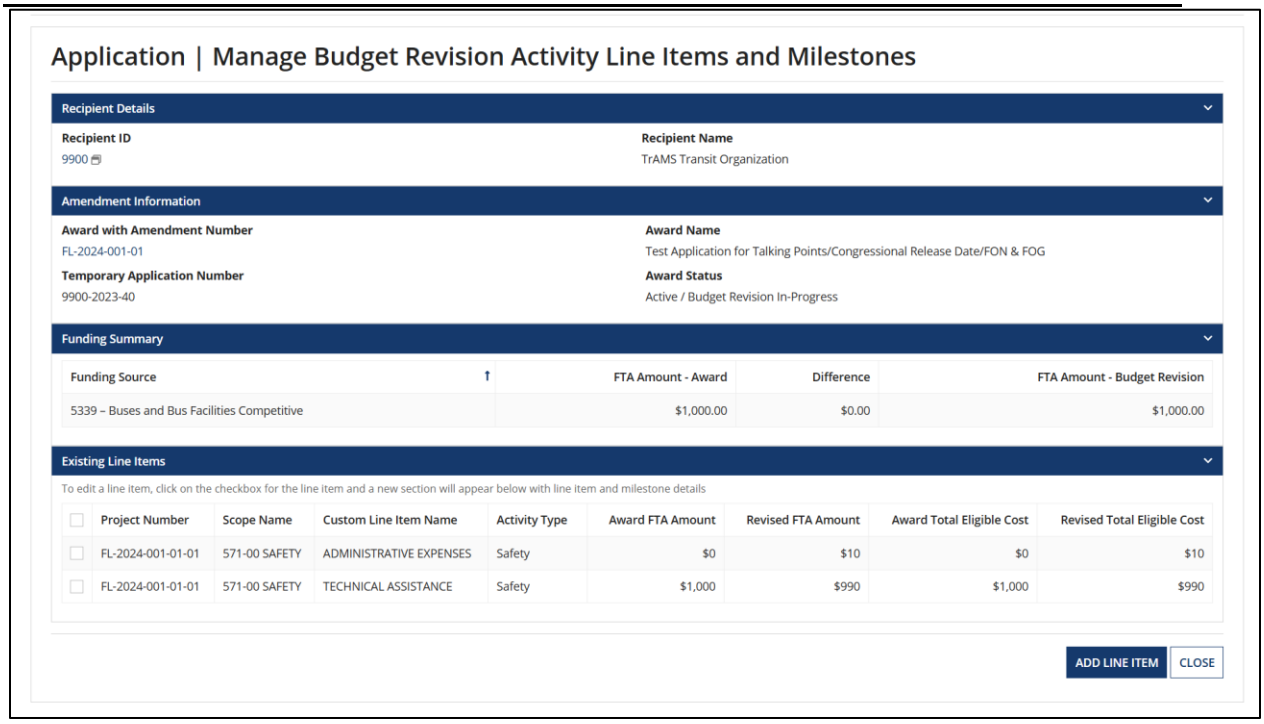
To modify the budget ALIs for an Application

1) Select the Related Actions tab from the Application or Award Record.

2) Click the 'Budget Revision Activity Line Items' option.

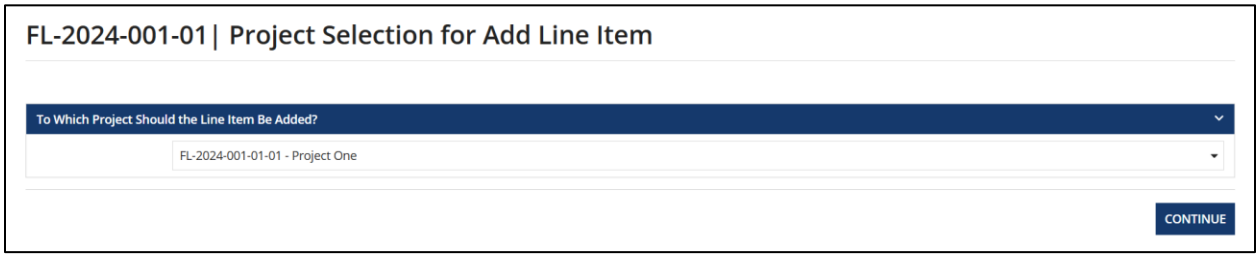
3) The 'Manage Budget Revision Activity Line Items and Milestones' form will be displayed. The ALIs associated with the Application are shown in the 'Existing Line Items' section.

4) At any point, users may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.



5) Add new ALIs to an existing Project

a) Click on the 'Add Line Item' button



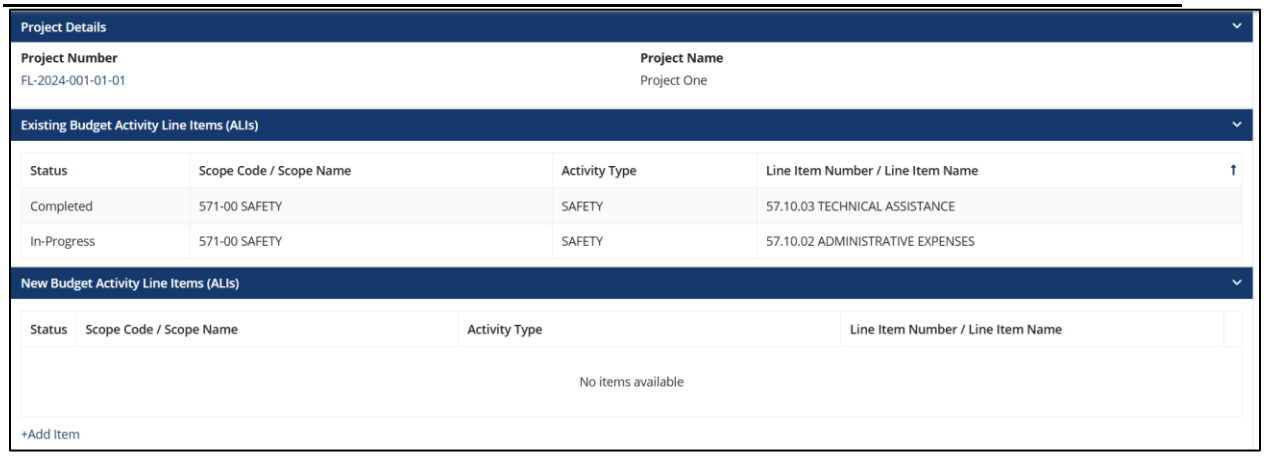
a

b) The 'Project Selection for Add Line Item' form will be displayed. Use the provided drop-down menu to select a Project to add ALIs to and then click the 'Continue' button.

c) The 'Add New Budget Activity Line Items (ALIs)' form will be displayed.

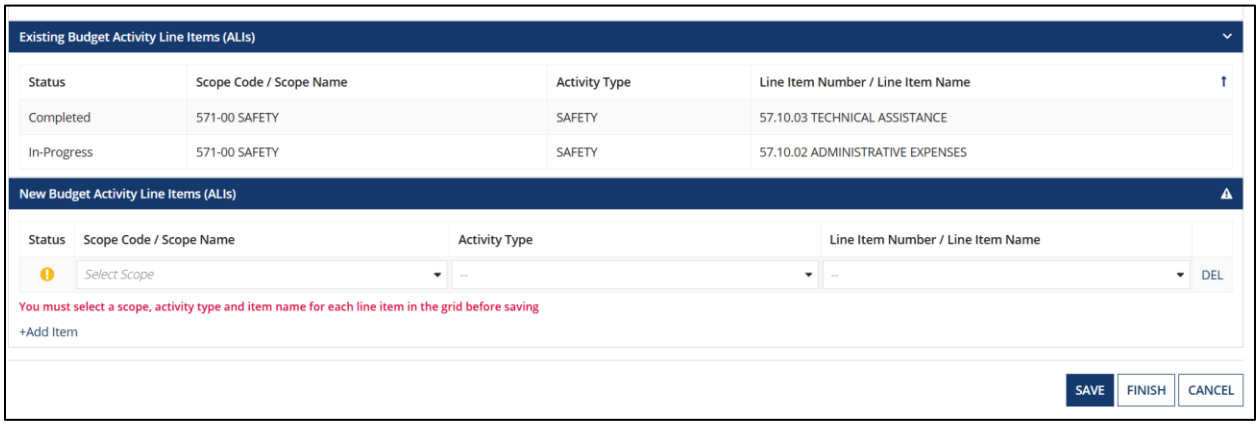
d) Click the '+Add Item' link to begin adding a new line item.

Note: The available selection of scope codes and funding sources for any new ALIs added to the Project(s) during the budget revision will be limited to selections made in the latest approved Award.



6) Clicking the 'Cancel' button will return users to the 'Manage Budget Revision Activity Line Items and Milestones' form without saving any changes. The system will provide a warning prompt for confirmation before returning users to the previous screen.

7) The 'New Budget Activity Line Items (ALIs)' section will create a new grid row and display selectable fields each time the '+Add Item' link is clicked. Click the 'DEL' link if users wish to delete an ALI that they added to the grid.

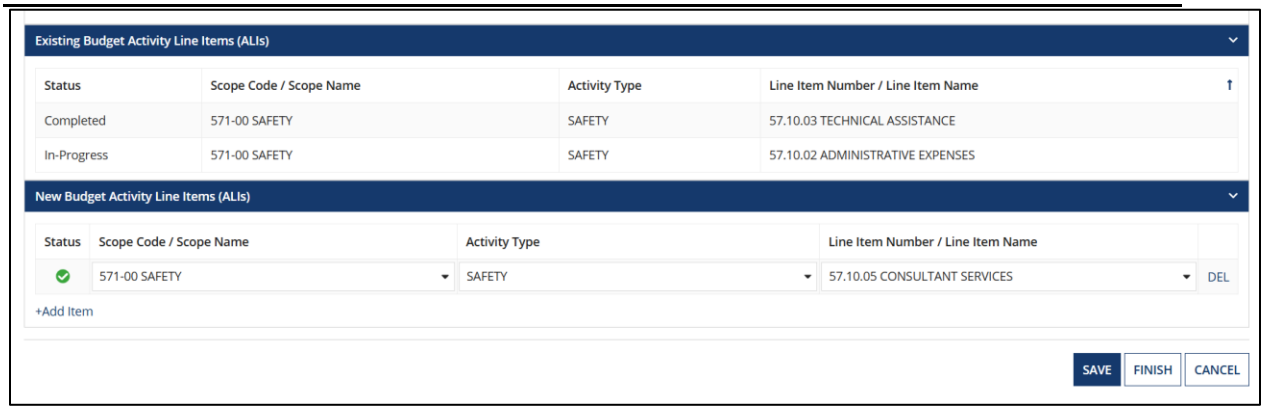


8) Select a Scope Code from the drop-down menu provided under the 'Scope Code / Name' field.

   a) Select an activity type for the selected scope from the drop-down menu provided under the 'Activity Type' field.

   b) Select a line item name or number from the drop-down menu provided under the 'Line Item Number/Line Item Name' field

   c) Click the 'Finish' button to add all new ALIs that have been completed to the Project and return to the 'Manage Budget Revision Activity Line Items and Milestones' form.



9) To update new or existing budget ALIs for a Project:

a) Select the check box for an ALI to modify from the grid under 'Existing Line Items'. The form will expand below the grid to include the following sections for the selected line item:

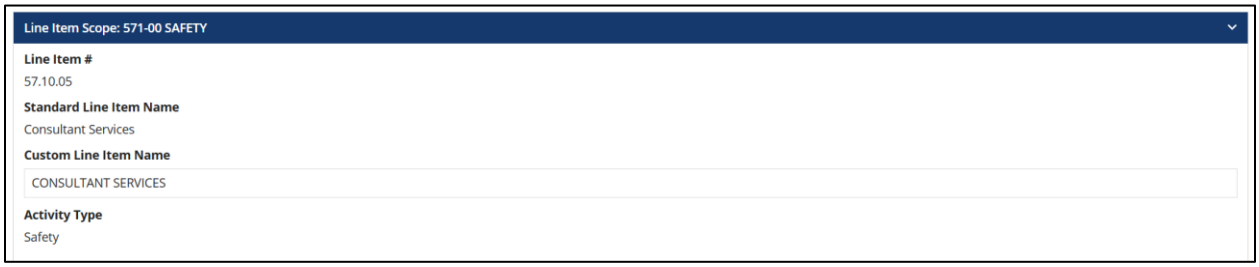
- 'Line Item Scope'
- 'Line Item Details'
- 'FTA Funding Information'
- 'Non-FTA Funding Information'
- 'Rolling Stock Information'
- 'Milestones'

b) Update the Line Items as needed

Note: **There is no longer a** 'Zero Out Line Item' button. If users need to bring an ALI down to a zero dollar amount. Enter a '$0' into the field. (Do not simply wipe out the amount, they must replace the amount with a zero dollar amount.) To support the reduction in ALI, type a notation in the Extended Budget Description section. The milestones can be corrected with actual dates during the next reporting cycle referencing this revision action.

10) Update the 'Line Item Scope' section as needed:

a) Update the line item's name in the 'Custom Line Item Name' field, if needed.

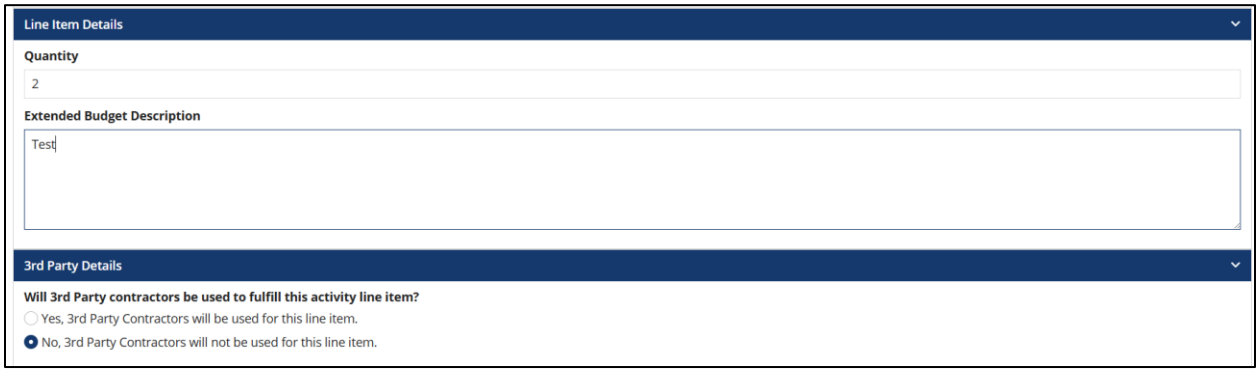


11) Update the 'Line Item Details' section as needed:

a) Update the quantity in the 'Revised Quantity' field with the desired number. This is an integer field and must be a whole number.

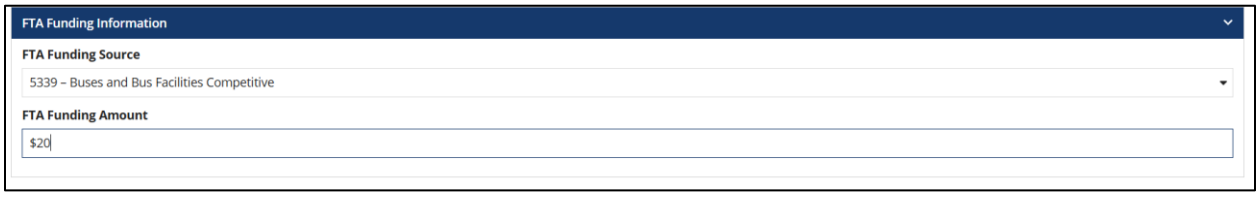
b) Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text.

c) Select either the Yes or No option to respond to the question, "Will 3rd Party contractors be used to fulfill this activity line item?"



12) Update the 'FTA Funding Information' section as needed:

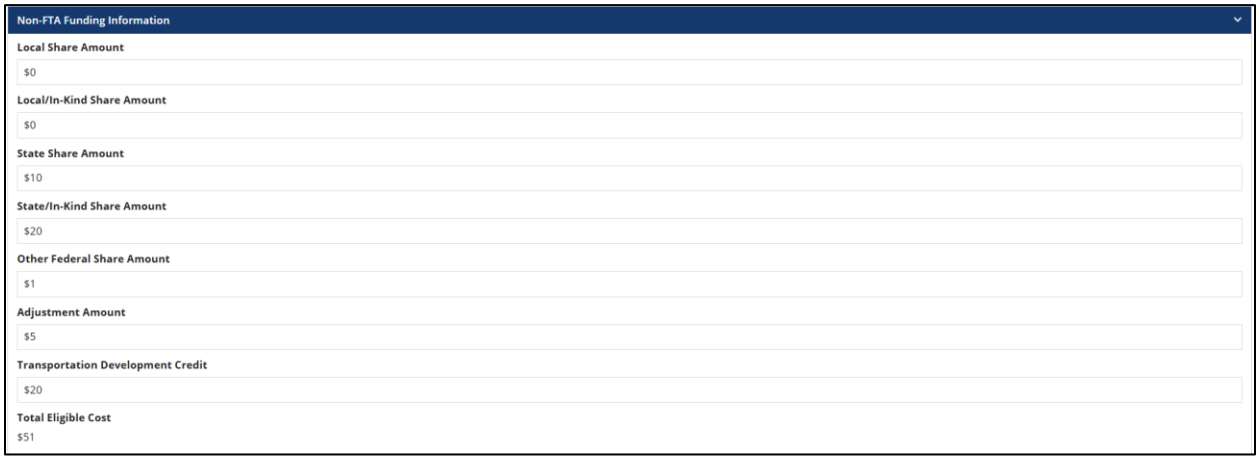
a) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Total Eligible Cost' field will update accordingly.



13) Update the 'Non-FTA Funding Information' section as needed:

a) Update any existing values in fields with the desired amounts. These are all integer fields and must be whole numbers. The 'Revised Total Eligible Cost' field will update automatically.

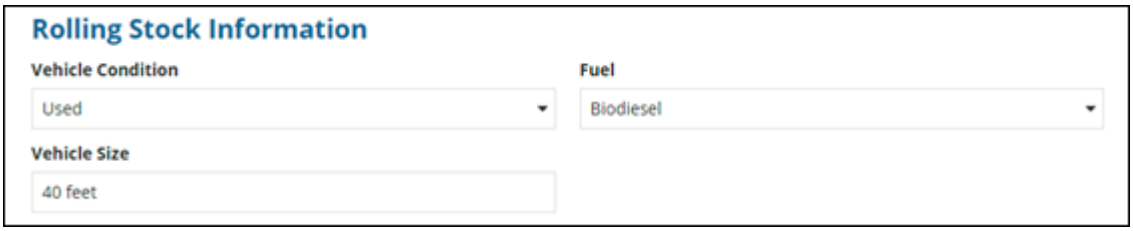
i) If the budget revision changes the local match ratios, the overall Award level control totals and subsequent FFR will NOT update automatically as it does on the ALI level. Consider an Amendment.



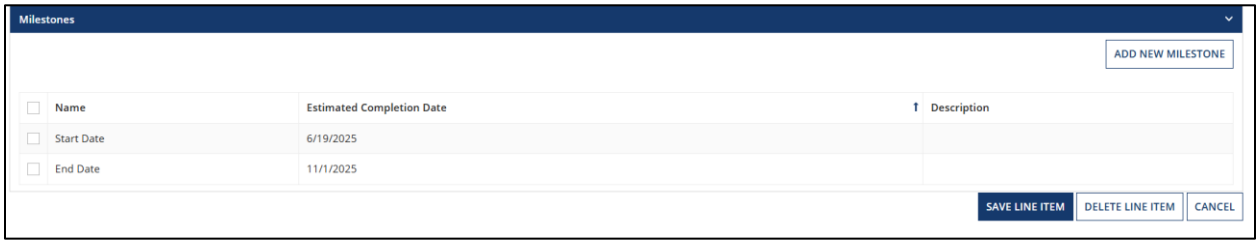
Note: The 'Rolling Stock Information' section is only shown when a rolling stock line item exists in the Project with a selected activity line item.

14) Update the 'Rolling Stock Information' section as needed:

a) Select a vehicle condition from the drop-down menu provided for 'Vehicle Condition'.
b) Enter a vehicle size into the 'Vehicle Size' field.
c) Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.



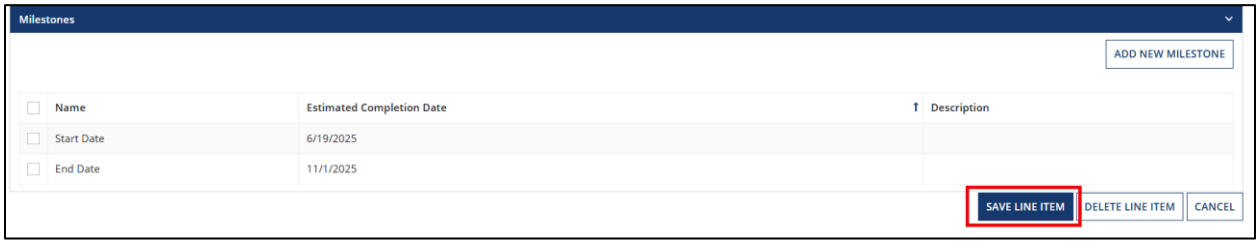
15) The 'Milestones' section will be read-only if an existing line item is selected. Users cannot update existing milestones during a budget revision.

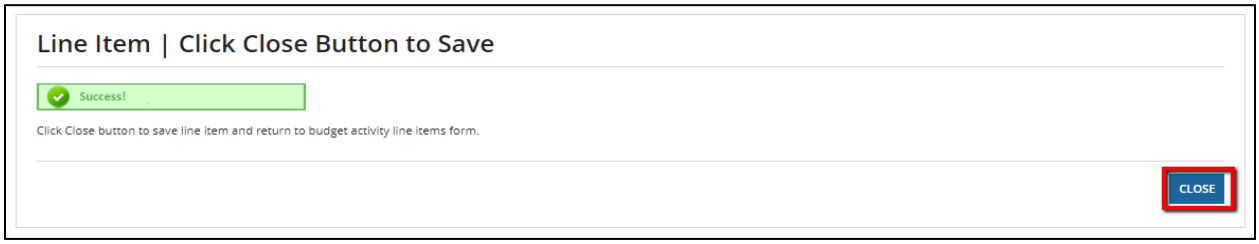


16) Update the 'Milestones' section if users have selected a new ALI that was added to the budget revision. Update the Milestones' section if users have selected a new ALI that was added to the budget revision.

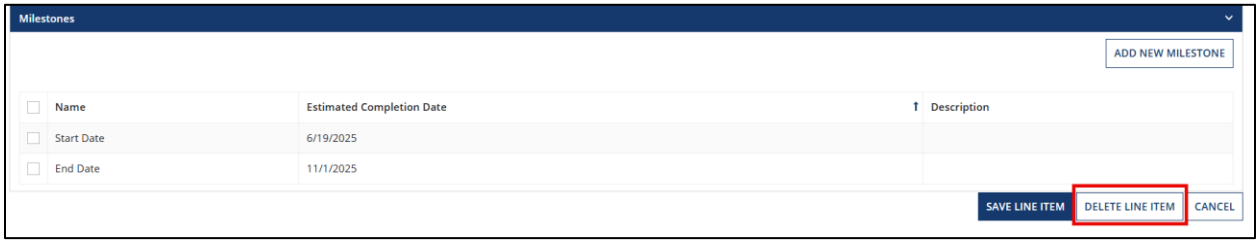
17) Once users have completed all the sections related to the selected ALI from the grid, they will have the following options:

    a) Click on the 'Save Line Item' button to save all information for the selected ALI and click 'Close' button to return to the 'Manage Budget Revision Activity Line Items and Milestones' form, or

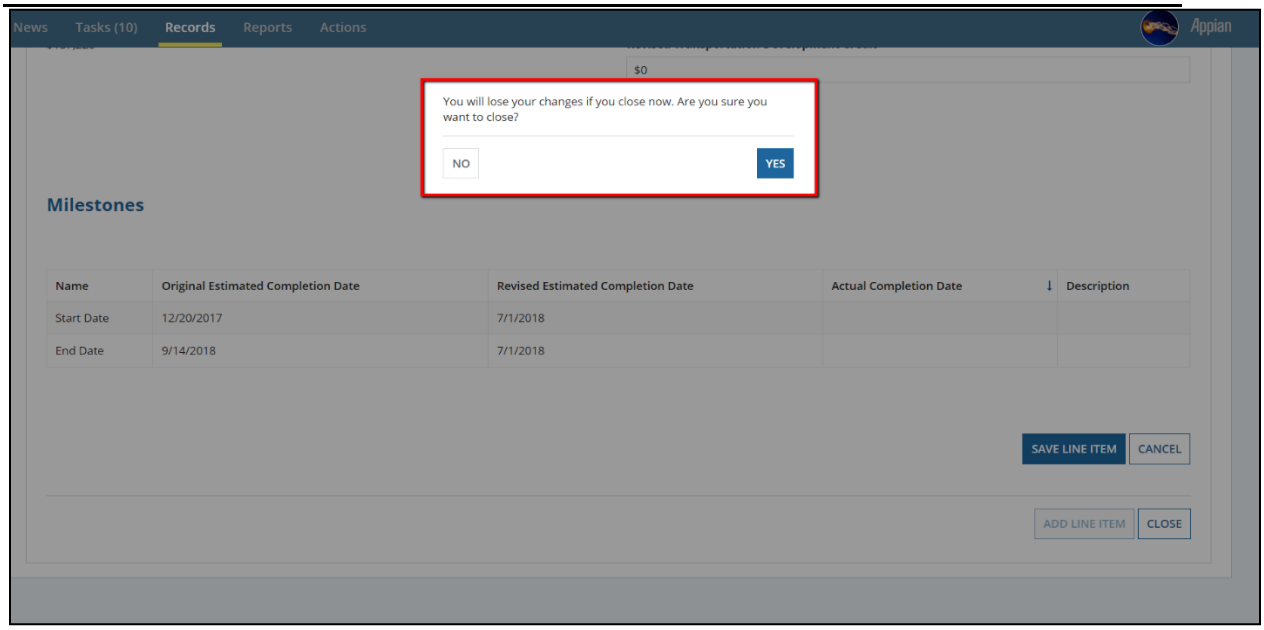




    b) Click on the 'Delete Line Item' button to delete the selected ALI from the Project. This is only applicable to ALIs that were created during this budget revision.



    c) Click on the 'Cancel' or 'Close' button to exit out of the form without saving changes for the selected ALI. Users will be returned to the 'Related Actions' menu.



18) Repeat previous steps to update the remaining ALIs in the grid as needed. The status for each ALI will change from 'In-Progress' to 'Complete.' The status of 'Complete' is required for all ALIs on the Project in order to validate and mark the Project as ready for FTA review.

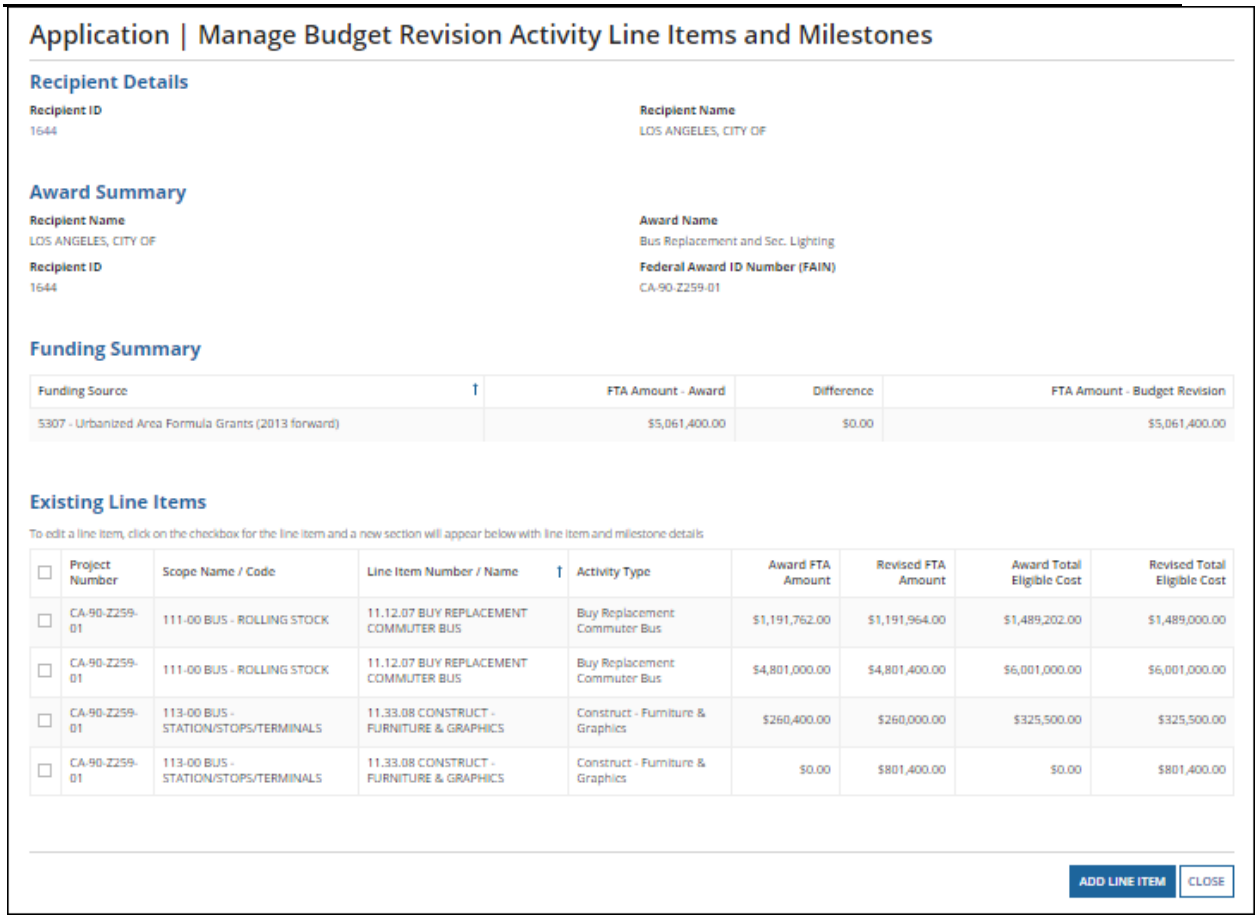
19) Any new ALI must be associated with an environmental finding.

5.5.1.3.2.2 Budget Revision Activity Line Items (TEAM Award)

To modify the budget ALIs for a TEAM Award:

1) Select the Related Actions tab, and

2) Click 'Budget Revision Activity Line Items' from the menu options.

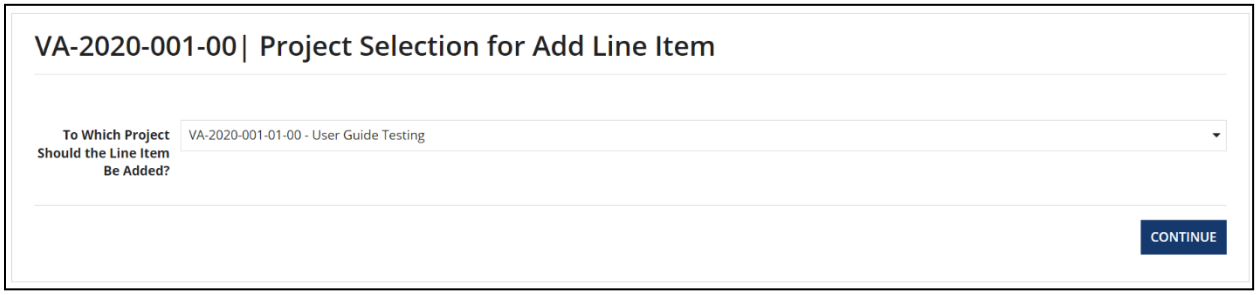


3) The ‘Manage Budget Revision Activity Line Items and Milestones’ form will be displayed. The ALIs associated to the Project are listed and displayed in grid format under the ‘Existing Line Items’ section.

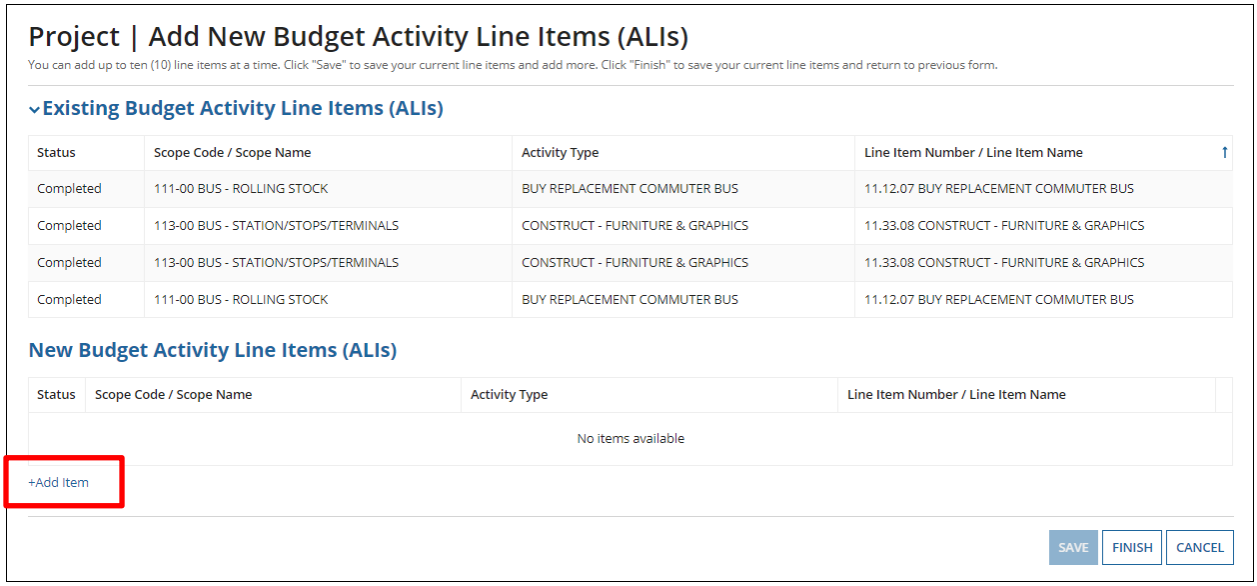
Note: At any point, users may click the ‘Close’ button to return to the ‘Related Actions’ menu without saving any changes.

4) Click on the ‘Add Line Item’ button to add ALIs to this Project.

5) The ‘Project Selection for Add Line Item’ form will be displayed. Use the provided drop-down menu to select a Project to add ALIs to and then click the ‘Continue’ button.

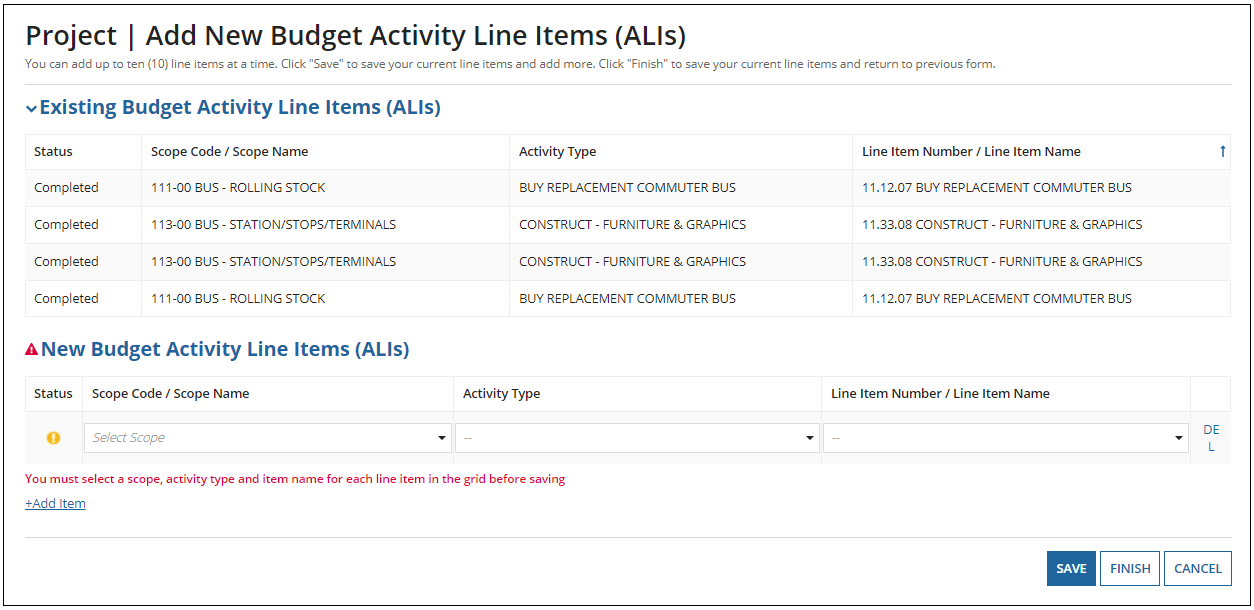


6) The ‘Add New Budget Activity Line Items (ALIs)’ form will be displayed. Click the ‘+Add Item’ link to begin adding a new line item. Note that the selection of scopes and funding sources for any new ALIs added to the budget revision’s Project will be limited to selections made in the original Award.



7) Clicking the ‘Cancel’ button will return users to the ‘Manage Budget Revision Activity Line Items and Milestones’ form without saving any changes. The system will provide a warning prompt for confirmation before returning users to the previous screen.

8) The ‘New Budget Activity Line Items (ALIs)’ section will create a new grid row and display selectable fields each time the ‘+Add Item’ link is clicked. Click the ‘DEL’ link if users wish to delete an ALI that they added to the grid. (A validation message appears indicating that all three fields must be completed before the form can be saved).



9) Select a scope code from the drop-down menu provided under the 'Scope Code / Scope Name' field.

10) Select an activity type for the selected scope from the drop-down menu provided under the 'Activity Type' field.

11) Select a line item name or number from the drop-down menu provided under the 'Line Item Number/Line Item Name' field (The validation message disappears and a checkmark appears in the status box which indicates that the form can be saved and the user can move forward).

12) Click the 'Finish' button to add all new ALIs that have been completed to the Project and return to the 'Manage Budget Revision Activity Line Items and Milestones' form.

To update new or existing budget ALIs for a Project:

13) Select the check box for an ALI users wish to modify from the grid under 'Existing Line Items'. The form will expand below the grid to include the following sections for the selected line item:

    a) Line Item Scope

    b) Line Item Details

    c) Funding Information

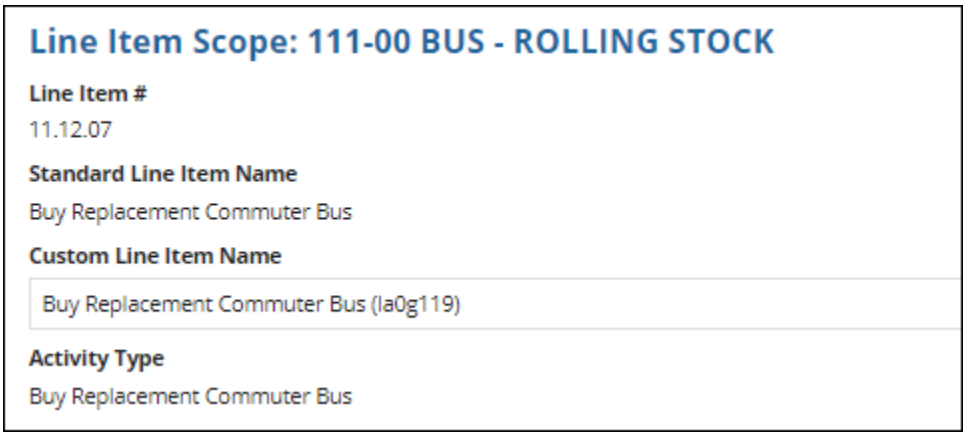
    d) Rolling Stock Information

    e) Milestones'

Note: There is no longer a 'Zero Out Line Item' button. If users need to bring an ALI down to a zero dollar amount. Enter a '$0' into the field. (Do not simply wipe out the amount, they must replace the amount with a zero dollar amount.) Add notations in the extended budget description. The milestone can be corrected with actual dates during the next reporting cycle referencing this revision action.

14) Update the 'Line Item Scope' section as needed:

    a) Update the line item's name in the 'Custom Line Item Name' field with the desired text.

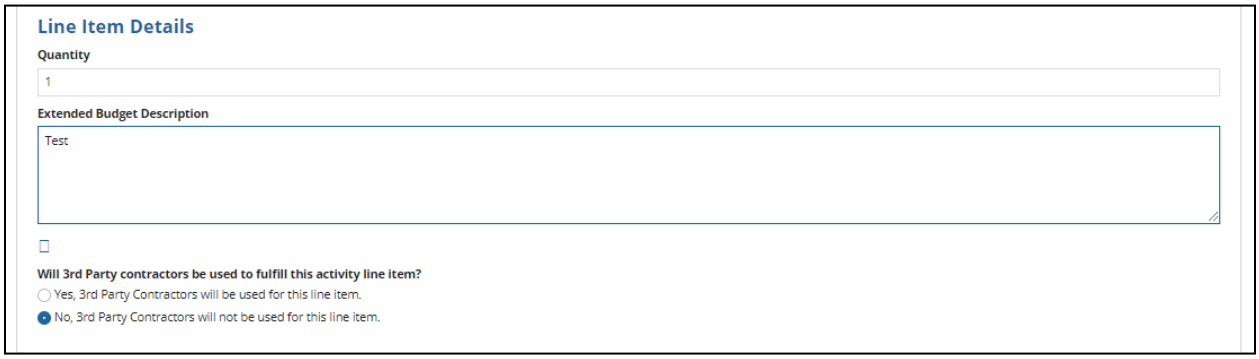


15) Update the 'Line Item Details' section as needed:

a) Update the quantity in the 'Revised Quantity' field with the desired number. This is an integer field and must be a whole number.

b) Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text.

c) Select either the Yes or No option to respond to the question, "Will 3rd Party contractors be used to fulfill this activity line item?"

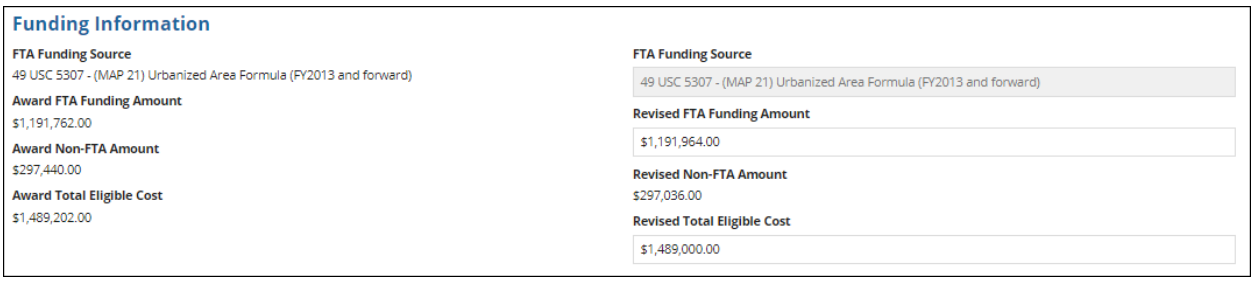


16) Update the 'Funding Information' section as needed:

TEAM-created Applications will only display fields for Award FTA Funding Amount, Award Non-FTA Amount, and Award Total Eligible Cost. Only the FTA Funding Amount and Total Eligible Cost fields are editable in a Budget Revision for a TEAM Award.

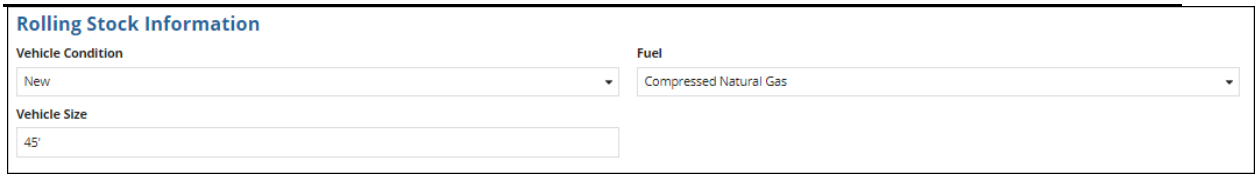
a) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.

b) Update the original Award's total eligible cost in the 'Revised Total Eligible Cost' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.



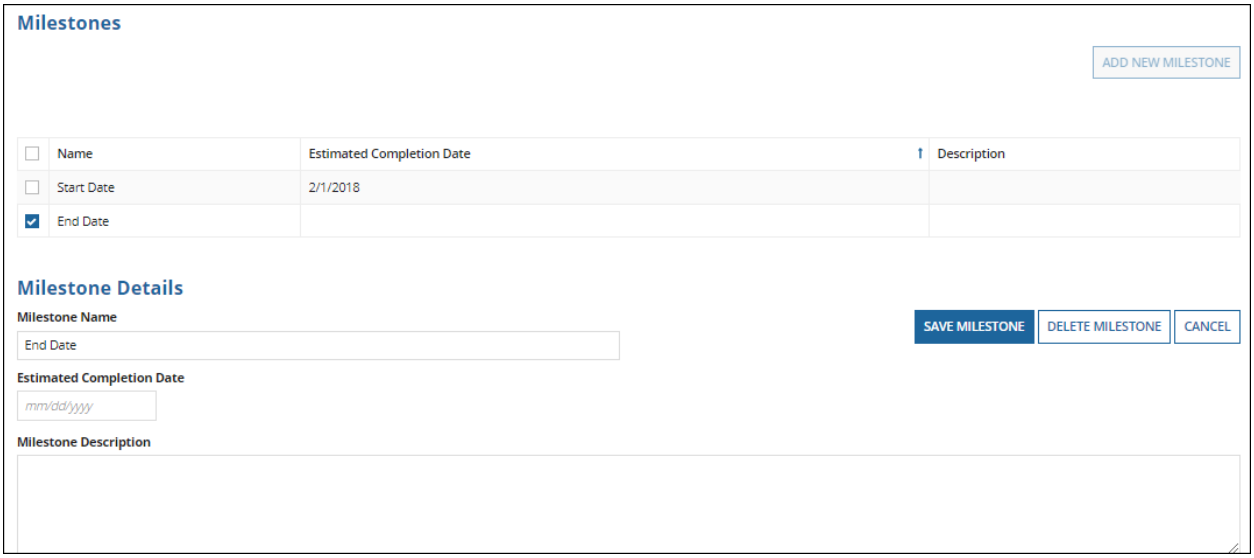
17) Update the 'Rolling Stock Information' section as needed:

a) Select a vehicle condition from the drop-down menu provided under the 'Vehicle Condition' field.
b) Enter a vehicle size into the 'Vehicle Size' field.
c) Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.



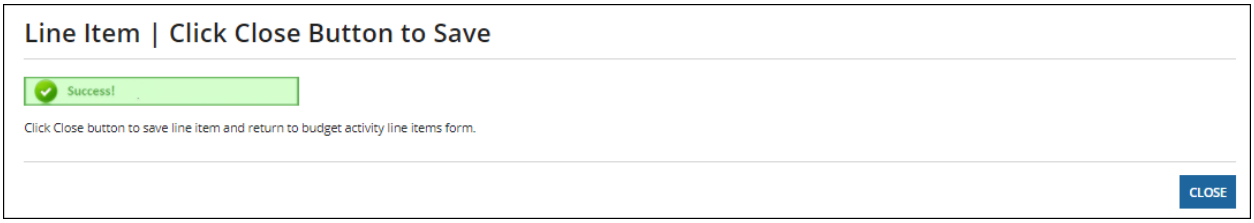
Note: The 'Rolling Stock Information' section is only shown when a rolling stock line item exists in the Project and has been selected.

18) The 'Milestones' section will be read-only if an existing line item is selected. Update the 'Milestones' section if users have selected a new ALI that was added to the budget revision.

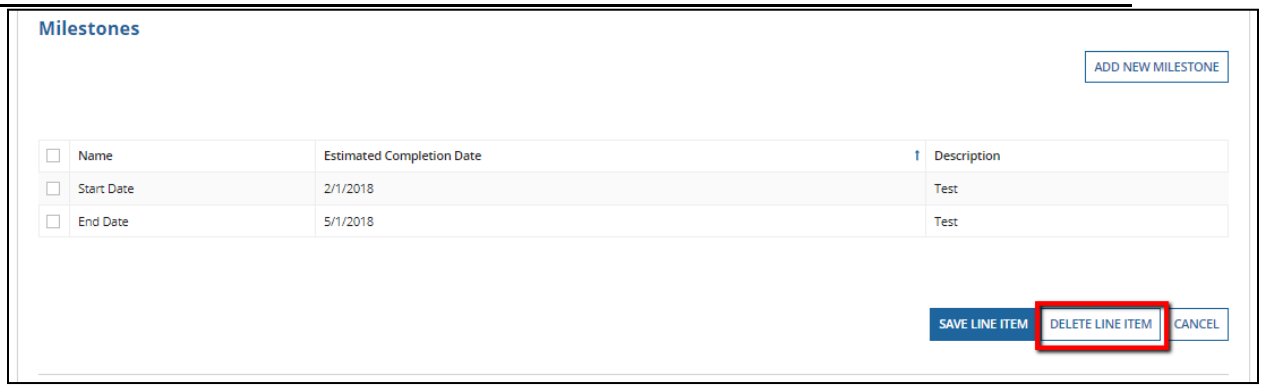


19) Once users have completed all the sections related to the selected ALI from the grid, they will have the following options:

a) Click on the 'Save Line Item' button to save all information for the selected ALI and return to the 'Manage Budget Revision Activity Line Items and Milestones' form, or



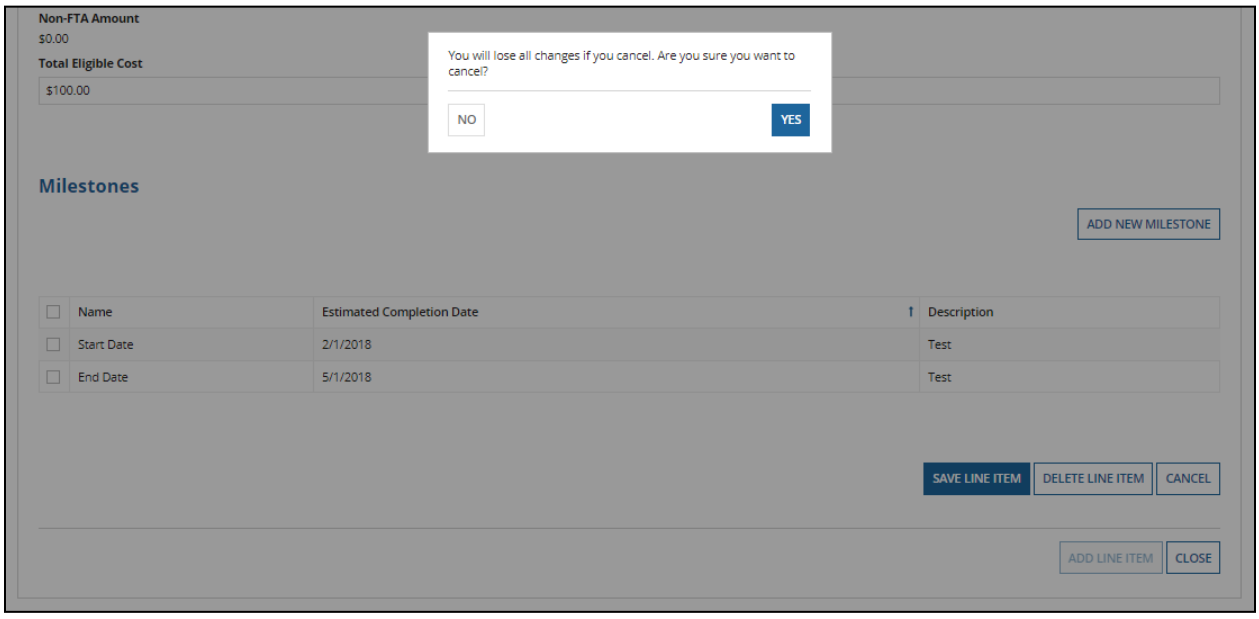
b) Click on the 'Delete Line Item' button to delete the selected ALI from the Project. This is only applicable to ALIs created during this Budget Revision.



Note: There is no longer a 'Zero Out Line Item' button. If users need to bring a ALI down to a zero dollar amount. Enter a '$0' into the field. (Do not simply wipe out the amount, they must replace the amount with a zero dollar amount.) Add notations in the extended budget description. The milestone can be corrected with actual dates during the next reporting cycle referencing this revision action.

or

c) Click on the 'Cancel' button to exit out of the form without saving changes for the selected ALI. Users will be returned to the 'Related Actions' menu.



20) Repeat previous steps to update the remaining ALIs in the grid as needed. The status for each ALI will change from 'In-Progress' to 'Complete.' The status of 'Complete' is required for all ALIs on the Project in order to validate and mark the Project as ready for FTA review.

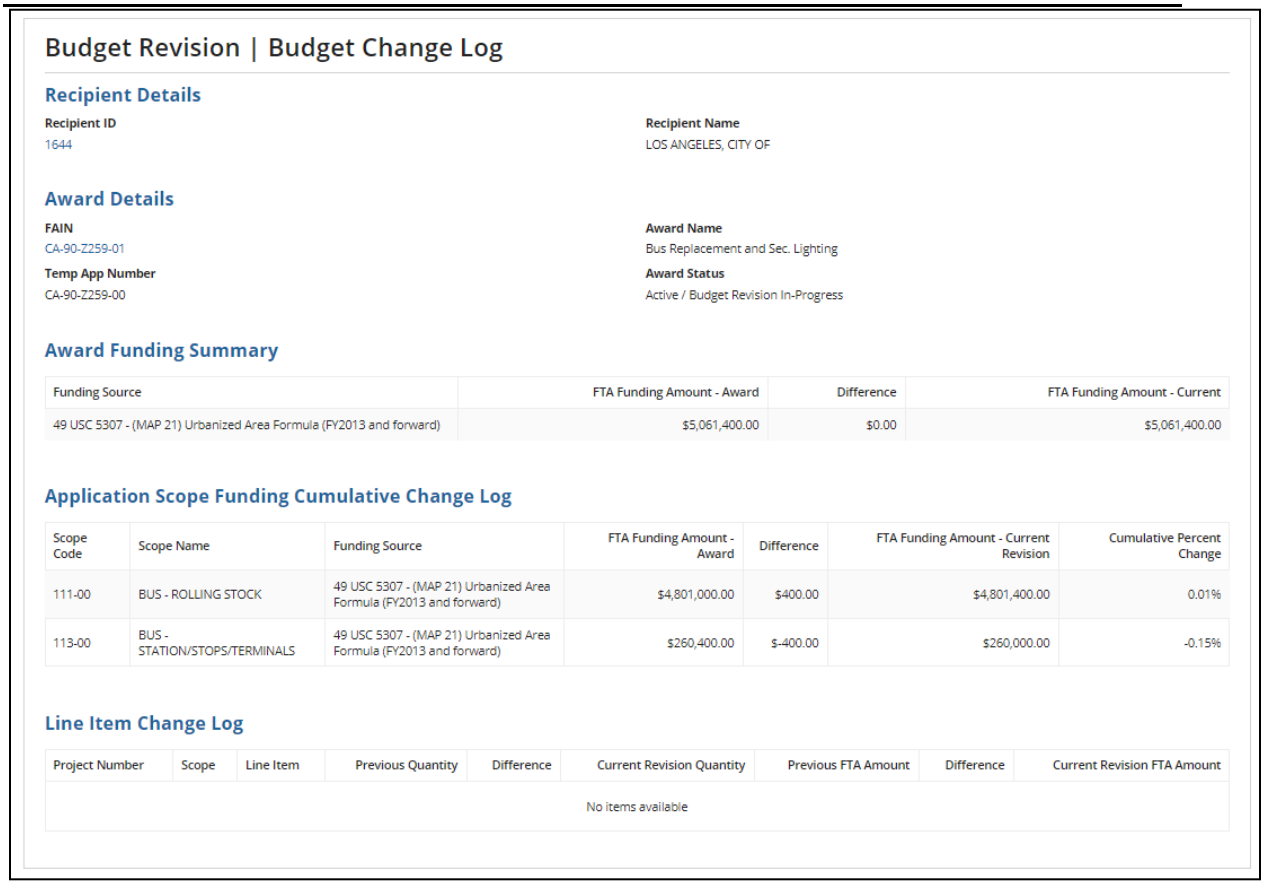
5.5.1.3.3 Related Action: Current Budget Change Log

To view the most current Budget Change Log for a budget revision:

1) From the Application or Award record, select Related Actions tab
2) Select the 'Current Budget Change Log' related action from the menu

3) The 'Budget Revision | Budget Change Log' form will display in read only.
   a) It will only display the individual ALIs which were modified, and the change amounts.
   b) The Change log will display the cumulative amounts by Scope Code (this is not the source to determine if it satisfies FTA guidance for a budget revision or amendment).
   c) The Award Funding Summary must have a zero difference.
4) Click the 'Close' button to return to the 'Related Actions' menu.

   Note: The Change Log only displays while the budget revision is available through FTA's review. Once approved, the change log is no longer visible to the recipient or FTA.



Budget Revision | Budget Change Log

Recipient Details

Recipient ID
1644

Recipient Name
LOS ANGELES, CITY OF

Award Details

FAIN
CA-90-Z259-01

Award Name
Bus Replacement and Sec. Lighting

Temp App Number
CA-90-Z259-00

Award Status
Active / Budget Revision In-Progress

Award Funding Summary

Funding Source	FTA Funding Amount - Award	Difference	FTA Funding Amount - Current
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	$5,061,400.00	$0.00	$5,061,400.00

Application Scope Funding Cumulative Change Log

Scope Code	Scope Name	Funding Source	FTA Funding Amount - Award	Difference	FTA Funding Amount - Current Revision	Cumulative Percent Change
111-00	BUS - ROLLING STOCK	49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	$4,801,000.00	$400.00	$4,801,400.00	0.01%
113-00	BUS - STATION/STOPS/TERMINALS	49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	$260,400.00	$-400.00	$260,000.00	-0.15%

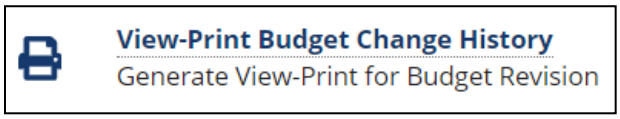
Line Item Change Log

Project Number	Scope	Line Item	Previous Quantity	Difference	Current Revision Quantity	Previous FTA Amount	Difference	Current Revision FTA Amount
No items available								

5.5.1.3.4 Related Action: View-Print Budget Change History

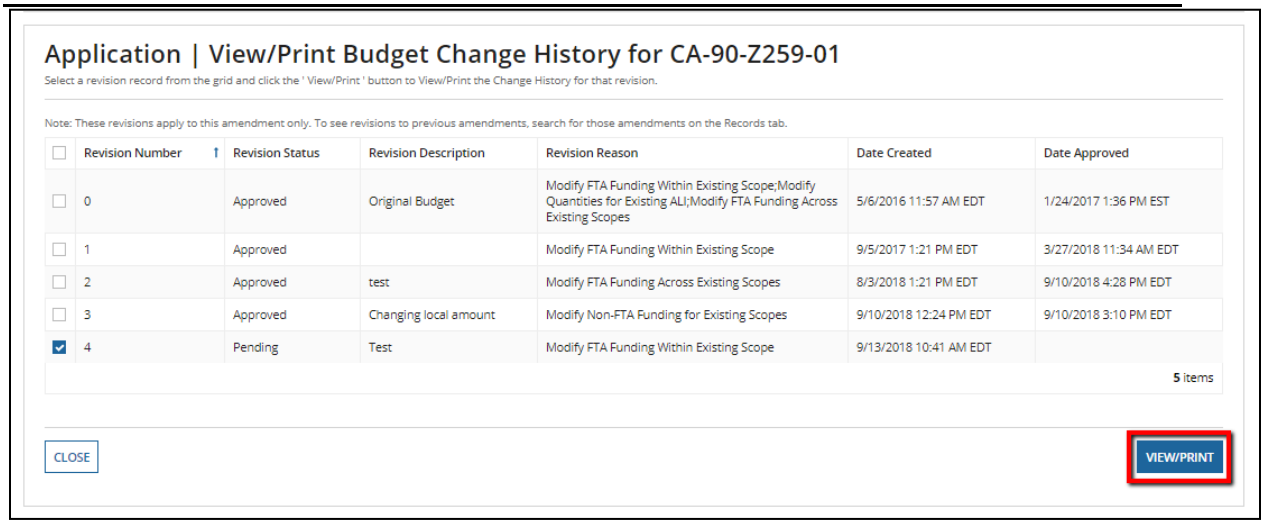
Recipients may review past budget revisions by selecting the 'View Print Budget Change History' under the Related Actions tab.

1) Go to the Award record or Application record Related Actions tab.
2) Click 'View-Print Budget Change History' from the menu options.



3) Select the checkbox for the budget revision to review and click the 'View Print' button.
   Note: Revision number '0" is the original Award or the initial budget of an approved amendment.

   The status will be pending until FTA approves the revision request. If the budget revision status is approved, confirm that the latest amendment is Active (Executed) to determine if the overall Award is in Active Status.



4) Click on the 'View Print Budget Revision – [FAIN]' hyperlink to see the changes made during the budget revision.

5) Click the 'Close' button to return to the 'Related Actions' menu.

Note: The format for the view print will be dependent on the browser users are using. Users may need to format the document to landscape and legal to more easily see information displayed.

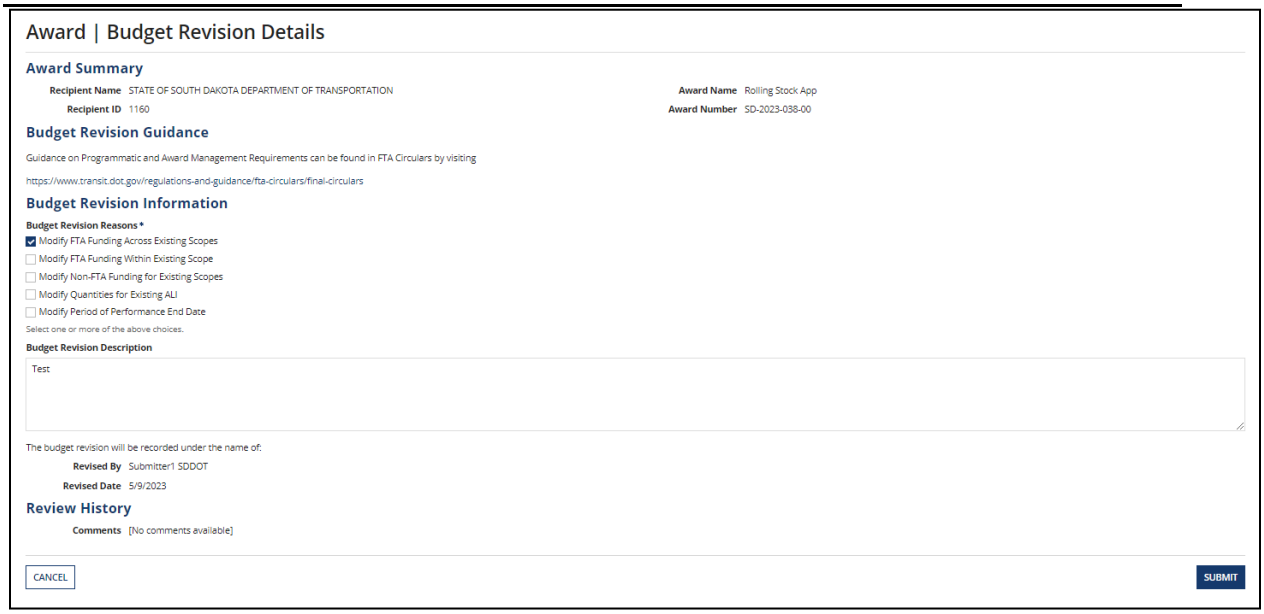
5.5.1.3.5 Related: Action: Modify Budget Revision Details

At any point after having initiated a budget revision and while the Award status is 'Active/Budget Revision In-Progress', the recipient may modify the Budget Revision Details information.

To modify the Award details as part of a budget revision:

1) Go to the Award record or Application record Related Actions tab
2) Click the 'Modify Budget Revision Details' from the menu options.

3) The 'Budget Revision Details' form will be displayed.



4) Edit any previously entered details for the budget revision, such as Budget Revision Information or the Budget Revision Description section.

5) Click the 'Submit' button to save changes and be returned to the 'Related Actions' menu.

6) At any point, users may click the 'Cancel' button to return to the 'Related Actions' menu without saving any changes.

5.5.1.3.6 Related Action: Validate and Submit Budget Revision

Before users can validate and submit the budget revision, be sure that all associated Projects have been successfully validated. Validation checks are used to confirm all parts of the action are complete. The system will identify what needs to be corrected when attempting to submit the budget revision.

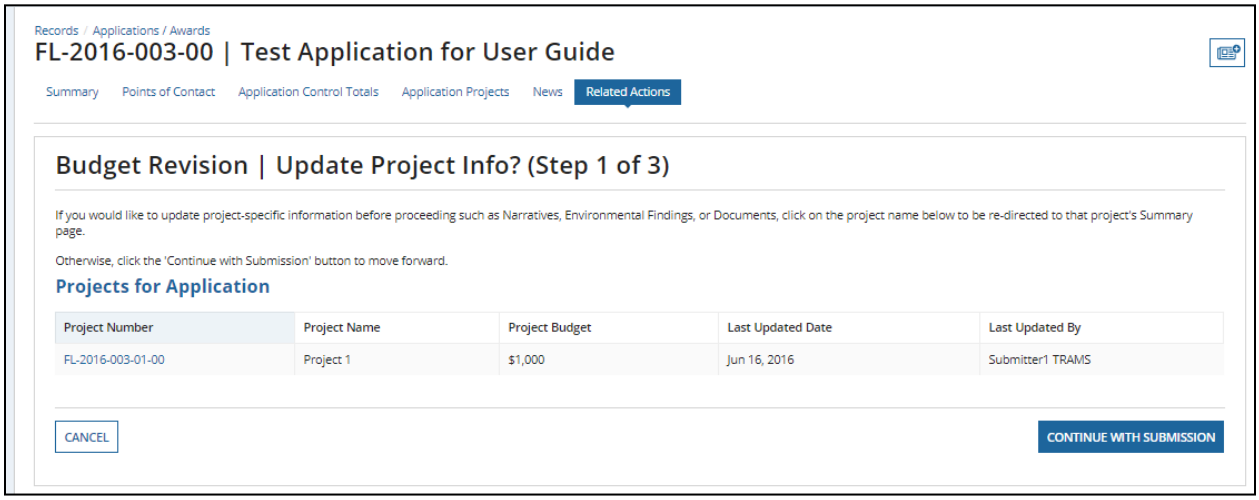
The recipient with the 'Submitter or Developer' role may submit the budget revision to FTA for review and approval.

1) Go to the Award record or Application record Related Actions tab

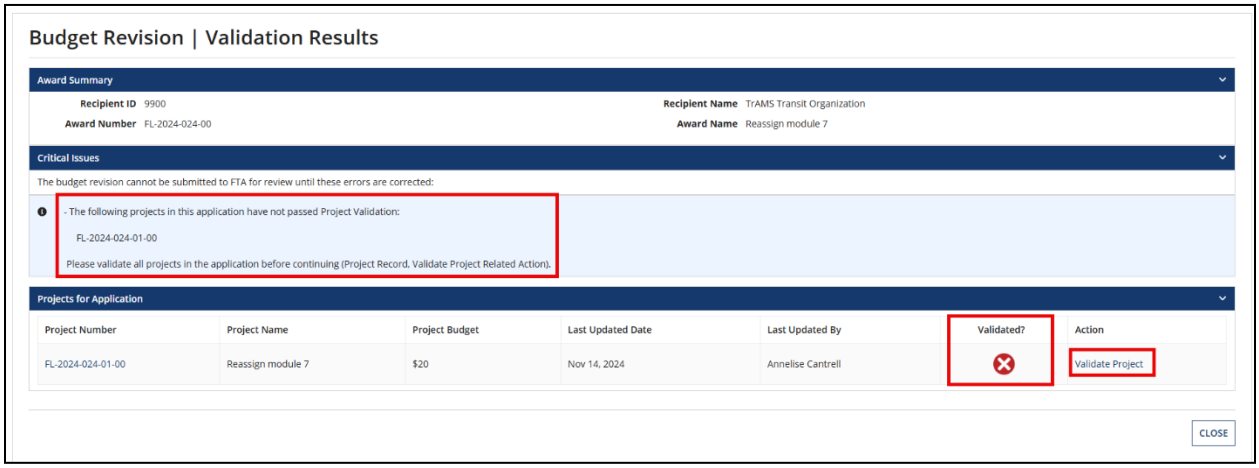
2) Click 'Validate and Submit Budget Revision'

3) Step 1 of the Budget Revision submission, the system will give user an opportunity to update Project specific information (Narratives, Environmental Findings, or Documents) before proceeding to Submission. Users can click on the hyperlink of the Project to proceed to the record and make

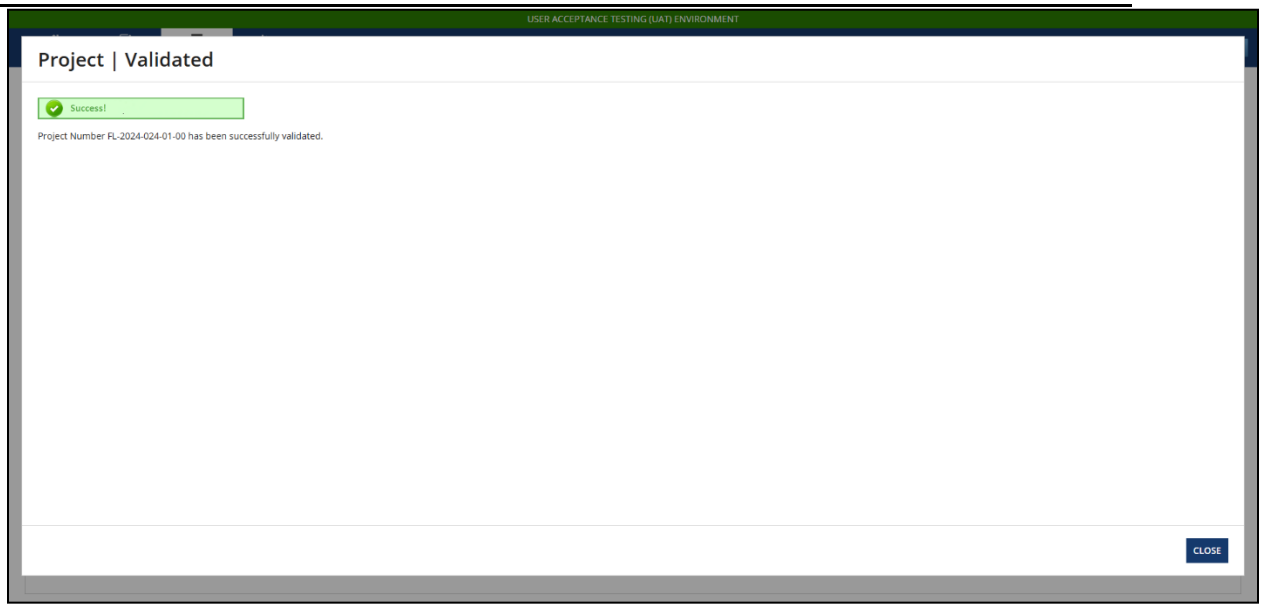
changes. If users already made all corrections, click 'Continue with Submission' button to proceed to the next submission step.



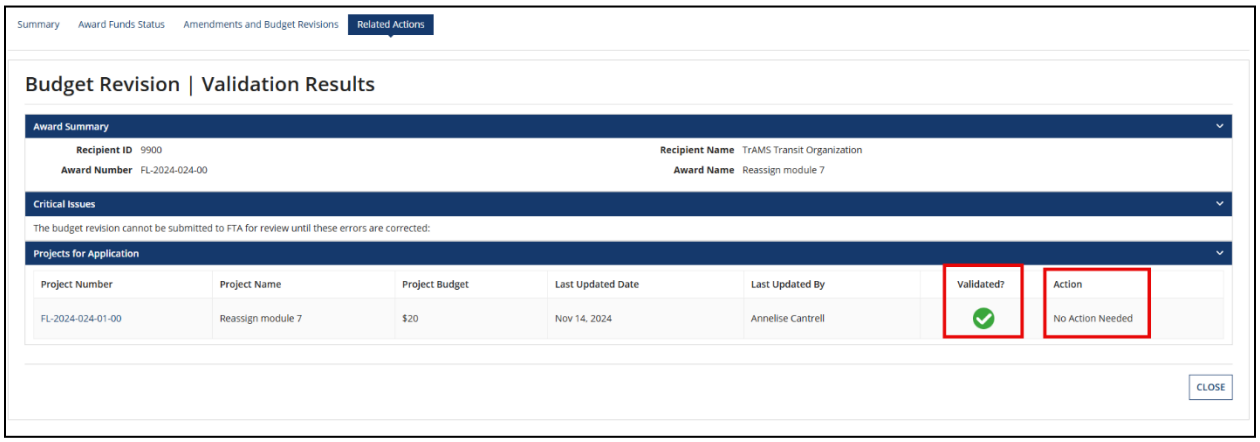
If any of the projects are not validated, then the validation errors will be displayed, and users will be able to validate the project from the grid.



Click on the validate project link to validate the project without navigating to the application record. The Project Validated screen will be displayed.

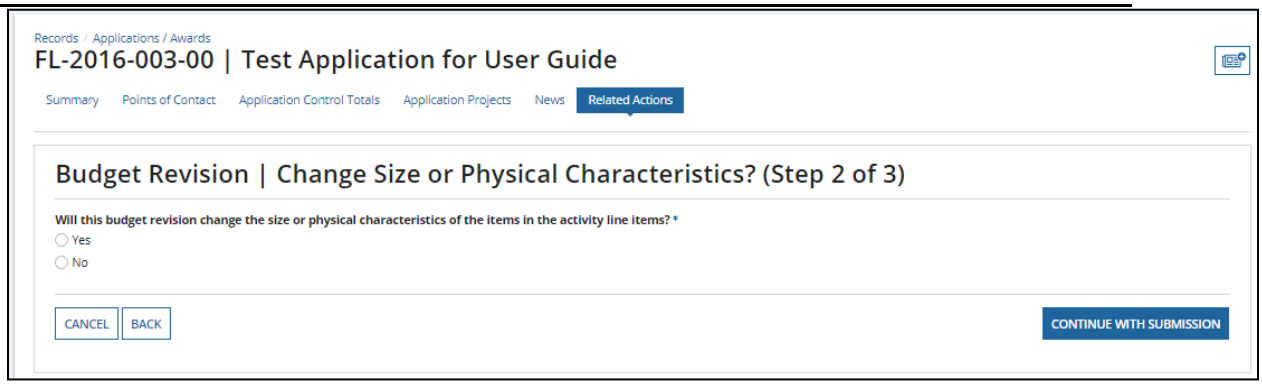


Click on the 'Close' button to return to the Budget Revisions Validation screen

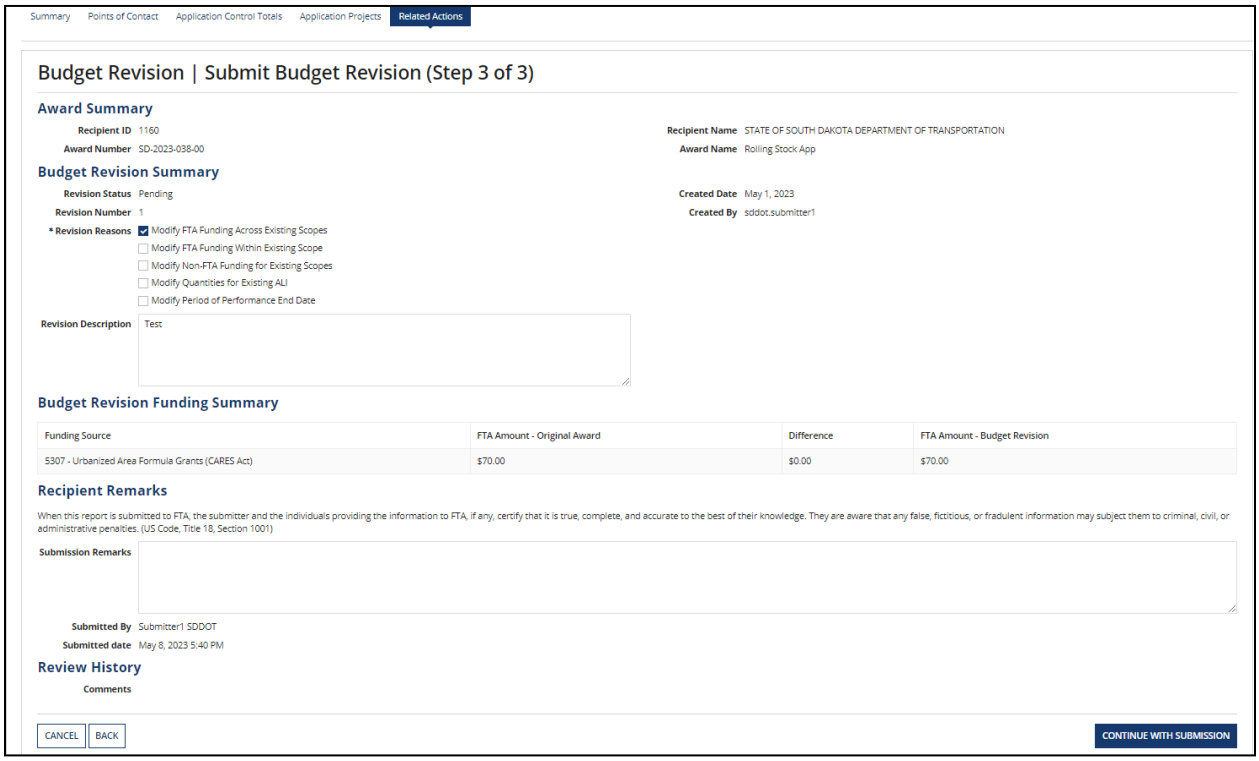


Click 'Close' button to go back to the Award Related Actions. Then click on the Validate and Submit Budget Revision related action again to return to Step 1.

4) In Step 2, the system asks the user if the budget revision will change the size or physical characteristics of the activity line items. Users are confirming that this question satisfies FTAs Circular 5010 guidelines for a budget revision. Users must select either Yes or No to the question and click 'Continue with Submission'.



5) In Step 3, the system allows the user to review the budget revision details and make final edits to the Revision Reason and Revision Description fields. The user may enter remarks into the 'Submission Remarks' field. (These remarks will be viewable by the FTA Post-Award Manager when the Budget Revision is received).



5.5.1.3.6.1 TrAMS Validation Messages

The following table provides the system validation messages shown by TrAMS for the above Related Action.

Budget Revision Validation	
Message Text	**Reason**
<u>Critical Issues</u> - The budget revision cannot be submitted to FTA for review until these errors are corrected.	
"The budget revision does not have a difference amount of $0 for the following FTA funding sources. The FTA funding amounts included in the Award must remain the same in a budget revision. *<grid of FTA funding sources on Application>*"	The FTA funding source amounts for the budget revision do not equal the approved Award amounts (difference is not equal to $0).
"The following Projects in this Application have not passed Project Validation: *<list of incomplete Project Numbers>* Please validate all Projects in the Application before continuing (Project Record, Validate Project Related Action)."	The Projects associated to the budget revision Application have not been validated.
"Your organization's SAM registration status is Expired (Expiration Date: <*SAM expiration date*>). Please visit the SAM website to update your organization's registration status."	Your recipient organization's SAM status has expired and needs to be renewed within SAM.gov

5.5.1.4 FTA Review of Submitted Budget Revisions

The FTA awarding office will review budget revisions and either approve or disapprove the request.

FTA may return the budget revision request to the recipient for additional information or corrections. If returned, the revision will revert to 'Active / Budget Revision In-Progress' status in the system.

Once the revision is approved, FTA must complete either a scope code transfer (TrAMS Award) or FPC transfer (TEAM Awards) to complete the financial transaction of the budget revision, if appropriate.

Once the FTA office has approved the Budget Revision, and completed the financial action, the award will return to an 'Active (Executed)' status.

Recipients are reminded to wait at least three to five business days after approval to ensure the financial transactions have passed through all of FTAs financial management systems (FMS).

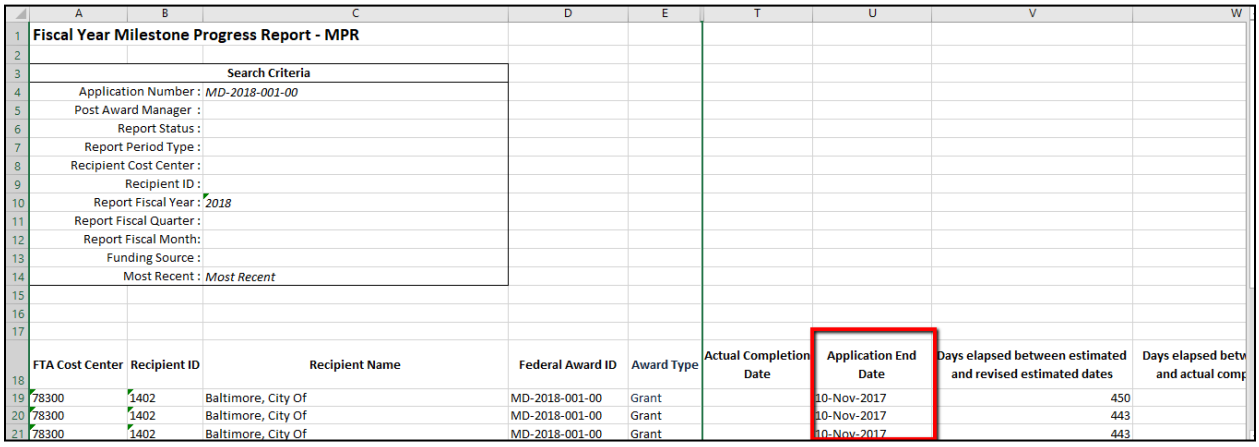
5.5.1.5 Additional Ways to Check the Change in Period of Performance End Date

If the Budget Revision is created to modify the Period of Performance End Date, the user can check the following sections that displays 'Period of Performance End Date' in the read-only format.

From within both the Application and Award record, the user can view the Period of Performance End Date via the:

1) Summary dashboard

2) MPR Details report from the 'Reports' tab



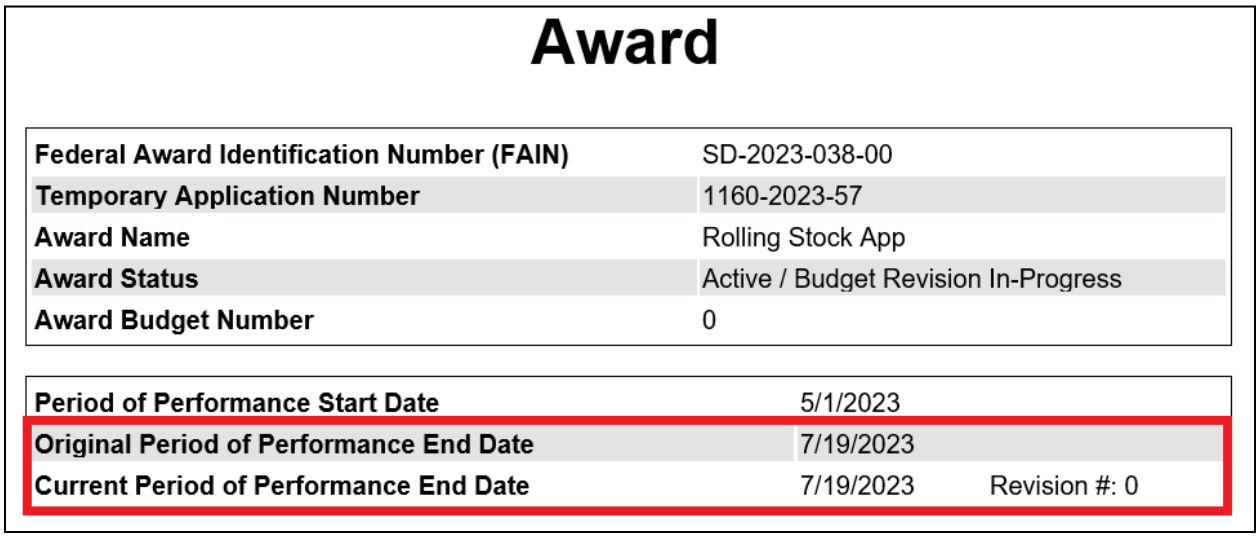
Fiscal Year Milestone Progress Report - MPR

Search Criteria	
Application Number :	*MD-2018-001-00*
Post Award Manager :	
Report Status :	
Report Period Type :	
Recipient Cost Center :	
Recipient ID :	
Report Fiscal Year :	*2018*
Report Fiscal Quarter :	
Report Fiscal Month:	
Funding Source :	
Most Recent :	*Most Recent*

FTA Cost Center	Recipient ID	Recipient Name	Federal Award ID	Award Type	Actual Completion Date	Application End Date	Days elapsed between estimated and revised estimated dates	Days elapsed betw and actual comp
78300	1402	Baltimore, City Of	MD-2018-001-00	Grant		10-Nov-2017	450	
78300	1402	Baltimore, City Of	MD-2018-001-00	Grant		10-Nov-2017	443	
78300	1402	Baltimore, City Of	MD-2018-001-00	Grant		10-Nov-2017	443	

From within just the Award record, the user can view the Period of Performance End Date via the:

'View-Print Award' related action

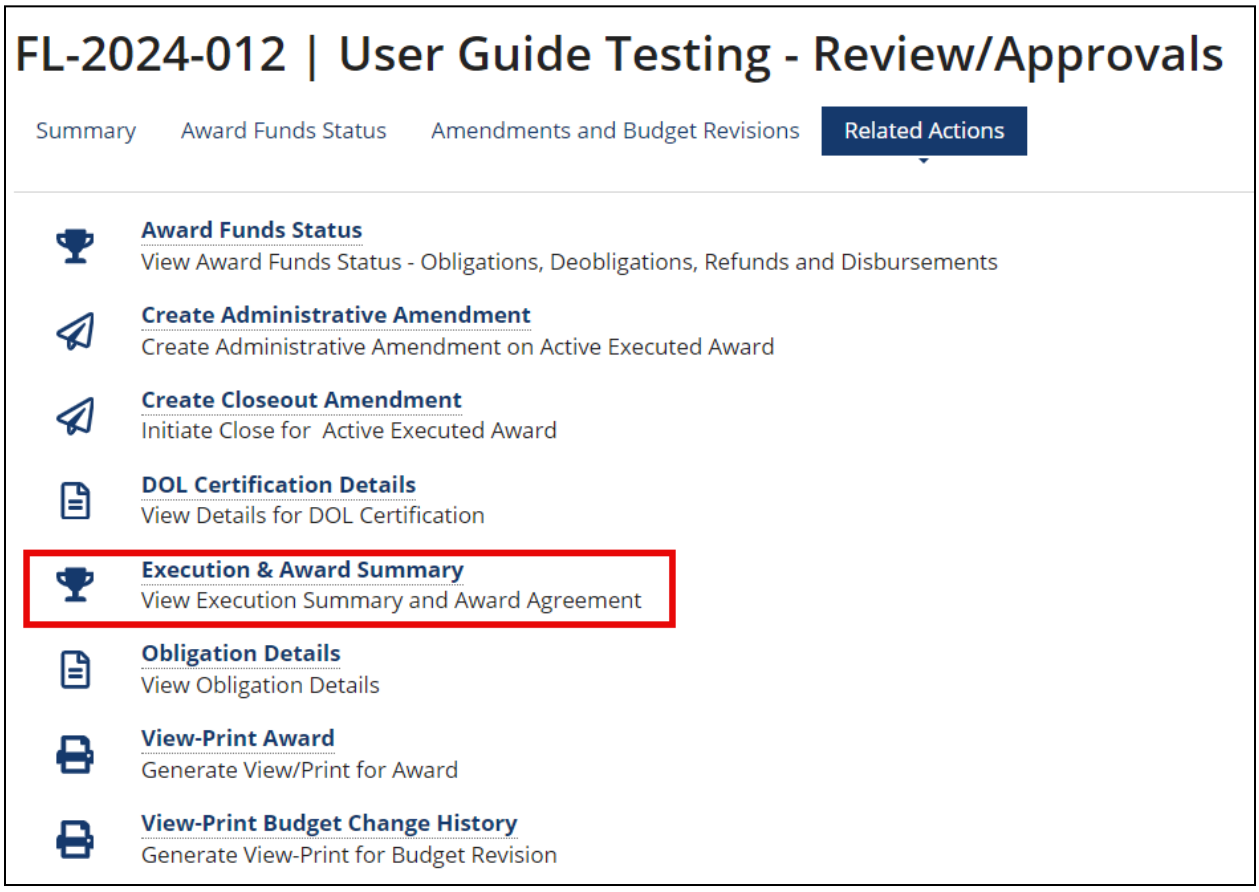


Award

Federal Award Identification Number (FAIN)	SD-2023-038-00
Temporary Application Number	1160-2023-57
Award Name	Rolling Stock App
Award Status	Active / Budget Revision In-Progress
Award Budget Number	0

Period of Performance Start Date	5/1/2023	
Original Period of Performance End Date	7/19/2023	
Current Period of Performance End Date	7/19/2023	Revision #: 0

2) 'Execution & Award Agreement Summary' related action



FL-2024-012 | User Guide Testing - Review/Approvals

Summary | Award Funds Status | Amendments and Budget Revisions | Related Actions

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

Create Administrative Amendment
Create Administrative Amendment on Active Executed Award

Create Closeout Amendment
Initiate Close for Active Executed Award

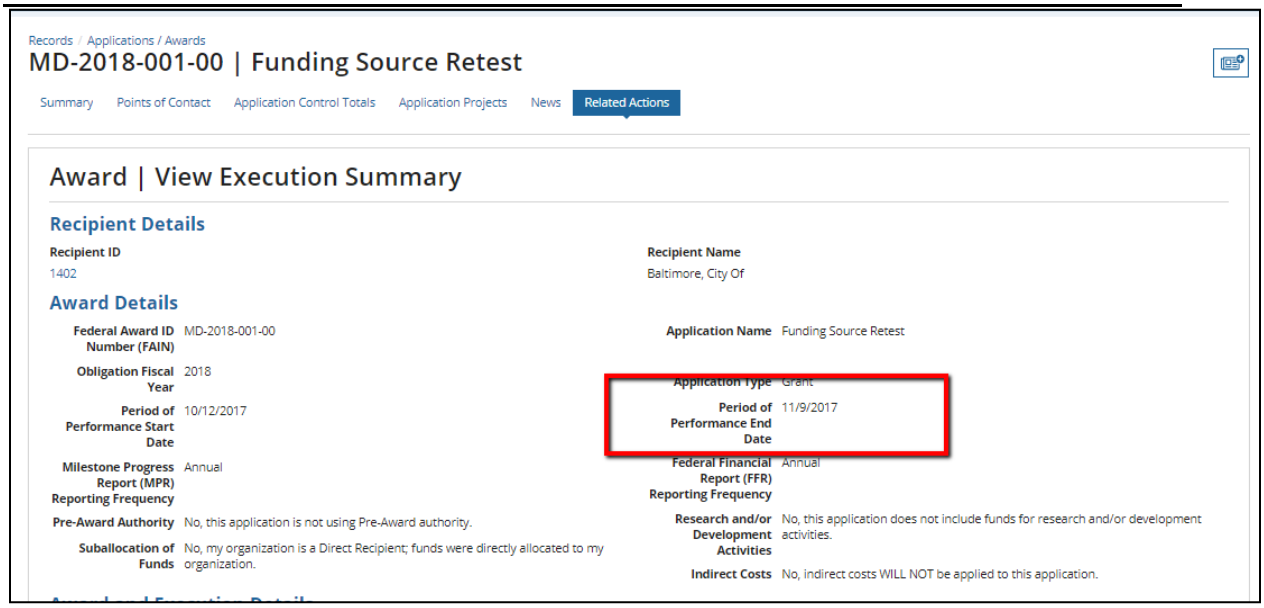
DOL Certification Details
View Details for DOL Certification

Execution & Award Summary
View Execution Summary and Award Agreement

Obligation Details
View Obligation Details

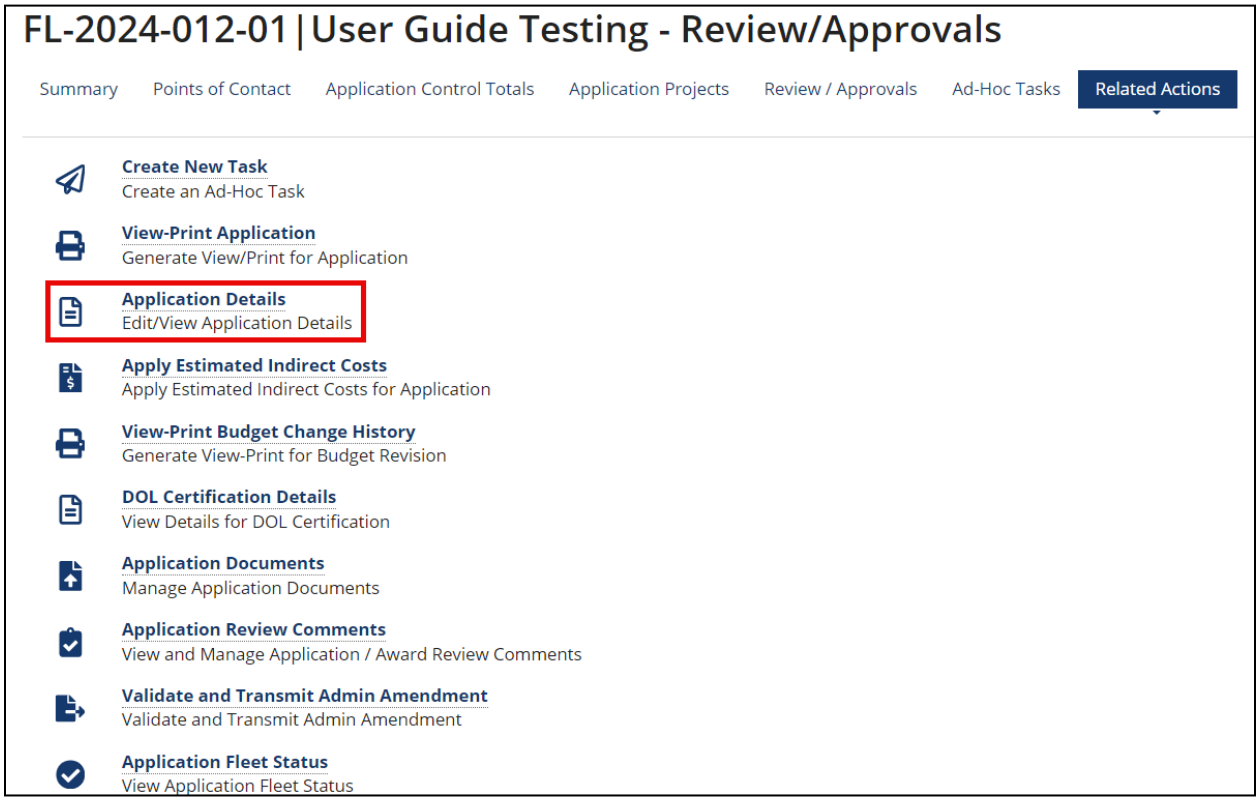
View-Print Award
Generate View/Print for Award

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

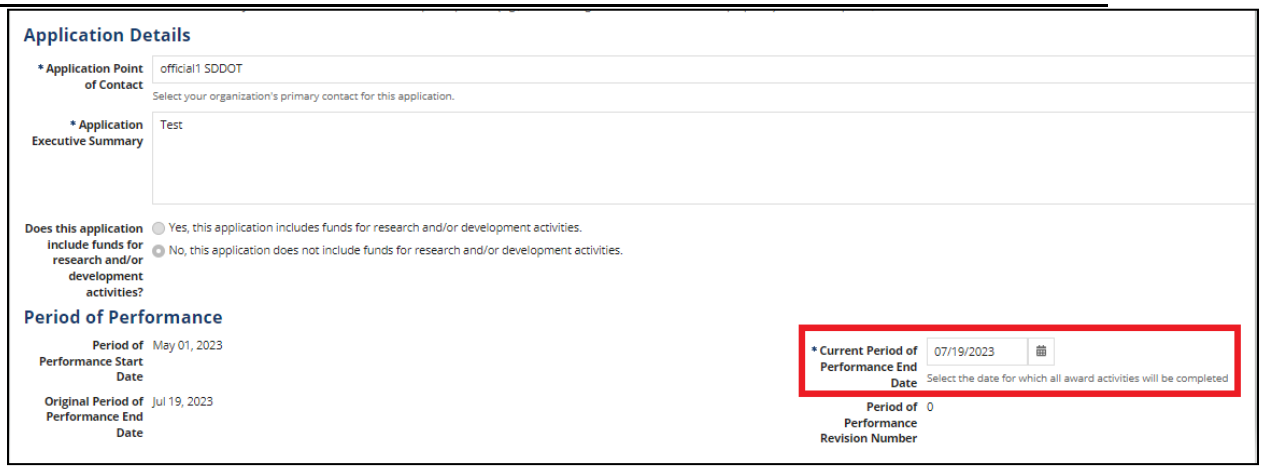


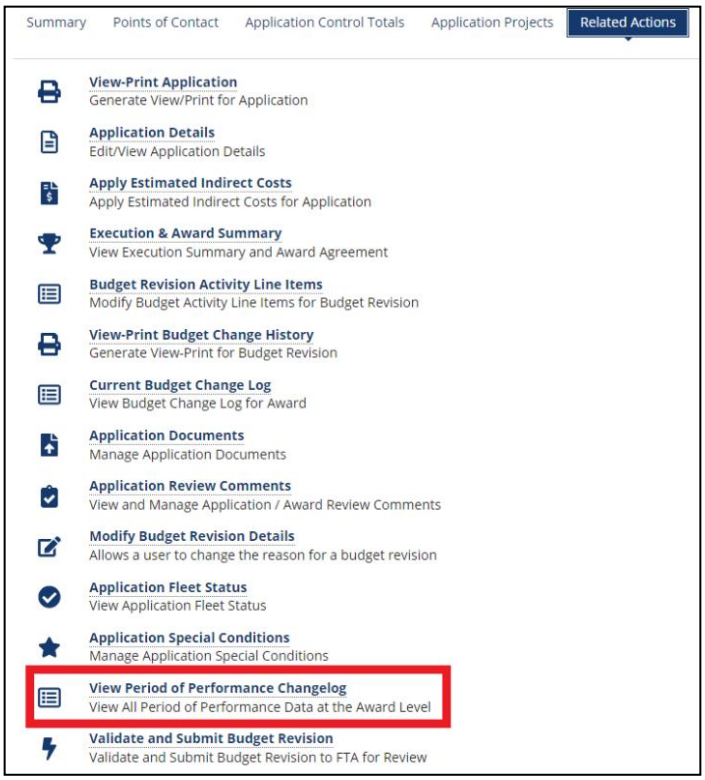
From within just the Application record, the user can view the Period of Performance End Date via the:

1) 'Application Details' related action



2) ‘View Period of Performance Changelog’ related action





Period of Performance Changelog

Period of Performance Start Date 2/10/2020

Original Period of Performance End Date 3/1/2020

Application Number	Period of Performance End Date	Period of Performance Revision Number	Source of Change	Updated By	Updated Date	Finalized?	Approved By	Approved Date
MD-2020-032-02	2/13/2020	3	Closeout Amendment	mta submitter	2/13/2020	Yes	N/A	N/A
MD-2020-032-01	4/1/2020	2	Amendment	mta submitter	2/10/2020	Yes	trams administrator	2/10/2020
MD-2020-032-00	3/16/2020	1	Budget Revision	mta submitter	2/10/2020	Yes	trams administrator	2/10/2020
MD-2020-032-00	3/1/2020	0	Initial Award	mta submitter	2/10/2020	Yes	trams administrator	2/10/2020

MPR Details Report

Fiscal Year Milestone Progress Report - MPR

Search Criteria	
Application Number :	*MD-2018-001-00*
Post Award Manager :	
Report Status :	
Report Period Type :	
Recipient Cost Center :	
Recipient ID :	
Report Fiscal Year :	*2018*
Report Fiscal Quarter :	
Report Fiscal Month:	
Funding Source :	
Most Recent :	*Most Recent*

FTA Cost Center	Recipient ID	Recipient Name	Federal Award ID	Award Type	Actual Completion Date	Application End Date	Days elapsed between estimated and revised estimated dates	Days elapsed betw and actual comp
78300	1402	Baltimore, City Of	MD-2018-001-00	Grant		10-Nov-2017	450	
78300	1402	Baltimore, City Of	MD-2018-001-00	Grant		10-Nov-2017	443	
78300	1402	Baltimore, City Of	MD-2018-001-00	Grant		10-Nov-2017	443	

3) 'View-Print Application' related action

9900-2024-11 | TrAMS User Guide

Summary | Points of Contact | Application Control Totals | Application Projects | Review / Approvals | Ad-Hoc Tasks | **Related Actions**

Create New Task
Create an Ad-Hoc Task

View-Print Application
Generate View/Print for Application

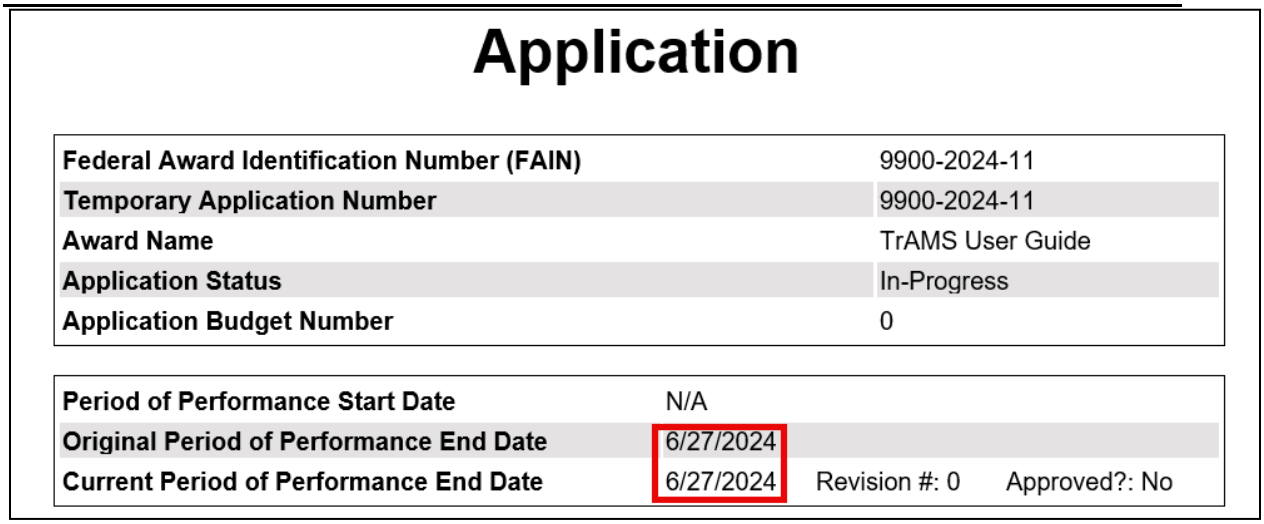
Application Details
Edit/View Application Details

Apply Estimated Indirect Costs
Apply Estimated Indirect Costs for Application

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



Application

Federal Award Identification Number (FAIN)	9900-2024-11
Temporary Application Number	9900-2024-11
Award Name	TrAMS User Guide
Application Status	In-Progress
Application Budget Number	0

Period of Performance Start Date	N/A		
Original Period of Performance End Date	6/27/2024		
Current Period of Performance End Date	6/27/2024	Revision #: 0	Approved?: No

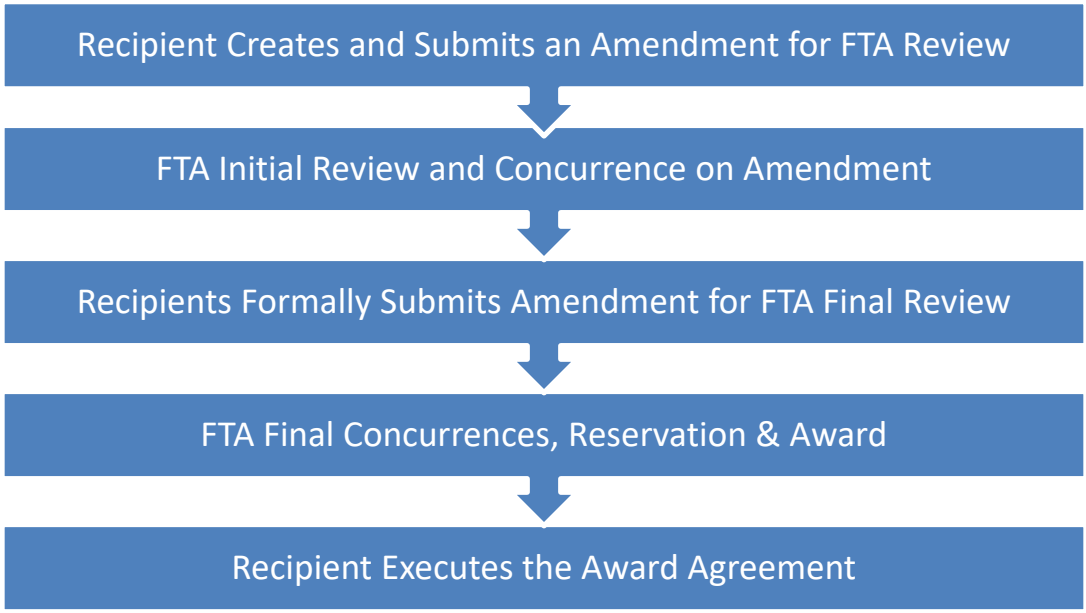
5.5.2 Amendments

An amendment may be initiated in TrAMS on an award application with 'Active (Executed)' status by the recipient organization. Amendments are created to revise details of an award such as scope, increase or decrease award funding or change the performance period end date.

User Roles: users with the 'Submitter' or 'Developer' role have the authority to create an amendment.

Once created, the amendment must go through the same FTA review cycle as an original TrAMS application, it follows all steps from creation to award.

The general workflow is as follows:



Refer to the *Application Development* section for further details on how an application is created and submitted.

Only recipients may initiate amendments however, FTA staff may initiate Administrative Amendments.

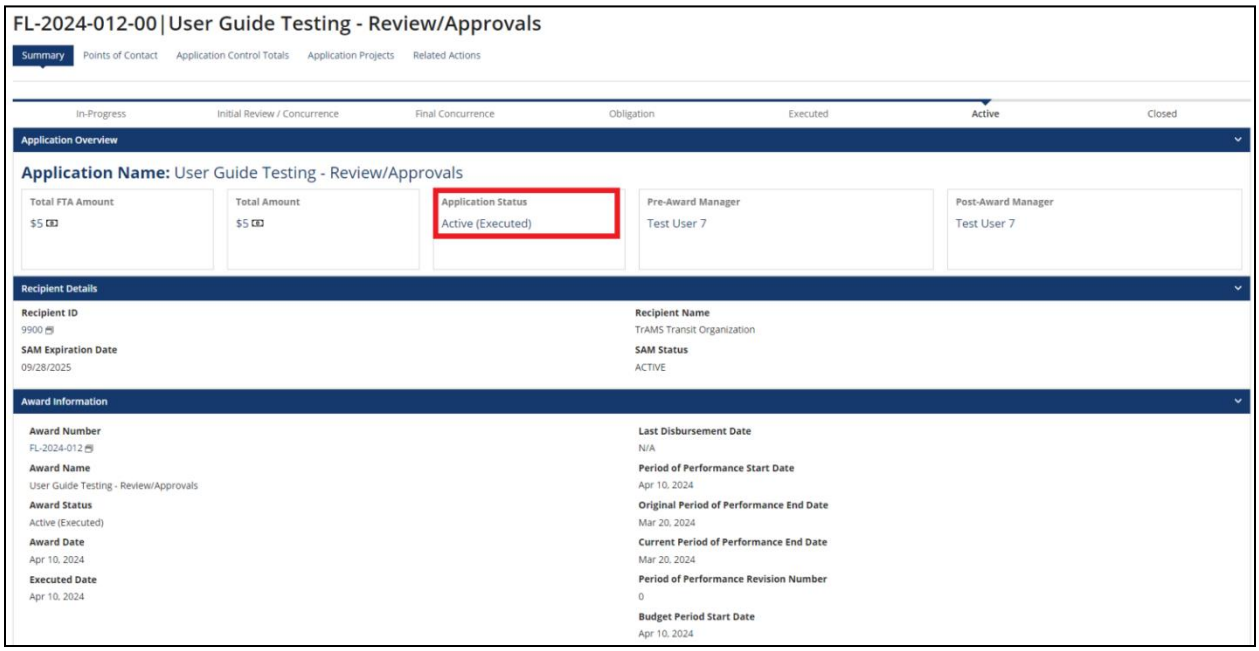
If a recipient organization's SAM account has either expired or will expire within 30 days, then the user will be presented with a warning message and should renew their SAM account in SAM.gov.

5.5.2.1 Amendment

5.5.2.1.1 Related Action: Create Amendment

Note: Only a recipient organization's Submitter or Developer roles will be able to access this action.

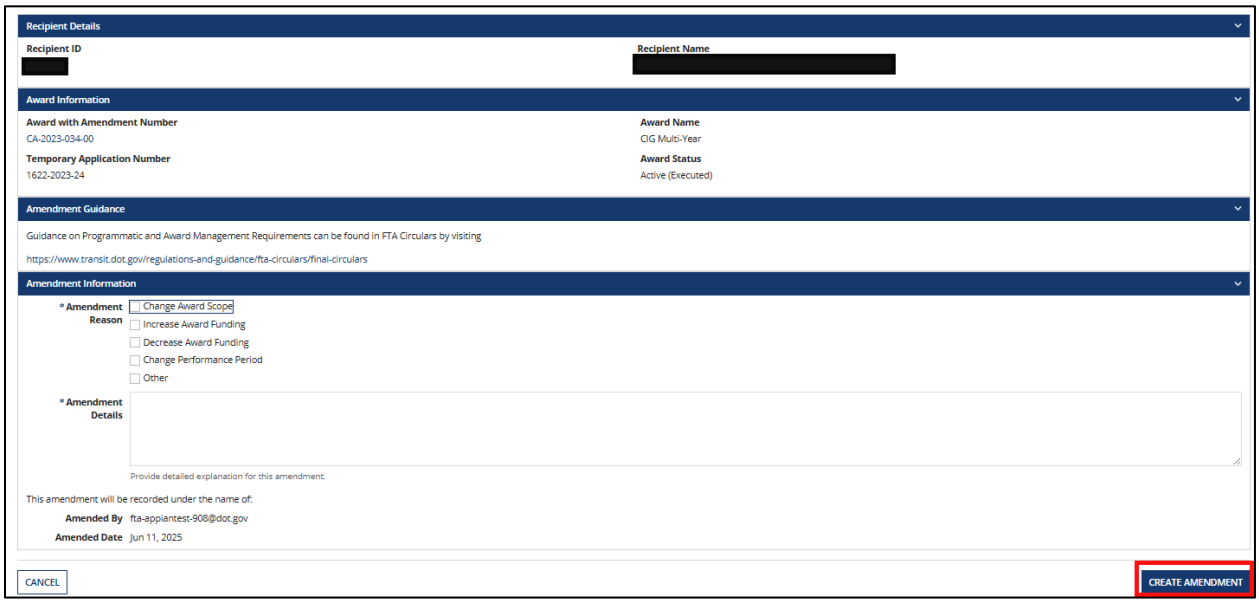
To create an Amendment, the user must select an Award that is in 'Active (Executed)' status with no pending Amendment or Budget Revisions. See steps below:



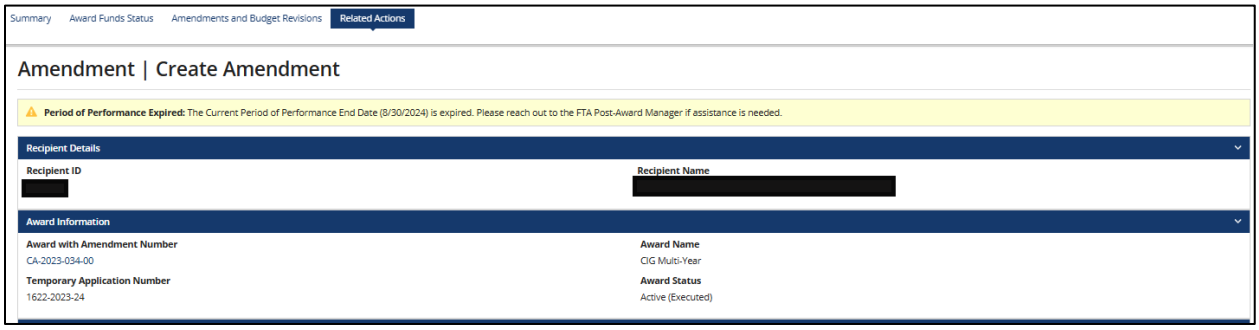
1) Select an Award with a status of 'Active (Executed)'. Once on the Award Summary dashboard, click 'Related Actions' tab and select 'Create Amendment' from the menu.

2) The 'Amendment | Create Amendment' form appears. The user must select from the Amendment Reasons shown and submit a brief description in the Amendment Details field.
3) Click the 'Create Amendment' button.

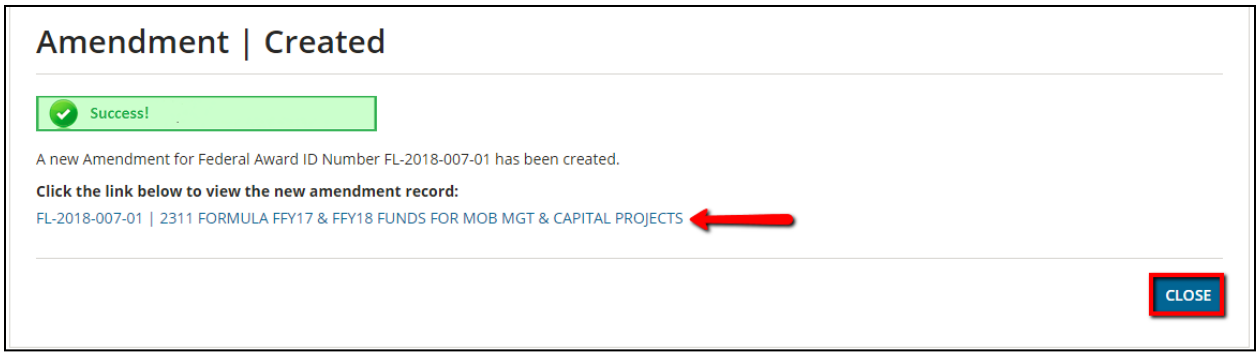
Note: The Amendment details cannot be modified later, like budget revision details. The Amendment Details is limited to 500 characters, including spaces. If the Create Amendment does not proceed to the next step, check the word count.



If the Current Period of Performance End Date will expire in 30 days or has expired, Recipient users will see a banner at the top of the form:



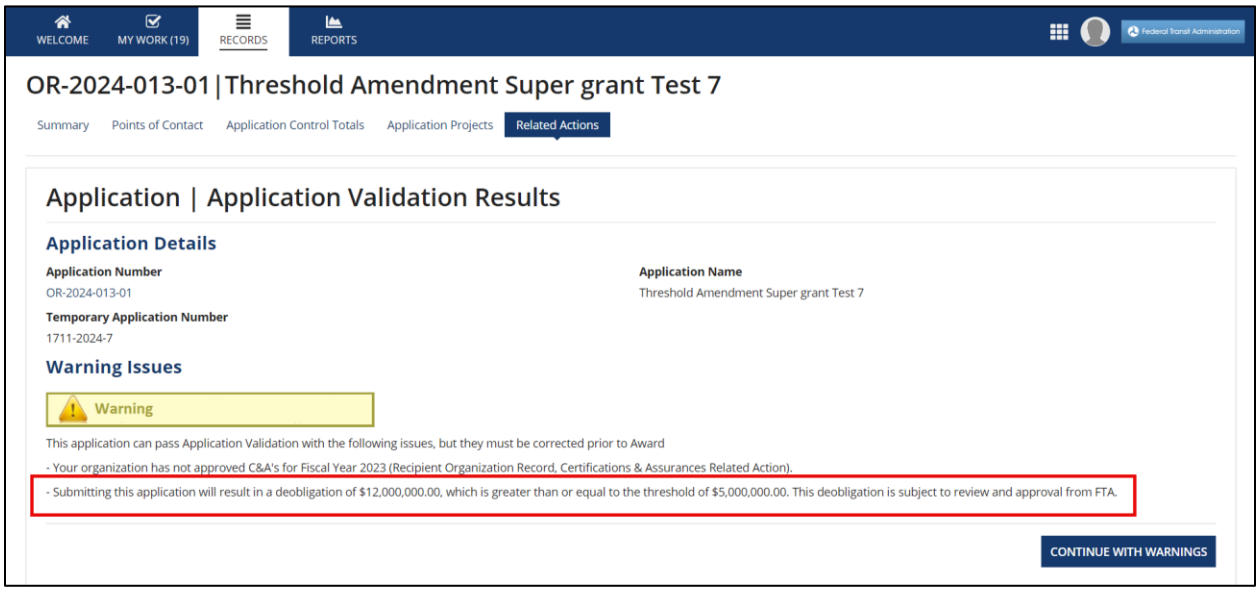
The Amendment Created confirmation message will be shown. The user may proceed to work on the amendment by selecting the hyperlink, which now indicates the amendment extension (01, 02 etc.).



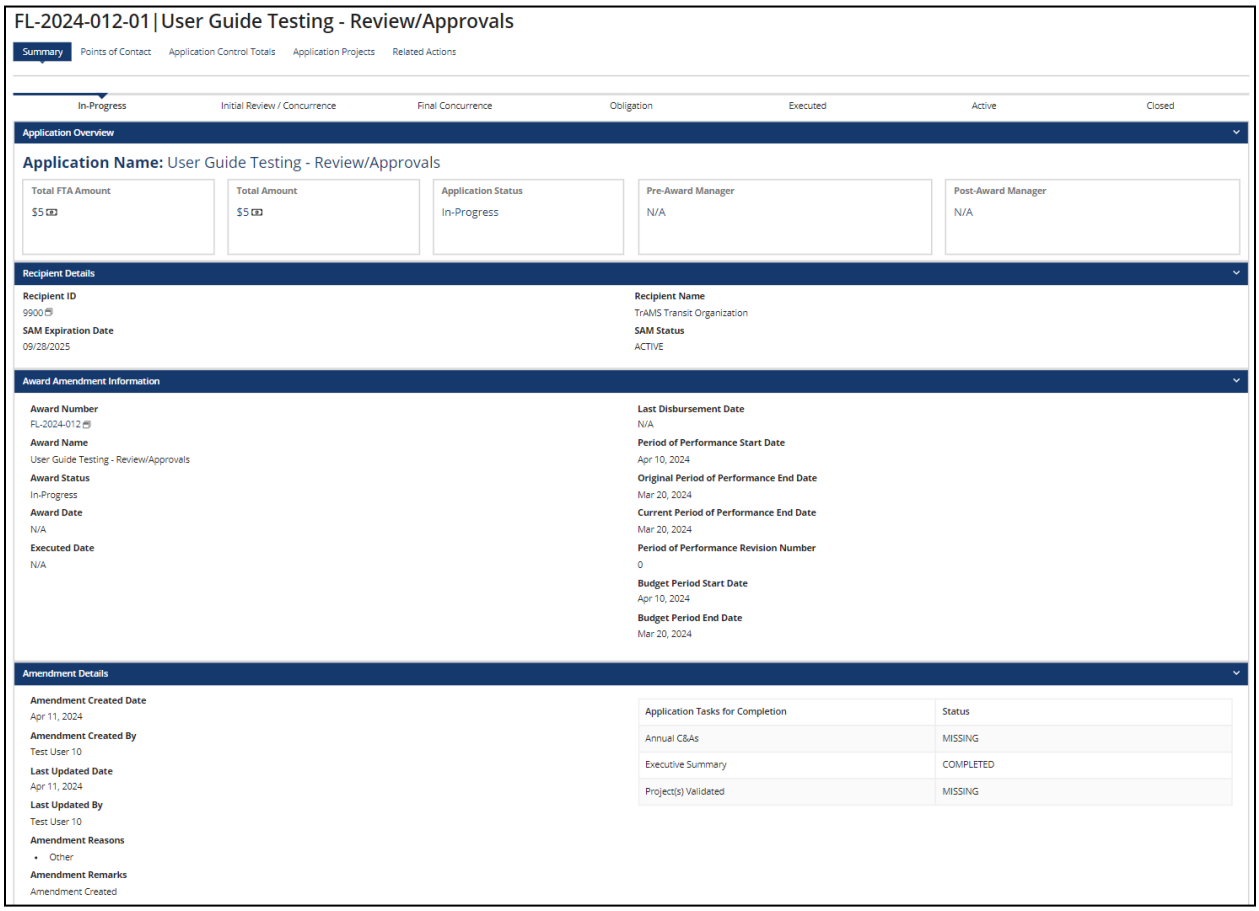
4) Users can either click the 'Close' button to exit the page or click on the new amendment record hyperlink.

Note: The creation of an amendment will change the Award number to include the last two digits indicating an amendment or revision. As screen shot above shows - FL-2018-007-01

Note: If an amendment has a deobligation greater than or equal to $5 million dollars, the recipient will see a warning banner at the bottom of the Validate and Transmit related action stating the amendment's deobligation will be reviewed by the Office of Budget and Policy to ensure funds are available.



When viewing the amendment record, the Summary will show the reason for the amendment along with what tasks need to be completed to proceed with submitting the amendment to FTA for approval. Screen shot below is an example of an amendment summary screen:

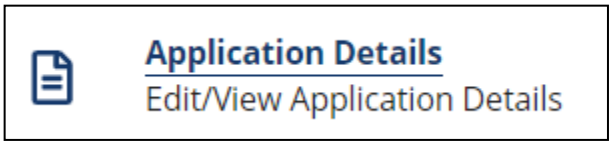


5.5.2.1.2 Related Action: Application Details

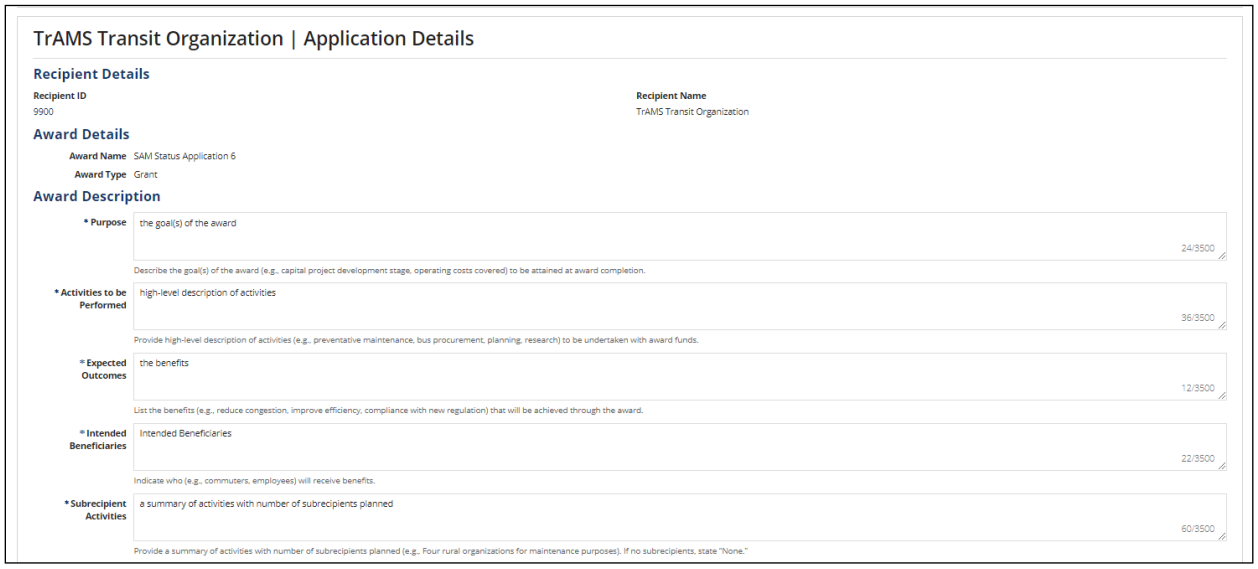
If the amendment is to update Application details, the 'Application Details' related action allows users to edit high-level Application information. Application information can only be modified during initial Application creation and during post-Award modifications, such as an amendment. This information will be read-only for all other users and during all other phases of a grant's life cycle.

To view or edit an Application record:

1) From the 'Related Actions' tab, click 'Applications Details' from the menu.



2) The 'Application Details' form will be displayed. User with Developer/Submitter role can edit textual response and change the selected values saved for all questions except the Award Name and Award Type.

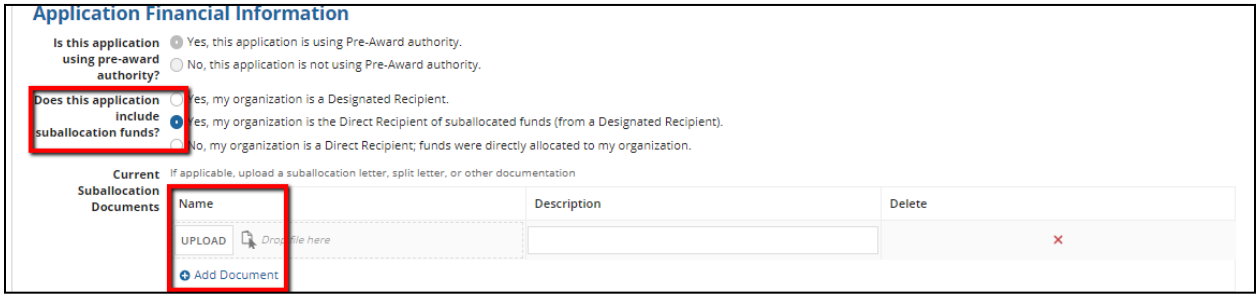


Note: Not all the fields can be edited for 'Post Award' Management activities. Those that cannot be edited will be grayed out.

3) 'Period of Performance End Date' can be changed without taking any financial actions.

Note: User cannot change Pre-Award authority question from 'Application Financial Information' section.

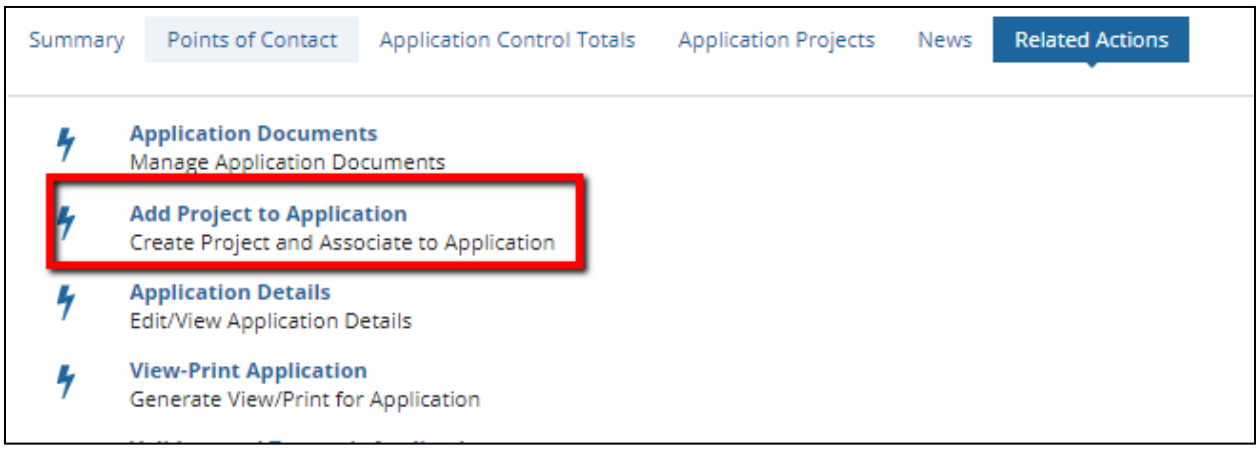
Note: If funds are being added, the suballocation question should be updated as needed and documents need to be added here, not in the Application Documents module



4) Clicking the 'Cancel' button will return users to the 'Related Actions' tab without saving any changes.

5) Click 'Save' button to save all the information and return to the 'Related Actions' tab.

Note: Projects can be added by FTA users with 'Pre-Award Manager' or 'Post-Award Manager' roles while an amendment has a status of 'In-Progress'.



Note: Projects with a single scope and single ALI cannot be deleted.

5.5.2.1.3 Project Related Actions

Apart from 'Validate Project', the following Project Related Actions are available to various user roles in a read-only format and available during other Project statuses in the read-only format.

- Project Details and Narratives
- Project Location
- Project Plan Information
- Amendment Budget Activity Line Items and Milestone
- Environmental Determinations
- Validate Project
- View-Print Application
- Project Documents

Note: These Project related actions are also editable for FTA users with 'Pre-Award Manager' or 'Post-Award Manager' roles while an amendment has a status of 'In Progress'

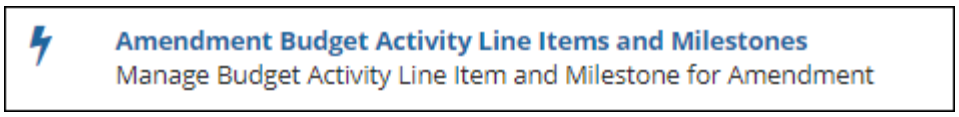
Refer to the *Application Development* section for additional information on how to edit a Project

5.5.2.1.3.1 Related Action: Amendment Budget Activity Line Items and Milestones

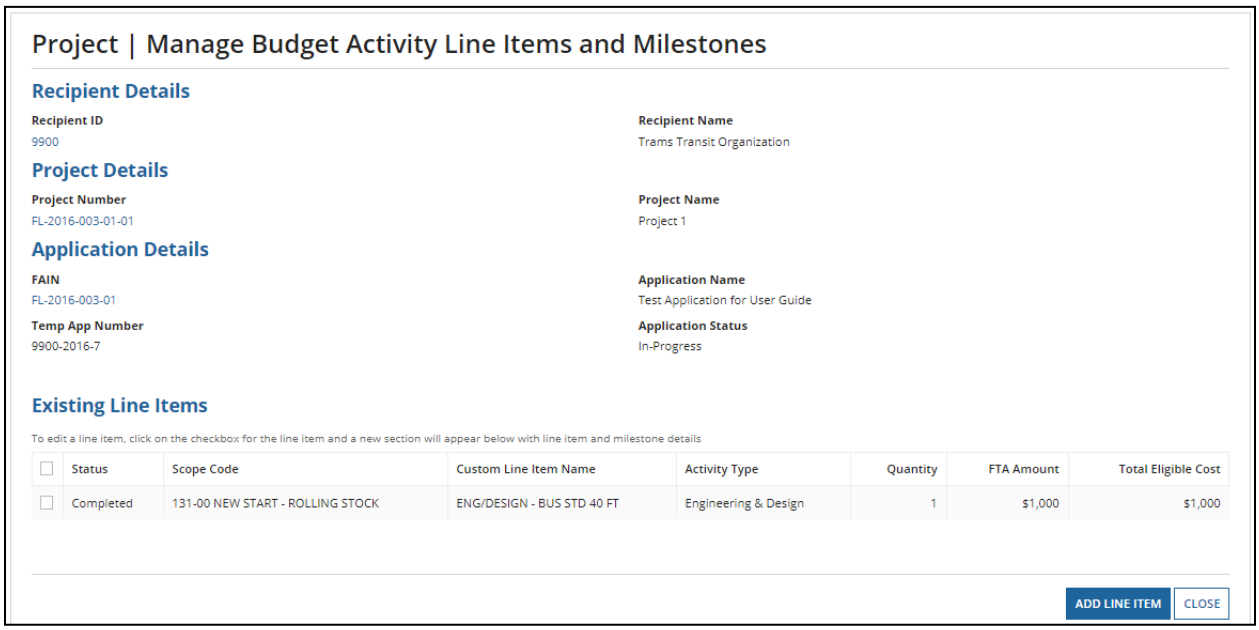
The Application and Project Budgets are formulated by adding scopes and budget activity line items (ALIs) to a Project. In an amendment, recipients can add new scopes and ALIs that were not previously part of the Award.

To add or update the budget ALIs for a Project on an amendment:

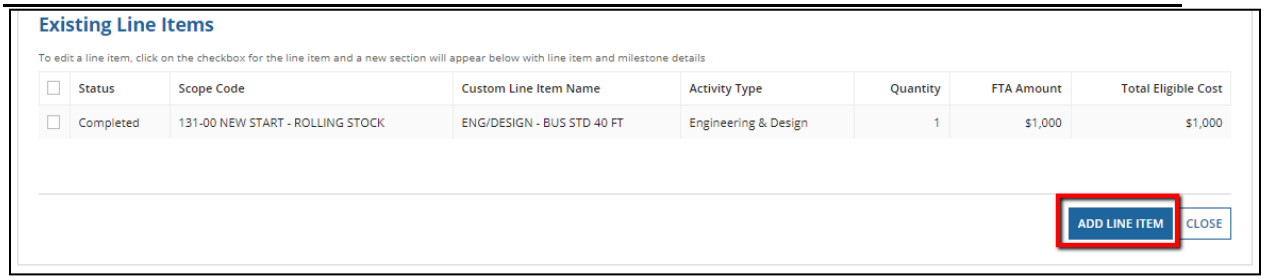
1. From the Project record 'Related Actions' menu, click 'Amendment Budget Activity Line Items and Milestones'.



2. The 'Manage Budget Activity Line Items and Milestones' form will be displayed. The ALIs associated to the Project are listed and displayed in grid format under the 'Existing Line Items' section.

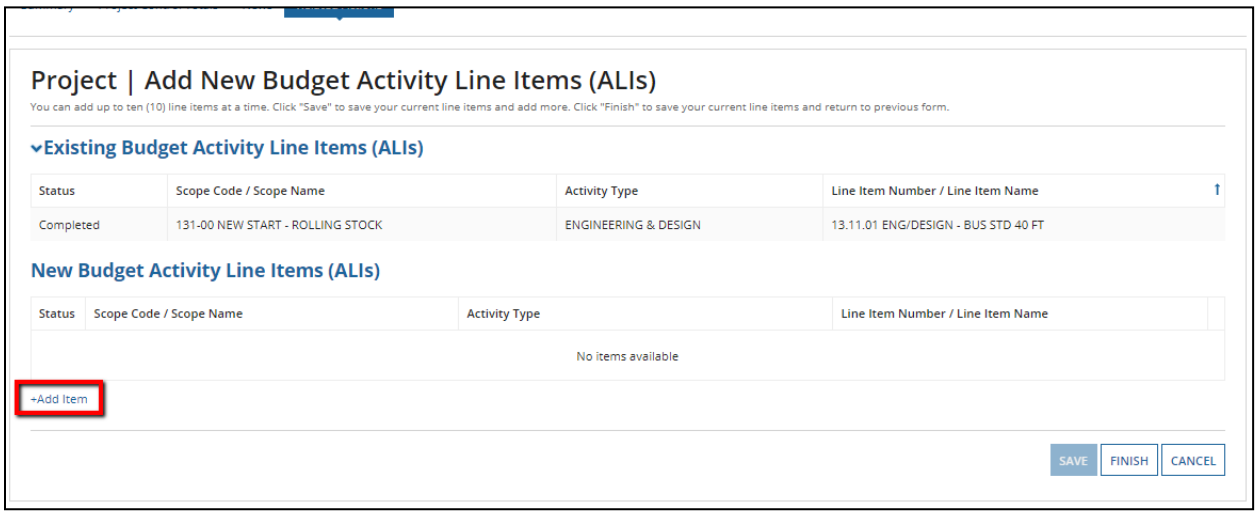


3. At any point, users may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.
4. User should be aware that existing milestones on existing ALIs cannot be modified as part of an amendment. Use the Extended budget details to express milestone changes or additions that can be incorporated into the next reporting cycle milestone progress report.
5. The amendment process can be used to make changes to the period of performance end date without taking any financial actions.
6. To add a new ALI to the Project:
    1. Click on the 'Add Line Item' button

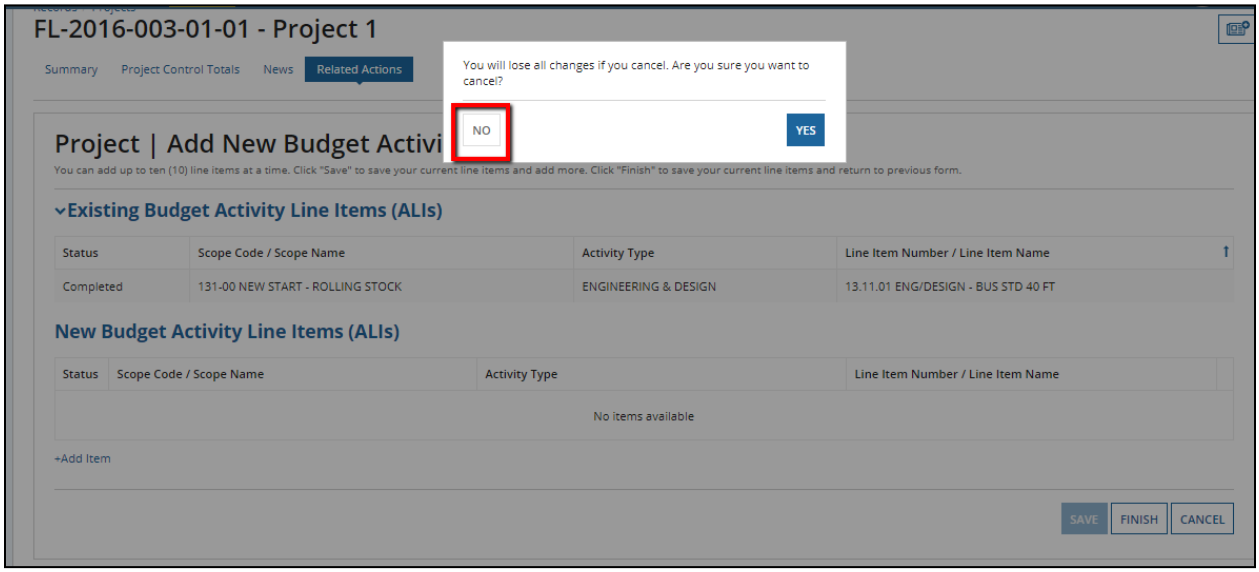

Existing Line Items
To edit a line item, click on the checkbox for the line item and a new section will appear below with line item and milestone details
Status
Scope Code
Custom Line Item Name
Activity Type
Quantity
FTA Amount
Total Eligible Cost
Completed
131-00 NEW START - ROLLING STOCK
ENG/DESIGN - BUS STD 40 FT
Engineering & Design
1
$1,000
$1,000
ADD LINE ITEM
CLOSE

2. The ‘Add New Budget Activity Line Items (ALIs)’ form will be displayed. Click the ‘+Add Item’ link to begin adding a new line item. Multiple ALIs can be added during this process by clicking on +Add Item more than once.

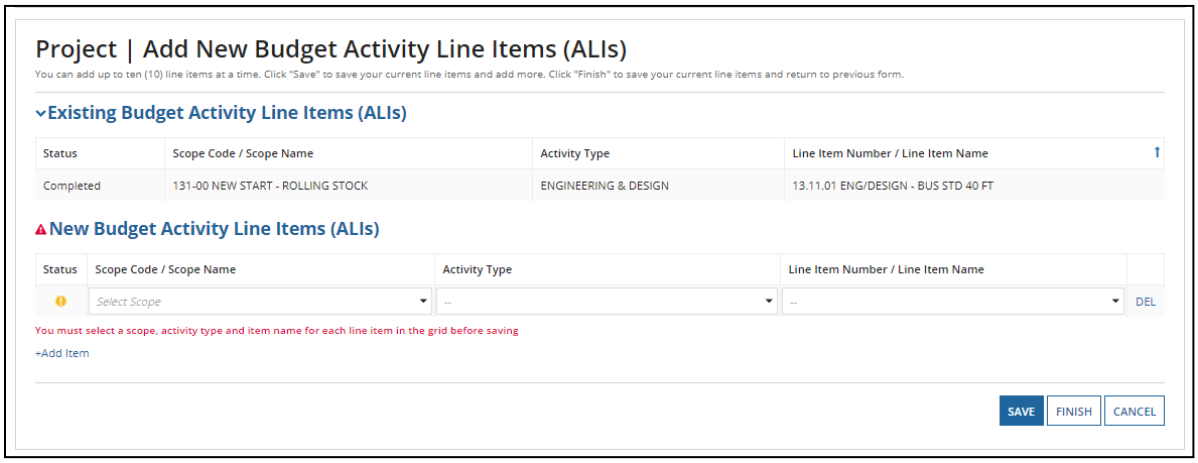
Note: The available selection of scope codes and funding sources for any new ALIs added to the Project(s) during the amendment will be limited to selections made in the latest approved Award.



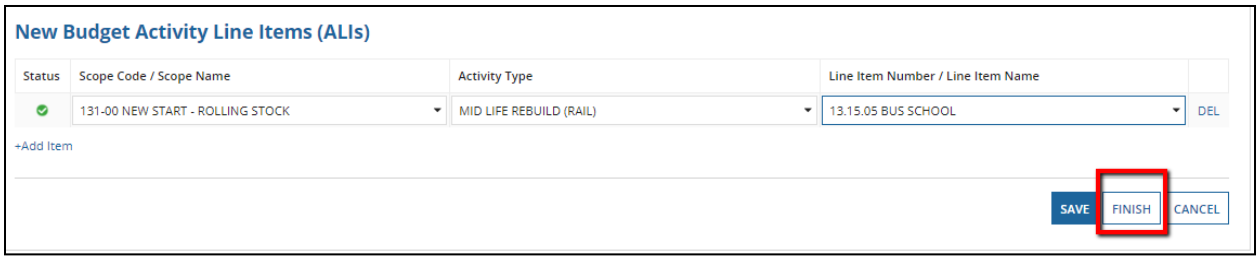
7. Clicking the ‘Cancel’ button here will return users to the ‘Manage Budget Revision Activity Line Items and Milestones’ form without saving any changes. The system will provide a warning prompt for confirmation before doing so. Clicking ‘No’ will return users back to the ‘Add New Budget Activity Line Item(ALIs)



8. The 'New Budget Activity Line Items (ALIs)' section will create a new grid row and display selectable fields each time the 'Add Item' link is clicked. Click the 'DEL' link to delete an ALI that was added to the grid.



9. Select a scope from the drop-down menu provided under the 'Scope Code/Name' field.
   a. Select an activity type for the selected scope from the drop-down menu provided under the 'Activity Type' field.
   b. Select a line-item name or number from the drop-down menu provided under the 'Line Item Number/Line Item Name' field.
   c. Click the 'Finish' button to add all new ALIs that have been completed to the Project and return to the 'Manage Budget Activity Line Items and Milestones' form.

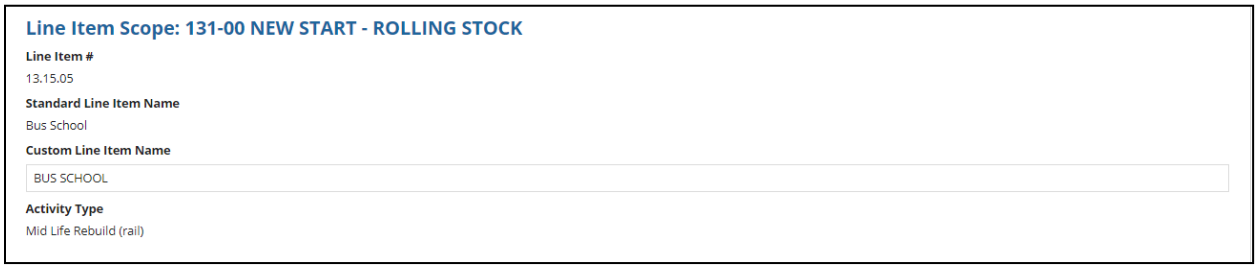


10. To edit the ALI details and milestones for a Project under the amendment:
    a. Select the check box for an ALI users wish to modify from the grid under 'Existing Items'. The form will expand below the grid to include the following sections for the selected line item:
        - 'Line Item Scope'
        - 'Line Item Details'
        - 'Funding Information'
        - Non-FTA Funding Information
        - 'Rolling Stock Information' (if applicable)

- 'Milestones'

Note: Update the 'Line Item Scope' section as needed:

b. Update the line item's name in the 'Custom Line Item Name' field with the desired text.



11. Update the 'Line Item Details' section as needed:

a. Update the quantity in the 'Revised Quantity' field with the desired number. This is an integer field and must be a whole number.

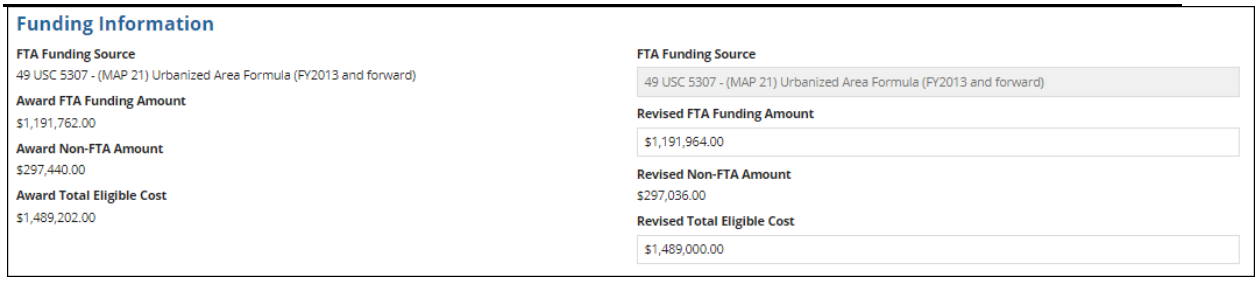
b. Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text. This is a long paragraph field.

c. Select either the Yes or No option to respond to the question, 'Will 3rd Party contractors be used to fulfill this activity line item?'

12. If this amendment is for a TEAM Application, update the 'Funding Information' section as needed (otherwise, skip to Step 5 for a TrAMS Application)

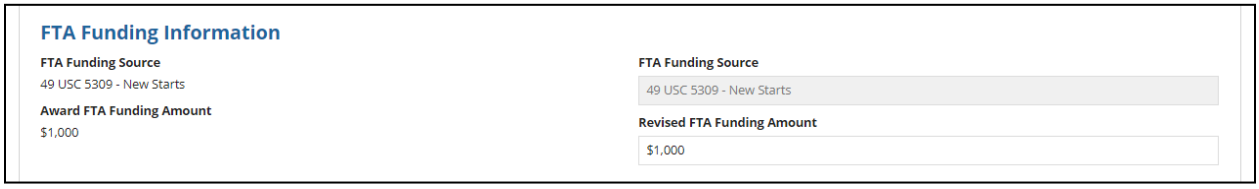
a. Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.

b. Update the original Award's total eligible cost in the 'Revised Total Eligible Cost' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Non-FTA Amount' field will update accordingly.



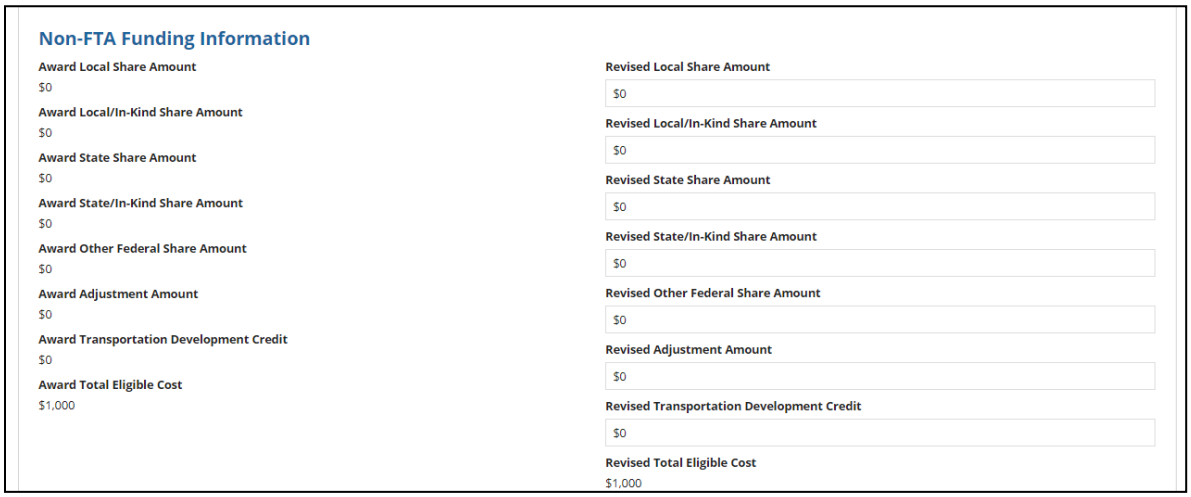
13. For TrAMS Applications update the 'FTA Funding Information' section as needed:

    a. Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number. The 'Revised Total Eligible Cost' field will update accordingly.

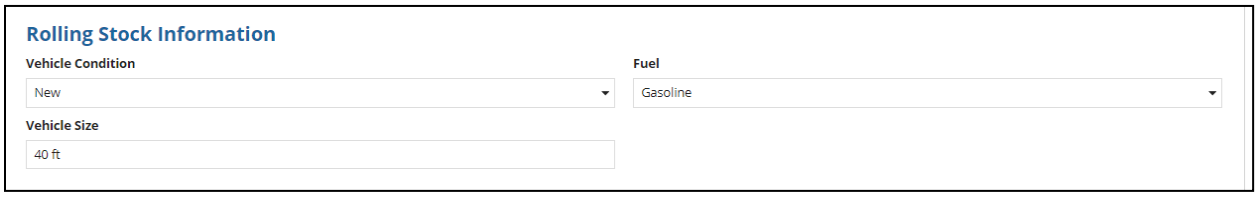


14. Update the 'Non-FTA Funding Information' section if necessary:

    a. Update any existing values in fields with the desired amounts. These are all integer fields and must be whole numbers. The 'Revised Total Eligible Cost' field will update accordingly.



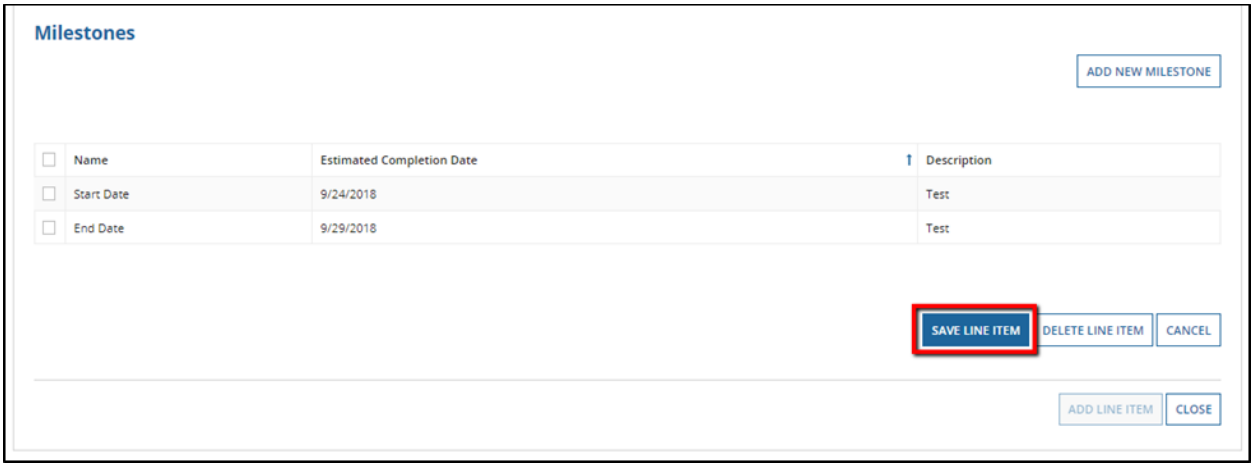
15. Update the 'Rolling Stock Information' section as needed:
    a. Select a vehicle condition from the drop-down menu provided under the 'Vehicle Condition' field.
    b. Enter a vehicle size into the 'Vehicle Size' field.
    c. Select the vehicle's fuel type from the drop-down menu provided under the 'Fuel' field.

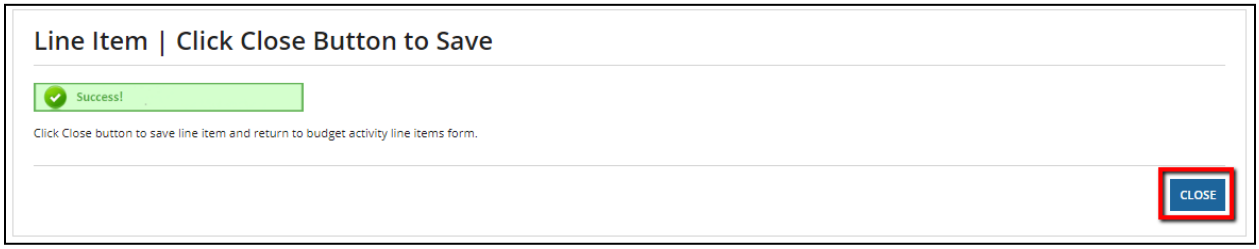


Note: The 'Rolling Stock Information' section is only shown when a rolling stock line item in the Project has been selected. Fleet information will not display in the Application view print until FTA has Awarded the amendment.

16. The 'Milestones' section will be read-only if an existing line item is selected. Update the 'Milestones' section if users have selected a new ALI that was added to the budget revision. Refer to *Related Action: Budget Activity Line Items and Milestones* if further instructions on milestones are needed.

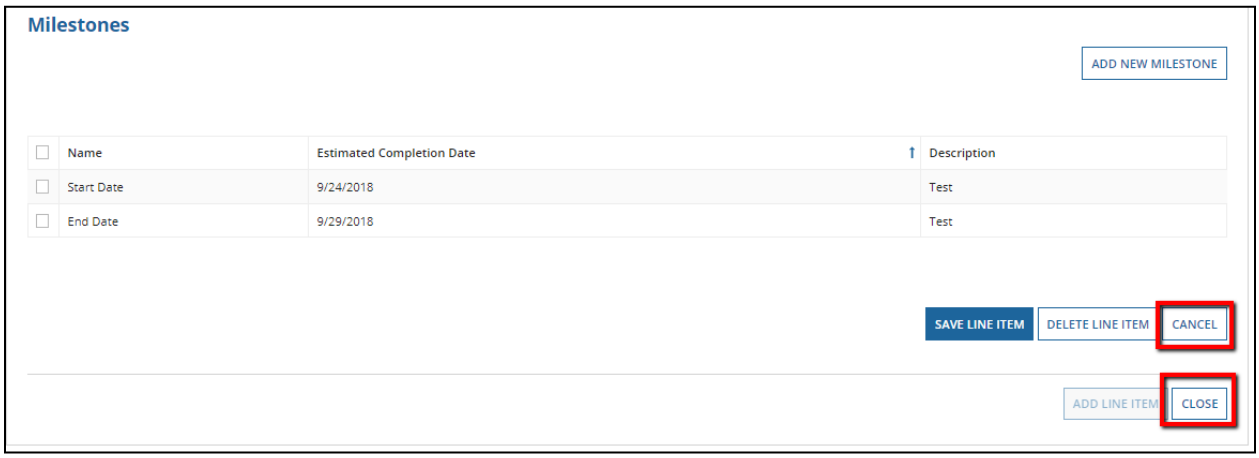
17. Once users have completed all the sections related to the selected ALI from the grid, they will have the following options:
    a. Click on the 'Save Line Item' button to save all information for the selected ALI and click 'Close' button to return to the 'Project | Manage Budget Activity Line Items and Milestones' form, or

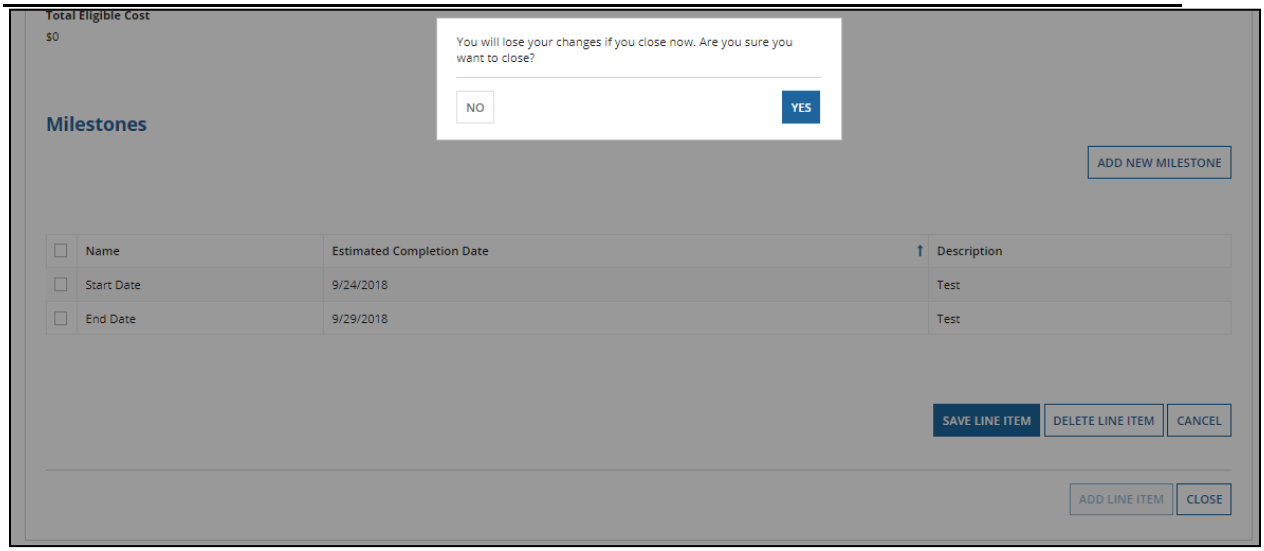




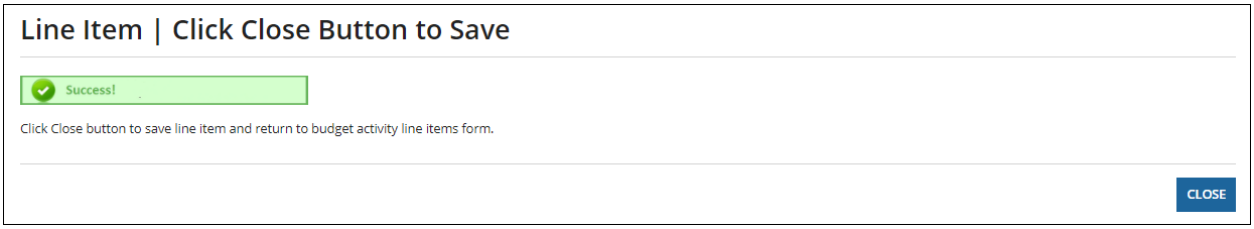
b. Click on the 'Delete Line Item' button to delete the selected ALI from the Project. This is only applicable to ALIs that were created during the amendment process, or

c. Click on the 'Cancel' button to exit out of the form without saving changes for the selected ALI. Users will be returned to the 'Related Actions' menu.





d. Every time users save a line item the below screen will prompt. Users MUST select the close button to save the changes made to the ALI added or modified.



18. Repeat previous steps to update the remaining ALIs in the grid. The status for each ALI will change from 'In-Progress' to 'Complete.' The status of 'Complete' is required for all ALIs on the Project in order to validate and mark the Project as ready for FTA review.

5.5.2.1.4 Transmit and Submit Amendment

The amendment transmission and submission process is the same as an original Award. Refer to *Application Development* for instructions to transmit an amendment to FTA for initial review and to accept the submission task to formally submit an amendment for final review.

When transmitting an amendment, users will receive similar prompts:

1. If rolling stock is included add fleet information. Select the Close button if no changes are needed to proceed to the next form.
2. If TDC or In-kind local match is included, prompts to add documentation will display. Use the skip button if no additional documentation is required.
3. If Section 5307 funds were applied, even if no additional funds were added, there will be a prompt to respond to for the 1% security questions.
4. If the amendment is a Cooperative Agreement Award, users will be prompted to select the cost center of the FTA office that will manage the amendment. Refer to *Application Development* for more information.

5. If the recipient organization's SAM account is expired, the user will see a critical error message and will not be able to continue. The recipient must update the organization's registration status before the user can move forward.

5.5.2.1.5 Amendment Execution

Once FTA has completed all reviews and awarded the amendment, the Recipient Official is required to execute the award agreement for the amendment. Refer to *Application Development* for details on how to execute the award.

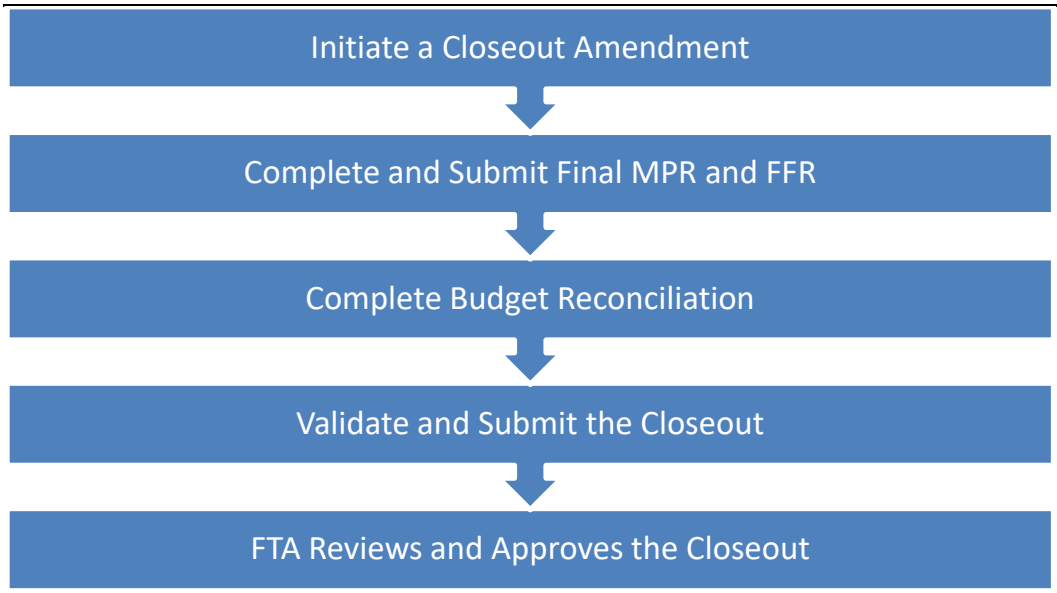
5.5.3 Closeout Amendment

Closeout Amendment is the process by which FTA Regional Staff determines that all activities in an award are complete and all federal funds necessary to complete the project have been expended. Either the recipient or FTA can initiate closeout of an award when all approved activities are completed and/or applicable federal funds expended.

5.5.3.1 Closeout Amendment Workflow

Award closeout is the term used to signify the process which completes an award after all activities for an Award have been completed or all federal funds necessary to complete the project have been expended.

Both the recipient and FTA may initiate a closeout; the steps are the same regardless of which user initiates and completes the closeout.



A closeout can only be performed on an award that is in the 'Active (Executed)' status with no pending post award actions. The process is the same for both TEAM and TrAMS awards, any differences in the format of the award is explained in the Guide. All parts of the closeout must be completed to validate and submit the request to FTA.

5.5.3.2 User Roles for Closeouts

Recipient users with a 'Submitter' or 'Developer' role have access to initiate and submit a closeout request.

The Recipient users with the FFR Reporter and the MPR Reporter user roles have access to complete the final reports for the closeout amendment package.

The user roles may be assigned to one or more individuals; therefore, coordination may be required.

FTA users with the Post-Award Manager role have access to initiate and submit a closeout request.

If FTA initiates the Closeout, then the Post-Award Manager will submit the Closeout and complete the final reports for the closeout amendment package.

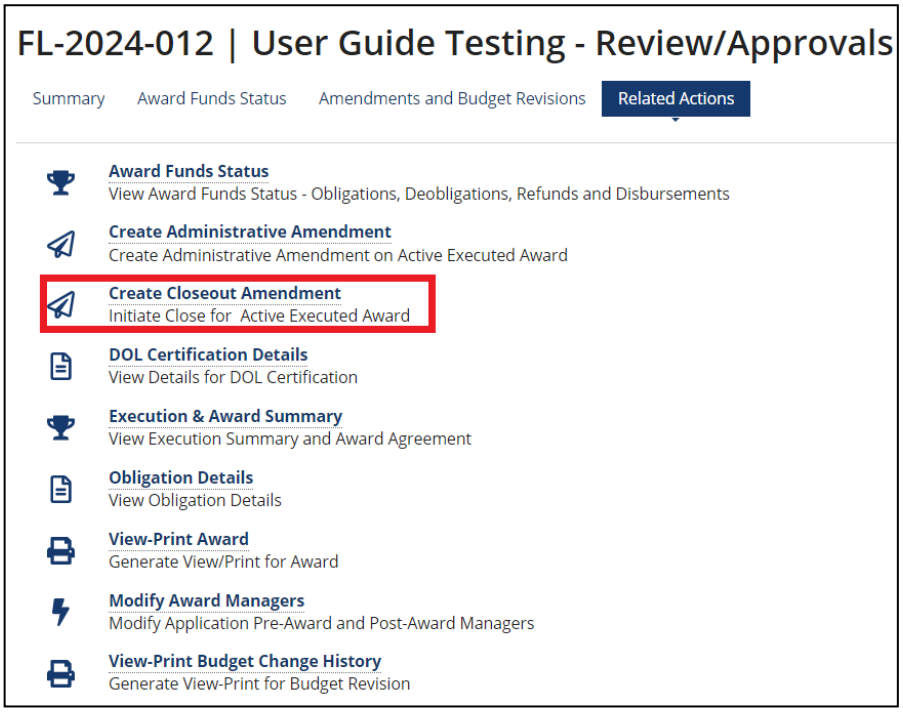
5.5.3.3 Related Action: Create Closeout Amendment

Note: Only the FTA Regional Post-Award Manager role or the Recipient will be able to access this related action to initiate and submit the closeout request.

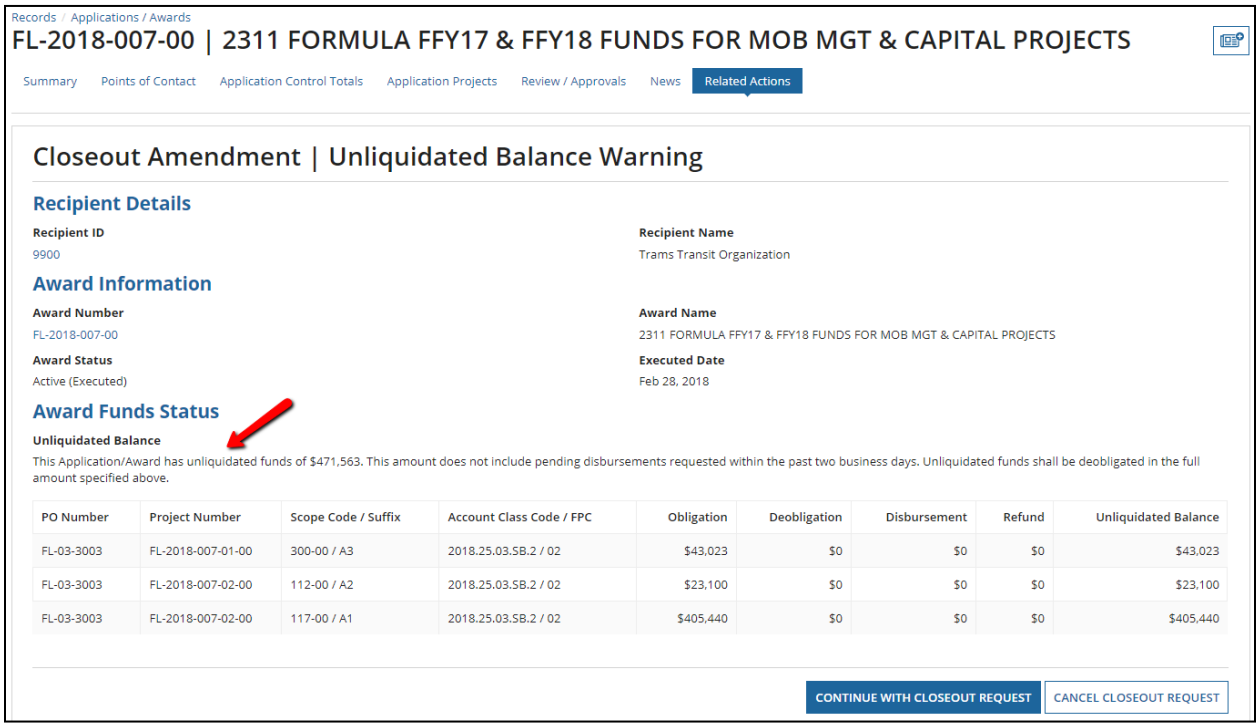
Ensure the record has an Application status of 'Active (Executed)'. A Closeout cannot be initiated if there are any pending amendments or budget revisions. 'Create Closeout Amendment' will not be displayed as one of the menu options within Related Actions tab if there are pending actions.

If a recipient organization's SAM account has either expired or will expire within 30 days, then the user will be presented with a warning message and should work with the recipient to renew their SAM account in SAM.gov.

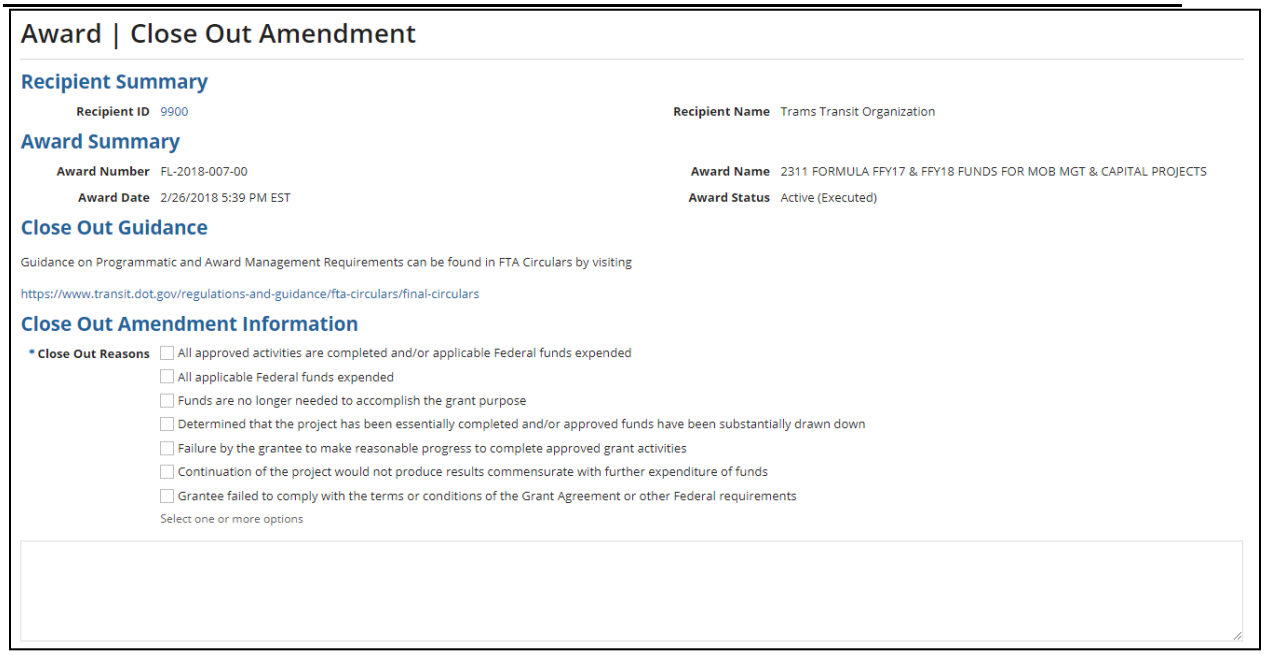
1) Steps to create Closeout Amendment:
   a) Search and Select the Award Record either using the Records Tab or locating the record under the recipient profile 'Application/Awards' tab.
   b) From the Award Record, click on Related Actions
   c) To initiate Click 'Create Closeout Amendment' from the menu options.



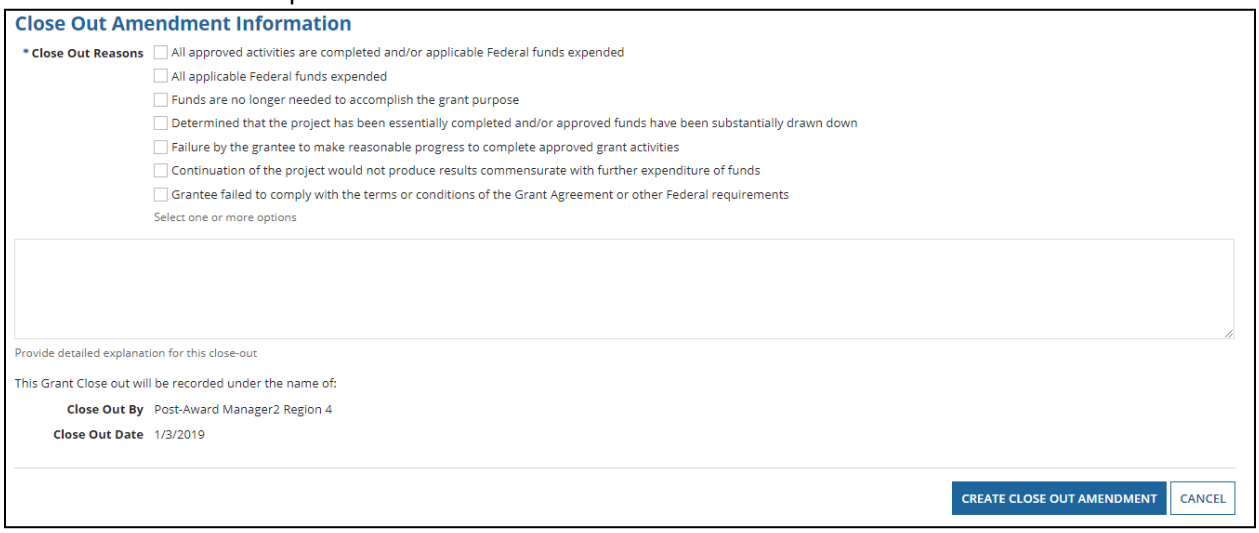
2) The 'Unliquidated Balance Warning' form will be displayed if there are any unliquidated balances on the Application's existing account class codes (ACCs). The unliquidated balances will be deobligated from the Award as part of the closeout process.



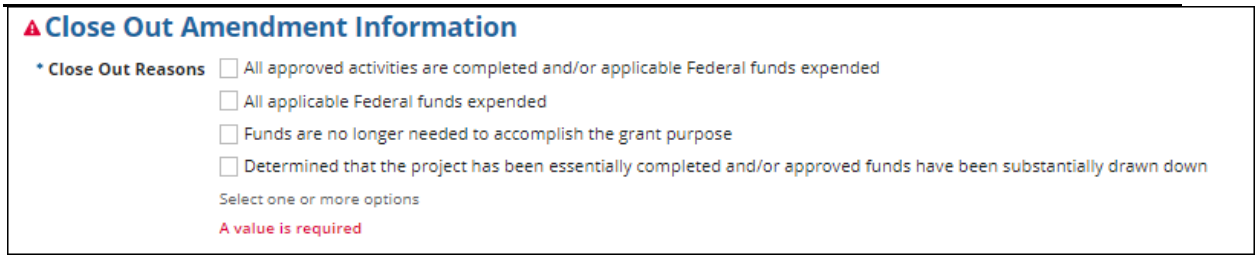
3) To continue, click the 'Continue with Closeout Request' button to proceed with the closeout and the deobligation of the unliquidated balances on the Award.
4) Click the 'Cancel Closeout Request' button to return to the 'Related Actions' menu without closing the Award.



5) The ‘Closeout Amendment’ form will be displayed. Complete the following under the ‘Closeout Amendment Information’ section:
   a) Select one or more check boxes under the ‘Closeout Reasons’ section. At least one closeout reason must be provided.



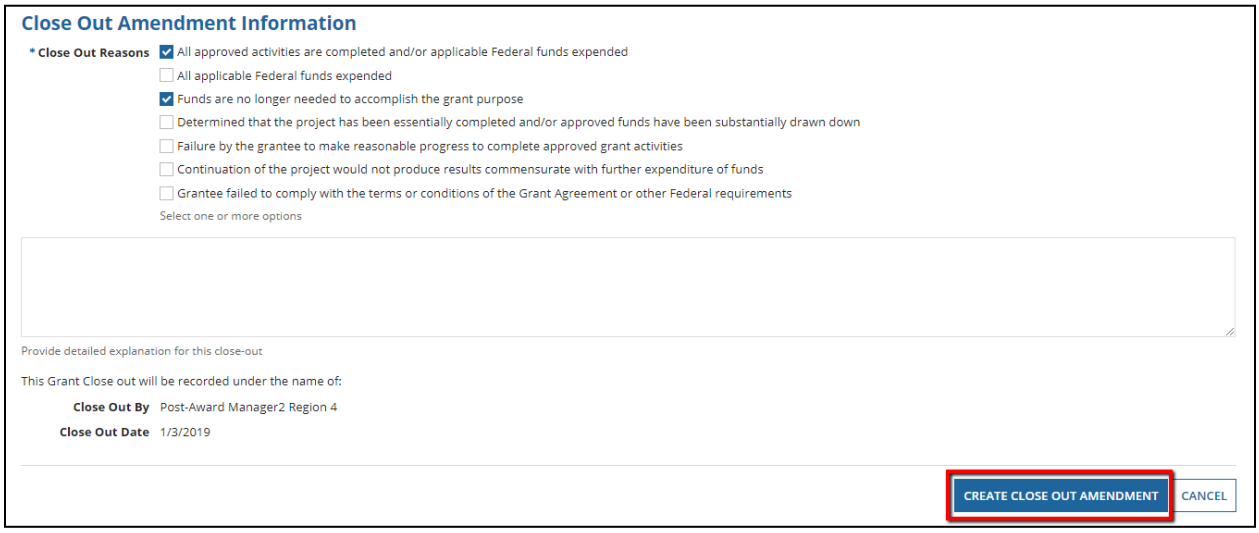
   b) A validation error message will appear if no ‘Closeout Reasons’ are selected.



c) The user may enter a comment into the 'Closeout Remarks' field, however it is not required. Users can modify this information during the closeout process.

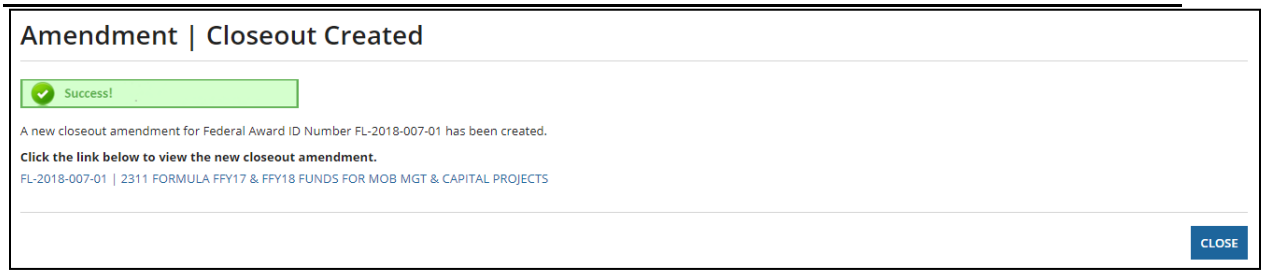
Note: Information for the Close Out summary should be updated as necessary. For more information refer to *Related Action: Closeout Details*.

d) Click the 'Create Close Out Amendment' button.

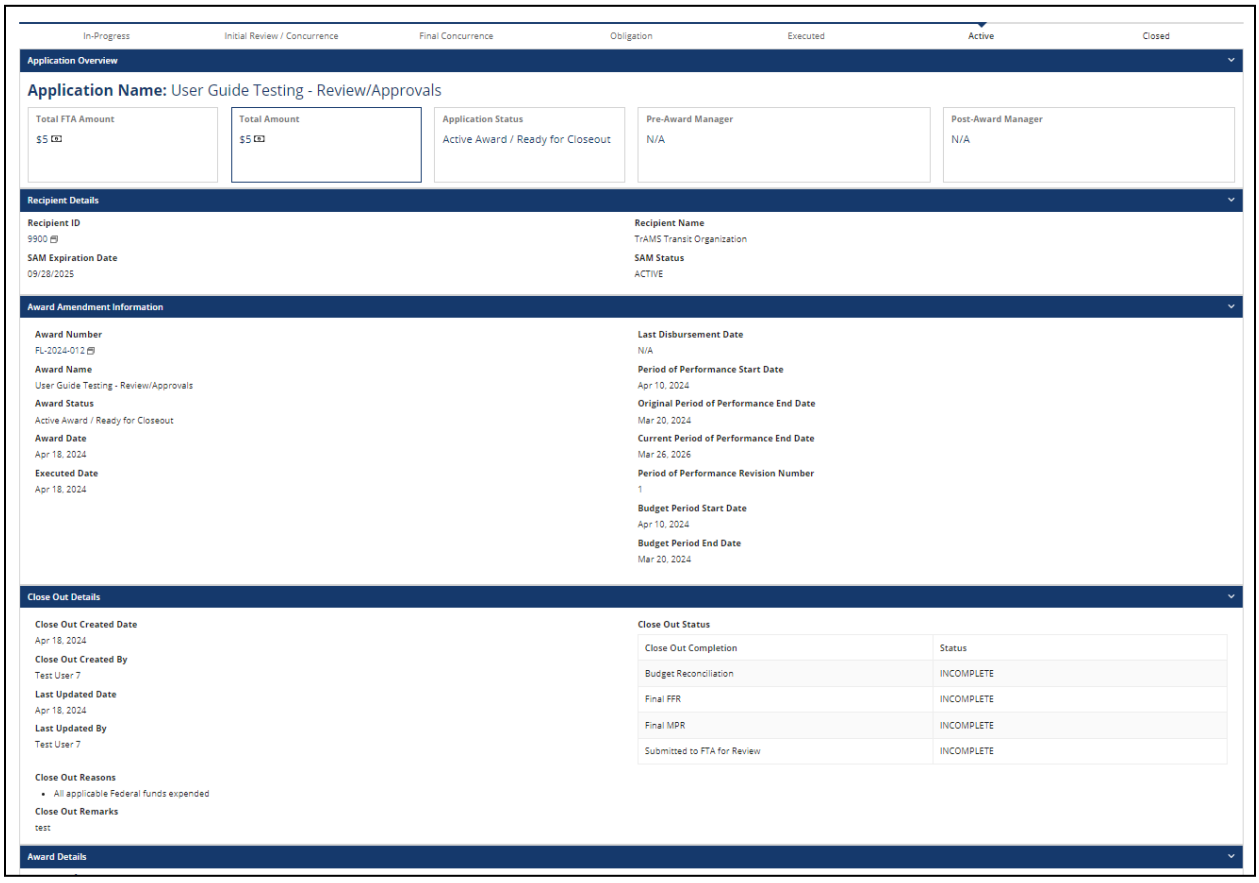


e) Error messages that prevent creating CloseOuts:
   i) If the FTA user has a pending MPR/FFR report not yet submitted to the recipient, the closeout cannot be created.
   ii) If the FTA user has a pending budget revision or amendment, the closeout cannot be created.

f) The 'Closeout Created' form will display with the following confirmation message: "A new closeout amendment for Federal Award ID Number [FAIN #] has been created." It will provide an active new amendment record link to the closeout amendment.



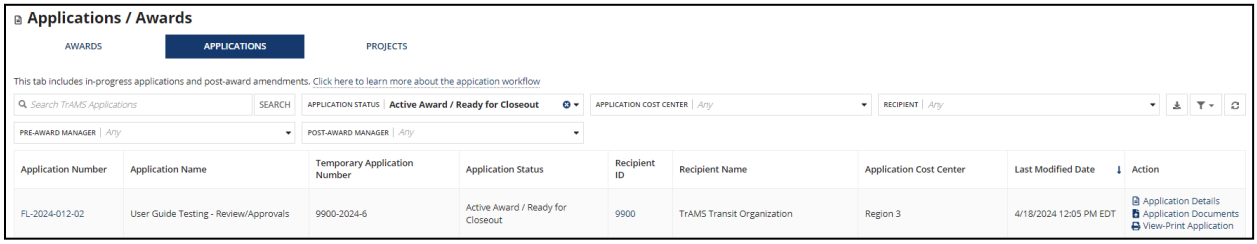
g) The link will take the user to the Application Summary where the Details are listed in the following sections:
   1) Application Overview
   2) Recipient Details
   3) Award Amendment Information
   4) Closeout Details
   5) Award Details
   6) Award Description



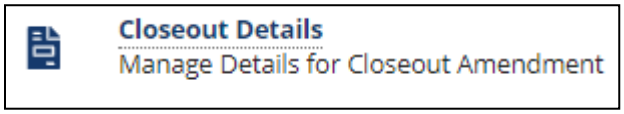
5.5.3.3.1 Related Action: Closeout Details

To view or edit closeout details for a closeout amendment:

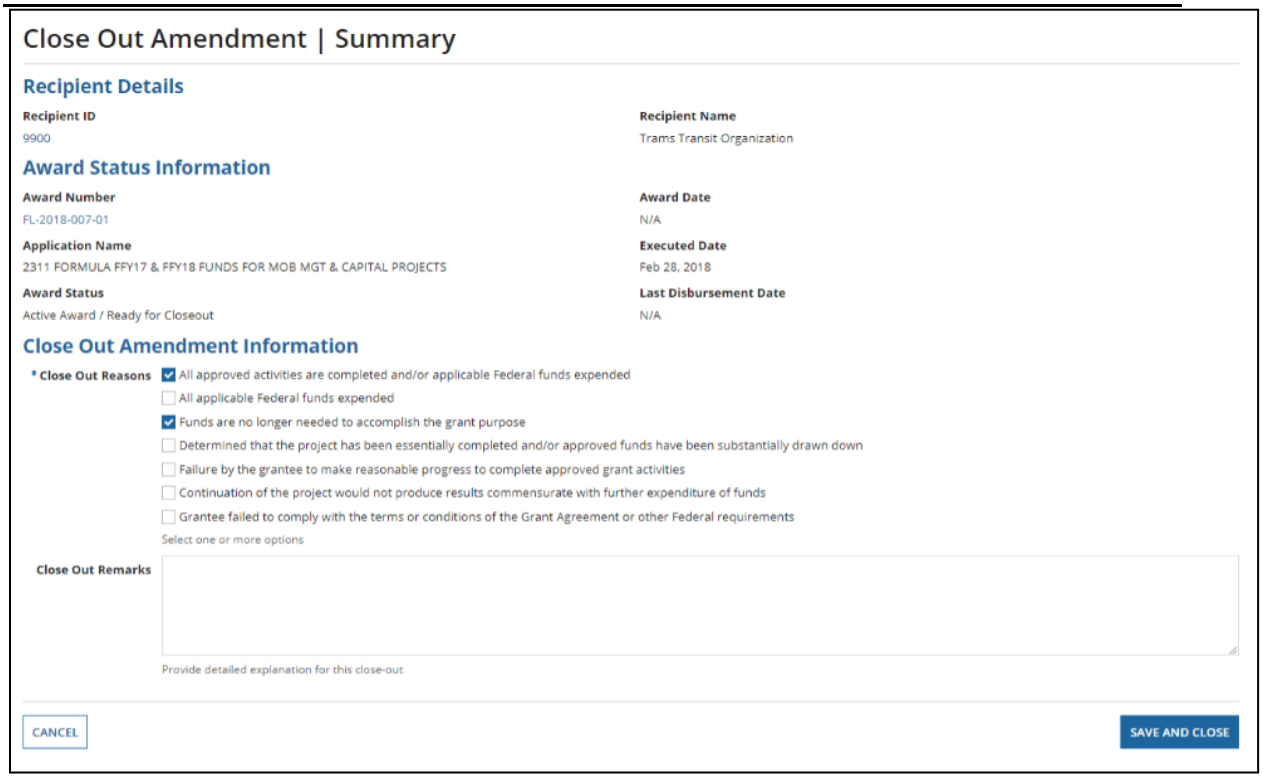
1) Search and select the applicable Application on the Application Record. The status of the closeout amendment should be 'Active Award / Ready for Closeout'.



2) Users will land on the Application Summary; click on the 'Related Actions' tab.
3) Click 'Closeout Details' From the menu options.



4) The Close Out Amendment 'Summary' form will display with the information entered or selected during the create closeout amendment steps. Users can modify the 'Closeout Details' reasons or remarks as needed.
5) At any point, users may click the 'Cancel' button to return to the 'Related Actions' menu without saving any changes.
6) Click the 'Save and Close' button to save all changes and return to the 'Related Actions' menu.



Close Out Amendment | Summary

Recipient Details

Recipient ID
9900

Recipient Name
Trams Transit Organization

Award Status Information

Award Number
FL-2018-007-01

Award Date
N/A

Application Name
2311 FORMULA FFY17 & FFY18 FUNDS FOR MOB MGT & CAPITAL PROJECTS

Executed Date
Feb 28, 2018

Award Status
Active Award / Ready for Closeout

Last Disbursement Date
N/A

Close Out Amendment Information

* Close Out Reasons
- [x] All approved activities are completed and/or applicable Federal funds expended
- [ ] All applicable Federal funds expended
- [x] Funds are no longer needed to accomplish the grant purpose
- [ ] Determined that the project has been essentially completed and/or approved funds have been substantially drawn down
- [ ] Failure by the grantee to make reasonable progress to complete approved grant activities
- [ ] Continuation of the project would not produce results commensurate with further expenditure of funds
- [ ] Grantee failed to comply with the terms or conditions of the Grant Agreement or other Federal requirements

Select one or more options

Close Out Remarks

Provide detailed explanation for this close-out

CANCEL

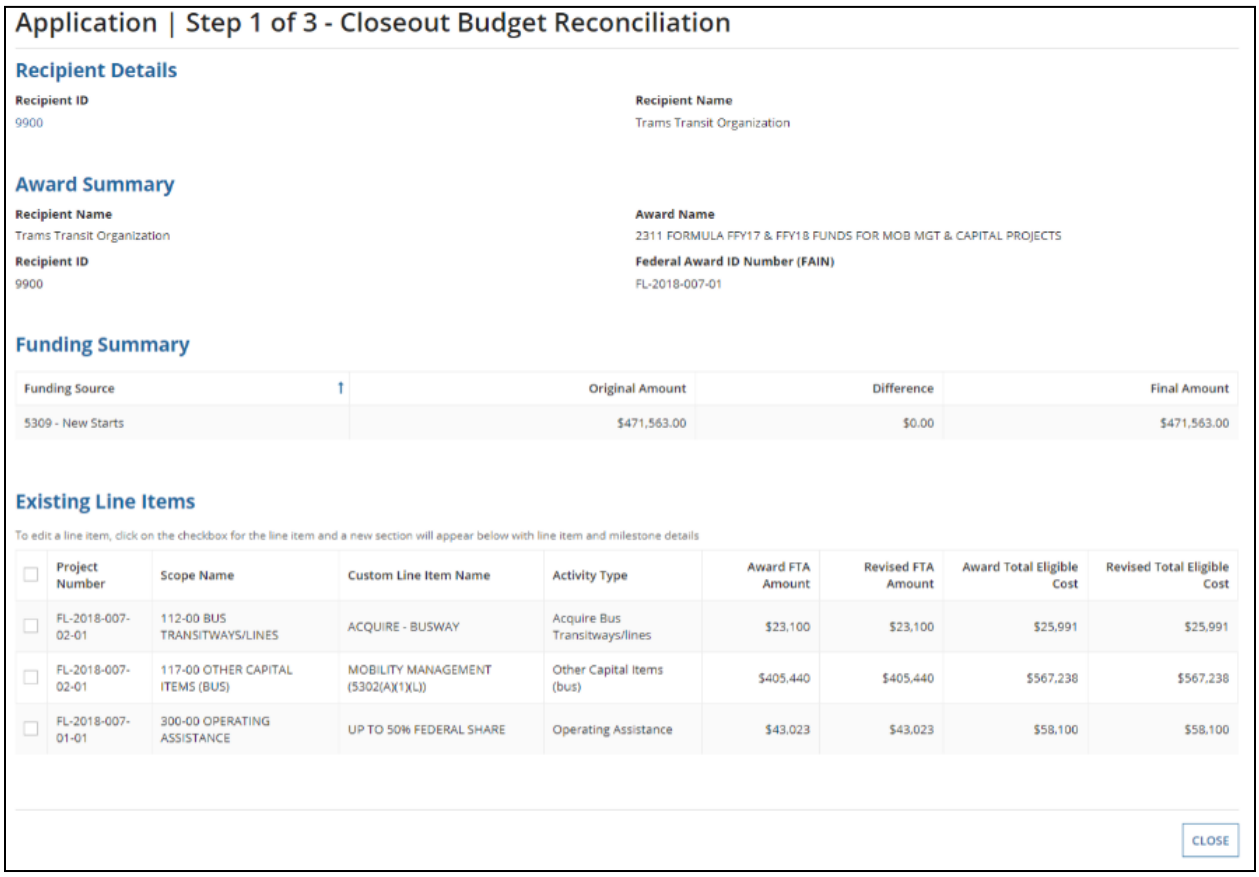
SAVE AND CLOSE

5.5.3.4 Related Action: Closeout Budget Reconciliation

Before submitting a closeout amendment for approval, the FTA Regional Staff or the Recipient should reconcile the final Award budget and modify budget activity line item (ALI) amounts accordingly. This is done via the 'Closeout Budget Reconciliation' selection under the Related Action tab on the Application Record.

1) Click on 'Related Actions' tab of the application record
2) Click on the 'Closeout Budget Reconciliation' from the related actions menu

3) The 'Closeout Budget Reconciliation' form will be displayed. The ALIs associated to all Projects display in grid format under the 'Existing Line Items' section. (TEAM Awards only have one Project)
4) At any point, users may click the 'Close' button to return to the 'Related Actions' menu without saving any changes.



5) Select the check box for the ALI users wish to modify from the grid. The form will expand below the existing line items grid to include the following sections for that selected line item:
   a) 'Line Item Scope'

b) 'Line Item Details'

c) 'FTA Funding Information'

d) 'Non-FTA Funding Information'

e) 'Rolling Stock Information' (if applicable)

f) 'Milestones'

6) Clicking the 'Cancel' button will return users to the 'Closeout Budget Reconciliation' form without saving any changes. The system will provide a warning prompt for confirmation before returning users to previous screen.
7) Update the 'Line Item Scope' section as needed:

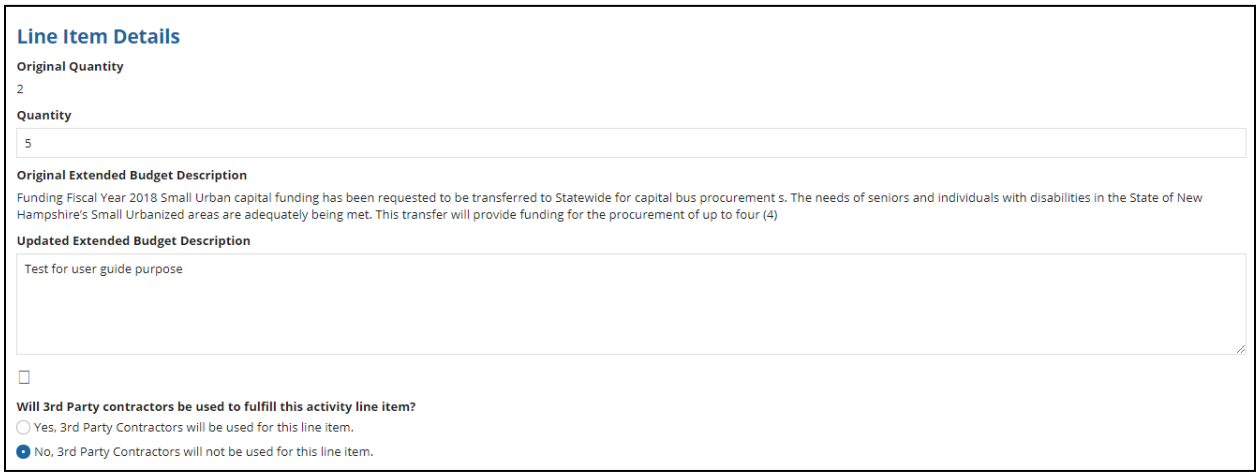
a) Update the line item's name in the 'Custom Line Item Name' field with the desired text.

b) Update the 'Line Item Details' section as needed.

c) Update the quantity in the 'Quantity' field with the desired number. This is an integer field and must be a whole number.

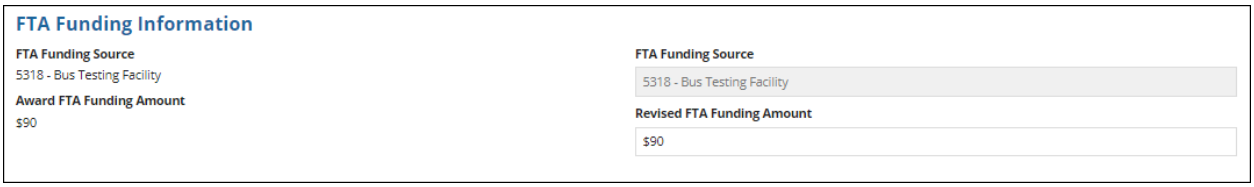
d) Update the original extended budget description in the 'Updated Extended Budget Description' field with the desired text. [FTA requests users add narrative 'on top of' any previously existing narrative, do not delete narrative history.]

e) Update the Yes or No option to respond to the question, 'Will 3rd Party contractors be used to fulfill this activity line item?', if applicable.



f) Update the original FTA funding amount in the 'Revised FTA Funding Amount' field with the revised amount. This is an integer field and must be a whole number.

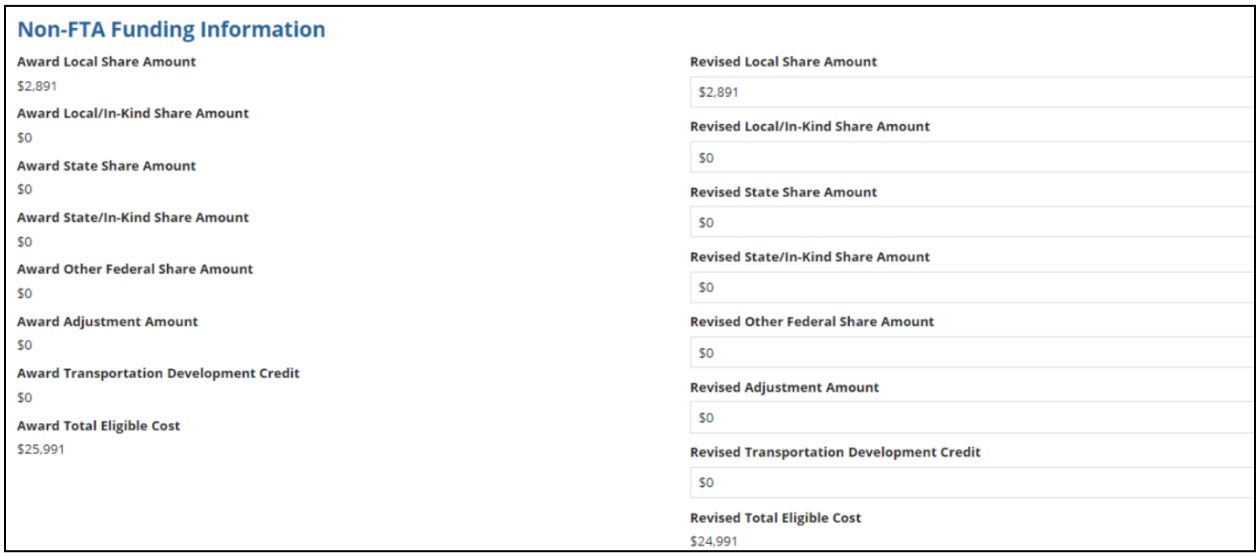
g) The 'Revised Total Eligible Cost' field will update automatically.



8) For a TrAMS closeout amendment, update the 'Non-FTA Funding Information' section as needed:

a) Update any existing values in fields with the desired amounts. These are all integer fields and must be whole numbers.

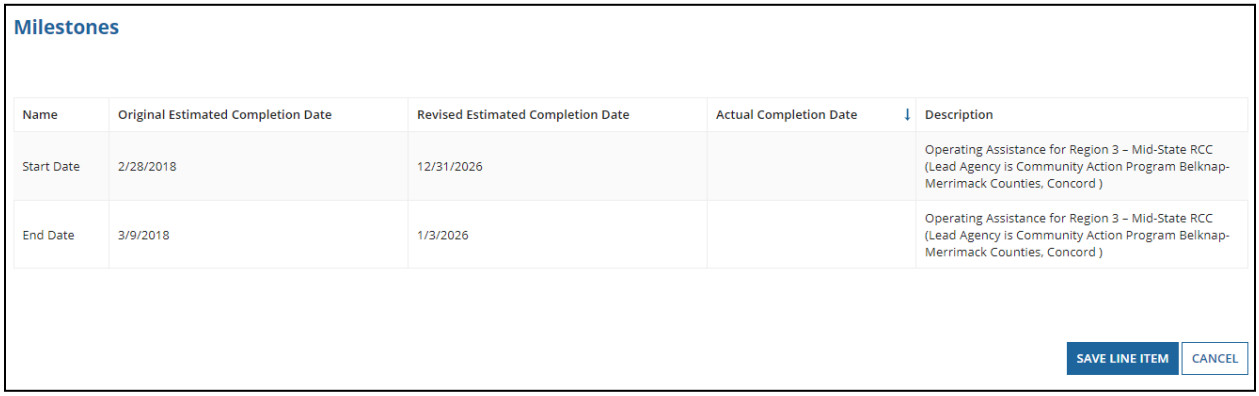
b) The 'Revised Total Eligible Cost' field will update automatically.



9) Once users have completed all the sections related to the selected ALI from the grid, users will have the following options:

a) Click on the 'Save Line Item' button to save all information for the selected ALI and return to the 'Closeout Budget Reconciliation' form; users must click the Close Button on the second form to save all changes.

b) Click on the 'Cancel' button to exit out grid without saving changes for the selected ALI. The form will collapse.



10) Repeat previous steps to update the remaining ALIs in the grid as needed.

Click the 'Close' button to return to the 'Related Actions' menu.

5.5.3.5 Task: Complete Final FFR

Refer to and follow all instructions in *Federal Financial Report (FFR)* for information on how to complete a final FFR.

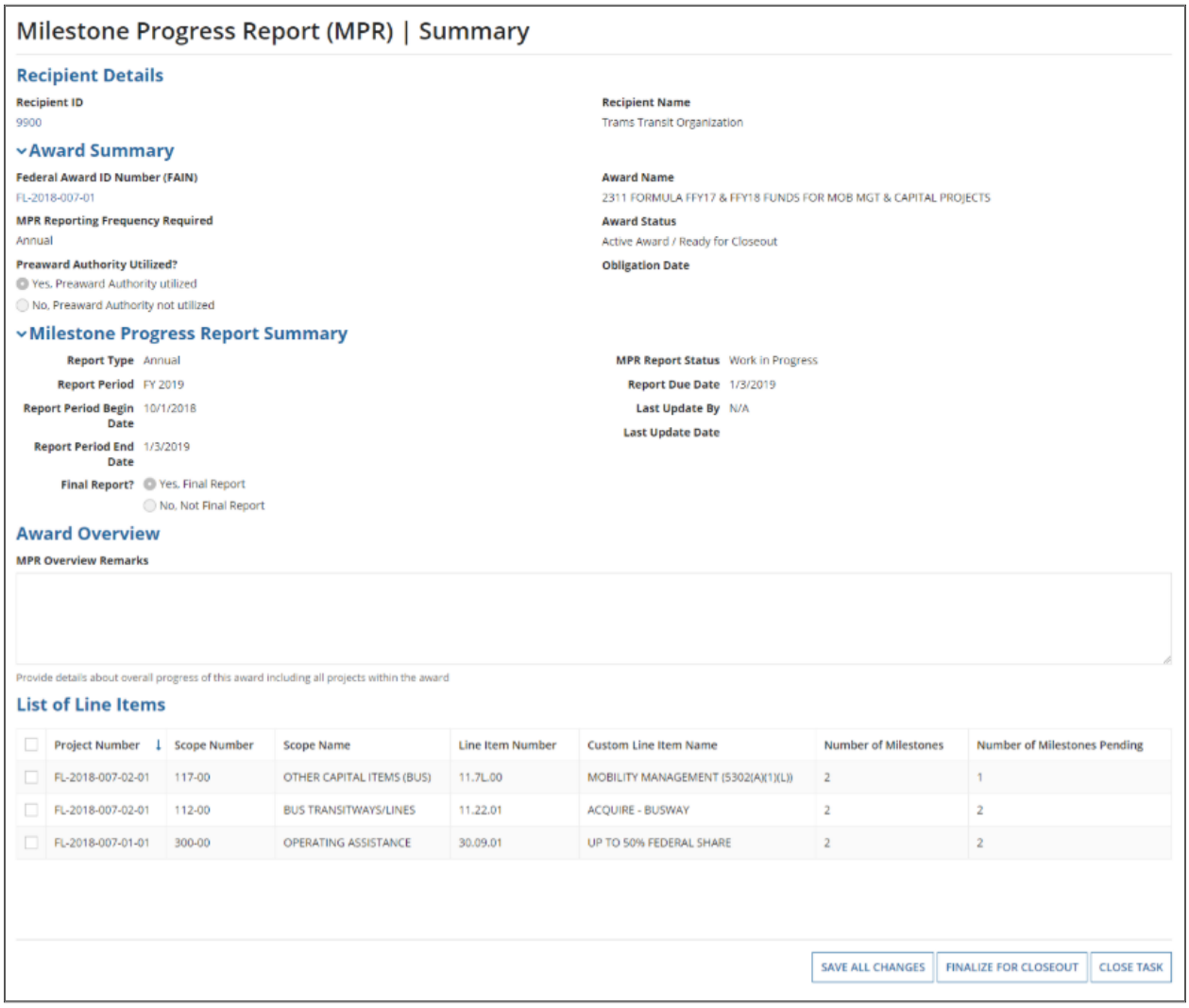
5.5.3.6 Task: Complete Final MPR

Before submitting a Closeout Amendment for approval, the FTA Regional Staff or the Recipient must submit a Final Milestone Progress Report (MPR) to FTA. The task to complete the final FFR is initiated as soon as the closeout amendment is created.

User Roles Required: The FTA Regional Post-Award Manager role or the Recipient can complete the final MPR. This may require coordination with other users to complete the closeout.

The Final MPR task is assigned to the 'Regional Post-Award Manager' role as soon as the closeout amendment is created. To complete the final MPR:

1) Log on as the 'Regional Post-Award Manager' and click on the 'Tasks' tab
2) Select the ''Complete Final Federal Financial Report for Federal Award ID No. [FAIN]' task for the Application.
3) The MPR form will populate



4) At any point, users may click the 'Close Task' button to return to the 'Tasks' tab without saving any changes and retain the task (Note that an email notification is sent when returned to group).

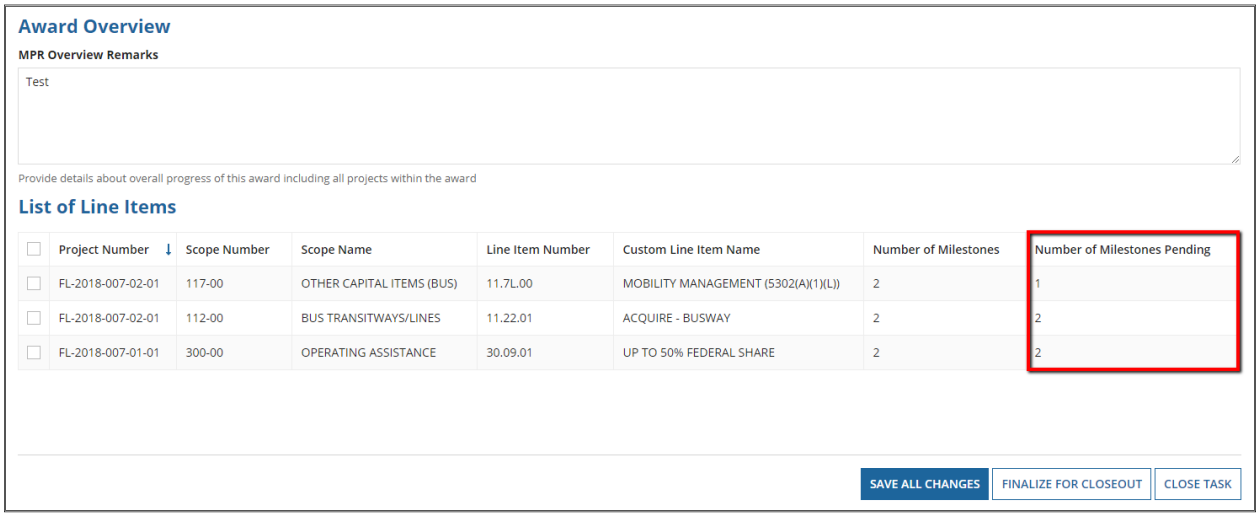
5) Enter comments into the 'MPR Overview Remarks' field to provide details about overall progress of the Award. Note that this is a required field.

6) Verify all line items displayed under the 'List of Line Items' grid. Any value greater than zero under the 'Number of Milestones Pending' column indicates pending milestone(s) that must be provided with an appropriate 'Actual Completion Date 'to pass validation.

Note: A milestone is considered 'Pending' if one of the following is true:

- The 'Original Estimated Completion Date' (when no revised milestone is provided) expired on or before the 'Report Period End Date' which is the date the closeout was created

- There is no 'Actual Completion Date' indicating the milestone was successfully achieved on or before the 'Report Period End Date'
- The 'Revised Estimated Completion Date' expired on or before the 'Report Period End Date'
- All milestone must have an actual completion date to have a complete closeout request
- Zeroed out milestone are not considered pending



7) Select the check box for a line item with a pending milestone. The form will expand to display the 'Line Item Details,' 'FTA Funding Information,' and 'Milestones' sections.

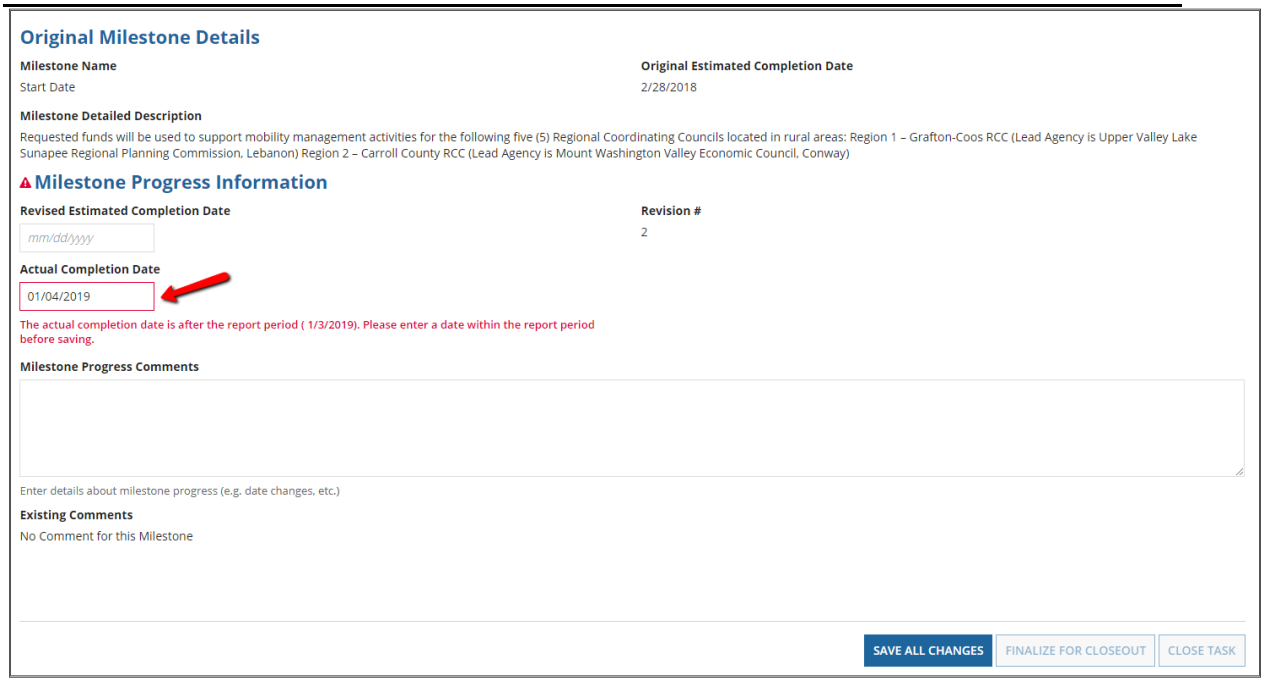
   a) Select the check box for a pending milestone.

   b) The form will expand again to display the 'Original Milestone Details' and 'Milestone Progress Information' sections.

   c) Click in either the 'Revised Estimated Completion Date' or 'Actual Completion Date' field to enter a date or display the date picker to select a date from.

Note: Actual Completion Date must be on or before the 'Report Period End Date'; for closeouts, this is the date of closeout creation.

8) If users enter invalid values for Revised Estimated Completion Date (i.e. a date in the past) or for Actual Completion Date (i.e. a date in the future), the system will display an error message indicating the issue with the entered date.



9) Each milestone can only have one date – either a new Revised Estimated Completion Date or an Actual Completion Date. For a closeout, user must complete all Actual Completion Dates.

   a) Enter comments into the 'Milestone Progress Comments' field to provide details about milestone progress. This is a required field

   b) Click the 'Save All Changes' button after users have completed entering all dates. The form will collapse the 'Milestone Details' section and the value under the 'Number of Milestones Pending' column will update accordingly.

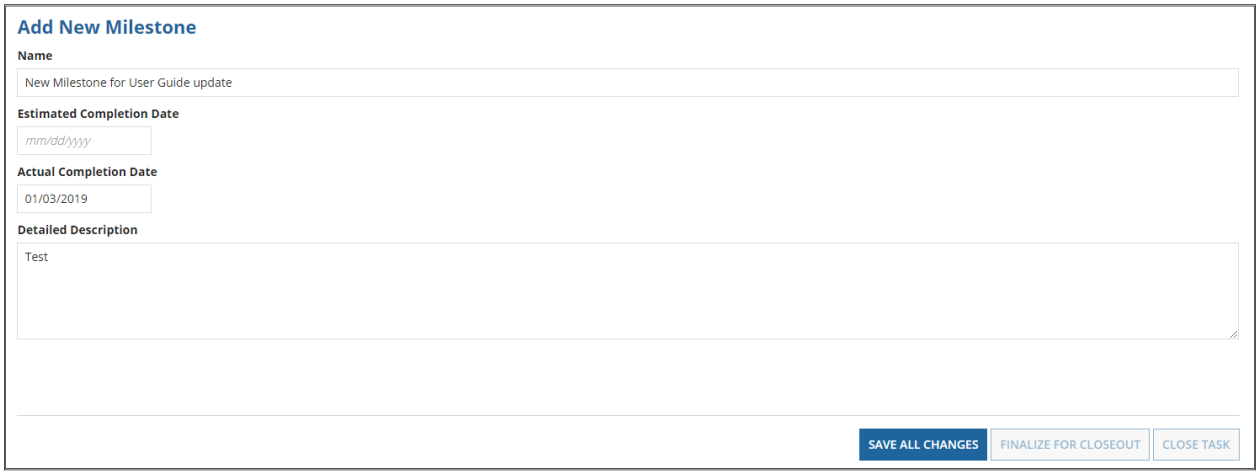
10) If users wish to add a new milestone to the Project, click the 'Add New Milestone' button. The form will expand further to display the 'Add New Milestone' section:

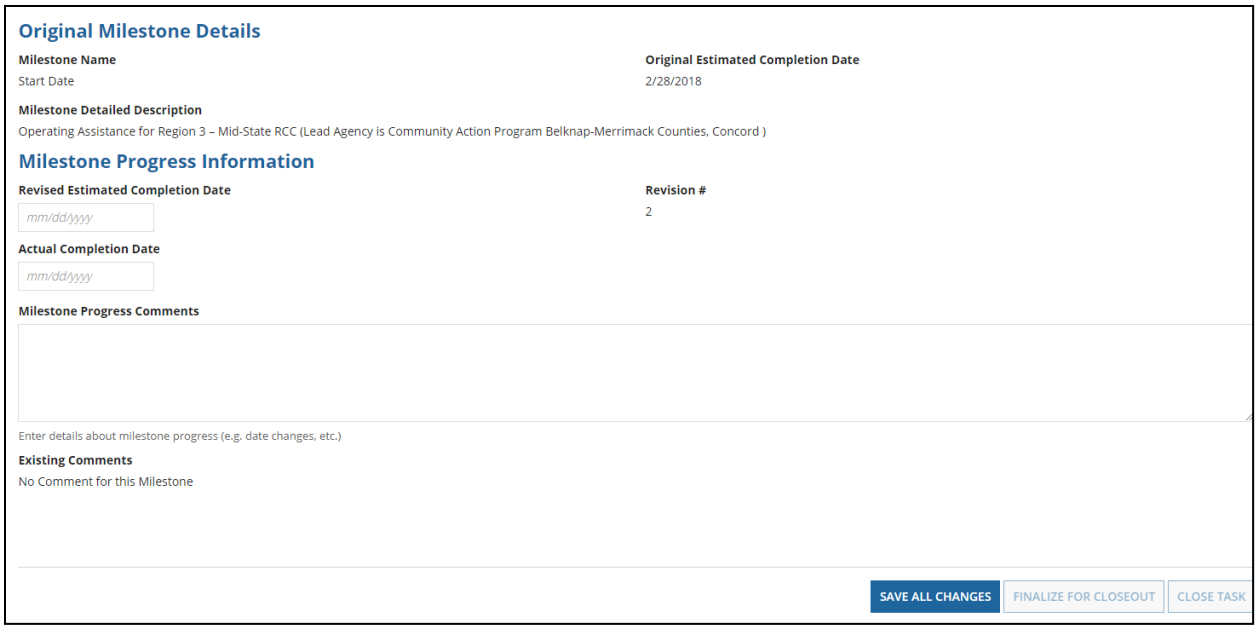
   a) Enter a name for the milestone into the 'Name' field.

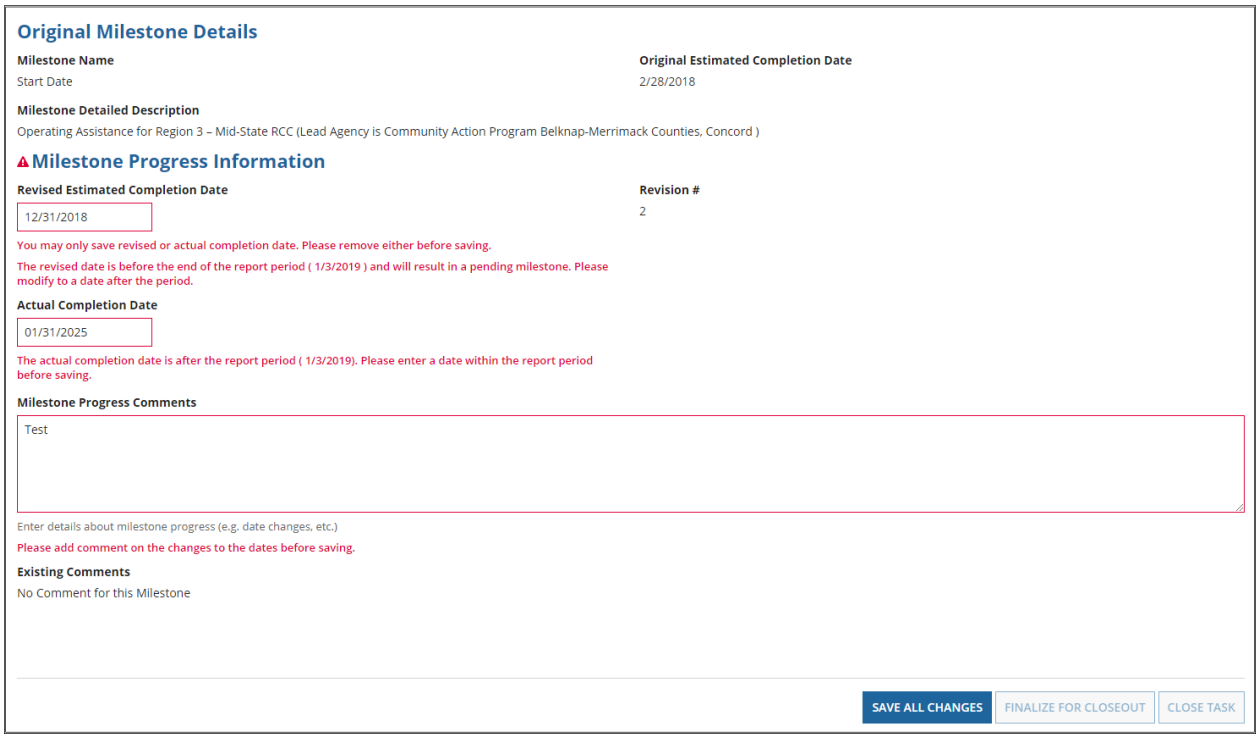
b) Click in either the 'Revised Estimated Completion Date' or 'Actual Completion Date' field to enter a date or display the date picker to select a date from. Users may select only one type of date.

c) Enter a comment about the milestone into the 'Milestone Progress Comments' field. This is a required field.

d) Click the 'Save All Changes' button after users have completed entering information in all fields. Users will be returned to the 'Milestones' grid.

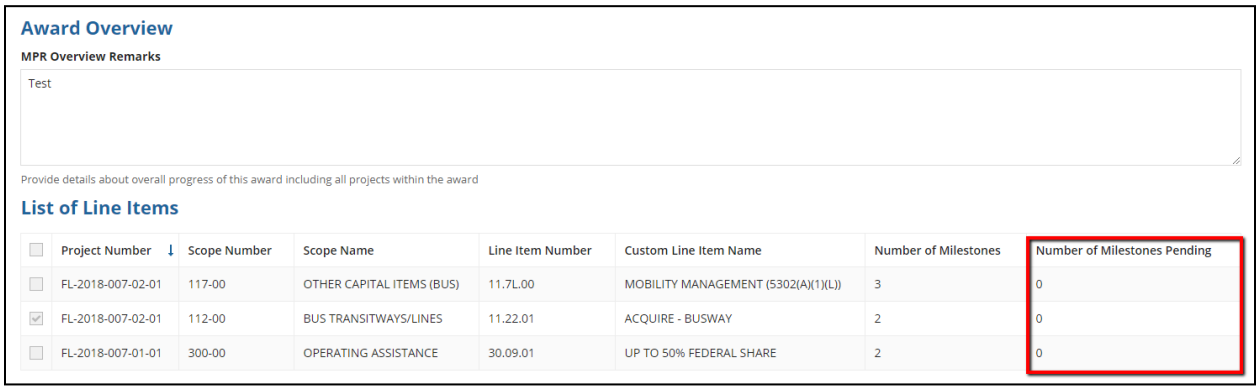






Note: Enter the Actual Completion Date, which is found in the 'Period of Performance End Date' within the Application Summary page.

11) Repeat the previous step until all line items display a '0' under the 'Number of Milestones Pending' column. The system will not allow users to proceed with an MPR submission should any pending milestones remain.



Project Number	Scope Number	Scope Name	Line Item Number	Custom Line Item Name	Number of Milestones	Number of Milestones Pending
FL-2018-007-02-01	117-00	OTHER CAPITAL ITEMS (BUS)	11.7L.00	MOBILITY MANAGEMENT (5302(A)(1)(L))	3	0
FL-2018-007-02-01	112-00	BUS TRANSITWAYS/LINES	11.22.01	ACQUIRE - BUSWAY	2	0
FL-2018-007-01-01	300-00	OPERATING ASSISTANCE	30.09.01	UP TO 50% FEDERAL SHARE	2	0

12) Users can save changes in progress by using the 'Save All Changes' button and stay on the page.

13) Users can save and then close task to complete at a later time. Changes will be saved.

14) Once users have finished entering dates for pending milestones, enter a comment into the 'MPR Overview Remarks' field; this is a required field

15) Click the 'Finalize for Closeout' button.

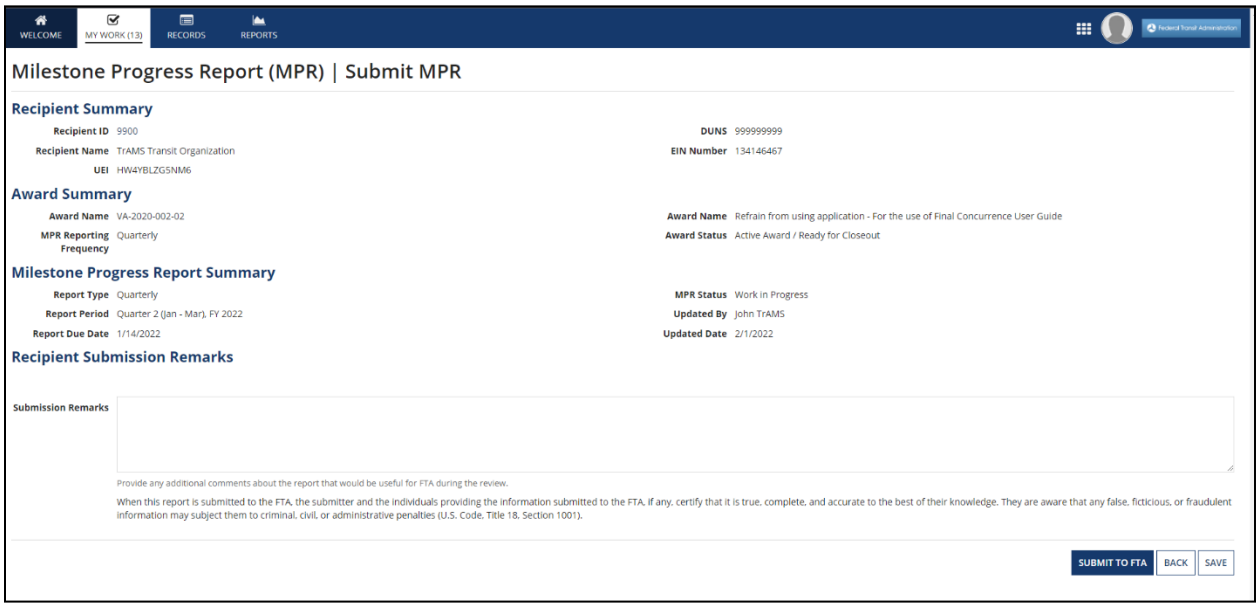
16) The 'Milestone Progress Report (MPR) | Submit MPR' form will be displayed.

    a) Use the 'Back' button if users wish to return to the previous form.

    b) The 'Save' button can be used to save the comments entered the 'Submission Remarks' field and stay on the page.

    c) Enter comments for FTA into the 'Submission Remarks' field.

    d) Click the 'Submit to FTA' button to proceed with submission.



17) The 'Submitted' form will be displayed with the following confirmation message: "Federal Award ID Number [FAIN #] MPR for [FY] [Report Frequency] has been submitted to FTA for review.

18) Click the 'Close' button. The system returns users to the 'Tasks' tab and the task link will now be removed from the task list.

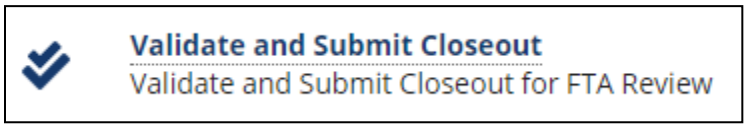
Note: FTA cannot mark the Final MPR reviewed or return the final MPR for changes until the completed closeout has been submitted to FTA.

5.5.3.7 Related Action: Validate and Submit Closeout

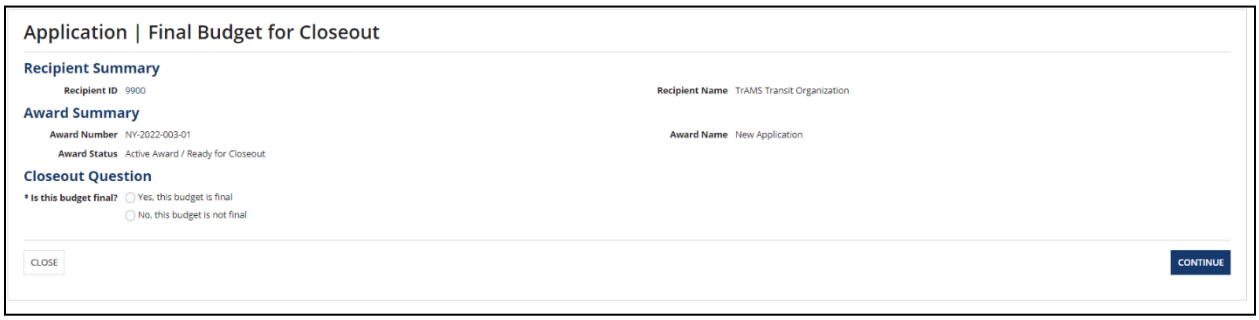
Once users have completed the final FFR, final MPR and budget reconciliation steps, the Closeout Amendment is ready for submission.

To validate and submit a completed closeout request:

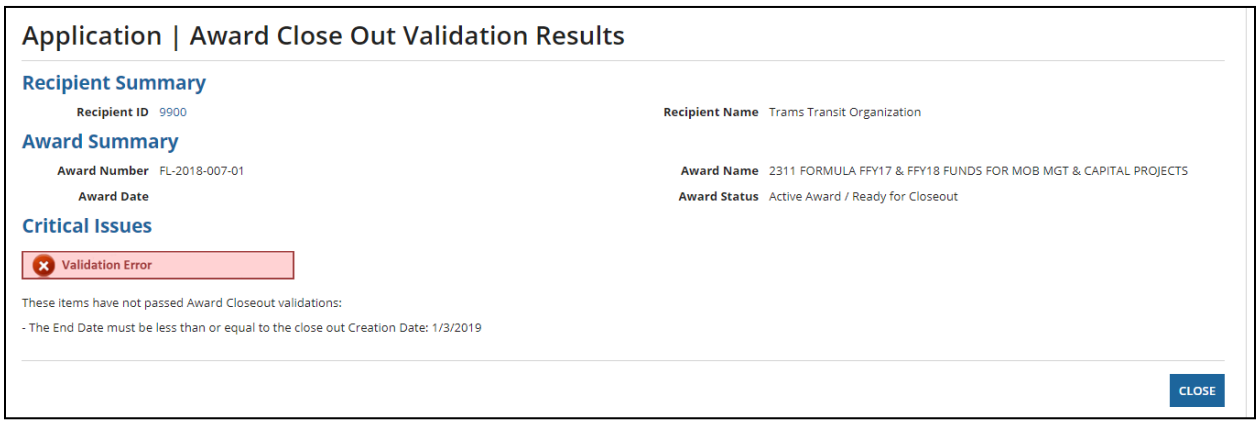
1) Go to the 'Related Actions' tab of the application record and click 'Validate and Submit Closeout'.



2) The 'Final Budget' form will be displayed. Select either the Yes or No option to respond to the question, "Is this budget final?" and then click the 'Continue' button to proceed.



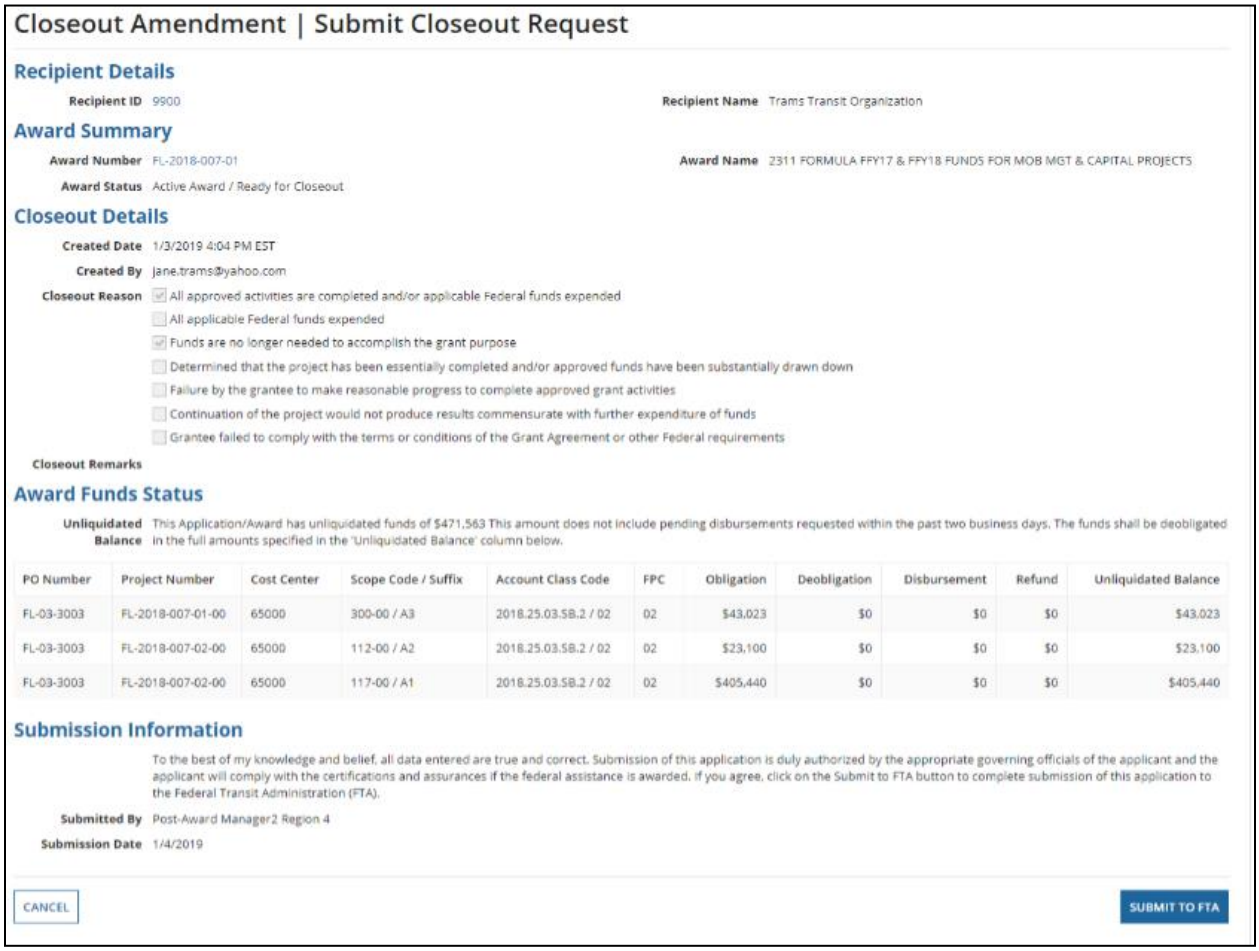
3) Users must select close to return to the Related Actions menu where users can return to review the budget and make any additional changes
4) Follow prior steps to validate and submit when ready to select the 'Yes, this budget is final' and proceed with the closeout.
5) If users selected 'Yes, this budget is final', users may continue to the next step.



Refer to *Task: Complete Final FFR* and *Task: Complete Final MPR* for the appropriate instructions on completing these reports.

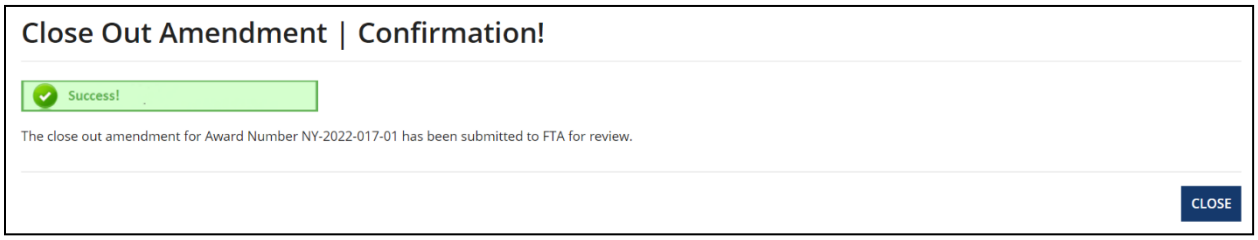
6) The 'Submit Closeout Request' form will display if there are no errors. This form will display any unliquidated funds that remain on the Award; these funds will deobligated once the Closeout is approved.
   a) Click on the 'Cancel' button on this form to return to the 'Related Actions' menu.

b) Click the 'Submit to FTA' button to proceed.



7) The 'Confirmation' form will be displayed with the following confirmation message: "The closeout amendment for Award Number [FAIN #] has been submitted to FTA for review."

8) Click the 'Close' button to return to the 'Related Actions' menu.



5.5.3.7.1 TrAMS Validation Messages

The following table provides the system validation messages shown by TrAMS for the above Related Action.

Closeout Amendment Validation	
Message Text	**Reason**
Critical Issues	
"FTA Budget for this Award has not been finalized. Finalize the budget before submitting the Closeout request to FTA."	The user has not indicated that the budget is final for the closeout amendment.
"FTA Budget is larger than the approved budget for one or more funding sources. Decrease the budget before submitting the Closeout request to FTA."	The FTA funding source amounts for the closeout amendment are greater than the approved Award amounts.
"Final Federal Financial Report (FFR) for this Award has not been submitted. Complete a Final FFR before submitting the Closeout request to FTA."	The Final FFR has not been completed and submitted to FTA for review.
"Final Milestone Progress Report (MPR) for this Award has not been submitted. Complete a Final MPR before submitting the Closeout request to FTA."	The Final MPR has not been completed and submitted to FTA for review.
"This application is missing award details or descriptions (Award Name, Award Type, Purpose, Activities to be Performed, Expected Outcomes, Intended Beneficiaries, or Subrecipient Activities). Please fill out all award details/award descriptions before continuing (Application Details Related Action)."	The amendment is missing an Award Name, Award Type, Purpose, Activities to be Performed, Expected Outcomes, Intended Beneficiaries, or Subrecipient Activities
This organization's SAM registration status is expired (Expiration Date: *date*). Please work with the recipient to visit the SAM website and update the organization's registration status. Send Notification to Recipient	The recipient organization's SAM status has expired and needs to be renewed within SAM.gov

5.5.3.8 Dashboard: Summary

- The user can track the status of the closeout process by looking at the 'Closeout Status' table listed on the Summary page. See screen shot below. The table is automatically updated as each of the closeout steps is completed.

- All elements must be complete to validate and transmit the closeout amendment.
- There is no required order to complete each step of the closeout.

Close Out Status

Close Out Completion	Status
Budget Reconciliation	INCOMPLETE
Final FFR	INCOMPLETE
Final MPR	INCOMPLETE

6 Reports

Updates to the content of this section are in progress.

6.1 Overview

TrAMS includes a suite of reports that support Application management and financial activities to include activities such as reviewing Application statuses and budget information at various levels of detail. Most TrAMS reports are accessible by both recipient organization users and FTA users although the level of detail each user type can see may vary by report. This document describes reports available to both recipient and FTA users. TrAMS reports are downloadable as Microsoft Excel formatted files.

All TrAMS reports can be categorized into one of two groups:

1. **User Generated Dynamic Reports**
   Dynamic reports allow the user to select report filter criteria and are found using the 'Reports' tab. Dynamic reports include both 'Reports' and 'Excel Reports', with the main difference being that the former may include visualizations such as charts. For dynamic reports, recipient users will only be able to see data specific to their recipient organizations. Recipients who belong to more than one organization, will be able to see data for each of those organizations. FTA users will be able to see data across all Cost Centers.

2. **Historical Static Reports**
   Historical (static) reports are generated each night by the TrAMS system and stored on the 'Reports' tab. Static reports provide a daily snapshot of the same information available in the dynamic reports. Static report data is cumulative, beginning on the first day of the Federal Fiscal Year (October 1st) and ending on the day prior to the report generated date. For example, a static report dated May 30, 2018 will contain data for October 1, 2017 through May 29, 2018. Static reports have no filter criteria applied and will contain data for all Cost Centers and all recipient organizations. Static reports are useful for comparing information across time periods.

The current TrAMS report suite includes 20 reports accessible FTA users. These reports are listed in Table 1: TrAMS Reports below. The remainder of this document describes the available reports, how to access them, and what filters can be applied when generating the reports.

Table 1: TrAMS Reports

Report Name	Report Content	Dynamic Report Available	Historical Report Available
1) ACC Operating Budget Reconciliation Report	Display change/difference of amounts between Total Operating Budgets and apportionment records by Account Class code. (printable)	Yes	No
2) Application Budget by ALI Report	Budget activity line item data for original awards and amendments with application status, budget details (project, scope, line item), application submit, transmit, and obligation dates.	Yes	Yes
3) Application Budget Report	Budget details, disbursement amounts, and key dates at the application/award level.	Yes	Yes
4) Application by Status Report	Application and Award statuses for grants and cooperative agreements	Yes	Yes
5) Cumulative Formula Apportionment Report	Complete cumulative apportionment details according to the funding fiscal year with appropriation codes, section codes, and limitation codes by UZA.	Yes	Yes
6) Deobligation by Funding Source Report	Deobligations to awards by fiscal year with project and PO Number, recipient, cost center, ACC, UZA, and amounts included.	Yes	Yes

Report Name	Report Content	Dynamic Report Available	Historical Report Available
7) Disbursement Report	Individual disbursements and/or refund amounts for an award.	Yes	-N/A-
8) Discretionary Allocation Detail Report	Application/Awards of discretionary and/or earmark allocations with award status and funds amount.	Yes	Yes
9) Discretionary and Earmark Allocations	Discretionary programs by Discretionary ID with fiscal year, lapse year, allocation amount, obligated balance, and Application Numbers associated.	Yes	-N/A -
10) FFR Detail Report	Federal Financial Report status, submitter, and financial information reported by the recipient.	Yes	Yes
11) General Discretionary and Earmark Allocation Report (Excel Report)	Discretionary program allocations and earmarks per Congressional appropriation, with status, allocations reserved, and unobligated allocations	Yes	Yes
12) Indirect Costs Claimed Report	Information on awards that include Indirect Costs	Yes	-N/A -
13) MPR Detail Report	MPRs submitted for awards (by FAIN) with submission dates, frequency, review status, and milestones reported by a recipient (by Recipient ID and Recipient Name).	Yes	Yes

Report Name	Report Content	Dynamic Report Available	Historical Report Available
14) Obligation by Funding Source Report (FYOBL2)	Obligation by Funding Source Report on application/award with project, recipient, scope code, ACC, funding UZAs, cost center, and obligation amounts presented.	Yes	Yes
15) Obligations / Deobligations Fiscal Year Report	Obligation and deobligation transactions for comparison with Delphi.	Yes	-N/A -
16) OPERBUD Report	Program operating budgets by funding fiscal year, formula/discretionary type, ACC, cost center, budget authorized, obligated, and available balance amounts.	Yes	Yes
17) Project Budget Report	Budget details for applications, original awards, and amendments on a project level with FTA funds awarded and disbursed.	Yes	Yes
18) Project Scope Budget Report	Budget details by application/award on a scope level with project, section code, award fiscal year, award type, award status, and FTA grant manager details.	Yes	Yes
19) Recipient Detail Report	Recipient profile and payment code information that existed in TEAM or TrAMS.	Yes	Yes

Report Name	Report Content	Dynamic Report Available	Historical Report Available
20) Recipient POC Details Report	Points of Contact for a recipient organization with title, address, contact information, responsibilities, and contact type.	Yes	Yes
21) User Details Report	See the *FACES User Guide* for more information about the User Details Report.	-N/A-	Yes

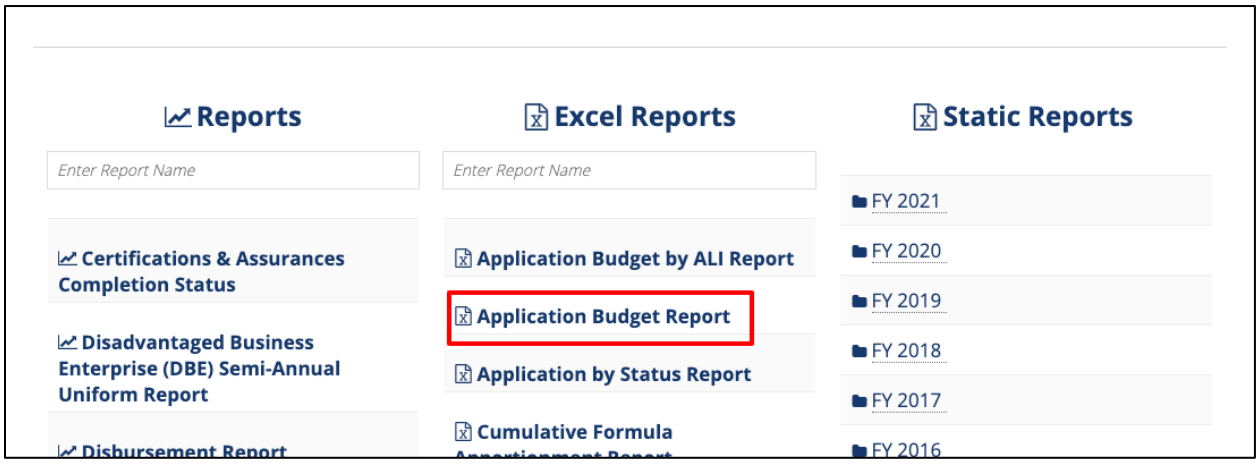
6.1.1 User Generated Dynamic Reports

User generated reports or "dynamic" reports are accessed from the 'Reports' tab and listed under the 'Reports' and 'Excel Reports' columns. Dynamic reports allow the user to apply search criteria to limit report results.

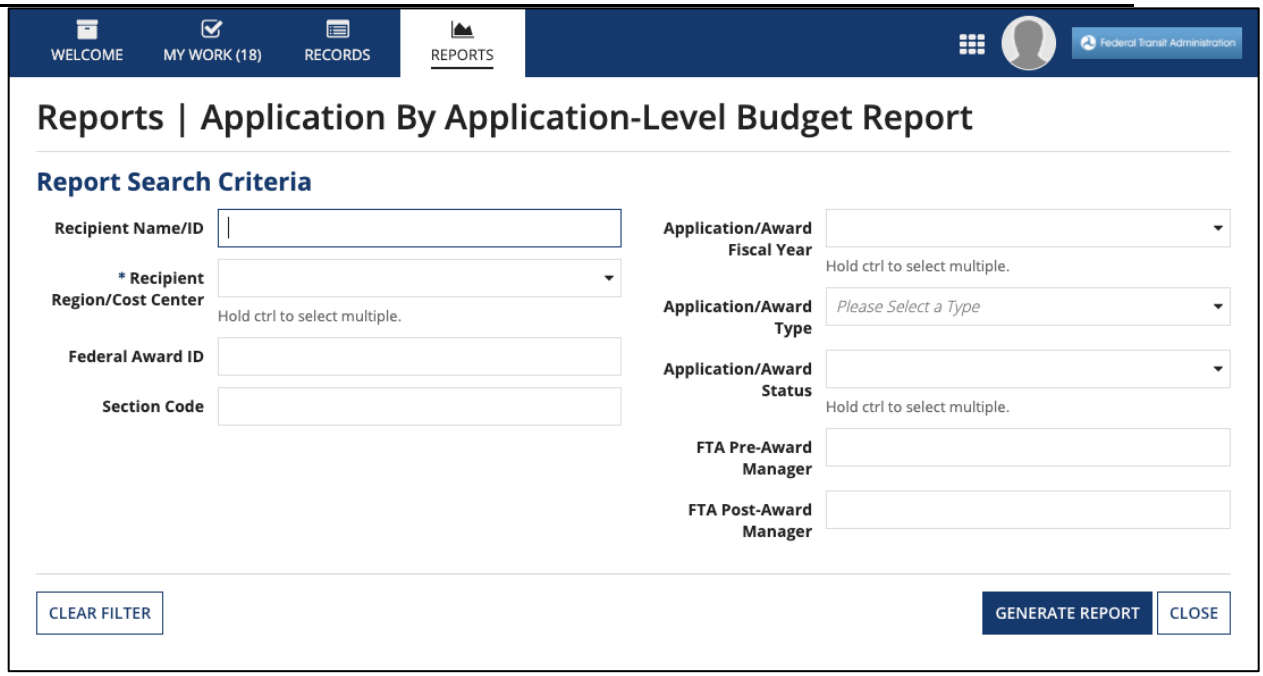
6.1.1.1.1 How to Generate a Dynamic Report

Each report available on the 'Reports' tab is generated in a similar fashion. The following set of steps can be applied generically to generate any dynamic report on the 'Reports' tab:

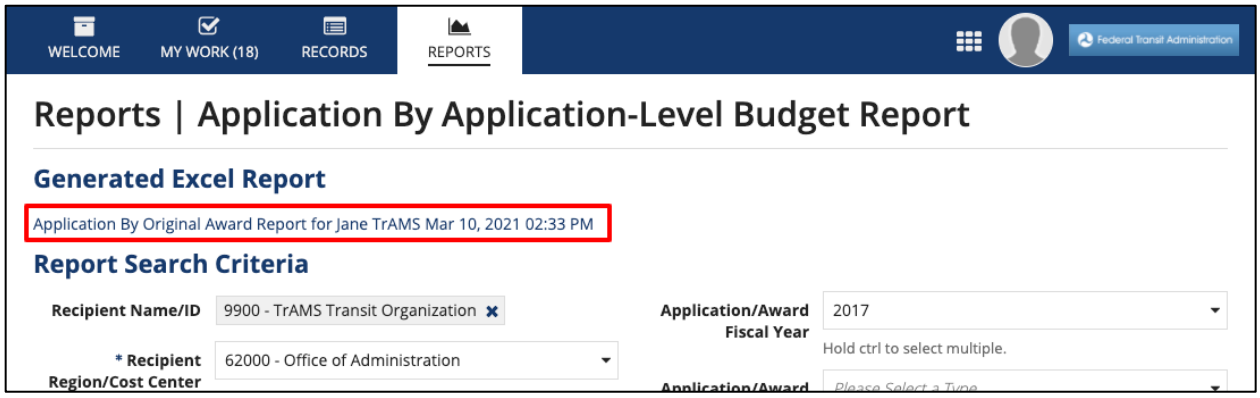
1) Go to the 'Reports' tab and click on the report link (e.g. 'Application Budget Report').



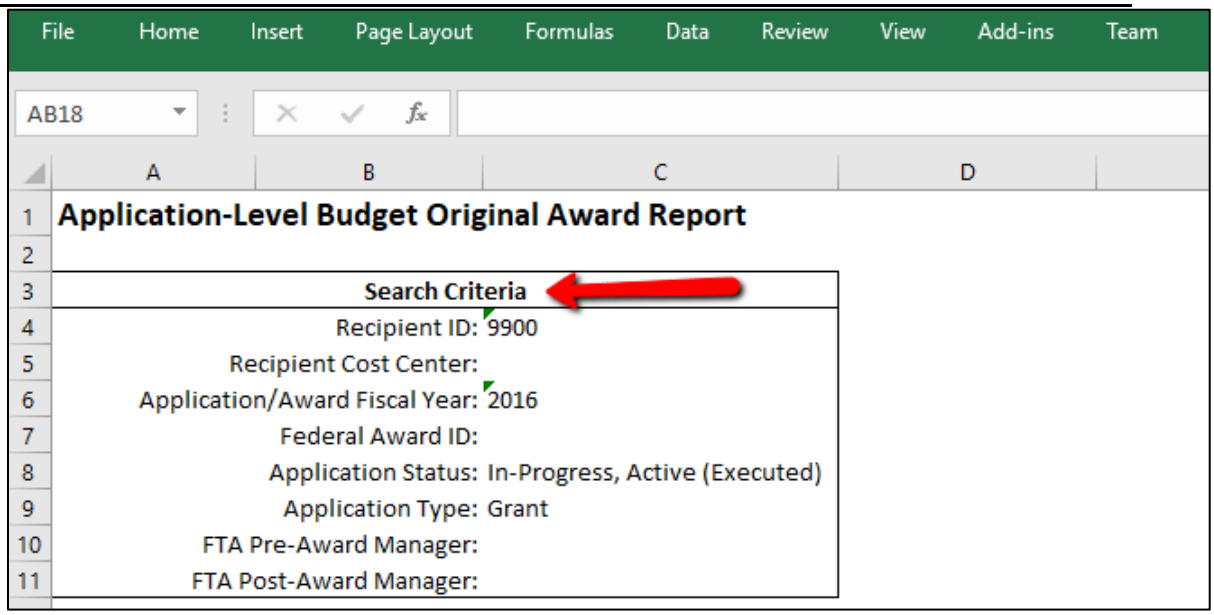
2) Wait for the report form to open and then enter any applicable search criteria. Depending on the report, select search fields may require inputs before the report can be generated.



3) Click the 'Generate Report' button. Report generation time will vary depending on the report type and the amount of underlying data.
4) Once the report has generated, a report link will appear at the top of the report form. The date and timestamp shown in the link title will match the time zone specified by the user in the user's profile settings (e.g. "Application By Original Award Report for [User] [Date] [Time]").



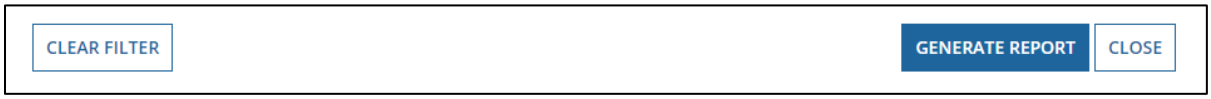
5) Click on the report link to download the report. The report will be Microsoft Excel formatted. The search criteria applied will be listed in the header section of the report.



6.1.1.1.2 Standard Form Buttons

The dynamic report forms may contain one or more of the following standard buttons:

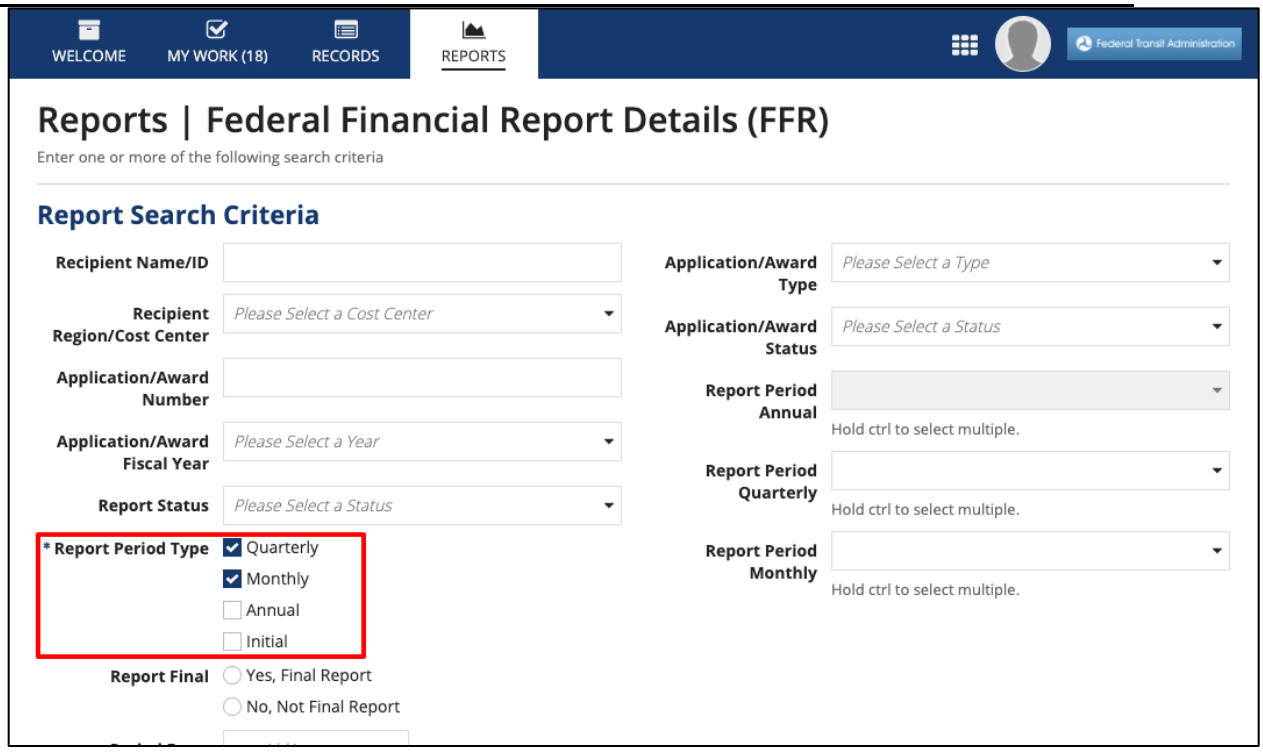
1) **Clear Filter:** Click the 'Clear Filter' button to clear all search criteria entered in the search filters.
2) **Generate Report:** Click the 'Generate Report' button to run the report.
3) **Close:** Click the 'Close' button to close the report form.



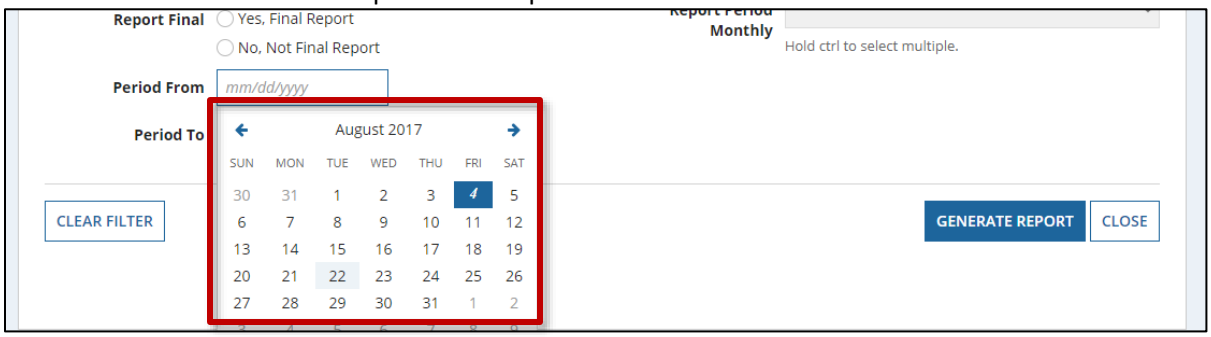
6.1.1.1.3 Search Criteria Types

Each dynamic report form will contain one or more search criteria. Required search criteria will be indicated on the form by a blue asterisk '*'. Search criteria filters may be of the following types:

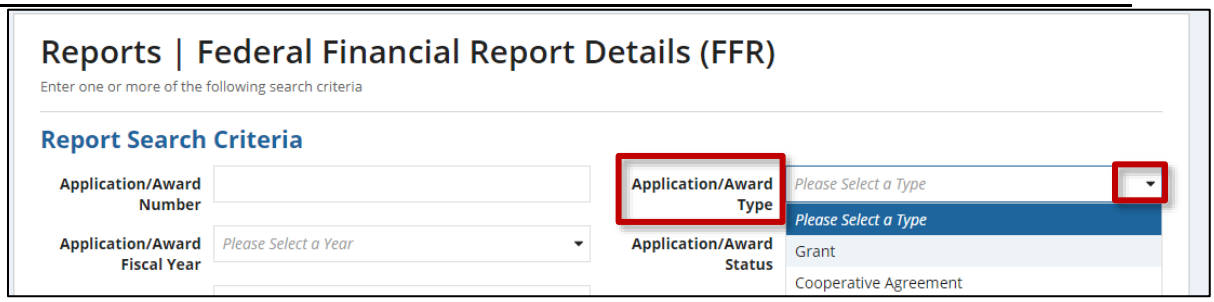
1) **Checkbox:** Checkboxes are used when zero, one or more items can be selected from a small list (usually <5 items). Each item has its own checkbox that can be selected or deselected independent of the other items in the list. On the 'FFR Detail Report', the 'Report Period Type' search criterion is an example of a checkbox field.

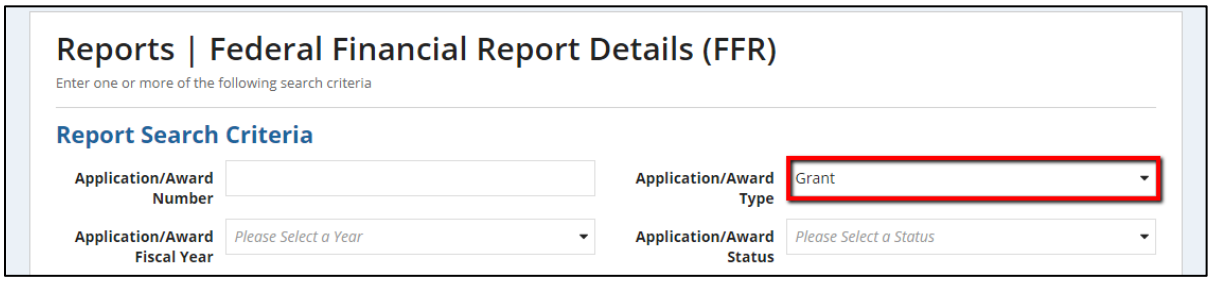


2) Date Picker: Clicking on a date picker field will open a calendar from which a single date can be selected. Users may also directly type in a date in the field's entry box. On the 'FFR Detail Report', the 'Period To' filter is an example of a date picker.

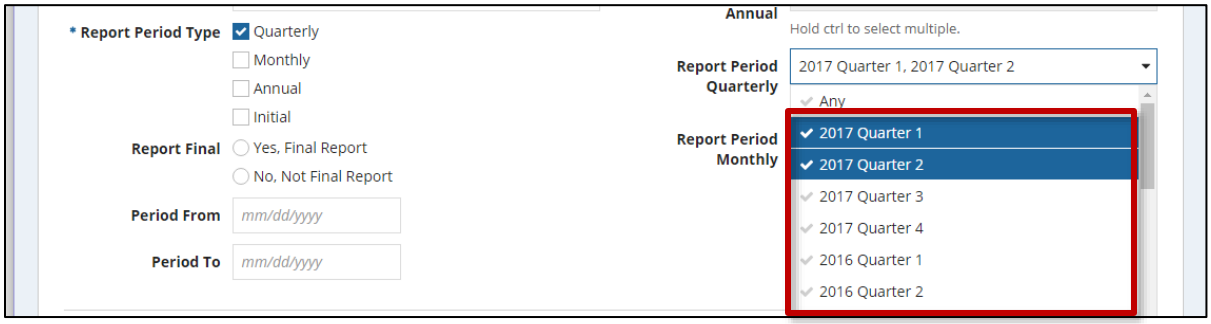


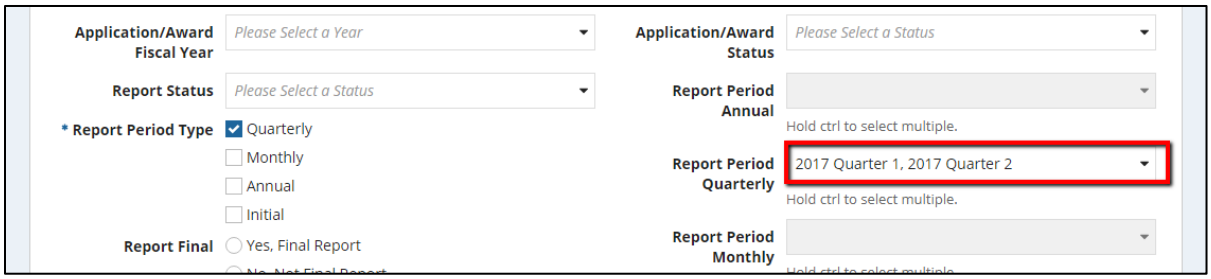
3) Drop Down (Single-Select): A single-select drop down field is list of items that expands when the user clicks in the field. Only one item can be selected from the list. The selected item will be visible in the form field box. On the 'FFR Detail Report', the 'Application/Award Type' filter is an example of a single-select drop down list.





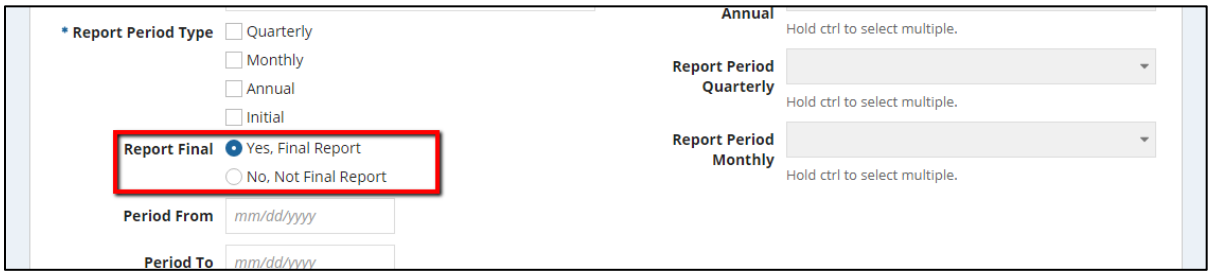
4) **Drop Down (Multi-Select):** A multi-select drop down field also appears as a list of items that expands when the user clicks in the field. In this case, multiple items can be selected from the list (click an item to select it). Selected items will appear to be highlighted within the drop down and will be listed in the field box. On the 'FFR Detail Report', the 'Report Period Monthly' filter is an example of a multi-select drop down list.



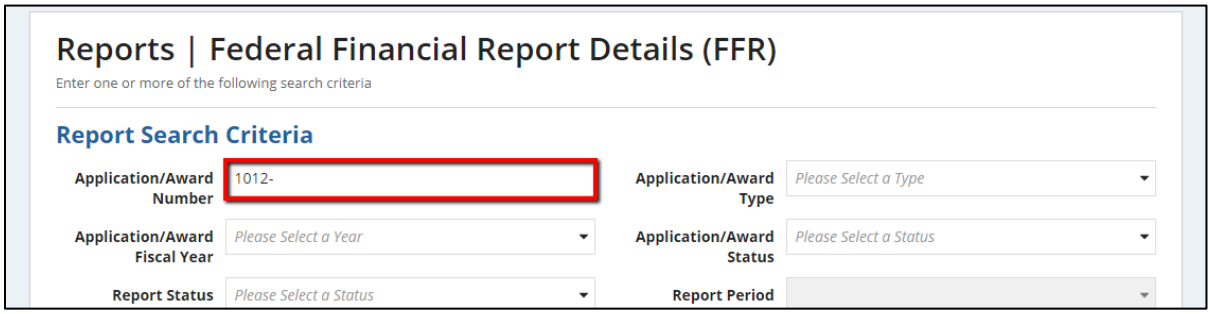


5) **Radio Button:** Radio button groups are used when a user can select only one (1) item from a short list (usually <5 items). The selected radio button will appear highlighted. On the 'FFR Detail Report',

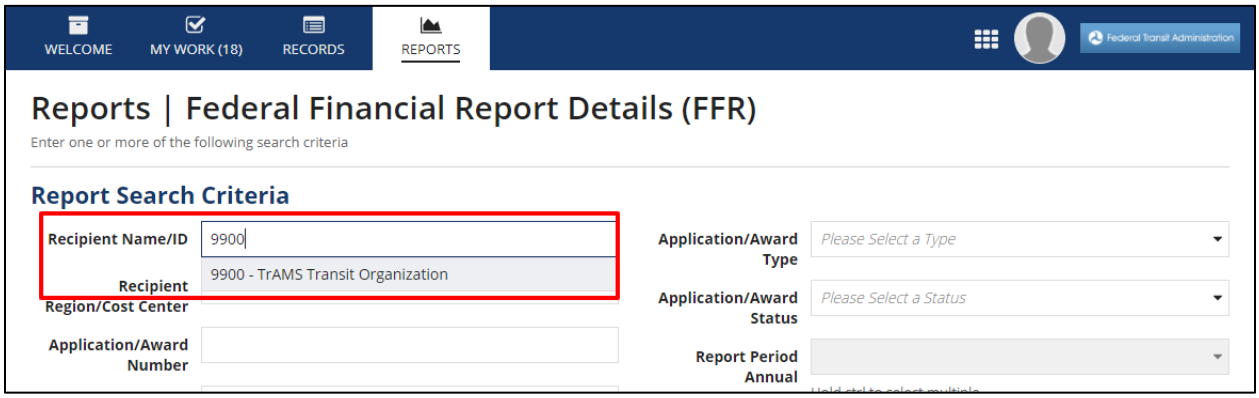
the 'Report Final' filter is an example of a radio button group.

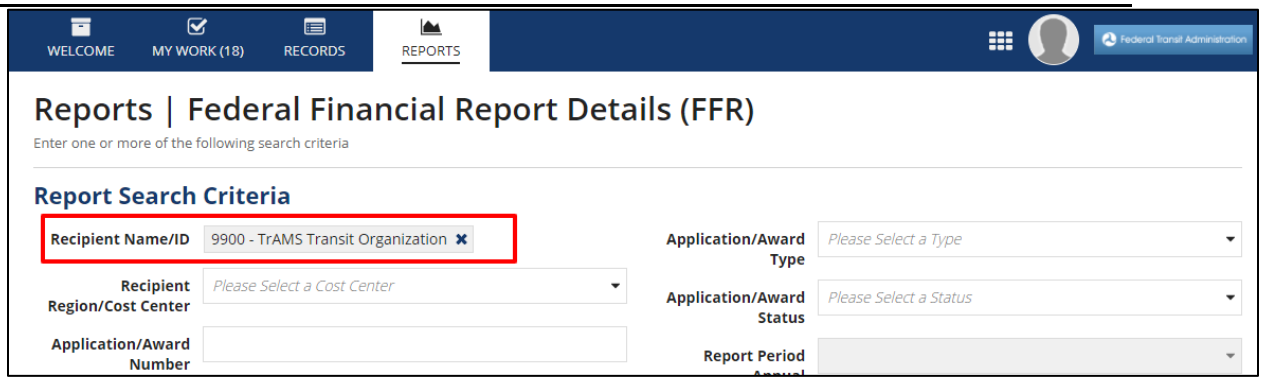


6) **Text:** A text field search filter allows the user to enter free text. On the 'FFR Detail Report', the 'Application/Award Number' filter is an example of a text field.



7) **Type Ahead:** Type-ahead fields are similar to text fields but search for matching inputs as the user types. The user will then be prompted to select from search results that match what was typed. A matching item that was selected can be unselected by clicking the "x". Type ahead fields will be more common for FTA user views of the report forms where a recipient ID may need to be selected from the full list of recipients. On the FTA version of the 'FFR Detail Report', the 'Recipient Name/ID' filter is an example of a type-ahead field. Typing the number '9900' prompts the user to select the recipient with ID 9900.



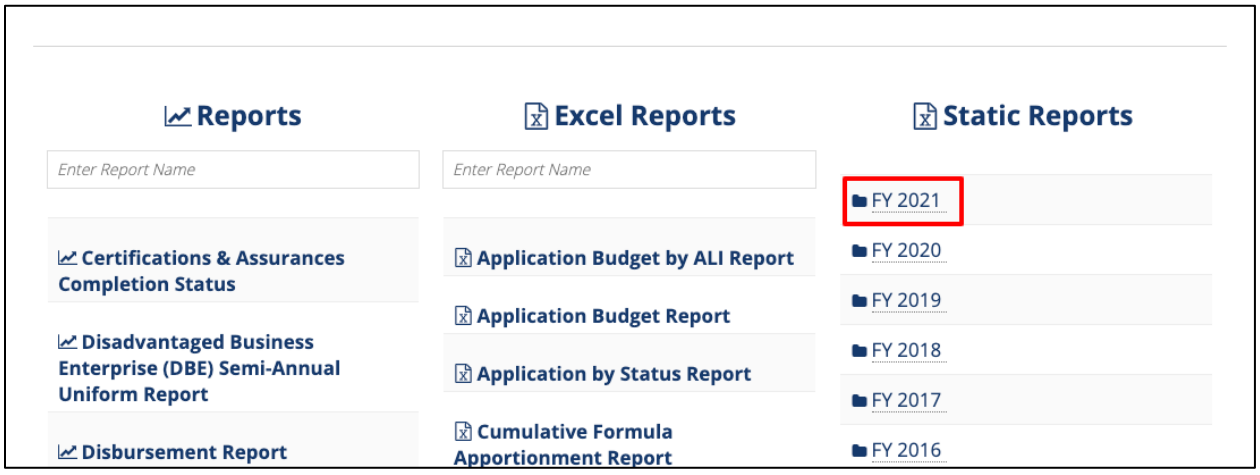


6.1.2 Historical Static Reports

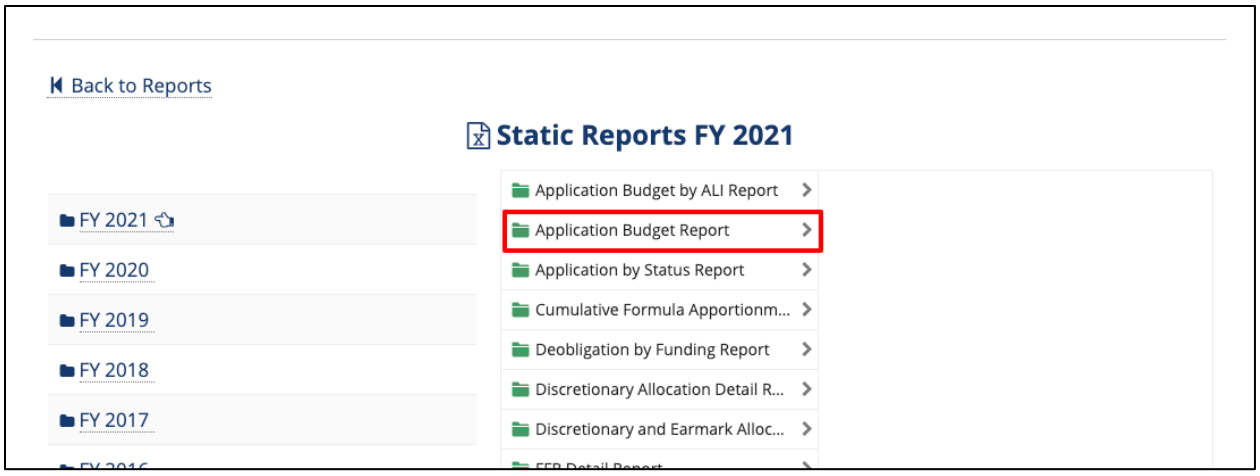
Static reports are accessed from the 'Reports' tab. Static reports are stored by fiscal year, report name, month, and day. Reports are generated on a nightly basis and are cumulative starting with the first day of the fiscal year (October 1). Static reports have no filter criteria applied and show data for all Cost Centers and recipient organizations.

To access a historical static report:

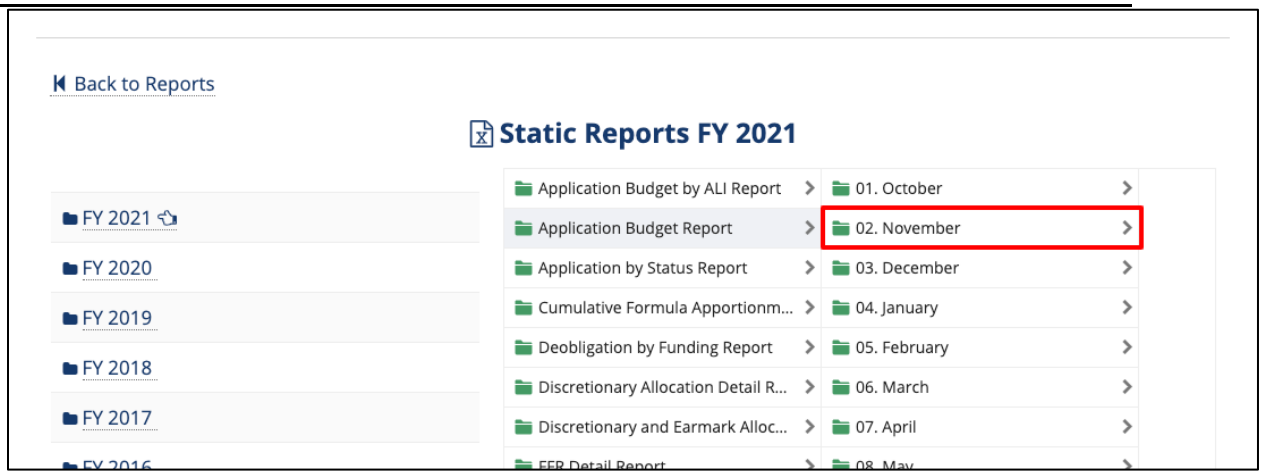
1. Go to the 'Reports' tab and select the fiscal year for the static report users wish to view. Archived data from TEAM is available for fiscal years prior to 2016 (e.g. click folder "FY 2015 Archive").



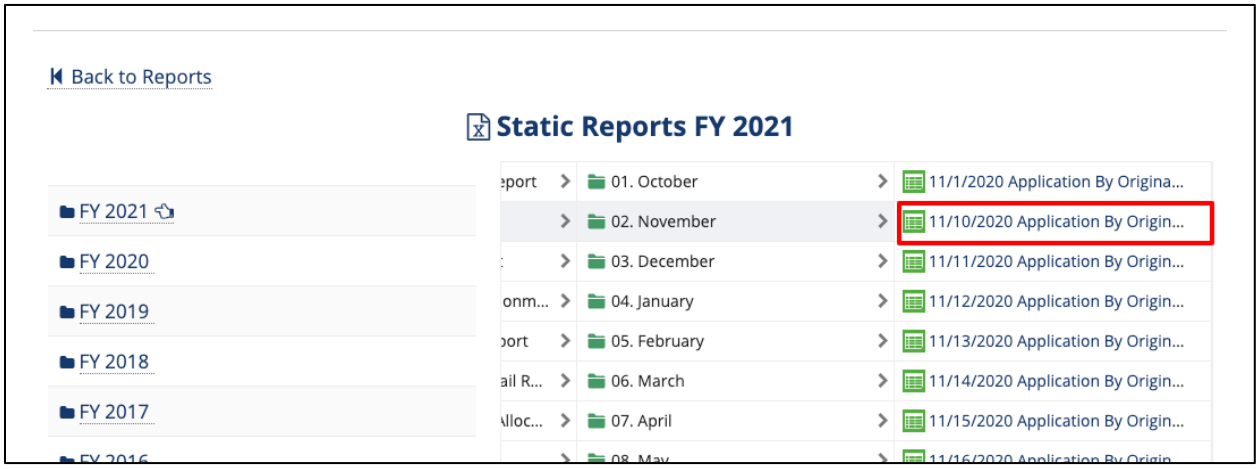
2. A list of all available static reports will display. Click on the desired report name (e.g. 'Application Budget Report').



3. A list of months will display in federal fiscal year order (October – September). Click on the desired month.



4. The list of available reports by day will display. Click a report link to download a copy and save to the local environment. All reports are Microsoft Excel formatted.



6.2 Available Reports

This section describes each of the TrAMS reports including a short description of the report data generated, search criteria available for dynamic reports, and file links and names. Search criteria fields annotated with a 'FTA Only' indicate criteria only visible to FTA users and, in some cases, recipient users associated with multiple Recipient organizations. Within this document, required search criteria on dynamic reports are annotated by bolded font and an asterisk '*' (e.g. **Fiscal Month***).

When reviewing report data, note that some report fields may not be populated for Applications or Awards migrated from TEAM. For example, Pre-Award and Post-Award information is only available for TEAM Awards amended in TrAMS if managers have been assigned. This information is not available for Applications or Awards migrated from TEAM without an additional activity.

6.2.1 Application Budget by ALI Report

6.2.1.1 Description

The 'Application Budget by ALI Report' displays budget activity line item (ALI) data for original Awards and amendments. The report allows users to view and track ALI level budget details and key milestone dates for an original Award and amendments on those Awards.

6.2.1.2 Dynamic Report Search Criteria

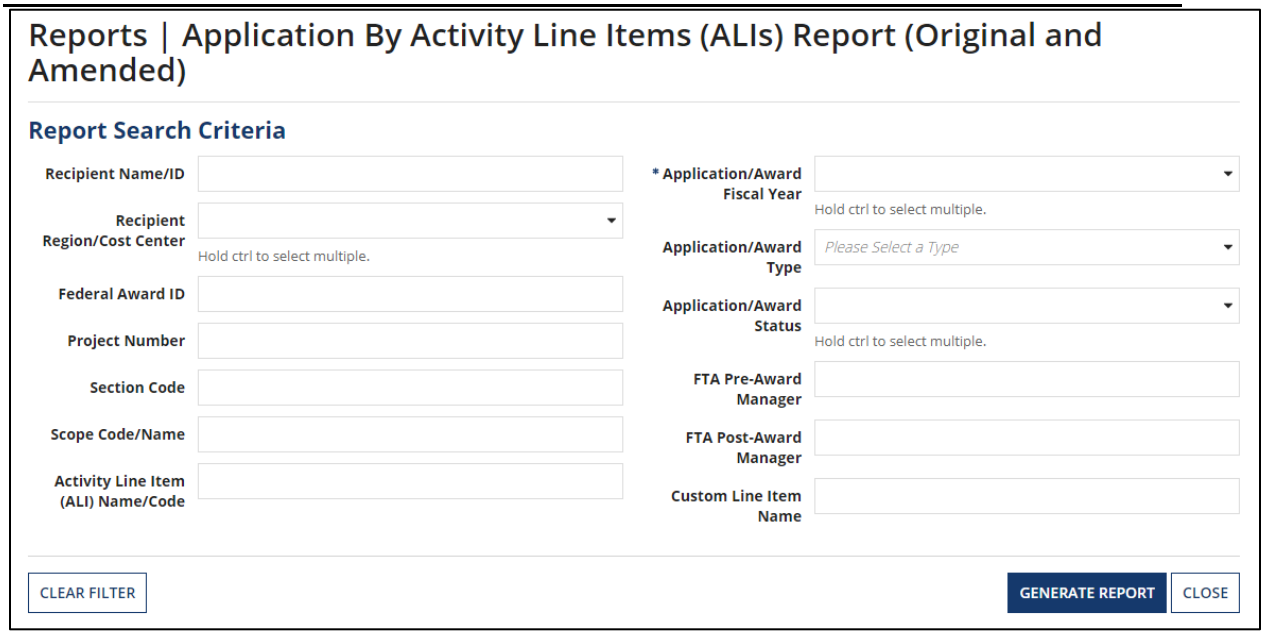
The following search criteria can be applied to the 'Application Budget by ALI Report':

1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Federal Award ID
4) Project Number
5) Section Code
6) Scope Code/Name
7) Activity Line Item (ALI) Name/Code
8) **Application/Award Fiscal Year***
9) Application/Award Type
10) Application/Award Status
11) FTA Pre-Award Manager
12) FTA Post-Award Manager
13) Custom Line Item Name

*** Indicates required search criteria**.

6.2.1.3 Reports Tab Report View

The 'Application Budget by ALI Report' form appears as follows:



6.2.1.4 Dynamic Report Link

Report Link Text: 'ALI Budget Report for [User] [Date]'

6.2.1.5 File Names for Downloaded Reports

- Dynamic Report: "Application By Original Award Report for [User] [Date].xlsx"
- Static Report: "[mm]-[dd]-[yyyy] Application Budget by ALI Report.zip"

6.2.1.6 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text

ID	Column Name	Description	Data Type
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number
5)	Application/Award Fiscal Year	Fiscal Year in which the original Application was created	Number
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent Application number for the latest "Active (Executed)" amendment	Text
7)	Amendment Number	2-digit number indicating the amendment on the Award	Number
8)	Application Name	Application title for the latest "Active (Executed)" amendment	Text
9)	Application Status	Application status for the latest "Active (Executed)" amendment	Text
10)	Application Type	Type of financial assistance for Application: Cooperative Agreement or Grant	Text
11)	Application Transmitted Date	Latest Date that latest "Active (Executed)" amendment was transmitted to FTA.	Date
12)	Application Submitted Date	Latest Date that latest "Active (Executed)" amendment was submitted to FTA. each time an Application is re-transmitted, this field is overwritten	Date
13)	Recipient Point of Contact	Recipient Application POC for latest "Active (Executed)" amendment	Text
14)	FTA Pre-Award Manager	Pre-Award Manager for latest "Active (Executed)" amendment	Text
15)	FTA Post-Award Manager	Post-Award Manager for latest "Active (Executed)" amendment	Text
16)	Project Number	Permanent Project number to identify one Project within an Award	Number
17)	Project Name	Project title for the latest "Active (Executed)" amendment	Text
18)	Funding Source Name	Short code for funding source name (e.g., "5307-2A" for "Section 5307 Urbanized Area Formula")	Text

ID	Column Name	Description	Data Type
19)	Section Code	Two-digit code that indicates the funding source of a Project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula")	Number
20)	Scope Name	Description of scope for a given scope code (e.g., scope code 114-00 has a scope name of "Bus Support Equipment and Facilities")	Text
21)	Scope Code	5-digit code to indicate a scope or category of activities (e.g. "**114-00**")	Text
22)	Budget ALI Name	Name of budget activity line item (ALI)	Text
23)	Budget ALI Code	6-digit code to identify the activity line item within a scope of activities (e.g. "**11.11.01**")	Number
24)	Budget ALI Quantity	User-defined quantity for an ALI	Number
25)	Fuel Type Code	Fuel type description; only displays for rolling stock ALIs	Text
26)	Total Budget ALI FTA Amount	Cumulative FTA amount for an ALI within the Award; amount is cumulative up to the latest "Active (Executed)" amendment	Number ($)
27)	Total Budget ALI Non-FTA Amount	All non-FTA funding for an ALI within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)
28)	Total Budget ALI Eligible Amount	Sum of FTA and non-FTA funding for an ALI within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)
29)	Total Budget Original ALI FTA Amount	Total FTA obligation amount for an ALI on the original Application	Number ($)
30)	Total Budget Original ALI Non-FTA Amount	Total non-FTA obligation amount for an ALI on the original Application	Number ($)
31)	Total Budget Original ALI Eligible Amount	Sum of ALI's FTA and non-FTA amounts on the original Application	Number ($)

ID	Column Name	Description	Data Type
32)	Obligation Date	Date Award was obligated	Date
33)	Third Party Contract (Y/N)	Yes (Y)/ No (N) indicator of whether Award has a third party contract	Text (Y or N)

6.2.2 Application Budget Report

6.2.2.1 Description

The 'Application Budget Report' allows users to view and track Application-level budget details, disbursement amounts, and key Application milestone dates for original Awards and amendments at an Award level.

6.2.2.2 Dynamic Report Search Criteria

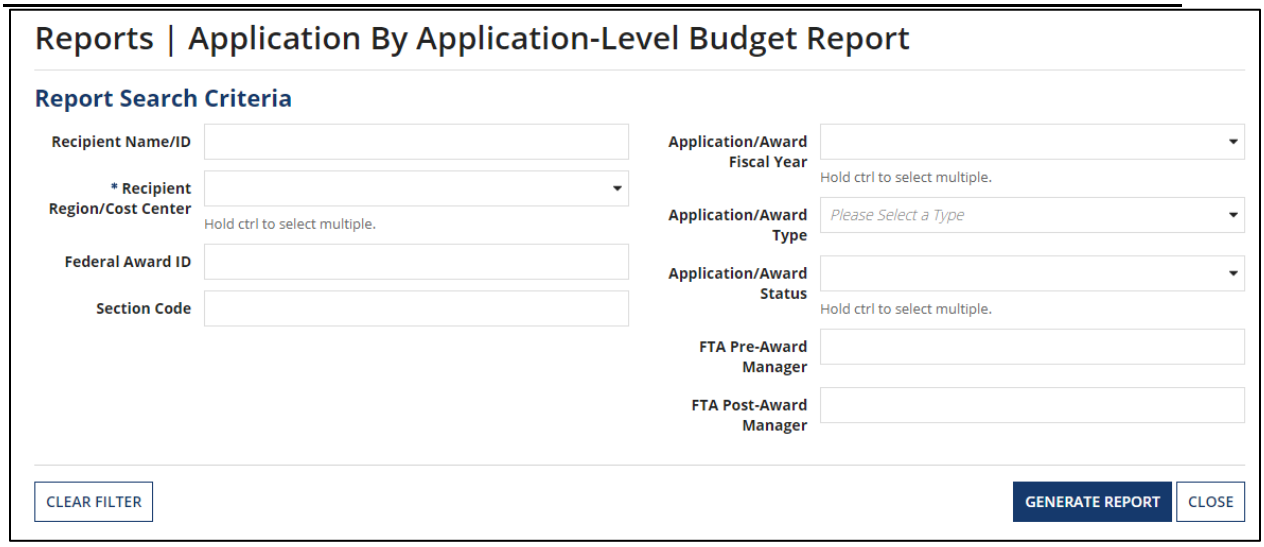
The following search criteria can be applied to the 'Application Budget Report':

1) Recipient Name/ID FTA Only
2) **Recipient Region/Cost Center FTA Only***
3) Federal Award ID
4) Section Code
5) Application/Award Fiscal Year
6) Application/Award Type
7) Application/Award Status
8) FTA Pre-Award Manager
9) FTA Post-Award Manager

*** Indicates required search criteria**.

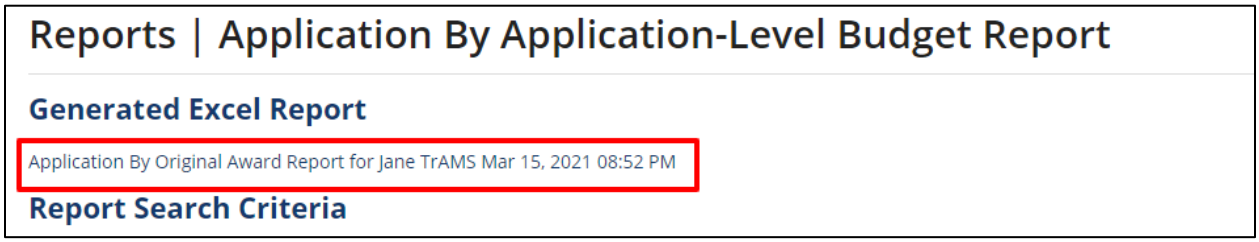
6.2.2.3 Form View

The 'Application Budget Report' form appears as follows:



6.2.2.4 Dynamic Report Link

Report Link Text: 'Application By Original Award Report for [User] [Date]'



6.2.2.5 File Names for Downloaded Reports

- Dynamic Report: "Application By Original Award Report for [User] [Date].xlsx"
- Static Report: "[Date] Application By Original Award Report.xlsx"

6.2.2.6 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent Application number for the latest "Active (Executed)" amendment	Text
2)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
3)	Recipient Acronym	Acronym for recipient organization/applicant	Text
4)	Recipient Name	Legal Business Name for recipient organization/applicant	Text

ID	Column Name	Description	Data Type
5)	Recipient Cost Center	Cost center for recipient organization/applicant	Number
6)	Application/Award Fiscal Year	Fiscal Year in which the original Application was created	Number
7)	Amendment Number	2-digit number indicating the amendment on the Award	Number
8)	Application Name	Application title for the latest "Active (Executed)" amendment	Text
9)	Number of Budget Revisions	Number of budget revisions on the latest "Active (Executed)" amendment	Number
10)	Application Status	Application status for the latest "Active (Executed)" amendment	Text
11)	Application Type	Type of financial assistance for Award: Cooperative Agreement or Grant	Text
12)	Recipient Point of Contact	Recipient Application POC for latest "Active (Executed)" amendment	Text
13)	FTA Pre-Award Manager	Pre-Award Manager for latest "Active (Executed)" amendment	Text
14)	FTA Post-Award Manager	Post-Award Manager for latest "Active (Executed)" amendment	Text
15)	Application Transmitted Date	Latest Date that latest "Active (Executed)" amendment was transmitted to FTA.	Date
16)	Application Submitted Date	Latest Date that latest "Active (Executed)" amendment was submitted to FTA. each time an Application is re-transmitted, this field is overwritten	Date
17)	Section Code	Two-digit code that indicates the funding source of an Award (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula"). If there are multiple funding sources/PO numbers for an Award (e.g. "Super Grant"), there will be multiple rows in this report for that Award	Number

ID	Column Name	Description	Data Type
18)	Total Eligible Cost	Sum of FTA and non-FTA funding on Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)
19)	Total Non-FTA Amount	All non-FTA funding on Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)
20)	Current Amendment Amount	FTA obligation amount of the latest "Active (Executed)" amendment	Number ($)
21)	Total FTA Obligation Amount	Cumulative FTA obligation amount up to the latest "Active (Executed)" amendment	Number ($)
22)	Total Deobligation Amount	Cumulative FTA deobligation amount up to the latest "Active (Executed)" amendment	Number ($)
23)	Total Disbursement Amount	Cumulative disbursement amount up to the latest "Active (Executed)" amendment	Number ($)
24)	Total Refund Amount	Cumulative refund amount up to the latest "Active (Executed)" amendment	Number ($)
25)	Total Unliquidated Amount	Cumulative unliquidated amount up to the latest "Active (Executed)" amendment. *Calculation: Cumulative Obligations – Cumulative Deobligations – Cumulative Disbursements + Cumulative Refunds*	Number ($)
26)	Percent Disbursed	Percentage of funds disbursed from cumulative FTA obligation amount Calculation: Cumulative Disbursements / Cumulative Obligations	Number (%)
27)	Obligation Date	Obligation Date for the latest "Active (Executed)" amendment	Date
28)	Last Disbursement Date	Date on which the last disbursement occurred on this Award	Date
29)	Closeout Date	Date this Award was closed	Date
30)	Is Discretionary Grant	Flag to show if Application uses discretionary funding sources	Text

6.2.3 Application by Status Report

6.2.3.1 Description

The 'Application by Status Report' lists the status of grant and cooperative agreements for Applications and Awards. This report can be used to determine reviews that have taken place and reviews still required.

6.2.3.2 Dynamic Report Search Criteria

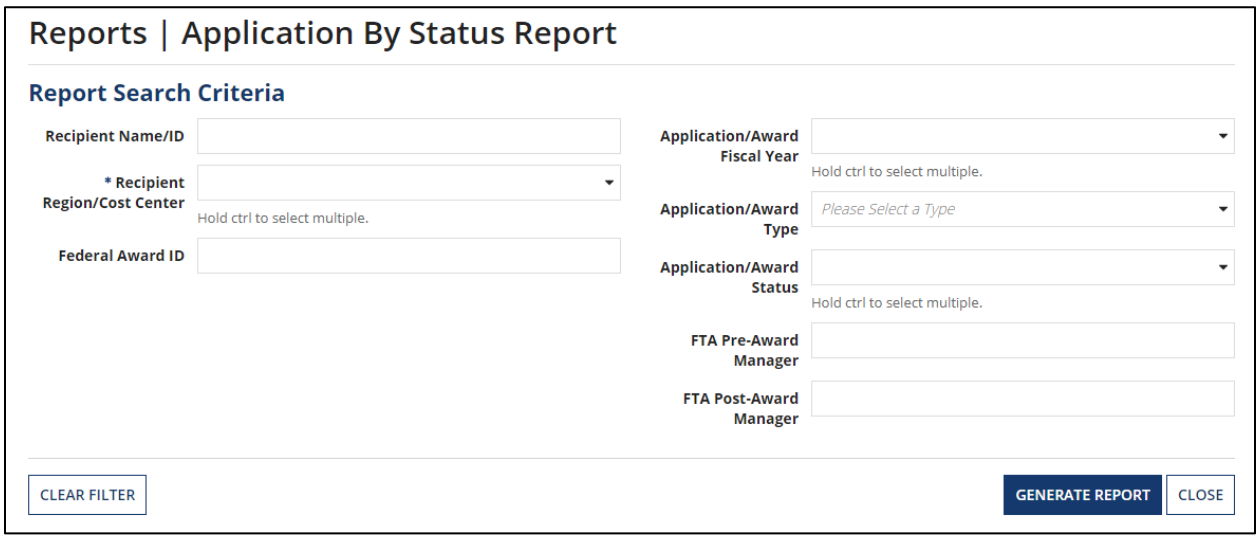
The following search criteria can be applied to the 'Application by Status Report':

1) Recipient Name/ID FTA Only
2) **Recipient Region/Cost Center FTA Only***
3) Federal Award ID
4) Application/Award Fiscal Year
5) Application/Award Type
6) Application/Award Status
7) FTA Pre-Award Manager
8) FTA Post-Award Manager

*** Indicates required search criteria**.

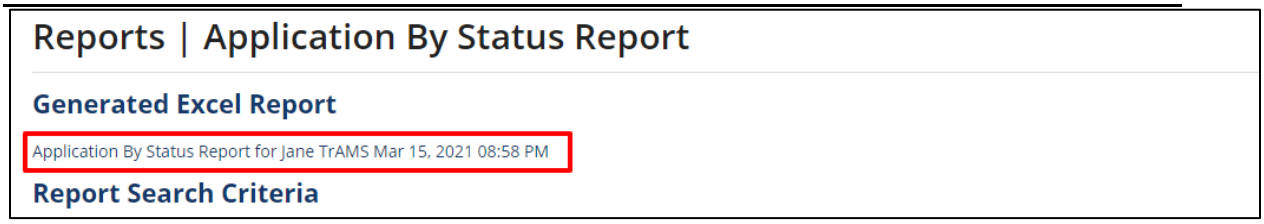
6.2.3.3 Form View

The 'Application by Status Report' form appears as follows:



6.2.3.4 Dynamic Report Link

Report Link Text: 'Application by Status Report for [User] [Date]'



6.2.3.5 File Names for Downloaded Reports

- Dynamic Report: "Application by Status Report for [User] [Date].xlsx"
- Static Report: "[Date] Application by Status Report.xlsx"

6.2.3.6 TrAMS Report Fields

ID	Column Name	Description	Attribute Type
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number
5)	Application/Award Fiscal Year	Fiscal Year in which the Application was created	Number
6)	Federal Award ID	Federal Award Identification Number (FAIN), or temporary Application ID if not yet assigned, for the current amendment	Text
7)	Amendment Number	2-digit number indicating the amendment on the Award	Number
8)	Application Name	Application title for current amendment	Text
9)	Number of Budget Revisions	Number of budget revisions on the current amendment (not cumulative to the Award).	Number
10)	Application Status	Application status for the current amendment	Text

ID	Column Name	Description	Attribute Type
11)	Application Type	Type of financial assistance for Application: Cooperative Agreement or Grant	Text
12)	Recipient Point of Contact	Recipient Application POC for current amendment	Text
13)	FTA Pre-Award Manager	Pre-Award Manager for current amendment	Text
14)	FTA Post-Award Manager	Post-Award Manager for current amendment	Text
15)	Total Obligation Amount	Cumulative FTA obligation amount up to the latest "Active (Executed)" amendment	Number ($)
16)	Total Deobligation Amount	Cumulative FTA deobligation amount up to the latest "Active (Executed)" amendment	Number ($)
17)	Current Amendment Amount	FTA obligation amount of the latest "Active (Executed)" amendment	Number ($)
18)	Application Transmitted Date	Latest Date that current amendment was transmitted to FTA	Date
19)	Application Submitted Date	Latest Date that current amendment was submitted to FTA	Date
20)	FAIN Assigned Date	Date that current amendment was assigned a FAIN	Date
21)	DOL Submission Date	Date when application was sent to DOL	Date
22)	DOL Certification Date	Date when DOL certified the application	Date
23)	DOL Review Date	Date when DOL completed the review task in TrAMS	Date
24)	Technical Concurrence Date	Latest Technical Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date

ID	Column Name	Description	Attribute Type
25)	Civil Rights Concurrence Date	Latest Civil Rights Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date
26)	Environmental Concurrence Date	Latest Environmental Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date
27)	Planning Concurrence Date	Latest Planning Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date
28)	Operations Concurrence Date	Latest Operations Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date
29)	Legal Concurrence Date	Latest Legal Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date
30)	RA Concurrence Date	Latest RA Concurrence date for current amendment (each time a concurrence is logged again for the same amendment, this field is overwritten).	Date
31)	Reservation Date	Date that funds were reserved for current amendment	Date
32)	Obligation Date	Date that funds were obligated for current amendment	Date
33)	Deobligation Date	Date that funds were deobligated for current amendment	Date
34)	Executed Date	Date that current amendment was executed by the recipient	Date
35)	Closeout Date	Date that Award was closed out	Date
36)	Is Discretionary Grant	Flag to show if Application uses discretionary funding sources	Text

ID	Column Name	Description	Attribute Type
37)	Application Created Date	Date that the Application was created for current amendment	Date

6.2.4 Disbursement Report

6.2.4.1 Description

The 'Disbursement Report' allows users to query individual disbursements and/or refunds for an Award. While other reports in TrAMS show a single, cumulative disbursement amount per grant or Project, this report displays each disbursement and refund processed. Search fields include account class code, financial purpose code, and section code.

For grants Awarded in TrAMS, users can also query for disbursements on individual Projects within the Award and on individual budget scope codes within the Projects. For reports run on grants Awarded in TEAM, the fields for budget scope code, scope name, and scope suffix will be blank as this information is only tracked for Awards made in TrAMS. Additionally, the report will only generate data for grants where disbursements have taken place. If an Application has not reached 'Awarded/Executed Status' or if no disbursements have occurred, the report will not return any information for that Award.

Note: It may take several minutes to generate a report when the search criteria entered are broad and produce large amounts of data.

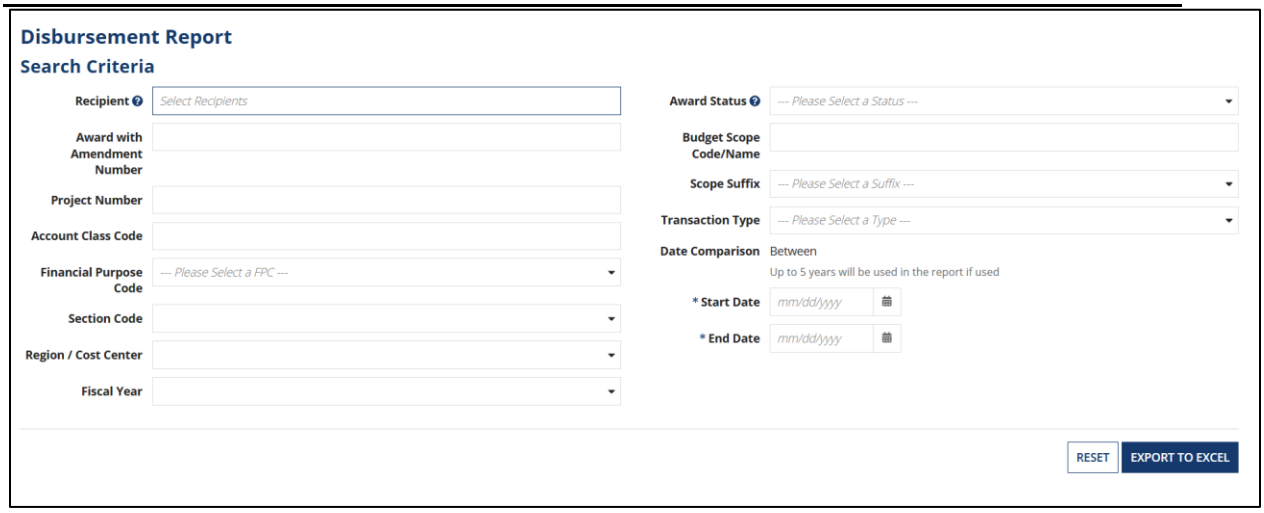
6.2.4.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Discretionary Allocation Detail Report': Recipient Name/ID FTA Only

1) Federal Award ID
2) Project Number
3) Account Class Code
4) Financial Purpose Code
5) Section Code
6) Recipient Region/Cost Center FTA Only
7) Award Status
8) Budget Scope Code/Name
9) Scope Suffix
10) Transaction Type
11) Transaction Date

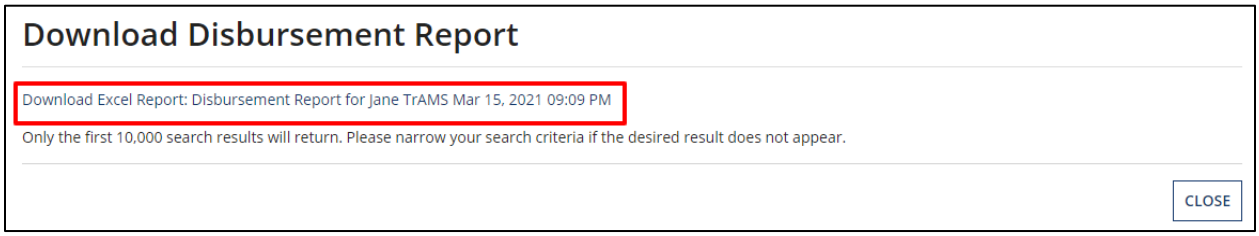
6.2.4.3 Form View

The 'Disbursement Report' form appears as follows:



6.2.4.4 Dynamic Report Link

Report Link Text: 'Download Excel Report Disbursement Report for [User] [Date]'



6.2.4.5 File Names for Downloaded Reports

- Dynamic Report: "Disbursement Report for [User] [Date].xlsx"

6.2.4.6 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Project Number	Project ID under the Application	Text
2)	Project Title	Project title	Number
3)	FAIN	Federal Award Identification Number (FAIN); the permanent Application number for the latest "Active (Executed)" amendment	Text
4)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
5)	Recipient Name	Legal Business Name for recipient organization/applicant	Text

ID	Column Name	Description	Data Type
6)	Award Status	Current status of the Award (e.g. 'Active (Executed)')	Text
7)	Cost Center Code	Cost center for recipient organization/applicant	Number
8)	Account Class Code	Code indicating the source of the funding; formatted as <funding fiscal year>.<appropriation code>.<section code>.<limitation code>.<type authority> (e.g. 2017.25.91.90.2).	Text
9)	FPC	Financial Purpose Code –2-digit code representing the financial purpose of the funds.	Text
10)	Financial Purpose	Description of the FPC	Text
11)	Scope Code	5-digit code to indicate a scope or category of activities (e.g. "**114-00**")	Text
12)	Scope Name	Description of scope for a given scope code (e.g., scope code 114-00 has a scope name of "**Bus Support Equipment and Facilities**")	Text
13)	Scope Suffix	2-digit code that distinguishes two scope codes within the same Award (e.g. if scope code 111-00 exists twice within the Award, the first 111-00 scope has a suffix of A1 and the second has a suffix of A2) Each unique scope in an Award has a suffix; they are comprised of a letter and a number 1-9 (e.g. A1-A9, B1-B9, C1-C9, etc)	Text
14)	Section Code	Two-digit code that indicates the funding source of a Project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula")	Number
15)	Transaction Type	Refund or Disbursement	Text
16)	Transaction Date	The date the transaction occurred	Date
17)	Transaction Amount	The amount of the transaction	Number

6.2.5 Discretionary Allocation Detail Report (or Application Discretionary Allocation Detail Report)

6.2.5.1 Description

The 'Discretionary Allocation Detail Report' provides Application/Award information for grants and cooperative agreements that contain discretionary and/or earmark allocations, including status and if the funds have been Awarded.

6.2.5.2 Dynamic Report Search Criteria

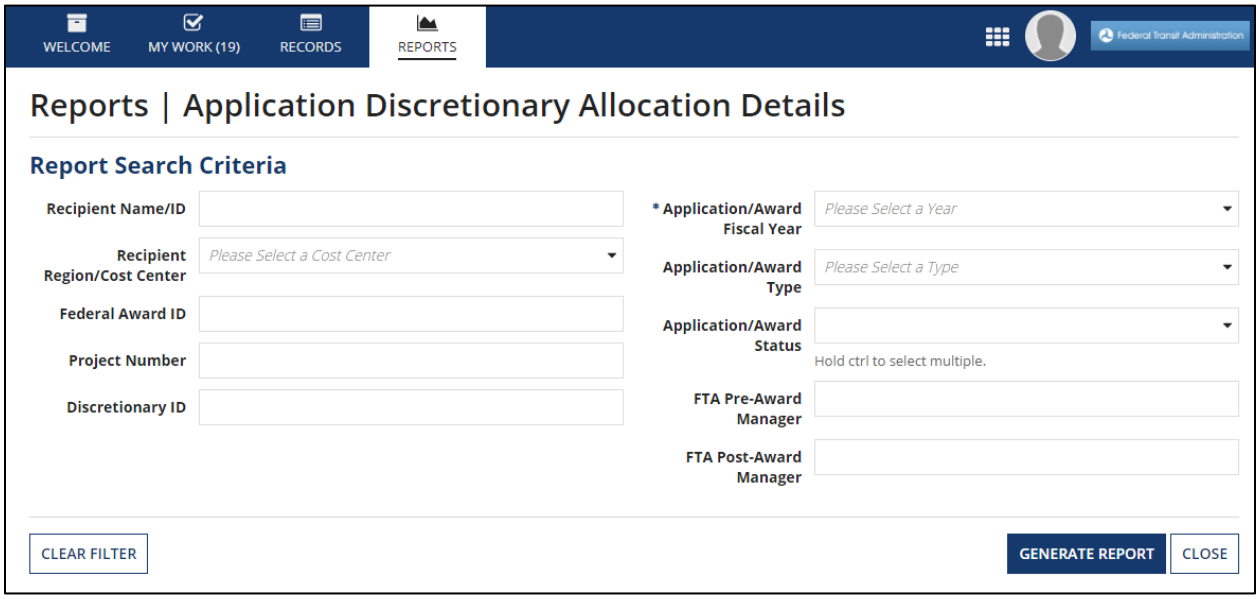
The following search criteria can be applied to the 'Discretionary Allocation Detail Report':

1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Federal Award ID
4) Project Number
5) Discretionary ID
6) **Application/Award Fiscal Year***
7) Application/Award Type
8) Application/Award Status
9) FTA Pre-Award Manager
10) FTA Post-Award Manager

*** Indicates required search criteria**.

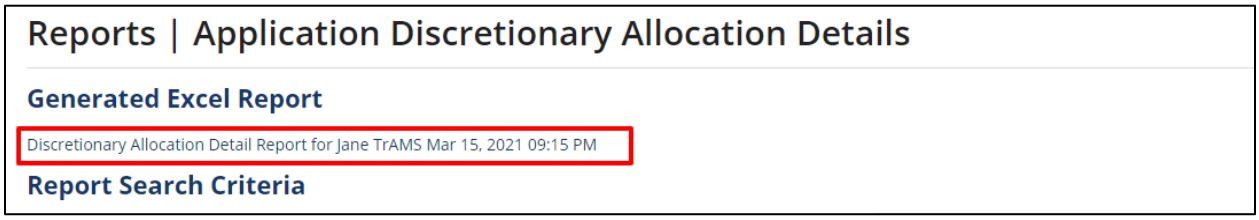
6.2.5.3 Form View

The ''Discretionary Allocation Detail Report' form appears as follows:



6.2.5.4 Dynamic Report Link

Report Link Text: 'Discretionary Allocation Detail Report for [User] [Date]'



6.2.5.5 File Names for Downloaded Reports

- Dynamic Report: "Discretionary Allocation Detail Report for [User] [Date].xlsx"
- Static Report: "[Date] Discretionary Allocation Excel Report.xlsx"

6.2.5.6 TrAMS Report Fields

ID	Column Name	Description	Data Type	ID
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number	Yes (FTA)
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text	No
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text	Yes (FTA)
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number	Yes (FTA)
5)	Application/Award Fiscal Year	Fiscal Year in which the Application was created	Number	Yes
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent Application number for the current amendment	Text	Yes
7)	Application Name	Application title for current amendment	Number	No
8)	Application Status	Application status for the current amendment	Text	Yes
9)	Application Type	Type of financial assistance for Award: Cooperative Agreement or Grant	Text	Yes
10)	Project Number	Project ID under the Application	Text	No
11)	Project Name	Project title	Number	Yes

12)	Discretionary ID	ID string to identify a specific discretionary Project	Text	Yes
13)	Discretionary Title	Title of discretionary Project	Text	No
14)	Discretionary Fiscal Year	Fiscal year of discretionary allocation	Number	No
15)	Discretionary ID Amount Applied	Amount of discretionary allocation applied to the discretionary Application	Number	No
16)	Application Reservation Date	Date that funds were reserved for current amendment	Date	No
17)	Application Obligation Date	Date that funds were obligated for current amendment	Date	No
18)	Deobligation Date	Date that funds were deobligated for current amendment	Number	No
19)	Closeout Date	Date that Award was closed out	Number ($)	No
20)	Total Reservation Amount	Total amount reserved for the discretionary Application	Number	No
21)	Total Obligation Amount	Total amount obligated to the discretionary Application	Number	No
22)	Total Deobligation Amount	Total amount deobligated from the discretionary Application	Number	No
23)	Recipient Point of Contact	Recipient Application POC for current amendment	Text	No
24)	FTA Contact TEAM	Application's listed FTA contact (TEAM Application only)	Number	No
25)	FTA Post-Award Manager	Pre-Award Manager for current amendment	Text	Yes
26)	FTA Pre-Award Manager	Post-Award Manager for current amendment	Text	Yes

6.2.6 FFR Detail Report

6.2.6.1 Description

The 'FFR Detail Report' provides information on Federal Financial Reports (FFRs) submitted for Awards, including the submission or review status of the report and the financial information as reported by the recipient. This report can be used to determine whether an FFR has been submitted and/or reviewed by FTA. FFRs display with their latest status, saved comments, recipient information, and Award details

relevant to the entered search criteria. Users can input search criteria to filter reports by report period type and report period date ranges.

Note: Most financial information populated in the report is recipient-reported. The exceptions are disbursement, deobligated, and unliquidated obligation amounts which are generated by FTA's financial systems.

6.2.6.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'FFR Detail Report':

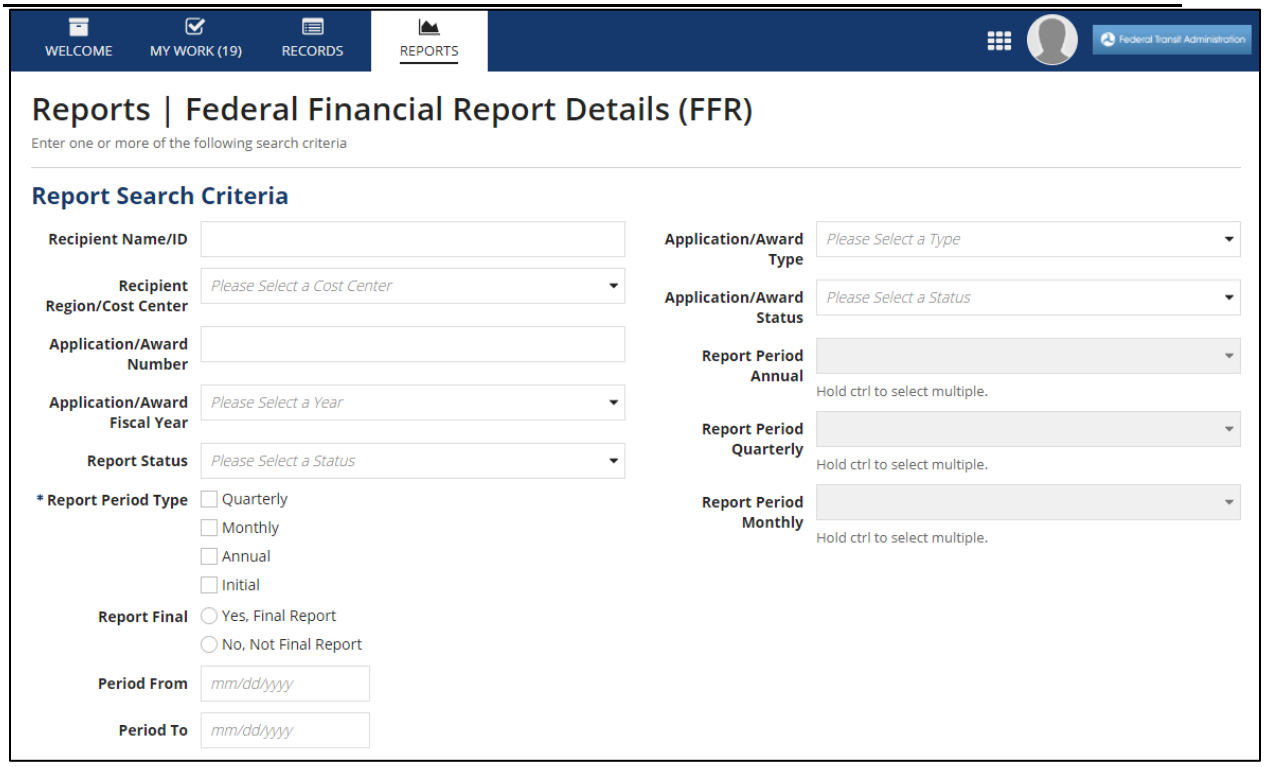
1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Application/Award Number
4) Application/Award Fiscal Year
5) Report Status
6) **Report Period Type***
7) Report Final
8) Period From
9) Period To
10) Application/Award Type
11) Application/Award Status
12) Report Period Annual
13) Report Period Quarterly
14) Report Period Monthly

*** Indicates required search criteria**.

Note: Depending on the Report Period Type selected either the 'Report Period Annual', the 'Report Period Quarterly', or the 'Report Period Monthly' field will become required.

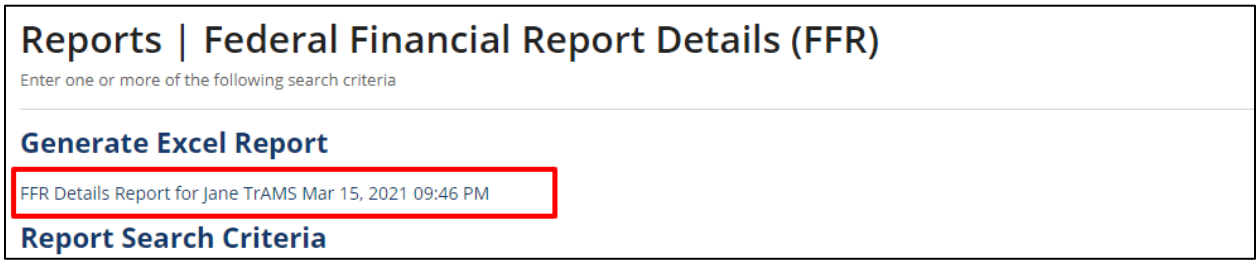
6.2.6.3 Form View

The 'FFR Detail Report' form appears as follows:



6.2.6.4 Dynamic Report Link

Report Link Text: 'FFR Details Report for [User] [Date]'



6.2.6.5 File Names for Downloaded Reports

- Dynamic Report:: "FFR Details Report for [User] [Date].xlsx"
- Static Report:: "[Date] FFR Detail Report.zip"

Application-Level Fields

ID	Column Name	Description	Data Type
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number

ID	Column Name	Description	Data Type
2)	Recipient Acronym	Abbreviated form of the organization/applicant	Text
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text
4)	Recipient Cost Center	Cost Center for recipient organization/applicant	Number
5)	Application State	State in which the application is for	Text
6)	Application Fiscal Year	Fiscal Year in which the Application was created and/or Awarded	Number
7)	Application Number	Federal Award Identification Number (FAIN)	Text
8)	Amendment Number	Number of amendments created for the application	Number
9)	Application Name	Application title for the latest “Active (Executed)” amendment	Text
10)	Application Status	Application status for the latest “Active (Executed)” amendment	Text
11)	Application Type	Type of application submitted	Text
12)	Application Cost Center	Cost Center managing the application	Text
13)	Application Includes Discretionary Funds?	Application includes discretionary funds	Text
14)	Recipient Point of Contact	Point of contact for the recipient responsible for the application	Text
15)	FTA Post-Award Manager	FTA Post-Award Manager responsible for the application/award	Text
16)	FFR Status	Status of the FFR Details Report	Text
17)	FFR Fiscal Year	Fiscal Year corresponding to the FFR Details Report	Number
18)	FFR Fiscal Period	Corresponds to the FFR Period Type selected	Text

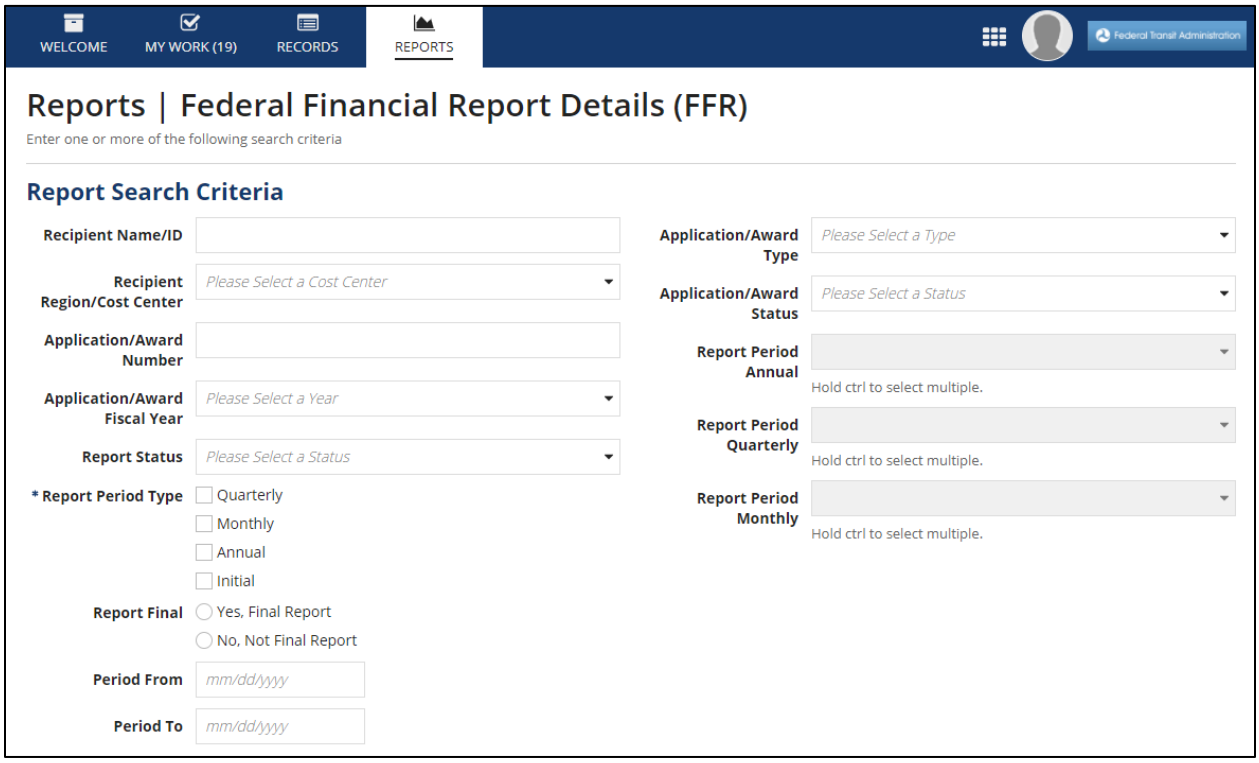
ID	Column Name	Description	Data Type
19)	Final Report	Indicates the Final FFR Details Report for the application (ie. Completed during the closeout process)	Text
20)	FFR Submitted Date	Submitted date of the FFR Details Report by Recipient	Date
21)	FFR Submitted By	Recipient submitting FFR Details Report	Text
22)	Federal Cash On Hand at Beginning of Period Cumulative Amount	Federal cash on hand at the beginning of the period. Refer to line A on the FFR Report.	Number
23)	Federal Cash Receipt Cumulative Amount	Federal cash receipt cumulative amount. Refer to line B of the FFR Report.	Number
24)	Federal Cash Disbursement Cumulative Amount	Federal cash disbursements. Refer to line C of the FFR Report	Number
25)	Federal Cash On Hand at End of Period Cumulative Amount	Federal cash on hand at the end of the period. Refer to line D of the FFR Report	Number
26)	Total Federal Funds Authorized Amount	Total federal funds authorized. Refer to line E of the FFR Report.	Number
27)	Federal Share of Expenditures Cumulative Amount	Federal share of expenditures. Refer to line F of the FFR Report.	Number
28)	Recipient Share of Expenditures Cumulative Amount	Recipient share of expenditures. Refer to line G of the FFR Report.	Number

ID	Column Name	Description	Data Type
29)	Total Expenditures Cumulative Amount	Total expenditures. Refer to line H of the FFR Report.	Number
30)	Federal Share of Unliquidated Obligations Amount	Federal share of unliquidated obligations. Refer to line I of the FFR Report.	Number
31)	Recipient Share of Unliquidated Obligations Amount	Recipient share of unliquidated obligations. Refer to line J of the FFR Report.	Number
32)	Total Unliquidated Obligations Amount	Total unliquidated obligations. Refer to line K of FFR Report.	Number
33)	Total Federal Share Amount	Total federal share. Refer to line L of the FFR Report.	Number
34)	Unobligated Balance of Federal Funds Amount	Unobligated balance of federal funds. Refer to line M of the FFR Report.	Number
35)	Total Obligation Amount	Total amount obligated for an application/award	Number
36)	Total Disbursement Amount	Total amount disbursed for an application/award	Number
37)	Total Unliquidated Amount	Total unliquidated amount	Number
38)	Obligation Date	Date the application/award was obligated	Date
39)	Last Disbursement Date	Date of the most recent disbursement on the application	Date
40)	Deobligation Date	Date the application/award was deobligated	Date
41)	Indirect Expense Type	Indirect Expense Type	Text
42)	Indirect Expense Rate	Rate approved by the cognizant agency	Number

ID	Column Name	Description	Data Type
43)	Indirect Expense Base Amount	Total base amount from which the indirect cost rate is determined	Number
44)	Indirect Expense Amount Charged	Total amount of indirect expenses charged to the Award on a cumulative basis	Number
45)	Indirect Expense Federal Share	Federal share of the indirect expenses charged	Number
46)	Indirect Expense Period From	Period covered by the approved rate	Date
47)	Indirect Expense Period To	Period covered by the approved rate	Date

6.2.6.6 Form View

The 'FFR Detail Report' form appears as follows:



6.2.6.7 Dynamic Report Link

Report Link Text: 'FFR Details Report for [User] [Date]'

6.2.6.8 File Names for Downloaded Reports

- Dynamic Report:: "FFR Details Report for [User] [Date].xlsx"
- Static Report:: "[Date] FFR Detail Report.zip"

6.2.7 MPR Detail Report

6.2.7.1 Description

The 'MPR Detail Report' provides information on Milestone Progress Reports (MPRs) submitted for Awards, including the MPR submission dates and review status and the milestones reported by the Recipient. The report will also include basic grant (e.g. FAIN) and recipient information (e.g. Recipient ID, Recipient Name). Users can also search by report type (e.g. Quarterly), reporting period, or for reports submitted in a particular date range. Recipients may use this report to determine which MPRs have been submitted and whether FTA has reviewed the reports.

6.2.7.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'MPR Detail Report':

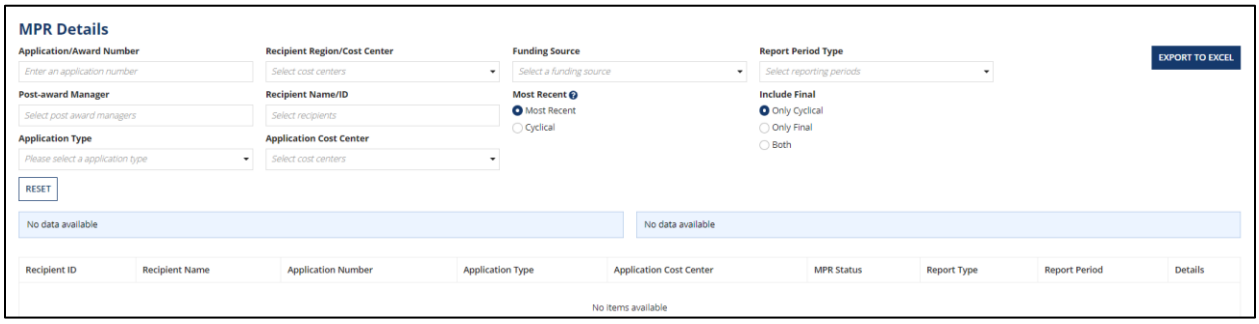
1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Application/Award Number
4) Application/Award Fiscal Year
5) Application Type
6) Application Cost Center
7) **Report Period Type***
8) Report Final
9) Period From
10) Period To
11) Application/Award Type
12) Application/Award Status
13) Report Period Annual
14) Report Period Quarterly
15) Report Period Monthly

*** Indicates required search criteria**.

Note: Depending on the Report Period Type selected either the 'Report Period Annual', the 'Report Period Quarterly', or the 'Report Period Monthly' field will become available and is required.

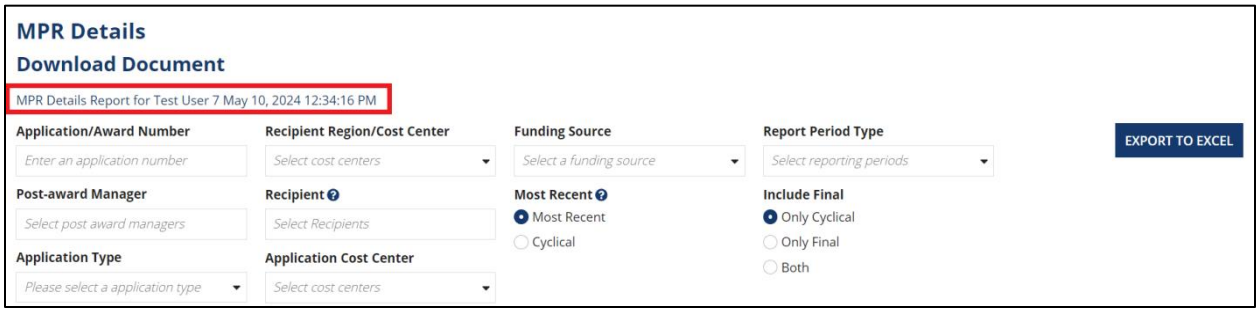
6.2.7.3 Form View

The 'MPR Detail Report' form appears as follows:



6.2.7.4 Dynamic Report Link

Report Link Text: 'MPR Details Report for [User] [Date]'



6.2.7.5 File Names for Downloaded Reports

- Dynamic Report: "MPR Details Report for [User] [Date].xlsx"
- Static Report: "[Date] MPR Details Report.zip"

6.2.8 Project Budget Report

6.2.9 Project Scope Budget Report

6.2.9.1 Description

The 'Project Scope Budget Report' allows recipient users to view and track budget details for Applications, original Awards, and amendments on a scope level. Users will be able to filter on their data by Awards, Projects, section codes, scope codes, Award fiscal years, Award types, Award status, and FTA grant manager details.

Note: This report only shows Applications that originated in TrAMS.

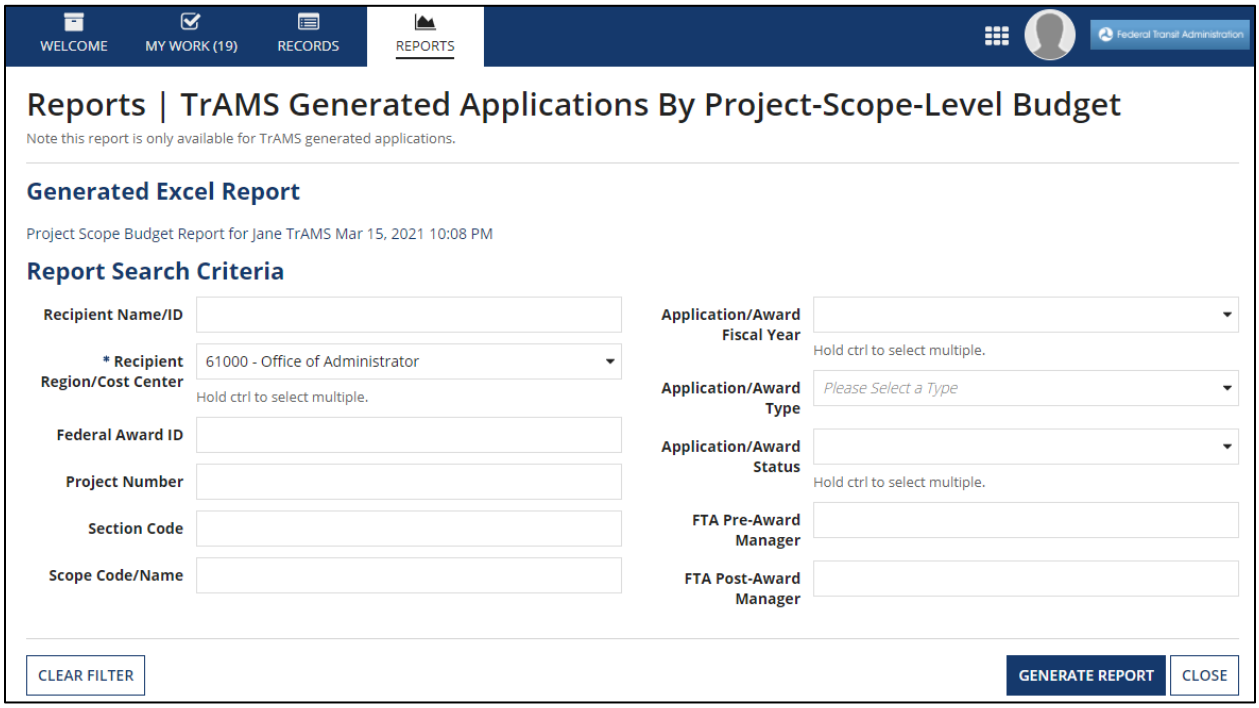
6.2.9.2 Dynamic Report Search Criteria

The following search criteria can be applied to the 'Project Scope Budget Report':

1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only

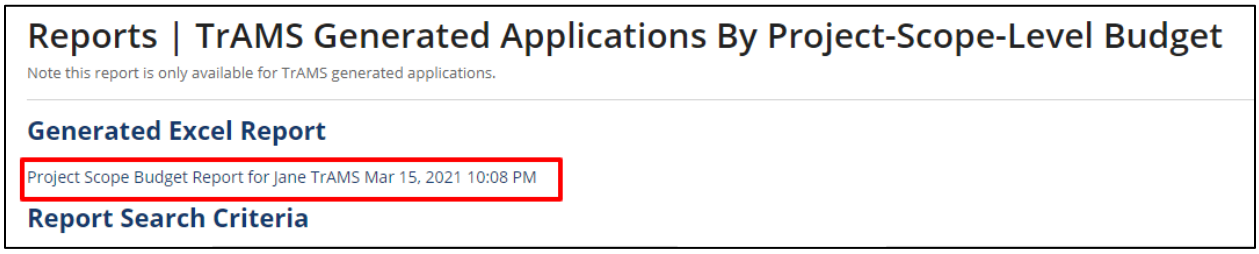
3) Federal Award ID
4) Project Number
5) Section Code
6) Scope Code/Name
7) Application/Award Fiscal Year
8) Application/Award Type
9) Application/Award Status
10) FTA Pre-Award Manager
11) FTA Post-Award Manager Form View

The 'Project Scope Budget Report' form appears as follows:



6.2.9.3 Dynamic Report Link

Report Link Text: 'Project Scope Budget Report for [User] [Date]'



6.2.9.4 File Names for Downloaded Reports

- Dynamic Report: "Project Scope Budget Report for [User] [Date].xlsx"
- Static Report: "[Date] Project Scope Budget Report.xlsx"

6.2.9.5 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number
5)	Application/Award Fiscal Year	Fiscal Year in which the Application was created	Number
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent Application number for the latest "Active (Executed)" amendment	Text
7)	Amendment Number	2-digit number indicating the amendment on the Award	Number
8)	Application Name	Application title for current amendment	Text
9)	Application Status	Application status for the current amendment	Text
10)	Application Type	Type of financial assistance for Award: Cooperative Agreement or Grant	Text
11)	Application Transmitted Date	Date that latest "Active (Executed)" amendment was transmitted to FTA	Date
12)	Application Submitted Date	Date that latest "Active (Executed)" amendment was submitted to FTA	Date
13)	Recipient Point of Contact	Recipient Application POC for current amendment	Text
14)	FTA Pre-Award Manager	Pre-Award Manager for current amendment	Text
15)	FTA Post-Award Manager	Post-Award Manager for current amendment	Text
16)	Project Number	Permanent Project number to identify one Project within an Award	Text

ID	Column Name	Description	Data Type
17)	Project Name	Project title for the latest "Active (Executed)" amendment	Text
18)	Funding Source Name	Short code for funding source name (e.g., "5307-2A" for "Section 5307 Urbanized Area Formula")	Text
19)	Section Code	Two-digit code that indicates the funding source of a Project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula")	Number
20)	Scope Name	Description of scope for a given scope code (e.g., scope code 114-00 has a scope name of "**Bus Support Equipment and Facilities**")	Text
21)	Scope Code	5-digit code to indicate a scope or category of activities (e.g. "**114-00**")	Text
22)	Total Scope FTA Amount	Cumulative FTA amount for a Project-scope within the Award; amount is cumulative up to the latest "Active (Executed)" amendment	Number ($)
23)	Total Scope Non-FTA Amount	All non-FTA funding for a Project-scope within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)
24)	Total Scope Amount	Sum of FTA and non-FTA funding for a Project-scope within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)
25)	Total Reservation Amount	Total funds reserved for a Project-scope within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)
26)	Total Obligation Amount	Cumulative FTA obligation amount for a Project-scope within the Award up to the latest "Active (Executed)" amendment	Number ($)
27)	Total Deobligation Amount	Cumulative FTA de-obligation amount for a Project-scope within the Award up to the latest "Active (Executed)" amendment	Number ($)
28)	Total Disbursement Amount	Cumulative disbursement amount for a Project-scope within the Award up to the latest "Active (Executed)" amendment	Number ($)

ID	Column Name	Description	Data Type
29)	Percent Disbursed	Percentage of funds disbursed from cumulative FTA obligation amount for the Project-scope *Calculation: Cumulative Disbursements / Cumulative Obligations*	Number (%)
30)	Last Disbursement Date	Date on which the last disbursement occurred on this Award	Date

6.2.9.6 Description

The 'Project Budget Report' allows recipient users to view and track budget details for Applications, original Awards, and amendments on a Project level. Users will be able to filter on their data by Awards, Projects, section codes, Award fiscal years, Award types, Award status, and FTA grant manager details.

6.2.9.7 Dynamic Report Search Criteria

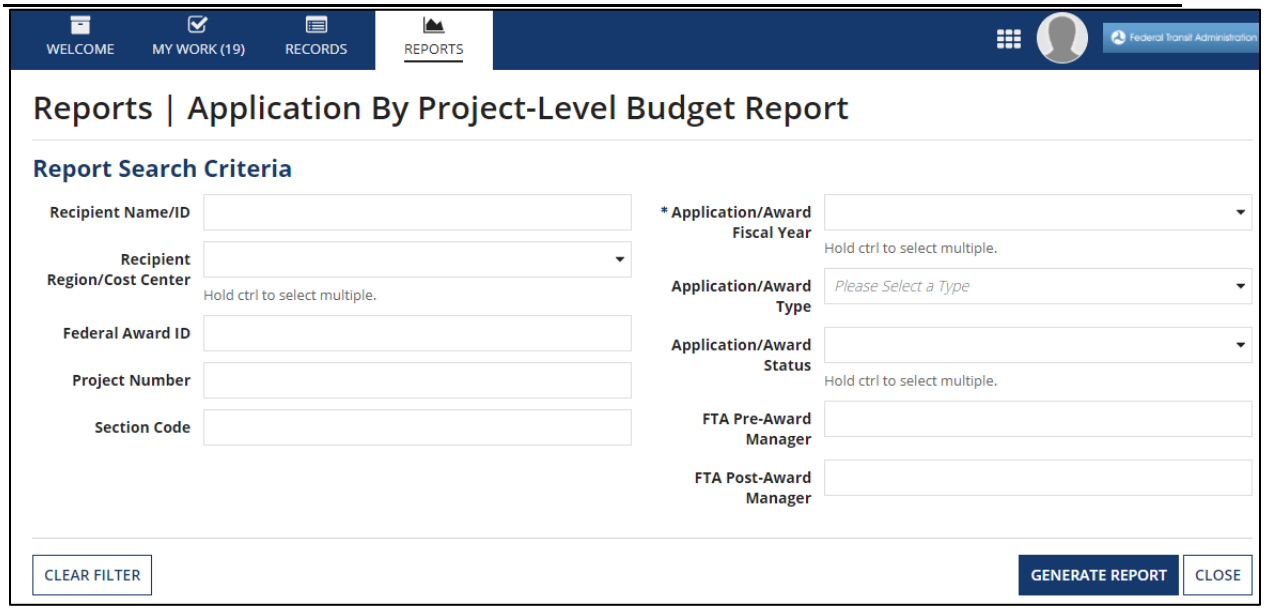
The following search criteria can be applied to the 'Project Budget Report':

1) Recipient Name/ID FTA Only
2) Recipient Region/Cost Center FTA Only
3) Federal Award ID
4) Project Number
5) Section Code
6) **Application/Award Fiscal Year***
7) Application/Award Type
8) Application/Award Status
9) FTA Pre-Award Manager
10) FTA Post-Award Manager

*** Indicates required search criteria**.

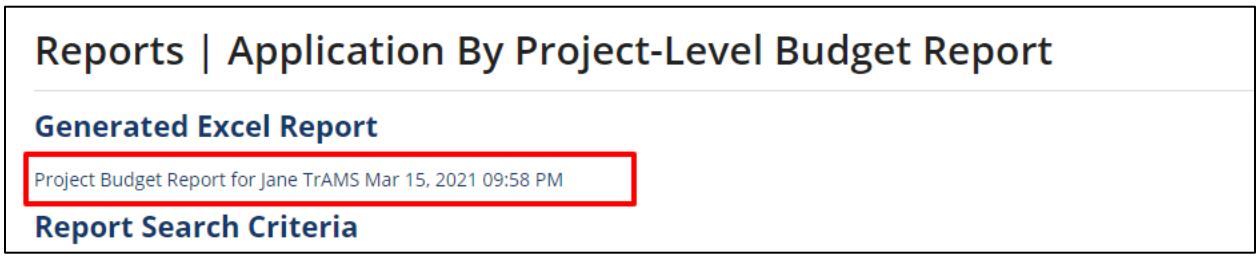
6.2.9.8 Form View

The 'Project Budget Report' form appears as follows:



6.2.9.9 Dynamic Report Link

Report Link Text: 'Project Budget Report for [User] [Date]'



6.2.9.10 File Names for Downloaded Reports

- Dynamic Report: "Project Budget Report for [User] [Date].xlsx"
- Static Report: "[Date] Project Budget Report.xlsx"

6.2.9.11 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Recipient ID	4-digit system identifier for recipient organization/applicant	Number
2)	Recipient Acronym	Acronym for recipient organization/applicant	Text

ID	Column Name	Description	Data Type
3)	Recipient Name	Legal Business Name for recipient organization/applicant	Text
4)	Recipient Cost Center	Cost center for recipient organization/applicant	Number
5)	Application/Award Fiscal Year	Fiscal Year in which the Application was created	Number
6)	Federal Award ID	Federal Award Identification Number (FAIN); the permanent Application number for the latest "Active (Executed)" amendment	Text
7)	Amendment Number	2-digit number indicating the amendment on the Award	Number
8)	Application Name	Application title for the latest "Active (Executed)" amendment	Text
9)	Application Status	Application status for the latest "Active (Executed)" amendment	Text
10)	Application Type	Type of financial assistance for Award; two values -- Cooperative agreement or grant	Text
11)	Application Transmitted Date	Date that latest "Active (Executed)" amendment was transmitted to FTA	Date
12)	Application Submitted Date	Date that latest "Active (Executed)" amendment was submitted to FTA (each time an Application is re-transmitted, this field is overwritten)	Date
13)	Recipient Point of Contact	Recipient Application POC for current amendment	Text
14)	FTA Pre-Award Manager	Pre-Award Manager for current amendment	Text

ID	Column Name	Description	Data Type
15)	FTA Post-Award Manager	Post-Award Manager for current amendment	Text
16)	Project Number	Permanent Project number to identify one Project within an Award	Text
17)	Project Name	Project title for the latest "Active (Executed)" amendment	Text
18)	Section Code	Two-digit code that indicates the funding source of a Project (e.g. "90" is the section code for "Section 5307 Urbanized Area Formula") *Note: If there are multiple funding sources/PO numbers for a Project (e.g. "Super Grant"), there will be multiple rows in this report for that Project*	Number
19)	Total Project FTA Amount	Cumulative FTA obligation amount for a Project within the Award; amount is cumulative up to the latest "Active (Executed)" amendment	Number ($)
20)	Total Project Non-FTA Amount	All non-FTA funding for a Project within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)
21)	Total Project Eligible Cost	Sum of FTA and non-FTA funding for a Project within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)
22)	Total Reservation Amount	Total funds reserved for a Project within the Award; amount is cumulative to latest "Active (Executed)" amendment	Number ($)

ID	Column Name	Description	Data Type
23)	Total Obligation Amount	Cumulative FTA obligation amount for a Project within the Award up to the latest "Active (Executed)" amendment	Number ($)
24)	Total Deobligation Amount	Cumulative FTA deoobligation amount for a Project within the Award up to the latest "Active (Executed)" amendment	Number ($)
25)	Total Disbursement Amount	Cumulative disbursement amount for a Project within the Award up to the latest "Active (Executed)" amendment	Number ($)
26)	Is Discretionary Grant	"Yes" or "No" to show if Application uses discretionary funding sources	Text
27)	Is New Start Grant	"Yes" or "No" to show is Application is a New Start grant	
28)	Last Obligation Date	Obligation Date for the latest "Active (Executed)" amendment	Date
29)	Project Start Date	Earliest date on the milestones for this Project	Date
30)	Project End Date	Latest date on the milestones for this Project	Date

6.2.10 Recipient POC Detail Report

6.2.10.1 Description

The 'Recipient POC Details Report' lists individuals who are a recipient organization's Points of Contacts (POC). The list may be filtered by 'Recipient POC Contact Types' and/or 'Recipient POC SAM Contact Types'. The report includes details for each POC such as their title, address, contact information, and contact type.

6.2.10.2 Dynamic Report Search Criteria

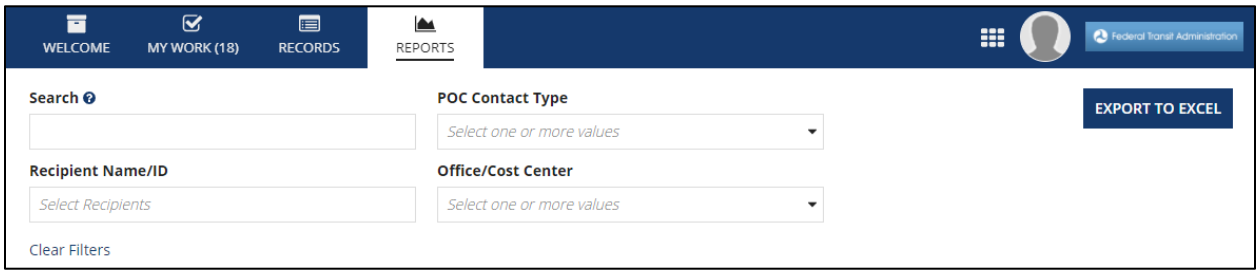
The following search criteria can be applied to the 'Recipient POC Detail Report':

1) Search
2) Recipient Name/ID

3) POC Contact Type
4) Office/Cost Center

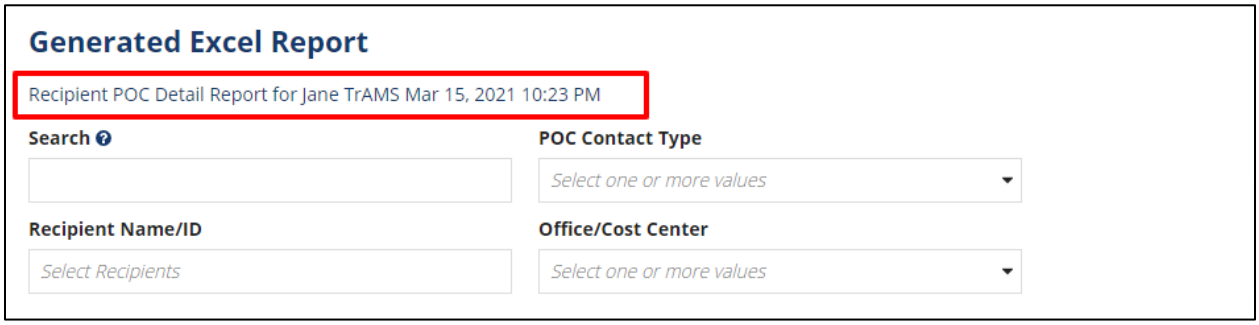
6.2.10.3 Form View

The 'Recipient POC Detail Report' form appears as follows:



6.2.10.4 Dynamic Report Link

Report Link Text: 'Recipient POC Detail Report for [User] [Date]'



6.2.10.5 File Names for Downloaded Reports

- Dynamic Report: "Recipient POC Detail Report for [User] [Date].xlsx"
- Static Report: "[Date] Recipient POC Details Report.xlsx"

6.2.10.6 TrAMS Report Fields

ID	Column Name	Description	Data Type
1)	Recipient ID	4-digit system identifier for recipient organization	Number
2)	Recipient Name	Name of POC's associated recipient organization	Text
3)	Recipient Office/Region	Cost center associated with POC's recipient organization	Text
4)	Union Name	Name of POC's union (if union POC)	Text

ID	Column Name	Description	Data Type
5)	Title	POC's title as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text
6)	Full Name	POC's full name as displayed in Recipient POCs module (not available for SAM POCs)	Text
7)	Street Address	POC's street address as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text
8)	City	POC's city as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text
9)	State	POC's state as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text
10)	ZIP Code	POC's ZIP code as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Number
11)	Phone Number	POC's phone number as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Number
12)	Alternate Phone Number	POC's alternate phone number as displayed in Recipient POCs module	Number
13)	Fax Number	POC's fax number as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Number
14)	Email Address	POC's email address as displayed in SAM.gov profile (SAM POCs) or Recipient POCs module	Text
15)	Web Address	POC's web address as displayed in Recipient POCs module (not available for SAM POCs)	Text
16)	Contact Type UNION	Flag to indicate if contact is Union POC: Yes or no (not available for SAM POCs)	Text
17)	Contact Type CEO	Flag to indicate if contact is CEO: Yes or no (not available for SAM POCs)	Text
18)	Contact Type MPO	Flag to indicate if contact is for MPO concerns: Yes or no (not available for SAM POCs)	Text
19)	Contact Type EEO	Flag to indicate if contact is for EEO issues: Yes or no (not available for SAM POCs)	Text
20)	Contact Type DBE	Flag to indicate if contact is for DBE issues: Yes or no (not available for SAM POCs)	Text
21)	Contact Type Title VI	Flag to indicate if contact is for Title VI issues: Yes or no (not available for SAM POCs)	Text
22)	Contact Type Section 504	Flag to indicate if contact is for Section 504 issues: Yes or no (not available for SAM POCs)	Text

ID	Column Name	Description	Data Type
23)	Contact Type ECHO	Flag to indicate if contact is for ECHO: Yes or no (not available for SAM POCs)	Text
24)	Contact Type Grant	Flag to indicate if contact is for grants issues: Yes or no (not available for SAM POCs)	Text
25)	Contact Type General FTA Issues	Flag to indicate if contact is for general FTA issues: Yes or no (not available for SAM POCs)	Text
26)	Statewide Application	Flag to indicate if Union has statewide Application: Yes or no (not available for SAM POCs)	Text
27)	Created Date	Date when POC was created (not available for SAM POCs)	Date
28)	Created By	User responsible for creating the POC (not available for SAM POCs)	Text
29)	Updated Date	Last date logged for updates made on the POC's information (not available for SAM POCs)	Date
30)	Updated By	Last user responsible for updating the POC (not available for SAM POCs)	Text

6.2.11 User Details Report

See the *FACES User Guide* for more information about the User Details Report.

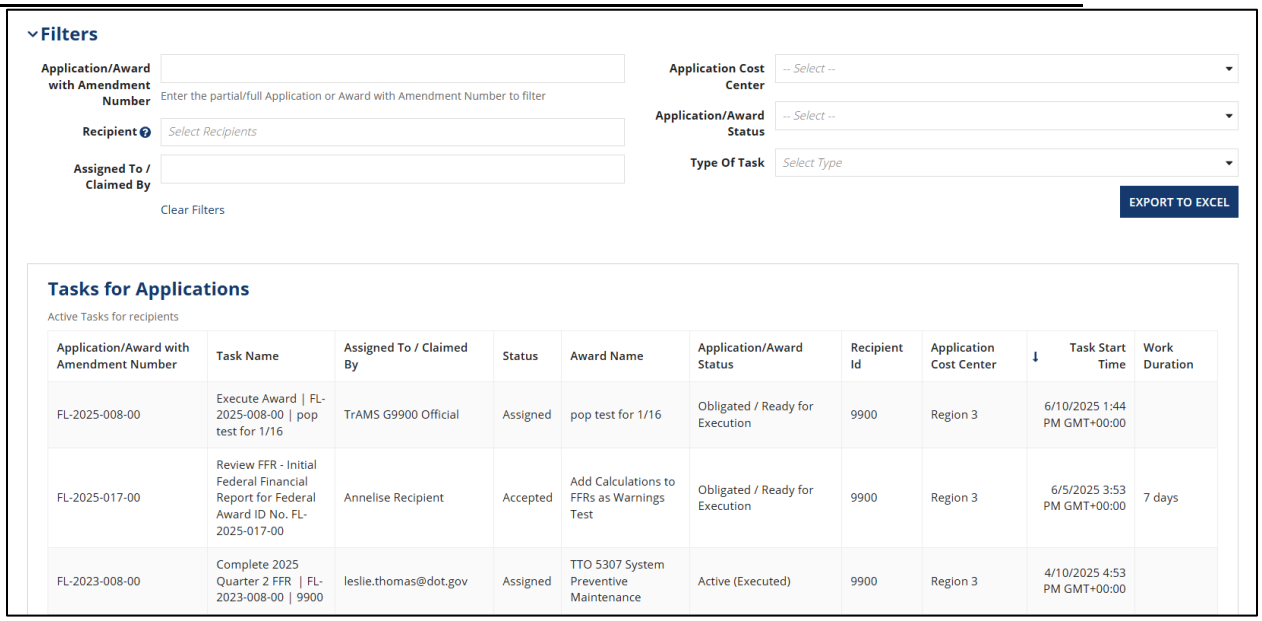
6.2.12 Tasks for Recipients Report

6.2.12.1 Description:

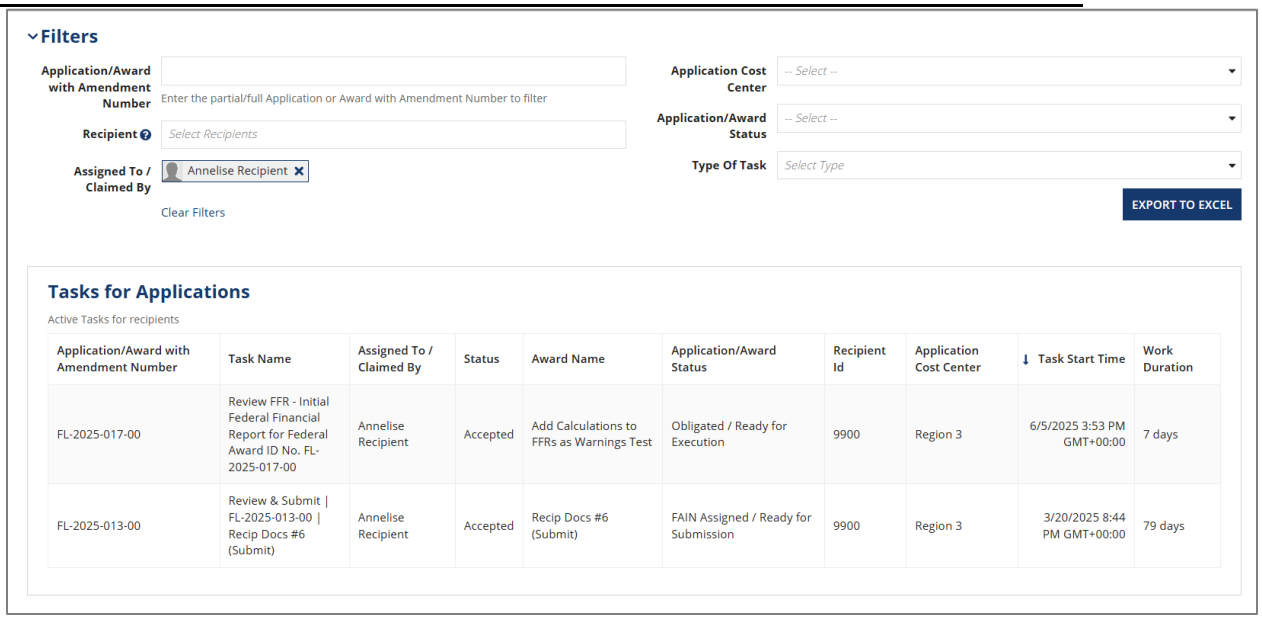
All Recipient users can access the 'Tasks for Applications' report from the 'Tasks for Applications' link under the 'Reports' column. The 'Tasks for Applications' report consists of one tab that provides Recipient users a view of the 'Tasks for Recipients' list. The 'Tasks for Recipients' report enables all Recipient users to filter the list of existing TrAMS applications that have active tasks assigned to recipients. The report can be accessed by all Recipient users in TrAMS to view details of application and task assignment details, such as the task status, task start time, and work duration

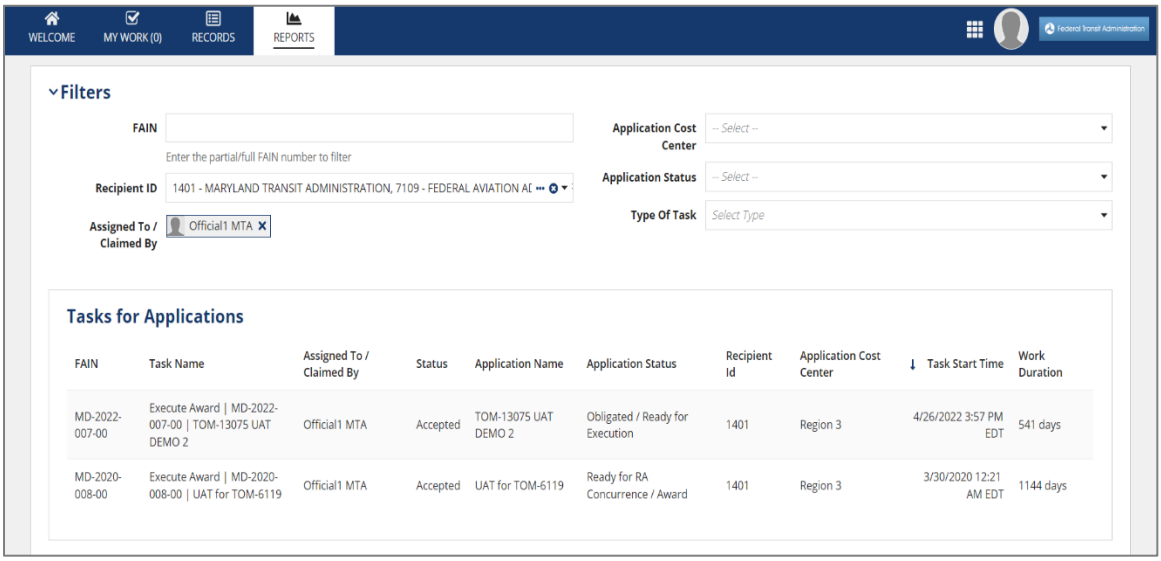
1. After successfully logging on to TrAMS as a Recipient user, navigate to the *Reports* section. Under the *Reports* column, locate and select *Tasks for Applications*.

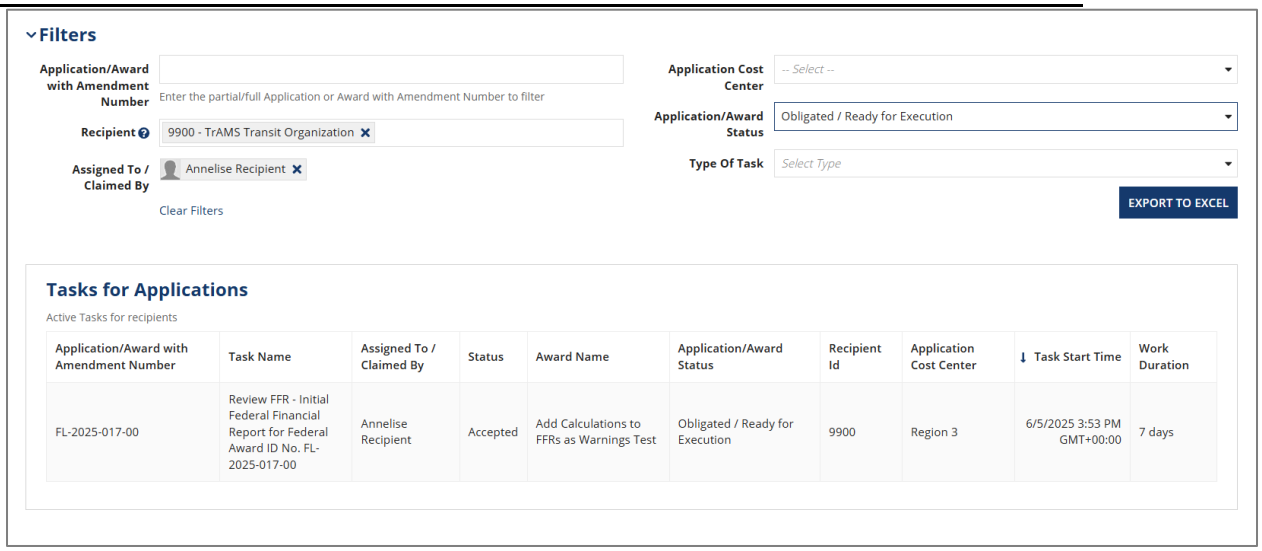
2. The system will redirect the user to the Tasks for Recipients screen. The 'Tasks for Recipients' list all applications with incomplete assigned to Recipient users under the filter fields.



3. To filter the selected list, the user can enter filter criteria in one or more of the following filter fields:
    - **FAIN**: The user will be able to enter a partial FAIN number to filter results using typeahead feature.
    - **Recipient ID**
    - **Assigned to/Claimed By**
    - **Application Cost Center**
    - **Application Status**
    - **Type of Task**: Can be narrowed down by selected: *FFR*, *MPR*, *Submit Application*, or *Execute Application* from the drop-down list.
4. Upon selection, the list will refine, showing only applications that match any of the filter criteria provided.


Filters
Application/Award with Amendment Number
Enter the partial/full Application or Award with Amendment Number to filter
Recipient
Select Recipients
Assigned To / Claimed By
Annelise Recipient
Clear Filters
Application Cost Center
-- Select --
Application/Award Status
-- Select --
Type Of Task
Select Type
EXPORT TO EXCEL
Tasks for Applications
Active Tasks for recipients
Application/Award with Amendment Number
Task Name
Assigned To / Claimed By
Status
Award Name
Application/Award Status
Recipient Id
Application Cost Center
Task Start Time
Work Duration
FL-2025-017-00
Review FFR - Initial Federal Financial Report for Federal Award ID No. FL-2025-017-00
Annelise Recipient
Accepted
Add Calculations to FFRs as Warnings Test
Obligated / Ready for Execution
9900
Region 3
6/5/2025 3:53 PM GMT+00:00
7 days
FL-2025-013-00
Review & Submit | FL-2025-013-00 | Recip Docs #6 (Submit)
Annelise Recipient
Accepted
Recip Docs #6 (Submit)
FAIN Assigned / Ready for Submission
9900
Region 3
3/20/2025 8:44 PM GMT+00:00
79 days


WELCOME
MY WORK (0)
RECORDS
REPORTS
Filters
FAIN
Enter the partial/full FAIN number to filter
Recipient ID
1401 - MARYLAND TRANSIT ADMINISTRATION, 7109 - FEDERAL AVIATION AD
Assigned To / Claimed By
Official1 MTA
Application Cost Center
-- Select --
Application Status
-- Select --
Type Of Task
Select Type
Tasks for Applications
FAIN
Task Name
Assigned To / Claimed By
Status
Application Name
Application Status
Recipient Id
Application Cost Center
Task Start Time
Work Duration
MD-2022-007-00
Execute Award | MD-2022-007-00 | TOM-13075 UAT DEMO 2
Official1 MTA
Accepted
TOM-13075 UAT DEMO 2
Obligated / Ready for Execution
1401
Region 3
4/26/2022 3:57 PM EDT
541 days
MD-2020-008-00
Execute Award | MD-2020-008-00 | UAT for TOM-6119
Official1 MTA
Accepted
UAT for TOM-6119
Ready for RA Concurrence / Award
1401
Region 3
3/30/2020 12:21 AM EDT
1144 days


Filters
Application/Award with Amendment Number
Enter the partial/full Application or Award with Amendment Number to filter
Recipient
9900 - TrAMS Transit Organization
Assigned To / Claimed By
Annelise Recipient
Clear Filters
Application Cost Center
-- Select --
Application/Award Status
Obligated / Ready for Execution
Type Of Task
Select Type
EXPORT TO EXCEL
Tasks for Applications
Active Tasks for recipients
Application/Award with Amendment Number
Task Name
Assigned To / Claimed By
Status
Award Name
Application/Award Status
Recipient Id
Application Cost Center
Task Start Time
Work Duration
FL-2025-017-00
Review FFR - Initial Federal Financial Report for Federal Award ID No. FL-2025-017-00
Annelise Recipient
Accepted
Add Calculations to FFRs as Warnings Test
Obligated / Ready for Execution
9900
Region 3
6/5/2025 3:53 PM GMT+00:00
7 days

7 Appendices

7.1 Appendix A – Abbreviations, Acronyms, and Terms

7.1.1 Acronym Table

Acronym	Definition
ACC	Account Classification Code
ALI	Activity Line Item
ARRA	American Recovery & Reinvestment Act
C&As	Certifications & Assurances
CE	Categorical Exclusion
DBE	Disadvantaged Business Enterprise
DOL	Department of Labor
DOT	Department of Transportation
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
E.O.	Executive Order
FAIN	Federal Award Identification Number
FFR	Federal Financial Report
FONSI	Finding of No Significant Impact
FTA	Federal Transit Administration
MPR	Milestone Progress Report
NEPA	National Environmental Policy Act
RA	Regional Administrator
ROD	Record of Decision

Acronym	Definition
SAM	System for Award Management
STIP	Statewide Transportation Improvement Program
TIP	Transportation Improvement Plan
TrAMS	Transit Award Management System
UPWP	Unified Planning Work Program
UZA	Urbanized Area

7.1.2 Glossary of Terms

Appian	Web-based Business Process Management (BPM) software used to development the FTA Platform that houses TrAMS.
Application	A request for financial assistance in TrAMS through federal grants and cooperative agreements.
Award	An application that has been awarded in TrAMS (the application can be a grant or cooperative agreement)
Buttons	Used to perform actions such as saving data, deleting data, or leaving the form.
Cost Center	A term used to represent an FTA regional or Headquarters office within TrAMS.
Dashboard	A user interface that organizes and presents information in a way that is easy to view and read.
Field	A user input element on a form for entering data (e.g. a checkbox or textbox).
Form	A web-page where a user enters data or information.
Grid	The Appian term to describe a table. Grids have records (rows) and fields (columns).

Group	A collection of TrAMS users. All users with the same role in the same Recipient Organization will belong to a group (e.g. Transit CO ABC Submitters).
Menu	A list of options displayed on screen either in a list, dropdown list, or toolbar (top to bottom or across the top of the page).
Navigation Menu	A series of links specific to the type of record.
Navigation Tabs	Displays FTA-platform and system-specific information to all users. Tabs are used to navigate through the system.
Page	A web-page or web-enabled screen.
Project	Is a single activity or group of related activities that comprise a project within an application; and has a defined budget and schedule.
Recipient Organization	A recognized recipient, that has been assigned a unique FTA identification number (4 digits), which is also referred to as a Recipient ID Number. Recipient Organizations are tied to FTA Cost Centers.
Role	A set of privileges and responsibilities within TrAMS assigned to a user. Users can be assigned one or more roles.
System	A software application (e.g. TrAMS). The term “system” is used throughout this user guide instead of “application” to avoid confusion with TrAMS grant applications.
Task	An assigned step within a workflow. Appian can assign tasks to individual users or groups. Users can assign tasks to other users within the TrAMS system.
User	An individual with a TrAMS account that has at least one assigned user role and has logged into the FTA Appian Platform.
Workflow	A series of steps in a pre-defined process that must be completed in order.