

FTA

FEDERAL TRANSIT ADMINISTRATION

Understanding ECHO and TrAMS

June 27, 2016
Post to TrAMS Page



U.S. Department of Transportation
Federal Transit Administration

Disclaimer

*Information and screenshots are
subject to change and/or clarifications*

*Thank you for your understanding and
cooperation*

Session Overview

1. Why change the numbering
2. TrAMS Numbering
3. Purchase Order Numbering
4. The Suffix Numbering
5. Overview of Numbers needed for ECHO Reimbursement

TrAMS Numbering Overview

Why a change in the numbering?

- TrAMS obligates funds at the Scope Code level and tracks disbursements at both the Scope Code and Project Levels.

In comparison

- TEAM obligated and disbursed funds at the application level and by financial purpose code.

TrAMS Federal Award Identification Number (FAIN) & Project Number

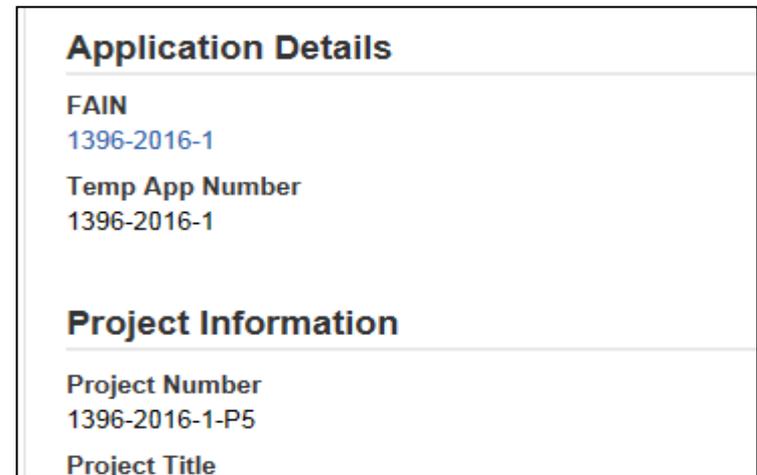
TrAMS Temporary Numbers

- Once an application is created a “temporary application number” is auto-generated (it will display in both locations until the FAIN is formally assigned). In the example below it is 1396-2016-1.
- Once a project is added to an application, a “temporary project number” is also auto-generated). In the example below the project number inherits the temporary number and adds the “P5”; meaning it is the 5th project added to this draft application. The numbers are explained in the next slide.

Temporary
Application Number



Temporary Project
Number



Application Details

FAIN
1396-2016-1

Temp App Number
1396-2016-1

Project Information

Project Number
1396-2016-1-P5

Project Title

TrAMS Temporary Numbers

Application Temp #: I306-2016-15

- Vendor ID (I306)
- FY Application Record is created (2016)
- Next Application in Sequence (15)

Project Temp # I306-2016-15-PI

- Vendor ID (I306)
- FY Project is Created (2016)
- Next in sequence (15)
- Project # within Application (PI)

TrAMS Final Numbers – the FAIN

- FTA can no longer “pick” a number to assign an application ID in advance of the application being determined complete.
- Once the application is determined to be complete, FTA can assign a Federal Award Identification Number or FAIN. This is done via the system.
- Once the FAIN is assigned, the Project Number is also formalized via the system.
- Once the FAIN is assigned, the Purchase Order (PO) Numbers are also established via the system.

The numbers are discussed in the next slides

New TrAMS Awards

FAIN Example: CA-2016-021-00

CA	State
2016	Fiscal Year the FAIN is Assigned
021	Next application in sequence (for the state, in the fiscal year the FAIN is assigned)
00*	Initial Award (00) or Amendment (01, 02)

** Note that the extension for the initial award/amendment is not required for ECHO drawdowns*

TrAMS Project Number(s): CA-2016-021-01-00

The Project Number(s) inherits the FAIN information and adds the project in sequence. The extension for the initial and amendment is always at the end of the sequence. You will need the Project Number for Echo Drawdowns.

CA	State
2016	Fiscal Year the FAIN is Assigned
021	Next application in sequence (1, 2, ...21, 22...125)
01	Project Number (01, 02, 03 etc...)
00	Initial Award (00), changes for Amendment (01, 02, 03)

What does it look like? Summary Page of Application

[Records](#) / [Applications](#) / [Awards](#)

FL-2016-002-00 | FY 2015 Section 5339 Bus and Bus Facilities

Follow

Recipient Details

Recipient ID
1089

Recipient Name
Miami-dade, County Of

Award Status Information

FAIN
FL-2016-002-00
Temp App Number
1089-2016-3

Award Name
FY 2015 Section 5339 Bus and Bus Facilities
Award Status
Active (Executed)

Projects for Application

Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
FL-2016-002-01-00	FY 2015 Section 5339 Bus and Bus Facilities	\$1,684,625	Mar 01, 2016	mapl@miamidade.gov

After FAIN Assignment

Purchase Order (PO) Number

Purchase Order (PO) Number

- The PO Number looks similar to the TEAM award Project Number.
- The PO Number is linked to the DELPHI system and is required for disbursements and refunds.
- A PO Number is required for each fund source in your application.
- If you have two fund sources, you will have two PO Numbers.
- If you have two projects with the same fund source, you will have one PO Number.
- If you have one project with three fund sources, you will have three PO Numbers.

Example PO Number FL340043

FL	Recipient's State
34	Fund Program Section Code
“0”	Activity Code/Fund Purpose Code (FPC)
043	Next number in sequence for the State/Section Code/Activity Code Combo

This is the state of Florida's 43rd award of Section 34 funds (Section 5339) for capital activities. (*Note: the Activity Code (or FPC) is defined by the type or types of activities in the application*)

What would it look like for a New TrAMS Application with two fund sources ?

Application Control Totals Summary

Funding Source Name	Amount
49 USC 5307 - Urbanized Area Formula (FHWA xfer FY 2007 fwd)	\$1,604,800
49 USC 5307 - (MAP 21) Urbanized Area Formula (FY2013 and forward)	\$176,258
Local	\$14,827
Local/In-Kind	\$0
State	\$430,437
State/In-Kind	\$0
Other Federal	\$0
Transportation Development Credit	\$0
Adjustment Amount	\$0
Total Eligible Amount	\$2,226,322

1-10 of 10

Source: Application Control Totals found in the Dashboard of your Application/Award

PO's and 2 Fund Sources

Using the same example, here there is one Project with two funding sources; each PO Number represents a fund source. During Echo Draws, the user will need to select the FAIN and the appropriate PO Number.

Source #1

Source #2

Award Funding - Account Class Code										
PO Number	Project Number ↑	Cost Center	Scope Code / Name / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unli
<u>PA-90-X842</u>	PA-2016-001-01	65000	114-00 BUS: SUPPORT EQUIP AND FACILITIES A2	2015.25.90.91.2	00	\$176,258.00	\$0.00	\$0.00	\$0.00	\$1
<u>PA-95-X116</u>	PA-2016-001-01	65000	114-00 BUS: SUPPORT EQUIP AND FACILITIES A1	2016.45.95.SX.2	00	\$1,604,800.00	\$0.00	\$0.00	\$0.00	\$1,6

Source: Related Actions "Application Fund Status"

TrAMS Suffix

Understanding the “Suffix” It’s New!

- Each application Project must include at least one Scope Code and one Activity Line Item (ALI).
- At fund reservation, each distinct Budget Scope Code is associated with a unique identifier, we call a “Suffix” to delineate one scope verses other scope codes (i.e. 114-00, 117-00, etc..).
- The Suffix is auto-generated and is identified by a 2-digit sequence A1,A2,A3... A9; then B1...B9; C1...C9, etc..
- **A separate Suffix is applied when multiple/different funding sources are applied to the same scope code within the same project. See example in next slide.**
- Each Scope Code - Suffix combination is associated with an amount and fund source that will be used during a drawn down in ECHO.
- So you need the FAIN, PO Number, Scope Code and Suffix...

Using the same Award with two funds sources with same Scope Code we can see the 2 different Suffix. Project 01 has two 114-00 Scope Codes. In application development one of 114-00 Scope/ALI has Section 90 funds identified; and at reservation/obligation it was assigned Suffix A2. The other 114-00 Scope Code/ALI has Section 95 funds identified (see slides 16 and 17); because it is a different fund source it must have a different Scope Code/Suffix combination and was assigned a Suffix of A1.

Award Funding - Account Class Code

PO Number	Project Number ↑	Cost Center	Scope Code / Name / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unli
PA-90-X842	PA-2016-001-01	65000	114-00 BUS: SUPPORT EQUIP AND FACILITIES A2	2015.25.90.91.2	00	\$176,258.00	\$0.00	\$0.00	\$0.00	\$1
			Source 90		Suffix = A2					
PA-95-X116	PA-2016-001-01	65000	114-00 BUS: SUPPORT EQUIP AND FACILITIES A1	2016.45.95.SX.2	00	\$1,604,800.00	\$0.00	\$0.00	\$0.00	\$1,6
			Source 95		Suffix = A1					

Possible Future Enhancement: separate column to separate out the suffix

Scopes and Suffix (Same fund Source)

Current configuration of TrAMS rolls up all activities under the same scope code within a Project under the same fund source. For example, if you have three (3) rolling stock Scope/ALIs the budgets will roll-up under one Scope-Suffix combination (when the same funding source is used). In the example below: Box A has two 634-00 Scope Codes and three 635-00 Scope Codes. They are all included in one Project and there is one PO Number so there is one fund source. The individual allocations for each Scope/ALI combination will roll up to one Scope-Suffix combination under the one PO Number (same fund source). Here the total amount applied from the two Scope/ALI for 634-00 rolls up and is assigned Suffix A3 (Box B).

<input type="checkbox"/>	Completed	634-00 INTERCITY BUS TRANSPORTATION	30.09.01 UP TO 50% FEDERAL SHARE
<input type="checkbox"/>	Completed	634-00 INTERCITY BUS TRANSPORTATION	11.13.15 BUY VAN F SVC EXPANSION
<input type="checkbox"/>	Completed	635-00 RURAL TRANSIT ASSISTANCE PROGRAM	43.50.01 TRAINING
<input type="checkbox"/>	Completed	635-00 RURAL TRANSIT ASSISTANCE PROGRAM	43.50.02 TECHNICAL ASSISTANCE
<input type="checkbox"/>	Completed	635-00 RURAL TRANSIT ASSISTANCE PROGRAM	43.50.04 RELATED SUPPORT SERVICE

Box A Scopes and ALIs

PO Number: KY-18-X030 / Project Number KY-2016-002-01

KY-18-X030	KY-2016-002-01	65000	620-00 PROJECT ADMINISTRATION A6	2016.25.18.81.2	09
KY-18-X030	KY-2016-002-01	65000	634-00 INTERCITY BUS TRANSPORTATION A3	2016.25.18.81.2	09
KY-18-X030	KY-2016-002-01	65000	635-00 RURAL TRANSIT ASSISTANCE PROGRAM A1	2016.25.18.R7.2	07
KY-18-X030	KY-2016-002-01	65000	646-00 JARC PROJECTS A4	2016.25.18.81.2	03

Box B / Suffix A3

This example has 1 fund source which equals 1 PO Number
 This example has 5 projects; Projects 2, 3, 4 and 5 all have the same 127-00 Scope Code. Because each scope code is included in a separate project each Scope Code has a separate suffix. This is to allow for drawdown to occur by Project, PO Number, Scope Code, and Suffix combination.

Obligation Details

PO Number	Funding Source	Amendment Obligation Amount	Cumulative Obligation Amount
PA-54-0008	49 USC 5337 - (MAP 21) State of Good Repair Formula Grants	\$97,146,613	\$97,146,613

PO Number	Project Number	Cost Center	Scope Code / Name / Suffix	UZA Code / Name	Account Class Code	FPC	Amendment Obligation	Cumulative Obligation
PA-54-0008	PA-2016-002-01-00	65000	122-00 RAIL TRANSITWAY LINES (1220-A1)	420040 - Philadelphia, PA-NJ-DE-MD	2016.25.54.38.2	00	\$33,600,000	\$33,600,000
PA-54-0008 2	PA-2016-002-02-00	65000	127-00 OTHER CAPITAL ITEMS (RAIL) (1270-A6)	420040 - Philadelphia, PA-NJ-DE-MD	2016.25.54.38.2	00	\$36,200,000	\$36,200,000
PA-54-0008	PA-2016-002-03-00	65000	121-00 RAIL - ROLLING STOCK (1210-A2)	420040 - Philadelphia, PA-NJ-DE-MD	2016.25.54.38.2	00	\$7,689,728	\$7,689,728
PA-54-0008 3	PA-2016-002-03-00	65000	127-00 OTHER CAPITAL ITEMS (RAIL) (1270-A3)	420040 - Philadelphia, PA-NJ-DE-MD	2016.25.54.38.2	00	\$5,999,585	\$5,999,585
PA-54-0008 4	PA-2016-002-04-00	65000	127-00 OTHER CAPITAL ITEMS (RAIL) (1270-A4)	420040 - Philadelphia, PA-NJ-DE-MD	2016.25.54.38.2	00	\$12,290,917	\$12,290,917
PA-54-0008 5	PA-2016-002-05-00	65000	127-00 OTHER CAPITAL ITEMS (RAIL) (1270-A5)	420040 - Philadelphia, PA-NJ-DE-MD	2016.25.54.38.2	00	\$1,366,383	\$1,366,383

Example: TEAM applications always have one (1) project and one (1) fund source and will have one Purchase Order (PO) Number

Award Details

FAIN
PA-57-X015-00

Temp App Number
PA-57-X015-00

Award Name
New Freedom Program

Award Status
Active (Executed)

Award Funding Summary

PO Number	Funding Source	Obligation	Deobligation	Disbursements	Refund	Unliquidated Balance
PA-57-X015	49 USC 5317 - New Freedom	\$1,415,612.00	\$0.00	\$1,411,723.00	\$0.00	\$3,889.00

Source: From Application; Use Related Actions and Select Award Fund Status. This is a partial display of information see next slide for more details

Award Fund Status Obligation & Disbursement Info

You can find obligations, disbursements, refunds, and your unliquidated balance by PO Number and by Scope Code.

Award Funding - Account Class Code									
PO Number	Project Number	Cost Center	Scope Code / Name / Suffix	Account Class Code	FPC	Obligation	Deobligation	Disbursement	
AR-90-X142	AR-2016-001-01	65000	117-00 OTHER CAPITAL ITEMS (BUS) A2	2016.25.90.91.2	00	\$350,867.00	\$0.00	\$247,000.00	
AR-90-X142	AR-2016-001-01	65000	117-00 OTHER CAPITAL ITEMS (BUS) A2	2016.25.90.91.2	08	\$267,671.00	\$0.00	\$0.00	
AR-90-X142	AR-2016-001-01	65000	300-00 OPERATING ASSISTANCE A1	2016.25.90.91.2	04	\$720,000.00	\$0.00	\$383,000.00	

Award Funding - Financial Purpose Code (FPC)							
PO Number	FPC	FPC Description	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
AR-90-X142	00	CAPITAL	\$350,867.00	\$0.00	\$247,000.00	\$0.00	\$103,867.00
AR-90-X142	04	OPERATING ASSISTANCE	\$720,000.00	\$0.00	\$383,000.00	\$0.00	\$337,000.00
AR-90-X142	08	ADA Paratransit	\$267,671.00	\$0.00	\$0.00	\$0.00	\$267,671.00

By Individual ECHO Drawdown

AR-90-X142	AR-2016-001-01-00	117-00 OTHER CAPITAL ITEMS BUS	N/A	65000	2016.25.90.91.2	00	4/7/2016	Disbursement	\$40,000.00
AR-90-X142	AR-2016-001-01-00	300-00 OPERATING ASSISTANCE	N/A	65000	2016.25.90.91.2	04	4/7/2016	Disbursement	\$60,000.00



TrAMS - ECHO

Pulling the Numbers Together

Each Number is Required to complete an Echo Drawdown

- | | |
|----------------|------------------|
| FAIN | • FL-2016-002 |
| Project Number | • FL-2016-002-01 |
| PO Number | • FL340043 |
| Scope Code | • 117 |
| Suffix | • A3 |

Notes

- The award extension for initial or amendments are not required in ECHO and do not display
- The dashes are not required for the FAIN, Project Number or PO Number
- The extension on the Scope Code does not display

ECHO WEB 2.0

Assigning the TrAMS Numbers to ECHO Fields

When seeking reimbursement from a TrAMS Grant, select the appropriate radio button and then the “Submit Button” - this will prompt you to complete the request only for TrAMS awards.

The screenshot shows the Federal Transit Administration (FTA) ECHO Web - Grantee Payment Request System interface. The header includes the FTA logo and the text "Federal Transit Administration" and "ECHO Web - Grantee Payment Request System". The main content area is titled "Select Payment Request Option" and contains two radio button options: "Payment request for TEAM Grants" (unselected) and "Payment request for TrAMS Grants" (selected). Below these options are two buttons: "Switch ECN" and "Submit". A left sidebar contains navigation links under three categories: "Grantee Options" (Payment Request, Cancel Payment, Payment Status / Reports), "Support" (Contact Help Desk, User Manual, FAQ/Knowledge Base), and "Account Options" (Change Password, Security Questions, Log Out).

Federal Transit Administration
ECHO Web - Grantee Payment Request System

Grantee Options

- Payment Request
- Cancel Payment
- Payment Status / Reports

Support

- Contact Help Desk
- User Manual
- FAQ/Knowledge Base

Account Options

- Change Password
- Security Questions
- Log Out

Select Payment Request Option

- Payment request for TEAM Grants
- Payment request for TrAMS Grants

Switch ECN Submit

Payment Request Form (Part 1)

Box 1: The following fields will auto populate in the TrAMS Payment Request module in ECHO: **ECN**, **Date**, **Vendor Name**, and the next **sequence** in drawdowns
Then based on your Vendor ID select your **TrAMS Grant** and **Project Number**

Box 1 **Payment Request**

ECN <input type="text" value="69084001"/>	Date <input type="text" value="04-04-2016 08:44:47"/>	Vendor Name <input type="text" value="FTA/TBP-40"/>
TrAMS Grant <input type="text" value="FL2016002"/>	Project Number <input type="text" value="FL201600201"/>	Sequence # <input type="text" value="42"/>

Box 2: Select from available dropdown menus **PO Numbers**, **Scope** and **Suffix**

Box 2 **PO Balance is current as of 8 am EST the previous business day.**

PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount
<input type="text" value="FL340043"/>	<input type="text" value="117"/>	<input type="text" value="A3"/>	\$58,764.00	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Payment Request Form (Part 2)

- Once you select the PO Number, Scope and Suffix from the dropdown menus, the PO Balance will automatically populate.
- You will be required to manually enter in the Request Amount or Return Amount. Once entered, select the Submit button

Payment Request

ECN 69084001	Date 05-16-2016 08:55:45	Vendor Name FTA/TBP-40
TrAMS Grant FL2016002	Project Number FL201600201	Sequence # 43

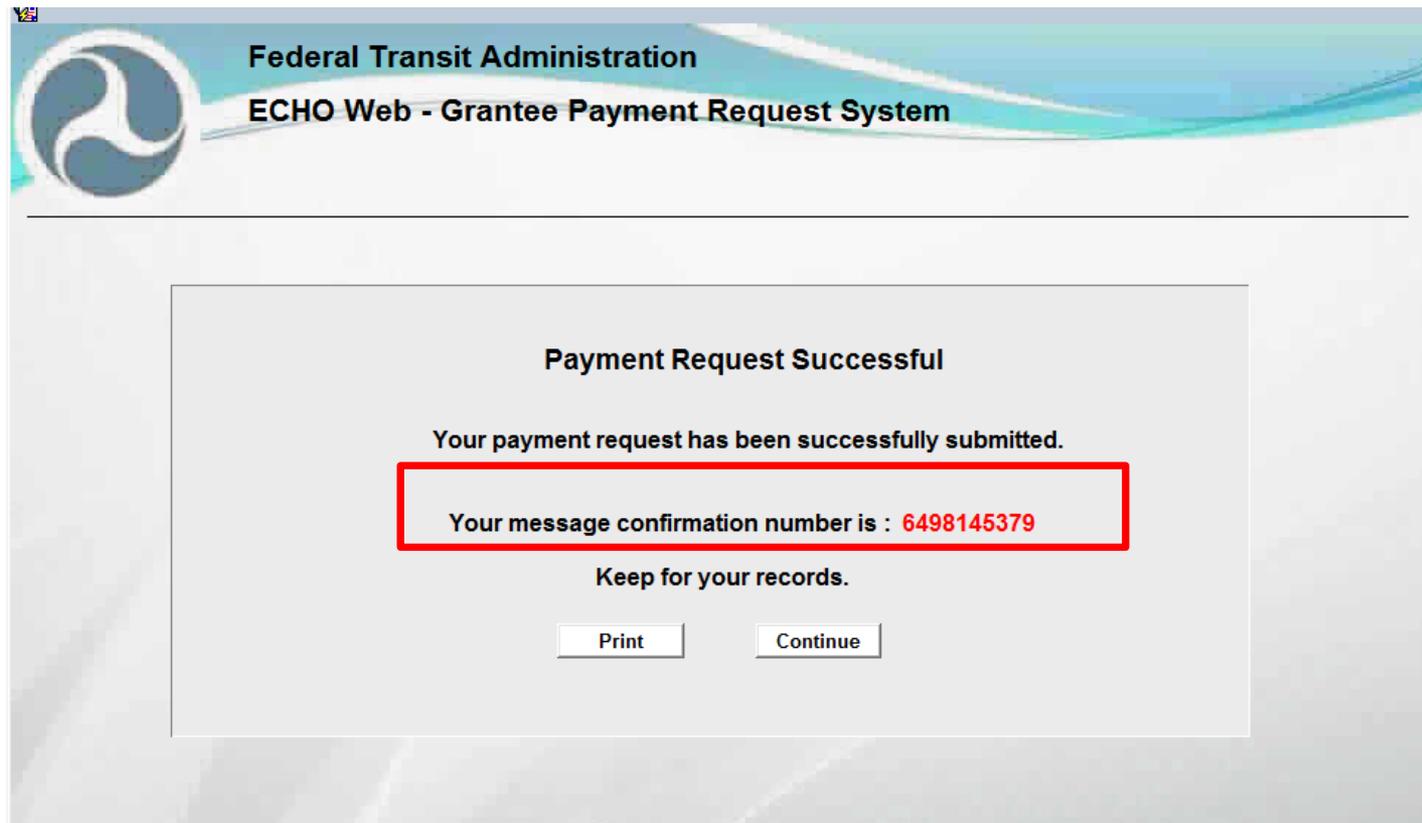
PO Balance is current as of 8 am EST the previous business day.

PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount
FL340043	117	A3	\$58,764.00	\$100.00	\$0.00
PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount
PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount
PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount
PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount
PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount
PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount
PO Number	Scope	Suffix	PO Balance	Request Amount	Return Amount
				Total Request Amount	
				\$100.00	

Submit this payment request?

Go Back
Submit

If the request is processed successfully, you will receive a confirmation number. It is recommended that you retain a copy of the confirmation for your records or log the number according to your financial management processes.



The screenshot displays the Federal Transit Administration (FTA) ECHO Web - Grantee Payment Request System interface. The header includes the FTA logo and the text "Federal Transit Administration" and "ECHO Web - Grantee Payment Request System". The main content area features a central message box with the following text:

Payment Request Successful

Your payment request has been successfully submitted.

Your message confirmation number is : **6498145379**

Keep for your records.

Below the message are two buttons: "Print" and "Continue".

ECHO Reminders

- Once FTA completes an Award recipients must execute the Award Agreement before funds can be drawn down.
- After execution, expect 2-3 days before the award is processed in FTA's financial systems before you attempt a drawdown.
- Payment Requests must be completed for one TrAMS award (FAIN) at a time. You should not attempt to select more than one TrAMS Grant (FAIN), PO/Scope/Suffix combination. A separate reimbursement request must be completed for each individual TrAMS award. However, you may draw down funds on multiple PO's under the same TrAMS Grant (FAIN). This is different than for TEAM grant drawdowns in ECHO.

ECHO Reminders

- When making a request you must enter whole dollars (no pennies).
- Balance information in ECHO is as of 8 AM the prior day.
- Information is processed twice a day through FTA's financial system (8 AM and 2 PM).
- When submitting a request; it must complete processing through the financial systems. *The submitted screen only means it was entered properly and it now will be processed.*
- You can check your application award fund status in TrAMS after a few days to confirm the disbursement is accurately reflected, or use ECHO to check your balance.

FTA's TrAMS Page

Please bookmark the page, this will be FTA's location for posting information available to our stakeholders and notices regarding TrAMS.

Federal Transit Administration

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TEAM/TrAMS

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The Transit Award Management System (TrAMS): FTA's Next Generation of TEAM

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

On November 30, 2015, FTA recipients were sent an email with instructions on how to log on to the production version of the system and establish a password. If you did not have a recent TEAM account, and would like access to TrAMS, contact your agency's user manager, who can establish and manage your agency's TrAMS users. If your agency does not have a

Related Links

- [Sign Up for Updates](#)
- [TEAM to TrAMS Transition](#)

Contact Us

Office of Program Management
Federal Transit Administration
1200 New Jersey Avenue, S.E.
Washington, DC 20590
United States

Phone: 202-366-2053

Need Help?

TrAMS Help Desk:

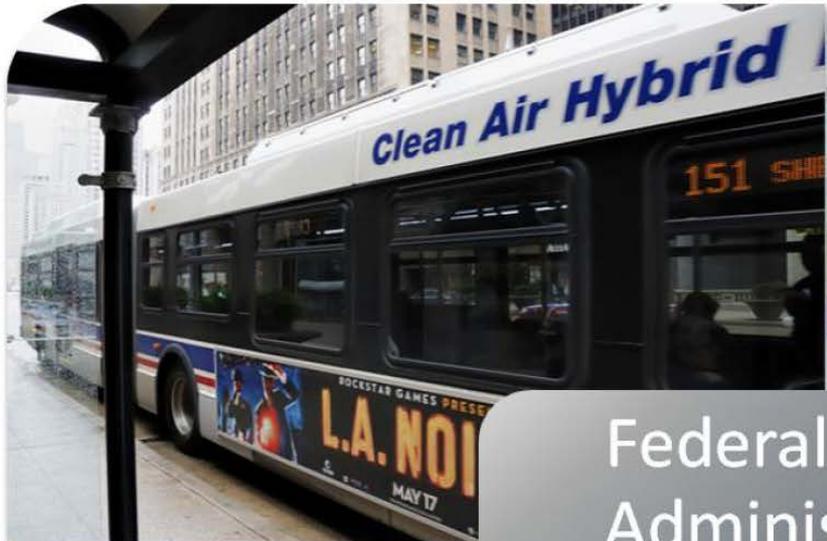
(877) 561-7466

FTA.TrAMS.Help@DOT.GOV

ECHO Web Help Desk

(202) 366-1004

FTA.EchoWeb@dot.gov



Federal Transit
Administration
www.fta.dot.gov



FTA

FEDERAL TRANSIT ADMINISTRATION