

# FTA

FEDERAL TRANSIT ADMINISTRATION

## TEAM Amendments in TrAMS Stakeholder Session March 31, 2016 and April 8, 2016

### Post



U.S. Department of Transportation  
Federal Transit Administration

*Please be advised information is subject to change and enhancements may be incorporated post deployment. Please refer to the FTA TrAMS website for guidance, updates and corrections to related to TrAMS.*

*Thank you for your understanding and cooperation.*  
*[www.fta.dot/TrAMS](http://www.fta.dot/TrAMS)*

# Session Overview

- 1) General Guidance
- 2) Steps to complete an Amendment in TrAMS. (*Screen shots are for existing TEAM Awards. A more specific session on all TrAMS post award actions is forthcoming*).
- 3) Q&As

# Post Award Considerations

All amendments must be approved to have an active budget; it is essential to support drawdowns particularly when funds have been added as part of the post award action. Reminder that funds for TrAMS awards are obligated and drawn down at the scope code level.



# Coordination Prior to Action



FIRST coordinate with FTA before taking an action in TrAMS to ensure the appropriate type of post award modification is used.

There is no related action to auto delete a draft amendment created in error. Only the help desk can remove the draft and revert it to the last active status. *(Reminder that help desk requests may take a day or two, to be addressed.)*

# Amendments to TEAM Awards

FTA's Circular 5010 continues to be our primary guidance regarding what type of actions constitute an amendment.

- However, FTA has an interest in using the TrAMS application/award architecture, therefore FTA has limited the type of amendments to TEAM awards in TrAMS. Recipients are encouraged to take action to complete and close out migrated TEAM awards.
- Additionally, with the passage of the Fixing America's Surface Transportation (FAST) Act, new cross-cutting requirements apply to all funds not obligated by February 16, 2016. This limitation on amendments ensures FTA (and recipients) can appropriately track requirements based on the type of award and prevents combining funds with different requirements.

# Amendments to TEAM Awards

FTA posted the following guidance on when amendments to TEAM Awards can occur and when a recipient should move forward with a new TrAMS application instead.

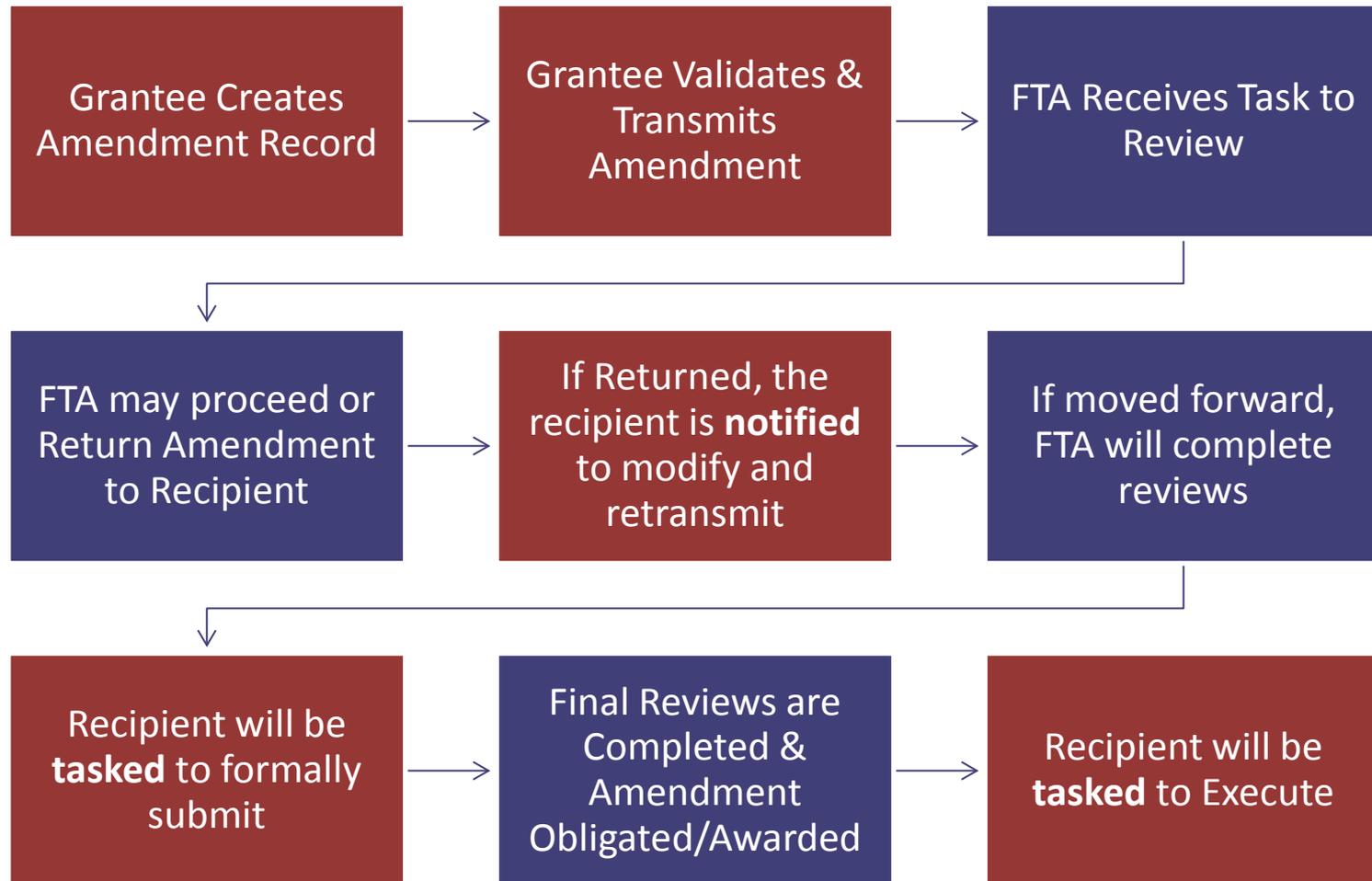
- Recipients can create a “zero dollar” amendment to TEAM awards to move funds between existing scope codes, including adding new scope codes, provided it does not increase the scope of work that requires a new DOL certification. The amendment may include zeroing out funds from existing scope codes as long as no additional funds (local or federal) increase the overall award budget and the matching requirement does not change.
- Recipients can create amendments to deobligate funds from TEAM grants.
- Recipients can create closeout amendments.

# Amendments to TEAM Awards to Add Funds

- Recipients can create amendments to TEAM awards to add funds associated with existing Full Funding Grant Agreements or larger capital investments covered under a similar Project Construction Grant Agreement. Funds may include prior year and FY 2016 and beyond funding necessary to satisfy the agreement.
- For recipients that were only able to obligate a portion of their FY 2015 funding in TEAM, they may create amendments to those TEAM awards to complete the activity by adding their final portion of FY 2015 funding. These actions must use existing Scope Codes and existing ALIs. For example, amendments may be used where the activity was previously identified as a non-add scope or other budget activity. No new Scope Codes and no new ALIs may be added to increase the award budget or scope of work of a TEAM award. FY 2016 funds must be used in a new TrAMS grant application.

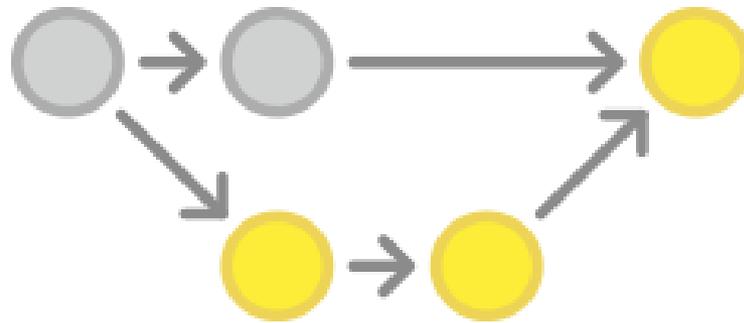
# AMENDMENT TO TEAM AWARDS IN TRAMS OVERVIEW

# Amendment Workflow



# User Roles and Workflow

- The **Developer** and **Submitter** User Roles can create and develop an amendment and can validate and transmit an amendment to FTA
- The **Submitter**. Only the Submitter can formally submit the amendment, this requires a *PIN*.
- The **Official**. Only the Official can execute the award/amendment to be active. (*PIN is required*)



## Before you start...

1. Review your current award agreement and determine what actions are necessary.
2. Determine if the action(s) meets the criteria of an allowable amendment to your TEAM award, per the posted guidance.
3. Determine, if reallocating funds across FPCs, that balances are available.
4. Reminder: Existing milestones cannot be modified when working on an amendment; you can modify existing milestones in your next milestone progress reporting cycle.

# Review Unliquidated Balances

You may want to review the status of obligations, disbursements and available (unliquidated) balances.

Use the Application level Related Action “Award Funds Status” option.

The screenshot displays the FTA system interface for application CT-18-X031-01. The left sidebar contains navigation options: Summary, News, Related Actions (with a dropdown arrow), Points of Contact, Application Control Totals, Application Projects, and Review / Approvals. The main content area is titled 'Records / Applications / Awards CT-18-X031-01 | Rural Operating Assistance' and includes a 'Follow' button. A list of actions is shown, each with a lightning bolt icon. The 'Award Funds Status' option, which includes the subtext 'View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements', is highlighted with a red rectangular box. Other visible actions include Application Details, View-Print Application, Execution & Award Summary, Obligation Details, Budget Revision Activity Line Items, View-Print Budget Change History, Current Budget Change Log, DOL Certification Details, Application Documents, Application Review Comments, Review Signoff, Modify Budget Revision Details, and Application Fleet Status.

# Example: Unliquidated Balances

Confirm the available balances by FPC for TEAM awards

Account Class Code	FPC	Obligation	Deobligation	Disbursement	Refund	Unliquidated Balance
2007.25.18.81.2	06	\$186,984.00	\$0.00	\$186,984.00	\$0.00	\$0.00
2007.25.18.81.2	09	\$2,190,265.00	\$0.00	\$2,190,265.00	\$0.00	\$0.00
2007.25.18.R7.2	07	\$89,737.00	\$0.00	\$42,391.00	\$0.00	\$47,346.00
2008.25.18.81.2	09	\$2,560,925.00	\$0.00	\$1,464,081.00	\$0.00	\$1,096,844.00
2008.25.18.R7.2	07	\$91,234.00	\$0.00	\$0.00	\$0.00	\$91,234.00

# Budget Change History

Review the last budgetary change if one was approved. Use the application level related action “View/Print Budget Change History” on the current award.

## Budget Revision | View/Print History for CT-90-X431-01

Select a budget revision record from the grid and click the 'View/Print' button to open the Budget Revision View/Print.

	Revision Number	Revision Status	Revision Description	Revision Reason	Created By	Date Created
<input type="checkbox"/>	0	Approved	Original Budget	Modify FTA Funding Within Existing Scope;Modify Quantities for Existing ALI;Modify FTA Funding Across Existing Scopes		11/25/2009 6:48 AM EST
<input type="checkbox"/>	1	Approved	Malaster Test for Budget Revisions and Testing for Odd Scopes Migration	Modify FTA Funding Across Existing Scopes;Modify FTA Funding Within Existing Scope;Modify Non-FTA Funding for Existing Scopes	Charlie.CTDOT@gmail.com	1/12/2016 5:58 PM EST

[View/Print](#) [Close](#)

# Example: View/Print Budget Change History

## Award Budget Summary: Award Amount to Current Revision

Budget Item	Award FTA Amount	Cumulative Difference	Current Revision FTA Amount	Award Non-FTA Cost	Cumulative Difference	Current Revision Non-FTA Amount	Award Total Eligible Cost	Cumulative Difference	Current Revision Total Eligible Cost
11.43.03 CONSTRUCT - ADMIN/MAINT FACILITY	\$65,426,388.00	(\$20,000)	\$65,406,388.00	\$16,356,597.00	\$0	\$16,356,597.00	\$81,782,985.00	(\$20,000)	\$81,762,985.00
11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT	\$1,604,000.00	(\$4,000)	\$1,600,000.00	\$401,000.00	\$0	\$401,000.00	\$2,005,000.00	(\$4,000)	\$2,001,000.00
11.12.04 BUY REPLACEMENT	\$660,000.00	\$0	\$660,000.00	\$165,000.00	\$0	\$165,000.00	\$825,000.00	\$0	\$825,000.00
44.24.00 SHORT RANGE TRANSIT PLANNING	\$180,000.00	\$0	\$180,000.00	\$45,000.00	\$0	\$45,000.00	\$225,000.00	\$0	\$225,000.00
11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT	\$160,000.00	(\$160,000)	\$0.00	\$40,000.00	(\$40,000)	\$0.00	\$200,000.00	(\$200,000)	\$0.00
11.43.02 CONSTRUCT - MAINTENANCE FACILITY	\$3,040,000.00	\$0	\$3,040,000.00	\$760,000.00	\$0	\$760,000.00	\$3,800,000.00	\$0	\$3,800,000.00
11.34.01 REHAB/RENOVATE - BUS TERMINAL	\$1,600,000.00	\$164,000	\$1,764,000.00	\$400,000.00	\$0	\$400,000.00	\$2,000,000.00	\$164,000	\$2,164,000.00

# STEPS TO CREATE AN AMENDMENT

*NOTE THAT THESE SCREENSHOTS ARE RELATED TO TEAM AWARDS IN TRAMS; HOWEVER THE BASIC STEPS TO CREATE AN AMENDMENT ALSO APPLY TO AMENDMENTS TO NEW TRAMS AWARDS*

# Step 1: Create Amendment Record

- Identify and select the award to modify.
- Use Related Actions and select the “Create Amendment” from the main menu.



## Execution & Award Summary

View Execution Summary and Award Agreement



## Create Budget Revision

Initiate Budget Revision for Award



## View-Print Budget Change History

Generate View-Print for Budget Revision



## Create Amendment

Initiate Amendment for Active Executed Award



## Create Closeout Amendment

Initiate Close for Active Executed Award

**Step 2: Select one or more reasons for the amendment and describe the requested action. Select the green “Create Amendment” Button.**

**Amendment Information**

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Amendment Reason  Change Award Scope  
 Increase Award Funding  
 Decrease Award Funding  
 Change Performance Period  
 Other

Amendment Details

Provide detailed explanation for this amendment.

This amendment will be recorded under the name of:

Amended By brothermasterson@yahoo.com

Amended Date Mar 16, 2016

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Create Amendment Cancel

# Step 3: Continue to Amendment Record

- You will see a green success box; it includes the hyperlink (in blue below the box) that will redirect you to the amendment record to continue working on your amendment.
- Or, you may close and return to your amendment later; it can be found under the Records Tab and Applications option.

## Amendment | Created

 Success!

A new Amendment for Federal Award ID Number WI-18-X042-01 has been created.

Click the link below to view the new amendment record:

[WI-18-X042-01 | 2011 Wisconsin Section 5311 Grant](#)

Close

You will land on the “Summary” page and see your reasons and remarks; and a status box to help advise you of the required actions to pass validation.

### Amendment Details

**Amendment Created Date**

Mar 16, 2016

**Amendment Created By**

Brother Masterson

**Last Updated Date**

Mar 16, 2016

**Last Updated By**

Brother Masterson

**Amendment Reasons**

- Change Award Scope
- Increase Award Funding
- Decrease Award Funding
- Change Performance Period
- Other
- Change Performance Period, Other

**Amendment Remarks**

Brother Masterson Test Example for Training Stakeholder Session Presentation

Extend the period of performance to expend the reserve and complete final audits for reimbursement and add new Activity to expend cost savings for similar actions.

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

# Quick Reference

1. Records Tab – Search Applications/Awards to identify award to amend
2. Select the Applicable Record
3. Click on Related Actions
4. Click on Create Amendment
5. Complete Reasons and Narrative
6. Click on Create Amendment Button
7. Click on hyperlink to continue with modifications to the amendment record

# Recommended Steps

1. Update Executive Summary in the Application Details
2. Add a POC in the Application Details (if needed)

## Complete Project Level Information (as applicable to action)

1. Update Scopes and ALIs to reflect proposed changes
2. Add new Scopes and ALIs to reflect proposed changes (complete all elements including, programming and environmental determination)
3. Validate Project
4. Update Fleet (if applicable)

## Once All Updates are Complete

1. Validate and Transmit Application (Amendment)

To modify your Executive Summary use the Related Actions in the sidebar and select “Application Details” from the main menu. Remember the Executive Summary displays on the landing summary page and in your award agreement.

Summary	 <a href="#">Application Documents</a> Manage Application Document
News	
<b>Related Actions ▸</b>	 <a href="#">Application Details</a> Manage Application Details
Points of Contact	
Application Control Totals	
Application Projects	
	 <a href="#">View-Print Application</a> Generate View/Print for Application
	 <a href="#">Validate and Transmit Application</a> Validate and Transmit Application to FTA for Review
	 <a href="#">View-Print Budget Change History</a> Generate View-Print for Budget Revision
	 <a href="#">Application Review Comments</a> View and Manage Application / Award Review Comments
	 <a href="#">Award Funds Status</a> View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements
	 <a href="#">Application Fleet Status</a> View Application Fleet Status

You may not modify the award/application name or the funding source.

You are encouraged to update the Executive Summary, by adding additional information “on top” of the prior narrative.

<b>Application Name</b>	2011 Wisconsin Section 5311 Grant
<b>Application Type</b>	Grant <input type="checkbox"/>
<b>Previous Application Executive Summary</b>	<p>The State of Wisconsin (WisDOT) requests Section 5311 funding in the amount of \$14,048,509. This amount is broken down as follows:</p> <ul style="list-style-type: none"><li>---\$9,605,127 for operating assistance for 50 public transit systems in non-urban areas in Wisconsin (\$5,021,891 in FY2010 funds and \$4,583,236 in FY2011 funds)</li><li>---\$2,477,143 in FY2011 funds for capital assistance for public transit systems in non-urban areas in Wisconsin</li><li>---\$853,718 in FY2011 funds for capital costs of contracting associated with intercity bus service</li><li>---\$67,407 in FY2011 funds for Operating assistance associated with intercity bus service</li><li>---\$850,000 in FY2011 for state administration</li><li>---\$195,114 FY2011 funds for Rural Transportation Assistance Program (RTAP)</li></ul> <p>The transit systems are indentified in the Program of Projects document as attached to the TEAM system.</p> <p>Local sources of funds include tax levy support and passenger fares.</p>
<b>Application Executive Summary</b>	<p>The State of Wisconsin (WisDOT) requests Section 5311 funding in the amount of \$14,048,509. This amount is broken down as follows:</p> <ul style="list-style-type: none"><li>---\$9,605,127 for operating assistance for 50 public transit systems in non-urban areas in Wisconsin (\$5,021,891 in FY2010 funds and \$4,583,236 in FY2011 funds)</li></ul> <p>Describe the general purpose of the award.</p>

# Executive Summary Application Level Information

If working on a TEAM award in TrAMS, in most cases there will not be a prior point of contact. Be sure to select and save a point of contact for the application/amendment. This individual will receive notices related to this amendment.

Previous Application Point of Contact	
Application Point of Contact	Brother Masterson <input type="button" value="v"/>
	Select your organization's primary contact for this application

# Executive Summary Application Level Info:

You may, if applicable update the EO 12372 Question (if an amendment is to add funds).

Financial debt information may be updated if necessary.

If Yes is selected for pre-award, an initial FFR will NOT launch, that is only associated with the initial award.

## Application Executive Order (E.O.) Information

Click link for details about E.O. 12372 review:



[http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)  
[http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)

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

If Yes, Provide State Application ID

1245

If Yes, Provide Date Submitted for State Review

M/d/yyyy

## Application Financial Information

Does your organization have delinquent Federal debt?

- Yes, my organization has delinquent Federal debt  
 No, my organization does not have delinquent Federal debt

If yes, provide details

Is your application using pre-award authority?

- Yes, my application is using pre-award authority  
 No, my application is not using pre-award authority

# Update the Application Level Info:

Other considerations:

- Determine if additional documentation is needed to support the modification.
- Determine if the actions require the Fleet Status to be updated (it can be done as part submission process or can be done in advance under the recipient profile).

# Modify Project Scopes & ALIs

All TEAM Awards are considered to have one (1) project. To modify the Scopes and ALIs you must go to the Project Level to make modifications. From App level select application project then select hyperlink in grid.

Records / Applications / Awards

## WI-18-X042-01 | 2011 Wisconsin Section 5311 Grant [Follow](#)

### Recipient Details

Recipient ID 1245	Recipient Name WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT
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### Application Status Information

FAIN WI-18-X042-01	Application Name 2011 Wisconsin Section 5311 Grant
Temp App Number WI-18-X042-00	Application Status In-Progress

### Projects for Application

Project Number	Project Name	Project Budget	Last Updated Date	Last Updated By
<a href="#">WI-18-X042-01</a>	2011 Wisconsin Section 5311 Grant	\$38,399,330	Mar 16, 2016	Brother Masterson

# Update Project Level Information

You will land on the Project summary page. For TEAM awards default language has been entered (“See Application Executive Summary”) in most fields. *Reminder: Project level information takes on new meaning under TrAMS.*

Project Details/Narrative	
Project Start Date Dec 21, 2010	Will 1% or more of the 5307 funds in this application be expended for security purposes? N/A
Project End Date Sep 30, 2013	Select one or more of the following reasons and provide a detailed explanation below: N/A
Project Description See Application Executive Summary 	Explanation N/A
Project Benefits See Application Executive Summary	Additional Information
Project Locations See Application Executive Summary	

# Update Project Level Information

Depending on the actions of your amendment you may need to visit multiple sections of your Project and update as needed. Use the Related Actions Menu to modify applicable sections.



The screenshot displays the FTA project management interface. On the left is a sidebar with a 'TRAINING' banner and a red arrow pointing to the 'Related Actions' menu. The main content area shows the project title 'WI-18-X042-01 - 2011 Wisconsin Section 5311 Grant' and a list of actions, each preceded by a lightning bolt icon.

Records / Projects	WI-18-X042-01 - 2011 Wisconsin Section 5311 Grant
 <b>Project Details and Narratives</b> Manage Project Details and Narrative	
 <b>Project Location</b> Manage Project Place of Performance Information (Congressional District and UZA Codes)	
 <b>Project Plan Information</b> Manage Project's Program Plan Information (STIP/UPWP/LRP)	
 <b>Amendment Budget Activity Line Items and Milestones</b> Manage Budget Activity Line Item and Milestone for Amendment	
 <b>Environmental Determinations</b> Manage Project Environmental Determinations	
 <b>Validate Project</b> Validate and Mark Project Complete	
 <b>View-Print Application</b> Generate View/Print for Application	
 <b>Project Documents</b> Manage Project Documents	

# Update Project Details Information

Your original TEAM “Project Details” information populates in the Executive Summary. So in TrAMS, the new Project level fields have the default language. Follow up with your respective FTA Office to determine if they require TEAM Awards in TrAMS to update this section. Amendments on future TrAMS Awards will require updates in these fields.

### Project Overview

**\* Project Name**   
Please create a project name. For example, Wilson Bridge Construction. You may rename this project at a later time.

**\* Project Description**   
Please describe the scope of this project and how it impacts the associated grant application.

**\* Project Benefits**   
Please describe the expected results of your project. Include who will benefit from this project and how they will benefit (i.e. what is expected to be achieved as a result of this project)

**Additional Information**   
If needed, please provide additional information about this project that hasn't been included above.

## Project Details

Project Number	Project Title	Date Created
MA-90-X712-01	FY 2015 Preventive Maintenance	1/15/2016 7:58 PM GMT+00:00

## Project Overview

\* Project Name

Please create a project name. For example, Wilson Bridge Construction. You may rename this project at a later time.

\* Project Description

Please describe the scope of this project and how it impacts the associated grant application.

\* Project Benefits

Additional Information

Please  
to b  
If ne

## Project Details/Narrative

Project Start Date

Jul 01, 2015

Project End Date

Jun 30, 2016

**Project Description**

Example: Administrative Amendment on January 18 to deobligate \$2Million funds will continue to be used for PM. the funds will be promptly obligated in a new award.

See Application Executive Summary

Project Benefits

See Application Executive Summary

Project Locations

See Application Executive Summary

Will 1% or more of the 5307 funds in this application be expended for security purposes?

No -- We will not expend at least 1% of the 5307 funds in this grant application for security-related projects

Select one or more of the following reasons and provide a detailed explanation below:

Other. Detailed explanation is provided in comments below.

Explanation

The MBTA is a recipient of DHS funding.

Additional Information

# Update Project Level Information

Use the “Program Plan” related action to update your Planning Information (e.g. TIP/STIP).

## WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT | Program Plan Information

### Project Details

Project Number	Project Title	Date Created
WI-18-X042-01	2011 Wisconsin Section 5311 Grant	3/16/2016 6:22 PM GMT+00:00

### STIP/TIP Documents

Upload STIP/TIP Document

STIP/TIP Date

STIP/TIP Document Description

Provide details about the uploaded STIP document (e.g., page number where the project is mentioned in the document)

# Update Project Level Scopes & ALIs

To modify or add new Scopes/ALIs use the “Amendment” Budget Activity Line Items and Milestones related action option.  
(Same process for both TEAM and TrAMS awards)

The screenshot displays the FTA project management interface. On the left, a sidebar contains a 'TRAINING' banner, a 'Summary' section, and a 'Related Actions' menu with 'Project Control Totals'. The main content area is titled 'Records / Projects' and features the project name 'WI-18-X042-01 - 2011 Wisconsin Section 5311 Grant' with a 'Follow' button. Below the title is a list of actions, each preceded by a lightning bolt icon:

- Project Details and Narratives**: Manage Project Details and Narrative
- Project Location**: Manage Project Place of Performance Information (Congressional District and UZA Codes)
- Project Plan Information**: Manage Project's Program Plan Information (STIP/UPWP/LRP)
- Amendment Budget Activity Line Items and Milestones**: Manage Budget Activity Line Item and Milestone for Amendment (highlighted with a red arrow)
- Environmental Determinations**: Manage Project Environmental Determinations
- Validate Project**: Validate and Mark Project Complete

# Update Project Level Scopes & ALIs

To modify an ALI, click the appropriate box associated with the Scope and ALI. Information will populate down below. Complete all required fields and Save Line Item. Click Save again when prompted so you return to Scope and ALI Grid.

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

<input type="checkbox"/>	Status	Scope Name / Code	Line Item Number / Name	↑	Activity Type	Quantity	FTA Amount	Total Eligible Cost
<input type="checkbox"/>	Completed	992-00 TRIBAL PROJECTS	11.12.15 BUY REPLACEMENT VAN		Buy Replacement Van	1	\$17,600.00	\$22,000.00
<input type="checkbox"/>	Completed	111-00 BUS - ROLLING STOCK	11.12.15 BUY REPLACEMENT VAN		Buy Replacement Van	1	\$17,600.00	\$22,000.00
<input type="checkbox"/>	Completed	111-00 BUS - ROLLING STOCK	11.12.40 BUY ASSOC CAP MAINT ITEMS		Buy Assoc Cap Maint Items	5	\$3,200.00	\$4,000.00

# Modifying Existing Activity Line Items

You can:

- ✓ Modify the custom name
- ✓ Modify the narrative
- ✓ Modify the quantity
- ✓ Modify budget
- ✓ Third party question

You cannot:

- ✓ Modify the funding source

# Modify ALI Narrative

The information entered in the “Updated Extended Budget Descriptions” will become the new description once approved. If deleted, the original information will still be available in the prior approved action. Please add new information **ON TOP OF** prior notes. Include a date for reference.

**Line Item Details**

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**Original Quantity**  
12

**Revised Quantity**

**Original Extended Budget Description**  
11.12.04  
Buy Replacement <30ft Bus  
Funds in the amount of \$537,600 (federal), \$672,000 (total) for the purchase of 12 replacement <30ft vehicles for the following transit operators: (fuel ù gasoline and diesel)  
Northeastern CT. Transit District - 1 Small Bus  
Windham Region Transit District - 11 Small Buses

**Updated Extended Budget Description**  
11.12.04  
Buy Replacement <30ft Bus  
Funds in the amount of \$537,600 (federal), \$672,000 (total) for the purchase of 12 replacement <30ft vehicles for the following transit operators: (fuel ù gasoline and diesel)  
Northeastern CT. Transit District - 1 Small Bus

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**Will 3rd Party contractors be used to fulfill this activity line item?**  
 Yes, 3rd Party Contractors will be used for this line item.  
 No, 3rd Party Contractors will not be used for this line item.

# Modify ALI Budget

Same as in TEAM; adjust the Federal and Revised Total Eligible Amounts. The (new) Revised Non-FTA Amount will auto calculate. You will not see changes in a control totals grid like a Budget Revision. You can see the changes saved in the view/print budget change history. *(Future enhancement for a change log for amendments.)* This is a view for TEAM awards only.

Funding Information	
FTA Funding Source 49 USC 5311 - Nonurbanized Area Programs (FY2012 and Prior)	FTA Funding Source 49 USC 5311 - Nonurbanized Area Programs (FY2012 and Prior)
Award FTA Funding Amount \$186,984.00	Revised FTA Funding Amount \$187,984.00
Award Non-FTA Amount \$0.00	Revised Non-FTA Amount \$0.00
Award Total Eligible Cost \$186,984.00	Revised Total Eligible Cost \$187,984.00

# Save Modifications

Once you are finished with modifications Click on the Save Line Item Button.



A screenshot of a web interface showing a dialog box for saving a line item. At the top right, there are three buttons: 'Save Line Item' (green), 'Zero Out Line Item' (grey), and 'Cancel' (grey). Below the buttons, the text reads 'Line Item Scope: 114-00 BUS: SUPPORT EQUIP AND FACILITIES'. Underneath, there are labels and values for 'Line Item #' (11.43.03), 'Standard Line Item Name' (Construct - Admin/maint Facility), and 'Custom Line Item Name'.

The below screen will appear. You **must** hit the close button to save your information and return to the scopes and activities screen.



A screenshot of a web interface showing a confirmation dialog box. The title is 'Line Item | Click Close Button to Save'. Below the title, there is a green success message box with a checkmark icon and the text 'Success!'. Underneath, the text reads 'Click Close button to save line item and return to budget activity line items form.'. At the bottom right, there is a green 'Close' button.

# What to do with 99#-00 Scope Codes

Reminder: there are no 99# Scope and ALIs in TrAMS. If you were looking to add a new ALI to an existing 99# scope code contact your FTA representative for directions regarding which alternate Scope Codes may be used.

For Section 5307 Security Related activities, use the extended details narrative of the traditional security activity line items to clarify it supports the security requirement.

Completed	992-00 TRIBAL PROJECTS	ACQUIRE - SHOP EQUIPMENT	11.42.06 ACQUIRE - SHOP EQUIPMENT
Completed	992-00 TRIBAL PROJECTS	ACQUIRE - EXCLUSIVE BICYCLE EQUIP	11.42.41 ACQUIRE - EXCLUSIVE BICYCLE EQUIP
Completed	992-00 TRIBAL PROJECTS	ENG/DESIGN - ADMIN/MAINTENANCE FACILITY	11.41.03 ENG/DESIGN - ADMIN/MAINTENANCE FACILITY
Completed	992-00 TRIBAL PROJECTS	PURCHASE MISC COMMUNICATIONS EQUIP	11.62.20 PURCHASE MISC COMMUNICATIONS EQUIP
Completed	992-00 TRIBAL PROJECTS	PROJECT ADMINISTRATION	11.79.00 PROJECT ADMINISTRATION

# Add a New ALI

- Click the blue “+Add Item” Button

The screenshot shows a web form titled "New Budget Activity Line Items (ALIs)". It features a table with four columns: "Status", "Scope Code / Scope Name", "Activity Type", and "Line Item Number / Line Item Name". The table is currently empty, displaying "No items available" in the center. A blue "+Add Item" button is located at the bottom left of the table area and is highlighted with a red rectangular box. At the bottom right of the form, there are three buttons: "Save" (green), "Finish" (grey), and "Cancel" (grey).

Then the below will populate to select the Scope & ALI

The screenshot shows the same "New Budget Activity Line Items (ALIs)" form, but now the table is populated with one row. The "Status" column contains a yellow warning icon. The "Scope Code / Scope Name" column has a dropdown menu with "Select Scope" and a downward arrow. The "Activity Type" column has a dropdown menu with "--" and a downward arrow. The "Line Item Number / Line Item Name" column has a dropdown menu with "--" and a downward arrow. A blue "DEL" button is located to the right of the table row. Below the table, there is a red text message: "You must select a scope, activity type and item name for each line item in the grid before saving". A blue "+Add Item" button is located below the red text. At the bottom right of the form, there are three buttons: "Save" (green), "Finish" (grey), and "Cancel" (grey).

# Complete New Activity Line Item

The new ALI will show as “In Progress” until you complete all the required elements for the new activity:

- Identify quantity if applicable
- Provide extended description of activity
- Enter Amounts (you cannot change the fund source for TEAM awards)
- Enter Milestones
- Save the ALI – if all elements are filled in, confirm in grid the status shows as “completed”.

# Complete Information for New ALI

For new ALIs added to your amendment, you will only be able to select the same fund source as the original award (*TEAM Awards Only*). Enter the Federal and Total Eligible and the *non-FTA Amount* will auto-calculate.

<b>Funding Information</b>	
FTA Funding Source	
49 USC 5307 - Urbanized Area Formula (FY2006 forward)	▼
FTA Funding Amount	
\$20,000.00	
Non-FTA Amount	
\$0.00	
Total Eligible Cost	
\$20,000.00	

# Add a New ALI

The new ALI information will populate in the Revised FTA and Total Eligible columns.

## 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

<input type="checkbox"/>	Project Number	Scope Name / Code	Line Item Number / Name ↑	Activity Type	Award FTA Amount	Revised FTA Amount	Award Total Eligible Cost	Revised Total Eligible Cost
<input type="checkbox"/>	CT-90-X431-01	111-00 BUS - ROLLING STOCK	11.12.04 BUY REPLACEMENT <30 FT BUS		\$660,000.00	\$660,000.00	\$825,000.00	\$825,000.00
<input type="checkbox"/>	CT-90-X431-01	114-01 BUS: SUPPORT EQUIP AND FACILITIES	11.34.01 REHAB/RENOVATE - BUS TERMINAL		\$1,600,000.00	\$1,600,000.00	\$2,000,000.00	\$2,000,000.00
<input type="checkbox"/>	CT-90-X431-01	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.41.02 ENG/DESIGN - MAINT FACILITY		\$0.00	\$20,000.00	\$0.00	\$20,000.00
<input type="checkbox"/>	CT-90-X431-01	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT		\$1,604,000.00	\$1,604,000.00	\$2,005,000.00	\$2,005,000.00

# Zero Out an ALI

When zeroing out an ALI, the action removes scope of work and the revised amount will display \$0. This action also zeros out the associated milestones.

<input type="checkbox"/>	CT-90-X431-01	SUPPORT EQUIP AND FACILITIES	11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT		\$1,604,000.00	\$1,600,000.00	\$2,005,000.00	\$2,001,000.00
<input type="checkbox"/>	CT-90-X431-01	114-00 BUS: SUPPORT EQUIP AND FACILITIES	11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT		\$160,000.00	\$0.00	\$200,000.00	\$0.00
<input type="checkbox"/>	CT-90-X431-01	114-01 BUS: SUPPORT EQUIP AND FACILITIES	11.43.02 CONSTRUCT					

# Validate and Transmit Request

- Both the Developer and Submitter can validate and transmit the request
- Before you can validate and transmit the amendment, if your actions included a new ALI you must validate the project and don't forget environmental determination for the new activity.
- The next slides show how to complete environmental and validate a project.

# Validate Project

- 1) Select Related Action to Validate Project. If it passes validation you will receive a success screen.
- 2) The system may display prompts to update rolling stock or project information, or error messages that must be addressed.

The screenshot displays the Federal Transit Administration (FTA) project management interface. The main content area shows a list of actions for project **CT-90-X431-01 - FFY 2006/2007 Bus P**. The actions are:

- Project Details and Narratives**: Manage Project Details and Narrative
- Project Location**: Manage Project Place of Performance Information (Congressional Dist
- Project Plan Information**: Manage Project's Program Plan Information (STIP/UPWP/LRP)
- Environmental Determinations**: Manage Project Environmental Determinations
- Validate Project**: Validate and Mark Project Complete (highlighted with a red box)
- View/Print Application**: Generate View/Print for Application
- Project Documents**: Manage Project Documents
- Project Funds Status**

Below the screenshot, a success message is displayed:

**Project | Validated**

Success!

Project Number MI-57-X014-03 has been successfully validated.

Close

# Validate Project – Environmental Error Message

If you added a new ALI and did not complete the environmental determination, you will see the below error message. You may also see this message if your original TEAM award did not have all the required environmental determinations identified for each ALI.

## Project | Project Validation Results

Project Number	Project Name	Date Created
CT-90-X431-01	FFY 2006/2007 Bus POP - Amend	11/25/2009 4:48 PM GMT+00:00

### Critical Issues



This project cannot pass Project Validation until these errors are corrected:

- Each line item must have a NEPA Class of Action/Environmental Determination selected (Environmental Determinations Related Action).

[Close](#)

# Complete the Environmental for the New ALI

Use Related Action  
“Environmental  
Determination”

News Tasks **Records** Reports Actions

U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
**Related Actions ▶**  
Project Control Totals

Records / Projects  
**NH-03-0018-01 - FY 2003 Section**

- Project Details and Narratives**  
Manage Project Details and Narrative
- Project Location**  
Manage Project Place of Performance Information (Congres
- Project Plan Information**  
Manage Project's Program Plan Information (STIP/UPWP/L
- Environmental Determinations**  
Manage Project Environmental Determinations
- Validate Project**  
Validate and Mark Project Complete

# Completing the Environmental Determination for a New ALI in an Amendment

For TEAM Awards, do **NOT** change the selection. Select Next Button to review and add the new environmental determination.

## Step 1: Independent Utility and Permissible Segmentation

For most entries in TrAMS, there will be one NEPA finding per "Project" in TrAMS. In some cases, it may be desirable for one "Project" to have multiple NEPA findings, and in that instance, there would be one NEPA finding identified per ALI (e.g., large formula grants covering multiple independent activities or Projects that involve permissible early acquisition of real property where the early property acquisition has not been set up as its own "Project") rather than at the Project level. Whether a NEPA finding is made at the Project level or for individual ALIs, every NEPA finding must comply with the scope requirements of 23 CFR 771.111(f) (independent utility, logical termini for linear projects, not restrict consideration of alternatives for reasonably foreseeable transportation projects).

If your Project includes permissible early acquisition of real property, that early acquisition of property must have its own NEPA finding if Federal funds may be used for the acquisition. That can be done through either including a separate "Project" for early property acquisition or by entering NEPA findings at the ALI level.

Identify if your Project involves one or more than one environmental finding (e.g., multiple NEPA findings at the ALI level).\*

- This Project and each ALI activity have a separate, individual NEPA finding.
- This Project and ALL ALIs activities are covered by one NEPA finding.

Next

Close

# Completing the Environmental Determination for a New ALI

Select the appropriate determination and the Next button.

114-00	BUS: SUPPORT EQUIP AND FACILITIES	11.42.11	Class 2C	Type 17: Purchase of Vehicles	EDIT
114-00	BUS: SUPPORT EQUIP AND FACILITIES	11.42.20	Class 2C	Type 19: Install Purchase Maintenance Equipment	EDIT
111-01	BUS - ROLLING STOCK	11.13.07	Class 2C	Type 17: Purchase of Vehicles	EDIT
111-01	BUS - ROLLING STOCK	11.11.07	Class II(c) - Categoric	Type 07: Acquisition, M	

Back Next Close

# Validate Project Prompts

If your amendment includes rolling stock line items you may be prompted to update your fleet status. You may update here or later under your recipient profile (prior to award). If there are no changes, or after you make changes, select the close button to continue.

## Project Validation | Update Grantee Fleet Status

### Recipient Information

 Notification

Project Number WI-18-X042-01 includes a Rolling Stock line item. Please update your organization's fleet status before continuing with the project validation.

### Recipient Profile Information

Recipient ID 1245      Recipient Name WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT

### Existing Fleet

	Fleet Type	Peak Requirement	Spares	Spare Ratio	Contingency	Pending Disposal	Total
<input type="checkbox"/>	Other	0	0	0%	0	0	0
<input type="checkbox"/>	Fixed Route	0	0	0%	0	0	0

# View Amendment Changes

To view changes made across the ALIs use the “View Print Budget Change History” related action. Here you can also confirm that you have a zero balance difference in your award summary (or budget control totals).

Summary	
News	
<b>Related Actions ▶</b>	 <b>Application Documents</b> Manage Application Document
Points of Contact	
Application Control Totals	 <b>Application Details</b> Manage Application Details
Application Projects	
	 <b>View-Print Application</b> Generate View/Print for Application
	 <b>Validate and Transmit Application</b> Validate and Transmit Application to FTA for Review
	 <b>View-Print Budget Change History</b> Generate View-Print for Budget Revision
	 <b>Application Review Comments</b> View and Manage Application / Award Review Comments
	 <b>Award Funds Status</b> View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements
	 <b>Application Fleet Status</b> View Application Fleet Status

# View/Print Budget Change History

Select current action (it will say approved until an enhancement is implemented to indicate “pending”) and view print. In the document you will be able to see the “difference” in the control totals and each change by ALI as well.



**TRAINING**  
Federal Transit Administration

- Summary
- News
- Related Actions >**
- Points of Contact
- Application Control Totals
- Application Projects

## Application | View/Print Budget Change History for WI-18-X042-01

Select a revision record from the grid and click the ' View/Print ' button to View/Print the Change History for that revision.

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
<input type="checkbox"/>	0	Approved	Original Budget	Modify FTA Funding Within Existing Scope;Modify Quantities for Existing ALI;Modify FTA Funding Across Existing Scopes	3/16/2016 6:22 PM GMT+00:00	7/28/2011 9:06 PM GMT+00:00

View/Print
Close

### Award Budget Control Totals

Funding Source	Award Amount	Difference	Current Revision Amount
49 USC 5311 - Nonurbanized Area Programs (FY2012 and Prior)	\$14,048,509	\$0	\$14,048,509

# Validate and Transmit

Once you are ready to transmit the amendment; use the related action “Validate and Transmit Application” option in the main menu.

Check your application status in the summary page.

Summary	
News	
<b>Related Actions ▶</b>	 <b>Application Documents</b> Manage Application Document
Points of Contact	
Application Control Totals	 <b>Application Details</b> Manage Application Details
Application Projects	 <b>View-Print Application</b> Generate View/Print for Application
	 <b>Validate and Transmit Application</b> Validate and Transmit Application to FTA for Review
	 <b>View-Print Budget Change History</b> Generate View-Print for Budget Revision
	 <b>Application Review Comments</b> View and Manage Application / Award Review Comments
	 <b>Award Funds Status</b> View Award Funds Status - Obligations, Deobligations, Refunds and Disbursements
	 <b>Application Fleet Status</b> View Application Fleet Status

# Validate and Transmit

During transmission you may receive a notification,(blue) warning (yellow) or error (red) message. Only a red message will stop the process. To transmit to FTA select continue with warnings.

## Application | Application Validation Results

### Application Details

Application Number	MI-57-X014-03	Application Name	FY 2007 5317 New Freedom
Temporary Application Number	MI-57-X014-02		

### Warning Issues

 **Warning**

This application can pass Application Validation with the following issues, but they must be corrected prior to Award:

- 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 organization has not approved C&A's for Fiscal Year 2016 (Recipient Organization Record, Certifications & Assurances Related Action).

[Continue with Warnings](#) [Close](#)

# Validate and Transmit

Once validated, you will then be prompted to confirm by selecting the “Continue with Transmission” button. A confirmation “Transmitted” Screen will populate.

### Application | Validated

 Success!

Application Number MI-57-X014-03 has been successfully validated.

[Continue with Transmission](#) [Close](#)

### Application | Transmitted

 Success!

Application Number MI-57-X014-03 transmission completed.

[Close](#)

# REVIEW AND APPROVAL PROCESS

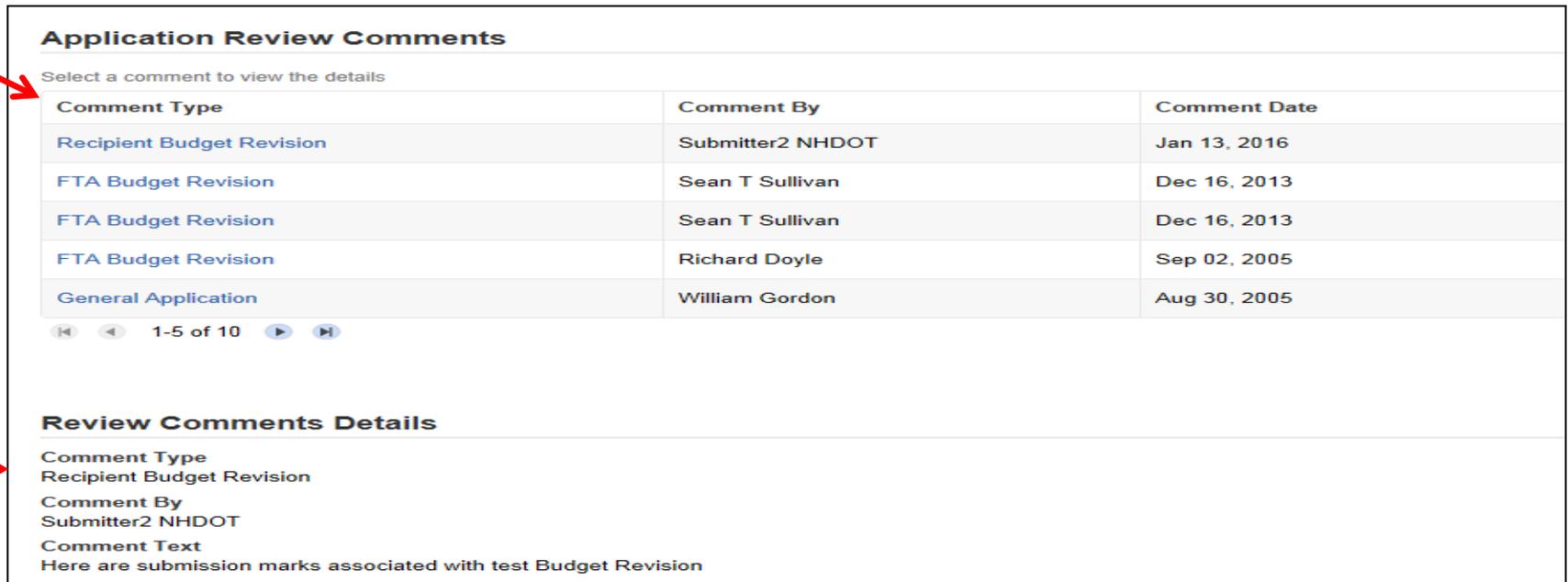
# FTA “Initial” Review

The process is the same as an initial award. Once the amendment is transmitted, FTA will be tasked to complete their initial review of your Amendment request and make its decision.

1. If FTA returns the amendment for further changes, the recipient will receive a notification email to the point of contact to take further action and retransmit to FTA.
2. If FTA deems the amendment is ready for final reviews, the recipient will receive a task to formally submit the Amendment/Application for final review and award.

# View FTA Comments

If your amendment is returned you can review comments using the application level Related Action “Application Review Comments” and select the comment (blue hyperlink) in the grid to populate the comment. You can sort on the table columns to populate by date, or type.



**Application Review Comments**

Select a comment to view the details

Comment Type	Comment By	Comment Date
<a href="#">Recipient Budget Revision</a>	Submitter2 NHDOT	Jan 13, 2016
<a href="#">FTA Budget Revision</a>	Sean T Sullivan	Dec 16, 2013
<a href="#">FTA Budget Revision</a>	Sean T Sullivan	Dec 16, 2013
<a href="#">FTA Budget Revision</a>	Richard Doyle	Sep 02, 2005
<a href="#">General Application</a>	William Gordon	Aug 30, 2005

1-5 of 10

**Review Comments Details**

**Comment Type**  
Recipient Budget Revision

**Comment By**  
Submitter2 NHDOT

**Comment Text**  
Here are submission marks associated with test Budget Revision

# Formal Submission

The Submitter will receive the task. The submitter can review the application or if ready, use the “Submit to FTA” button.

Click here to send a task...

 → TrAMS G1245 Submitter  
**Review and Submit Application WI-18-X042-01**  
A moment ago ☆

## Application | Submit Application to FTA

### Recipient Profile Information

Recipient ID	 <b>1245</b> <a href="https://facestraining.fta.dot.gov/suite/tempo/rec...">https://facestraining.fta.dot.gov/suite/tempo/rec...</a>	Recipient Name	WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT
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### Application Details

Application Number (FAIN)	 <b>WI-18-X042-01</b> <a href="https://facestraining.fta.dot.gov/suite/tempo/rec...">https://facestraining.fta.dot.gov/suite/tempo/rec...</a>	Application Name	2011 Wisconsin Section 5311 Grant
Temp Application Number	WI-18-X042-00	Application Status	FAIN Assigned / Ready for Submission
Last Modified By	marci.malaster@dot.gov	Last Modified Date	3/17/2016 1:27 PM EDT

[Submit to FTA](#) [View/Print](#) [Return with Comment to FTA](#) [Cancel](#)

# Formal Submission

The Submitter will then be prompted to PIN the submission.

## Application Validation | Submit Application for FTA Review

Please review the content below to confirm submission

To the best of my knowledge and belief, all data entered are true and correct. Submission of this application is duly authorized by the appropriate governing officials of the applicant and the applicant will comply with the certifications and assurances if the federal assistance is awarded.

If you agree, click on the Confirm button to complete submission of this application to the Federal Transit Administration (FTA).

### Enter User PIN

Please note that this verification is being recorded under the name of:

Name Brother Masterson

Date Mar 17, 2016

Title Official Of Grants

User PIN

Confirm

Cancel

## Application Review | Submitted

✓ Success!

Federal Award ID Number WI-18-X042-01 has been successfully submitted to FTA for Final Concurrence review.

Close

# FTA Approves / Recipient Executes

- FTA will be tasked to complete their final reviews of your Amendment request and make its decision.
  1. FTA may at its discretion, return the amendment for further changes. If so, the recipient will receive a notification email to the point of contact to take further action and retransmit.
  2. If FTA deems the amendment is complete, FTA will provide reviews, obligate funds if applicable (an complete GND, if applicable).
- The recipient's Official will receive a task to execute (PIN required) the Amendment. Once executed the Amendment is considered Active. (See how separate presentation on How to Execute an Award)

# It's Approved... When can I drawdown

**Q:** How long will it take for the budget to be active to make drawdowns and for the result to show in TrAMS?

**A:** Same amount of time as under TEAM, approximately 2-3 days. Look for the “authorized disbursement to display under the Award Fund Status.

# TrAMS!

- ❖ TrAMS is a big system
- ❖ TrAMS is different
- ❖ Take a time to get acquainted with TrAMS!

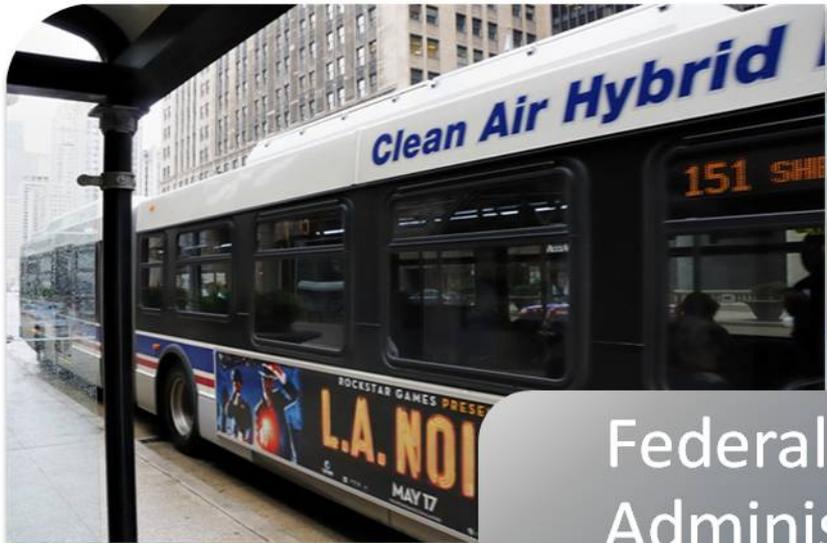


# Reporting Errors/Issues to the Help Desk

Help Desk: (877) 561-7466

[FTA.TrAMS.Help@DOT.GOV](mailto:FTA.TrAMS.Help@DOT.GOV)

1. Your Name
2. Your Email/Phone Number
3. Incident Number (if you called the Helpdesk and already have one)
4. Date/Time incident occurred
5. Environment (Production vs. Training)
6. Browser and Version (Chrome vs Internet Explorer vs Firefox vs Safari vs Tablet vs Other?)
7. Brief Description of Issue (steps of what you were trying to do)
8. Screenshots of forms/error messages
9. User Type (FTA vs. Recipient)
10. Cost Center/Region
11. User Roles
12. Recipient ID (if applicable)
13. Application Number (if applicable)



Federal Transit  
Administration  
[www.fta.dot.gov](http://www.fta.dot.gov)



**FTA**

FEDERAL TRANSIT ADMINISTRATION