

FTA

FEDERAL TRANSIT ADMINISTRATION

Civil Rights Module Stakeholders Session February 22 and 25, 2016



U.S. Department of Transportation
Federal Transit Administration

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.



The screenshot displays the FTA's TrAMS page. At the top left is the U.S. Department of Transportation Federal Transit Administration logo. To the right, a 'CONNECT WITH FTA' section includes icons for 'Sign Up for Updates', Twitter, YouTube, and Facebook. A navigation menu below the logo contains links for News, Grant Programs, Funding & Finance, Regional Offices, Contact Us, About FTA, and Top Requests, along with a search bar. The main content area features a breadcrumb trail: Home Page >> Grant Programs >> Applying for FTA Funding >> TrAMS. The primary heading is 'The Transit Award Management System (TrAMS): FTA's Next Generation of TEAM'. Below this is a call to action: 'Sign up for email updates on this topic.' A paragraph of text follows: '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 the right side, a vertical menu lists: TrAMS Home, TrAMS HELP and Guidance, TEAM to TrAMS Transition Information, TrAMS Training, Frequently Asked Questions, and TrAMS Notices Archives. At the bottom right, there are accessibility icons (A A A), a 'SHARE' button, and social media icons for Facebook and Twitter.

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 related to TrAMS.

Thank you.

For more information visit: www.fta.dot/TrAMS

Expectations....

You may have questions about how information is displayed or operates in TrAMS.

Your patience and cooperation is appreciated. The system will continue to evolve. Changes and enhancements have already been identified for these modules.

Keep up to date about changes by signing up for alerts to get gov.delivery messages and visit the FTA website frequently.



Reporting issues/ suggestions to the Help Desk

Help Desk: (877) 561-7466

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)

Civil Rights Session Overview

1. The TrAMS Platform Overview
2. TrAMS User Roles
3. Access to TrAMS
4. Recipient Organization Profile & Related Actions
5. Civil Rights Documents
6. CR Program Module – Submission and Review Process
7. Application Civil Rights Reviews
8. View Print of Applications
9. Q&As
 - *Reminder DBE Reporting will be a separate session*

Session Protocols

- 1) I will try to answer questions at points that make sense during the session and if time allows at the end
- 2) I will focus on the “How To” in TrAMS
- 3) If you have a policy question, please contact your Regional Civil Rights Officer

OVERVIEW OF THE TRAMS PLATFORM

Workflow Notifications/Tasks

- **Notifications:** are emails to identify an action that must be completed and does not necessarily have an complimentary task.
- **Tasks:** are emails associated with a Task function, and will also be listed in the Task Tab.
- Tasks and notifications go to **User Groups**; if you have multiple people assigned to a group, you may need to coordinate outside of the system before claiming a task.

Notifications/Tasks in Civil Rights

- Civil Rights Programs currently are not Task based, only an email notification.
- DBE Reports are Task Based; therefore anyone who is assigned the Civil Rights Role will receive the task email. Anyone in the group can claim the task(s). Once claimed it is no longer in the queue.



Workflow Example

1. Once the recipient civil rights user role submits a CR program; FTA is notified; FTA then must complete their review and take action to complete or continue the workflow.
2. The recipient receives a task (it initiates the workflow) to complete their DBE report. Once it is submitted, then FTA must complete the next action in the workflow.

TEAM to TrAMS Recipient Roles

	TEAM/Functions	TrAMS/Roles & Functions
New	N/A	User Manager
New	N/A	Developer
Same	Submit	Submitter**
Same	Civil Rights/DBE Reporting	Civil Rights
Same	Execute	Official**
Same	Certify as Official	Official**
Same	Certify as Lawyer	Attorney**
Same	Certify for Both	Requires Official & Attorney Roles**
New	N/A	FFR Reporter
New	N/A	MPR Reporter
** Requires a PIN		

Civil Rights User Role

- ❖ If you had the TEAM Civil Rights or DBE Reporter Role you will be given the TrAMS Civil Rights role.
- ❖ There is not an individual User Role for each Civil Rights Program.
- ❖ If different departments work in different program areas you may need to coordinate outside of the system to respond to notifications and tasks.

User Roles and Civil Rights Module

- ❖ Only the Civil Rights User Role Group can modify and submit programs to FTA for Review and upload documentation in the Civil Rights modules.
- ❖ Only the Civil Rights User Role Group receives the task to complete and submit DBE goal reports.
- ❖ All User Roles can VIEW information in the Civil Rights module including read only users.

Access and User Roles

Contact your User Manager...

- If you need Access to TrAMS
- If you need User Roles modified
- If you need points of contact information added or modified

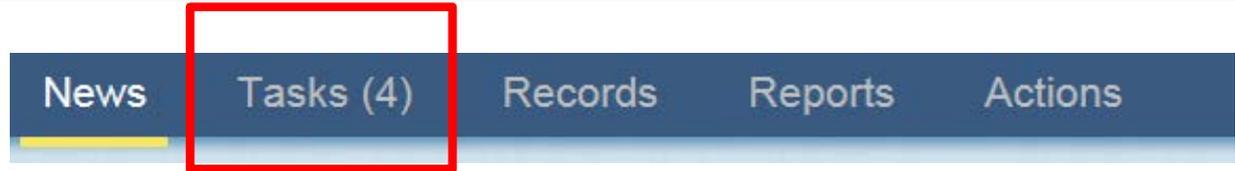
**DEMO FIRST
THEN
RECAP WITH SLIDES
AND THEN MORE Q&A'S**

NAVIGATION TABS THE BASICS

Navigating TrAMS Overview

- Please refer to the Basics of TrAMS for more information, but to quickly review where you will spend most of your time.
- Use the Task Tab for DBE reporting tasks.
- Use Records Tab to find the Recipient Organization and Civil Rights Programs.
- Use the Actions Tab or Records Tabs to search and view information.

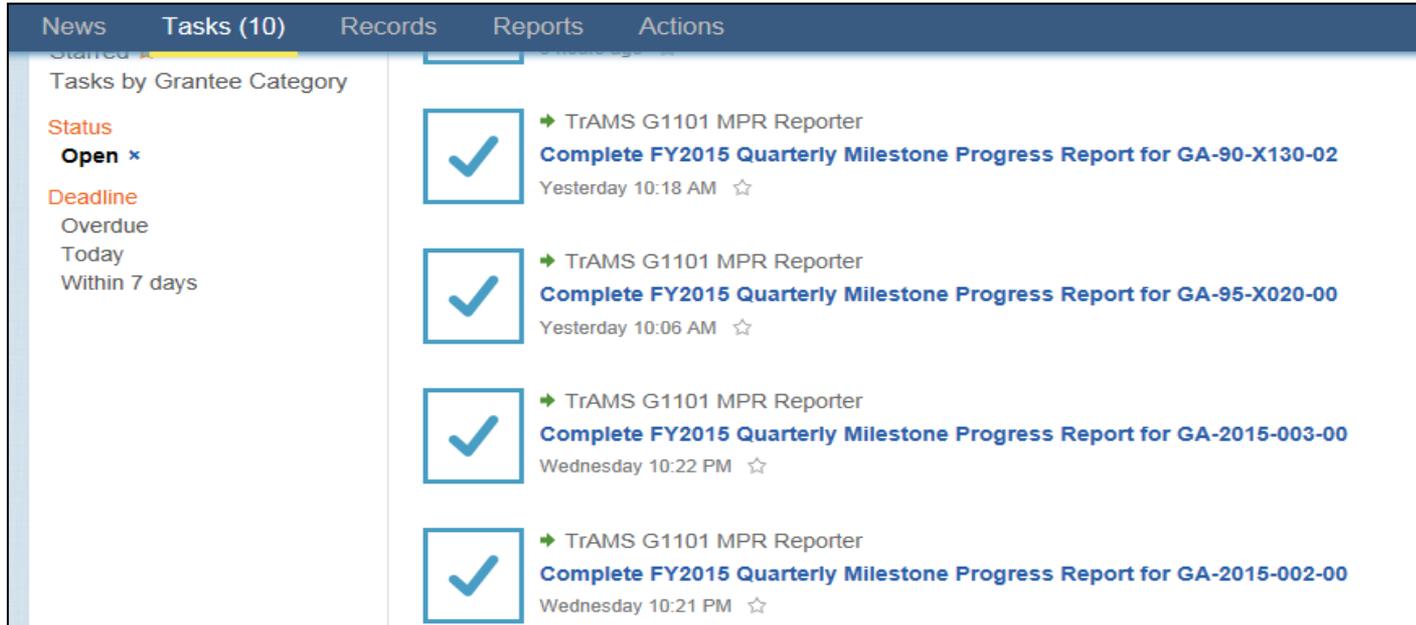
Task Tab



- Tasks Tab lists the specific work items that have been assigned to you the user or the user group which you belong. It lists the most current action first.
- Here in this example there are four (4) tasks pending in my queue to complete.

Task Tab

Once you start to receive tasks, they will populate in a list. Completed tasks will fall off the list.



The screenshot displays a software interface with a navigation bar at the top containing 'News', 'Tasks (10)', 'Records', 'Reports', and 'Actions'. The 'Tasks (10)' tab is selected. On the left side, there is a sidebar with the following options: 'Status' (with 'Open' selected), 'Deadline' (with 'Overdue', 'Today', and 'Within 7 days' listed), and 'Tasks by Grantee Category'. The main content area shows a list of four completed tasks, each with a blue checkmark icon in a box. The tasks are:

- TrAMS G1101 MPR Reporter
Complete FY2015 Quarterly Milestone Progress Report for GA-90-X130-02
Yesterday 10:18 AM ☆
- TrAMS G1101 MPR Reporter
Complete FY2015 Quarterly Milestone Progress Report for GA-95-X020-00
Yesterday 10:06 AM ☆
- TrAMS G1101 MPR Reporter
Complete FY2015 Quarterly Milestone Progress Report for GA-2015-003-00
Wednesday 10:22 PM ☆
- TrAMS G1101 MPR Reporter
Complete FY2015 Quarterly Milestone Progress Report for GA-2015-002-00
Wednesday 10:21 PM ☆

Records

News

Tasks (4)

Records

Reports

Actions

The Records can be used to search for and work on records that exists in the system.

1. **Application/Awards** are grants associated with the recipients' organization
2. **Projects** make up applications and awards
3. **Recipient Organization make up the recipients' organizational information**
4. **Static Reports** are nightly generated reports and archived reports from TEAM
5. **Users** are users that have access to TrAMS within the recipients' organization.

Actions Tab

News

Tasks (4)

Records

Reports

Actions

The Actions Tab Functions:

1. Allows the user to manage their user records,
2. Allows the user to performs searches for specific records (search for applications or user information),
3. Allows the user to create and view Excel reports that compile your organization data in the system (e.g. Application Status Report).

RECORDS TAB & ORGANIZATIONAL PROFILE OVERVIEW AND DEMO

Steps to find a Recipient Profile

The Civil Rights Modules reside in your Recipient Profile. To Search for your Recipient Profile...

Records Tab (when associated with one recipient)

- 1) Select Recipient Organizations
- 2) Select Name in Menu (hyperlink to Record)

Actions Tab (when associated to multiple recipients)

- 1) Select Search Recipient Organizations in menu
- 2) Enter Criteria and Search
- 3) Select Record (hyperlink) from Results

TEAM Profile Information

In TEAM all your profile information resided in one section on tabs. In TrAMS your organizational profile is separated out into separate modules to better manage information.

The screenshot shows a web browser window with the title "View / Modify Recipient (WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT) - Internet Explorer". The page content is a form with the following fields and values:

View / Modify Recipient	
Organization:	1245 WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT
Acronym:	WISCONSIN DOT
Street:	4802 SHEBOYGAN AVENUE P.O. BOX 7913
City/State/Zip:	MADISON WI 53707 7913
Phone Number:	6082668508 x 00000
Fax Number:	6082660658
Website:	www.dot.wisconsin.gov
Cost Center:	78500
Geog. Location:	550252780
Last Updated:	9/21/2015 9:55
Active:	<input type="radio"/> Yes <input type="radio"/> No
DBE:	<input type="radio"/> Yes <input type="radio"/> No
NTDB Code:	0
FY Start:	July
Cert's & Assur's:	1/12/2015
Mstr Agmt Iss'd:	
Assistance:	<input type="radio"/> Yes <input type="radio"/> No
Designated Recipient:	<input type="radio"/> Yes <input type="radio"/> No
MPO:	1245 WISCONSIN DEPT. OF TR
Type:	<input type="radio"/> Yes <input checked="" type="radio"/> No
State DOT:	0 NOT ASSIGNED
OST Type:	Public, Not a Contractor
DUNS Number:	809611460

Find Your Organizational Profile

1. Use the Records Tab in the Navigation Bar.
2. Select Recipient Organization from the Main Menu.



The screenshot shows the FTA Records page. The navigation bar at the top includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Records' tab is highlighted with a red box. Below the navigation bar, the page title is 'Records'. The main content area lists several menu items, each with a folder icon: 'Application Help Records', 'Applications / Awards', 'Projects', 'Recipient Organization', 'Static Reports', and 'Users'. The 'Recipient Organization' item is highlighted with a red box. The left sidebar shows the FTA logo and the text 'U.S. Department of Transportation Federal Transit Administration' and 'All >'. The bottom of the page features the FTA logo and the text 'FEDERAL TRANSIT ADMINISTRATION'.

Find Your Organizational Profile

In most cases only one Organization will populate. In cases where an individual supports multiple organizations you may see more than one listed. Click on the name, it is a hyperlink to your organizational profile “Record.”



The screenshot displays the 'Records' tab of the FTA system. The left sidebar contains the FTA logo and a search box for 'Search Recipient Organiza'. The main content area is titled 'Recipient Organization' and lists two entries:

- Transportation, Ohio Department Of | OHIO DOT**
Recipient ID:1225
TrAMS Status: Active
SAM Status: ACTIVE
- Transportation, Wisconsin Department Of | WISCONSIN DOT**
Recipient ID:1245
TrAMS Status: Active
SAM Status: ACTIVE

Recipient Profile Related Actions

- 1) **Recipient Documents**
- 2) **Civil Rights Information**
- 3) Certifications & Assurances
- 4) **Fleet Status**
- 5) Congressional Districts
- 6) Direct Recipients
- 7) **POC/Union Information**
- 8) Formula Suballocations
- 9) Sync Organization with SAM

The screenshot displays the 'Records' tab of the FTA system. The breadcrumb trail is 'Records / Recipient Organization'. The main heading is 'Transportation, Wisconsin Department Of'. A 'Follow' button is visible. The 'Related Actions' list includes:

- Recipient Documents**: Manage Recipient Documents
- Civil Rights Information**: Manage Civil Rights Information
- Certifications & Assurances**: Manage Certifications and Assurances
- Fleet Status**: Manage Fleet Status Information
- Congressional Districts**: Manage Recipient's Congressional Districts
- Direct Recipients**: Manage Direct Recipients Associated with Designated Recipient
- POC and Union Information**: Manage Recipient's Points of Contact and Union Information
- Sync Recipient Organization With SAM**: Sync with SAM System to Update Organization's SAM Information
- Formula Suballocations**: Manage Formula Program Suballocations

User Roles and Points Of Contact

Action: TEAM Points of Contact Information also migrated to TrAMS; you may want to review POC information make sure you have the correct selections. Your User Manager can make any modifications.

Where to find POC information in TrAMS....

TEAM Points of Contact

View / Modify Recipient - Internet Explorer

View / Modify Recipient

General | **Contact Persons** | Cert's & Assurances | Codes | Payment Codes | Civil Rights

Organization: 1245 WISCONSIN DEPT. OF TRANSPORTATION/BUREAU OF TRANSIT

Officer Titles

COUNTY EXECUTIVE	[Add New COUNTY EXECUTIVE]
DIRECTOR	BROWN-MARTIN, DONNA
DIRECTOR OF DBE PROGRAM	CARTER, MICHELE
EXECUTIVE DIRECTOR	GENERAL MANAGER

Title: DIRECTOR

Last Name: BROWN-MARTIN

First Name/Initial: DONNA

Street: 4802 SHEBOYGAN AVE.,
P.O. BOX 7913

City/State/Zip: MADISON WI 53707 7913

Phone Number: 6082662963 00000

Alternate Phone:

Fax Number: 6082660658

Email: donna.brown-martin@dot.wi.gov

Website:

125%

Organizational Points of Contact

From Records Tab find your Recipient Organization; and use the Related Actions “POC and Union Information” in the main menu.

The screenshot displays the 'Records / Recipient Organization' interface for the Wisconsin Department of Transportation (WISCONSIN DOT). The left sidebar contains navigation options: Summary, News, Related Actions (highlighted with a red arrow), Applications/Awards, TrAMS Users, Locations, Designated Recipient, and Suballocations. The main content area lists several actions, each preceded by a lightning bolt icon. A red arrow points to the 'POC and Union Information' action, which is described as 'Manage Recipient's Points of Contact and Union Information'. Other actions include 'Recipient Documents', 'Civil Rights Information', 'Certifications & Assurances', 'Fleet Status', 'Congressional Districts', 'Direct Recipients', 'Sync Recipient Organization With SAM', and 'Formula Suballocations'. A 'Follow' button is visible in the top right corner of the main content area.

Action	Description
Recipient Documents	Manage Recipient Documents
Civil Rights Information	Manage Civil Rights Information
Certifications & Assurances	Manage Certifications and Assurances
Fleet Status	Manage Fleet Status Information
Congressional Districts	Manage Recipient's Congressional Districts
Direct Recipients	Manage Direct Recipients Associated with Designated Recipient
POC and Union Information	Manage Recipient's Points of Contact and Union Information
Sync Recipient Organization With SAM	Sync with SAM System to Update Organization's SAM Information
Formula Suballocations	Manage Formula Program Suballocations

TrAMS Points of Contact

All POCs migrate over from TEAM. To View POCs, you can select all or select criteria to narrow down your search, then click on the Search Button. You will only have the “Add” button if you are a User Manager.

The screenshot shows a web interface for searching Grantee Point of Contact/Union Information. The title is "Transportation, Wisconsin Department Of | Grantee Point of Contact/Union Information Search". Under "Grantee Information", the Grantee ID is 1245 and the Grantee Name is Transportation, Wisconsin Department Of. Under "Search Criteria", there is a dropdown menu for "Contact Type" with "Grants" selected. Below the dropdown is a "Search" button (green), an "Add" button (grey), and a "Cancel" button (grey).

Transportation, Wisconsin Department Of | Grantee Point of Contact/Union Information Search

Grantee Information

Grantee ID 1245 Grantee Name Transportation, Wisconsin Department Of

Search Criteria

To view POC/Union Information, select a Contact Type from the list below and click on the 'Search' button.

Contact Type

TrAMS Points of Contact

A grid will populate in a summary table, and you can select (the check box) and view button to see more information about the individual.

Grantee Points of Contact | Grantee Contact Information

Grantee Information

Grantee ID 1910 Grantee Name Madison, City Of

Contact Information

	Title	Contact Name	Phone	Email
<input type="checkbox"/>	GENERAL MANAGER	Charles Kamp	6082678777	fake@dminc.com
<input type="checkbox"/>	MAYOR	PAUL SOGLIN	6082664611	fake@dminc.com
<input type="checkbox"/>	BUSINESS REPRESENTATIVE	GENE GOWEY	6082446207	fake@dminc.com

11-13 of 13

[View](#) [Cancel](#)

TrAMS Points of Contact

Under “Contact For” you see related Civil Rights contacts: Section 504 (ADA), DBE, Title VI and EEO, etc...

Note: Only the User Manager can modify the POC information.

Grantee Points of Contact | Contact Details

Grantee Information

Grantee ID	1910	Grantee Name	Madison, City Of
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Point of Contact (POC) Information

Title	PRIMARY GRANT CONTACT	Phone	6082686538
First Name	Scott	FAX Number	6082678778
Last Name	Korth	Email Address	fake@dminc.com
Street Address	1245 East Washington Ave., 201	Alternate Phone Number	
City	Madison	Website Address	www.cityofmadison.com
State	Wisconsin		
ZIP	53703		
ZIP (4-digit extension)	0000		

Contact For:

<input type="checkbox"/> Chief Executive Officer (CEO)	<input type="checkbox"/> Section 504
<input type="checkbox"/> Metropolitan Planning Organization (MPO)	<input checked="" type="checkbox"/> ECHO
<input type="checkbox"/> Equal Employment Opportunity (EEO)	<input checked="" type="checkbox"/> Grants
<input checked="" type="checkbox"/> Disadvantaged Business Enterprises (DBE)	<input checked="" type="checkbox"/> General FTA Issues
<input type="checkbox"/> Title VI	

Organizational Points of Contact

You can also use the Excel Report under the Actions Tab and select the Recipient POC Detail Report option from the main menu.

Records Reports **Actions**

ortation
tration

Generate Recipient POC Detail Report

Please fill at least one of the fields marked with an asterisk.

Recipient Report Criteria

*Recipient POC Contact Type

- 6 - Title VI
- 7 - Section 504
- 8 - ECHO
- 9 - Grants
- 10 - General FTA Issues

Hold ctrl to select multiple.

*Recipient POC SAM Contact Type

- 1 - Accounts Payable POC
- 2 - Accounts Receivable POC
- 3 - EDI POC
- 4 - Electronic Business POC
- 5 - Electronic Business Alternate POC

Hold ctrl to select multiple.

Clear Filter

Generate Report Close

- Project Budget Report ☆
Generate Project Budget Report
- Project Scope Budget Report ☆
Generate Project Scope Budget Report
- Recipient POC Detail Report ☆** ←
- Generate Recipient POC and Union Detail Report

Documents

- Migrated TEAM Documents will reside only under the Recipient Documents.
- New Documents added under any CR Module will reside in the CR Module AND the Recipient Profile.
- Recipients cannot delete migrated documents, FTA can delete those documents if needed.
- Recipient can delete new documents that are added under the CR Module only.

Recipient Documents

Once you are in the Recipient Organization Profile (see steps) you can use the Related Actions to select the “Documents” option to view documents migrated from TEAM to TrAMS

The screenshot displays the FTA TrAMS interface. At the top, there is a navigation bar with tabs for 'News', 'Tasks (24)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is currently selected and highlighted with a yellow underline. Below the navigation bar, the left sidebar shows the FTA logo and navigation links: 'Summary', 'News', 'Related Actions', 'Applications/Awards', 'TrAMS Users', and 'Locations'. The main content area shows the breadcrumb 'Records / Recipient Organizations' followed by the title 'Transportation, Connecticut'. Below this, there are two main sections, each with a yellow lightning bolt icon. The first section is 'Recipient Documents', which is circled in red, and includes the sub-link 'Manage Recipient Documents'. The second section is 'Civil Rights Information', which includes the sub-link 'Manage Civil Rights Information'.

Recipient Profile Documents

- Profile level TEAM Documents migrated to TrAMS will be listed as a “TEAM Doc” under “Uploaded by” column.
- In some cases TEAM documents will be listed as “General” under “Document Type”

Existing Documents						
<input type="checkbox"/>	Document Context	Document Type	Document File Name	Document Description	Date Uploaded	Uploaded By
<input type="checkbox"/>	Civil Rights	General	Metro Regional Transit Authority DBE Goal Conditional Approval.pdf	DBE Goal Conditional Approval	Feb 15, 2012	TEAM Doc
<input type="checkbox"/>	Civil Rights	General	2015-2017 Goal Setting Methodolgy Step 2 Revision.pdf	TEAM Doc	Nov 20, 2014	TEAM Doc
<input type="checkbox"/>	Civil Rights	General	20140616_ReminderToSubmitFY2015-2017DBEGoal_Metro Regional Transit Authority.pdf	06/16/2014 Reminder to Submit FY 2015-2017 DBE Goals	Jun 16, 2014	TEAM Doc
<input type="checkbox"/>	Civil Rights	General	DBE goal analysis for 2015-2017_0.docx	TEAM Doc	Jul 31, 2014	TEAM Doc

Recipient Profile Documents

- Recipients cannot delete profile documents once uploaded; if a document must be removed, contact your FTA point of contact.
- The only exception is, when you add a new document under the Civil Rights Module; you can delete documents.



CIVIL RIGHTS MODULE OVERVIEW AND DEMO

Civil Rights Module

In TEAM all your Civil Rights Information displayed on a single tab and documents were filed under the “paperclip” for all programs.

View / Modify Recipient (SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY) - Internet Explorer

View / Modify Recipient

General Contact Persons Cert's & Assurances Codes Payment Codes **Civil Rights**

Organization: 1947 SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY

Programs	Status	Due Date	Submission	Expiration	Concur
EEO Program:	Concur	12/24/2016	2/21/2014	2/24/2017	2/28/2014
Title VI Program:	Concur	2/1/2018	1/21/2015	3/31/2018	11/6/2015
DBE Program:	Concur	N/A	5/24/2012	N/A	6/18/2012
DBE Goals:	Concur	8/1/2017	7/31/2014	9/30/2017	9/29/2014

DBE Goal Values:	Expiration	Cycle Group	Race Conscious	Race Neutral	Overall Goal
	2017	Group 2	10.00%	4.00%	14.00%

Civil Rights Module

In TrAMS there is a similar at a glance summary status of your programs. Each CR Program has its own module and can be managed separately. If you have different individuals working on different programs, they can manage their program information independently. To view or manage select a box and the “Continue” button to review the program.

Recipient Details

Recipient ID: 1947 Recipient Name: Southeastern Pennsylvania Transportation Authority - Septa

Status History

<input type="checkbox"/>	Program Name	Program Status	Submitted Date	Concur Date	Due Date	Expiration Date
<input type="checkbox"/>	EEO Program	Concur	2/21/2014	2/28/2014	12/24/2016	2/24/2017
<input type="checkbox"/>	DBE Program	Concur	5/24/2012	6/18/2012		
<input type="checkbox"/>	Title VI Program	Concur	1/21/2015	11/6/2015	2/1/2018	3/31/2018
<input type="checkbox"/>	DBE Goal	Concur	7/31/2014	9/29/2014	8/1/2017	9/30/2017

Select box in grid then select “Continue” button

Civil Rights Module

Each program includes Program Status information similar to the summary page. A new “Status History” provides a log of actions taken between the recipient and FTA.

Civil Rights Compliance | Title VI Program

Recipient Details

Recipient ID 1182	Recipient Name Chicago Transit Authority
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Program Status

Status Date Nov 3, 2014	Due Date Apr 1, 2017
Program Status Concur	Expiration Date May 31, 2017

Status History

Status	Date	User
Concur	11/3/2014 10:00 AM GMT+00:00	
In Review - Submitted to FTA	10/6/2014 10:00 AM GMT+00:00	



Submission / Review Workflow



RCRO Decision Options

- In Review – Under FTA Review
- In Review – Returned to Grantee
- Concur Status
- Expired Status
- N/A

Program Status

In Review – Submitted to FTA

Notification sent to RCRO

User cannot make modifications to program

In Review – Under FTA Review

FTA has indicated it is reviewing the program

User cannot make modifications to program

In Review – Returned to Grantee

FTA has returned the program for corrections

Notification sent to CR User Group

Program is open for modifications

Program Status

- Concur - Program has been reviewed by the Office of Civil Rights and concurred
- Expired – Either a program was not submitted and it moved to an expired status, or FTA has indicated it is expired
- N/A – Program is not applicable to the organization

CR Module Dates

- The Submitted Date updates each time the grantee submits an action to FTA
- All other dates are associated with module updates

Recipient Details						
Recipient ID 1221		Recipient Name Duluth Transit Authority				
Status History						
<input type="checkbox"/>	Program Name	Program Status	Submitted Date	Concur Date	Due Date	Expiration Date
<input type="checkbox"/>	EEO Program	In Review - Under FTA Review	8/21/2014		7/1/2014	8/1/2014

CR Module Dates

- Status Date updates each time the grantee or FTA takes an action in the module.
- Program Status: Is managed by FTA Civil Rights Office.
- Due Date: is the date your next program is due, to ensure your program can be reviewed prior to expiration.
- Expiration: is the date your current program expires.

Civil Rights Compliance | Disadvantaged Business Enterprise (DBE) Goal

Recipient Details

Recipient ID
1245

Recipient Name
Transportation, Wisconsin Department Of

Program Status

Status Date
Aug 26, 2013
Program Status
Concur

Due Date
Aug 1, 2016
Expiration Date
Sep 30, 2016
Cycle Group
Group 1

Civil Rights Documents & Comments

The module also includes information about documents submitted, and comments between the recipient and FTA will populate here. Initially your information will look empty, as you begin to use information it will populate here. Add all new documents here; the document will populate here and in your profile documents listing. Only if you add documents here can you later delete the document.

Existing Document Details

Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
No items available				

Comments

Existing Comments

Please scroll within the box to see all existing comments.

Program Submission

1. From the summary page, select your program and continue button.
2. Upload documents as necessary
3. Enter Comments
4. Click on Submit Button
5. Return to summary page to confirm status has changed
6. Every time you hit the “Submit” button you are sending information to FTA and changing the “submitted date” and the “status date”.

Adding a Document

To add (or delete) a document, click on the “Manage Documents” button and a form will populate with an upload feature.

Existing Document Details

Document Type	Document Name	Program Begin and End Dates	Date Uploaded	Uploaded By
DBE Goal	2016 Supplemental	Date	2/21/2016 2:46 AM GMT+00:00	Brother Masterson

[Manage Documents](#)

Upload Document

Document Type
DBE Goal

Document Name
2016 Supplemental

Program Begin and End Dates
Date

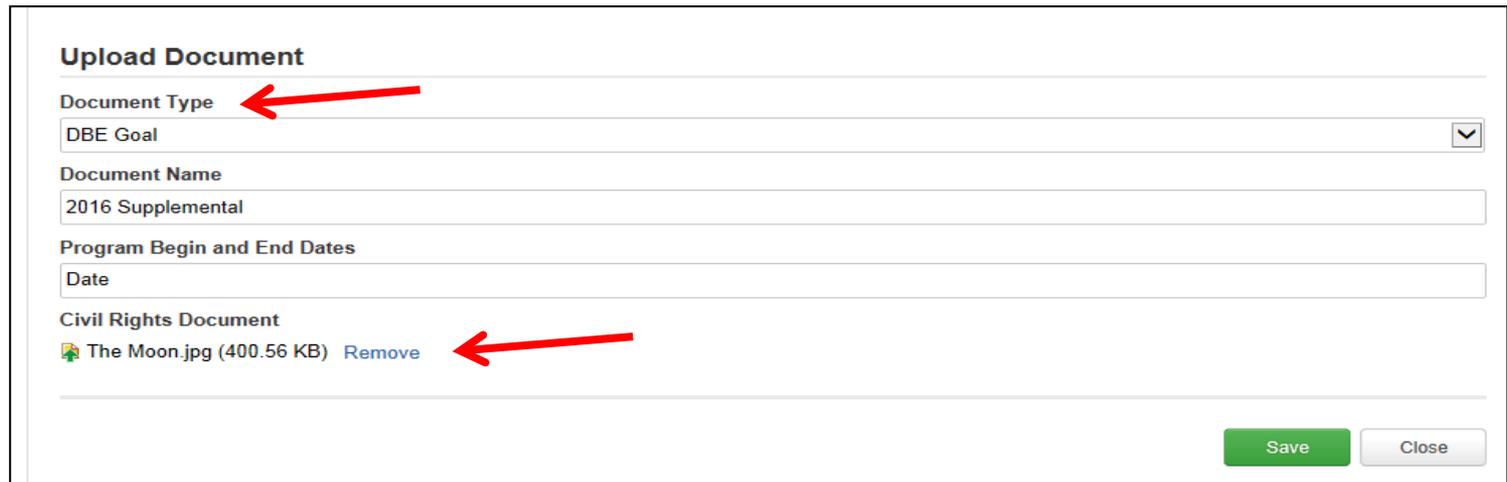
Civil Rights Document


[Save](#) [Close](#)

Complete Form, and Upload Document. Once you hit “Save” it will populate in the grid above.

Adding a Document

- Document Type selection(s) will vary with each CR program.
- You can delete by selecting the “remove” feature, if you select the “Save” button, you need to return to the module to select and delete.



The screenshot shows a web form titled "Upload Document". It contains several input fields: "Document Type" (a dropdown menu with "DBE Goal" selected), "Document Name" (text input with "2016 Supplemental"), and "Program Begin and End Dates" (text input with "Date"). Below these is a "Civil Rights Document" section showing a file named "The Moon.jpg (400.56 KB)" with a "Remove" link next to it. Two red arrows point to the "Document Type" dropdown and the "Remove" link. At the bottom right are "Save" and "Close" buttons.

Adding a Document

All new documents added in the CR Module can also be found under the Recipient Organization Documents. (reminder you can only delete from the CR module.)

News Tasks **Records** Reports Actions Brother Masterson - Appiar

U.S. Department of Transportation
Federal Transit Administration

Recipient Organization | Document Summary

Recipient Profile Information

Recipient ID 1225 Recipient Name Transportation, Ohio Department Of

Existing Documents

<input type="checkbox"/>	Document Context	Document Type	Document File Name	Document Description	Date Uploaded
<input type="checkbox"/>	Civil Rights	DBE Goal	2016 Goal Update		Feb 19, 2016
<input type="checkbox"/>	Legal	Legal Authority Document	The Moon	User Role Justification for Brother Masterson	Jan 26, 2016

Adding Comments

Only users with the civil rights user role will see the two comment boxes. The “Program Comments” is for new comments related to your submission. Once submitted those comments will populate in the “Existing Comments” box. You can scroll within the box (how is browser specific). You cannot go back and edit comments once saved.

Comments

Civil Rights Program Comments

New Comments Here

Existing Comments

Saved comments here.

Please scroll within the box to see all existing comments.

DBE Program

Reminder that your DBE program, in most cases will not have a due and expiration date.

Civil Rights Compliance Disadvantaged Business Enterprise (DBE) Program		
Recipient Details		
Recipient ID 1245	Recipient Name Transportation, Wisconsin Department Of	
Program Status		
Status Date Jul 9, 2012	Due Date	
Program Status Concur	Expiration Date	
Status History		
Status	Date	User
Concur	7/9/2012 10:00 AM GMT+00:00	
In Review - Submitted to FTA	2/28/2012 10:00 AM GMT+00:00	

Return to Grantee

FTA has the option to return a program for changes. You will receive an email notification (see sample) if it is returned. You must then resubmit via TrAMS for further consideration.

TrAMS Admin <tramsteam@gmail.com>

Today at 10:50 AM

To Brother Masterson,

NOTICE

The Civil Rights Compliance for the **EEO Program** has been returned to grantee for review.

Please review the compliance for **Transportation, Ohio Department Of (1225)** via the related actions for the Recipient Organization.

This message has been sent by Appian

FLEET INFORMATION

Fleet Information in TrAMS

Fleet information migrated into TrAMS will populate and reside in the Recipient Profile.

The screenshot displays the TrAMS interface for a recipient organization. The top navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Records' tab is active, showing a list of management actions for the 'Wisconsin Department of Transportation'. A red circle highlights the 'Fleet Status' option, which is described as 'Manage Fleet Status Information'. Other options include 'Recipient Documents', 'Civil Rights Information', 'Certifications & Assurances', 'Congressional Districts', 'Direct Recipients', 'POC and Union Information', 'Sync Recipient Organization With SAM', and 'Formula Suballocations'. The left sidebar shows a 'Summary' section with links to 'News', 'Related Actions', 'Applications/Awards', 'TrAMS Users', 'Locations', 'Designated Recipient', and 'Suballocations'.

Fleet Status

Fleet Information in TrAMS (in the interim) will display only the TEAM “after value” as the “Current Value.”

Part 6: Fleet Status

Fixed Route

		<u>Before</u>	<u>Change</u>	<u>After</u>
I.	Active Fleet			
	A. Peak Requirement	192	0	192
	B. Spares	44	0	44
	C. Total (A+B)	236	0	236
	D. Spare Ratio (B/A)	22.92%	0.00%	22.92%
II.	Inactive Fleet			
	A. Other	10	0	10
	B. Pending Disposal	0	0	0
	C. Total (A+B)	10	0	10
III.	Total (I.C and II.C)	246	0	246

Current Value

I.	Active Fleet	
	A. Peak Requirement	192
	B. Spares	44
	C. Total (A+B)	236
	D. Spare Ratio (B/A)	0.23%
II.	Inactive Fleet	
	A. Other	10
	B. Pending Disposal	0
	C. Total (A+B)	10
III.	Total (I.C and II.C)	246

View or Manage Fleet Status

To view or modify fleet information (or the details/notes for a specific fleet entry), click on a box and select the “Update” button.

Existing Fleet

	Fleet Type	Peak Requirement	Spares	Spare Ratio	Contingency	Pending Disposal	Total
<input type="checkbox"/>	Heavy Rail	342	94	27.49%	0	0	436
<input type="checkbox"/>	Commuter Rail	415	75	18.07%	0	0	490
<input type="checkbox"/>	Light Rail	156	39	25%	0	0	195
<input type="checkbox"/>	Fixed Route	730	146	20%	50	2	928
<input type="checkbox"/>	Paratransit	735	5	0.68%	0	7	747
<input type="checkbox"/>	Other	5	1	20%	0	0	6

1-6 of 6

Add Update Delete Close

Manage Fleet Status

The module provides summary details of the selected fleet and...

Fleet Status Fleet Details	
Recipient Profile Information	
Recipient ID 1910	Recipient Name Madison, City Of
Existing Fleet Summary	
<hr/>	
I. Existing Active Fleet	
A. Peak Requirement	182
B. Spares	38
C. Total Active Fleet (A + B)	220
D. Spare Ratio (B / A)	18.13%
II. Existing Inactive Fleet	
A. Contingency	0
B. Pending Disposal	14
C. Total Inactive Fleet (A + B)	14
Total Fleet (I.C and II.C)	234

Manage Fleet Status

...provides a form to modify and save.

Update Fleet Details

Fleet Type Fixed Route

Fleet Details

Please provide a brief description of your fleet

Active Fleet

Peak Requirement

Please enter the number of Peak Requirements

Spares

Please enter the number of Spares

Inactive Fleet

Contingency

Please enter the number of Inactive Contingency Fleet

Pending Disposal

Please enter Inactive Fleet that are pending disposal

APPLICATIONS AND CIVIL RIGHTS

Applications

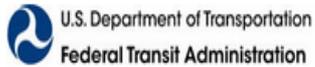
When recipients are developing their grant applications they should be aware of the status for each Civil Rights Programs.

Recipients, when transmitting an application to FTA will, TrAMS will populate a “warning” message if their programs are not in a concur status.

Search for Application & Awards

- Recipient Profile Dashboard provides a snapshot view of your Applications and Awards with links to the record.
- Records Tab Application/Awards lists all records and provides a search field where you can search for a specific record or use filters to narrow search.
- Actions Tab search allows you to narrow search using criteria.

Applications & Awards Profile Dashboard



Records / Recipient Organization

Transportation, Wisconsin Department Of | WISCONSIN DOT Follow

Summary

News

Related Actions

Applications/Awards >

TrAMS Users

Locations

Designated Recipient

Suballocations

Recipient Information

Recipient ID
1245

Recipient DUNS
809611460

Recipient Name

Transportation, Wisconsin Department Of

Acronym

WISCONSIN DOT

You can sort by clicking on any header (see arrow)

Applications

FAIN	Application Name	Last Updated By	Last Updated Date ↓	Status
WI-18-X053-00	2014 Wisconsin Section 5311		Sep 25, 2015	Active (Executed)
WI-18-X055-00	2015 Wisconsin Section 5311 Grant		Sep 23, 2015	Active (Executed)
WI-37-X023-03	CLOSE OUT AMENDMENT		Sep 02, 2015	Closed
WI-34-0013-00	FY 2014 5339 Bus and Bus Facilities		Aug 28, 2015	Active (Executed)
WI-37-X024-01	2013 WisDOT JARC Grant - Amend 1		Aug 19, 2015	Active (Executed)
WI-74-X001-00	FY13 SSO WisDOT		Aug 07, 2015	Active (Executed)
WI-37-X023-02	2012 WisDOT JARC Grant - Amend 2 (re-ob)		Jul 09, 2015	Closed

Use Dashes & Hit Enter!

In TrAMS in search fields you must include the dash (e.g. WI-90-X025). Also that little magnifying glass is just an icon, use the enter function on your keyboard to filter.

The screenshot shows the TrAMS interface with the 'Records' tab selected. A red box highlights the search bar and the FTA logo. The search bar contains the text 'Search Applications / Awards' and a magnifying glass icon. Below the search bar, there are two sections: 'Pre-Award Status' and 'Post-Award Status'. The 'Pre-Award Status' section includes 'In-Progress', 'In-Progress / Returned to Grantee', and 'Transmitted / Ready for FTA Review'. The 'Post-Award Status' section includes 'Active (Executed)', 'Deobligation Required', and 'Active / Budget Revision In-Progress'. The main content area displays three application entries, each with a document icon, an ID, a title, a grantee name, a current status, and a last updated date.

ID	Title	Grantee Name	Current Status	Last Updated Date
1245-2016-1	SAMPLE APPLICATION	Transportation, Wisconsin Department Of	In-Progress	Feb 06, 2016
OH-57-X056-01	FY 2013 New Freedom Grant - 2014 Program	OHIO DEPT. OF TRANSPORTATION	In-Progress	Jan 29, 2016
OH-18-X032-00	Section 5311 Grant Program for CY 2012	OHIO DEPT. OF TRANSPORTATION	Active (Executed)	Jan 27, 2016

Application Initial Reviews

FTA Initial Reviews are conducted by:

Environmental = Required

Technical Review = Optional

Civil Rights Review = Optional

Generally when there is construction (ADA compliance) or rolling stock (ADA/TVMs) is included in your application.

Post Award TVM Requirements

If your award includes rolling stock you must provide TVM documentation related to your procurement award, to satisfy your DBE requirements. The Office of Civil Rights will provide further guidance on where to file documentation.

The screenshot displays the FTA's Records / Applications / Awards interface. The top navigation bar includes 'News', 'Tasks', 'Records' (highlighted), 'Reports', and 'Actions'. The user profile 'Brother Master' is visible in the top right. The main content area shows the record ID 'OH-34-0019-01 | CY 2016 Section 5339 Bus&Bus Facili' with a 'Follow' button. A sidebar on the left lists navigation options: Summary, News, Related Actions (with a dropdown arrow), Points of Contact, Application Control Totals, and Application Projects. The main content area lists four actions, each with a lightning bolt icon: 'Application Documents' (Manage Application Document), 'Application Details' (Manage Application Details), 'View-Print Application' (Generate View/Print for Application), and 'Execution & Award Summary' (View Execution Summary and Award Agreement). The 'Application Documents' action is highlighted with a red rectangular box.

TrAMS!

- ❖ TrAMS is a big system
- ❖ TrAMS is different
- ❖ Participate in Training
- ❖ Take a time to get acquainted with TrAMS a training environment is coming soon!



Need Help?

Help Desk: (877) 561-7466
FTA.TrAMS.Help@DOT.GOV

General Questions contact your FTA representative or Local Security Manager



Federal Transit
Administration
www.fta.dot.gov